



2021-2022

Estill County Public Schools

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Student Discipline Code  
of Acceptable Behavior &  
Discipline

with Individual School Supplement

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*Estill County High School*

# Estill County High School

*“Home of the Engineers”*

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Irvine, KY 40336  
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Principal: Josh Yost  
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# **ESTILL COUNTY HIGH SCHOOL STUDENT HANDBOOK**

Supplement to: Estill County Public Schools Student Discipline Code of Acceptable Behavior & Discipline

REVISED: July 2021

## **Welcome to Estill County High School**

The administration and staff would like to take this opportunity to welcome you to Estill County High School. Our goal is to have a successful, productive, and active school year. The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, school board, and SBDM. This information contained in the handbook will be of great value in helping you to adjust to our school and become an integral part of it. Again, welcome and have a great year.

## **Accreditation**

Estill County High School is accredited by the Kentucky Department of Education and maintains high standards as we endeavor to be a successful school.

## **Statement of Non-Discrimination**

Students, parents, and employees of Estill County High School are hereby notified that this school does not discriminate on the basis of race, color, national origin, age religion, marital status, sex, or persons with disabilities in employment, education programs, or activities set forth in Title IX, Title VI, Section 504, or the Age Discrimination Act of 1975. Any person having inquiries concerning the Estill County High School compliance with these programs should contact the Estill County Board of Education, PO Box 391, Irvine, KY 40336 or call (606) 723-2181.

## **Philosophy and Beliefs**

The staff of Estill County High School believes that the best school is one which most nearly meets the immediate needs of all students and the community, enabling them to function in a democratic society and a rapidly changing world.

Each student should be recognized as an individual with diverse needs, limitations and potential. The curriculum will aid the student in developing a positive self-concept in thinking creatively and logically, and in appreciating the aesthetics of life. We believe that all staff members should be dedicated to producing citizens that will be creative, productive, working, functioning members of society. We believe that everyone should be treated with respect and understand we are part of the same school community. It is our belief that, if school, student, and parent work together, all students can achieve a high level of success.

## **Mission**

All students will learn to the best of their abilities in a supportive environment.

## **Vision**

All Estill County High School Students will be taught and prepared for success by being college and/or career ready upon graduation.

## **Message to Parents**

- Parents are encouraged to monitor their son/daughter on a regular basis. A parent portal on Infinite Campus is available for parents to view student grades at any time with the appropriate password and login information. Please contact the school for more information.
- Teachers are available to be contacted during planning periods. Please allow a one-day advanced notice for an appointment. This will ensure that the teacher can be there and have any necessary documents that may be helpful during the conference.
- Progress reports will be sent home after four and a half weeks of each 9-week grading period.
- Mid-terms will be sent home after each nine weeks, and report cards will be sent at the end of each semester.
- Statements of Concern will be sent home if a problem develops in the classroom.
- Parent teacher conferences will be held on a regular basis for discussion of student progress.

## **Harassment and Discrimination**

Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex, sexual orientation or gender identity, or disability that is sufficiently severe, pervasive, or objectively offensive that adversely affects a student's education or creates a hostile or abusive educational environment. The Estill County Board of Education has adopted policies where students are not denied equal education opportunities and do not suffer harassment. The Estill County Board of Education hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504) and the Americans with Disabilities Act (ADA), as amended. In accordance with the mentioned acts, no programs, policies or practices of this agency will discriminate on the basis of a disability.

Examples of conduct and/or actions prohibited include but are not limited to the following:

Any nicknames, slurs, stories, jokes, written or electronic materials or pictures that are lewd, vulgar, demeaning, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.

Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.

Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct.

Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.

Seeking to involve students with disabilities in antisocial, dangerous, or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity.

Destroying or damaging an individual's property based on any of the protected categories.

When a student or parent believes the student has been harassed or discriminated against, a complaint may be filed using the following procedure:

The student or parent makes a written complaint to a counselor or principal (or to the superintendent's designee if the principal is an alleged party to the harassment or discrimination). The written complaint shall be forwarded to the principal or superintendent's designee.

The principal (or superintendent's designee) shall promptly investigate the allegation, may attempt to resolve the issues presented, shall keep the superintendent advised, and may take corrective measures if warranted.

District employees involved in the investigation of the complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violation.

The Estill County Board of Education intends that the program shall be in full compliance with the Title IX Federal provisions and with the provisions of all Disability Education Acts. Related Policies: 03.162, 03.262, 09.13, 09.227, 09.422, 09.426, 09.42811

**District Title IX Coordinator**

Amanda Bryant, Director of Special Education, 504s, and RTI  
 253 Main St., Irvine, KY 40336  
 606-723-2181 X2223  
 amanda.bryant@estill.kyschools.us

**ECHS Title IX Coordinator**

Ruth Hughes, Special Education Teacher & High School Athletic Director  
 397 Engineer Rd., Irvine, KY 40336  
 606-723-3537  
 ruth.hughes@estill.kyschools.us

**Requirements for Graduation**

- English – Four (4) Credits (Students must take an English course each year.)
- Math – Four (4) Credits (Students must take a math course each year.)
- Science – Three (3) Credits
- Social Studies – Three (3) Credits
- P.E. – ½ Credit
- Health – ½ Credit
- Humanities Elective – One (1) Credit
- Electives – Nine (9) Credits

**To become eligible to receive a diploma, students must earn a minimum of:**

<p>Class of 2022                  25 credits to graduate                  Must earn</p> <ul style="list-style-type: none"> <li>● 18 credits to be a SR.</li> <li>● 12 credits to be a JR.</li> <li>● 5.5 credits to be a Soph.</li> </ul>	<p>Class of 2023                  25 credits to graduate                  Must earn</p> <ul style="list-style-type: none"> <li>● 18 credits to be a SR.</li> <li>● 12 credits to be a JR.</li> <li>● 5.5 credits to be a Soph.</li> </ul>	<p>Class of 2024                  25 credits to graduate                  Must earn</p> <ul style="list-style-type: none"> <li>● 18 credits to be a SR.</li> <li>● 12 credits to be a JR.</li> <li>● 5.5 credits to be a Soph.</li> </ul>	<p>Class of 2025                  25 credits to graduate                  Must earn</p> <ul style="list-style-type: none"> <li>● 18 credits to be a SR.</li> <li>● 12 credits to be a JR.</li> <li>● 5.5 credits to be a Soph.</li> </ul>
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**Grading Scale**

- A 90-100**
- B 80-89**
- C 70-79**
- D 60-69**
- F 59-Below**

## **GRADE REPORTING**

Estill County High School operates on a semester system. Each semester consists of 18 weeks, or two 9-week grading periods. Midterm grade reports are sent home at week nine, and progress reports are sent home halfway through each nine week term. Report cards are sent home at the end of the 18 week period. Students receive credit upon completion of the course for either ½ credit for semester courses or 1 credit for year-long courses, depending on the course. "Statements of Concern" are sent home whenever a teacher perceives there is a potential problem occurring in the classroom.

## **Dual Credit courses**

ECHS offers a variety of dual credit courses through different universities. If you are interested in taking advanced classes that offer opportunities for college credit contact the guidance office. Please be aware that you must have taken an ACT prior to your junior year, meet certain ACT score requirements, and GPA requirements.

## **Make-Up Work**

Students are allowed one (1) day for each excused day missed to make up work. If a student has been in attendance prior to the date of a test, report, project, etc. and misses on the date of the assignment, he/she will be expected to make up the work on his/her next day in attendance. Students on field trips or school related trips will be permitted to make up work or complete an alternate assignment. Students with multiple absences may not be permitted to go on field trips.

## **Finals**

Two days during the last week of the semester are set aside for finals. Every course will have a final assessment. All students are expected to attend each of the 2 days in order to take the final. Dr. excuses allow students to make the work up but the make-up work is often given at a much later date. No parent notes or parent-note checkouts are permitted on the two days of finals. This expectation is in place for the safety of the students and for the integrity of the grading system.

## **Academic Honors**

To graduate

- Summa Cum Laude = weighted above a 4.0 + (Gold Cords)
- Magna Cum Laude = 4.0 – 3.75 (Silver Cords)
- Cum Laude = 3.74 – 3.5 (Black Cords)

\*\*\* There is no rounding up of GPA's. \*\*\*

Career ready students will wear a medal with a white ribbon

College ready students will wear a medal with a blue ribbon

College and Career ready students will wear a medal with a blue and white ribbon.

Beta Club members will wear a black and gold tassel.

A Seniors Honors Program is held at the conclusion of each school year. Individual academic and attendance awards are presented at that time.

Juniors, sophomores, and freshmen will receive their awards at the end of each semester or at the end of the year and this is at the teacher's discretion.

Students with a 3.25 GPA or better for their 8<sup>th</sup> grade year are eligible for membership in the National Beta Club.

### **Textbooks/Chromebooks**

Textbooks/Chromebooks are furnished to all students by the Estill County Board of Education free of charge. Students and/or parents/guardians are responsible for the replacement cost of lost or damaged textbooks and/or Chromebooks, or may be subject to fines pursuant to KRS 157.140 and KRS 157.990.

### **Discipline Policies and Procedures**

Good discipline is essential for a school to be effective. Every student at Estill County High School has the right to a good education. No student has the right to deny an education to fellow students because of disruptive behavior. Estill County High School will use the Positive Behavioral Interventions and Supports (PBIS) system so that a positive learning environment is maintained for all students concerned. To achieve this goal, students will abide by the school wide expectations.

### **Minor Infractions Discipline Matrix**

<b>Minor Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
PDA	Verbal Warning	Student Conference	Parent Contact	After-School Detention	Office Referral
Unprepared for class/missing work	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Sleeping in class	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Off-task	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Disrespect classmate/teacher	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Tardy (classroom)	Verbal Warning	Student Conference	Parent Contact	After-School Detention	Office Referral
Horseplay/Improper Use of materials	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Inappropriate language not directed toward anyone	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Unauthorized use of cellphone	Verbal Warning	Student conference	Parent Contact /After-School Detention	Office Referral	Office Referral
	Confiscate for period	Send to office for rest of day	Send to office, parent pickup	Send to office, parent pickup	Send to office, parent pickup

## **Student Dress Code**

The following guidelines for student dress are necessary to insure minimal disruptions to the educational process.

- A. All tops (shirts, blouses, dresses, etc.) must measure no less than three fingers at the narrowest point across the shoulders. No shirts with ripped out, cut out, or torn sleeves will be permitted. Bra straps or undergarments are not to be visible. Mesh shirts, see through blouses or shirts, tube tops, halter tops, muscle shirts, and shirts with exposed sides will not be permitted. Also no cleavage will be permitted. Shirts or blouses must be of sufficient length to meet the waistband at all times (this means standing, sitting, bending, etc.)
- B. See-through articles without appropriate undergarment or top are not permitted.
- C. Pants with unpatched holes and/or slits above the military length are not permitted.
- D. Biking shorts without over garments are not permitted.
- E. Shorts or skirts should cover the students' bodies from the waistline to at least just above the knee. The test for the length of shorts and skirts should be the "Flamingo Test:"
  - o The student stands upright
  - o The student bends one of their legs back at the knee until the lower leg is parallel to the floor.
  - o The bottom of the clothing in question must touch the back of the calf while the leg is horizontal. If it touches, the clothing is ok.
  - o If it does not touch, the clothing is too short.
- F. Articles of clothing and/or jewelry that advertises or promotes alcohol, drugs, obscenity, hate, and/or intimidation of others is not permitted; this includes any speech, symbols, or derogatory references. Bandanas and chains are not permitted at school.
- G. Sunglasses (except for medical reasons) are not permitted.
- H. Bare feet are not permitted.
- I. Hats, caps, and head coverings are not permitted.
- J. Hoodies and jackets may be worn but hoods are not allowed to be put on the student's head at any time during the school day
- K. Other items not mentioned are at the discretion of school administrators
- L. Trench coats are not permitted. Winter coats must be stored in the student's locker during the school day.
- M. Leggings and yoga pants may be worn but there must be a shirt, dress, tunic or skirt worn over them so as to meet the military length guidelines.

## **\*Consequences for Dress Code Violations**

Students who violate the dress code will be provided a change of clothing from the Youth Service Center or be allowed to call home so parents can bring appropriate clothing to school. Students will remain in AER until the parent/guardian brings the clothes. After the second warning students may be assigned to AER by an administrator for defiance of authority. Students will not be sent home or allowed to leave school grounds in order to obtain appropriate clothing.

## **General Rules of Conduct and Safety**

- A. Students are not allowed to bring glass containers into the building.
- B. Students must have a hall pass by the respective teacher when leaving any classroom.
- C. Pass through hallways quietly, being considerate of those around you. Avoid grouping to keep hallways passable.
- D. Discard trash in proper containers.
- E. CD, Mp3's, iPods, or Radios are ONLY permitted at the discretion of the teacher.
- F. Knives of any kind are not permitted.
- G. Items not permitted may be confiscated by school personnel.
- H. Cell phones are permitted in the following locations and times during the school day:
  - In the cafeteria during breakfast and lunch
  - After the school day is over
  - In between classes (only in the hallway)
  - Once a student enters the classroom at any time, phones should be out of sight and turned off.
  - Cell phones are not permitted during class time even in the hallway.
  - Phones should be turned off and kept out of sight at all other times during the school day.

## **Consequences of Cell Phone Use Violations:**

1<sup>st</sup> Offense: Verbal Warning. Teacher confiscates the phone for the remainder of the period.

2<sup>nd</sup> Offense: Teacher conference with student. Phone sent to the office for the remainder of the day.

3<sup>rd</sup> offense: Parent contact/after-school detention. Phone sent to office. Parent must come to school to pick up the phone from the office.

4<sup>th</sup> offense: Teacher turns in phone to office with office referral. Student assigned 1 day of AER. Parent must come to school to pick up the phone from the office.

5<sup>th</sup> offense: Teacher turns in phone to office with office referral. Student assigned 2 days of AER. Parent must come to school to pick up the phone from the office.

\*Subsequent Offenses may result in loss of ability to bring a cell phone to school.

\*\*\*Students are to use school phones when calling a guardian to check out of school. The use of a cell phone to contact a parent for checkout without permission from a representative of the school is prohibited. Such action may result in an unexcused absence or disciplinary action. Inappropriate use of cell phone cameras may result in disciplinary action due to harassment violations. Please understand this rule is for the safety of the students and will be enforced.

## **Drugs and Alcohol**

Alcoholic beverages, illegal drugs, drug paraphernalia, simulated controlled substances, look alike drugs, over-the-counter drugs intended to be given, sold to other students, or abused, or any controlled substances are prohibited on school property at all times. The possession will raise the assumption that the individual is either a user or a distributor.

The use and/or possession of illicit drugs or alcohol is illegal and harmful. Students who display erratic behavior that might be under the influence of illegal substances may be administered a field sobriety test by the school resource officer. Parents of students under the age of 18 will be contacted before the field sobriety test is administered. Students needing information concerning drug and alcohol counseling, rehabilitation and/or re-entry programs, which are available to Estill County students, should

contact a school counselor, principal, Family Resource Center, or the District Student Assistance Counselor.

Students in violation of the school's Drug/Alcohol Policy will be suspended accordingly and lose Prom and Senior Trip privileges for the school year and possibly be recommended for expulsion. This suspension and recommendation can be amended after a parent meeting has been conducted and proper counseling services assigned.

### **Drug testing for student drivers and athletes**

All students participating in extracurricular activities and/or students who drive to school shall be subjected to random drug testing as mandated by the Estill County Board of Education. The full drug testing policy may be obtained from the Estill County Board of Education. Violations in the drug testing policy will result in driving suspension and / or loss of extracurricular privileges.

### **Possession/or Use of Weapons or Potentially Dangerous Instruments**

(KRS 527.020) & (KRS 500.00) No student shall possess or use any weapon or dangerous instrument including, but not limited to, firearms, knives, chains, or clubs, while on school property or while attending a school sponsored activity or function. Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the district schools should be filed under policy 09.435. **A deadly weapon shall be defined as:**

1. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged. (Including, but not limited to pistol, revolver, rifle, shotgun, BB or pellet gun)
2. Any knife or razor – which has a blade of three inches or longer (No Knives are permitted)
3. Billy, nightstick, or club
4. Blackjack or slapstick
5. Nunchaku karate sticks
6. Shuriken or death star
7. Artificial knuckles made from metal, plastic, or other similar hard material
8. Booby trap devices
9. Explosive devices

### **BEHAVIOR EXPECTATIONS**

As an Estill County High School student, you will be held responsible for your actions. Your behavior is your decision, and the consequences, positive or negative, are yours. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

## **Disciplinary Actions**

These actions are not progressive steps and one does not prevent or prohibit the use of another. These actions do not preclude the use of other methods or approaches that are reasonable and purposeful.

- **Alternative Education Room (AER)** - Students are placed in a special restrictive environment classroom. The student must complete all assignments given by the AER teacher. This may be used in minor offenses in lieu of suspension.
- **Student privileges may be denied** (Non- exclusive list): Homecoming Dance, Prom, FLO party, field trips, Senior Trip, special breaks, lunch with the general population, hallway privileges, teacher aide positions, athletic participation, driving privileges, ballgame attendance, etc.
- **Suspension** - is the most serious of disciplinary actions taken by the high school. Suspension assignments can be up to 10 days. No work can be made up during this time.
- **Expulsion** - Disciplinary action taken by the Board of Education, which denies the student the opportunity to continue the educational process.
- Students who are not meeting behavioral and/or academic expectations may be placed in the Success Academy for a period of time to improve.
- Students who have persistent behavior problems may have beyond control of school charges filed on them through the court - designated worker.

## **Discipline Offenses and Actions**

LEVEL I – Possible Consequences: Warnings by Teachers , lunch detention, break detention, Student Conferences, Parent Conferences. \*Teachers are encouraged to contact parents as a first step in resolving these problems.

- A. Minor disruptions in the classroom
- B. Unprepared for class
- C. Lack of participation in class work
- D. Sleeping in class
- E. Tardy to class
- F. General classroom rules violation
- G. Off task

Level II – Possible consequences: Counselor Conference, Lunch Detention, Administrator Conference, Student-Parent Conferences, Alternative Education Room (AER), loss of driving privileges, loss of cell phone privileges

- A. Repeated Level I Behaviors
- B. Major classroom Disruptions
- C. Disrespect to other Students
- D. Conflict with other Student
- E. Being in Unauthorized Area
- F. Public Display of Affection - Public display of affection is defined as no kissing of any sort. Hugs must be brief and no students shall be “pinned” against the locker. Students should be side to side.
- G. Profanity/Obscene Gestures (not directed at anyone)
- H. Minor Internet Violations
- I. Tobacco Use/Possession of tobacco and lighters/matches/ e-cigs/ Vapor cigs
- J. Dress Code Violations
- K. Possession of Pocket Knife
- L. Safety/Health Violations

- M. Minor vandalism and destruction of property valued under \$500.00 (Students will be charged for damages)
- N. Gambling
- O. Other violations -Administrators Discretion
- P. Cheating on School Work
- Q. Plagiarism

Level III – Possible Consequences: Suspension (1-5 Days)

- A. Repeated Level II Behaviors
- B. Leaving Class without Permission\*
- C. Profanity used in Hostile Manner
- D. Harassment (including Sexual Harassment)
- E. Disrespectful to School Personnel (includes posting pictures through social media without permission)
- F. Forgery
- G. Failure to Honor Punishment
- H. Computer Hacking or major internet violations
- I. Fighting (Students may be recommended for Expulsion.)
- J. Instigating a Fight
- K. Impeding the Break-up of a Fight
- L. Defiance of Authority
- M. Skipping class/School\*
- N. Other violations -Administrator’s discretion

Level IV – Possible Consequences: Suspension (3-10 Days) \*\*

- A. Repeated Level III Behaviors
- B. Refusal to Honor Punishment
- C. Theft and Related Offenses
- D. Major vandalism and destruction of property valued over \$500.00 (Students will be charged for damages and possible felony charges filed through the school resource officer)
- E. Assault
- F. Disorderly Conduct
- G. Receiving Stolen Goods (Students may be recommended for Expulsion.)
- H. Leaving School Grounds without Permission
- I. Use or Possession of Fireworks
- J. Threats of violence against other students and/or Faculty members (charges filed through SRO)
- K. Other violations -Administrator’s discretion

Level V – Recommendation of Expulsion (up to 10-Day Suspension, this may be Amended with Counseling Services) \*\*

- A. Repeated Level IV Behavior
- B. Arson
- C. Bomb Threats
- D. False Fire Alarm
- E. Indecent Exposure/Improper Conduct
- F. Possession of Illegal Weapons
- G. Threats of violence against other students and/or Faculty members (charges filed through SRO)

H. Drug/Alcohol Violations (possession and/or under the influence)

\* Students may be recommended for multiple days in AER in Lieu of suspension for this offense

\*\* Authorities may be contacted.

The administration may take into account prior behavior and previous disciplinary actions to determine the present course of action that is in the best interest of the individual student and general student population. The administration will have considerable latitude in determining the appropriate disciplinary course of action.

### **Students Under Suspension or Expulsion**

Any student who is serving a suspension or has been expelled from school shall not enter on to school grounds unless a prearranged conference with an administrator has been made. The student shall not attend any school-sponsored function or ride a school bus during the term of the suspension. The student will receive a zero for all classroom work during their term of suspension.

### **Due Process for KRS 158.150**

A student shall not be suspended from school until the following due process procedures have been provided:

- a) The student has been given an oral or written statement of the charge(s) against him/her which gives cause for suspension.
- b) The student has been given an explanation of the evidence of the charge(s).
- c) The student has been given the opportunity to present his/her version of the facts relating to the charge(s).

### **Prohibited Articles**

Students should only bring items to school that will be used in classes for educational purposes. Items that distract from the educational process or well-being of other students should be left at home. The following list includes examples of such items. This list is not all-inclusive: toys, I-pods, MP3 players, laser pointers, portable gaming devices, fidget spinners, rubber bands, yo yo's, blankets and pillows. Exceptions can be granted if requested by a teacher for a particular assignment.

### **Unauthorized Areas**

Parking lots, stairways, and any area not considered a normal pathway for students are considered to be unauthorized areas. The rear stairway in the center of the building is off limits except in an emergency. All stairway areas are for passage only and not meant for students to congregate in. Failure to comply with these rules will result in disciplinary action.

### **Care of School Building and Equipment**

Estill County High School students are charged with the care and responsibility of the building, equipment, and buses. Students and staff need to make a concentrated effort to keep our school clean and free from vandalism. Writings on walls, seats, lockers, and desks indicate a lack of regard for one's self and others. Students are encouraged to report vandalism and destruction of property immediately so that it may be removed. Students found to be engaged in this type of activities will be disciplined and assessed for any damages that may have occurred.

## **Social Media Policy**

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. In posting material on social media regarding Estill County Schools, you agree to the following:

1. Not to post material that Estill County Schools determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
2. Not to post phone numbers, email addresses or physical addresses of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Not to post material that infringes on the rights of Estill County Schools or any individual or entity, including privacy, intellectual property or publication rights.
4. Not to post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Estill County Schools, except in designated areas specifically marked for this purpose.
5. Not to allow any other individual or entity to use your identification for posting, viewing, and/or commenting.
6. Not to post comments under multiple names or using another person's name.
7. Estill County Schools reserves the right to do any or all of the following:
  - a. Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
  - b. Remove or edit comments at any time, whether or not they violate this Policy.
  - c. Have the student remove/delete the offending item.
8. Not to publish, post, or release information that is considered confidential, such as school disciplinary records, grades, write-ups or any school issued paperwork without the consent of all parties involved.
9. Not to post pictures/videos/or any visual/verbal medium of Students, Staff, or Visitors without the consent of all parties involved.
- 10. The SRO will investigate violations with possible charges filed.**

## **Internet and Electronic Mail Policy**

The Estill County School System offers access to the computer network for electronic mail (e-mail) and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission. Students over the age of 18 may sign their own user agreement.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make the Internet access available to further educational goals and objectives, students may find other ways to access other material as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Estill County Schools support and respect each family's right to decide whether or not to allow access.

## **Internet Rules and Regulations**

Students are responsible for their behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege – not a right. Individual users of the district computer network are responsible for their behavior and communications over these networks. Users will comply with district standards and honor the agreements they have signed. Beyond the clarifications of such standards the district is not responsible for restricting, monitoring, or controlling the communications of individuals using the network. Network storage areas are treated like student lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Network Proxy logs and e-mail accounts may be reviewed at any time. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger students will guide them to appropriate materials.

The following are not permitted:

- Sending or displaying offensive messages or pictures (this includes any document containing pornographic, obscene, or sexually explicit material)
- Using obscene, abusive, or sexually explicit language.
- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password (individuals are responsible for the security of their own password)
- Trespassing in another's folder, work, or files. (Do not access, copy or transmit another's messages without permission)
- Intentionally wasting limited resources
- Using the network for private business or personal gain

Violations may result in loss of access as well as other discipline or legal action.

## **Health and Immunization Requirements**

All students enrolled in Estill County High School must have on file a record of proof of up-to-date immunizations. New students must provide such information before enrolling.

## **Breakfast/Lunch Program**

Breakfast is provided for all students each morning. Estill County High School observes a closed lunch accessible only to students and faculty. Every effort is made to provide a choice of menus each day. Two lunch varieties are served each day in addition to a regular lunch. Students may also purchase a salad, fruit, and a drink. Extra items may be purchased. Students are scheduled twenty-five (25) minutes for lunch and all students are required to go to the lunchroom and remain there until the bell dismisses them to return to class. Lunches may be brought from home in unmarked containers. **Federal law prohibits students from ordering out from restaurants during the school day.** Restaurant food may not be taken into the cafeteria in its original packaging that displays logos or restaurant names.

**Parents/guardians are not permitted to bring in outside food from restaurants or provide birthday cakes etc. to be taken into the cafeteria.** Each student must do his/her part in keeping the lunchroom clean. All students are required to clean up their trash from the tables and place them in the proper containers. Students failing to comply with this request are subject to disciplinary action.

Assigned seats may be used if the cafeteria behavior and cleanliness is not well maintained by students.

### **Dispensation of Medication**

All medication must be brought to the office by an adult where it will remain during the school day. Students are not allowed to carry any medication, whether prescription or over-the-counter. Medications must be delivered to the office by the parent and in the proper container. Students in violation of this policy are subject to be disciplined according to Drug/Alcohol violations.

### **Attendance Policy**

The Estill County High School views the matter of student attendance as one of its primary concerns. Accordingly, the school encourages the active cooperation of teachers, students, parents, and administrators in maintaining a high level of student attendance at all Estill County Schools.

Students are expected to attend the school in which they are enrolled, regularly in order to receive maximum benefit of the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Recording of absences and tardiness shall be made in compliance with the requirements of 702 KAR 007:125.

The Estill County High School believes that there is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher levels of success, earn better grades, and enjoy school more than those who are chronically absent.

### **Truancy Defined**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18<sup>th</sup>) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Habitual truancy is defined as 6 (six) unexcused absences. At this point the district pupil personnel director may file truancy charges through the court system.

Note: Student must return to school as soon as court is over. This includes seeing the Court Designated Worker.

### **Excused Absences**

A student shall be permitted a total of six (6) excused absences per year -three (3) per semester upon presenting a parental note to the school Principal or designee for the following reasons (these should be documented as parent notes and ARE NOT in addition to):

1. Death or severe illness in the pupil's immediate family. The number of days excused for a death will be determined by the circumstances involved and will be kept to the minimum necessary as determined by the Principal or designee.
2. Illness of the pupil. Medical and dental appointments will be excused only for the time required to complete the appointment, unless specified by the doctor.
3. Religious holidays and practices.
4. Court appearance when the student's presence is required by subpoena or citation. (Please See Note below)
5. Driver's permit/license test, which will be excused for a portion of the day.
6. One (1) day for attendance at the Kentucky State Fair.
7. Documented military leave.
8. One (1) day prior to departure of parent/guardian called to active military duty.

9. One (1) day upon the return of parent/guardian from active military duty.
10. Visitation for up to ten (10) days with the student's parent/guardian who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.

Parent notes are to be given two (3) per semester at the high school, not to be carried over. If a student has used all parent notes (3) and becomes truant in the first semester, NO parent notes will be given for the second semester.

\*Doctor's excuses do not count toward the six (6) days of excused absences. Excuses from the doctor shall specify the date of the student's absence. Doctor's notes that indicate that the student was not seen by a physician/physician's assistant or a nurse practitioner will not be accepted. After the tenth (10<sup>th</sup>) physician's note, the parent /guardian must have a Medical Excuse Form completed by the physician.

\*\* Any 18-year-old student who has accumulated 10 or more unexcused absences can be removed from the school roll pending Superintendent approval.

\*\*\*Students are not permitted to apply for Educational Enhancement Opportunities (EHO) if they are truant (3 or more unexcused absences as documented in Infinite Campus).

Students with the equivalent of nine (9) or more accumulated unexcused days absent per year will not be allowed to go on Senior Trip and/or attend Prom. A student may appeal this decision to the administration in written form.

Students who are ineligible for Senior Trip will be told by December. Any appeals for Senior Trip due to unexcused absences must be appealed before the end of the January.

Students who are ineligible for Prom will be informed by March. Any appeals for Prom due to unexcused absences must be appealed before the end of April. The decision to allow a student to attend Prom will not be made until April\May and at that time attendance, grades and behavior will be taken into account.

Ineligible students will be informed again approximately one month before Senior Trip and Prom. Students will have one week to appeal any unexcused absence for the spring trimester. Any upperclassman bringing an underclassman to Prom will need to let the Attendance Clerk know their date's name so that the underclassmen's attendance can be tracked for Prom eligibility.

Students with two (3) or more unexcused absences in a semester may not be eligible for club field trips, test exemptions, field days, or other rewards identified by the staff. Students will also need to be passing their other courses.

Seniors with NINE (9) or more unexcused absences in a year are not eligible for senior trip.

### **Tardy Policy**

The Estill County High School considers attendance and promptness to be very important. Tardiness will not be tolerated. In order to be consistent with what students would face in typical work settings, tardiness will be dealt with in a serious manner. The following policy will be enforced:

## **Tardiness to School per semester**

- 1st Tardy- Warning by Office
- 2<sup>nd</sup> Tardy- Warning by Office
- 3rd Tardy- Warning by office – parents will be contacted, informed of consequences for further tardies to school – In violation of 702 KAR 007:125 (KY school attendance Law) Possible charges filed.
- 4th Tardy- a referral from Office – 1 day of after school detention – notification made to district pupil personnel director.
- 5th Tardy- a referral from Office- 1 day of after school detention–
- 6th Tardy- a referral from Office- 1 day of after school detention–
- 7th Tardy- a referral from Office- 1 day of AER –request meeting with parent/guardian – loss of parking permit for the remainder of the trimester
- 8th Tardy- a referral from Office- 1 day of AER
- 9<sup>th</sup> Tardy – a referral from the office -1 day of AER
- 10<sup>th</sup> Tardy- a referral from the office -1 day of AER
- 11th Tardy- loss of participating in any extra-curricular activities and loss of driving privileges for the remainder of the year.

Note: These Guidelines assume that the student has no other discipline referrals. These dispositions may be more severe if other referrals have been issued.

## **Tardiness to Class 2<sup>nd</sup> through 5<sup>th</sup> period (teachers have flexibility in determining consequences for class tardy)**

First Tardy – Warning/consequence by the teacher

Second Tardy – Warning/student conference/consequence by the teacher

Third Tardy – Warning/consequence by the teacher – teacher initiates Parent contact/ call home/document

Fourth Tardy – Office referral - Principal assigns after school detention

Fifth Tardy – Office referral - Principal assigns 1 day of AER

## **Excuses/Unexcused and Bus Note Procedures**

Class work can be made up only if the absence has been excused. Turn notes into the secretary or the mailbox in the lobby.

Bus notes with parent/guardian signatures should be turned into the front office before first period. These will be documented, signed, and returned to the student before afternoon dismissal.

## **Check In/Check Out Procedures/Bus notes**

Students who do not reach their first period class before the tardy bell rings must report immediately to the office to sign-in and pick up an admit slip.

- A student must be in attendance for 2/3 of any one period, to be considered present for the entire class.

- Students who leave school during school hours must have a parent or guardian pick them up at school or a note validated by the office.
- Students are not allowed to leave school grounds without permission from a principal.
- Students who call home to check out must get permission from the office. They must return to the classroom until someone comes to check them out. Parents must come into the building to sign the checkout sheet.
- All notes requesting early check out must be turned into the office before second block begins. A parent/guardian phone number must be included in order to confirm the request. Students must sign the check-out sheet in the office before leaving.
- Only those names that have been documented in Infinite Campus have permission for checkouts.
- Bus notes must be turned into the front office in the morning and approved by an administrator.

### **Fire and Tornado Drill Procedure**

Estill County High School students are reminded to be alert to fire and tornado drill procedures.

Students will find posted in each room procedures for following these drills. In the event of a fire drill, an alarm will sound and students are to wait for an announcement over the intercom that it is safe to exit the building. Students will then file out of their respective room in single file and exit outside to a designated area. The teacher should be the last to leave the room ensuring that all windows and doors are closed and the roll book is available for attendance at the designated spot. Students are to remain outside until the all clear signal has been given by the principal or designee.

Teachers will make students aware of procedures and designated areas of the building in the event of a tornado or tornado drill. Upon arrival in the designated area, students are to sit on the floor, back to the wall when possible. In the event of an actual tornado, students are to turn and face the wall on their knees, place their heads to the floor and cover their heads with their arms and hands.

Tornado drills will be announced by a continual sounding of the bell or by word of mouth if the electricity fails.

### **School Closing**

The following procedure will apply in notifying students and parents should it become necessary to dismiss school due to weather or road conditions. Announcements will be made over the following radio and television channels:

- WIRV AM (1550) Irvine
- WCYO FM (100.7) Irvine
- WVLK (59) Lexington
- WTVQ TV (36) Lexington
- WLEX TV (18) Lexington
- WKYT TV (27) Lexington
- WDKY TV (56) Lexington

This information will also be posted to the Board of Education's website.

When possible, announcements will be made before 6:30 a.m. Occasionally, inclement weather conditions occur while children are already at school. If school needs to be dismissed early, announcements will be made over local radio stations as soon as the decision is made. A One Call will also be made.

## **Lockers**

Students at Estill County High School will be assigned individual lockers that have combination locks. Combinations are changed each year. Students are encouraged not to give out their combinations and to keep their own materials and books in their assigned locker. Students are held responsible for their lockers and any contraband found in them. If there are not enough lockers, those students not wanting to use their lockers will be asked to donate their locker to a student that will use it.

## **Library**

Estill County High School has a well-maintained library with over 10,000 books and reference materials. Students are encouraged to make use of the library. Teachers may schedule time in the Library for research and book check out. All activities are coordinated through the librarian.

## **Telephone Use**

Incoming calls to students, other than a parent, are not permitted. Student's use of the office phone is on an emergency basis and must be approved by an administrator. Student use of personal cell phones during class time is not permitted.

## **Student Drivers**

Students who wish to drive must secure a parking permit from the office. Permits are \$20.00 and are valid for the year. Permits may be purchased for \$10.00 for the second semester if there are any available. Each student must have a signed permission slip from their parent/guardian, proof of insurance, and driver's license.

- Failure to follow parking guidelines and procedures, will result in vehicles being towed or tickets being issued by the school resource officer. Vehicles may only be retrieved at the owner's expense.
- Students are expected to operate their vehicle in a safe manner at all times while on school property. Unsafe speed, reckless driving, and improper starts will not be tolerated. Pick-up truck drivers are not allowed to transport students in their truck beds. Failure to follow these regulations will result in a student having his/her driving privileges revoked.
- Students with two or more failing grade(s) at the end of each 9 weeks will lose their driving privileges for the first 3 weeks of the next grading term. The student's grade(s) will be re-evaluated and the student may have driving privileges reinstated.
- Students may lose driving privileges for leaving school without permission in their vehicle or skipping using their vehicle. Driver's licenses can be suspended for truancy and chronic absences as well.

## **NO PASS NO DRIVE**

The No Pass/No Drive Law ([KRS 159.051](#)) was passed during the 2007 legislative session, and affects every public and private school in Kentucky (including home school students). The law says that schools will use academic and attendance data from the previous semester of the school year to determine whether 16- and 17-year-old students are compliant with the law. If deemed noncompliant, the student's current driver's license or learner's permit is revoked. This process occurs on a secure web portal that directly connects schools with the Kentucky Department of Transportation, Division of Driver Licensing. The KAR [601.13.070](#), promulgated in 2008, sets forth the Transportation Cabinet's requirements under that statute.

To apply for the first time for a driver's learning permit, students must get a paper form ([KRS 159.051](#) School Compliance Verification Form, dated 1-1-12) issued by their school. It will not be completed and issued by the school if the student is not eligible according to the terms of the law. A revoked learner's permit or driver's license can be reinstated electronically on the web portal if the student is compliant with the terms of the law for an entire semester, or completes the credits in summer school.

Please note that any student enrolled in a homeschool will obtain the verification form from their school district of residency. All private schools will need to contact the Transportation Department directly.

### **Yearbook**

Estill County High School publishes an annual yearbook. "The Engineer" is produced under the supervision of the yearbook sponsor. Sales of the yearbook are held at announced times during the school year. Yearbooks are generally delivered in the early Fall.

### **Class Officers**

Each class annually holds elections for four class officers; President, Vice-President, Secretary, and Treasurer.

- A student is eligible to run for office if he/she maintains a "C" average, has no failing grades the previous year, has no suspensions the previous semester, and is a full-time student.
- Students wishing to run for office must secure an official petition consisting of 25 signatures of fellow students and the recommendation from three teachers and return it to the office.

### **Homecoming**

Any girl who would like to participate in Homecoming Queen and Princess competition must meet the following guidelines:

- Have a minimum overall GPA of 2.0
- Have no suspensions in the current year or previous semester.
- Have no failing grades in the current semester.

Senior girls will compete for Homecoming Queen with the number of candidates limited to 12. In the event more than 12 CANDIDATES CHOOSE TO RUN, AN ELECTION WILL BE HELD TO NARROW THE FIELD TO 12. An election will follow to elect the Queen with only Seniors voting. The Homecoming Queen will be announced at the Homecoming Football game.

Princess candidates will be elected by their respective classmates. Class Princess winners will be announced during Homecoming week.

### **Senior Trip**

The Senior Trip is an annual event usually scheduled during late April or early May. In keeping with the philosophy of the Estill County Board of Education, the trip will be educational with a destination of Washington D.C.

Students who choose to go on Senior trip should realize this is a privilege and that they represent Estill Co. in their attire, language, and conduct. The trip will be evaluated every year to determine its educational effectiveness, improve the itinerary and reduce the cost.

The cost of the trip varies from year to year depending on the length and the number of Seniors participating. The cost of the trip is the responsibility of each student wishing to go. Students are given the opportunity to lower the overall expenses of the trip by working in a series of fundraisers beginning their Senior year.

To be eligible for the Senior Trip students must meet the following criteria:

1. Have no suspensions due to fighting or violations of the Drug and Alcohol policy during the current school year.
2. Must be a full-time student.
3. Must be eligible for graduation at the end of the current school year.
4. The student cannot have the equivalent of nine (9) or more days accumulated UNEXCUSED absences in the course of the year.
5. After the tenth (10<sup>th</sup>) physician's note, the parent /guardian must have a Medical Excuse Form completed by the physician. Once this is done the student, the student's parents/guardians, and administration will discuss the student's eligibility, and circumstances. The student will need a statement from the physician/ physician assistant/ nurse practitioner stating their concerns for the trip and any limitations that the student might encounter while on the trip.
6. Prior to the Senior Trip rules and expectations will be explained in detail. Students and parents/guardians will be required to attend an after school meeting and sign an agreement stipulating their acceptance of the guidelines. The meeting and signed document will be required to go on Senior Trip.
7. Students who violate the drug and alcohol policy or create problems that interfere with the safety and well-being of trip participants will be sent home by airplane at parent's expense. The parent may drive to Washington D.C. and pick their child if they do not want to pay airfare.

## **Prom**

Only Estill County High School Juniors and Seniors and their dates may attend Prom with these exceptions:

- Any third year student in the class of 2021 or 2022 in a sophomore test site with 14 or more credits at the end of the first semester may attend as a Junior.
- Students who have violated the Drug/Alcohol Policy during the current school year may not attend.
- Students who have received a suspension for a Level IV or V violation during the current school year may not attend.
- Students who receive more than one suspension for a Level III violation during the current school year may not attend.
- Students having MORE THAN 9 TOTAL unexcused accumulated absences may be denied prom privileges.
- Principal must approve outside dates at least 30 days prior to prom.
- Outside dates must meet one or more of the following criteria:
  1. Graduates
  2. Students from a different county must be enrolled in another school district and be in good standing.
  3. Participant of an accredited home school.
  4. Above the eighth grade level
  5. Have earned a GED

6. No individuals 21 and over – exemptions may be granted by administration for special circumstances.

A student ineligible for the prom due to school attendance and/or tardiness, may appeal to the Administration. Please note; very few appeals will be accepted. The Administration will consider the previous year's attendance as one of the criteria for an override. Also please note; freshmen and sophomores may NOT appeal. Prom eligibility lists will be posted beginning Feb 1st each year and updated regularly. Please check for prom eligibility before purchasing any items associated with prom. The school will not be responsible for reimbursing prom expenses for a student who is or becomes ineligible at any time. The Administration recommends that the parent and student sign up for Parent Portal so that attendance can be tracked daily. Parents are encouraged to utilize Parent Portal in order to monitor their child's attendance and academic progress.

### **Graduation Announcements, Invitations, Caps and Gowns**

Seniors are given the opportunity to purchase announcements, invitations, and cap and gowns at school from a reputable dealer. It is the school's desire to obtain the best price available for all students. Students may purchase these items anywhere they desire, but it should be noted that items purchased from other sources may be slightly different in color and/or texture. Participation in the graduation ceremony is an earned privilege. Students must be in good academic and behavioral standing and have fulfilled all Estill County Schools and state of Kentucky graduation requirements. Students must be enrolled and attending school through Estill County Schools. Home school students are not eligible to walk across the stage. Eligible students must attend graduation practices in order to walk across the stage.

### **Athletics/ Extra Curricular Activities**

Estill County High School offers interscholastic athletic programs in the following sports:

#### Athletics

Boys and Girls Basketball  
Boys and Girls Golf  
Boys and Girls Soccer  
Boys and Girls Tennis  
Boys and Girls Track  
Boys and girls Archery  
Football  
Baseball  
Softball  
Volleyball  
Cheerleading

#### Extra Curricular Activities

Academic Team  
Band  
Color Guard  
FBLA  
FCLA  
FFA  
JKG  
Robotics Club  
ROTC (Air Rifle, Raider, Drill and Color Guard)

- To be eligible for interscholastic athletics all students must satisfy the KHSAA requirements for participation.
- All student athletes must be at the proper grade level as defined in KHSAA Bylaw 5, Section 2 and must make continual progress during the school year as defined in Bylaw 5, Section 3.
- All participants must have a physical exam before participating in a sport. A written record of that exam and a signed parent permission form must be kept on file at the school.

## School Safety Procedures

### Emergency Codes

<b>RED</b>	<b>YELLOW</b>	<b>GREEN</b>
<ol style="list-style-type: none"> <li>1. <b>Hide</b> (inside classrooms behind locked doors)</li> <li>2. <b>Run</b> only if in an unsecure area</li> <li>3. <b>Fight</b> (only applies to staff and, possibly HS aged students)</li> <li>4. Wait for emergency personnel to give evacuation orders.</li> </ol> <p>*Critical emergency requiring immediate safety actions. Example: active shooter or intruder.</p>	<ol style="list-style-type: none"> <li>1. Stay in room</li> <li>2. Disregard the bells</li> <li>3. Doors closed and locked</li> <li>4. Instructions will be given over the intercom or through email</li> </ol> <p>*Non - school wide emergency. Example: localized medical emergency, power failure, drug dog etc.</p>	<ol style="list-style-type: none"> <li>1. Students and staff are to remain in the building and move as normal.</li> <li>2. Outside classroom -a certified adult staff member must escort students to and from class.</li> <li>3. Instructions will be given over the intercom or through email</li> </ol> <p>*Non – school emergency Example: a situation has happened somewhere in the city or county and is being monitored by emergency personnel.</p>

### Discipline Policies and Procedures

Good discipline is essential for a school to be effective. Every student at Estill County High School has the right to a good education. No student has the right to deny an education to fellow students because of disruptive behavior. Estill County High School will use the Positive Behavioral Intervention System so that a positive learning environment is maintained for all students concerned. To achieve this goal, students will abide by the school wide expectations.

#EngineerExcellence  
 E- Excellence  
 S- Strength of Character  
 T- Teamwork  
 I- Initiative  
 L- Leadership  
 L- Learning

#### Common student classroom expectations

- 1) Students will not have cell phones or ear buds out during class time. (Unless authorized by the individual teacher for educational purposes)
- 2) Students will not put their heads down and sleep during class time.
- 3) Students will be active participants in class and contribute to the positive learning environment.
- 4) Students will be prepared, respectful and responsible.
- 5) Students will set personal goals for success and monitor their achievement.
- 6) Students will read the student handbook and abide by its contents.

#### Common hallway expectations

- 1) Students will walk on the right side of the hallway as they move to their next class
- 2) Students will not congregate in the middle of the hallway and block the flow of student traffic
- 3) Students will show respect for all others by not participating in public displays of affection or using foul and loud inappropriate language.
- 4) Students will arrive at their next class before the tardy bell rings
- 5) Students will accept responsibility for the cleanliness and care of the facilities by not leaving trash on the floor or tobacco in the sinks, urinals, water fountains, and toilets.

#### Common cafeteria expectations

- 1) Students will arrive in the cafeteria at the correct time and wait for the cooks to signal it is all right to walk through the line.
- 2) Students will get the appropriate items on their tray and speak clearly to the cashier
- 3) Students will find a seat and remain at the table until the bell rings. Students should not roam around the cafeteria. You may get up, throw away your trash, and return to your seat.
- 4) Students will use conversational voices and avoid creating disturbances.
- 5) Cleanliness of the cafeteria is a shared responsibility of the students and faculty. Clean up your mess.
- 6) Students are to remain in the cafeteria until the bell rings. Permission to use the restroom must be given by the teacher on duty.

**IT IS IMPORTANT TO NOTE THAT THROUGHOUT THE YEAR POLICIES CAN BE CHANGED BY THE S.B.D.M.  
ANY CHANGES WILL BE POSTED TO THE SCHOOL'S WEBSITE AFTER APPROVAL**