



**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 2023-2024**

**“HOME OF THE YELLOW JACKETS”**

The Woodford County School District ensures employment/education opportunities/affirmative action, regardless of race, color, creed or national origin, or sex, or handicapped in compliance with Title IX, Title VI, and Section 504 of the Rehabilitation Act of 1973. (EDGAR 76.500)

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### ***Important Dates for 2023-24***

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

- Aug. 7 Flexible Professional Development Day (no classes)
- Aug. 8 Opening Day for Teachers (no classes)
- Aug. 9 Teacher Preparation Day (no classes)
- Aug. 10 First Day for Students
- Aug. 25 Staff work day (no classes)
- Sept. 4 Labor Day (no classes).....Flexible Professional Development Day
- Oct 2-Oct 6 Fall Break
- Oct. 9 Staff work day (no classes)
- Nov. 6 Required Professional Learning Day (no classes)
- Nov. 7 Election Day (No classes)
- Nov. 22 Flexible Professional Development Day (no classes)
- Nov. 23 Holiday: Thanksgiving Day (no classes)
- Nov. 24 No classes
- Dec. 19 Last Day for students
- Dec. 20-Jan 3 Winter Break
- Dec. 25 Holiday: Christmas Day Observed for employees
- Jan. 1 Holiday: New Year's Day Observed for employees
- Jan. 3 Staff work day (no classes)
- Jan. 4 Schools Reopen...Students Return
- Jan. 15 Holiday: Martin Luther King Day (no classes)
- Feb. 19 \*\*\*Presidents' Day
- Mar. 4 \*\*\*\*Required Professional Learning Day
- Apr. 1-5 Spring Break
- Apr. 8 Staff work day (no classes)
- May 21 Election Day (No classes)
- May 22 Last Day for Students (subject to change if necessary)/Early Release Day
- May 23 \*Closing Day (possible make-up day)
- May 24 \*\*Parent Teacher Conf. Day (possible make-up day)

### **Make-up Days**

- \*Day 1.....May 23 (used for make-up day if school year extended)
- \*\*Day 2.....May 24 (used for make-up day if school year extended)
- \*\*\*Day 3.....Feb 19 (used for a make-up day if a 3rd school day is missed prior to Feb. 1)
- \*\*\*\*Day 4.....Mar 4 (used for a make-up day if the school year is extended)



## **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 and school personnel. It applies at all school sponsored or related activities and on school buses. Each school may further amplify and detail their expectations but this guide will set the parameters for discipline in the district. This Code will be updated at a minimum of every two years by a committee.

### **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, 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, 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, the Board and the school officials.

### **A. STUDENTS**

#### **1. Students have the right to:**

- a. The support of teachers, parents, 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. Safety from physical harm and freedom from verbal abuse.
- g. Respect from other students and school personnel.
- h. 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 which they are in contact.

### **B. TEACHERS**

#### **1. Teachers have the right to:**

- a. The support of students, parents, 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, 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. To be treated with respect by 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, and 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 which 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 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 person 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 Acceptable Behavior and Discipline 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 which 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 actions 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. Instill 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. See that children attend school regularly and promptly with necessary supplies and materials.
- f. Communicate with the school when school personnel indicate there is a problem at school.

- g. Support the efforts of the school personnel and reinforce the behavioral expectations of the school.
- h. 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.

### **The GOLD Standard**

In addition to showing being Safe, Respectful and Responsible, we have also developed a set of characteristics for all our students. At WCHS we have developed the GOLD Standard as a means to build culture and hold our students accountable for the characteristics we believe a WCHS graduate should aspire to and demonstrate. The GOLD Standard is:

- G-** Give respect
- O-** Own your behavior
- L-** Listen and learn
- D-** Determine your path.

### **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.

### **Scholar Discipline Referrals**

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



# WCHS PBIS Matrix

	Hallways	Cafeteria	Bathroom	Parking Lot	Arrival/Dismissal	Locker Room	Library	Assessment	Bus
<b>Safe</b>	Respect flow of traffic. 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 AM: Enter the building remain on the first floor until 8:20am Choose a seat and stay there. PM: Unless assigned to a teacher or coach, please exit the campus at 3:30pm	Keep hands and feet to yourself Keep hands and feet to yourself	Keep hands and feet to yourself Maintain a calm and quiet environment	Maintain a calm and quiet environment	Face forward and remain seated. Follow all directions from the bus driver and monitor. Speak at an appropriate volume. Keep food, drinks, and gum in your backpack.
<b>Respectful</b>  *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	Use positive language with everyone Take care of each other Take care of our café	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.	Use positive language with everyone Take care of each other Take care of our locker rooms	Use positive language with everyone Take care of each other Take care of our Library Maintain a food and drink free environment	Follow directions	Use positive language with everyone. Be courteous and helpful to all passengers and staff.
<b>Responsible</b>	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 or dismissed for the day	Change quickly and report directly to supervisor Adhere to bathroom protocol	Return or renew books and materials by assigned due date Arrive with a note from your teacher and have it signed before leaving	Take your time and double check your work	Keep hands and feet to yourself. Walk and enter the bus calmly. Sit in assigned seats



### **ACADEMIC LETTER**

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

### **ADVANCED PLACEMENT (AP) POLICY**

Students may enroll in an advanced level or College Board Advanced Placement courses if an acknowledgement form is completed by parents and students regarding academic expectations and financial responsibilities.

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

The following College Board Advanced Placement courses are offered:

Biology	Calculus AB	Statistics
English Language	English Literature	European History
Government	Spanish Language	Physics
Psychology	Chemistry	Human Geography
US History	Calculus BC	Environmental Science
World History	Music Theory	African American Studies (Pilot 23-24)

### **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.

### **ALTERNATIVE PLACEMENTS OF STUDENTS**

Safe Harbor Academy is the off-site alternative placement serving the Woodford County Public Schools. In addition, both Woodford County Middle School and Woodford County High School have a School Within A School (SWS) alternative placement on site at their respective locations. Students are placed in alternative settings for various reasons to meet their unique academic, behavior, social and emotional needs. While agreement of a placement in an alternative setting is desired, it is not required. A student educated in an alternative setting in another district is not guaranteed placement in an alternative setting in Woodford County. After a review of records along with input from previous schools and agencies, a determination will be made and the parent/legal guardian will be notified where to enroll their child.

Placement at Safe Harbor may be considered for one of the following reasons:

1. A committee has reviewed data over time and determined Safe Harbor is the best place to meet the student's unique needs. Length of placement to be determined by student's progress.
2. A student has committed a Level IV offense and been recommended to the Superintendent/designee for placement.
3. A student is enrolling in the Woodford County Public Schools from an alternative program in another school district. Length of placement to be determined by student's progress on goals.
4. An approved student application for Safe Harbor.

Placement in the School Within A School programs may be considered for one of the following reasons:

1. Credit Recovery (WCHS only)
2. Inappropriate behavior incidents
3. Transition

### **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, LAX 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 – 5 out of 8 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 the school sport is in a playoff or state tournament.		

## ATHLETIC PASS AND TICKETS

A student or adult All Sports Athletic Pass or tickets must be purchased on the Gofan app. The pass ensures admission to all regularly scheduled home athletic events (excluding identified or KHSAA tournaments). Tickets cannot be purchased at the school.

## 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 REQUIREMENTS**

#### **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 eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

According to 704 KAR 5:060 Section 1, any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months, at the end of such trial period of time such a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159:010 and 159:020.

#### **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 homeschooled.
- 8 A student in a District-operated alternative education program who attains a High School Equivalency Diploma

#### **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.

#### **4-H Activities**

Participation of a student in 4-H activities which are regularly scheduled and under the supervision of a county extension agent or the designated 4-H 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.

#### **Off-Site Virtual Classes**

Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulations.

### **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. Once the total number of absence notes and tardy notes combined reaches seven (7), all other absences or tardies must have a physician's statement or other required verification to be excused or be approved as excused by the principal. 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. 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. 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.

#### **Excused Absences and Tardies**

##### **Parent/legal guardian notes**

Parent/legal guardian notes expressing a 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. Each student is also allotted 3 parent notes for only tardies separate from, and in addition to, the previously referenced 7 parent notes.

##### **Doctor Notes**

Seven (7) medical notes from a physician, Registered Nurse Practitioner, Physician's Assistant, 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 or e-notes are acceptable only if they originate from the medical professional's office. Parents/legal guardians may be asked to submit a Medical Excuse Form (APPENDIX G) for medical excuses after using 7 medical notes. The Medical Excuse Form may be obtained from the attendance office at each school. 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
- e. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces

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



### **Educational Enhancement Opportunity (EHO/EEO)**

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. **To request an absence to attend or participate in an educational activity, please complete an application form and return it to your school principal at least five (5) days prior to the absence.**

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.

### **Unexcused Absences**

All other absences, **including suspensions per 702 KAR 007:125**, shall be considered unexcused and no make-up 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. 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.

### **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 the 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 scores 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 7:50 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. High school students should refer to the WCHS Student Handbook for additional restrictions and/or exceptions. Students enrolled at Safe Harbor will follow the consequences outlined in their Safe Harbor student handbook as opposed to the general outline below.

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. Should a long break (i.e. Fall Break, Thanksgiving Break, Winter Break or Spring Break) fall within the consequence period, the device may be given to the student prior to the break and given back to the school upon return from the break.

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.

The use of recording devices in school to secretly record classrooms is prohibited. The use of devices such as AngelSense are a violation of student privacy and potentially a violation of state and federal law.

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 the device is turned off or turned to silent and out of sight.

- Students may use Cell Phones and PEDs in the cafeteria during their assigned lunch period and during class change in the hallway. 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 (8:30-3:30) unless teacher permission is provided.
- Principal/Designee may approve student use of Cell Phones and PEDs in special situations with permission obtained in advance.
- Students may use their device in a responsible manner before and after school, during passing times in between classes, and during lunch.

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

### **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 the student(s) to the administrative office with a detailed description of the incident written on a discipline referral.
  - Appropriate administrator will consult with the parent(s)/legal guardian(s) of the 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.
  - On the first offense, student(s) may not be eligible for any academic or service award during the current school year from the class the cheating occurred.
  - 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, add your school email account. 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 Woodford County Public School Device Protection Program Form. All forms and fees must be submitted in order for the Chromebook to leave the school property. |
| • You are required to enroll in the Chromebook protection plan before taking the Chromebook home. If you choose not to pay the Technology Fee, you must check your Chromebook in and out of the library before and after school each day.                                    |
| • Your Chromebook, AC power adapter and MIFI device 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, power supplies and MIFI devices 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.
• 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 videos 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, locker room, library, unlocked classrooms, restrooms or hallways.
• No personal laptop or tablets are allowed on the school wifi

## Chromebook Care

• Clean the screen with a soft, clean cloth.
• Insert cords carefully into your Chromebook.
• Chromebooks 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

• 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 fee will be added to the student IC account in the amount of \$150. See the Device Protection Plan for more details.
- 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 for the damage.
- You will be issued an AC power adapter. You will be responsible for purchasing additional supplies if needed.

### Personalization

- 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.
- 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.
- 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 Print Mobile 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 a 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.

### Mi-Fi Devices

- All Mifi devices, along with their chargers, need to be turned into the school at the end of the school year. If the charging cable is missing then a \$25 fee will be charged to the student IC account. A lost/stolen fee of \$150 will be assessed if the device is not returned by the student.
- Mifi devices should be collected from students transferring to another district.



### **CLASS WITHDRAWAL POLICY**

1. Counselors will NOT drop classes that you requested during the course request process. Make sure that you request classes that you WILL take. Beginning on the first day of school, classes will only be changed for the following reasons :
  - a. You are in a class that you have already received credit for (repeating a class).
  - b. You are missing or have failed a required class: English, Math, Science, Social Studies.
  - c. An incomplete schedule.
  - d. A student does not meet the prerequisites for a class
2. Classes will not be switched for teacher preference, friends in another class, lunch or block request etc.
3. AP/advanced classes will be allowed to be dropped in the first fourteen (14) calendar school days. You will have to go into the regular version of the class or dual credit version, if available, and requirements are met (ex. AP US History to US History). If there is not a regular version of the class (ex. AP Stats) you will go into an open class during that class period. If a switch has to be made to another class period, the counselors have discretion on which class you will take. You must complete the AP/Advanced drop form.
4. If you have extenuating circumstances that differ from the four situations in number 1, you must have principal permission for any change in your schedule. Students must submit the Drop form to guidance counselors.

### **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.
5. College and military recruiters/representatives are required to cooperate with all policies.

### **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 requirements.**

## **DRESS CODE**

Woodford County High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender, identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The student dress code is established to teach grooming and hygiene, prevent disruption and minimize safety hazards. Any disruptive or distracting mode of clothing or appearance that adversely impacts the educational process is not permitted, including references to violence, drugs or alcohol.

Woodford County High School believes in helping prepare students for professional settings by teaching them to dress for success. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of oneself and others. The following guidelines are not intended to be entirely inclusive of all dress code situations. The school administration retains the final discretion to determine that the garment or accessory meets the dress code. Some exceptions may be made for special events, formal attire (dances), spirit week, or costumes. The following are guidelines for dress and grooming for students at Woodford County High School.

	<b>Allowed</b>
<b>Torso(Waist Up)</b> <ul style="list-style-type: none"><li>• Shirts</li><li>• Blouses</li><li>• Polos</li><li>• T-shirts</li><li>• Sweaters</li><li>• Sweatshirts</li><li>• Dresses</li></ul>	<p>Shirts and dresses with straps, as long as the width of the strap measures at least three fingers.</p> <p>Necklines of any type that are at or above one's underarm.</p> <p>All tops must be opaque and cover one's entire stomach, back and below the underarm regardless of the movement.</p> <p>Hoodies are allowed as long as the hood is not worn on the head.</p>
<b>Legs(Waist Down)</b> <ul style="list-style-type: none"><li>• Jeans</li><li>• Khakis</li><li>• Slacks</li><li>• Capris</li><li>• Sweatpants</li><li>• Leggings</li><li>• Jeggings</li><li>• Yoga Pants</li><li>• Skorts</li><li>• Shorts</li><li>• Shirts</li></ul>	<p>Leggings, jeggings, tights, spandex bottoms or yoga pants if worn with a dress, shirt, hoodie or sweater that extends below the waist with no stomach exposed, in the front and back.</p> <p>Students may wear shorts, skirts, skorts and dresses at or below mid-thigh level. One's undergarments should still be covered regardless of movement.</p> <p>Any holes in pants must be located below mid-thigh level and are not permitted to expose undergarments.</p>
<b>Shoes</b>	Tennis shoes, dress shoes, boots, flip flops and sandals are appropriate.

**General Statements:**



- Headgear must be removed upon entering the building and be placed in lockers or backpacks.
- Exemptions may be made for religious or medical reasons that have been pre-approved by the administration on a student-by-student basis.
- Undergarments definition: an undergarment is any item specifically designed to be worn underneath other garments and is typically worn next to the skin. Undergarments include, but might not be limited to, under wear, bras(including sports bras), or other items that might be worn directly against the skin to cover the private areas of the body.

#### **1<sup>st</sup> 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.

#### **2<sup>nd</sup> Offense**

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

See Correction Protocol p.20

#### **3<sup>rd</sup> Offense**

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

See Correction Protocol. P.20

#### **4<sup>th</sup> Offense**

- Parent/guardian will be notified.
- Suspension
- See Correction Protocol. P.20

### **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.

### **DRIVER'S LICENSE REVOCATION**

Students who are sixteen (16) or seventeen (17) years old, who 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**

Students have the opportunity to take college courses while at Woodford County High School. Students must meet the grade point average and/or 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 for courses taken off-campus and may be 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 a 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 five (5) or six (6) year old student entering kindergarten shall undergo a preventative health care examination within one (1) year prior to initial entry 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

Students who do not live in Woodford County cannot attend Woodford County Schools unless they have been approved as a tuition student. Students who move out of Woodford County during the school year must enroll in the school in the county in which they live. Students may request tuition status, which may or may not be approved. Students requesting tuition status must return a completed "Tuition Student Application" form to Woodford County Board of Education prior to May 1. Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of transfer. If an out-of-county employee of Woodford County Schools has a student who wants to attend school in Woodford County, an "Out of County Open Enrollment" application form must be completed and returned to Central Office.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

## 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 the student handbook for listing of sports offerings.

*Art Club, Academic Team, Archery Team, Band, Y Club, Fellowship of Christian Athletes, FFA, BETA Club, National Honor Society, Creative Writing Club, Family, Career and Community Leaders of America, Health Occupations Students of America, Mock Trial Team, Step Team, Student Technology Leaders, Technology Students of America, Honey Bees.*

## 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. 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 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 by case basis, whether or not a student will have the opportunity to make up for 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

Students are encouraged to take advantage of the nutritious meals provided by our food service program. **All cafeteria food issued during lunch must remain in the cafeteria. Teachers have discretion with regards to food and drink in the classroom. No outside food may be delivered or brought to school.**

## FOOD & NUTRITION SERVICES

Woodford County Schools participates in the National School Lunch Program (NSLP) and School Breakfast Programs (SBP). Both NSLP and SBP are federally assisted meal programs that provide nutritionally balanced, low-cost or free breakfasts and/or lunches to children each school day.

### Free/ Reduced Price Meals

A child is able to receive free or reduced- price meals if they (or their household) meet the basic guidelines:

- A child whose family income is at or below 130% of the poverty level can receive free meals.
- A child whose family income is between 130 and 185 percent of the poverty level can receive reduced-cost meals (students in this category are not to be charged more than 40 cents per meal).
- Students whose family participates in federal assistance programs such as SNAP or KTAP can be directly certified for meal benefits.
- If a child's family income is over 185% of poverty, the student will pay a full price for meals, which are actually still cost subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director prior to the start of the school year a household application will need to be completed.

Contact the District Food Service Office at 859-879-4615 if you have any questions. Please remember Free and Reduced Price Meal Applications may be completed at any time throughout the school year. Approval applies to both breakfast and lunch meals.

The information you provide in these forms is confidential and helpful in getting the resources both for the school and for your child(ren).

### Special Dietary Needs:

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

All parents shall be provided notice of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability, at the beginning of each school year or upon enrollment in the District for students transferring in mid-year.

### Charge Policy:

- Parents will be notified and asked for prompt payment after the first charge
- No a la carte items or adult meals may be charged
- \$10.00 is the maximum charge limit

### Payments

Personal checks and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card by setting up an account for your student on [www.myschoolbucks.com](http://www.myschoolbucks.com). You may view your student's lunch account, and set up a lunch account balance reminder as well. You may contact Food Services for assistance.

## **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. Twenty percent (20%) of all term grades will be determined by completing a final exam or project. Grade reports will be distributed every six weeks during a term.

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

Incomplete (incomplete grade) shall be given when part of the work in a course is not completed due to illness or other circumstances beyond the control of the student at the time grades are due. Make-up work must be completed by the tenth school day of the next term or as so directed by the principal. It is the student's responsibility to contact his/her respective teachers concerning make-up. After the ten (10) day period has passed and the make-up work has not been completed, the "I" shall automatically become an "F". An "I" for the final term must receive prior approval by the principal, and the make-up procedure to remove the "I" from the student's permanent record must also be approved by the principal.

### **GRADE ADVANCEMENT AND CLASSIFICATION**

- 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 **5.5** credits and 1 previous year of attendance.
- To be a junior, students must have a minimum of twelve (12) credits. KHSAA requires **12** credits and 2 previous years of attendance.
- To be a senior, students must have a minimum of eighteen (18) credits. KHSAA requires **18** credits and 3 previous years of attendance.

### **GRADUATION REQUIREMENTS**

Beginning with the Class of 2018, students must meet college or career readiness standards\* as adopted by the Woodford County Board of Education in order to graduate. Students that do not meet the college readiness benchmarks for English, language arts, and/or mathematics shall take a transitional course or intervention before exiting high school. Any student who has not successfully completed his/her graduation requirements will not be allowed to participate in graduation ceremonies. In addition, students who are on suspension and/or subject to disciplinary action will not be allowed to participate in graduation ceremonies.

\*Woodford County Students are to be considered Postsecondary Ready and eligible for graduation through successful passing of a Civics Graduation Exam as determined by KDE and meeting one (1) of the following requirements:

- Meeting Postsecondary Readiness Benchmarks as defined by the Kentucky Board of Education.
- Earning a minimum of 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.

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);
  - Successfully complete Civics Graduation Exam
  - 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).
  - Completion of assessment signifying job skill proficiency
- o Four (4) credits in English
  - o Four (4) credits in Math
  - o Three (3) credits in Science
  - o Three (3) credits in Social Studies
  - o One (1) credit in Health/Physical Education
  - o One (1) credit Visual and Performing Arts
  - o Ten (10) elective credits

## GRADUATION DIPLOMA TYPES

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 Pre-College Diploma and an Honors Diploma. In order to graduate and earn a Woodford County Schools Pre-College Diploma, students must:

### **To be awarded a "Pre-College Diploma," seal 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;
- Completion of assessment signifying job skill proficiency
- Successfully complete Civics Graduation Exam
- Complete an Individual Learning Plan (ILP);
- Complete twenty-eight credits (28) credits including:
  - o Four (4) English credits completed during the 8 semesters of enrollment at the high school level.
  - o Four (4) Math credits completed during the 8 semesters of enrollment at the high school level.
  - o Three (3) Science credits completed during the eight (8) semesters of enrollment at the high school level.
  - o Three (3) Social Studies credits completed during the eight (8) semesters of enrollment at the high school level.
  - o One (1) credit in Health/Physical Education
  - o One (1) credit Arts & Humanities
  - o Two (2) credits in foreign language.
  - o Earn three (3) college credits through the completion of a Dual Credit course with a final grade of A or B OR AP Testing; whereas a score of three (3) or higher is recognized as 3 college credit hours OR earning a grade of an A or B in an AP course is recognized as 3 college credit hours

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 Pre-College Diploma and an Honors Diploma. In order to graduate and earn a Woodford County Schools Honors Diploma, students must:

### **To be awarded an "Honors Diploma," seal 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);
- Successfully complete Civics Graduation Exam
- Completion of assessment signifying job skill proficiency
- Complete thirty (30) credits including:
  - o Four (4) English credits completed during the eight (8) semesters of enrollment at the high school level.
  - o Four (4) Math credits completed during the eight (8) semesters of enrollment at the high school level.
  - o Four (4) Science credits, with a minimum of three (3) credits completed during the eight (8) semesters of enrollment at the high school level.
  - o Four (4) Social Studies credits.
  - o One (1) credit in Health/Physical Education
  - o One (1) credit Arts & Humanities
  - o Three (3) credits in foreign language.
  - o Earn nine (9) college credits through the completion of Dual Credit, AP or combination of dual credit or AP courses; whereas a Dual Credit course with a final grade of A or B meets the criteria OR AP Testing; whereas a score of three (3) or higher is recognized as 3 college credit hours OR earning a grade of an A or B in an AP course is recognized as 3 college credit hours.



## 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.

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. Graduate in three (3) years or less. Students exceeding three (3) years do not qualify for the incentives identified with Early Graduation.

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.

## 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
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, or World Civilization
Health	1/2	
Physical Education	1/2	
Arts and Humanities	1	
Foreign Language	2	Non-native language or demonstrated competency

Electives	7	5 rigorous* electives. Recommended: computer literacy
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- Rigorous electives should have academic content at least as challenging as that in courses required in the minimum high school graduation requirements. These electives also 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 weighted grade point average
- with Highest Honors: graduating with 3.7500-3.899 cumulative weighted grade point average
- with Highest Distinction: graduating with 3.900 or higher cumulative weighted grade point average

### **GUIDANCE, COUNSELING/SOCIAL WORKER, AND FAMILY RESOURCE YOUTH SERVICES**

The guidance, counseling, social work, and family resource youth center 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 and youth service center 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. Students who want to see a counselor are asked to make an appointment by signing up on the counselor's appointment schedule. Counselor's will send a pass for students during their scheduled appointment time. 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.

### **HOME/HOSPITAL (HOMEBOUND)**

Woodford County Schools provides a Home/ Hospital Program (Homebound) 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 completion and signature. Forms are also available on the District's website. Fax or take the completed form to the Central Office (330 Pisgah Pike) or your school counselor ASAP for consideration to be enrolled in the Homebound program. All applications for Homebound must be approved by a district committee, so the sooner the application can be submitted the sooner the enrollment in the program can be approved if all criteria are met. If a medical event is planned in advance, please fill out the forms in advance so instruction can take place early in the absence. An instructional session may be delivered in person, electronically, or through other means established in regulation.



### **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 all "A's" for a given one term shall be listed on the all "A" Honor Roll for the one term. A student who receives all "A's" and "B's" for a one term shall be listed on the "A/B" Honor Roll for the one term.

### **ILLNESS AT SCHOOL**

When a student becomes ill at school, s/he should go to the nurse office. The nurse/office personnel will guide the student in contacting his/her parents/legal guardians if s/he needs to leave school due to illness. 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**

Should your child be injured at school, the student's primary insurance is responsible for coverage and not the insurance of the Woodford County Public Schools. However, WCPS does now carry medical insurance on students if injured at school. Student accident insurance can minimize the possibility of out-of-pocket expenses since many health insurance policies no longer pay full hospital and medical expenses or may require a deductible or coinsurance. Please contact your school for information regarding filing claims for this insurance or information can also be found on our website under parent resources.

### **LATE WORK POLICY**

Students have until the end of the instructional unit to submit late work, unless otherwise extended per the course syllabus. Instructional units are 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 through the main office. 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.

### **MEDICATION ADMINISTRATION**

Based on FDA and KDE recommendations, we will no longer administer over the counter aspirin or aspirin containing products to our students without a medication form signed by a physician. While aspirin or aspirin containing products will often indicate use in those ages 12 and up on the container, the FDA says it is contraindicated in people 19 years old and younger who have a fever or flu like symptoms due to the potential of developing Reye syndrome in children. Since it is not in a nurse's scope of practice to diagnose, we cannot make that determination of whether the symptoms a student may present are due to the flu or something else. If you have any questions, please contact our District Health Coordinator at [michelle.hinman@woodford.kyschools.us](mailto:michelle.hinman@woodford.kyschools.us).

### **MEDICATION REGISTRATION**

If a student is required to take a medication during school hours and the parent/guardian cannot be at school to administer the medication; the parent/guardian shall register all prescription and non-prescription medication in the school office according to school procedures and shall submit a permission form signed by physician and/or parent/guardian. To clarify, a student is not permitted to transport medication to or from school. While the school's medication administration procedure manual clearly defines most situations relating to medication administration, the school administrator, in collaboration with the school nurse and/or district personnel, reserves the right to evaluate any medication/medical procedure performed on school premises. Failure to follow the school's procedure for registering medications could result in disciplinary action outlined in the Code of Acceptable Behavior and Discipline relating to possession of controlled substances, possession of non-controlled substances, possession of simulated controlled substances or simulated unauthorized drugs. Based on FDA and KDE recommendations, we will no longer administer over the counter aspirin or aspirin containing products to our students without a medication form signed by a physician. While aspirin or aspirin containing products will often indicate use in those ages 12 and up on the container, the FDA says it is contraindicated in people 19 years old and younger who have a fever or flu like symptoms due to the potential of developing Reye syndrome in children. Since it is not in a nurse's scope of practice to diagnose, we cannot make that determination of whether the symptoms a student may present are due to the flu or something else. If you have any questions, please contact our District Health Coordinator at [michelle.hinman@woodford.kyschools.us](mailto:michelle.hinman@woodford.kyschools.us).

### **AUTHORIZATION FOR THIRD PARTY MEDICATION ADMINISTRATION/MEDICAL PROCEDURES**

Parents may complete a form (available in the school office) to give permission for a third party adult (stepparent, grandparent, etc.) to administer medication(s) to a child who is a student under eighteen (18) years of age according to standard school policy. The parent also may give permission for this third party adult to deliver a child's medication to the school in the original container and register it in the school office per the school policy.

### **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.

### **NON-DISCRIMINATION POLICY**

Students, their families, employees and potential employees of the Woodford County School System are hereby notified that this school system does not discriminate on the basis of race, color, national origin, age, religion, genetic information, marital status, sex (including sexual orientation and gender identity), veteran status, disability or limitations related to pregnancy, childbirth, or related medical conditions in employment, educational programs, or activities as set forth in Title II, Title VI, Title IX, American With Disabilities Act, Section 504, and Age Discrimination Act of 1975 and provides equal access to the Boy Scouts and other designated youth groups.

The Woodford County school system offers the following vocational education programs for students in grades 9-12: agriculture, business and marketing, engineering technology and computer science, family and consumer science, health science, law and public safety and education. The following vocational classes are available to students in grades 10-12 through local vocational schools: automotive engineering, aviation & drones, broadcasting & podcasting, criminal justice, diesel engineering, heavy equipment & trucking operation, fire science/EMS, experimental game development, carpentry, high-voltage electrical, low-voltage electronics, emergency medical technician and welding. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning the Woodford County Schools' vocational education program or if needing this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 180 Frankfort Street, Versailles, Kentucky 40383 or at (859) 879-4630 extension 3182.



## **NTI STUDENT ASSIGNMENTS**

Following an NTI day, students will have 3 instructional days following the NTI Day to submit assignments (ie Due Thursday if last NTI day was Monday).

### **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. 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. Students should not park in areas that are not paved (i.e. grass) or in any area that they do not have a permit (i.e. students who do not have a Co-Op tag do not park in Co-Op 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 may have their parking privileges revoked for a period of time determined by a principal. If a student is placed on social probation, parking privileges may be revoked.

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.

### **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 attendance 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.

### **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 re-enter 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 the 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 21 and over.

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) program exists by a mutual partnership of the Woodford County Public Schools Police Department and Versailles Police Department. The mission of the SRO program is to provide a safe environment for students and staff through the following objectives and to maintain a positive relationship with students, parents and staff of Woodford County Public Schools. SROs will:

(1) Work with programs such as CICO, HIVE, small group intervention, ISF and/or other youth mentoring programs for students as needed. The SRO shall coordinate his or her activities with their administrator/supervisor and staff members as to allow for an orderly educational process. (2) Become familiar with and assist in making referrals to community agencies/programs which offer assistance to students and their families. (3) Assist the school and district administration in developing plans and strategies to prevent and/or minimize dangerous situations; including assisting in developing, coordinating, and making recommendations for emergency plans, drills, procedures and compliance with all applicable safety laws, i.e. Kentucky Senate Bill 1 "School Safety and Resiliency Act". (4) Take appropriate law enforcement action as necessary or required by law including conducting formal police interviews with students while adhering to WCPS Board Policy, City of Versailles Police Department Policy, Kentucky Revised Statutes, and other legal requirements with regard to any law enforcement action. (5) Be requested to participate in and/or attend school functions as needed. (6) Become familiar with the WCPS Student Code of Conduct and relevant school handbooks as well as share information with school personnel which may aid in the determination of a Code of Conduct violation; while SRO's may assist in determining if such disciplinary violation occurred, they shall not take administrative action which is the responsibility of school administrative staff. (7) Shall be advised by school administrative staff of incidents possibly giving rise to criminal or juvenile violations. The SRO with assistance from the principal or their designee shall determine whether law enforcement or school administrative action is needed.



### SIGN-IN POLICY

Students requesting to Sign-In must adhere to the following:

1. Report to the Attendance Office
2. Student must have a note, explaining the reason for the sign-in, signed by a parent/guardian with a telephone number for verification
3. If a student signs in without a note, the parent/guardian will be notified and the absence is considered unexcused.
4. Vocational students must sign in with the Attendance Office when arriving at WCHS
5. Co-op students must sign in with the Attendance Office when returning to WCHS

### SIGN-OUT POLICY

Students requesting to Sign-Out must adhere to the following:

1. Report to the Attendance Office; obtain sign-out prior to leave; show sign-out slip to teacher, report to designated area so parent will not have to wait
2. Student must have a note explaining the reason for the sign-out, signed by a parent/guardian and a telephone number for verification
3. If illness occurs while at school, report to the Attendance Office and the clerk will contact a parent/guardian
4. Co-op students must sign-out at the Attendance Office when leaving WCHS

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 or her sign-out form completed prior to that day. Students may begin the sign-out process three days prior to a holiday/break. If the sign-out form is not completed, the parent must come to the attendance office in order for the student to be signed out. Parental permission to sign out the student will not be accepted by phone.

### SKIPPING CLASS/SCHOOL

#### **Skipping Class**

Skipping 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 10 minutes, leaving a class early without permission.

1 block skipped	1 Friday School
2 blocks skipped	2 Friday Schools
3-4 Blocks Skipped	2 days of AIMS
<b>Further offenses</b>	Subject to discipline for defiance

#### **Unauthorized Departure from School:**

Unauthorized departure from school is defined as, but not limited to: leaving school property during school hours without permission or leaving school without signing out in the front office.

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):

<b>Unauthorized Departure</b>	2 days of AIMS
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### SOCIAL PROBATION

Any student with **9 or more unexcused tardies to school** or Any student with **9 or more unexcused absences from school**, will be placed on social probation

While on social probation students will be restricted from driving to school, attending school dances, athletic events, in-school social events such as Spring Fling, PROM, Club day activities, senior breakfast, and possibly the graduation ceremony.

In order to be removed from social probation, a student must have 30 days without any unexcused absences or tardies. Each time the student is unexcused an additional 30 days of perfect attendance will then be required.

If you are in attendance at any of the events above, or any other co-curricular activity outside of the school day, disciplinary action might be taken 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 10 minutes) without an approved note, s/he is considered skipping. The penalty for being tardy to class is as follows:

- Tardies 1 and 2 = student conference
- Tardy 3 = Friday school
- Tardies 4 and 5 = student conference
- Tardy 6 = Friday school
- Tardies 7 and 8 = student conference
- Tardy 9+ = One full day of AIMES for each tardy on and after 9

### **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. 11-13 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**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students. Adequate notice shall be provided to students, parents, and guardians school employees, and the general public. School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the Board.

The possession or use of vaporizers and e-cigarettes, in any form including possession of vaporizer oils/liquids, on school property or at school sponsored events is prohibited. Vaporizers/e-cigarettes will be taken by the administration. Parents/guardians will be notified and have up to 20 school days to pick up the confiscated device. Devices not picked up by a parent/guardian after 20 school days will be disposed of. 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 or THC product:**

Usage inside/outside the building

- 3 days suspension

THC products/paraphernalia

-10 day suspension, reduced to 5 day suspension with drug counseling

Further offenses of Usage in/outside the building

- 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 (21st) 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.



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 the 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.

1. School staff will automatically send letters to parents upon the 3rd and 6th incidence of unexcused absence or tardy notifying them of the truancy. 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.
2. The purpose of the 6th incidence letter is to provide the parent with a final notice regarding their child's habitual truancy and advising them that the student will be referred to the Director of Pupil Personnel/Assistant to the DPP for further action if the student continues to accumulate unexcused absences or tardies. Upon receipt of any letter, parents should contact the principal, counselor or social worker with any questions regarding their child's attendance and truancy.
3. 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. School staff will make referrals to the Cabinet for Families and Children, as well as local police, if parental human trafficking, neglect or abuse is indicated. 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 Pupil Personnel / Assistant to the DPP for further intervention if the student continues to accumulate unexcused absences and tardy events.
4. Once a student is referred for truancy, information about the issues surrounding the truancy will be made available to appropriate school personnel on a need-to-know basis. The Director of Pupil Personnel / Assistant to the DPP may intervene by any or all of the following means:
  - Visiting the homes of truant students and their families, and/or
  - Students may be charged with Habitual Truancy in either Woodford Family Court or Woodford Juvenile Court and/or
  - Students between the ages of eighteen (18) to twenty-one (21) may be referred to the County Attorney for processing as an adult offender and/or
  - Parents/Guardians of any truant student may be criminally charged with unlawful transaction with a minor in Woodford District Court
  - Parents/Guardians of any truant student may be civilly charged with educational neglect in Woodford Family Court
  - Parents/Guardians may be reported to the Cabinet for Health and Family Services and/or the Versailles Police Department if human trafficking, neglect or abuse is indicated.
5. The Director of Pupil Personnel or Assistant to the DPP, will ascertain the causes of irregular attendance through documented contact with the custodian of the student, seek the elimination of these causes, 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 Pupil Personnel/Assistant to the DPP 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.

to make the parent(s) aware of their child's truancy and provide an opportunity for the parent to intervene. The purpose of the 6<sup>th</sup> 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.

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.

### **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 attendance 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.

### **WAVE**

The Woodford Academy Of Virtual Education (WAVE) is an extension of Woodford County High School that provides an online education in a non-traditional classroom setting. Students will be supported by designated Woodford County teachers utilizing an online curriculum. WAVE will accept students through an application process during May for the following academic year. Students not performing at the expected pace shall be released from WAVE at the end of the semester.

### **WITHDRAWAL FROM SCHOOL**

1. Guardians should initiate the withdrawal process with the registrar and student counselor.
2. All books and money (fees) owed to the school shall be paid in the bookkeepers office.
3. All devices and chargers should be returned to the chromebook help desk.
4. Failure to follow proper procedures will result in a delay in records being forwarded to the new school.
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.