

School Board Members

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Central Office Directory

David Cox, Superintendent
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Tammy Lacefield, Supervisor of Special Programs
Rhonda Moore, Chief Financial Officer
Jane Chandler, Director of Special Education
Josh VanNorstran, Transportation Director

Corbin Schools

- | | | | |
|-----------------------------|---------------------------------|-----------------------------|--------------|
| ● Corbin Preschool | 614 Master Street | Tammy Lacefield, Principal | 606-523-3612 |
| ● Corbin Primary | 3551 5th Street Road | Travis Wilder, Principal | 606-523-3638 |
| ● Corbin Elementary | 710 West 8th Street | Chris Webb, Principal | 606-528-4367 |
| ● Corbin Intermediate | 404 West 17th Street | Bill Jones, Principal | 606-528-1651 |
| ● Corbin Middle | 50 Ed McNeel Drive | Christi Lefevers, Principal | 606-523-3619 |
| ● Corbin High | 1901 Snyder Street | John Crawford, Principal | 606-528-3902 |
| ● Corbin Educational Center | 901 South Main Street | Tom Greer, Principal | 606-528-4080 |
| ● School of Innovation | 200 West 8 th Street | Mark Daniels, Principal | 606-528-1303 |
| ● Kentucky Tech Corbin ATC | 1909 South Snyder Street | Chris Smith, Principal | 606-528-5338 |

Nondiscrimination Policy

The Corbin Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in the programs, activities, and services it provides, as required by law. Individuals who have questions concerning compliance with this requirement should contact the Superintendent at the Corbin Board of Education's Central Office.

Board Policies - Corbin Board Policies and Administrative Procedures may be viewed on the district website under ***District Documents***.

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2018-2019 Corbin Independent School Calendar ---- 170 Instructional Days/188 Total Days (Approved by the Corbin Board of Education-12/7/17)

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	Inst Days	Non Inst Days	Total Days		
July 2018	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						3	3	
Aug.			1 SPD	2 SPD	3 SPD	6 SPD	7 SPD	8 SPD	9 DPD	10 OP	13 .5	14	15	16	17	20	21	22	23	24	27	28	29	30	31			8	23	
Sept						3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	29	1	1	20	
Oct	1	2	3	4	5	8	9	10	11	12*	Oct. 15--19, 2018 Schools Closed--Fall Break						22	23	24	25	26	29	30	31			18	0	18	
Nov				1	2**	5 NTI ^a	6 E	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	31	1	1	19	
Dec						3	4	5	6	7	10	11	12	13	14	15	16	19	20	21	22	23	24	25	26	27	28	29	30	10
Jan 2019		1 H	2	3	4	7	8	9	10	11	14	15	16	17	18	21 H	22	23	24	25	28	29	30	31			20	2	22	
Feb					1	4	5	6	7	8**	11 NTI ^a	12	13	14	15	18	19	20	21	22	25	26	27	28			20	0	20	
Mar					1*	4 NTI ^a	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	30	21	0	21	
Apr						April 1-5, 2019 Schools Closed--Spring Break						8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	17	
May		1	2	3	6	7	8	9	10	11	12	13	14	15	16 ^a / .5	17 DPD	20 DPD	21 CP/E	22 MU	23 MU	24 MU	27 MU	28 MU	29 MU	30 MU	31	12	3	15	
June 2019					3	4	5	6	7	10	11	12	13	14	15	16	17	18	19	20	21	24	25	26	27	28	17	0	17	

Non-Instructional Days

SPD = School Professional Development Day (9)
 DPD = District Professional Development Day (3)
 OP = Opening Preparation—August 10, 2018
 CP = Closing Preparation—May 22, 2019
 MU=Make Up Instructional Day
 H = Holiday (4 Holidays)
 E = Election Day

Special Dates in 2017-2018

NIBROC Celebration—August 8, 9, 10, 11, 2018
 Fall Break—Oct. 15--19, 2018
 State Basketball Tournament Dates—March 6-10, 2019 and March 13-17, 2019
 Spring Break—April 1-5, 2019
 Easter - April 21, 2019

Testing Dates

MAP Testing Window--August 2018, Dec. 2018 & May 2019
 Limited English Proficient (Access)-Jan/Feb 2019
 College Entrance Exam (Grades 10/11)—To be determined
 Spring K-PRREP Academic Testing—Last 10 instructional days
 CHS End Of Course exam—Immediately following completion of course

Employee Holidays

Monday, September 3, 2018, Labor Day
 Thursday, November 22, 2018, Thanksgiving Day
 Monday, January 1, 2019, New Year's Day
 Monday, January 21, 2019, Martin Luther King Jr. Day

End of 9 Weeks Grading Periods

**1st Period - Fri. Oct 12, 2018 - 44 instructional days
 *2nd Period - Fri. Dec. 14, 2018 - 36 instructional days
 *3rd Period - Fri. Mar. 1, 2019 - 41 instructional days
 *4th Period - Thur. May 16, 2019 - 49 instructional days

Corbin High School Trimester Schedule

**1st Trimester - Nov. 2, 2018 (54 days)
 **2nd Trimester - Feb. 8, 2019 (52 days)
 **3rd Trimester - May 16, 2019 (64 days)

Calendar of Events

Deadline to complete district online professional development— July 25, 2018
 District-Wide Professional Development – Aug. 9, 2018 @ CHS
 1st Day for Students – Aug. 13, 2018
 High School Graduation – Sunday, May 19, 2019
 (date may change due to school closures)
 Aug. 13th, 2018, Dec. 14th, 2018 and May 16, 2019 will be half instructional days.

Proposed Make-Up Schedule

Any instructional day missed during the 2018-19 calendar will be made up on a day for day basis.

The Corbin Independent School District is also approved for up to 10 Non-Traditional Learning Days which can be used to conduct school through virtual or other non-traditional means due to weather or other emergencies. Through evidence of student and teacher participation, a request can be made to the Kentucky Education Commissioner for approval. If approved, the district would not have to make up those days.

^a = Pending use of 6 NTI days up to the scheduled date.

School Closings and Make-Up Days

The 2018-2019 School Calendar has 170 instructional days. Severe emergency conditions may require additional make-up Days.

DPD days and Closing Preparation follow last instructional day for students (as shown).

I. SCHOOL OPERATIONS

School Hours

Corbin Primary:	7:45 am – 2:45 pm
Corbin Elementary:	7:45 am – 2:45 pm
Corbin Intermediate:	7:45 am – 2:45 pm
Corbin Middle:	7:45 am – 2:45 pm
Corbin High:	8:25 am – 3:20 pm
Zero Hour Classes:	7:30 am – 8:20 am

Corbin Preschool operates on an individual schedule please contact the center for further details.

All school buildings open at 7:00 am with breakfast served as follows:

Grades K-5:	7:00 am - 7:30 am
Corbin Middle:	7:00 am - 7:40 am
Corbin High:	8:00 am - 8:20 am and during grab and go

Morning Arrival Procedures

Upon arrival, all students are to report to the gym or assigned area. Students desiring to eat breakfast may report to the cafeteria. Note: High school students participating in zero hour classes may report directly to classrooms.

Dismissal Procedures

- **Grades K-4: Dismissal for Parent Pick-Ups (Students Not Riding the Bus)**

Students who are picked up by their parent/guardian will be brought to their respective pick up areas. **Parents should not enter the building and are not permitted to wait in the front office area.** For student safety, the hallways must be clear. Parents who pick up their child will receive colored tags with a number that must be displayed in the car. **YOU MUST HAVE THE NUMBER PLATE TO PICK UP YOUR CHILD CURBSIDE...OTHERWISE: YOU MUST REPORT TO THE OFFICE TO PICK THEM UP at 2:45 p.m. and show your i.d.** If you lose these tags, please contact the school as soon as possible for replacements. A small fee will be charged for replacements. Please wait in your car in the dismissal lane. Due to traffic congestion, it is suggested that your child ride the school bus.

Parking in Handicapped spaces without a handicapped parking tag is strictly prohibited.

- **Grades 5 - 12:**

Students will be picked up or released for bus transportation based on individual school procedures.

Building Security

All exterior doors of the school building remain locked except the front entrance. Everyone entering the building during the school day shall identify themselves as visitors in the school office and sign in with school personnel.

News and Announcements

- Log on to our website at www.corbinschools.org
- Follow our District Facebook and Twitter pages
- Turn to Redhound TV Broadcasting Station Channel 18 on your local cable network
- Tune in to WRHR Redhound Radio 95.3 FM
- Individual schools may use social media for additional communication.
- Update your Infinite Campus Parent Portal contact information to receive notifications via our Edulink call system

School Notification System/Edulink

Corbin Schools uses a calling/texting/email notification system called Edulink to inform parents of important announcements.

- Edulink will import contact information (phone numbers and email addresses) directly from Infinite Campus.
- You may update your contact information on your Infinite Campus Parent Portal.

- If you do not have access to your Infinite Campus Parent Portal please contact your child’s school to gain access and update the information.
- All phone numbers and email addresses added to your Infinite Campus Parent Portal will receive notifications regarding school closings and emergency situations.

To update the contact information on your Parent Portal please complete the following steps:

To change your main Household phone number

- Log in to your Parent Portal
- Click Household Information
- Click Update under Household Phone Number
- Enter the number in the space provided
- Click Send Update

To add additional phone numbers and email addresses

- Log in to your Parent Portal
- Click Family Members
- Click update under each family member listed to edit their phone number and email information
- Enter the information in the space provided
- Click Send Update

**Each family member may have up to three phone numbers and two emails listed.*

School Closings

In case of weather or emergency conditions, listen to the radio, television, or check out the district website as to whether school will be closed or dismissed. An announcement will be sent via Edulink to announce the closing. The pupil attendance policy does not change due to school closing for dangerous weather conditions.

Non-traditional “Redhound” Days

The district makes use of non-traditional school days approved by the Kentucky Department of Education. In the event of school closings, a “Redhound” non-traditional day will be communicated, including through an announcement via Edulink. When this occurs, pupils are required to complete the assignments provided by the teacher in lieu of attending school. Blackboard will be utilized as the technology platform; however, paper packets will be provided to students that do not have technology access. This time counts as a regular school day that will not be made up by the district. Work must be submitted within five (5) days of the district’s return to school. The work is graded and counts as part of the student’s regular school day work. ***NOTE: Every missed day will not be automatically declared a Redhound Day. The District will make the determination to use this option on a day-by-day basis and this will be reflected in the announcement regarding school closing that you receive on that particular day.***

II. STUDENT ATTENDANCE

Attendance Policy

09.123/09.122

Pupils are required to attend the school in which they are enrolled on a regular and punctual basis. Research data indicates there is a direct correlation between attendance and achievement. In addition to achieving academically, students learn to be responsible and develop good work habits and self-discipline.

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 truant three (3) or more times is a habitual truant. Absence up to 60 minutes a day is considered a tardy. After 60 minutes, the student is considered absent for a portion of the day.

**Perfect Attendance is defined as having NO absences and NO tardies.*

Excused Absences

Students may be excused for an absence from school. Reasons for excused absence (not considered truant) include:

- Death or severe illness in the pupil's immediate family, which is defined as parent and/or guardian, step-parent, brother, sister, grandparent, aunt, uncle, and first cousin;
- Illness of the pupil: written verification from a medical professional will be required after the fifth absence and written verification from parent/guardian will be accepted as follows:
 - Grades K-8: 5 per semester
 - Grades 9-12: 3 per trimester. If all three (3)-parent notes are not used during a trimester, one parent note can move to the next trimester allowing four (4) in that trimester.
- Clinical appointments that cannot be scheduled outside of regular school hours (written verification from the medical provider is required)
- Participation in school-related activities approved by the principal
- Religious holidays and practices
- One (1) day for attendance at the Kentucky State Fair
- Other valid reasons as determined by the principal
- Students shall be granted, pursuant to Policy 09.123, an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. Unless the Principal determines that extenuating circumstances exist, request for date(s) falling within the State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee.

Homebound/Home Hospital

If the student is ill and will miss more than five (5) consecutive days, a home / hospital teacher can be assigned and is recommended. Forms may be obtained at the Corbin Board of Education (606-528-1303).

Absence Verification/Parent Notes

09.123

A parent/guardian shall verify a student's absence by calling the school on the day of the absence. A written request to be excused should accompany the student on the day he/she returns to school. Any parent/guardian request for an excused absence should reflect one of the reasons listed above. Grades K-8 accepts up to ten (10) parent notes per year; five (5) per semester in accordance with the current policy outlined above. Corbin High School accepts only three (3) parent notes per trimester. If not all 3-parent notes are used during a trimester, one parent note can carry over to the next trimester. Absences that are not properly verified shall be considered unexcused. If after five days the parents/guardians have not complied with the correct procedure, the absences of the child will then be marked unexcused. The principal reserves the right to accept excuses based upon extenuating circumstances. After a total of three (3) absences (unexcused) during a nine- week period, the parent / guardian will be notified. If deemed necessary, a parent/teacher conference may be requested. For the students who are absent five (5) or more clays for personal illness, the parent/guardian shall be required to provide the school with written verification from a medical professional. Repeated absences may lead to a home visit and/or court action.

Make-Up Work

Students shall be allowed to complete make-up work for excused absences. Requesting make-up work is the responsibility of the student who will be allowed an amount of time equal to the number of days absent to complete the assignments. When a student is absent, missed assignments may be picked up at the end of the school day by calling the school / classroom teacher in advance (by 12:00 noon).

Tardies

Absence any time during the school day for 60 minutes or less shall be considered tardy. The student will receive an admission slip to class. No child will be admitted to class without an admission slip. A student who is checked out before the dismissal time is also recorded as tardy and must be checked out in the office. **Students in grades K-6 arriving after the beginning of the school day must be signed-in by a parent/guardian.**

Excused Tardies

Excused tardies coincide with the definition of excused absences above. The reason for the tardiness must be indicated on the sign-in/out sheet. The parent/guardian signature on the sign-in/out sheet or on a note will serve as written

verification for that particular tardiness. If tardiness becomes excessive, a parent/teacher conference may be requested.

Permission to Check Out of School

We recognize the need for students to occasionally leave school during the school day. The following procedure must be followed:

- Only the parent, guardian or authorized person listed on the sign out card (filled out when the student entered school this year) may sign out a student for early dismissal. Students will remain in their class until called for dismissal.
- The authorized person when checking out a student MUST present an ID such as a driver’s license or photo ID.
- No dismissal by phone will be permitted.
- Only students eighteen (18) years old or older WHO ARE INDEPENDENT OF THEIR PARENTS will be allowed to sign themselves out.
- Students who become ill at school must see the nurse first before calling home or checking out (if age 18 or older).

III. ACADEMICS AND INSTRUCTION OF STUDENTS

Assessments and Testing

08.222

A variety of local assessments are used to measure the academic progress of Corbin students, such as Measure Academic Progress [MAP], SRI (Scholastic Reading Inventory), Common Assessments and Classroom Formative Assessments. In addition, students participate in the Kentucky’s State Assessment Program called Kentucky Performance Rating for Educational Progress (K-PREP) during the last two weeks of the school year and are tested in the following areas:

State K-PREP Assessments

Grade	Reading	Mathematics	Science	Social Studies	Language mechanics	On-Demand Writing
3	X	X				
4	X	X	X		X	
5	X	X		X		X
6	X	X				
7	X	X	X		X	
8	X	X		X		X
10						X

In addition to the K-PREP assessment, the following state tests are administered:

- ➔ ACT Grade 11 – Spring
- ➔ Field Test of certain content areas will occur at the high school level.

Academic Support Programs

The Corbin Independent School District offers a variety of support mechanisms to assist students in their academic programs. Contact your child’s teacher or principal for support options. District academic support programs include the following:

Extended School Services

08.133/08.133AP.1

Extended School Services (ESS) are provided to aid students with study skills, organizational skills, make-up testing, and /or homework assistance. Transportation is available on Tuesday and Thursday during the school year. Students are to follow school dress code and school rules. Students invited to participate in this program are expected to maintain good attendance. Excessive absences may result in removal from the program. The schedule for ESS will vary by school and can be discussed with your child’s teacher. Summer services are also

provided to those students receiving recommendations from their teachers. Students may be required to attend summer school before being promoted to the next grade level.

Afterschool Programs

After School programs are designed to meet student needs for additional support, academic enrichment, extracurricular activities, or child care. There are a variety of afterschool programs; for additional information, please contact:

- Grades K-2: Redhound Enrichment 606-344-5500
- Grades 3-4: Redhound Enrichment 606-344-6212
- Grades 5-8: The Zone 606-215-7273
- Grades 9-12: Media Center open daily until 5:30 pm on school days

Procedural Safeguards And Grievances For Gifted and Talented Students

08.132AP.1

Parents and/or students (Grades P-12) may petition for identification or may appeal non-identification or appropriateness of services.

- The appealing party shall submit in writing to the Gifted-Talented Coordinator specifically why s/he believes that screening results are not accurate or talent pool services or service options in the gifted and talented student services plan are not appropriate and why an exception should be made or reconsideration should be given.
- The Gifted-Talented Coordinator shall compile student data and present that along with the petition or appeal to the Selection/Placement Committee. The information presented shall include a recommendation accompanied by available substantiating evidence.
- The Committee shall hear appeals, make a recommendation, and respond in writing to the appealing party within ten (10) working days of receipts of the appeal and accompanying information. If the appeal concerns the non-availability of appropriate service options, the Committee shall consult with the school council.
- If the Committee rules in favor of the grievant, the following option shall apply as appropriate:
 - S/he may participate in the program as soon as the parent or guardian signs the required permission form.
 - A change in either the gifted and talented student services plan or provision of services shall be made in a timely manner.
- If the Committee rules against the grievant, a further written appeal may be made to the Superintendent, who must respond within ten (10) working days of receipt of the appeal.
- Should the Superintendent uphold the decision of the Selection/Placement Committee, the appealing party may petition the Board, which will have the final decision in the case. The Board shall make a determination at the next regular meeting following receipt of the appeal.

Preschool

The Corbin Independent School District offers a variety of services to preschool age students, beginning with the Early Start program for 1 and 2 year-olds. Half-day and full-day tuition programs are available for students ages 3 -5 years. In addition, State Funded Preschool services are offered for one-half a day to students ages 3-5 who meet enrollment criteria. Traditional, State Funded Preschool, is offered four days per week (Monday-Thursday). Tuition programs operate five days per week. Fee-based wrap-around (after school) services are offered daily until 5:30. Applicable fees for these programs are as follows:

- Early Start (1 and 2 year-olds): \$450/month (7:30a.m. - 5:30p.m.)
- Montessori Half Day: \$200/month (8:00a.m. - 11:00p.m. or 12:00p.m. - 3:00p.m.)
- Montessori Full Day: \$375/month (8:00a.m. - 3:00p.m.)
- Wrap Around (After school): \$75/month* (3:00p.m. - 5:30p.m.)

*Corbin Preschool will open at 7:00 a.m. for children enrolled in tuition programs who need early care before the scheduled start time.

English Language Learners

The Corbin Independent School District provides services to students who are English Language Learners/Limited English Proficient. All students are screened upon enrollment in accordance with federal law to determine eligibility for services. Parents will be notified if students qualify for services.

Student Progress Reporting

Parents may be informed of their child's progress in the following ways:

- Student work will be sent home on a regular basis
- Parent/teacher conferences will be scheduled as needed
- Telephone conferences
- Midterm progress reports will be sent home with each student and parents/guardians will be notified of any midterm deficiencies halfway through each grading period.
- Grade cards will be sent home with each student at the conclusion of the grading period. Refer to the school year calendar for dates.
 - Grades K-4: At the conclusion of each 9 week grading period
 - Grades 5-8: At the conclusion of each 9 week grading period
 - Grades 7-12: At the conclusion of each 12 week trimester

Infinite Campus Parent Portal

Our district has implemented Parent Portal in which parent/guardians may have access to their student's schedule, attendance, behavior and grades. **YOU MUST VISIT YOUR CHILD'S SCHOOL TO PICK-UP AND SIGN-OUT YOUR PERSONAL ACTIVATION NUMBER AND INSTRUCTIONS.** Once you receive your personal activation key and instructions, you may access the Parent Portal at <https://infinitecampus.kyschool.us/campus/portal/corbinIND.jsp>

Grading Scales

08.221

The Corbin Independent School District uses standards-based grading for students in grades K-5 and a traditional grading scale for students in grades 6-12.

Standards-Based grading system (Grades K-5) - The Corbin Independent primary and elementary program standards-based report card breaks down each subject area into specific elements of learning to offer parents and educators a more thorough description of each child's progress toward proficiency. A student's progress toward mastery is described as novice, apprentice, proficient, and distinguished. The goal of standards based grading is to align assessment and reporting practices with standards-based education to provide a more detailed report of a child's learning and achievement. Daily work and assessments are graded using specific scoring guides and the traditional grading scale. The standards based report card is sent to parents at the conclusion of each 9 weeks grading period.

Traditional Grading Scale (Grades 6-12)

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

Dual Credit

Corbin High School is partnering with the University of the Cumberland to offer students an opportunity to earn college credit while fulfilling high school requirements at a cost ranging from \$50 to \$156 for 3 credit hours. Options include online classes and offerings taught by Corbin High School instructors as part of the regular schedule. Courses taught by Corbin High School staff are open to sophomores, juniors, and seniors who meet criteria listed below.

- GPA of 3.0 and above **or** Teacher recommendation
- ACT composite of 18

Students taking an online course must meet the criteria listed below.

- GPA of 3.2 and above **or** Teacher recommendation
- ACT composite of 18

Advanced Placement

Advanced Placement is a program of college level courses and exams for high school students. Successful completion of course and qualifying scores on the correlating examination earns the student both high school credit and college credit.

Screenings for Special Services

The staff of Corbin Independent School District strives to help all children learn and perform to their maximum potential. Occasionally, we find that some of our students can benefit from additional assistance to help meet his/her educational needs. Parent/guardian written permission is necessary before school personnel or qualified personnel may administer any individual screenings with your child.

Athletic Eligibility

09.313

Athletic participation is a privilege that is governed by strict academic rules. Grades are checked regularly to determine eligibility. Students who do not meet minimum requirements for passing will not be allowed to participate in sports beginning the following day for 5 school days and a minimum of one contest. During this penalty time, the student may not be permitted to accompany the team on away games. In addition, students must be present a minimum amount of time each day in order to participate in athletic events. The requirements are as follows:

School	Minimum Pass Requirements	Minimum Attendance Requirements
Corbin High School	Four courses	Must be present all day
Corbin Middle School	No failing grades	Must attend a minimum of 4 periods

Any student who does not advance to the next grade level will be ineligible to participate in extracurricular activities during the year in which they are repeating. This policy includes students who are retained by the school or by their parents or guardians.

IV. STUDENT DISCIPLINE CODE

Policy Statement

09.43

The primary concern of the Corbin Board of Education is that students who wish to learn can do so in an environment conducive to learning. In an attempt to promote this environment, a code of Acceptable Behavior & Discipline Handbook has been developed.

This code applies to all students and staff in the Corbin independent School System (the “district”) while at school, on their way to and from school, while on the bus of other district vehicle, while they are participating in school-sponsored trips and activities, and while they are on property owned or managed by the district. It also applies to all individuals who are on property owned or managed by the district.

It is expected that sound, fair and equitable judgment shall be considered by pupils, teachers, principals, parent/guardian and others in applying the principles of the Code of Acceptable Behavior and Discipline. This code applies to all students enrolled in Corbin City Schools.

Orientation Procedure

Procedures for annual orientation of the Code of Acceptable Behavior and Discipline will be as follows:

- Copies provided to teachers and administrators and reviewed prior to first day for students.
- A copy of the Student Discipline Code will be given to each student during the first week of attendance.
- Teachers will discuss with their students the Student Discipline Code and each student will be asked to take this information home to his/her parents or guardians. So they may become familiar with the Student Discipline Code.
- Each student will be given a form to be read and signed by the parent, indicating they have received this information. This form is to be returned to the school and kept on file for a minimum of one year.

**PLEASE SEE THE APPENDIX FOR THE INDIVIDUAL SCHOOL’S PUNISHMENTS AND OFFENSES*

After-School Detention**09.432**

Instructional Staff and Administrators may assign students to after school detention. Parents of students in grades K-8 are notified via written documentation and/or phone call of dates and schedules when after school detention is assigned.

Saturday School

Violations of the Student Discipline Code may result in a student being assigned to Saturday School. Parents are notified of the time and location of the Saturday school via written documentation and/or phone call. In order to receive credit for attendance, students must arrive on time. Parents are required to pick up pupils at the assigned dismissal time. Transportation and a lunch break are not provided.

In-School Detention/Suspension**09.434**

Administrators may assign students to in school detention or suspension. In-school Detention is held in the Safe Room during the school day for a period of time to be determined by the principal. A parent notice will indicate the date, length of time and reason for the detention. Students in the Safe Room will complete classroom work provided by their teachers.

Out Of School Suspension**09.434**

In the event a student is given out of school suspension for disciplinary reasons, a conference with the student and the school administrator shall first be conducted. Suspensions for most disciplinary reasons are for one (1) and not more than ten (10) days. However, a student who brings illegal drugs, alcohol, weapons, or whose behavior is a danger to others may be suspended for up to 45 days and placed in an alternative setting.

Due Process and Procedure

The following six steps will be followed on Out of School Suspension:

1. An oral or written notice of the rule that has been violated (including the specific act committed) shall be provided to the student.
2. An explanation of the evidence and/or witness, if any in support of the charges shall be provided to the student, except in cases where it is believed that giving particular names may subject the witnesses to harassment.
3. The student shall be provided the opportunity to present his/her explanation and to present evidence for their position.
4. An oral and written explanation of the consequences, which shall include the acts and duration of the suspension that may be imposed, shall be provided to the student.
5. In the event the student is denied attendance, the parents of guardians of the student shall be notified as soon as possible.
6. A student who has been out of school shall be denied permission to attend special events sponsored by the school.

Expulsion Or Alternative Placement**09.435**

Students who commit a serious violation of the Student Discipline Code are subject to expulsion or alternative placement. Each case will be reviewed and a determination made on the action to be taken. The six steps for Out of School Suspension will be observed.

Alternative Placement**09.4341**

Alternative Placement will be reviewed by a committee of persons including an administrator from the student's school, a central office administrator and an administrator of the alternative school. The student and parents will be invited to attend and participate in the review meeting. The decision of the review committee is final. The six steps in the section "Out of School Suspension" will be observed. A student not accepting the alternative placement will cause the district to follow expulsion procedures.

Safe Crisis Management

09.2212

Safe Crisis Management will be used in accordance to Kentucky state law.

Offenses and Punishments

School administrators shall have the discretion to determine the seriousness of the offense and the disciplinary action taken. Criminal offenses will be forwarded to the appropriate legal authorities. Please refer to the appendix for a list of offenses and punishments for each specific school.

Bullying/Hazing Policy

09.4222/09.422AP.21

Bullying (including cyber bullying), hazing, menacing, or abuse of students or staff members or other actions of similar nature will not be tolerated because every student and staff member deserves a safe environment in which to work and learn. The Corbin Independent School District is committed to dealing with bullying behaviors in our schools to create a safe environment. Any student or employee who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to disciplinary action. This includes behavior or language through electronic (e.g. cyber bullying, etc.) or online methods. Examples of behaviors that fall into this category may include, but not be limited to: inappropriate physical contact, including hitting, kicking, shoving, pushing; intimidating and threatening comments either oral, written or electronic; name calling or put-downs; malicious manipulation of others to do things they don't want to do; setting someone up to the bullied; spreading rumors or hurtful gossip; stalking; hurtful teasing or making fun of someone; harassment, hiding or destroying someone's belongings; and standing by and watching bullying behavior without reporting it to a teacher/Principal.

Incidents meeting the definition of bullying/hazing/menacing involving student against student behavior will be reported to administrators by anyone who has knowledge of such an incident, including students and/or any board employee. The identification of an incident occurs when that incident has been reported to the Principal (orally or written). There is no reprisal for reporting an incident in good faith. When an incident is reported to the principal, s/he shall investigate the incident to determine the intent and result of the behaviors. If the incident is found to support a KRS Chapter 508 the following shall occur:

- Results of that investigation will be forwarded to the Superintendent/designee
- The parent will be notified using the "Parent Notification of Code Violation"
- Law enforcement will be notified using the "Documentation of Reporting Required by Law" form
- Disciplinary action shall be followed as outlined in the Student Discipline Code
- Provide appropriate support to any student who is the target of bullying behaviors
- Address retaliation against any student who reports a violation

Search and Seizure

09.436

No student's outer clothing, pockets, or personal effects shall be searched unless there is reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law. Search of a student shall occur with the express authority of the principal/designee and may be conducted by a certified person directly responsible for the conduct of the student. Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items that are school property, such as overdue library books, may be collected. Students should not expect privacy to items in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or school rule is contained therein.

The principal may authorize the use of trained dogs to locate controlled substances on school grounds. [Ref. Board policy 09.436, Search and Seizure]

Corporal Punishment

Corporal punishment is not permitted in the Corbin Independent School Board policy 09.433

Bus Rules

09.226

The following are bus rules and regulations for riding a bus in the Corbin Independent School System. This includes daily trips, field trips, educational trips and extracurricular activities.

While riding the bus:

- Except for ordinary conversation, students shall observe quiet conduct on the bus, and inappropriate language will not be tolerated.
- Students shall stay seated, facing forward, feet forward and out of the aisle while the bus is in motion.
- Students shall not throw waste paper on the floor of the bus. Throwing of any object inside or from the bus is prohibited and will result in a discipline referral on the first infraction.
- Students shall not have food, drinks, candy or gum on the bus.
- No part of the body shall be extended through the bus window.
- Students must be quiet while the bus is stopped for railway crossings.
- Students shall not leave the bus from the emergency door unless an emergency exists.
- Posted rules in the bus should be followed during field trips or at the discretion of the driver.
- Students will treat the driver and other passengers with respect at all times.
- Students shall not carry onto buses any item that may block any aisle, doorway or exit. i.e....class projects, sporting or band equipment, coolers, etc...
- Glass items such as bottles, containers or vases are not allowed.
- Aluminum or metal items such as pop cans that can be used as a weapon or missile, or could cause any type of disturbance, should not be brought onto the bus.

Discipline of Students with Disabilities (Special Education and/or 504)

09.43

Any student who creates a dangerous or disruptive situation may be suspended from school. The due process procedures that should be followed for short term suspension (generally no longer than 10 days) are the same for all students and are outlined in KRS 158.150.

KRS 158.150 states if a change in educational placement occurs, if due to a suspension, a special education student is removed for more than 10 consecutive days during a school year or the child is subjected to a series of removals that constitute a pattern because of the number of days the child is removed or other factors. Federal law applies the same change of placement definition to Section 504 students. (See District Special Education Procedures and Section 504 Procedures). In cases where disciplinary action involve special education students and students who have been referred for evaluation for possible 504, special education placement and/or related services, due process procedures will be followed.

Federal Law and KRS 158.150 also prohibit educational services from being terminated for a special education student during periods of expulsion or suspension exceeding 10 cumulative days during a school year. The behavior of students with disabilities and students who have been referred for evaluation for possible special education or Section 504 services should be considered during Admissions and Release Committee (ARC) meeting or Section 504 meetings. Behavioral interventions, treatment and consequences should become a part of the Individual Education Plans or Section 504 Plans for those students. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC or Section 504 Team to make changes in the student's program which might result in more appropriate behaviors. Since disabled students' behaviors may be related to or caused by the disabling condition, the role of services for the disabled includes the instruction of appropriate behavior. For students whom the ARC or Section 504 Team determine behavioral interventions that are implemented with all children would be unsuccessful, the committee should designate Positive Behavioral Interventions in the IEP or Section 504 Plan for those students.

Technology Acceptable Use Policy

(KRS 158.165, Board Policy 08.2323AP.1/08.223AP.21)

Corbin Independent Schools will provide all students and teachers the opportunity to access the latest and most innovative resources available in their learning and teaching environments. The access to innovative learning and teaching devices as well as providing a robust, dependable and secure network experience is imperative to today's

classroom. The Corbin Independent School Board believes that providing all students and teachers these resources is the best way to enhance the learning experience and provide our students with 21st century skills.

The Board's commitment to providing these innovative learning opportunities is equal to its passion to ensure that all teachers and students are good digital citizens and demonstrate good decision making in the way they communicate with the world. It is the Board's belief that these opportunities will provide the students of Corbin Independent School District the freedom to express their understanding of the curriculum at a higher level and become leaders in the classroom and community.

Requirements

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Students shall be subject to disciplinary action, up to and including expulsion for violating this policy and acceptable use rules and regulations established by the school or District. Use of electronic media will only be permissible under teacher direction; any other use will be considered an infraction of this policy.

The following behaviors are not permitted on Corbin Independent Schools Network (CorbinNet):

- Sharing confidential information about students or employees.
- Sending or displaying offensive messages or pictures.
- Assisting a campaign for election of any person.
- Using obscene language.
- Harassing, insulting, bullying, or attacking others.
- Intentionally transmitting viral communications.
- Violating copyright laws.
- Using other users' passwords.
- Trespassing and or deletion of other users' folders, documents, or files.
- Intentionally wasting limited resources.
- Employing the network (CorbinNet) for commercial purposes.
- Violating regulations prescribed by the network provider.
- Conducting personal business.
- Accessing and/or sharing threatening or sexually explicit material.
- Installing inappropriate personal software/programs or downloading inappropriate software/programs onto any district owned machine.
- Damaging computer systems or computer networks.

**Note: This is not an all-inclusive listing.*

Access

- **Internet and email:** All users with a signed Acceptable Use Policy (AUP) will have access to the Internet and a district email account. NOTE: The Outlook Live email solution is provided to our users by the District as part of the Live@edu service from Microsoft. By signing the AUP Signature form, the individual hereby accept and agree that their child's rights to use the Outlook Live email service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set for the I District policy/procedure as provided, and that the data stored in such Live@edu services, including the Outlook Live email service, is managed by the District. Signees also understand that the Windows Live ID provided to them/their child can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before a user can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain parental consent.
- **Personally Owned Devices (PODs):** Students who demonstrate an understanding of good digital citizenship and who submit a signed Student/Parent/Guardian/Staff Technology Acceptable Use Policy

(AUP) Agreement Form will be allowed to connect their personally owned devices to CorbinNet. The minimum requirements for any device connected to CorbinNet are as follows:

- Device must have a wireless network card and must sustain battery power for at least two hours.
- The Corbin Independent School district is not responsible for the loss or damage to any Personally Owned Device (POD) brought to any of our facilities.
- The Corbin Independent School District is not responsible for any fees, charges or expenses incurred in the utilization of any Personally Owned Device (POD).

Tracking and Monitoring of Network Traffic

State approved proxy server/web filtering shall be implemented and maintained on a twenty-four hour, seven day a week basis. Logs of user Internet activity shall be examined and scanned to detect access to inappropriate or other objectionable material as well as bandwidth misuse.

Disciplinary Actions and Consequences

Any breach of the Acceptable Use Policy and Administrative Procedures by any user may result in the immediate suspension of network access. The length of time of this penalty is to be determined by building and/or district administrators.

Telecommunication Devices: Possession and Use

09.4261

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law, and other related electronic devices, provided they observe the following conditions:

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:

- Poses a threat to academic integrity, such as cheating,
- Violates confidentiality or privacy rights of another individual
- Is profane, indecent, or obscene,
- Constitutes or promotes illegal activity or activity in violation of school rules,
- Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
- Constitutes hazing, bullying, menacing, taunting, abuse of others, threatening behavior, or behavior that is humiliating or degrading to others.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

If students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall be returned only to the student's parent/ guardian. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of personally owned devices brought onto school property/facilities. The District shall not be responsible for any fees, charges or expenses incurred in the utilization of any personally owned devices. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline/Code of Conduct.

V. GENERAL INFORMATION FOR STUDENTS

Enrollment

09.12AP.1

All students MUST HAVE A BIRTH CERTIFICATE, PHYSICAL, AND AN UP TO DATE IMMUNIZATION CERTIFICATE, IN ACCORDANCE WITH FEDERAL REGULATIONS, BEFORE THEY ARE OFFICIALLY ENROLLED. IF A STUDENT IS

NON-COMPLIANT, HE/ SHE WILL NOT BE ALLOWED IN CLASS UNTIL THOSE DOCUMENTS ARE ON FILE. All kindergarten students and first time enrollees in the state of Kentucky must have THE ABOVE DOCUMENTS AND an eye exam by a certified ophthalmologist or optometrist, a hearing exam, and a dental exam. Exemptions to these requirements may be granted only in accordance with board policy and state/federal law.

School Fees

09.15

Each school charges a fee that covers classroom supplies, materials, locker rental, and regular textbooks. The Fees for each school are as follows:

- Corbin Preschool: \$30
- Corbin Primary: \$30
- Corbin Elementary: \$30
- Corbin Intermediate: \$30
- Corbin Middle: \$30
- Corbin High School: \$55*

**Dual credit enrollment and textbook fees at Corbin High School may not be covered.*

Lockers

Lockers are rented to students. The cost is included with the student fees. Even though lockers are rented to the student, they are the property of the school and may be searched by administration if the need arises. Locker privileges may be suspended if abused.

Lost and Found

Articles found on school property will be placed in the "Lost and Found" area designated within each school. Parents are requested to clearly mark lunch boxes, coats and other easily lost articles. Unclaimed items will be disposed of monthly.

Parent - Teacher Organization (PTO) and/or Academic Boosters Club (ABC)

Parents are encouraged to join and become active members in PTO or ABC if sponsored by the school. Requests to join shall be sent home with the student.

Telephone Use

Students are to request the use of the classroom phones when a call home is necessary. This privilege is for school related needs.

Textbook and School Property Policy

Each student is expected to take care of the books issued for their use during the year. Each textbook has been evaluated before being issued to the student. Abuse or loss of the issued book will result in fines or replacement fees. School desks, equipment, and other property are also to be handled with great care and penalties will be applied for misuse. Students are responsible for all textbooks, library books and other materials issued during the school year. Parents will be assessed a replacement fee for all lost/damaged books or materials.

Volunteers

We strongly encourage our parents to become involved in their child's education. Volunteers are a critical part of the educational process. In order to volunteer in your child's classroom, the appropriate volunteer paperwork needs to be completed at the Corbin Board of Education office or school's Family Resource/Youth Services Center. Once this paperwork has been completed and the clearance has been given, please contact your child's teacher and schedule a time to volunteer. All parents must have a background check to attend school sponsored field trips.

Field Trips: See Board Policy

Field trips are considered a privilege for our students. Misbehavior on a field trip will result in disciplinary action. Students may be asked to pay for admission for certain field trips; however, students will not be denied the opportunity to attend based on inability to pay. Students lacking in assigned classroom work such as homework, tests, or projects,

may be required to miss field trips in order to stay at school and complete assignments. Field trip privileges may be withdrawn from a student for disciplinary, academic, or attendance reasons.

Publication Consent Form

09.14AP.251

At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness or fundraising purposes.

Photos may be used in online publications to promote the school district and its services. By signing the Signature Consent Form you will be giving your permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's web site and in school yearbooks.

As the parent(s) and/or guardian(s) of a student enrolled in the Corbin Independent School District, you will be consenting and authorizing the Corbin Independent School District and its officials, personnel, employees, staff and other authorized agents to photograph and video your child; and to obtain information and news relating to or concerning your child; and to publish the same in Corbin Independent School District sponsored projects, through various printed and electronic media means for public awareness purposes.

Further, by signing the Signature Consent Form, being the parent(s) and/or guardian(s) of the student identified, fully release the Corbin Independent School District and its officials, personnel, employees, staff and other authorized agents from any and all claims and/or liability arising from and/or relating directly or indirectly to the above described action or activities. Further, it is understood and agreed that any and all material or information obtained and/or collected shall be the property of, and shall remain the property of, the Corbin Independent School District.

Once signed and dated, this form shall remain in effect for the student's enrollment in the District schools. However, at any time during the school year, the parent/ guardian may amend this form only for future uses/preferences by notifying the Principal in writing of the request.

NOTE: If the recorded image, voice, or work of a student is to be included in a publication as part of a commercial or for-profit fundraising endeavor, affirmative authorization of the parent/guardian or eligible student must be obtained.

Family Resource and Youth Services Centers

All students in the Corbin Independent School District are served by a family resource or youth services center. Each center offers a unique blend of programs and services to serve the needs of their student and family client populations. The goal of these centers is to meet the needs of all children and their families served as a means to enhance student academic success. The Corbin Family Resource Centers serve children under school age and in elementary school and coordinate:

- Preschool child care
- After-school child day care
- Families in training
- Family literacy services
- Health services and referrals

The Youth Services Centers serve students in middle and high school and coordinate:

- Referrals to health and social services
- Career exploration and development
- Summer and part-time job development (high school only)
- Substance abuse education and counseling
- Family crisis and mental health counseling
- Community service hours for students
- Extra-curricular activities such as multimedia projects, student council, etc.

VI. HEALTH AND SAFETY

09.22

School Nurse

09.21

The Corbin Independent School District has nurse or other medical services available at all schools through contracted services with Grace Community Health. Services to be provided include the following:

- Primary Medical Care;
- Dental/Oral Health Care (Preventative)
- Health Education and Promotion;
- Nutrition Education; and
- Coordinated Care.

The nurse can only provide services and dispense medications (which includes over the counter medications) with signed consent forms on file.

Dispensing of Medication

09.2241

Parents are asked to arrange medication schedules to allow a child to take medication at home when possible to minimize interruptions to the educational process. If it is necessary for a child to receive medication during school hours, the following procedures must be followed:

- Students are not permitted to keep any medication in their possession during school hours.
- Physicians' orders must be presented with all prescribed medications.
- Medication is to be brought to the nurse's office before the school day begins.
- All prescription medication is to be in the original container. If it is a prescription medication, the label should include the student's name, date, medication dosage, strength and directions for use, which includes frequency, duration and mode of administration, prescriber's name and pharmacy.
- The parent/guardian is responsible for reporting the proper time for dispensing the medication to the nurse's office.
- In the event that a student is required to carry medication on or with him/her during school hours (i.e., inhaler), the doctor and parent must document this in a health meeting; and complete the Permission Form for Prescribed or Over-the-Counter Medication.
- Parents must provide over the counter medications to be dispensed at the school with dosing protocols.

Illness at School

Students that become ill at school must see the nurse before calling home or checking out. Emergencies will be taken care of until someone arrives. School employees will not transport your child. A telephone number where you can be reached must be on file in the school office.

School Insurance

09.23

Every student in the Corbin district is provided a supplemental insurance policy at no cost to cover school-related injuries. This is a secondary policy to the parent/guardian policy and will cover a percentage of medical expenses.

Lice Policy

09.213 AP.11

In the event a child is found to have live head lice in school, the established procedure shall be: (09.213 AP.11)

1. When students are observed to have head lice any time during the school year:
 - a. The entire class/classes will be checked for lice infestation as soon as possible.
 - b. Students with an active case of head lice will be discreetly isolated while parent or designee is notified. The student will not be sent home.
 - c. Parents of each student within the class/classes affected will be sent a note by their child stating that a case of head lice has been detected in the class.
2. Principals or school personnel shall offer parents of infected students:
 - a. Visual evidence of lice and/or nits in the student's hair.
 - b. Verbal and/or pamphlet information/direction for hair treatment and household disinfection.
3. Students may return to school when:
 - a. One (1) application of a special lice-killing shampoo has been applied to the student's hair which may be the same day and no later than the next day.
 - b. Parent/Guardian brings the child to school and is cleared by the school nurse

- c. Or Parent/Guardian presents to the Principal or school nurse a note by a physician stating the child is lice/nit free

Contagious Diseases and Parasites

09.213

If a child is found to have a communicable disease or parasite, the parent or legal guardian shall notify the principal. If a student is known or suspected to have a communicable disease or parasite that can be transmitted in a school setting, the student may be asked to remain home until cleared by a medical professional in accordance with generally accepted medical standards. In the event of an epidemic, the board may close the schools in order to prevent further spread and to disinfect the school.

Peanut and Nut Product Allergies

Corbin Independent is a “nut- product” free facility, due to students with life threatening nut product allergies. Some of the students who have these allergies do not have to ingest these products to have a reaction. Therefore students and/or parents are not permitted to bring any type of nuts or products that may contain any type of nuts into our facility, for lunches, classroom treats, field trips, etc. Food brought into the school may be inspected for potential nut product allergy implications and removed from student access. We realize this may be an inconvenience; however it could save the life of a child.

Fire And Tornado Drills:

05.41/05.41AP.1

Fire and tornado drills will be conducted periodically throughout the school year. Fire is signaled by a siren, while tornadoes are signaled by an intercom announcement. Students are expected to move quickly, quietly, and in an orderly fashion by the route indicated in each room.

Fire Evacuation Plan

The fire alarm signal will be sounded. When the alarm sounds, students, faculty, and others in the building will evacuate the building immediately upon hearing the signal. Each faculty member will lead students out using the route previously assigned and posted for that room. Windows in the room should be closed and door should be closed but not locked. Faculty members should take their teacher’s grade books with them whenever a drill is performed. Students shall be instructed to leave all books and other belongings at their seats and not try to get clothing or other belongings, which may be at their seats or desks. No student will be allowed to go back for belongings once the alarm has been sounded, or be allowed to return to the building once it has been vacated until authorized to return to the building. At the time of the evacuation of the building, there will be no talking; lines will move in an orderly manner and quietly to the exit previously assigned in the fire evacuation plan. Once in the assigned area a student headcount will be performed.

VII. SCHOOL FOOD SERVICE

Meals

07.1,07.111

We are pleased to announce... FREE MEALS FOR ALL STUDENTS ENROLLED IN THE CORBIN INDEPENDENT SCHOOL SYSTEM!! All students will receive 1 breakfast meal at no charge and 1 lunch meal at no charge due to Corbin Independent Schools participation in the Community Eligibility Provision (CEP).

Cafeterias shall serve meals that meet or exceed the requirements specified by state and federal regulations. We strongly encourage students to participate in our breakfast and lunch programs; however they may bring a lunch from home. Students who bring a lunch from home may also take a meal from the school. A share table is available in the cafeteria for wrapped or individual items the student may not want. Any item on the share table is available for any student who may want extra but does not have money to purchase extra.

What qualifies as a meal? What do students need to put on their tray?

At breakfast, the cafeteria will offer the following 3 components: Milk, Fruit/Juice/Vegetable, Grain and sometimes Meat/Meat alternate. The **student must select at least 3 items at breakfast , which must include a fruit, juice or vegetable.** For example, if the student selects cereal, milk and a juice, this credits as a meal. If the student only wants a

cereal and a milk, this does not count as a full meal. The student will be encouraged to add a fruit or juice to the tray or the student will have to pay for the cereal and milk as individual items. Therefore the student will not have a free meal nor can foodservice claim that meal as a reimbursable meal and will not get credit for a meal served. This practice would negatively impact participation in the CEP program.

At lunch, the cafeteria will offer the following 5 components: Milk, Fruit, Vegetable, Grain and Meat/Meat Alternate. **Students must select 3 components at lunch, which must include a fruit or vegetable, to count as a meal.** For example, if the meal offered is a Chicken Sandwich, Garden Side Salad, Pineapple Chunks and Milk, and the student selects the Chicken Sandwich and Pineapple Chunks, this selection would count as a meal. If the student selects the Chicken Sandwich and a milk, this does NOT count as a full meal and the student will be encouraged to add a fruit or vegetable to the tray. If the student does not select a fruit or vegetable to add to the tray, the student will have to pay for the Chicken Sandwich and the Pineapple Chunks as individual items. The student will not have received a free meal and food service will not be able to claim that child’s participation for the meal service.

PLEASE NOTE

- *Student participation is extremely important in order for the school district to remain in CEP*
- Glass bottles are not permitted in the school building
- Students are not permitted to bring food from restaurants to school, nor is food permitted to be delivered or dropped off to students at any time during the school day

Meal Costs

CEP provides nutritious meals at no charge to all students enrolled in a participating school and/or district. The CEP program is directed toward schools in economically disadvantaged areas. The United States Department of Agriculture administers this program under the National School Lunch Program.

Your school will ask you to complete a household and income form to determine your eligibility to receive additional benefits and determine school funding levels through both state and federal programs. Completing the form will only take a few minutes and will benefit you and your school. Return this form, along with your other registration materials, to your school. Forms may also be completed online via Infinite Campus, please see information below under Household and Income Forms for more information regarding online form submission.

Questions regarding the CEP program or completion of the form should be directed to Janie Keith, (606) 528-1303.

School	Breakfast for Students	Adult Breakfast	Lunch for Students	Adult Lunch
All Corbin Schools	CEP – No Cost	\$2.50	CEP – No Cost	\$3.50

Household and Income Forms

- All students must complete a Household and Income Form (HIF). This form does not determine meal price eligibility but is necessary to determine eligibility for other benefits as well as school funding levels through both state and federal programs.
- New and returning students must complete a Household and Income Form.
- Household and Income Forms are available to be completed online via Parent Portal in Infinite Campus. Please click on the Applications and Forms tab in Parent Portal to access and complete the form.
- Household Income Forms may be printed online at www.corbinschools.org/parents.html or <http://www.corbinfoodservices.com/Applications.html>.
- Applications completed online are processed in less time and are more accurately completed.
- Paper applications are available in the school offices and at the board of education throughout the school year.
- Applications can be completed as many times as necessary throughout the school year as needs and situations change.

- Confidentiality of students is assured by using a random number system and eligibility status is not displayed on any of the point of sale machines used by the foodservice program.

Payments

07.1

Although meals are free for students, payments for extras and a la carte purchases are expected at time of purchase. Positive balances on accounts may be used to purchase extras and ala carte items. All payments can be made at the school cafeteria or by using the online pre-payment system, www.myschoolbucks.com.

- Online payments are made at your convenience using Visa, Mastercard, Discover or eChecks.
- There is no charge to register or monitor accounts and view transactions.
- A fee of \$2.49 may apply when payments are made online. This is a service fee collected by myschoolbucks. Corbin Food Services nor Corbin Independent Schools receives any portion of this fee.
- Myschoolbucks payment system may also be used to pay any outstanding meal charges from previous school years. Negative student balances are not eliminated due to the implementation of CEP nor at the end of the school year, but are carried forward each year and remain on the student’s account until paid in full.

Charges

07.1/07.1AP.21

Charging of extra or a la carte items is NOT permitted. Payment is expected at the time of purchase. Funds may be added to student accounts in advance to allow for purchases to be deducted from a positive account balance. Charging of adult meals and a la carte items is also prohibited. Under federal law, food service funds shall not be used to collect outstanding meal charges.

- Students are not permitted to charge a la carte items
- The automated call system will be utilized weekly for all students with a negative account balance
- Written notices will be sent home twice monthly with students who have a negative account balance
- All unpaid balances carry over to the next school year

Disputing Charges

07.1

Parents/Guardians have two weeks from the time of purchase to dispute charges to a student’s account.

VIII. STUDENT ACTIVITIES CALENDAR 2018-2019

- | | |
|---|-------------------------|
| ● Classes resume | August 13 |
| ● Labor Day (No school) | September 3 |
| ● Fall Break (No school) | October 15-19 |
| ● Thanksgiving Break (No school) | November 21-23 |
| ● Christmas Vacation (No school) | December 17 - January 2 |
| ● Classes Resume | January 3 |
| ● Martin Luther King, Jr. Holiday (No school) | January 21 |
| ● Spring Break (No school) | April 1-5 |
| ● Last Day of School* | May 16* |

**Note: School closing date may be extended due to school cancellations during the year. Calendar is subject to change by the board of education.*

Appendix A: Corbin High School

SAFE SCHOOLS

The Corbin High School faculty and staff believe that school should be a safe and welcoming environment. In an effort to provide that environment for our students, the following guidelines will be followed:

- Doors open to students and the public at 7:20 a.m.
- Students must stay in the cafeteria area, the gym, and main entrance area until the first bell at 8:15 a.m. except for students taking Zero Hour classes who may report directly to class. Students may enter the office to turn in an excuse before the first bell. Athletic bags for co-curricular sports are to be put in gym or locker rooms upon entering the building.
- Students must enter the building at the front (visitor) entrance or the bus entrance only.
- Identification cards are required of all students involved in peer tutoring, business co-op, and Journalism classes.
- Students letting visitors in the school through locked doors from the outside will be given a Saturday detention.
- Backpacks, book bags, small P.E. bags, and purses that are brought into the building must be placed in students' lockers and the locker doors must be closed securely after the first bell. School officials have the authority to check the contents of any and all bags/purses/backpacks brought into the building at any time. **Rolling backpacks are not permitted.**
- Students are not permitted to use any part of the building unless supervised by a teacher or coach. Any student anywhere in the building before, during, or after school hours without a teacher or coach present will be subject to disciplinary action.

CHS OFFENSES AND CONSEQUENCES

State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

Behavioral violations of a minor nature should be handled by the classroom teacher who may choose from a variety of response options to include, but not be limited to:

- Verbal warning
- Teacher-student conference
- Notification of parents
- Alternative assignment
- Classroom isolation
- Behavior contract
- Referral for counseling/mediation
- Loss of privileges
- Detention
- Other techniques established by council policy

For repeated or more serious violations, administrators may also use these options:

- Suspension (up to 10 days)
- Petition to Juvenile Court

- Expulsion
- Referral to court-designated worker
- Referral to police

School principals shall have the discretion to determine the seriousness of the offense and use discipline options, such as after school detention, Saturday detention, in or out-of-school suspension, and expulsion. Offenses that are punishable as an adult, criminal act will be forwarded as needed to the appropriate legal authorities.

The following list of “Offenses and Consequences” contains most violations but is not to be considered as a complete listing.

- SD = Saturday Detention
- AD = Afternoon Detention
- ISD = In School Detention
- SU = Suspension
- EX = Expulsion
- BP = Board Policy

OFFENSE	DESCRIPTION	PUNISHMENT
Affection	Public display of affection such as hugging, petting, or kissing.	SD
Alcohol/Drugs	See Alcohol/Drugs Policy (immediately following).	SD to EX
Arson	Malicious burning of school property.	Minimum 5 days SU to EX
Assemblies	Inappropriate behavior.	1st - Two SD 2nd - Three days SU 3rd - EX from school for remainder of semester
Assault/Fighting	Engaging in physical contact with another person for the purpose of inflicting harm.	1st - Five days SU 2nd - Ten days SU 3rd - Alternate placement for remainder of school year
Backpacks, book bags, small PE bags, and purses that are brought into the building	Must be placed in students’ lockers and the locker doors’ must be closed securely after the first bell. School officials have the authority to check the contents of all bags/purses/backpacks brought into the building at any time. Rolling backpacks are not permitted.	SD
Fighting (promoting)	Promoting a fight by any means, verbally or physically.	SD to SU
Assault on school personnel	Any type of physical attack on any school personnel.	EX
Being in off-limits area	Being in an area off limits to students.	SD
Bomb Threat	Using any means, verbal or written, to threaten the school with a bomb.	EX
Bus Rules Violation		1st - One SD 2nd - Two SD 3rd - EX from bus

Cheating	Copying work, using notes, verbal or written assistance on test, both giving and receiving will receive the same punishment.	1st - "0" on assignment, disciplinary referral kept on file, parents notified 2nd and up - "0" credit, parents conferences and SU
Classroom Disruption	An intentional act, behavior, or conduct in the classroom, in the school building, or upon school grounds that disrupts the educational process.	SD
Defiance of authority	Defying any school personnel in any manner.	SD to SU
Detention	Missing after school detention.	1st - Two AD 2nd - SD
Disrespect toward staff	Any word or action by a student that shows a lack of regard for the teacher/staff's personal or professional dignity.	SD
Dress Code	Refer to Personal Appearance Policy.	
Drinks	Bringing opened drinks into the building (restaurant cups, open pop bottles). Containers with screw on/snap on closure for lids are allowed for students to refill and use throughout the day. Energy drinks are not allowed.	SD
Electronic Media Usage (i.e., cell phones, iPods, tablets, Nooks, earbuds, smart watches, etc.)	See It, Take It! Upon entering Corbin High School, telecommunication devices will be powered off and out of sight until the end of the school day. All personal phone calls must be made through the main office or in classrooms with teacher supervision on school phones. Laptops/Chromebooks are permitted under teacher supervision for classroom instruction. Sleeves can be used to protect laptops/Chromebooks.	1st - phone will be taken, guardian released 2nd - no phones the rest of the year 3rd - principal discretion
Falsifying information	Falsifying name or address either verbally or in writing.	SD
Fire alarm	Intentionally setting off fire alarm.	Five days SU
Fireworks	Possessing or exploding any kind of fireworks.	SD to SU
Forgery	Using forged notes, excuses or hall passes.	SD
Gambling	Engaging in any type of gambling on school property.	SD
Gum or Candy	Use of gum or candy.	SD
Harassment	Students who harass or discriminate against an employee or another student on the basis of race, color, national origin, age, religion, marital	SD to EX

	status, political beliefs, sex, or disability.	
In classroom with backpacks, bags, & purses	Carrying bags through hallways from class to class after 8:25 a.m. without permission from administration.	1st - AD 2nd - SD
In hallways without hall pass	Being out of class.	1st - Two AD 2nd - SD 3rd - Three days ISD
Insubordination	Refusal to follow rules or instruction of teachers or administrators.	SD
Leaving school	Leaving school building or school grounds without permission.	SU
Lunch line	Breaking or cutting lunch line.	SD
Lying	Lying to school administrators, office staff or faculty.	SU
Noise	Making unnecessary loud noise, such as yelling, whistling, or loud talking.	SD
Physical Education	Not dressing out and participating in physical education class three times unexcused.	SD
Running	Running in school building.	SD
Skipping/Truancy	Skipping all or part of the school day.	Two SD Three days SU, depending on offense
Sleeping	Sleeping in class.	SD
Student property damage	Damaging of another student's property or school grounds.	SU to alternative placement depending on the severity
Supplies	Going to class three times in one term without homework, book, pencil, paper, or other needed supplies.	SD
Terroristic threatening	Making any type of threatening statement to another student, teacher, or any school personnel - discretion of the principal according to the severity of the threat.	SD to possible alternative placement with out of school counseling or EX
Theft	Taking or possessing the property of others.	SD to possible alternative placement
Tobacco	Use or possession of tobacco products, electronic cigarettes, matches, or lighters, or tobacco containers on school property or at school.	1st - Three days ISD with in-school counseling 2nd - Five days SU 3rd - 10 days SU 4th - alternative placement
Vandalism of property	Willful or malicious destruction or defacement of property.	Punishment depends on the extent of the damage
Vehicles - Bus loading zone	Driving through bus loading zone during posted times.	SD
Vehicles - Improper use	Improper use or operation of a vehicle on school grounds.	SD
Vehicles - Register with school official	Failure to register automobile with school official.	SD to driving privileges revoked for ten days
Vehicles - No parking zones	Parking in a no parking zone.	SD

Vehicles – Go to vehicle during the day	Going to vehicle during school hours without permission.	SD
Vehicles – Speeding	Speeding in the parking lot.	SD to possible loss of driving privileges
Vehicles – Assigned parking	Using another person’s parking space.	1st - SD 2nd - Loss of driving privileges for one week
Vulgarity	Speaking or acting vulgar toward students, faculty and staff.	SD
Weapons	Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. The Board specifically prohibits the carrying of concealed weapons on school property. [BP 05.48]	SU to EX
Writing	Writing or marking on desks, lockers, and any school property.	SD and cost of repair or replacement of property

**Depending on the severity of the offense, the punishment may be escalated to a higher tier.*

Alcohol/Drugs Policy

No pupil shall possess, use, or be under the influence of alcohol, drugs, look-alike drugs, or mood altering substances such as inhalants and/or drug paraphernalia on school property, in a vehicle on school property, in a school sponsored or sanctioned activity (including sporting events, dances, conferences, conventions, club sponsored activities, bus trips, but not excluding any other school activity).

- Alcohol means alcoholic brandy, whiskey, rum, gin, beer, ale, porter, wine, wine coolers, distilled spirits, malt beverages and all other spirituous, vinous, malt or fermented liquors, liquid and compounds whether medicated, proprietary, patented or not and by whatever name called.
- Drugs shall be defined as any substance or immediate precursor listed as a drug, narcotic, or controlled substance in Chapter 218A of the Kentucky Revised Statutes and/or any other provisions of the Kentucky Revised Statutes and/or any Federal Laws or Regulations.

Random drug testing of athletes: All Corbin High School coaches of athletic teams, the athletic director, members of Site Based Decision Making Council, and the administration recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of high school students. It is also recognized that students engaged in athletics are often viewed by fellow students as holding or enjoying positions of notoriety and may be confronted by pressures and risks which make them vulnerable to the harms presented by drug abuse.

**The Corbin Board of Education approved random drug testing for all interscholastic student athletes at Corbin High School effective Oct. 1, 1998, and became part of the “Corbin High School Drug Abuse Education Program.”*

Random drug testing of drivers, club/organization members: All Corbin High School teachers and sponsors of clubs/organizations, members of the Site Based Decision Making Council, and the administration recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of high school students. It is also recognized that students who drive or participate in clubs/organizations are often viewed by fellow students as holding or enjoying positions of notoriety and may be confronted by pressures and risks which make them vulnerable to the harms presented by drug abuse.

**The Corbin Board of Education approved random drug testing for all student drivers and participants in clubs/organizations effective in 2008 and became part of the "Corbin High School Drug Abuse Education Program."*

Use and/or Possession: For use or being under the influence of alcohol, drugs, look-alike drugs, mood altering substances, and/or possession of drug paraphernalia, the student will receive a suspension of no less than six (6) days and up to possible expulsion. Proper authorities will be called immediately to investigate and/or make necessary arrests.

- **First offense:** Your punishment may be reduced in half under the discretion of the core team if the student and his/her parent(s) or guardian(s) meet with the principal or designee and/or core team member(s) and agree to the following:
 - The parent(s) or guardian(s), at their expense, obtains an evaluation of the student's alcohol/drug use from a qualified chemical dependency counselor acceptable to the school district, and completes any and all treatment as recommended in the evaluation; OR
 - In cases where the school (through the use of the Core Team process) finds no behavioral indicators of possible alcohol or drug abuse, the parent(s) or guardian(s) agrees to have his/her child meet with the student assistance coordinator individually or in a group a specified number of times.

Failure to complete either the evaluation or treatment as recommended or to keep all specified appointments with the coordinator will result in the reinstatement of the full suspension.

- **Second offense:** A second violation of the alcohol/drug policy within one calendar year of the first violation will result in a suspension and/or expulsion.

Loss of Eligibility in Extracurricular Activities: Any student who violates this policy will lose eligibility for participation in all extracurricular activities for thirty (30) calendar days from the date of being disciplined. Coaches and sponsors of extracurricular activities shall have the authority to establish penalties that are listed in this policy for their programs in excess of thirty (30) calendar days. Coaches, sponsors, and all school employees are required to report all violations.

Selling: For selling of alcohol, drugs, look-alike drugs, mood altering substances, and/or drug paraphernalia the student will receive a suspension and/or expulsion.

Authorized Medication: Use of a drug prescribed and authorized for a pupil by a physician or dentist and administered in accordance with the prescription shall not be considered in violation of this policy. Students who must take medication during the school day must report such needs and store his/her medication with the school nurse or authorized personnel. Then they should return to that person at the correct time to take the medicine. Parent(s) or guardian(s) need to communicate with the school when medication is to be taken at school and shall give written permission and instruction to the school related thereto.

Personal Appearance (Dress Code Policy)

We, at Corbin High School, appreciate the opportunity to provide a quality education for our students. Part of education is to help students adapt to make the transition to life after high school successful. While many view personal appearance as self-expression, in the world of productive citizens (which is the goal for all our students), there is still a standard for personal appearance in public settings, such as work. To teach our students any less is a disservice to them. We also recognize that appropriate appearance has a high correlation to appropriate behavior. We ask that parents and students accept their responsibilities concerning proper appearance. Personal appearance should not disrupt the educational process; call undue attention to the individual; violate federal, state, or local health and obscenity laws; or affect the welfare and safety of the student or his/her classmates. In order to promote an environment conducive to learning, the standard for personal appearance **prohibits the following:**

- leggings are prohibited unless worn with a shirt, dress or skirt that reaches mid-thigh; note- leggings are not pants
- low-cut (no visible cleavage), and see-through clothing

- shirts that bare the shoulder or expose bare backs or midriffs; shirts must have a strap or sleeve a minimum of three inches wide
- shorts above mid-thigh; skirts above the kneecap unless worn with leggings/appropriate layer as stated above
- sagging or baggy clothing displaying undergarments or that are excessively baggy or long, such as long coats
- pajamas, lounge pants, or yoga pants
- hats, caps, head coverings, or gloves
- lack of proper undergarments; no exposed undergarments
- sunglasses and safety glasses, even on top of the head
- clothing with holes or tears above the knee
- clothing advertising or promoting alcohol, tobacco, or drugs
- clothing, accessories, or displayed items with print viewed as obscene, sexually suggestive, or discriminatory, school officials reserve the right to judge all questionable cases of extremity and vulgarity
- unnatural hair color or style that is disruptive to the educational process as deemed by administration
- all visible body piercing, with the exception of earrings, that could serve as a safety risk or a disruption to the educational process (piercings cannot be covered)
- accessories associated with cults, gangs, intended for wear by animals or that do not promote traditional dress (i.e. chains of any kind, ropes, collars, insignias, etc.)
- shoes must be worn at all times

Students in violation will be assigned an after school detention. In extreme cases, as per principal discretion, student may be required to change into appropriate clothing or removal of inappropriate accessories.

ATTENDANCE Policy

Attendance Incentives: Attendance incentives will be announced throughout the school year. (Ex: ABC breakfasts for perfect attendance.) Students who have an attendance rate of 98% with no unexcused absences during a trimester may have a 100% test average added to the course of their choosing.

Recognizing the direct relationship between attendance and achievement, we encourage our students to develop good habits of punctuality and attendance. If a student is absent, the following procedure must be adhered to:

- When returning to school after a student has missed any part of a day or the complete day, they must present a written excuse to the attendance secretary in the office. The following information must be on the excuse: the full name of the student, date(s) he/she was absent, and the parent's/guardian's signature. **Please call Corbin High at 528-3902 on the day the student is absent.** Students have 5 school days to bring in parent notes or doctor's excuses; otherwise, they will not be accepted.
- Students may have **3 parent notes per trimester**. After a student has used the 3 parent notes for the trimester, they must have a doctor's excuse for the remainder of the trimester. Each day a student is absent counts as one of the 3 days for parent excuses. Unforeseen emergencies will be dealt with on an individual basis by the principal. If a student has not used 3 parent notes in a trimester, one parent note can be carried over to the next trimester allowing at most 4 parent notes for that trimester.
- Illness – if it is expected that a student will be absent for 5 or more consecutive days, he/she may qualify for homebound services. Applications should be picked up at the Board of Education.
- Driver's License – Driver's *permit test* will be *excused* for only *one attempt* and for only *one-half day*. Driver's *license tests* will only be *excused* for a *maximum of two half days* and only upon presentation of a failing grade on the first attempt. No student will be allowed to take driver's permit or license test during state test dates.
- College Days – Two college days will be excused if previously scheduled through the Guidance Office.
- **Athletic Participation – Athletes must be in school all day to participate in an athletic contest on the same day.**

Notifications of Absences

Unexcused Absences: When a student has accumulated 3 unexcused absences in a school year, parents/guardians will be notified. Upon reaching the sixth unexcused absence, the student's name will be forwarded to the Director of Pupil Personnel as a habitual truant for possible court action.

If a student receives an excused absence, the student is expected to accept responsibility to see the teacher and ask what work is to be made up. The student will have one school day to make up work missed for each day of school

missed. Students who receive an unexcused absence are NOT allowed to make up class work or tests and will receive a grade of 0% for all assignments done on that day.

School-sponsored trips are not absences. Students participating in such trips are required to do work missed while on the school-sponsored trip. Students must check with each of their teachers before leaving to get their assignments.

Tardies

A student who is present at school but is not where he/she belongs at any given time is tardy. Students will be allowed 3 parent notes/excuses for check in/check out tardies a semester. Three unexcused tardies equals one unexcused absence. A letter will be sent home after three unexcused tardies.

Unexcused Tardy Penalties:

Students will receive an after school detention for every 3 tardies accumulated. After the 9th tardy, in addition to the after school detention, driving privileges will be suspended and truancy court paperwork will be filed.

Excessive Unexcused Absences

Upon reaching the sixth unexcused absence, the student's name will be forwarded to the Director of Pupil Personnel as a habitual truant for possible court action.

KRS 159.051 Loss of license or permit by student for dropping out of school or for academic deficiency

1. When a student age sixteen (16) or seventeen (17) drops out of school or is declared to be academically deficient, the school administrator or his designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports shall be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student shall be deemed to have dropped out of school when he has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when he has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. The local school board shall adopt a policy to reflect a similar standard for academic deficiency for students in alternative, special education, or part-time programs.
2. Within ten (10) days after receiving the notification, the superintendent shall report the student's name and Social Security number to the Transportation Cabinet. As soon as possible thereafter, the cabinet shall notify the student that his operator's license, intermediate license, permit, or privilege to operate a motor vehicle has been revoked or denied and shall inform the student of his right to a hearing before the District Court of appropriate venue to show cause as to the reasons his license, permit, or privilege should be reinstated. Within fifteen (15) days after this notice is sent, the custodial parent, legal guardian, or next friend of the student may request an ex parte hearing before the District Court. The student shall not be charged District Court filing fees. The notification shall inform the student that he is not required to have legal counsel.
3. In order for the student to have his license reinstated, the court shall be satisfied that: (a) The license is needed to meet family obligations or family economic considerations which, if unsatisfied, would create an undue hardship; or (b) The student is the only licensed driver in the household; or (c) The student is not considered a dropout or academically deficient pursuant to this section. If the student satisfies the court, the court shall notify the cabinet to reinstate the student's license at no cost. The student, if aggrieved by a decision of the court issued pursuant to this section, may appeal the decision within thirty (30) days to the Circuit Court of appropriate venue. A student who is being schooled at home shall be considered to be enrolled in school.
4. A student who has had his license revoked under the provisions of this section may reapply for his driver's license as early as the end of the semester during which he enrolls in school and successfully completes the educational requirements. A student may also reapply for his driver's license at the end of a summer school semester which results in the student having passed at least four (4) courses, or the equivalent of four (4) courses, during the successive spring and summer semesters, and the courses meet the educational requirements for graduation. He shall provide proof issued by his school within the preceding sixty (60) days that he is enrolled and is not academically deficient.

All students: Students with more than 6 unexcused absences will result in the student losing the privilege to participate in extracurricular activities

Juniors and seniors: Students with more than 6 unexcused absences for the year lose prom attendance privilege and no money will be refunded for ticket or other out of pocket expenses.

Seniors: Students with more than 6 unexcused absences for the year will also result in the student losing the privilege to walk at graduation ceremony.

Guidance

Corbin High School Guidance Office has a proactive counseling program. Students are assigned to a counselor to more personalize student assistance. One counselor will advise students with last names beginning with the letters A-K, and one counselor will advise students with last names beginning with letters L-Z. Assistance in educational planning, interpreting test scores, post-secondary planning, facilitating teacher-parent-student communication, and schedule planning is available in the guidance office. ACT/SAT registration packets and college applications are also available.

Schedule Changes

Students have the opportunity to make their own schedules within the guidelines of requirements and availability. The Guidance Office honors the schedule requests if at all possible. Once the student's schedule is complete for the year, no changes will be made unless an extenuating circumstance develops. If a schedule change becomes absolutely necessary, students must make a formal request in writing to the principal explaining the situation. In some instances, guidance may have to make a change on the student's behalf due to possible class changes and/or to make sure graduation requirements are fulfilled. Absolutely no changes will be made after the first three full-teaching days. Students may repeat a failed course the next trimester if space is available. Seniors have first priority.

Recommendations And Transcripts

- The guidance counselors will write letters of recommendation for students. Students should complete a request form providing information necessary for the counselor to complete the letter of recommendation. Requests for letters of recommendation should be submitted at least 48 hours in advance.
- The guidance office will process transcript requests through Parchment. Students in grades 9-12 will establish a Parchment account through AIM.
- Students may take up to two (2) college days during their senior year. All college days must be arranged through the guidance office. No more than three (3) students may take a college day on the same day.

Repeating Courses For Improvement Of Grades

A student who wishes to repeat a course for the purpose of strengthening skills or improving a grade may do so with the following understanding: both grades will appear on the student's transcript. All grades earned by a student will become a part of the student's permanent transcript record and cumulative GPA. High school courses taken prior to entering grade 9 are exempt from this policy.

Incomplete Grades

Grades not completed by the end of the term will be given a value of 0 for the course until the class is completed. It is the responsibility of the student to submit course work to the teacher. Upon completion of coursework, the teacher will submit a change of grade form to the guidance office as well as make a grade change in the computer.

Diplomas

Corbin High School offers two diplomas:

- Standard Diploma
- Honors Diploma

A list of requirements can be obtained in the Guidance Office or through Advisor/Advisee. All seniors participating in graduation exercises must have successfully completed all course and portfolio requirements, must have met attendance requirements, and must have met all financial obligations.

Curriculum

Students can receive 7.5 credits a year; however, a minimum of four years is still required for graduation unless applied and accepted for early graduation. Requirements are determined according to the year the student enters high school and are governed by local and state school boards of education.

Assignment to each grade level requires the completion of credits listed below:

- Sophomore - completion of 6 credits
- Junior - completion of 12 credits
- Senior - completion of 18 credits

Rank In Class - Grade Point Average

Class rank and Grade Point Average (GPA) will be determined by calculating total quality points using the weighted grading scale. (Total quality points equals number of credits attempted times number of points for the grade received. See weighted scale listed in Accelerated Classes.) All grades are used to compute the grade point average. Grades earned in Honors, Advanced Placement, and Dual Credit classes are weighted; all others are not. Information regarding class rank and GPA on both weighted and unweighted scales may be obtained in the guidance office.

Advanced Placement (AP) & Pre-AP

Instructional pace is accelerated, homework requirements are greater, and course content is more in-depth in the Pre-AP and AP classes. *Pre-AP and Advanced Placement Classes have the following weighted grading scale:

<u>Grade</u>	<u>Quality Points</u>
A	5.0
B	4.0
C	3.0
D	2.0
F	1.0

The Advanced Placement (AP) Program allows academically talented students to perform at an accelerated pace and gives them the opportunity to earn college credit while enrolled at Corbin High School. Pre-AP and AP courses are designated by the national organization, The College Board.

Graduation Honors

The following awards will be presented at graduation by the Superintendent:

- Distinguished with Highest Honors – 4.5 and above
- Distinguished with High Honors – 4.3 to 4.49
- High Honors – 4.0 to 4.29.

Parking Permits

Students who drive to school will be charged a \$10 parking fee per year. All students driving to school are required to park on school property. All cars MUST be registered in the office. All vehicles must be moved from the parking lot in front of the Corbin Area Technology Center (band practice area) by 3:30 p.m. Students who do not follow these rules are subject to loss of parking privileges, and vehicles may be towed at the owner's expense.

Appendix B: Corbin Middle School

OFFENSES AND PUNISHMENTS

The following list of “Offenses and Punishments” contains most violations. This list is not to be considered as a complete list of offenses.

- D = Detention
 - In School Detention
 - After School Detention (ASD)
- SD = Saturday Detention
- Su = Suspension
- Ex = Expulsion
- BP = Board Policy
- EOD = End of Day

**The type of detention, in school or after school, will be decided at the principal’s discretion.*

OFFENSE	DESCRIPTION	PUNISHMENT
Affection	Public display of affection such as hugging, petting, or kissing.	One SD
Arson	Malicious burning of school property.	Five days SU to EX
Assemblies	Misbehavior during school assemblies.	1st - Two SD’s 2nd - Three SD’s 3rd - Five days SU to EX
Assault on a student	Any type of physical attack on a student. [BP 09.425]	Five days SU to EX
Assault on staff	Any type of physical attack on a staff member. [BP 09.42]	EX
Bomb	Threat or planning	SU and/or EX
Bus	Violation of Bus Rules.	1st - One SD 2nd - Two SD’s 3rd - SU from Bus
Cheating	Copying work-including the plagiarizing of: peers, internet sources (written and graphic), copyrighted material and intellectual property. Using notes, verbal or written assistance on test. Both giving and receiving will receive same punishment.	1st - ASD minimum 2nd - SD minimum 3rd - SD to SU A “0” will be assigned to the work.
Disruption	Disruption in any educational setting	One ASD or SD
Computer/Technology Tampering	Alteration or erasure of computer program files, program data files, system files, other student’s files, staff files. Creating obscene or profane files, accessing restricted or Administrative files, or failure to adhere to the school’s Internet Acceptable Use Policy.	Three days SU
Detention	Missing after school detention.	One SD
Dismissal	Leaving with the wrong release group.	One SD
Disrespectful to staff	Showing disrespect to a staff member; refusal to follow rules or instructions; defiance.	One SD to SU (at the discretion of the principal)

Dress Code	Refer to dress policy.	1st - Warning 2nd - ASD 3rd - SD
Drugs/Alcohol	Possession, use or under the influence of alcohol, drugs, look-alike drugs, or mood altering substances and/or possession of drug paraphernalia; selling of alcohol, drugs, look-alike drugs, mood altering substances, and/or drug paraphernalia Review Board Policy 09.423 "Use of Alcohol, drugs, and Other Controlled Substances" for additional information including student assistance.	Six days SU to EX SU and/or EX
Electronic Media Intentional Usage (i.e., cell phones, iPads, tablets, Nooks, etc.) This is when a student is using the device without permission from CMS staff or using the device for purposes other than directed by staff.	Use of electronic media will only be permissible under the teacher/principal's direction. Any other use of electronic media will be considered an infraction. At CMS, all devices must be turned to the off position from when a student is dropped off in the morning until leaving the building at assigned release time <u>unless</u> instructed by a teacher that the device may be used during their class.	1st - ASD; parent/guardian picks up the device 2nd - SD; parent/guardian picks up the device 3rd - SD; Device confiscated and returned to the parent/guardian; Student is not allowed to bring the device back on school property 4th or more - 3 days ISS; Device will be confiscated and returned to parent or guardian. Student is not allowed to bring the device back on school property.
Excessive After School Detentions	Students receiving 5 After School Detentions will receive a Saturday Detention	One SD
Excessive Offenses	Students who receive 3 Saturday detentions in one year would be considered excessive.	Additional Offenses can be assigned the SAFE room. After receiving 5 Saturday Detentions the student will be assigned SU or court action with "Out of Control" paperwork filed with the Whitley County Court Designated at the discretion of the principal. Students may also have Alternate Placement assigned to them at the Corbin Educational Center or Summer School assigned to them at the Corbin Educational Center.
Failure to serve Saturday Detention	Student does not serve assigned Saturday Detention	1.2 Saturday Detentions 2. Failure to attend 2 Saturday Detentions – 3 In-School Suspension Days
False Information	Giving false information, such as name or address--verbal or written.	One SD
Field Trip Misbehavior	Misbehaving on a school sponsored trip.	2 SDs - See Site-Based Policy

Fighting	Fighting is when a student engages in physical contact with another person for the purpose of inflicting harm. A student may not be punished for self-defense. The student must have reported the problem prior to the fight and not initiate the fight in any way.	1st - One to five days SU 2nd - Up to ten days SU 3rd - EX or Alternative Placement. The principal may deem it necessary to contact law enforcement.
Fire Alarm	Intentionally setting off fire alarm.	Five days SU
Forgery	Using forged notes (excuses or hall passes).	One SD
Gambling	Engaging in any type of gambling.	One SD
Glass Bottles, Soft Drinks, or Energy Drinks	Bringing glass bottles, soft drinks, or energy drinks into the building.	1st - ASD 2nd - ASD 3rd - SD
Gum	Use of gum.	1st - Warning 2nd - ASD 3rd - SD
Hair Color	Student purposefully uses dye (which is not a natural hair color) or style of their hair	Two SD
Harassment/Discrimination	Students who engage in harassment/discrimination of any employee or another student on the basis of race, color, nation of origin, age, religion, marital status, political beliefs, sex, or disability. [BP09, 42811]	1st - SD 2nd - SU 3rd - EX
Hazing	Hazing, bullying, menacing or abuse of another person.	1st - SD 2nd - SU 3rd - EX
Horseplay	Rough, noisy behavior; behaving in a silly way; unnecessary physical contact	1 st – Warning 2 nd – ASD 3 rd – SD 4th or more - Principal Discretion
Hydration Station	Appropriate use of hydration station includes a clear, plastic container (No YETI cups, or YETI type metal containers.) The container must have a sealable lid.	1st - Verbal Warning 2nd - After School Detention 3rd - After School Detention 4th - Saturday 5th - Principal Discretion
Inappropriate Behavior	Not fitting or appropriate, unsuitable or untimely	1 st - Warning 2 nd – ASD 3 rd - SD
Lunch Time	Cutting or breaking into the lunch line.	ASD
Lying	Not telling the truth to staff.	One ASD - SD
Misbehavior for Substitute Teacher or Student Teacher	Documented misbehavior by students while a substitute is in the classroom.	SD
Notes	Students engaging in writing, passing, and receiving notes.	1st - Warning 2nd - ASD 3rd - SD - SU
Noise	Making unnecessary loud noise, such as yelling, whistling or loud talking.	One SD

Physical Education	Not dressing out and/or nonparticipation in class - 3 times unexcused.	One SD
Promoting a Fight	Promoting a fight by any means (verbal or physical).	One SD
Running	Running in school building.	One ASD to SD
Sexual Harassment	Words or actions of a sexual nature that stigmatize, demean, frighten, or threaten, because of gender.	Penalty at the discretion of principal
Skipping School	1st time - skipping all or part of school day. 2nd time or more - skipping all or part of the school day. Skipping 3 or more days becomes truancy. Once dropped off by car, bus, or walk on school property, you have started the school day.	1st - SD 2nd - SU 3rd - Court Action
Sleeping	Sleeping in class.	1st - Warning 2nd - AS 3 rd - SD
Student Property	Damaging another student's property while at school.	One ASD to SD & responsible for cost to repair or replace.
Homework and Class Materials	Going to class without homework, book, pencil, paper, or other class supplies - 3 times per 9 weeks	One ASD or One SD
Tardies	Unexcused AM and In-School tardies.	1st - Warning 2nd - Warning 3rd - ASD 4th - ASD 5th - SD
Theft	Taking property that belongs to someone else; penalty at the discretion of school administrator and determined by severity of act.	One SD to EX
Threatening	Making any type of threatening statement to another student, teacher, or any school personnel - penalty at the discretion of the principals according to the severity of the threat.	One SD to EX
Tobacco	Use or possession of tobacco products, electronic cigarettes, matches, or lighters, or tobacco containers on school property or at school function - Counseling recommended. [Board Policy 09,4232]	1st - One SD + One tobacco cessation session with our Youth Service Center Coordinator. 2nd - SD + Citation filed with Court Designated Worker (CDW) {citation penalty - 6 month probation + community service}. 3rd - Two days SD + report to CDW. The CDW will advise probation has been violated and begin court proceedings.

Vandalism	Destruction of property.	Detention to EX
Vulgarity/Profanity	Use of vulgar language and/or profanity.	One SD
Weapons	Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. The Board specifically prohibits the carrying of concealed weapons on school property. [BP 05.48]	SU to EX
Writing	Marking on desks, lockers, or any other school property; responsible for cost to repair or replace.	One SD and possible fees
Other Rules	Each team at CMS has rules that apply to that Team and the Code of Acceptable Behavior & Discipline supports these rules.	

**Depending on the severity of the offense, the punishment may be escalated to a higher tier.*

DRESS CODE

Corbin Middle School has designed our dress code to ensure our success in three major areas:

1. To ensure the safety of our students.
2. To avoid distractions.
3. To prevent our students being subjected to vulgarity, violence and/or the promotion of alcohol and drugs.

Students should enter Gym or Main Building in dress code. Students should remain in dress code until they permanently exit the building for the day. Sponsors/coaches of extracurricular activities may use their discretion once their activity begins. If a student is dressed inappropriately they will be written up and disciplined according to the Corbin Middle School Code of Conduct.

- 1st offense = Official Warning
- 2nd offense = After School Detention
- 3rd offense = Saturday Detention

If a student's clothing is deemed offensive or vulgar, they will be asked to call their parent for a change of clothes or be sent to the Youth Services Center for a change. If clothes are borrowed from the YSC, they should be returned at the end of the day.

Gym or equipment bags will not enter the school. They will be placed in the designated area in the gym. Backpacks and purses should be placed in the lockers before the student advisory period, A & A. All outerwear must be placed in lockers before A & A.

WHAT STUDENTS CAN WEAR:

Tops

- Size appropriate clothes – tops should not be so small that they are revealing or unable to stay tucked, nor so large that they could conceal dangerous or inappropriate items.
- Tops with sleeves that covers shoulders (cap, short, elbow, long). A tank top worn under shirts must still cover undergarments.
- **All tops, no matter the style**, must be tucked. If a student has on two regular tee shirts, they should both be tucked. Shirts should stay tucked when seated. Sweaters, sweatshirts and Quarter-Zip Pullovers do not have to be tucked. Sweatshirts and hoodies with no pockets or 2 side pockets are permissible.
- Thin jackets with small pockets may be worn and must be left unzipped.
- Students may wear a button up shirt out and unbuttoned with an inner shirt tucked in.

- Logos, graphics, pictures and/or writing **cannot** promote violence, drugs, sex, tobacco, vulgarity, or alcohol. This will be judged at the discretion of the principal.
- Size appropriate clothes – bottoms should not be so small that they are revealing or make shirt unable to stay tucked, nor so large that they could conceal dangerous or inappropriate items.
- Pants, shorts, skirts, or dresses that are at least **mid-thigh when seated**. If leggings are worn, skirt or dress must still be mid-thigh.

Accessories

- A standard belt must be worn, if there are belt loops. (NO scarf, or ribbon belts)
- Clear or mesh backpacks (cloth totes are not allowed) placed in locker
- Small purses (placed in locker).
- Piercing in the ear only. The post should be standard gauge (1 mm in diameter).
- Zipper free binders

Hair

- Natural style and hair color

WHAT STUDENTS CANNOT WEAR:

Tops

- Tops that show cleavage. Tops that show bare shoulder or straps. This includes cold shoulder.
- Team uniforms or any part of the uniform.
- Chains attached to clothing or chain belts.
- No outerwear--other than the thin jacket. Outerwear should be placed in the locker before school.
- No trench coats may be worn to school.
- Fabrics such as lycra or spandex.
- Any article that depicts violence, drugs, sex, tobacco, vulgarity, or alcohol.
- Sweatshirts CANNOT have a central or one front pocket. And, cannot be sewn.

Bottoms

- NO HOLES, where skin or undergarments may be visible. (sewn patches may cover the hole.)
- No sweatpants, athletic shorts/pants, or pajama pants/shorts.
- Pictures or large graphics on bottoms.
- Leggings cannot be worn as pants

Accessories

- Visible tattoos must be covered at all times.
- Hats or bandanas
- No house shoes or house slippers.
- No distracting headbands (i.e. cat ears, animal ears, etc.)

**Any article of clothing, accessories, or style of hair or make-up deemed distracting will not be allowed.*

Athletic and Extracurricular Activities Eligibility:

Athletic and extracurricular activities participation at Corbin Middle School is a privilege which is governed by strict academic rules. Grades are checked every Friday to determine eligibility. Any student who receives a failing average grade in a class will not be allowed to participate in extracurricular activity or sport from the following Monday through Sunday. During this penalty time, the student will not accompany the team and participate, but will be allowed to practice.

Students must attend school 4 out of 6 periods in order to participate in athletics on that day, unless they receive prior approval from the principal. If a student does not participate in his/her scheduled P.E. class, he/she shall not be eligible for sport activities that day.

Any Corbin Middle School student repeating the same grade will not be eligible to participate in athletic activities during the year in which they are repeating. This policy includes students who are retained by the school or by their parents or guardians.

Time for Time:

For students who have 6 unexcused absences for the year, any unexcused absences will require students to make up each additional hour outside of the school day. Time for Time will be made up at the end of the year in Summer School at Corbin Middle School or at the Corbin Educational Center...depending on the amount of time that needs to be made up by the student.

Retention Policy:

Students who do not meet CMS expectations for the academic school year will be assigned to summer school. This policy identifies students which have accumulated an F average or have acquired two F's during the four nine weeks grading period in any core subject for the school year. Any student assigned to summer school must attend or may be retained in their current grade level for the next academic year.

If a student fails two or more core subjects for the academic school year, they may be retained in the same grade level. Retention may also occur if a student has two or more F's during the four nine weeks grading period in two or more core subjects.

Appendix C: Corbin Intermediate and Corbin Elementary Schools

OFFENSES AND PUNISHMENTS

School administrators shall have the discretion to determine the seriousness of the offense and the disciplinary action taken. Criminal offenses will be forwarded to the appropriate legal authorities.

The following list of “Offenses and Punishments” contains most violations. This list is not to be considered as a complete list of offenses.

- D = Detention
 - In School Detention
 - After School Detention (ASD)
- SD = Saturday Detention
- Su = Suspension
- Ex = Expulsion
- BP = Board Policy

**The type of detention, in school or after school, will be decided at the principal’s discretion.*

OFFENSE	DESCRIPTION	PUNISHMENT
Abuse of fire alarm or extinguisher	Unjustified use of alarms or extinguisher.	SD to Su
Assault of school personnel or student	Any type of physical attack on a student or staff member.	SD to Ex
Assemblies	Misbehavior during school assemblies.	1st - One D 2nd - Two D’s 3rd - Two days Su to Ex
Bus	Violation of Bus Rules.	1st - One D 2nd - Two D’s 3rd - Su from Bus
Electronic Media Usage (i.e., cell phones, iPods, tablets, Nooks, etc) This is when a student is using the device without permission from CES/CIS staff or using the device for purposes other than directed by staff.	Use of electronic media will only be permissible under the teacher/principal’s direction. Any other use of electronic media will be considered an infraction. At CES/CIS, all devices must be turned to the off position from when a student is dropped off in the morning until leaving the building at assigned release time <u>unless</u> instructed by a teacher that the device may be used during their class.	1st- Warning 2nd - ASD 3rd & 4th - SD; Device confiscated and returned at EOD to either the student or parent/guardian at principal’s discretion 5th or more - SD to SU Student may lose privilege to use device during school day at discretion of the principal
Cheating	Copying work, using notes, verbal or written assistance on test, both giving and receiving will receive the same punishment.	D - Su, “0” on work based on discretion of principal
Chewing Gum	Gum is not allowed at Corbin Intermediate.	Warning to D
Classroom Disruption	An intentional act, behavior, or conduct in the classroom, in the school building, or upon school grounds that disrupts the educational process.	D to SD
Commission of Sexual Act	Commission or attempted commission of sexual intercourse, rape, sodomy, or indecent misuse.	Su to Ex

Computer Misconduct	Tampering or willful alteration of another user's files and/or non-approved use of computer, electronic media internet misuse.	SD
Detention	Missing after school detention.	SD
Dismissal	Leaving on the wrong release group.	SD
Disrespectful to staff	Any word or action by a student that shows a lack of regard for the teacher/staff's personal or professional dignity.	SD to Su
Dress Policy	Inappropriate clothing or any attire that violates the school dress code policy.	1st - Warning 2nd - D 3rd - SD
Drugs/Alcohol	Possession, use, attempt to sell, or under the influence of alcohol, drugs, look-alike drugs or mood altering substances and/ or possession of drug paraphernalia.	Su to Ex
Endangering the safety of others	Any behavior that endangers another person such as throwing objects, shooting fireworks, making unnecessary emergency calls, etc.	D to Su
Extortion	The solicitation of money or something of value from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.	SD to Ex
Failure to complete assignments	Failure to turn in assignments within the time specified.	D to SD
Field trip misbehavior	Misbehaving on school related trips.	D to SD
Forgery	The act of falsely using the name of another person or falsifying documents of any correspondence (absences-excuses) from or to the school. Examples include, but are not limited to, detention notes, doctor notes, and notes from home and use of another student's work.	SD
Gambling	The act of betting either monetarily or otherwise. Examples include, but are not limited to, flipping for coins, playing cards, rolling dice, or other like games.	SD
Harassment	Students who harass or discriminate against an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability.	D to Ex
Inappropriate touching	Physical contact such as hugging or kissing.	SD

Lack of cooperation	Failure of a student to comply with teacher instructions.	D to SD
Leaving assigned area without permission	Being out of area.	D to SD
Lying	Not telling the truth to staff.	D to SD
Lunchroom misconduct	This includes leaving tray, making unnecessary messes, throwing food and other items, placing food on or around another person, yelling or screaming out, entering or leaving the cafeteria without proper permission & other like offenses.	D to SD
Possession, display or distribution of obscene materials or objects	Possession or circulation of materials or objects considered by local community standards to be obscene.	SD to Su Court Referral
Prescription/Over the counter drugs	Students are not to have in their possession prescribed and over the counter medications at school. Medications of this type must be submitted to the school nurse for dispensing.	D to SD
Promoting fighting	Promoting a fight by any means.	SD
Refusing to accept discipline by a teacher	Any act that constitutes defiance..	D to SD
Running	Running in school building.	Warning to D
Saturday detention	Missing Saturday detention.	2 days in school suspension
Selling and/or trading items	Students are prohibited from buying and/or selling or trading of items not previously approved by the building principal or designee.	D to SD
Skipping class	Failure to report to class without consent of proper school authority.	3 days in school suspension
Terroristic threatening	Threats to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage; or intentionally making false statements for the purpose of causing evacuation of building, place of assembly, or facility or public transportation.	SD to Ex
Theft	Taking or possessing the property of others.	D to Su
Use of profane language	Use of any language, act, expression, or remark that is offensive to modesty or decency.	D to Su
Vandalism of property	Willful or malicious destruction or defacement of property.	SD to Ex
Verbal abuse and/or threats	Intentional or willful maligning or gross insult of another.	SD to Su

Tobacco	Use or possession of tobacco products, electronic cigarettes, matches, or lighters, or tobacco containers on school property or at school.	1st - 2 SD 2nd - 3 days Su 3rd - Ex
Weapons	Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. The Board specifically prohibits the carrying of concealed weapons on school property. [BP 05.48]	SD to Ex

**Depending on the severity of the offense, the punishment may be escalated to a higher tier.*

DRESS CODE

In order to promote an environment conducive to learning, the expectation for personal appearance **prohibits** the following:

- Spaghetti strap, low-cut or see-through clothing
- Clothing shorter than six (6) inches from the bend of the knee while in a seated position or shorter than a five-inch inseam
- Sagging or baggy clothing displaying undergarments or excessively baggy or long (i.e. long coats)
- Hats, caps, head covering or gloves
- Lack of proper undergarments
- Sunglasses
- Clothing with holes or tears above the knee
- Clothing which exposes bare backs, shoulders or midriffs
- Clothing advertising or promoting alcohol, tobacco or drugs
- Clothing, accessories or displayed items with print viewed as obscene, sexually suggestive, discriminatory or promoting violence
- Accessories associated with cults, gangs, intended for wear by animals or that do not promote traditional dress (i.e. chains of any kind, ropes, collars, insignias, etc.)
- All visible body piercing, with the exception of earrings, that could serve as a safety risk or a disruption to the educational process
- Any hair color or style that is disruptive to the educational process. (Only natural hair colors will be allowed.)
- Wearing of shoes with wheels is prohibited
- Any attire determined to be disruptive to the educational process is prohibited.

Guidelines for Success

To help teach our children appropriate behavior, we have adopted the use of what we call our "Guidelines for Success" - this is an acrostic

"P - A - W - S" that spells out the guiding principles for what we as a school feel are important.

P - Patience & Tolerance for Others

A - Always Do Your Best

W - Work Responsibly with a Positive Attitude

S - Show Respect to Everyone Including Yourself

Appendix D: Corbin Primary School

Corbin Primary School Mission Statement

“Enriching the lives of our students by cultivating a lifelong love of learning, discovery, and citizenship.”

The atmosphere at Corbin Primary is one that is conducive to learning. Mutual respect among students, faculty and the administration is expected. It is impossible for teaching and learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior not only for their own benefit but for the benefit of others as well. Behavior below these standards will not be tolerated. Levels of behavior and responses to those behaviors are detailed below. : Each teacher implements a classroom management program that will be followed. It is understood that all infractions and responses are sensitive to the developmental and maturity level of the individual student.

REFERENCE CHART FOR COMMON INFRACTIONS AND RESPONSES

Level	Infraction	Examples	Responses
1	Classroom and or School Disturbances/misbehavior.	Inappropriate voice levels, Disobeying school personnel, talking when the teacher/aide is talking, not listening to the teacher, failure to stay in seat, assigned area, tardiness, hallway misbehavior, cafeteria misbehavior, disrespect to other students.	Verbal Reprimand/Warning, Teacher/Student Conference, Loss of Privileges, Contact Parent via note/phone/email Parent Teacher Conference Counseling (if applicable) Change of Seating/Eating Area, assignment, Time- out
2	Continuous, unimproved level I behaviors, Simple threats to the school population, posturing, blatant disrespect for school rules, habitual bus misbehavior, harassment/picking on other students.	Habitual Level I behavior, tardiness, truancy, insubordination, pattern of disruptions, name calling, pushing, bullying (1st offense), profanity, destruction of school property, harassment.	Parent Involvement Referral to Principal, In-School Counseling, Behavior Contract, Modified Class Schedule, After School detention/education, Payment to replace/repair property, Bus Suspension, In school detention
3	Acts that maliciously cause or inflict injury to self/ others, theft, habitual threatening or bullying, violence toward students/ staff, possession of a weapon or look-alike possession of drugs or illegal substance.	Habitual Level II misbehavior, excessive tardiness/ truancy, arson, theft, possession of a weapon or look alike, threats of violence to students/staff, habitual bullying/ harassment, violence toward teacher/staff/ students, Assault.	Any of the above responses and/or, Contact Law Enforcement, Out of school suspension, Permanent bus suspension, In-School Counseling, Referral to Social Services, Threat Assessment, Refer to Turning Point: After school detention, Saturday School, In school detention.

OFFENSES AND PUNISHMENTS

The following list of “Offenses and Punishments” contains most violations. This list is not to be considered as a complete list of offenses.

- D = Detention
 - In School Detention
 - After School Detention
- SD = Saturday Detention
- Su = Suspension
- Ex = Expulsion
- BP = Board Policy

**The type of detention, in school or after school, will be decided at the principal’s discretion.*

OFFENSE	DESCRIPTION	PUNISHMENT
Abuse of fire alarm or extinguisher	Unjustified use of alarms or extinguisher	SD to Su
Assault of School Personnel or Student	Any type of physical attack on a student or staff member	SD to Ex
School Assemblies	Misbehavior during school assemblies.	Warning to Su
Bus	Violation of Bus Rules	Warning to Su from bus
Electronic Media Usage (i.e., cell phones, iPods, tablets, Nooks, etc) *Students may bring electronic devices to use prior to morning meeting with parents/guardians consent. All devices are "at your own risk" of damage or loss. Corbin Primary School is not responsible for lost, stolen, or damaged technology.	Use of electronic media will only be permissible under the teacher/principal's direction and/or supervision. Any other use of electronic media will be considered an infraction.	Warning to Su; Device may be confiscated and returned at EOD to either the student or parent/guardian at principal's discretion; Student may lose privilege to use device during school day at discretion of the principal
Cheating	Copying work, using notes, verbal or written assistance on test, both giving and receiving will receive the same punishment.	Warning to SD, "0" on work based on discretion of principal
Classroom Disruption	An intentional act, behavior, or conduct in the classroom, in the school building, or upon school grounds that disrupts the educational process	Warning to Su
Acting out or representation of a Sexual Act	Verbally or physically mimicking a sexual act	Warning to Su
Computer Misconduct	Tampering or willful alteration of another user's files and/or non-approved use of computer, electronic media internet misuse	SD
Detention	Missing after school detention	SD
Dismissal	Leaving on the wrong release group	SD
Disrespectful to staff	Any word or action by a student that shows a lack of regard for the teacher/staff's personal or professional dignity	SD to Su
Drugs/Alcohol	Possession, use, attempt to sell, or under the influence of alcohol, drugs, look-alike drugs or mood altering substances and/ or possession of drug paraphernalia	Su to Ex
Endangering the safety of others	Any behavior that endangers another person such as throwing objects, shooting fireworks, making unnecessary emergency calls, etc.	Warning to Su
Extortion	The solicitation of money or something of value from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm	Warning to SD
Failure to complete assignments	Failure to turn in assignments within the time specified	Warning to SD

Field trip misbehavior	Misbehaving on school related trips	D to SD
Forgery	The act of falsely using the name of another person or falsifying documents of any correspondence (absences-excuses) from or to the school. Examples include, but are not limited to, detention notes, doctor notes, and notes from home and use of another student's work	SD
Harassment	Students who harass or discriminate against an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability	Warning to Ex
Inappropriate touching	Physical contact such as hugging or kissing	Warning to SD
Lack of cooperation	Failure of a student to comply with teacher instructions	D to SD
Leaving assigned area without permission	Being out of area	D to SD
Lying	Not telling the truth to staff	Warning to SD
Lunchroom misconduct	This includes leaving tray, making unnecessary messes, throwing food and other items, placing food on or around another person, yelling or screaming out, entering or leaving the cafeteria without proper permission & other like offenses	Warning/Alternate Table Placement to SD
Possession, display or distribution of obscene materials or objects	Possession or circulation of materials or objects considered by local community standards to be obscene	SD to Su Court Referral
Prescription/Over the counter drugs	Students are not to have in their possession prescribed and over the counter medications at school. Medications of this type must be submitted to the school nurse for dispensing.	Warning to SD
Promoting fighting	Promoting a fight by any means	Warning to D
Refusing to accept discipline by a teacher	Any act that constitutes defiance	D to SD
Running	Running in school building	Warning to D
Saturday detention	Missing Saturday detention	2 days in school suspension OR Assignment of another SD
Selling and/or trading items	Students are prohibited from buying and/or selling or trading of items not previously approved by the building principal or designee	Warning to SD
Skiping class	Failure to report to class without consent of proper school authority	D to SD

Terroristic threatening	Threats to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage; or intentionally making false statements for the purpose of causing evacuation of building, place of assembly, or facility or public transportation	Warning to Ex
Theft	Taking or possessing the property of others	Warning to Su
Use of profane language	Use of any language, act, expression, or remark that is offensive to modesty or decency	Warning to Su
Vandalism of property	Willful or malicious destruction or defacement of property	D to Su- Pay to replace cost
Verbal abuse and/or threats	Intentional or willful maligning or gross insult of another	Warning to Su
Tobacco	Use or possession of tobacco products, electronic cigarettes, matches, or lighters, or tobacco containers on school property or at school	Warning to Su
Weapons	Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. The Board specifically prohibits the carrying of concealed weapons on school property. [BP 05.48]	SD to Ex

**Depending on the severity of the offense, the punishment may be escalated to a higher tier.*

BUS POLICY:

In addition to the district bus rules (section IV. Student Discipline Code). Corbin Primary has adopted the following: Obey the driver's signal to lower the noise level. Bus Drivers will enforce these rules and if your child misbehaves on the bus, you will be contacted by the principal/designee. Your child could lose his/her privilege to ride the bus depending on the severity and frequency of infraction/s. If your child normally rides the bus, and for some reason he/she will not ride the bus on a particular day, a SIGNED NOTE MUST BE PROVIDED TO your child's teacher or notify the school office that your child has a change of transportation.

**Continuous Bus misbehavior may result in loss of the bus riding privilege for a selected amount of time or permanently.*

Appendix E: Bus Routes 2017-2018

BUS ROUTE LIST FOR THE 2018-2019 SCHOOL YEAR

***Corbin Schools only use the last two numbers on buses for route recognition. All students are expected to be at their stop 5 minutes prior to their anticipated pick up time.*

CORBIN PRIMARY BUS ROUTES

BUS 74

CIS School
7th St. (Phillips Ln. to Pepsi)
8th St.
9th St.
10th St.
11th St.
18th St (100 – 1520 Even numbers only)
19th St.
21st St.
23rd St.
Adams St.
Cleveland St.
Early St.
Forest Circle
Kentucky St. (6th St. to 23rd St.)
S. Kentucky St. (6th St. to 23rd St.)
Madison St.
Maple St.
Roosevelt St.
South Main St. (13th St. to 23rd St.)

BUS 59

CHS & CES Schools
7th St. (Phillips Ln. to Poplar St.)
8th St.
18th St. (101 – 1515 Odd numbers only)
Gordon St. (Poplar Ave. to Barton Mill 100-1200)
McKinley Ave.
Phillips Ln.
Poplar Ave.
Oaklawn
Stamper St.
Vermillion Village at 8th St.

BUS 67

5th St. (Leslie Ln. to Falls Hwy/Brown Cow)
18th St. (Forcht Bank out Falls Hwy.)
Bacon Creek Rd. (Drops and picks up only at PT Pros)
Black Diamond Rd.
Citation Trail
Corbin Center
Davis Rd.
Derby Trail
Falls Rd.
Forego Trail
Fox Run Rd.
Grace on The Hill
Hightop Rd.
Kelso Trail
Leslie Ln.
Oak Grove School
Ponderosa Trail
Reva Ridge
Ruffian Trail
Scuffletown
Trillium Way (BRMC - if needed AM only per BRMC)
Vine View

BUS 1369

Barbourville Rd.
4th St.
Depot St.
Hamlin St.
Laurel St.
Little League/Skate Parking Lot
Roy Kidd Ave.
Valley View Apartments
Wilson St.

BUS 63

CMS School
5th St. (Black Diamond to Main St.)
Carter St.
Ford Ave.
Engineer St.
Kentucky St. (1st St. to 5th St.)
Main St.
Master St.
Standard Ave.
VanBeber Court

BUS 71

Barton Mill Cut-Off
Barton Mill Rd.
Blackstone Rd.
Browning Acres Rd.
Collins Ln.
Gordon St. (Barton Mill to 312 turn around - 1201-2800)
Dantley Dr.
Fairview St.
Fred Nash Ln.
Highland Ave.
Incline Rd.
HWY 312
Leona Wyatt Rd.
McFadden Circle
McFadden Dr.
Oak Grove Church Rd.
Old Hightop Rd.
Partin Rd.
Rockcastle St.
Sanderlin Dr.

GRADES 3-8 BUS ROUTES

BUS 62

Picks up at CIS and CES, drops at CMS PM ONLY!!

BUS 61

Picks up at CMS, CES and CIS, drops at CHS PM ONLY!!

BUS 72

Carter St.
Elaine Apartments
Engineer St.
Ford St. (Next to Little Caesar's)
Main St.
Master St.
Standard Ave.
VanBeber Court

BUS 58

Morning ONLY: Bus 58 will pick up students from CPS going to all other schools. Bus leaves CPS promptly at 7:00a.m.

Barton Mill Cut-Off
Black Diamond Rd.
Davis Rd.
Falls Hwy (Pepsi to I-75 out of town side of the Rd. only)
Falls Hwy (I-75 to Hightop both sides of the Rd.)
Fox Run Rd.
Hightop Rd.
Oak Grove Church Rd. (Barton Mill Cutoff to 5th St. only)
Bus 58 will transport students from CES going to CIS & CMS

BUS 70

7th St.
8th St.
8th St. Housing
15th St.
16th St.
17th St.
Adams Rd.
Cleveland St.
Culver St.
Kentucky Ave. (8th to 11th)

Madison St.
Main (13th to 18th)
McKinley Ave.
Phillips Ln.
Roosevelt St.

BUS 76

Blackstone Rd.
Fairview St.
Fred Nash Rd.
Gordon Hill
Highland Ave.
Poplar Ave.

BUS 73

4th St.
5th Street Rd. (I-75 bridge into town)
Kentucky St. (Gordon St. to 7th St.)
McFadden Dr.
McFadden Circle
Monhollen Rd.
Oaklawn
Sanderlin Dr.
Stamper St.
Sycamore Ave.
Valley View

BUS 75

Barton Chapel Cut-Off
Barton Mill Rd.
Browning Acres Rd.
Collins Ln.
Dantley Dr.
Gordon Hill (Dantley Dr. to 312)
Hart Rd.
HWY 312
Incline Rd.
Leona Wyatt Rd.
Oak Grove Church Rd. (from Hart Rd. to Incline Rd. only)
Old Barton Mill Rd.
Old Hightop Rd.
Partin Rd.
Rockcastle St.
Stamper St.

BUS 68

Barbourville St.
Depot St.
Hamlin St.
Laurel St.
Roy Kidd Ave.
Wilson St.

BUS 57

5th St. (I-75 Bridge heading out of town to Brown Cow)
Alsip Trail
Citation Trail
Derby Trail
Forego Trail
Kelso Trail
Leslie Ln.
Ponderosa Trail
Riva Ridge Trail
Ruffian Trail
Scuffletown Rd.
Trails End
Vine View
Afternoon ONLY: transport students from CES, CIS, and CMS to CPS

BUS 64

18th St.
Falls HWY (Main St. to 7th both side of the Rd.)
18th St. (Speedway into town side of Rd. only to Snyder St.)
19th St.
20th St.
21st St.
23rd St.
Bacon Creek Rd. (Drops and picks up only at PT Pros)
Corbin Center
Douglas St.
Early St.
Forest Circle
Hart Hollow Rd.
Little Lamb's Preschool
Maple Ln.
South Kentucky (18th to 21st)
SouthMain St. (18th to Bypass and Trillium Way (BRMC) if needed AM only Per BRMC)

HIGH SCHOOL BUS ROUTES

BUS 62

18th St.
Falls Hwy
19th St.
20th St.
21st St.
23rd St.
Bacon Creek Rd. (Drops and picks up only
at PT Pros)
Barton Mill Rd.
Black Diamond Rd.
BRMC
Cleveland
Corbin Center
Corbin Primary
Davis Rd.
Early St.
Falls Hwy.
Forest Circle
Forest Hills
Hart Hollow Rd.
Hightop Rd.

HWY 3421
Incline Rd.
Madison St. Housing
Maple Ln.
Social Security Bldg
South Kentucky (18th to 21st)
Tattersall

BUS 61

5th St.
7th St.
8th St. Housing
Barbourville St.
Barton Mill Rd.
Blackstone Rd.
Browning Acres Rd.
Carter St.
Collins Ln.
Dantley Dr.
Engineer St.
Fairview St.

Ford Ave.
Fred Nash Ln.
Gordon Hill
Hamblin St.
Highland Ave.
HWY 312 Turn
Kentucky Ave.
Leona Wyatt Rd.
Master St.
McFadden Dr.
McKinley Ave.
Oaklawn
Old Hightop Rd.
Poplar Ave.
Roy Kidd Ave.
Sanderlin Dr.
VanBeber Court
Valley View Entrance
Wilson St.

Special Need School Buses

Bus 66 will cover for the Primary and High School riders

Bus 65 will cover for the Elementary, Intermediate, and Middle