



Our Vision:

Woodford County High School envisions a school community that is safe, respectful, and responsible.

Our Mission:

To grow a positive community based on care, consistency, and a commitment to learning.

**Woodford County High School
Student Handbook 2019-20**

Name: _____

Grade: _____ Advisory: _____

“HOME OF THE YELLOW JACKETS”

**Woodford County High School
Student Handbook
2019-20**

Please return this signed acknowledgement to your homeroom teacher immediately upon receipt of this Woodford County High School Student Handbook.

ACKNOWLEDGEMENT OF RECEIPT

My signature below indicates that I have received this Woodford County High School Student Handbook

Student Signature _____ **Grade** _____ **Date** _____

Student's Name (Please Print) _____

My signature below indicates that I have received this Woodford County High School Student Handbook and that I have reviewed it with my student.

Parent Signature _____ **Date** _____

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Important Dates for 2019-20

This calendar is always subject to change by approval of the WCPS Board of Education.

August 5	Freshman orientation 6:30 – 8:00
August 5	Flexible Professional Development Day (no classes)
August 6	Opening Day for Teachers (no classes)
August 7	Teacher Preparation Day (no classes)
August 8	First Day for Students
August 22	Open House 6-7:30
September 2	Labor Day (no classes).....Flexible Professional Development
September 18	Staff Professional Learning Afternoon/Early Release Day
September 20	1st term 6 weeks grade report
September 30-October 4	Fall Break
October 18	Homecoming
October 23	Staff Professional Learning Afternoon/Early Release Day
October 24	Parent-Teacher Conferences 4:00 - 7:00
November 4	Required Professional Learning Day (no classes)
November 5	Election Day (no classes)
November 8	1st term 12 weeks grade report
November 27	Flexible Professional Development Day (no classes)
November 28 -29	Holiday: Thanksgiving Day (no classes)
December 20	Last Day for students - 1st term ends
December 21-January 5	Winter Break
January 6	Schools Reopen...Students Return
January 10	1st term grade report goes home
January 20	Holiday: Martin Luther King Day (no classes)
January 24	Jacketfest - basketball homecoming
February 14	2nd term 6 weeks grade report goes home
February 17	***Presidents' Day (no classes, possible make-up day)
March 2	****Required Prof Learn Day (no classes, possible make-up)
March 12	Parent-Teacher Conferences 4:00 - 7:00
March 27	2nd term 12 weeks grade report goes home
March 30-Apr. 3	Spring Break
April 15	Staff Professional Learning /Early Release Day for Students
April 18	Junior-Senior Prom
May 19	Election Day (No Classes, Prof. Learning Day if Mar. 4 used)
May 20	Last Day: Students (subject to change)/Early Release
May 21	*Closing Day (possible make-up day)

May 22	**Parent Teacher Conf. Day (possible make-up day)
*Day 1.....May 21 (used for make-up day if school year extended)	****Day 4.....March 2 (used for make-up day if school year extended)
**Day 2.....May 22 (used for make-up day if school year extended)	Day 5...May 26, Day 6... 5/27, Day 75/28, Day 8...5/29,
***Day 3.....Feb 17 (used for make-up day if a third day is missed prior to Feb. 1)	Day 96/1, Day 10 ...6/2, Day 11... 6/3, Day 12... 6/4

PURPOSE OF STUDENT HANDBOOK

This handbook is written for both the students and parents/legal guardians. It is provided as a helpful reference containing information on many school functions, services, policies and behavioral expectations. Our hope is that it enhances communication between students, parents and school personnel.

WOODFORD COUNTY SCHOOLS STUDENT DISCIPLINE CODE

The Woodford County Schools abide by Kentucky State Law and comply with the Family Education Right of Privacy Act. The Laws and Board policy which relate to student discipline are listed by number and title in the appendix and may be referred to if needed.

PURPOSE

This Woodford County Schools Student Code of Acceptable Behavior and Discipline is meant to be a guide for all students, parents/legal guardians and school personnel. It applies at all school-sponsored or related activities and on school buses. Each school may further amplify and detail its expectations but this guide will set the parameters for discipline in the district.

PHILOSOPHY

Woodford County Schools consider appropriate behavior an integral part of the total school curriculum. The program attempts to make behavior and its modification positive rather than negative and reactionary. It is our belief that the most important prerequisite to learning is a controlled, orderly, secure, and humane atmosphere.

Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust between parent/legal guardian, teacher and student.

The discipline code should be consistent and reasonable and should strive to facilitate the development of students' self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents/legal guardians, students and administrators to the maintenance of an effective learning environment.

Progressive discipline will be administered in disciplinary actions. The severity of consequences will increase with repeat offenses up to and including expulsion.

WHERE AND WHEN THE CODE WILL APPLY

Students are under the authority of the principals, teachers, bus drivers and supervisory employees from the time they leave home to come to school until they arrive home that afternoon, or until they are properly released during the school day to their parents or guardians (KRS 161.180), or when in attendance at any school function before or after school hours on or off school property when under the supervision of school personnel. Students, while being transported, are under the authority of this discipline code and Board Policy (06.34). Any person who enters school property is under the authority of the school and shall abide by all rules and regulations as set by the state, Board and school officials.

A. STUDENTS

1. Students have the right to:
 - a. The support of teachers, parents/legal guardians, co-workers and administrators.
 - b. A meaningful public education, which maintains high educational standards and meets the needs of the individual student.
 - c. Reasonable and timely notice of rules, regulations, policies, and penalties to which they are subject.
 - d. Consultation with teachers, counselors, administrators and other school personnel.
 - e. Free election of their peers in student organizations in which all students have the right to seek and hold office.

- f. Respect from other students and school personnel.
 - g. File charges with the local police if the victim is 18 years old
2. Students have the responsibility to:
 - a. Show consideration for the rights and property of others, by following all rules and regulations of the school and/or Board of Education.
 - b. Show respect for the educational process by taking advantage of every opportunity to further their education.
 - c. Show respect and consideration for any and all people with whom they are in contact.

B. TEACHERS

1. Teachers have the right to:
 - a. The support of students, parents/legal guardians, co-workers, and administrators.
 - b. Work in an educational environment with a minimum of disruptions.
 - c. Expect all students to have materials such as paper, pencil, books, Chromebook, gym clothes, etc., so that they can participate in the activities of the class.
 - d. Expect all assignments, including homework, to be completed and turned in as assigned.
 - e. Safety from physical harm and freedom from verbal abuse.
 - f. Be treated with respect from students and personnel.
2. Teachers have the responsibility to:
 - a. Present subject matter and experiences to students and inform students and parents or guardians of achievement and/or problems.
 - b. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
 - c. Follow rules and regulations set by the Board of Education and/or school administration.
 - d. Exhibit professional behavior in action, dress, speech and provide a safe environment.
 - e. Administer such discipline as is necessary to maintain order and decorum without discrimination on any basis in a humane, compassionate and consistent manner.
 - f. Show respect and consideration for any and all people with whom they are in contact.
 - g. Be sensitive to parent concerns over what they might consider questionable material that is in the course of study.

C. PRINCIPALS

1. Principals have the right to:
 - a. The support of students, parents/legal guardians and teachers in carrying out the educational programs and policies established by the school system.
 - b. Establish procedures and regulations that relate to the school.
 - c. Safety from physical harm and verbal abuse.
 - d. Take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
 - e. Suspend and discipline any student whose conduct disrupts the educational process.
 - f. To be treated with respect from students and personnel.
2. Principals have the responsibility to:
 - a. Create and foster an atmosphere of mutual respect and consideration among students and staff members.
 - b. Administer discipline fairly and equally, following the guidelines set forth herein, but also using their own judgment.
 - c. Explain the Code of Conduct to the school community.
 - d. Adhere to the duties and responsibilities assigned to them by the local Board of Education.
 - e. Exhibit professional behavior in action, dress and speech.
 - f. Show respect and consideration for any and all people with whom they are in contact.

D. PARENTS/GUARDIANS

1. Parents/Guardians have the right to:
 - a. Send their child to a school with an environment where learning is important and respected.
 - b. Expect classroom disruptions to be dealt with fairly, firmly, and quickly.
 - c. Enroll students in the Woodford County School District where they shall attend classes regularly and promptly with minimal interruptions.
 - d. Expect the school to maintain high academic standards.

- e. To be informed of serious discipline action of high levels.
 - f. File charges against individuals if they judge an unlawful act has been committed against their child.
2. Parents/Guardians have the responsibility to:
- a. Instill in their children the values of an education.
 - b. Install in their children a sense of responsibility.
 - c. Help children understand that disruptions in the school are detrimental to the education program for all students.
 - d. Become familiar with the educational program and the procedures.
 - e. Encourage their students academically, but are reminded that completing a student's work is unacceptable.
 - f. See that children attend school regularly and promptly with necessary supplies and materials.
 - g. Communicate with the school when school personnel indicate there is a problem at school
 - h. Support the efforts of the school personnel and reinforce the behavior expectations of the school.
 - i. See that children exhibit neatness and cleanliness in their personal attire and hygiene.
 - i. Demonstrate respect for all school personnel. No person shall be upbraided, insulted or abused in the public schools at any time.

What
is
PBIS?

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

Why PBIS?

Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school wide **PBIS** is to establish a climate in which appropriate behavior is the norm. However, even more than that, at Woodford County High School, we strive to help student scholars grow into the best version of themselves they possibly can. This program is an integral part of achieving our mission and vision statements.

Consequences

We hold scholars to a very high standard, and, more importantly, scholars hold themselves to this standard. If our scholars choose to act in a manner that is not safe, respectful, or responsible, consequences will naturally follow in an effort to provide a “teachable” moment and learn from our mistakes:

1. Reflection Forms

For minor disciplinary actions, the scholar is asked to complete a Reflection Form. This form requires the scholar to take ownership for his or her behavior and provides the opportunity to focus on self-reflection. We believe that self-reflection is a sign of maturity and that it is an essential skill to practice and learn for life beyond high school. Each Reflection Form is entered into the School Wide Information System (SWIS) database.

If a scholar accumulates 3 Reflection Forms, he or she will receive a silent lunch detention, and this will be the consequence for each subsequent Reflection. If a scholar accumulates 10 or more Reflections Forms, he or she is assigned Saturday School, and this consequence occurs for each subsequent Reflection. Refusal to fill-out a reflection form will result in 3 days of AIMES.


2. Scholar Discipline Referrals

For major infractions, the scholar is sent to the administration team with a Discipline Referral. Discipline Referrals are dealt with on a case-by-case basis in accordance with the WCPS Discipline Code.



Woodford County High School Behavior Matrix

We are a safe, respectful and responsible learning community

	Hallways	Cafeteria	Bathroom	Parking Lot	Arrival and Dismissal
Safe	Respect traffic flow Respect the space of others. Follow directions given by teachers.	Food is for eating, not for throwing Choose a seat and stay there - enjoy the company!	Go Flush Wash	Yield to pedestrians Drive slowly Drive with the mindfulness of others' safety	Keep hands and feet to yourself <i>AM: Enter the building and move promptly to one of the 3 morning locations.</i> Choose a seat and stay there. <i>PM: Unless assigned to a teacher or coach, please exit the campus at 3:15 pm</i>
Respectful *Leave No Trace: Leave an area better than you found it No litter, graffiti, destruction, etc. Take care of our school	Use positive language with everyone Take care of each other Take care of our building: Leave No Trace*	Use positive language with everyone Take care of each other Take care of our café: Leave No Trace*	Take care of our bathrooms: Leave No Trace*	Yield to other drivers entering and exiting	Use positive language with everyone Take care of each other Respect the property - trees, bushes, railings, benches, etc. Leave No Trace*
Responsible	Be on time	Clean up after yourself Ask for permission to leave the cafeteria	Use the restroom closest to your classroom Leave promptly after "going, flushing and washing"	Enter the building promptly upon arrival	Stay in designated areas until dismissed to class or dismissed for the day. 

ACADEMIC LETTER

A student may earn an Academic Letter “W” by achieving a minimum grade point average of 3.50 during any given year. Each additional year, in which a student achieves a minimum 3.50 grade point average, the student shall receive an Academic Bar.

ADVANCED PLACEMENT (AP) POLICY

Students may choose to participate in AP courses on the basis of their preparation, willingness to meet academic challenges, and the level of support from parents. Students may enroll in an advanced level or College Board Advanced Placement courses if the following conditions is met:

1. A contract is signed by parents and students regarding academic expectations.
2. Affirmative recommendation through the scheduling process.

An affirmative recommendation would take into account the strength of the student’s work ethic, motivation, special interests, and intellectual ability. These areas will be evaluated using previous classroom work, standardized test scores, grades in related courses, etc.

Because of the rigorous nature of the curriculum, AP courses are designated as such on the transcript and receive a “weighted grade.” The following point system is used:

A = 5 points, B = 4 points, C = 3 points, D = 2 points, and F = 0 points.

Taking the national AP Exam is a **requirement** for taking the course and receiving final weighted grades in the AP courses.

The following College Board Advanced Placement courses are offered:

Biology*	Calculus	Statistics
English Language	English Literature	European History*
Government	Spanish	Physics*
Psychology	World Civilization	Chemistry
US History		(* Offered in alternating years)

AIMES

(ALTERNATIVE INTERVENTION MEDIATES EDUCATIONAL SUCCESS)

AIMES is a program to which students may be assigned by the administration or behavior/academic interventionist for discipline referrals. In this alternative setting, students are removed from their regular schedule for a short period of time and provided an environment with fewer distractions, more one-on-one instruction from a certified teacher, and more time to practice the skills they are being taught in their classes. The goal for placing students in AIMES is to assist students in changing behaviors that are detrimental to themselves or others, as well as, to support the continuation of students’ educational programs with adult assistance and supervision.

ATHLETICS

ATHLETIC PROGRAM

Woodford County High School offers a variety of athletic programs. The programs include:

Fall- Bass Fishing, Cheerleading, Football, Volleyball, Boys/Girls Golf, Boys/Girls Soccer, and Boys/Girls Cross Country

Winter- Cheerleading, Boys/Girls Basketball, Wrestling, Boys/Girls Swimming, Indoor Track, and Archery

Spring- Boys/Girls Tennis, Boys/Girls Track, Baseball, Softball, and Archery

ELIGIBILITY REQUIREMENTS

All athletes at Woodford County High School shall meet the standards and guidelines established by the KHSAA, WCHS Athletic Department, and the WCHS SBDM Council.

Basic Standards

Age – A student who becomes nineteen (19) years of age before August 1 shall be ineligible for athletic competition.

Enrollment – Students enrolling in grade (9) shall have twelve (12) semesters of eligibility.

Minimum Academic Requirements – See Student Classification Chart on page #24

Weekly Eligibility – 4 out of 5 courses must be passed in order to meet weekly participation requirements.

Kentucky High School Athletic Association		
Active Dates for Seasonal Sports		
Season	Starting Date	Ending Dates
Fall	July 15	Late November
Winter	October 15	Mid-March*
Spring	February 15	End of School – Early June*
* Depending if school sport is in a playoff or state tournament.		

ATHLETIC PASS

A student or adult All Sports Athletic Pass may be purchased in the main office. The pass ensures admission to all regularly scheduled home athletic events (excluding identified or KHSAA tournaments).

ATHLETIC POLICY FOR DRUGS AND ALCOHOL

Woodford County High School is concerned with the health- related conduct of its student athletes, and therefore it will strictly prohibit the use or possession of illegal controlled substances and alcoholic beverages, and the misuse of prescription and non-prescription medications. Because a student athlete's health is affected by the use or misuse of these substances, regardless of where the use occurs, the Woodford County High School may take action regarding a student athlete consistent with this policy even where the drug or alcohol- related conduct did not occur on school property, during school hours, or at a school- sponsored event.

1. Student athletes at WCHS shall not use, possess, or be under the influence of alcoholic beverages or illegal controlled substances. Student athletes at WCHS shall not use, possess, or be under the influence of prescription or over-the-counter medications in any manner inconsistent with the physician's instructions and/or the packaging of the substance, and inconsistent with Board Policies and Kentucky statutes and administrative regulations regarding possession and use of such medication. Violation of this provision will result in the denial of participation in interscholastic athletics at WCHS according to the guidelines below.

2. A student will be subject to this policy once the student joins a WCHS athletic program, regardless of grade, and will be in effect at all times until they graduate from high school. Joining a WCHS athletic program includes: trying out for a team, even if the student is not subsequently selected for participation on the team, and even if the student withdraws from participation prior to such selection.

3. All WCHS coaches shall enforce this policy, as written below, and shall report all suspected violations to the principal. A suspected violation is one for which a person in the coach's position would believe that a possible violation of the policy has occurred. The coach does not have to have personal knowledge of the circumstances, but may rely upon information received from other students, other WCHS staff, and members of the public. Violations of this policy will be determined by the principal or his designee. Nothing in this policy affects or limits the responsibilities of school personnel set forth in KRS 158.155(4) regarding the mandatory reporting of a misdemeanor relating to the use, possession, or sale of controlled substances or any felony which occurs on school premises or within 1,000 feet of the school premises, on a school bus, or at a school-sponsored or sanctioned event.

4. Any student seeking assistance, through a coach or other school official, for alcohol or drug addiction or abuse shall not be held to this policy if his/her intent is for assistance and not solely to avoid the penalties associated with a violation of this policy. Intent to seek assistance will be determined exclusively by the principal, consistent with paragraph 3 of this policy, and will be shown by the student's admission to the conduct which constitutes the violation of the policy, and the student's voluntary submission to, participate in, and completion of an alcohol or drug addiction program such as Alcoholics Anonymous or Narcotics Anonymous or a similar program recommended by a health department official or the student's family physician. The student or his/her parents will be responsible for all expenses associated with the program. A student may obtain the protection of this paragraph even if the student seeks assistance after a charge of a violation of this policy has been made, but before a determination of a violation has been made. A student athlete who has completed such

a program, and who desires to continue participating in WCHS athletic programs, may also be requested to periodically submit to drug screening by urine or blood test at the student's or his/her parents' expense, and at such times as randomly selected by the principal.

Procedures:

5. A student who is suspected or accused of violating paragraph 1 of this policy shall have an opportunity for a hearing before being penalized under this policy.

6. For a first violation, the student shall be afforded the same hearing as is provided for consideration of a short-term suspension from school, which includes an opportunity for the student to hear the charges against him/her, to hear the evidence against him/her, and to present the student's version of events. Prior written notice is not required and the student does not have a right to be accompanied by either his/her parent(s) or legal counsel. A determination by the principal that the student has violated this policy will be final. A finding of a first violation will not be subject to reconsideration after the student has been charged with a second violation. Evidence that a student has admitted to the violation, or that school personnel witnessed the violation, or that the student has been convicted (or entered a plea of guilty or no contest) of a criminal statute relating to a drug or alcohol use, possession, or trafficking will be sufficient evidence to sustain a determination by the principal that a violation has occurred.

7. For a second violation or third violation, the student shall be afforded a more extensive hearing. Prior to a hearing, the principal must give the student at least five (5) days-notice. The notice shall be written and shall include a brief statement of the nature of the violation alleged. The principal does not have to disclose the names of any student witness or person providing a statement if the principal determines the person's interest and well-being would be jeopardized by the disclosure. The principal must have interviewed the witness in private and provide a written summary of the interview to the accused student at the hearing. No witnesses need be sworn. The student may be accompanied by a parent at the hearing. The student may solicit statements from other students or witnesses, but no witnesses will be compelled to attend the hearing. The principal may make an audio recording of the hearing. If no audio recording is made, the principal should make a written summary of the evidence on which he relied in reaching his determination. Upon a determination that a violation occurred, the student is entitled to receive a copy of the audio recording and/or written evidence or the principal's written summary of the evidence.

Penalties:

First Violation:

8. Upon determination by the principal that a student athlete has violated the terms of paragraph 1 above, following the appropriate hearing, the student will be restricted from athletic competition for 50% of the scheduled contests in the current program in which the student is participating. If fewer than 50% of the scheduled contests remain in the current program, the student will be restricted from athletic competition in the next program, in which he/she competes, in the same percentage as remains from the prior program. For example, if a football player is determined to have violated this policy and there are only 2 games remaining in a 10 game season, then the student will not be permitted to play in the two remaining games, which only constitutes 20% of the season. The student would then be restricted from participating in 30% of the next athletic program in which he/she participates (approximately 7 out of 23 basketball games or 3 out of 10 football games), regardless of whether it is another sport or the following season of the same sport. During the suspension period, the student may practice and travel with the team to competitions but may not be dressed for competition or participate as an athlete in any way. Once the suspension period is completed, the student shall be reinstated to full athletic participation.

9. If a student athlete has been determined by the principal to have violated this policy, the student's period of suspension may be reduced by 50% if the student admits to the conduct which constituted the violation and the student voluntarily submits to, participates in, and completes an alcohol or drug addiction program such as Alcoholics Anonymous or Narcotics Anonymous or a similar program recommended by a health department official or the student's family physician. The student or his/her parents will be responsible for all expenses associated with the program. A student athlete who has completed such a program and who desires to continue participating in WCHS athletic programs may also be requested to periodically submit to drug screening by urine or blood test at the student's or his/her parents' expense, and at such times as randomly selected by the principal. Paragraph 4 above applies to students who admit their conduct and seek assistance before a determination of a violation has been made. This paragraph applies to students who admit their conduct and seek assistance after a hearing and determination of a violation has been made.

Second Violation:

10. Upon determination by the principal or his designee that a student has committed a second violation of this policy during the student's athletic career, the student will be denied all athletic participation for one calendar year from the date set forth in the student's hearing. This period may span two (2) school years. The athlete shall not participate in any

manner during this period of time. However, if tryouts for a sport occur during the suspension period, but the suspension period will end before that sport completes its season, the student will be permitted to try-out for the sport only upon satisfaction of the provisions of Paragraph 9, including admitting to conduct constituting the violation, voluntarily completing an appropriate program, and submitting to post-program drug testing.

Third Violation:

11. Upon determination by the principal or his designee that a student has committed a third violation of this policy, the student will be denied all athletic participation for the remainder of his/her high school career. The athlete shall not participate in any athletic program for the rest of his/her high school career except as provided in Paragraph 12.

12. A student who has been determined to have committed a third violation may have the suspension period reduced consistent with Paragraph 9, however, the reduction may not have the effect of reducing the suspension period to less than one full calendar year even if the total suspension period is less than two full calendar years. Also, a student who has been determined to have committed a third violation may not tryout for any sport during the suspension period, even if the failure to try-out for the sport prevents the student from participating in the sport after the suspension period is over.

ATTENDANCE POLICY

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

Exemptions from Compulsory Attendance

The Board shall exempt the following from compulsory attendance:

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

Physician's Statement Required

The Board, before granting an exemption for four (4) above, shall require a signed statement as required by law.

Instruction

Suitable home/hospital/institutional instruction shall be provided for students exempted under No. 4.

4H Activities

Participation of a student in 4H activities, which are regularly scheduled, and under the supervision of a county extension agent or the designated 4H club leader shall be considered school attendance.

Co-curricular Activities

Students may participate in co-curricular activities and be counted in attendance during the instructional day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

Perfect Attendance Recognition

Attendance for all students will be calculated on the basis of tardies, half-day absences, or whole-day absences. Perfect attendance recognitions will be defined by each school.

ABSENCES AND EXCUSES

Notes Required: Students are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125. Within three (3) days of a

student's return to school after any absence, they shall bring notes signed and dated by the parent/legal guardian/professional to the attendance office. Notes shall include phone numbers to assist attendance personnel in verifying information. If the note is not received within three (3) days after a student returns to school, the absence or tardy will be recorded as unexcused.

Students have the opportunity to turn in up to 7 parent notes which can be utilized for either absent occasions or tardies.

Any student who becomes habitually truant (6 or more unexcused absences or tardies) will have all remaining parent notes applied to the most recent corresponding number of unexcused events.

Educational Enhancement Opportunity (EHO)

Students shall be granted 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. This opportunity may include, but not be limited to: participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Applications for an educational enhancement opportunity may be obtained from the attendance clerk at each school.

Unless the Principal determines that extenuating circumstances exist, requests for dates falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

The Principal has the right to request additional documentation.

Excused Absences

Parent/legal guardian notes

Parent/legal guardian notes expressing a valid reason will excuse an absence occasion. Valid reasons would be:

- 1 Death or severe illness in the student's immediate family (see glossary for definition),
- 2 Illness of the student,
- 3 Religious holidays and practices,
- 4 One (1) day for attendance at the Kentucky State Fair,
- 5 Court appearances,
- 6 Documented military leave,
- 7 Driver's license exam
- 8 Participation in school-related activities approved by the principal

Other valid reasons as determined by the Principal, who has the right to request additional documentation. (Parents should contact the school at least five school days prior to pre-planned absences, so that a parent/guardian/student can know in advance whether the absence will be excused or unexcused. The final decision will rest with the Principal of the building after reviewing all supporting documentation. The Principal may seek the advice of his/her attendance committee in making this decision. The parent notes for these absences are included in the seven allowed.) Because the decision rests with the Principal, students may be handled differently from school to school.

College visits may be permitted, but students must bring either a letter from the admissions office or a copy of the itinerary used for the visit from the college or university. This documentation must be presented to the attendance officer upon return.

Parent/legal guardian notes expressing a valid reason will excuse an absence or tardy on seven (7) total occasions per year for a student. Each day absent or tardy would count towards the allotment of seven (7) notes.

Doctor Notes

Seven (7) medical notes from a physician, Registered Nurse Practitioner, Dentist or mental health professional may be

used for medical absences. An original note from the professional must be provided upon the student's return, even if the parent noted the appointment on the sign in/out log at the time of check in/out. Faxed notes are acceptable only if they are faxed from the medical professional's office. All doctor's notes are subject to verification from the office of the practicing medical professional

Parents of children with significant health issues which will result in more than seven (7) medical notes need to consult with the principal, counselor, or social worker.

Students who suffer from significant illnesses may be eligible for a 504 plan which would modify attendance requirements. Parents of such children should contact the principal, guidance counselor, or social worker to discuss this option further.

Military Duty

- a. One (1) day prior to departure of parent/guardian called to active military duty. Note required prior to absence.
- b. One (1) day upon return of parent/guardian called from active military duty. Note required prior to absence.
- c. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country is granted rest and recuperation leave. Note required prior to absence.
- d. Documented Military Leave

Excessive submission of absence or tardy notes for any reason listed above may be referred to the principal for review and final determination.

Unexcused Absences

All other absences, including suspensions, shall be considered unexcused and no makeup work shall be allowed without approval of the principal. Students who are legally truant (three (3) unexcused absences and/or tardies) will not be allowed to obtain or maintain parking privileges on school property. Students will also lose their parking privileges if they provide transportation for a student who "skips" school or if they skip school themselves. Truancy will also be considered when determining a student's eligibility for participation in school activities including, but not limited to: athletics, dances, prom, award ceremonies, graduation ceremony, etc.

Students who are eighteen (18) or older shall be subject to the same criteria for excused absences as all other students. Supporting documentation for any absence (i.e. verification of medical or dental appointments) will be required by the school staff. Failure to provide us documentation will result in the absence being coded as unexcused. Checkouts for lunch are not permitted under any circumstances. Truant students who are eighteen (18) or older are subject to prosecution in Woodford District Court

BETA CLUB AND NATIONAL HONOR SOCIETY

The National Honor Society and Beta Club are organizations within the school that admit members based on a variety of components. NHS admits its members on the basis of character, scholastic achievement (3.5 GPA), leadership, and service; the Beta Club selects its applicants using the criteria of character, scholastic achievement (3.2 GPA), and service. For admission to Beta, an application process must be followed. For admission to NHS, a personal fact sheet must be submitted. Both the student and teacher share in the responsibility of admission.

It is the student's responsibility to complete the application form, which is an essential component of the screening process. The screening committee considers the objective data, and holistically scored open response questions. In all cases, each section should be carefully completed with emphasis given to accuracy and detail. Failure to complete a required section could result in exclusion from the program(s).

The screening committee uses an objective club/team/student screening form to screen applicants. Candidates should be aware that a pattern of absences, behavioral problems, or incomplete assignments may jeopardize admission to either or both clubs.

BUILDING HOURS

The building is open on school days at 7:40 a.m. and closed at 4:00 p.m. ALL doors (except for one main entrance door) will remain locked. Only at the beginning of the day, and at dismissal, will additional doors be open. A faculty member must supervise any student or group of students remaining in the building after 4:00 p.m. Maintenance or custodial personnel are not to assume this responsibility.

CELL PHONE and PERSONAL ELECTRONIC DEVICES

POSSESSION OF PERSONAL TELECOMMUNICATION DEVICE Level 1, 2, 3 or 4

Students shall be permitted to possess and use telecommunication devices as permitted by their school administration while on school property or while attending school-sponsored or school-related activities, whether on or off school property. The principal has the authority to make exceptions to this policy. Requests for exceptions for any reason shall be put in writing to the building principal.

Telecommunication device means any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The District shall not be responsible for the loss, theft, or destruction of devices brought onto school property.

First Offense—The device will be taken by the administration and returned at dismissal. The device will also be checked in to the office in the morning and returned at dismissal for the next 4 school days following the initial violation. If the cell phone or other telecommunication device is used to facilitate a violation of the Code of Conduct, then it could result in additional discipline. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly.

Second Offense—The device will be taken by the administration for the remainder of the school day and returned at dismissal. The device will also be checked in to the office in the morning and returned at dismissal for the next 9 school days following the initial violation. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly.

Third Offense—The device will be taken for the remainder of the school day and kept at school for the 14 school days following the date of the 3rd offense. In all cases, the phone must be picked up by the parent/guardian. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly. The student will also lose the right to have a telecommunication device or cell phone on school property for six months while school is in session or for the remainder of the school year, whichever is greatest.

No student shall use a telecommunication device in a manner that would violate the privacy rights of any individual while on school property or while attending a school-related activity. Examples of such a violation would be, but not be limited to, recording other Code of Conduct violations such as a student altercation, harassment, tobacco use, or any other inappropriate behavior. This includes, but is not limited to recording a physical altercation. Failure to comply with the consequences associated with violating the telecommunication device policy, or a telecommunications device policy infraction that necessitates holding a device for evidentiary purposes, will result in the device being kept at school instead of allowing for a check in and check out process. Use of any telecommunication device, including but not limited to: smart watches, smart phones, fitness trackers and other devices, which results in the infraction of any other discipline policy, is subject to an appropriate consequence for that violation in addition to the consequence for violating the personal telecommunication device policy. Students may also be asked to remove any wearable telecommunication device (i.e. smart watches, fitness trackers, etc.) during assessments and tests. The consequences associated with a violation of this policy will be the same whether or not the phone is being used inappropriately by the owner or another individual.

The Woodford County Schools policy will be enforced at WCHS with the following exceptions:

- Students shall be permitted to possess Cell Phones and Personal Electronic Devices while in the building as long as device is turned off and out of sight.
- Students may use Cell Phones and PEDs before school up to the 8:05 bell. At the 8:05 bell, all devices shall be turned off and placed out of sight.
- Students may use Cell Phones and PEDs in the cafeteria during their assigned lunch period. Students may not drop into the cafeteria and use PEDs.
- Students are not to use Cell Phones and PEDs in the classroom during the school day (8:10-3:10). Teachers shall not give permission for student use of these devices during the school day.
- Principal/Designee may approve student use of Cell Phones and PEDs in special situations with permission obtained in advance.

Refusal to Turn Device Over – Any student refusing to turn Cell Phone and/or PED over to a teacher or administrator may be suspended up to 5 days for defiance.

Devices on the Buses - Electronic devices **may be used** while riding the bus, with drivers' permission, as long as it does not become a safety issue. The following items are examples of electronic devices: I-pod, game boy, CD player, etc. This list is not all-inclusive. Personal Telecommunication devices, such as: cellular phones, **shall not** be used while riding a bus. The transportation director/designee may approve PTD usage in special situations. The district shall not be responsible for the loss, theft, or destruction of devices brought onto school property.

CHEATING POLICY

This policy applies to both students who assist another and the student who seeks assistance. The following are expectations and/or consequences:

1. Each student at Woodford County High School is expected to complete assigned class work when it is due.
2. Students are encouraged to seek assistance primarily from teachers.
3. When a student is confirmed to have been cheating in any form or allowing others to cheat from his/her work, the following will occur:
 - Teacher will send student(s) to the administrative office with a detailed description of the incident written on a discipline referral.
 - Appropriate administrator will consult with parent(s)/legal guardian(s) of student(s) in reference to the incident and will then notify the appropriate counselor.
 - Student(s) will receive a zero for the activity in which cheating occurred.
 - Student(s) will not be eligible for any academic or service award during the current school year from the class the cheating occurred.
 - Student(s) will be assigned disciplinary consequence ranging from d-hall to suspension.
 - On the second occurrence of cheating, student(s) will automatically be ineligible to participate in any extracurricular activities at Woodford County High School for the subsequent semester, assigned disciplinary consequence ranging from aimes to suspension, and will be ineligible for any academic or service award during the current school year in any class.

Incidents of cheating will not affect a student's eligibility for academic or service awards or participation in extracurricular activities in succeeding years at Woodford County High School.

Each teacher, at the beginning of each semester, will clarify cheating as it applies to his/her courses.

CHROMEBOOK POLICIES

Check-in/Check-out

- | |
|--|
| • Upon receiving your Chromebook, you will connect it to the Mobile Device Management System, add your school email account, and register the device to our network. This will be completed at school. |
| • To receive your Chromebook, you and a parent or guardian must carefully read this Usage Handbook and sign the Student Pledge document and insurance form. All insurance paperwork and fees must be submitted in order for the Chromebook to leave the school property. |
| • Completion of your Digital Drivers License will be required for network and device privileges. |
| • You are required to enroll in the Chromebook protection plan before taking the Chromebook home. If you choose not to purchase the insurance, you must check your Chromebook in and out of the library before and after school each day. |
| • Your Chromebook, case, and AC power adapter must be returned at the end of each school year in good condition. If enrollment at WCHS is terminated for any reason (i.e. transfer, early graduation), you must return these items on the date of termination. |
| • All Chromebooks, cases, and power supplies will be checked in prior to summer break. You will receive your same Chromebook the following school year upon payment of required fees and completion of policy documents. |
| • All Chromebooks remain the property of Woodford County Public Schools. WCPS reserves the right to collect and/or inspect your |

device at any time, and to delete any material or applications deemed inappropriate.

Usage Guidelines

- Abide by the school's Acceptable Use and Chromebook Policies at all times inside and outside of school hours.
- Honor the school's restrictions of access to sites and apps that are not allowed at school.
- Secure your Chromebook in your locker whenever it is not in your direct possession. Never leave it unattended.
- All applications, games, and music on your Chromebook must be legitimately purchased and licensed.
- You may not attempt to break security protocols. If a Chromebook is jailbroken, it voids the warranty. If you jailbreak (process of removing limitations imposed by the manufacturer) your Chromebook, you are responsible for the cost of the device. Repairs will be organized by the school through the student help desk. Do not attempt repairs yourself.
- You are responsible for backing up personal data on your Chromebook. Documentation will be provided on best practices for backing up your data. The school accepts no responsibility for lost data.
- If necessary, your Chromebook may need to be reset by a school technician. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state. Syncing your device regularly will allow the restoration of all data.
- iOS 5, allows over the air syncing and updating (iCloud). If you choose, you are allowed to sync your Chromebook with one computer to back-up the device and/or manage the Chromebook. You will be able to choose whether to back up on your own computer or with iCloud.
- Network administrators may review your files and communications to ensure you are using the Chromebook appropriately. Do not expect that files stored on your Chromebook will always be private, this is a school owned and issued device.
- You are responsible for the appropriateness of all files, data, and internet history on your Chromebook.
- You may not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
- You may not access another individual's materials, information, or files without permission.
- Leave your Chromebook's identifying barcode in place.
- To prevent the risk of theft, never leave your Chromebook in an unsupervised area such as the lunchroom, computer lab, locker room, library, unlocked classrooms, restrooms or hallways.

Chromebook Care

- Clean the screen with a soft, clean cloth.
- Insert cords carefully into your Chromebook.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of WCPS.
- Your Chromebook should not be where food and drink are present.
- Keep your Chromebook out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
- The Chromebook is provided for the sole use of the student to which it is assigned.
- When storing your Chromebook in a locker, do not place heavy items on top of it.
- Avoid leaving your Chromebook in a vehicle. If you must, make sure it is hidden.
- In the event you need a secure place to store your Chromebook, you may check it in for storage in the library.
- Keep your Chromebook off the floor where it could be stepped on or tripped over.

Chromebook Case and Screen Care

- You are required to keep the Chromebook in the supplied case or one chosen from our approved list.
- Failure to return the provided case will result in a \$25 replacement fee.
- While transporting your Chromebook, you must protect your screen with the cover.
- Excessive pressure on the Chromebook screen may cause damage.
- Avoid leaning on top of the Chromebook or placing anything on top of it.
- Placing too many items in a carrying case or backpack could put too much pressure on the screen.
- Do not bump the Chromebook against hard surfaces.
- Avoid touching the screen with anything other than your finger or a stylus. (e.g. pens, pencils, etc.)

Damage/Loss

- Take your Chromebook to the Chromebook help desk if you experience any technical problems. If it cannot be fixed at that time, a loaner Chromebook will be issued to you.
- All Chromebook policy agreements remain in effect for the loaner Chromebook.
- Intentional damage will not be covered by insurance and you will be liable for all fees.
- Complete a claim form immediately if your Chromebook is stolen, lost or damaged. Your claim will be investigated further by the school and/or police department. A stolen Chromebook claim requires a police report to be filed. Your school account will be charged with for the claim deductible.
- You will be issued one case and AC power adapter. You will be responsible for purchasing additional supplies if needed.
- Enabling iCloud will allow you to trace your device in the event that it is lost or stolen.

Personalization

- You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures are not permitted per school/district policies.
- You are required to passcode protect your Chromebook.
- You may install apps from your or your parents personal iTunes account in accordance with the legal license agreements. All apps purchased by WCPS must be installed using your school Apple ID.
- Loading music from your personal collection is permitted in accordance with the legal license agreements.
- If illegal software/apps are discovered, the Chromebook will be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.
- Your school email account will be added to your Chromebook during the initial setup. You may also sync a personal email account, but may not have access while at school.
- To use your school email you need to have a network password. Change your password from any school computer while logged in by pressing Ctrl+Alt+Delete.
- All apps, media, etc required by teachers or WCPS must remain on the Chromebook. If all storage is used, personal media/apps must be removed. Do not remove instructional applications to make room for personal apps.

Instructional Use

- You are responsible to bring your Chromebook to school every day. If you do not have it, you must complete all work as if it were present. Loaner Chromebooks will not be provided for this reason.
- To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.
- The software, apps, and profiles originally installed by WCPS must remain on the Chromebook.
- Bring your Chromebook to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.
- The Lexmark Mobile Print app gives you the opportunity to print .pdf, .jpeg, and .tif files. In the rare case you need to print another file type from your Chromebook, email the document to yourself or save it to your GoogleDocs account and print from a computer.
- Updates to Apps and the Chromebook software are released routinely. It is your responsibility to keep your device updated and synced.
- Plagiarism is a violation of the Woodford County High School Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.
- While at school, your Chromebook is intended for instructional use only.

Discipline

- Students found not using the Chromebooks in accordance with the policy and procedures outlined above will be disciplined in the following manner:
- Teacher Disciplinary Action (detention, disabling apps, phone call, etc)
- Teacher will file discipline referral. Items may be removed by an administrator and a restriction code placed on the device and/or the student will receive d-hall.
- A WCPS stock image will be placed on the Chromebook for the remainder of the school year. Only instructional apps/media will be added to the device. The student will lose the ability to personalize the device with personal apps, music, games, etc.

CLASS WITHDRAWAL POLICY

Parents and students are encouraged to consider seriously the selection of classes prior to the beginning of the term. After the term begins, no schedule changes will occur without administration approval. Students entering Woodford County High School in the middle of the trimester must have administrative approval in order to obtain credit for a course.

CLOSED CAMPUS POLICY

Students are expected to remain on campus once they arrive at school. They are not to leave the campus until they are formally dismissed. Only a principal may grant permission for a student to leave campus. Any student who leaves campus, or who enters the campus of another Woodford County Public School without authorization, violates the Closed Campus Policy and will be subject to disciplinary action.

In situations or off-campus classes that cause students to return to campus, students are required to check-in with the attendance office.

After dismissal, students waiting on a bus or parent must remain on campus.

COLLEGE AND MILITARY RECRUITER POLICY

1. College and military recruiters/representatives will be allowed to visit Woodford County High School provided they follow the rules for visitors. The recruiters will be assigned a table in the cafeteria during the lunch hours.
2. Arrangements for these visits must be made in advance with the counselors and approved by the principal.
3. Recruiters/representatives will not be permitted to ask to see any student during any time other than a scheduled visit.
4. Military recruiters are not to use Woodford County High School as a pick-up point to take students to recruiting stations.

COLLEGE ATHLETIC ELIGIBILITY

Students who plan to participate in intercollegiate athletics will have to meet specific academic requirements (e.g., SAT, ACT, GPA in core courses) prior to establishing eligibility. In order for students to be eligible for NCAA universities and colleges, students must complete and be approved through the NCAA's clearinghouse application process. For clearinghouse information, please visit the counseling offices or NCAA website.

Students need to consult their high school coach and/or athletic director for an interpretation of specific requirements for the different NCAA divisions.

Many colleges and athletic conferences have rules that affect the recruitment and eligibility of prospective student-athletes. These rules may be more demanding than NCAA requirements. It is recommended that you contact a college's director of athletics for interpretations of institutional and conference requirement.

COMPUTER LABS

Computer labs will be open to classes and drop-in students as space allows. Computers are very expensive, and the use of them is a privilege; therefore, students are expected to follow all established guidelines within the labs. Inappropriate internet usage will result in disciplinary action(s) including, but not limited to, removal from internet access.

Woodford County High School only offers English and math courses through summer school on a regular basis. A student must have received a 50% or higher in the initial course work, in order to qualify for a summer school course, and will be charged a fee to participate.

DRESS CODE

In the interest of promoting a safe, united, and orderly learning environment, students are to adhere to the following as it pertains to their daily appearance:

All students are expected to adhere to common practices of modesty, cleanliness, and neatness, and to dress in such a manner as to contribute to the academic atmosphere. Any clothing, object, or writing on clothing that refers to alcohol, tobacco, drugs, gangs, sexual innuendos, foul language, or is otherwise disruptive to the educational process is prohibited.

Headdress:

Appropriate dress for school prohibits hats, head coverings, and bandanas.

Shirts:

1. Midriffs shall be covered at all times.
2. Shirts and dress without sleeves are permitted, but straps must be at least the width of the shortest dimension of a credit card (2.125 inches)
3. Tops shall not expose skin or undergarments below the underarm, in back or sides.
4. No tank tops, racer back tops, halter tops, tube tops, spaghetti straps, etc. are permitted
5. Necklines shall not droop any lower than the shortest dimension of a credit card (2.125 inches) positioned at the base of the collarbone
6. Shirts must be free of sexual, drug/alcohol, and offensive content.

Pants: Students may wear jeans, khakis, slacks, capris, and sweatpants of any color. Pants must conform to the following:

1. Must be worn at the waist at all times
2. Must be free of any holes, rips or tears that expose the skin or undergarments.
3. Must cover underwear and backside at all times, regardless of movement
4. Scrubs are permitted only as required for medical science classes
5. Pajamas and flannel pants are prohibited
6. Leggings and yoga pants are permitted but must be worn with a top, shirt, hoodie, or sweater that extends below the fingertips with arms fully extended at the side, in the front & back

Skorts/Shorts/Skirts/Dress Hemlines:

1. Must cover underwear and backside during all bodily movement
2. Must be free of any holes, rips or tears, and may not expose the skin or undergarments.
3. Length must extend to shortest dimension of the credit card (2.125 inches) from the top of the knee.

General:

All apparel must have a finished seam.

Compression athletic shorts are prohibited

Exemptions:

May be made for religious or medical reasons by the administration.

1st Offense

- Parent/guardian will be notified.
- Student will be warned
- **Correction Protocol:**
 - Student will be permitted to correct infraction on his or her own or exchange apparel for school apparel when available.
 - If appropriate clothing cannot be provided by school, parent/guardian will be notified and student must wait in the AIMES room until appropriate replacement has been delivered.
 - If exchanging for school apparel, student apparel will be retained in office.
 - Student may exchange borrowed apparel for personal apparel upon completion of served afternoon detention.

2nd Offense

- Parent/guardian will be notified.
- Detention assigned.
- Five days lunch detention.

See Correction Protocol p.21

3rd Offense

- Parent/guardian will be notified.
- Detention assigned.
- Five days lunch detention.
- One day of AIMES assigned.

See Correction Protocol. P.21

4th Offense

- Parent/guardian will be notified.
- Suspension
- See Correction Protocol. P.21

DEPARTMENT RECOGNITION

Each department and/or program area may award annually a medallion to the top academic student in the program area. Each department and/or program area may award certificates of honor annually to students who excel academically in the program area. Any tests given to determine certificate and/or medal winners should be given at the end of each course's concluding section.

DRIVER'S LICENSE REVOCATION

Students who are sixteen (16) or seventeen (17) years old, which become academically or attendance deficient, shall be reported to the Transportation Cabinet for revocation of their driver's license or permit process.

Academic and attendance deficiencies for students' ages sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

- They shall be deemed academically deficient if they have not received passing grades in at least six (6) courses, or the equivalent of six (6) courses, taken the preceding semester.
- They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in a class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

Students whose driving permits are revoked, but at the end of the next term have met the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel or designee (WCHS Associate Principal) to have their standing confirmed. The District shall make the required report to the appropriate agency.

DUAL ENROLLMENT/CREDIT CLASSES

Seniors have the opportunity to take college courses while a student at Woodford County High School. Students must meet the grade point average and ACT/SAT requirements for admission at the post secondary school where they plan on taking the dual credit classes. Students will earn credits at WCHS and college credits for these classes. Students must provide their own transportation and are responsible for their tuition, books, and other required expenses.

EARLY DISMISSAL

No student shall be dismissed early from school without prior permission from the principal. Any student who leaves the school campus without permission shall be subject to appropriate disciplinary action. To be eligible for early dismissal, a student must present a note signed by the parent/guardian stating the reason for the request.

EARLY GRADUATION

For a student to graduate from Woodford County High School s/he must complete four school years. Exceptions must have the prior approval of the principal and the Woodford County Board of Education. The intent of this policy is to provide the principal with an opportunity to handle the programs of the exceptionally academically talented students who might profit from an abbreviated high school program. A student with extreme health or family hardship or enrolled as a fifth year student may apply for a waiver of this policy. The procedures and application for requesting early graduation are available in the guidance office.

EMERGENCY DRILLS

Periodic drills are required by state law and board policy. Cards posted in each room give specific evacuation procedures to follow in an emergency. All students must adhere to drill procedures or be subject to disciplinary procedures. The following are the six universal emergency procedures that will be practiced throughout the year and that are a part of the schools' emergency management plan:

Evacuation "Fire Drill"-used when conditions outside are safer than inside i.e. fire in building.

Reverse Evacuation- used when conditions inside are safer than outside i.e. nearby plane crash

Severe Weather Safe Area “Tornado Drill”- used in severe weather emergencies.

Shelter in Place “Chemical”- used in external gas or chemical release

Lockdown- used to protect building occupants from potential dangers in or outside the building i.e. intruder.

Drop, Cover, and Hold “Earthquake Drill”-used in earthquake or other imminent danger to building or immediate surroundings.

ENROLLMENT AND RESIDENCY POLICY

ENROLLMENT

The District requires the following documents be provided in order to enroll a student:

1. Current Kentucky Immunization Certificate
2. Birth Certificate or other reliable proof of age and identity
3. Current Physical (within thirty (30) days of enrollment)
Each three (3), four (4), five (5), or six (6) year old student entering kindergarten shall undergo a preventative health care examination within one (1) year prior to initial admission to school.
4. Transcript (if enrolling from out-of-state)
5. Proof of eye exam (completed by January 1st of the first year child is enrolled in school)
6. Evidence of a dental screening or examination (submitted by January 1 of the first year that a five- and six-year-old student is enrolled in the District)
7. Copy of custody order (if child is in custody of a state or other agency)
8. Educational Passport complete with attachments (if child is in custody of a state agency)
9. Proof of Residence
10. Copy of Guardianship or Custody Order showing that child resides with the legal guardian or custodial parent (if such an order has ever been issued)
11. Notice of Expulsion/Conviction Form (09.12 AP.23)

Residency

Students must attend school in the county and school district in which they reside. Upon request of school staff, parents or guardians must provide proof of residence. This proof must be provided within three (3) business days of the request. The following documents will be accepted as proof:

1. Copy of a lease agreement in the name of the custodial parent or guardian
2. Copy of a deed in the name of a custodial parent or guardian
3. Residential utility bill in the name of custodial parent or guardian
4. Property tax receipt in the name of a custodial parent or guardian

Homeless students shall be exempt from the requirement to provide proof of residence. Students who are not residents of the County may not attend the District’s schools unless a tuition request has been granted in writing. Students found to be enrolled at a school different than their residential district will be withdrawn and enrolled in their home district school.

EXTRACURRICULAR ACTIVITIES

WCHS sponsors many extracurricular, intracurricular, and co-curricular programs to enhance student leadership and team building skills. Programs include: athletics, clubs, and other organized teams and groups. Some are listed below. Please see the club handbook or sponsor for additional information. Please see “Athletic Program” in student handbook for listing of sports offerings.

Art Club, Academic Team, Archery Team, Band, Co-Ed Y, Envirothon Team, Fellowship of Christian Athletes, Future Business Leaders of America, Future Educators of America, FFA, BETA Club, National Honor Society, Creative Writing Club, Drama/Speech Club, Family, Career and Community Leaders of America, French Club, Health Occupations Students of America, Human Rights Club, Key Club, Mock Trial Team, Students Exploring the Environment in Kentucky, Spanish Club, Step Team, Student Council, Spanish Honor Society, Student Technology Leaders, Technology Students of America, Honey Bees, Redefining Beautiful, and Harry Potter Club.

FINAL EXAM POLICY

Woodford County High School has the following policy regarding final exams: all WCHS students will participate in a rigorous and aligned final examination. A state required end of course assessment will count as the student’s final exam, where applicable. Each full term course is mandated to have one final. A final is a cumulative measure given to a student to evaluate his/her academic achievement in the course. A final may be, but is not limited to, a test, project, presentation or performance event, etc. The final exam is to be determined and will account for up to twenty (20%) percent of the term grade. Unforeseen circumstances leading to a student missing a final will be reported to the principal who will determine,

on a case basis, whether or not a student will have the opportunity to make up a missed final. There will be days set aside at the conclusion of each term to administer finals. Each teacher will be allocated one (1) class/block of time in which to conduct the final for a given block. That time will be as uninterrupted as possible.

FOOD AND DRINK

All food and drink transported in the hallway **shall be in a closed container.** Students are encouraged to take advantage of the nutritious meals provided by our food service program.

GRADE POLICY

Teachers shall state clearly, in each class at the beginning of each term, the evaluation procedure for determining student grades. The teacher shall determine the number and types of course assignments and methods of student evaluation for their respective classes.

As a school, it is expected that a minimum (80%) of the entire term grade will be established through a number of formative and summative assessments, which may include: notebooks, homework, tests, quizzes, projects, essays, group assignments, etc. Up to twenty five percent (20%) of all term grades will be determined by completing a final exam or end of course assessment.

Grade reports will be distributed every six weeks during a term. After the first and second terms, the student will be given a grade report. After the third full term, grade reports will be mailed.

Grades received at the end of the full term become part of the student's high school transcript and shall be utilized when calculating the student's grade point average. The grading scale is as follows:

A	90 - 100 Superior
B	80 - 89 Above Average
C	70 -79 Average
D	60 – 69 Below Average
F	Below 60 Failure

Make-up work must be completed by the tenth week day following the term or as directed by the principal. It is the student's responsibility to contact his/her respective teachers concerning make-up.

GRADUATION REQUIREMENTS

Students shall complete an individual learning plan that focuses on career exploration and related postsecondary education and training needs.

Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.*

*Beginning with the graduating class of 2018, students must meet college or career readiness standards as adopted by the Woodford County Board of Education in order to graduate. Principals will disseminate these readiness standards to students through the guidance program and inclusion in student handbooks and in the Individual Learning Plan (ILP)

Woodford County students are considered Transition Ready and eligible for graduation through successful passing of a civics assessment as determined by the Kentucky Department of Education and meeting one (1) of the following requirements:

* Meeting Transition Ready benchmarks as defined by the Kentucky Board of Education.

* Earning a minimum of three (3) credits within a state-defined CTE pathway.

Exceptions to this requirement may be made for students with identified disabilities as determined in the IEP by the Admissions and Release committee or eligible students who complete an approved Service Learning Project based upon good faith effort in meeting one of the credentialing benchmarks outlined above.

GRADE ADVANCEMENT AND CLASSIFICATION

In order to advance to the next grade level, students must earn a minimum number of credits and successfully complete core courses in English, Math, Science, and Social Studies:

- To be a **freshman**, students must satisfactorily complete and be promoted from the eighth grade;
- To be a **sophomore**, students must have a minimum of six (6) credits. KHSAA requires 6.5 credits and 1 previous year of attendance.
- To be a **junior**, students must have a minimum of twelve (12) credits. KHSAA requires 13 credits and 2 previous years of attendance.
- To be a **senior**, students must have a minimum of eighteen (18) credits. KHSAA requires 18.5 credits and 3 previous years of attendance.

GRADUATION REQUIREMENTS

In order to graduate, students must:

- Complete eight (8) semesters of coursework, based on a six and one-half (6.5) hour instructional day; (For an exception, see section Early Graduation Certificate.)
- Successfully complete State and District required assessment;
- Complete an Individual Learning Plan (ILP);
- Complete twenty-six credits (26) credits OR complete the Kentucky Early Graduation option as defined in the Early Graduation regulation in Senate Bill 61 (2013). Included in those twenty-six (26) credits, a student must earn:
 1. One (1) credit in Health/Physical Education;
 2. Four (4) credits in English;
 3. Four (4) credits in Math;
 4. Three (3) credits in Science; and
 5. Three (3) credits in Social Studies.
 6. Complete assessment signifying job skill proficiency.

Beginning with the graduating class of 2018 students will have the opportunity to earn seals on their diploma signifying completion of an additional level of rigor in terms of the student's course of academic study. These diplomas are signified as a Precollege Diploma and an Honors Diploma.

In order to graduate and earn a **Woodford County Schools Precollege Diploma**, students must:

* Complete eight (8) semesters of coursework, based on a six and one-half (6.5) hour instructional day (For an exception, see section Early Graduation Certificate.);

* Successfully complete state and District required assessment;

* Complete an Individual Learning Plan (ILP);

* Complete twenty-eight (28) credits. Included in those twenty-eight (28) credits, a student must earn:

1. One (1) credit in Health/Physical Education;
2. Four (4) English credits completed during the eight (8) semesters of enrollment at the high school level;
3. Four (4) Math credits completed during the eight (8) semesters of enrollment at the high school level;
4. Three (3) Science credits completed during the eight (8) semesters of enrollment at the high school level;
5. Three (3) Social Studies credits completed during the eight (8) semesters of enrollment at the high school level;

6. Two (2) credits in foreign language; and
7. Three (3) college credits through the completion of Dual Credit courses and/or Advanced Placement (AP) testing, whereas a score of three (3) or higher is recognized as three (3) college credit hours OR earning a grade of an A or B in an AP course and completing the accompanying AP test is recognized as three (3) college credit hours.
8. Complete assessment signifying job skill proficiency.

In order to graduate and earn a **Woodford County Schools Honors Diploma**, students must:

- Complete eight (8) semesters of coursework, based on a six and one-half (6.5) hour instructional day (For an exception, see section Early Graduation Certificate.);
- Successfully complete state and District required assessment;
- Complete an Individual Learning Plan (ILP);
- Complete thirty (30) credits. Included in those 30 credits, a student must earn:
 1. One (1) credit in Health/Physical Education;
 2. Four (4) English credits completed during the eight (8) semesters of enrollment at the high school level;
 3. Four (4) Math credits completed during the eight (8) semesters of enrollment at the high school level;
 4. Four (4) Science credits completed during the eight (8) semesters of enrollment at the high school level;
 5. Four (4) Social Studies credits, with a minimum of three (3) completed during the eight (8) semesters of enrollment at the high school level;
 6. Three (3) credits in foreign language; and
 7. Nine (9) college credits through the completion of Dual Credit courses and/or Advanced Placement (AP) testing, whereas a score of three (3) or higher is recognized as three (3) college credit hours OR earning a grade of an A or B in an AP course and completing the accompanying AP test is recognized as three (3) college credit hours.

* Complete assessment signifying job skill proficiency.

The District shall accept for completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.² This grade shall not be included in the high school GPA.

OTHER PROVISIONS

Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.³

The Board may authorize different diploma programs. The Board, Superintendent, Principal, or teacher may award special recognition to students. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

EARLY GRADUATION CERTIFICATE

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of an Early Graduation Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.⁴

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan.

Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

GRADUATION ACTIVITIES

No student shall be allowed to participate in any graduation activities unless ALL requirements have been met.

The Principal will determine in advance of commencement exercises whether the student has satisfied these conditions.

Pre-College Curriculum

For admission to four year programs in Kentucky public colleges and universities; the Kentucky Department of Education has adopted these minimum standards:

Course	Credits	Other Requirements
English	4	I, II, III, IV or AP
Mathematics	3	Algebra I, Algebra II, Geometry
Science	3	Credits to include life science, physical science and earth/space science with 1 lab course
Social Studies	3	From U.S. History, Economics, Government, World Geography, and World Civilization
Health	1/2	
Physical Education	1/2	
Arts and Humanities	1	
Foreign Language	2	Non-native language or demonstrated competency
Electives	5	3 rigorous* electives. Recommended: computer literacy

- Rigorous electives should have academic content at least as challenging as that in courses required in the minimum high school graduation requirements. These electives should be in social studies, science, math, English and language arts, arts and humanities, foreign language, and above the introductory level in: agriculture, industrial technology, business, marketing, family and consumer sciences, health sciences, technology education and career pathways. Electives in physical education and health are limited to one-half unit each. The Pre-College curriculum meets only the minimum requirements for college entrance. Individual universities and colleges may have additional requirements. Please check in the guidance office for more information.

GRADUATION WITH HONORS

A student meeting the following criteria shall be recognized as an honors graduate:

- with Honors: graduating with a 3.500-3.7499 cumulative grade point average
- with Highest Honors: graduating with 3.7500-3.899 cumulative grade point average
- with Highest Distinction: graduating with 3.900 or higher cumulative grade point average

GUIDANCE, COUNSELING/SOCIAL WORKER SERVICES

The guidance, counseling, and social work programs exist to help all students in their total education programs. Services are provided to aid students in their emotional, social and mental development. These services are designed to assist students in making appropriate educational, vocational, and personal decisions, and to assist administrators, other staff members, and parents/legal guardians in understanding the goals, needs, and concerns of our students.

The counselors provide students with college, career and vocational information, and counseling to assist students with their educational program. The social worker offers personal/social counseling to students, faculty and parents; consults with other educators, parents, and community agencies on behalf of students; and makes appropriate referrals when necessary.

One of the goals is that each student will have met with a counselor during each school year. For purposes of recordkeeping, students are assigned alphabetically to counselors, but may see any counselor of their choice. Students who want to see a counselor are asked to make an appointment by signing up on the counselor's appointment schedule. At that

time, the student must get a note from the Guidance Office indicating when the appointment is scheduled; the student must then show the note to the teacher whose class will be missed during the appointment. It is the responsibility of the student to check with his/her teacher to determine whether it would be prudent to miss class. Students should not miss a test or quiz to see a counselor unless the teacher has been notified and given his/her approval. In an emergency/crisis situation, the student is encouraged to see a counselor immediately.

HALL PASSES

Students are not permitted in the hallways during instructional time unless they are accompanied by a teacher or have a valid hall pass. Verbal permission is not acceptable. Hall passes may only be issued by the teacher after the first 10 minutes and before the last 10 minutes of class.

HOME/HOSPITAL (HOMEBOUND)

Woodford County Schools provides a Home/Hospital Program for students who are unable to attend school for medical reasons for a period of more than five (5) consecutive days. The student or parent may pick up an enrollment form in the main office, the counseling office, or central office for a doctor's signature. Parents are to fax or take the completed form to the central office (330 Pisgah Pike) for enrollment consideration in the home/hospital program. All applications for home/hospital must be approved by a district committee, so the sooner the application can be submitted, the sooner enrollment in the program can be approved if all criteria are met. If a medical event is planned in advance, then please fill out the forms in advance so instruction can take place early in the absence.

HOMEWORK REQUEST POLICY

If a student is absent for more than one day, then a request for assignments may be made by calling the office prior to 9:30 AM the morning of the school day the student's parents/legal guardian wish to pick up the assignments. Most assignments, however, are available to students online and can be accessed quickly in this format.

HONOR ROLL

A student who receives a 3.0 grade point average for a term shall be listed on the 3.0 Honor Roll for that term. A student who receives a 3.5 GPA for a term shall be listed on the 3.5 Honor Roll for that term. A student who receives a 4.0 GPA for a term shall be listed on the Distinguished Honor Roll for that term.

ILLNESS AT SCHOOL

When a student becomes ill at school, s/he should go to the attendance office. The office personnel will guide the student in contacting his/her parents/legal guardians. A nurse may be available on-call, if necessary. Please report any injuries occurring during the school day to the teacher in charge. An accident report must be filed prior to the student leaving school. Students should not leave school or miss a class without notifying his/her teacher. Students may not leave school due to illness without a parent/legal guardian being contacted. Leaving school without permission will be subject to disciplinary procedures.

IMMUNIZATIONS

State law requires all students enrolled in public schools to have a current immunization certificate on file with the school. Parents/legal guardians will be notified by the school nurse of a certificate expiring. Any student attending WCHS without a current certificate will not be allowed to attend classes and the parent/legal guardian will be notified. All classes missed due to not having an updated certificate will be unexcused.

INSURANCE

School insurance will be available to all students for a nominal fee. This insurance will cover students during the school day. All athletes are required to show proof of health insurance before participating in athletic practices or events. The school purchased insurance plan may or may not cover athletic injuries.

Late Work Policy

Students have until the end of the instructional unit to submit late work, unless otherwise extended per the course syllabus. Instructional unit is defined by the culminating assessment for that unit.

Teachers shall allow students to submit fully completed work for no less than 50% of the grade earned. *Example: A student completes 100% of a late assignment with 80% accuracy, therefore they can receive no lower than a 40% and up to an 80%.*

LOCKERS

Lockers shall be assigned to each student who requests one and purchases the required lock. Students are directed not to share lockers unless assigned to do so. Students' lockers will be jointly accessible to the student and school officials, and may be subject to search at the discretion of school officials.

LOST AND FOUND

Lost or found articles are often turned in to the main office, so students should check the main office for any lost items. All found articles should also be reported to the main office. The school, however, is not responsible for the replacement of lost or stolen items. Students are encouraged not to leave personal items unattended. ■

MAKE-UP ASSIGNMENT POLICY

Make-up work shall be allowed for absences. Work missed during an absence, but not available as make-up work, shall not be held against the student. It is the student's responsibility to secure from his/her respective teacher(s) all make-up assignments. The student shall request make-up work on the class day s/he returns from an absence, and shall have two (2) class days to complete the make-up assignment for the first day of absence and one (1) additional class day for each additional class day of absence.

NO DELIVERY POLICY

The office staff will not be responsible or accountable for delivering lunches, flowers, gifts (Jr. Miss, secret pal, birthday, etc.), or other items to students.

OFF LIMITS AREA

Students must have a valid reason for being in a particular area of the building at any given time. Students found to be in an area of the building, without proper reason or permission, are considered to be in an "off limits area" and will be subject to appropriate disciplinary action. Being in an "off limits area" includes, but is not limited to:

1. bypassing restrooms near a student's classroom to use another restroom
2. being upstairs when a student's class is downstairs and vice versa
3. not taking the most direct path to and from a student's classroom and the lunchroom
4. being in the faculty lounge
5. being in the parking lot without permission
6. being in the custodian's hallway or office unsupervised

PARKING POLICY

Parking on campus requires a parking permit. A principal shall assign parking permits in the following order: co-op students, seniors, juniors, and sophomores. Parking is a privilege, not a right. Rules and regulations have been adopted for the safety of all students and staff. They must be observed at all times. Students may park only in designated parking lots, and may not park in the faculty lot.

The permits are limited and will be issued on a first-come, first-serve basis. Students whose cars do not display a sticker, or who park in undesignated areas, will be given reasonable warning before being towed.

Students who accumulate five (5) or more unexcused sign-ins or three (3) or more unexcused absences will have their parking privileges revoked for a period of time determined by a principal.

A \$15.00 parking permit fee shall be assessed upon each student registering an automobile to be parked on school campus.

PEER MEDIATION

Principals may assign students to peer mediation sessions. Both students must agree to attend. A principal, a counselor, or a social worker will conduct the peer mediation. Law enforcement may be present, as needed.

Kinds of Conflict Mediated

1. Peer mediation will be utilized to resolve conflict between students resulting from (1) verbal disputes (2) fights (3) and other aggressive behavior.
2. Mediation may take place after the altercation in an effort to resolve the conflict, or prior to incidences in an effort to prevent violent confrontations.
3. Peer mediation will be provided at the discretion of principals. Whenever possible, principals will consult with the law enforcement officers and/or teachers involved before making decisions about mediation.
4. Peer mediation will not be applied in every situation involving conflict or violence, and will not be routinely used as a substitute for principal's discipline.
5. As a matter of rule, the principal will assign disciplinary procedures, and then decide if mediation is appropriate.

PERFECT ATTENDANCE RECOGNITION

Perfect attendance will be defined as any student who, up to the time of determining perfect attendance, has missed less than the total percentage of one school day for the year. This will give those students who need to be gone for a brief time a little cushion to do those things (get licenses, make doctor's appointments, etc.) that can not be done outside of the scheduled school time.

PICK-UP LISTS AND RELEASE PROCEDURES

Any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/legal guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/legal guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/legal guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/legal guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

Student Pick-up Process

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the principal's office and sign for the student's release.

Each school shall maintain a daily entry/exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal. Exceptions to this release policy can occur if the student is being released to a person with lawful authority to take custody of the student, (e.g. a police officer with a warrant). In such a case, the student's parents shall be notified at the earliest opportunity.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the principal.

SATURDAY SCHOOL

Saturday School provides a disciplinary alternative to in or out of school suspension, as well as an opportunity for students to improve their academic standing. Students must bring appropriate school assignments to be admitted to the classroom. Saturday School shall run from 8:30 a.m. until 11:30 a.m. Failure to adhere to Saturday School classroom rules will result in the dismissal of the student from Saturday School, and the student shall receive no service credit. Failure to serve a Saturday School assignment shall result in one (1) day of suspension. Work is not an acceptable excuse for missing Saturday School. Students may be assigned to Saturday School by the principal or assistant principals only.

SCHEDULE CHANGE PROCEDURE AND POLICY

Once school has begun, consideration of schedule changes will be limited to the following situations:

1. When a student completes a course during the summer.
2. When a student fails a course prerequisite or has an inappropriate phase level.

3. When a change is required due to clerical error.
4. When a senior lacks a requirement for graduation.

Except in extenuating circumstances, students will be required to keep the subjects in which they were originally scheduled unless their situation meets the above criteria. As a rule, the counselors will not change schedules in situations where students prefer a different teacher.

NOTE: The only teacher change a counselor may consider will be in cases where a student is repeating a course with the same teacher. Any other requests for a teacher change will have to be considered by a principal.

Schedule changes must occur prior to the first day of the term. Students with schedule errors may make an appointment to see their counselor. The student is to remain in the original course until the correction(s) is made.

Students are encouraged to carefully select elective courses during the scheduling process. The Master Schedule is built on student requests, and students are expected to remain in the courses in which they enrolled. Because students have ample opportunity to request elective schedule changes during the previous school year and summer, elective schedule changes will not be considered without the permission of the principal once school has begun.

SCHOOL DANCES

1. With the exception of Homecoming, JacketFest, and Prom, dances are open to Woodford County High School students only.
2. Students are not permitted to leave the dance and reenter later.
3. Proper attire for the individual dance shall be worn.
4. Behavior at dances is to be consistent with the *Student Code of Conduct*. Students not acting in accordance with this are subject to discipline.
5. A student wishing to bring an out-of-school date must pick up and complete the out-of-school date form and have it approved by a principal before purchasing tickets to the dance. The administration reserves the right to refuse any person not a student at WCHS admittance to any dance. Dates must be in at least the 9th grade and under the age of 21. A copy of photo ID must be attached to the out of school date request form. Principals may use discretion in cases of extraordinary circumstances concerning an out of school date application for someone over 21.

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) shall work in conjunction with principals of the schools and certified instructors to provide instruction or assist in the delivery of instruction in a variety of subject areas, including, but not limited to: G.R.E.A.T. (Gang Resistance Education and Training); Graduated Licensing Drivers Education; police and their role in society; career opportunities in law enforcement; drug education; teens, crime and community; conflict resolution; and other classes as permitted by scheduling and determined to be appropriate by respective principals and school staffs. The SRO shall coordinate his or her instructional activities with the principal and staff members so as to allow for the orderly educational process within the respective schools served.

Along with the instructional component, the SRO shall: (1) develop expertise in presenting various subjects to students; (2) encourage individual and small group discussions with students based upon material presented in class to further establish rapport with students; (3) attend parent/faculty meetings to solicit support and understanding of the program; (4) become familiar with and make referrals to community agencies which offer assistance to youths and their families; (5) assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations which may result from student unrest; (6) as necessary, conduct formal police interviews with students while adhering to Board Policy, City of Versailles Police Department Policy, Kentucky Revised Statutes, and other legal requirements with regard to such interviews; (7) may, by way of the exercise of his/her discretion as a sworn police officer, take law enforcement action as required; (8) take appropriate action against intruders and unwanted guests who may appear at the school and related school functions; (9) participate in and/or attend school functions; (10) become familiar with district/school disciplinary codes and standard and may share information with school personnel which may aid in the determination of whether a disciplinary offense occurred; (11) and shall be advised of incidents and activities possibly giving rise to criminal or juvenile violations, and then determine whether law enforcement action is appropriate.

With respect to those activities occurring on school property or at school sponsored functions, which a principal is directed to report to the "appropriate law enforcement agency" under KRS 158.154 ("assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, or damage to the property"), and those activities which an administrator, teacher, or other school employee is directed to

report to the “local police department, sheriff, or Kentucky State Police, “under KRS 158.155 (such activities consisting of conduct occurring on school premises or school sponsored events which is believed to constitute a misdemeanor or violation or offense relating to deadly weapons, use, possession, or sale of controlled substances, or a felony offense). The SRO is authorized to receive and appropriately act on any such foregoing reports and the aforementioned school personnel may satisfy such reporting requirements by advising the SRO of activities believed to fall within the foregoing statutory directives.

SIGN-IN POLICY

Students requesting to Sign-In must report to the Attendance Office with a note explaining the reason for the sign-in, signed by a parent/guardian with a telephone number for verification. If a student signs in without a note, the parent/guardian will be notified and the absence will be considered unexcused. Vocational and Co-op students must sign in with the Attendance Office when arriving at WCHS.

SIGN-OUT POLICY

Students requesting to Sign-Out must report to the Attendance Office, obtain a sign-out form prior to leaving, show the sign-out slip to their teacher, and report to the designated area so parent/legal guardian will not have to wait.

Students must have a note explaining: the reason for the sign-out, signed by a parent/guardian, and a telephone number for verification.

Woodford County High School is a closed campus and check-outs for lunch are not permitted under any circumstances. Truant students who are eighteen (18) or older are subject to prosecution in Woodford District Court. If illness occurs while at school, report to the Attendance Office and the Attendance Clerk will contact parent/guardian.

In order for a student to be able to sign out the day before or the day of a holiday/break, the student must have his/her sign-out form completed prior to that day.

Students may begin the sign-out process three days prior to the holiday/break. If the sign-out form is not completed, the parent/legal guardian must come to the attendance office in order for the student to be signed out. Parent/Legal guardian permission to sign-out the student will not be accepted over the phone.

Vocational and Co-op students must sign out with the Attendance Office when arriving at WCHS.

SKIPPING CLASS/SCHOOL

Skippping Class

Skippping class is defined as, but not limited to: arriving to class more than five minutes following the bell, not attending one class while remaining in the building, missing a portion of the class for more than 5 minutes, leaving a class early without permission.

1st offense	1 day of AIMES
2nd offense	3 days of AIMES
3rd offense	1 day suspension
4th offense	3 day suspension
5th offense	5 day suspension
Further offenses	Administrative hearing

Skippping School

Skippping school is defined as, but not limited to: unauthorized absence from school without parental permission, leaving school property during school hours without permission, and/or not attending class for more than one block.

The absence will be considered unexcused, and thus will be incorporated into the absence policy guidelines, but additionally, the following disciplinary actions will occur (see page on truancy for more details):

1st offense	1 day suspension or ATS
2nd offense	3 day suspension or ATS
3rd offense or greater	5 day suspension or ATS
Further offenses	Subject to discipline for defiance

SUMMER SCHOOL COURSE APPROVAL

All extension/summer school work for high school credit must be approved in advance by the principal designee. . **A student may not receive credit by extension/summer school in a required course unless the student has previously been enrolled in and failed the course.** For credit to be awarded for a course, the course must be completed and a grade recorded on the permanent record. A student who needs a credit to be eligible to graduate may not take part in any graduation activities until the final grade and credit have been recorded.

TARDY TO CLASS

In order for a student to be considered on time, and therefore not tardy, both feet must be inside the threshold of the class door by the time of the bell for all classes, advisory, HIVE, and returning from lunch. If a student is late to class (more than 5 minutes) without an approved note, s/he is considered skipping. The penalty for being tardy to class is a reflection.

TARDIES TO SCHOOL

A tardy is defined as any combination of sign ins and sign outs that result in a student missing 35% or less of a school day.

* See board policy on unexcused absences and also p. 15 and also see Truancy below.

TELEPHONES

During emergencies, students may be permitted by the teacher to leave the classroom and travel to the office for use of the office telephone. All classrooms have telephones enabling the office personnel to get information to students in a timely fashion in the event of an emergency. Students are not permitted to use classroom telephones without teacher permission.

TOBACCO-FREE POLICY

Smoking or use of tobacco in any form is not permitted on campus. It is against school regulations for any student to be in possession of tobacco products. Any tobacco product found by a staff member shall be confiscated and not returned, appropriate consequences will follow. Additionally, use of or possession of electronic cigarettes/vaporizers is prohibited and will follow the discipline guidelines for tobacco or drug paraphernalia, if used as such. The following discipline guidelines will be utilized by principals in dealing with students who are found to be using tobacco products, including electronic cigarettes, at school:

Smoking or use of any tobacco product Usage

Usage inside the building	(1 st Offense)
- 3 days suspension	
Usage outside the building	(1 st Offense)
- 1 day suspension	
Usage outside the building	(2 nd Offense)
- 3 days suspension	
Usage in/outside the building	(further offenses)
-determined by principal	

TRUANCY

Kentucky's compulsory attendance law states that any student enrolled in public school who has attained the age of six (6), but has not reached his/her twenty-first birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. A student who has been reported as a truant two (2) or more times (a total of six days) is a habitual truant under KRS 159.150. The law now provides for a fine of \$100 for the first offense and \$250 for a second offense.

The following procedure has been developed by staff of the Woodford County Board of Education, the Woodford District Judges' Office, the Woodford County Attorney, the Cabinet for Health and Family Services and the Court Designated Workers' Office for use in addressing truancy in Woodford County. For purpose of establishing a student's status as a truant, a student's attendance record is cumulative for an entire year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

School staff will automatically send letters to parents upon the 3rd and 6th incidence of unexcused absence or tardy. The purpose of the 3rd incidence letter is to make the parent(s) aware of their child's truancy and provide an opportunity for the

parent to intervene. The purpose of the 6th incidence letter is to provide the parent with a final notice regarding their child's habitual truancy. Upon receipt of any letter, parents should contact the principal or social worker with any questions regarding their child's attendance and truancy.

Once a student has accumulated six (6) unexcused absences and/or tardies and is habitually truant under KRS 159.150, the school counselor or social worker will make contact with the parent and complete an At-Risk Assessment. If the student continues to accumulate unexcused absences and/or tardies, the staff person who conducted the assessment will refer the student and family to the Director of Student Services/Assistant to the DPP for further intervention if the student continues to accumulate unexcused absences and tardy events.

Any student who becomes habitually truant (6 or more unexcused absences or tardies) will have all remaining parent notes applied to the most recent corresponding number of unexcused events.

Once a student becomes habitually truant under KRS 159.150, an assistant to the DPP will intervene by:

- **Visiting the homes of truant students and their families, and/or**
- **Referring the student to court and/or**
- **Referring students between the ages of eighteen (18) to twenty-one (21) to the County Attorney for processing as an adult offender and/or**
- **Reporting the parents of elementary students twelve (12) and under to the Versailles Police for violation of KRS 530.070 and/or**
- **Referring families to the Cabinet for Health and Family Services, if parental neglect is indicated.**

The District Social Worker, will ascertain the causes of irregular attendance through documented contact with the custodian of the student, and seek the elimination of these causes. They will acquaint the school with the home conditions of a habitual truant, and the home with the work and advantages of the school. He/she will also attempt to visit the homes of students who are reported to be in need of books, clothing or parental care. Information obtained will be shared with appropriate school and district personnel on a need-to-know basis.

The Director of Student Services will be responsible for following student attendance and reporting violations to: Versailles Police, Cabinet for Health and Family Services, the Woodford County Attorney and/or Woodford District Court throughout the school year.

VALUABLES

It is important that students not bring valuables to school or leave money or other valuables in their lockers such as: electronic equipment, radios, tape/CD players, I-pods, electronic games, and cell phones. *Theft of such items may or may not be investigated by the office.*

VISITORS

For the security and safety of the students, all persons who are not employees of the Woodford County Board of Education are required to register with the front office before going to other parts of the school building. Visitors interfering with the educational process or the daily activities of the educational setting will be asked to leave the building. Visitors will not be allowed to eat lunch with WCHS students unless prior permission is granted by the administration.

WITHDRAWAL FROM SCHOOL

1. Students withdrawing from school shall see the registrar before first hour on their last day of classes.
2. All books and money (fees) owed to the school shall be given to the registrar at the beginning of 4th block when withdrawal procedures will be completed.
3. A parent/legal guardian should accompany the student who is withdrawing from school. If this is not possible, the parent/legal guardian should call the registrar several days in advance to discuss alternatives.
4. Failure to follow proper procedures will result in two things:
 - a. A delay in records being forwarded to the new school.
 - b. The student will not have a receipt showing that all obligations have been met.
5. Withdrawal for the purpose of dropping out is highly discouraged; students must follow district policies and procedures for doing so, and must also meet with school designee for educational counseling prior to withdrawal.