

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 19, 2025

TOPIC/TITLE: School Handbooks

PRESENTER: Gareth Wells *GW*

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

Board policy 09.438 states in part "In accordance with KRS 158.148 and 704 KAR 007:050, the Board shall develop a student discipline code which shall bereferenced in all school handbooks"

SUMMARY OF MAJOR ELEMENTS:

Attached are the school handbooks for the 25-26 school year.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Darryl Adley



WELCOME

Welcome to a new year at Huntertown Elementary. We are excited that you will be a part of our school family.

859-879-4680

HUNTERTOWN ELEMENTARY

STUDENT HANDBOOK 2025-2026

ARRIVAL

Students arriving by bus will disembark at 7:15 a.m. (school grounds are not supervised until this time) and proceed directly to either breakfast or immediately to class. Those arriving by car should use the designated car drop-off lane. Please ensure students are prepared to expedite this process. **It is strongly advised not to park and escort children across unless they are preschoolers or have an urgent project requiring assistance.** Parking in the bus or handicapped areas for drop-offs is prohibited due to safety concerns and congestion in the car line. Students arriving after 7:40 a.m. will be considered tardy and must obtain a tardy pass before heading to class.

ATTENDANCE: ABSENCES

It's crucial for your child's education that they attend school regularly. Absences can create gaps in learning that are challenging to fill later on. Please prioritize your child's attendance whenever possible. According to the Code of Conduct, seven (7) parent/legal guardian notes will be considered excused absences per year. Notes for absences or tardiness must be submitted within three days to be excused; otherwise, they will be marked as unexcused. Additionally, each student has three (3) parent notes specifically for tardiness, in addition to the seven notes for absences.

For standing appointments, please work with the school/administration for guidance. Also, one (1) parent or doctor note would cover one (1) event (Ex: Student misses five (5) days for an illness, parent/doctor can write one (1) note, but it would count as five (5) parent notes).

ATTENDANCE: TARDIES

Similar to absences, tardiness (arriving late to school, leaving early, or missing any part of the day) can disrupt your child's education. It also affects other students in the classroom, as late arrivals often disrupt the learning process while the late student settles in. Please join us in supporting your child by ensuring they arrive at school on time. Per Woodford County Public Schools policy, a note is necessary within three (3) days of a tardy. You can refer to the Attendance Policy in the Woodford County Schools 2025-26 Code of Conduct Manual for more details.

A tardy note can be used for students that arrive before 10:07 am as well as students that are signed out after 12:08 pm (provided they have been here all day). Arriving or dismissing outside these times may require the use of a parent or doctor's note.

Unless it's an emergency, we kindly ask that you schedule doctor and dentist appointments after 2:35 p.m. If your child needs to leave school early, an adult must sign them out. If someone other than the parent/guardian is picking up the child, please send a signed note authorizing this arrangement.

BIRTHDAYS

Feel free to send in items for your child's birthday celebration. However, please ensure you communicate with the teacher beforehand, and any treats should be store-bought with the ingredients listed.

BREAKFAST / LUNCH PROGRAM

Breakfast at Huntertown Elementary starts around 7:15 a.m. and ends at 7:40 a.m. We provide a daily hot lunch or sandwich option for all students. Milk can be purchased separately for students who bring their own lunch. Soft drinks and other energy drinks are strictly prohibited in the cafeteria during lunchtime. Free/Reduced applications will be available, otherwise students will have to pay for their meals. The price will be sent home closer to the beginning of the school year.

Parents are encouraged to inform both the cafeteria manager and the principal of any food restrictions. Additional food should be purchased when going through the line with their classroom.

BUS REGULATIONS

The bus driver holds the authority regarding transportation matters and may report any student for dismissal from the bus if they persist in disobeying regulations. Students must not exit the bus until it reaches the school in the morning or arrives at the designated afternoon drop-off location. If a student needs to ride a different bus or disembark at a location other than their designated stop, they must have a note signed by their parent or legal guardian. This note should be submitted to the office, and a bus pass must be obtained before the change is allowed.

CELL PHONES, SMART WATCHES and ALL PERSONAL ELECTRONIC DEVICES

Students are allowed to have cell phones and smartwatches at school, but they must keep them in their backpacks with the ringer turned off. If a student is seen with a phone or smartwatch out, they will be reminded to put it away. On a second (2) occurrence, staff will temporarily hold the device and return it at the end of the day. Repeated (after 2) violations will be escalated to administration, and parents will need to pick up the device from the office.

CHANGE OF ADDRESS / TELEPHONE NUMBER

Please keep the office informed of any changes to your address or telephone number during the school year. It's crucial for us to have up-to-date contact information to reach parents in case of an emergency. Additionally, please note that a new proof of residency will be required for any updates.

CONTACT PROCEDURE

Huntertown Elementary School recognizes the fact that you may need to contact individuals for specific concerns. Please consult the following list:

1. Classroom issues - classroom teacher
2. Bus questions / background checks – Secretary
3. Attendance / Grades / Infinite Campus passwords – Brent Roberts
4. 504 / Grief / Bullying / Counseling – Neal Fannin
5. iReady / Gifted / State Testing / Academics – Amanda Nugent
6. All other questions – Principal - Ryan Wilson

<https://huntertown.woodford.kyschools.us/> (school webpage)

All staff can be reached by typing firstname.lastname@woodford.kyschools.us

Huntertown Elementary and WCPS will use ParentSquare as our primary source of communication. In addition, the district will utilize the One-Call system to communicate important information regarding school closures, etc. All families are encouraged to follow school social media pages and to be able to access Infinite Campus as well as the school website for additional information.

DELIVERIES

Students are not permitted to transport deliveries of flowers or balloons on the school bus. While it's recommended that such deliveries do not occur, if they do happen, a parent will need to pick up the child from school on that day.

DISCIPLINE

Huntertown is committed to maintaining firm, fair, and consistent school-wide discipline. Our Wildcats are expected to embody respect, responsibility, and safety across all school areas. Teachers regularly reinforce expectations in classrooms, bathrooms, the cafeteria, hallways, playgrounds, assemblies, outdoor spaces, and on the bus. We prioritize creating a safe learning environment for all students. To achieve this, we have developed policies and procedures that enable our staff to deliver the desired educational program to each child. We take a proactive approach to addressing student challenges and offer restorative solutions to problems as they arise. At Huntertown, we believe that behavior, like academics, requires teaching and guidance.

DISMISSAL

Students will be dismissed from school based on the written instructions provided by the custodial parent or legal guardian. It is the responsibility of the custodial parent or legal guardian to inform the school in writing if there are any changes to the dismissal instructions. This written notification must be received at least two hours before dismissal if you wish to alter your child's normal afternoon dismissal plans (such as pick-up or bus).

Once students have boarded the bus, we are unable to change their drop-off location. Additionally, please refrain from attempting to stop the bus to remove your child.

Digital Citizenship Policy

At Hometown, we are committed to teaching and supporting responsible digital citizenship. All students are expected to use technology in ways that are respectful, responsible, safe, and aligned with the school's mission and values. The following are general guidelines for students:

1. Proper Internet Usage

- Students will use the internet for educational purposes only while at school, including research, class assignments, and teacher-approved websites or applications unless otherwise stated by their teacher/staff.
- Students will not access inappropriate websites, games, or social media platforms during the school day unless directed by a teacher.

2. Responsible Use at Home

- Students are encouraged to follow the same guidelines for appropriate and safe internet use at home as they do at school.
- Families are urged to monitor device use and ensure students are using devices in shared family spaces when possible.
- Homework and educational activities should be prioritized when using school-issued devices at home.

3. Device Care

- Devices should be handled with care at all times.
- Food and drinks should be kept away from all devices.
- Students are responsible for bringing devices to school fully charged each day.
**Not all grade levels will bring their devices home, this will be determined by each grade level team.
- Any damage, loss, or technical issues must be reported to a teacher or school staff member immediately.

4. Digital Bullying and Online Conduct

- Digital bullying (also called cyberbullying) includes using technology to threaten, harass, embarrass, or target another person.
- Examples include sending mean messages, spreading rumors online, posting hurtful content, or excluding others in online settings.
- Digital bullying is strictly prohibited and will be treated as a serious violation of school rules, whether it occurs on campus or off-campus using school devices.

- Students are expected to be kind, inclusive, and respectful in all online communication.
- Any incidents of digital bullying should be reported to a teacher, counselor, or administrator immediately.

DISMISSAL PROCEDURES

Students being picked up by parents in a car at dismissal will gather in the gymnasium. For added safety, we will use numbered "pick-up cards" to match students with approved pick-ups. Three (3) copies of the pick-up card will be sent home with students, and the number on the card corresponds to the number attached to the child's backpack. Siblings share the same number. Each person picking up a student must present a Hunteertown pick-up card.

During dismissal, students will wait until their number is called by an adult before exiting through the outside gymnasium doors to the car pick-up lane. Walkers will exit through doors near the gym and be released to an adult.

While many of you are familiar faces, it's important for everyone to follow the same procedures for consistency. All students must be picked up by 2:55 p.m. Students not picked up on time repeatedly will need to arrange for bus transportation or enroll in ETC for future dismissals.

A reminder: Parents may not go directly to the classroom for pick-up. For security, parents picking up children before the 2:35 p.m. dismissal time must report to the office, present identification, and sign out their child on the official roster. An office secretary will then notify your child's teacher, and the student will be directed to the office. Students signed out before 2:35 p.m. will be marked tardy according to the law.

DRESS CODE

Hunteertown Elementary School maintains that parents and students bear the primary responsibility for standards of dress and grooming. Students are expected to wear appropriate clothing and groom themselves tastefully, avoiding attire that violates decency rules, offends others' standards, or disrupts the educational environment. The following minimum standards apply:

- Clothing should be clean, neat, and devoid of vulgar or suggestive comments or advertisements for alcohol or tobacco products.
- Bare midriffs, half shirts, or excessively torn or modified clothing are not permitted (sleeveless shirts are acceptable). Shirts must have straps at least one (1) inch wide.
- For safety, long dangling earrings are not allowed.
- All clothing should maintain adequate length and coverage for modesty, covering undergarments at all times.

- Hats are prohibited unless specified for a special dress-up day. Culturally and/or religiously appropriate head coverings are appropriate or allowed.
- Shoes with wheels are not allowed.

Please note that the staff reserves the right to request changes to clothing that do not adhere to the dress code. If you have any questions about the dress code, it's best to err on the side of caution and refrain from wearing questionable attire.

Drop-Off/Pick-Up Procedures

We prioritize the safety of our children at all times and ask for your cooperation in following the pick-up/drop-off line guidelines:

- Utilize the pick-up line rather than parking, unless you have a preschool child, to keep the line moving efficiently for all parents.
- Remain attentive and refrain from using your phone while in the pick-up line to ensure alertness.
- If you need to park and drop off your child, please adhere to the following:
 - Avoid parking in handicapped spaces unless you have the appropriate tag. These spaces are crucial for those who need them.
 - Do not stop at the stop sign to let your child out or park there and exit the vehicle with your child.
 - Accompany your child across the crosswalk; students should not cross alone for safety reasons.
 - Never leave other children unattended in your vehicle while dropping off one child.
 - Do not park in the bus area, which is reserved exclusively for buses.

EARLY DISMISSAL

Students are not allowed to leave school or the premises before regular dismissal without written consent from a parent or legal guardian. Parents must check students out through the office for all early departures. Telephones are available in both the office and classrooms. Students may use the phone with teacher approval if the call is deemed absolutely necessary. Calling the school during class time should be reserved for emergencies only.

EMERGENCIES / ACCIDENTS

In case of a serious injury on school grounds or on the bus, parents will be promptly notified and asked to pick up their child for observation or examination by their family physician. Any injuries not deemed minor will be promptly reported to parents. If parents cannot be reached, the student will be released to the person named on the registration form. Maintaining an up-to-date registration form is crucial. Please ensure that all

contact numbers provided are current and reachable. Any changes in contact information should be communicated to the office in writing promptly.

Per state regulations and requirements, all students will participate in the required mandated drills (fire, lock down, etc).

ENROLLMENT

State Law requires a child to be five years of age before August 1 to start Kindergarten. Woodford County Schools require the following documents for all students to be enrolled:

1. **Current** Kentucky Immunization Certificate
2. Official Certified Birth Certificate or other reliable proof of age and identity
3. Social Security Card (optional)
4. Current School Physical on an Initial Entry to School Form (a second exam is required within 1 year prior to entry into 6th grade).
5. Proof of KY Eye Exam (must be completed by a **certified optometrist or ophthalmologist**) on the KY Eye Exam Form.
6. Proof of KY Dental Exam on the KY Dental Exam Form.
7. Copy of Custody Guardianship or Custody Order showing that child resides with the legal guardian, custodial parent, or is in the custody of a state or other agency.
8. Proof of Residence – with name & current physical address. One of the following:
 - a. **Recent** electric bill
 - b. **Recent** gas bill
 - c. **Recent** water bill
 - d. Rental/Lease Agreement
 - e. Mortgage Agreement

EXEMPTIONS ARE ALLOWED UNDER THE FOLLOWING CONDITIONS:

1. A signed doctor's statement verifying that the child is to be exempted from immunization for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.
2. Parents may request exemptions of their children from immunization for religious beliefs.
3. Students who fail to complete the required immunizations within the specified time will be denied enrollment until the series has been completed.

EXPLORER TIME COMPANY (E.T.C.)

The Woodford County Board of Education proudly offers an after-school enrichment program available to all elementary schools in the county (ETC). Operating from school dismissal until 6:00 p.m. on weekdays, the program also offers a special all-day fee option on non-school days, including vacation days and snow days. Each day includes snack and study time, alongside a diverse range of rotating enrichment classes. Open

to students from kindergarten to fifth grade, parents/guardians can select the number of days their child participates in the program.

FIELD TRIPS

Throughout the school year, students will have the opportunity to participate in enriching field trips. Parent permission slips are required and must be signed and returned to school personnel before the trip. During field trips, all standard rules of conduct and transportation procedures apply unless specified by the bus driver.

Per Woodford County Public Schools policy, parents chaperoning field trips or volunteering at the school must undergo a background check and a CAN check from the district. Once approved, you will receive notification. Volunteers are required to renew their background check annually by completing the necessary paperwork, including grandparents, aunts, uncles, and other relatives. It's important to note that if a student is signed out from a field trip, it will be recorded as a tardy or absence.

FAMILY RESOURCE CENTER

The Family Resource Center is dedicated to enhancing students' academic success by supporting children and their families in meeting their essential needs. We achieve this by offering community services at the center and connecting families with local agencies. Our focus is on preventing various childhood issues by promoting effective family management practices and providing crucial family support services. Through collaboration with families, we aim to eliminate barriers and foster positive relationships and environments, nurturing the experiences that pave the way for successful lives.

For more information about our programs or to access our services, please contact Deann Watts at 859-753-7694.

Students will be subjected to a researched based SEL program along with additional support services (guidance, school mental health therapist, etc). If you feel your student requires additional support, please reach out to the school.

GYMNASIUM USE

It is required that all children wear tennis shoes while participating in physical education classes in the gymnasium. Additionally, we kindly ask that no food or drink be brought into the gymnasium.

INCLEMENT WEATHER DISMISSAL

School closure announcements will be communicated by the superintendent through various channels, including the Woodford County Schools website, television, radio, and Parent Square. If a Non-Traditional Instructional (NTI) day is declared, it will be clearly indicated in the announcement.

ILLNESS

If a student falls ill (fever, vomiting, etc) during the school day, a parent or guardian will be promptly notified. However, if your child is unwell at home, please consult the Woodford County Handbook to determine whether it's advisable to keep your child at home. If you have additional questions, please contact the school nurse for consultation.

It's important to be aware that some students have serious medical conditions that can pose life-threatening risks when exposed to certain conditions. If your child has measles, mumps, rubella, chicken pox/shingles, whooping cough, or any other concerning medical condition, please inform the school office promptly.

ITEMS NOT APPROPRIATE AT SCHOOL

Students are not permitted to bring personal property items to school without explicit permission from the teacher or principal. This includes, but is not limited to, items such as shoes with wheels, game systems, toys, radios, skateboards, animals, and similar items.

LICE

Head lice are a common concern on elementary school campuses due to their ease of transmission among students. To prevent the spread of head lice, we advise students against sharing hats, jackets, and similar items. Our district policy, in alignment with guidance from the Woodford County Health Department, mandates that a student sent home for head lice must be completely free of live lice before returning to school. For further information on this topic, please contact the school or reach out to the Woodford County Health Department at 873-4541

MEDICATION

As per Woodford County School's policy, the following requirements must be met regarding medication administration:

- A Permission to Administer Medication form must be on file for both over-the-counter and short- or long-term prescription medication. Forms are available in the office, and all forms must be the original, signed by the parent or legal guardian. Prescription forms must also bear the signature of a doctor. Forms can be obtained from the school office/nurse.
- Medication should be in its original pharmaceutical container. School personnel cannot accept medications brought in baggies, envelopes, or similar packaging.
- Medications must be kept in the office in their original containers.
- Parents or legal guardians are responsible for bringing medications to the school and picking them up, along with the Permission to Administer Medication Form.

Students are not allowed to bring any medications, including cough drops, to or from school on their own.

- State law requires parents or legal guardians to inform the school of any medication to be taken by the child at school, including details on dosage and the supervising physician's name.

As per FDA and KDE recommendations, we will no longer administer over-the-counter aspirin or aspirin-containing products to students without a medication form signed by a physician. While these products may indicate use for those aged 12 and up, the FDA advises against their use in individuals 19 years old and younger with fever or flu-like symptoms due to the risk of Reye syndrome. As we cannot diagnose illnesses, we are unable to determine whether a student's symptoms are flu-related. For further inquiries, please contact your school nurse.

PARENT INVOLVEMENT

We welcome and encourage parents/legal guardians to visit our school at any time. However, visits with teachers, the principal, or other school staff members should be scheduled by appointment. This ensures that the individuals or topics you wish to discuss are available and also helps maintain uninterrupted instructional time for students.

For the safety and protection of all students, it is important that visitors first check in at the office and obtain a visitor's sticker before entering any part of the building. If you forget to wear your sticker, our school staff may kindly remind you to do so.

Huntertown will be staffed with a SRO (School Resource Officer) to help with overall safety and support.

P.T.O. (PARENT TEACHER ORGANIZATION)

The PTO at Huntertown is incredibly active, organizing a wide range of educational and enjoyable events for students, as well as activities the whole family can partake in. These events include the Back to School Ice Cream Social, Teacher Appreciation, 5th Grade Celebration, Family Fun Nights, and many more. Additionally, the PTO supports school assemblies, attendance incentives, field trips, and provides essential funding for educational needs not covered by school funds.

PTO meetings are held monthly at a set time and day. They strongly encourage every parent to actively engage in their child's educational journey at home and participate in school and classroom activities.

REPORT CARDS

The schedule for report cards and mid-term reports will be communicated at the start of each school year. Parent conferences will be available following the first nine weeks and student led conferences will be held the last month of school.

RESPONSIBILITIES TO ENSURE STUDENT SUCCESS:

THE STAFF WILL:

1. Provide educational programs based on state and local curriculum guidelines and on the potential of each student.
2. Teach school wide expectations
3. Provide opportunities for every student to be successful.
4. Provide a climate that allows all students to participate in decision making and critical thinking, and then be accountable for their choices.

THE SCHOOL WILL:

1. Establish and maintain open lines of communication among home, school, teacher and parent.
2. Provide all parents timely information regarding their child's progress towards meeting academic standards.
3. Provide educational opportunities for parents to increase their skill and knowledge.

THE STUDENT WILL:

1. Attend school every day and be on time.
2. Be prepared for all daily work and assignments.
3. Be respectful, responsible, and safe at all times.
4. Become involved in the various co-curricular and extracurricular opportunities offered.
5. Strive to do his/her best each day.

THE PARENTS WILL:

1. Establish and maintain open lines of communication between home, school, and teacher.
2. See that their children attend school regularly and arrive on time.
3. Promote high expectations.
4. Provide a quiet place in the home for daily homework.
5. Attend Parent/Teacher Conferences.

STUDENT ACCIDENT INSURANCE

If your child sustains an injury at school, their primary insurance is responsible for coverage rather than Woodford County Public Schools' insurance. However, WCPS now provides medical insurance coverage for students in case of school-related injuries. Student accident insurance can help reduce out-of-pocket expenses, especially as many health insurance policies may not cover full hospital and medical costs or may require deductibles or coinsurance.

For details on filing claims for this insurance, please contact your school or visit our website under parent resources.

Student Support Services

At Hometown, we are committed to supporting the academic, social, emotional, and behavioral well-being of every student. Our teams work collaboratively to ensure that all students receive the help they need to succeed.

Available Services

- **School Counselor/Mental Health Therapist:**
Provides individual and small group counseling, teaches classroom guidance lessons, and supports students with emotional, social, and behavioral needs.
- **School Psychologist:**
Supports the assessment of student learning and behavior, contributes to special education evaluations, and assists in creating plans for academic or behavioral interventions.
- **Intervention Specialists:**
Offer additional academic support in reading, math, and other areas to students who are identified as needing targeted interventions.
- **Speech-Language Pathologist:**
Works with students who have difficulties in speech, language development, communication, or related areas.
- **Special Education Services:**
Available for students who qualify through an Individualized Education Program (IEP). Services are tailored to meet each student's unique learning needs.
- **Family Resource Coordinator (if applicable):**
Assists families with basic needs, connects them to community resources, and provides support to help students come to school ready to learn.

Accessing Support Services

- Teachers and staff may refer students for support based on observed academic or behavioral needs.
- Families may request assistance or referrals by contacting their child's teacher, the school counselor, or the front office.
- All services are provided in a confidential and supportive manner.

STUDY HINTS

Encouraging good study habits in children is crucial for their success in school. We have outlined a method to help you establish a "study routine" for your child:

1. Set a consistent time each day for homework and study. It's beneficial to allow some time for play after school before diving into homework. Consider scheduling study time just before or after dinner for optimal focus.
2. Keep study sessions reasonable in length. Since homework load varies, aim for 15-30 minutes for primary students and 45-60 minutes for upper grades.
3. Minimize distractions during study time. Ensure the student works in a quiet environment away from the TV or radio, and try to prevent siblings from interrupting. Avoid phone calls or other interruptions.
4. Review the completed work. Take a few moments to check for neatness and identify any obvious mistakes after the student finishes their homework.
5. Utilize available resources. All students have access to iReady that they can use at home anytime. Additionally, students in grades 2 and above have access to Reflex math.

By following these guidelines, you can help your child establish effective study habits and promote academic success.

TECHNOLOGY & BOOKS

Huntertown provides books and Chromebooks for student use, but it's important for students to understand the responsibility that comes with these resources. Students are accountable for and are expected to cover the costs for any damage or loss of non-expendable materials issued to them by the school. This includes technology devices, classroom and library books, as well as physical education equipment checked out or assigned to them throughout the year. We trust that students will treat this significant investment of district funds with respect. While reasonable wear and tear is normal, any unreasonable damage will require parents or students to bear the financial responsibility for replacing the items.

TREATS

When bringing in food items for treats, parties, or birthdays, please ensure they are store-bought and in their original packaging. This precaution is necessary to safeguard students who may have allergies. We kindly request that you refrain from sending in any items containing peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts. Thank you for helping us maintain a safe environment for all our students. It is always best practice to reach out to the classroom teacher for more information related to allergies within the classroom.

USE OF LIBRARY

Students have the opportunity to visit the library on a weekly basis, and with their teacher's approval, they may also visit at other times. Books can be checked out for one week, with the option to renew if needed. However, failure to return a book will result in the student being placed on the Overdue List. Students are responsible for paying for lost or damaged books.

VANDALISM

Parents/legal guardians are held accountable for any damages caused by their child at school, encompassing both material costs and labor for repairs. In the unfortunate event of vandalism, the Woodford County School District will assess the damage and repair costs, and subsequently bill the parents/legal guardians of the children involved. This policy extends to include damages to iPads or any other school property.

VISITORS

All visitors, including guest speakers, parents, friends, or family of staff members, are required to check in at the office upon arrival. They must sign in and out in the Visitor's notebook, receive a Visitor's sticker to wear while in the building, and indicate their destination and the date on the sign-in sheet.

We actively encourage parents and the public to visit our school and witness the positive initiatives we are undertaking. Additionally, we welcome visitors to volunteer whenever possible to further support our school community. It's important to note that all volunteers must have a cleared background check on file with Woodford County Schools before participating in any volunteer activities.

VOLUNTARY STUDENT ACCIDENT INSURANCE

Student insurance is offered as an optional service by the District. Parents may apply for student insurance by completing the necessary forms and returning them to the school. If you choose to purchase this coverage for your student, please return the forms to your child's teacher.

It's important to note that Woodford County does not provide medical insurance coverage for students.

VOLUNTEERS

All individuals planning to volunteer at school, whether parents, grandparents, aunts, uncles, child-care providers, and others, are required to undergo a Woodford County Schools background check. To complete this process, please bring your driver's license (with current address) and your social security card to the office for the necessary paperwork.

In adherence to Woodford County Public Schools policy, parents chaperoning field trips or volunteering within the school must have a completed Woodford County Schools background check on file in the office, in addition to a CAN check. Upon approval, a Huntertown background check card will be issued. We appreciate and recognize your efforts as volunteers, so please remember to obtain a volunteer sticker to signify your contributions.

Here are some ways parents can support their child in having a successful year:

1. Help your child understand that they are responsible for their actions and behavior.
2. Encourage your child's growth towards independence by providing challenging opportunities and setting clear boundaries and expectations.
3. Seek out both sides of any story before making conclusions. If there's a misunderstanding, reach out to the school for clarification.
4. Share any relevant information about your child's health or circumstances that may impact their education with the school.
5. Remember that teachers are dedicated to their students' well-being and success. They share common objectives with parents, and effective communication is key to achieving these goals together.

Policy of Non-discrimination

The Woodford County School District ensures equal employment/educational opportunities/affirmative action, regardless of race, color, national origin, age, religion, marital status, genetic information, sex or handicap and provides equal access to the Boy Scouts and other designated youth groups in compliance with Title IX, Title VI and section 504 of the Rehabilitation Act of 1973. (EDGAR 76.500)

I have read and understand the Huntertown Elementary Student Handbook.

Signature of Student

Signature of Parent

Date _____

Date _____

***These policies are subject to change based upon the Woodford County Board of Education board approved policies.**



NORTHSIDE ELEMENTARY SCHOOL

Parent/Student Handbook

Dear Student & Parents/Guardians,

Welcome to the 2025-2026 school year at Northside Elementary. We are excited to begin another year with our Northside Thoroughbreds! Our mission at Northside is to create successful, lifelong leaders and learners. I am dedicated to fostering a nurturing, inclusive, and engaging learning environment where every student can thrive academically, socially, and emotionally. Our district and our school are working to provide students with a full and well rounded school experience. At Northside, as with our district, we provide this through intentionality with our Portrait of a Learner which includes being a **RESILIENT LEARNER, REFLECTIVE COLLABORATOR, EMPATHETIC COMMUNICATOR, CREATIVE PROBLEM SOLVER & RESPONSIBLE CONTRIBUTOR**. These competencies should permeate throughout their school day as we continue to focus on student achievement and high expectations!

As we focus on student behavior we will be using the **Northside Code: Be Safe, Be Kind, Be Responsible, and Be a Learner** as our guide. I believe we can promote this philosophy by working together as a school community and focusing on doing what is best for our kids.

I believe that open communication and collaboration between the school and families are essential for the success of our students. I am eager to work alongside you. Together, we can create an environment where every student feels valued, supported, and empowered to reach their full potential.

Please read this handbook with your child so you can be informed on school policies and procedures. You are encouraged to become an active part of the Northside team by becoming involved in our school activities. Parents/guardians are encouraged to become members of the Parent Teacher Organization (PTO), Site Based Decision Making Council (SBDM) or serve as a parent volunteer.

Please reach out anytime. Your input and involvement are vital and encouraged. Thank you for your continued support and partnership. I am looking forward to an exciting and successful school year ahead.

Sincerely,

Robin Taylor

Northside Elementary Principal

My signature below indicates that I have received this Northside Elementary Parent/Student Handbook.

Student Name (Please Print)

Parent Signature

Date

Northside Elementary



PARENT & STUDENT HANDBOOK 2025-26

Northside Elementary School Mission Statement

Our mission at Northside Elementary is to ensure that students are learning academic, life and leadership skills through methods that engage and challenge our students. We provide a rigorous academic program through which effective educators lead students' academic growth through continuous and varied assessments. The application of life and leadership skills are modeled and monitored to meet school-wide expectations. Northside Elementary respects the individual needs of students and will meet those needs by working together to provide enrichment and support.

Northside Elementary School Belief Statements

We believe that Northside is a safe and welcoming place that values everyone. We are a place where ALL can grow, thrive and succeed.

We believe that students...

- Need structure, accountability and consistency.
- Deserve relationships, respect and kindness.

We believe...

- Addressing students' basic needs and well-being is a prerequisite for effective cognitive engagement.
- School is a place where all students are learning without a fear of mistakes.

As a staff we believe it's important to...

- Model respectful behavior
- Have consistently high expectations for all staff
- All be on the same team and celebrate each other's success

We are committed to providing a well rounded curriculum to all students, at all levels, with attention to their learning styles and specific needs while following our core content.

Northside Elementary School Information

Principal: Robin Taylor

Administrative Dean: Lerin Parker

Phone: (859) 879-4690

School Colors: Green & Gold

School Mascot: Thoroughbred (Her name is Pride.)

Vision: Lifelong Learners...Lifelong Leaders

Northside Elementary School is one of four elementary schools serving Woodford County. It is the only elementary school located outside of the greater Versailles area. Northside is located in Midway, KY, the second largest city in Woodford County. Northside started as a school in the 1992-1993 school year.

Daily Schedule

- **7:15 a.m.**

Students are permitted to enter the building. Breakfast is served daily. Students eating breakfast may go to the cafeteria. Breakfast eaters will remain in the cafeteria to eat their meal. Those not wishing to eat breakfast will go directly to their classrooms.

- **7:40 a.m.**

Tardy bell

- **2:35 p.m.**

Students are dismissed

Drop-Off/Pick-Up Procedures

We are concerned about the safety of our children at all times. Please help us by observing the guideline of the pick-up/drop-off circle.

- Please drive slowly and cautiously while in the pick-up circle.
- The pick-up circle is one lane. Please do not pass other cars.

Parents/Guardian who need to enter the building at the start or end of the school day should please observe the following:

- Please park in a designated parking spot only-not the pick-up circle.
- Please do not double park.
- Please do not leave other children unattended in your car while entering the building.

Kindergarten & 1st Graders will be dismissed from the gymnasium. 2nd - 5th Graders will be dismissed through the front doors of the building.

Morning Procedures

Please assist us in allowing the school day to begin as smoothly and efficiently as possible. Students who arrive after 7:40 (the tardy bell) are marked tardy.

Parents are asked to **not** escort children to their classes in the morning. If parents escort the child into the building, please give a brief and upbeat good-bye in the foyer. After that, the teacher, guidance counselor, or principal will provide the child the support needed to help him/her have a happy and productive school day.

Teachers use their mornings prior to the beginning of school to prepare for their day. Parents needing to talk with teachers should schedule appointments in advance. Appointments may be scheduled by emailing teachers, sending a message through Parent Square or calling the school at 859-879-4690. Teachers may receive phone calls before or after school, or during their planning times. Teachers will not be interrupted during instruction to accept phone calls.

Transportation Changes

If a child's transportation for the day is different, parent/guardian must send a signed note including a phone number to school the morning of the change.

Transportation change notifications must be in writing with a parent/guardian signature and prior to 12pm on the day of the change. Emails or Parent Square messages are only accepted after speaking to a front office staff member directly. Emailing or Parent Square messages without speaking to a staff member prior to the email will not be allowed. If a child is riding the bus home with another child, notes from each parent must be presented. This is for the safety of all students. Thank you for your help in making sure all students are safe and accounted for at all times.

Pick-Up Cards and Backpack Tags

In order to ensure the safety and security of our students, we will be using a numbered "Pick-Up Card" as an extra measure to match students to approved pick-ups. The Pick-Up Card will be sent home with students. The number on your card matches the numbered card that will be attached to the child's backpack. Siblings have been assigned the same number.

The Pick-Up Card should be displayed in the front windshield of your vehicle or carried in hand for those that walk up. One card will be sent home initially with our regular car riders/pick-ups and additional cards may be requested from the office. Anyone without a card picking up a student will be asked for their ID or to check out the student in the front office. We realize that many of you are regulars and many staff members already know you, but it is important that everyone follow the procedures to allow this system to work properly.

All students will have an information tag on their backpack that helps us know their transportation and has address information so we can quickly assist in any transportation needs.

Absences and Excuses

Students are required to attend school regularly and punctually. When students return to school after any absence, they should bring notes signed and dated by the parents/legal guardian/professional to the office.

Each student is also allotted 3 parent notes for only tardies. There are 7 parent notes allowed for absences and 7 doctor notes from a physician, registered nurse practitioner, dentist or mental health professional. An original note from the professional must be provided upon the student's return, even if the parent noted the appointment on the sign in/out log at the time of check in/out. Faxed notes are acceptable only if they are faxed from the medical professional's office. Our fax number is 859-846-4716.

Notes shall include phone numbers to assist attendance personnel in verifying information. All notes of excuse shall be turned into the attendance office within three (3) school days of the student's return to school. If a note is not received within three (3) days after a student returns to school, the absence or tardy is unexcused. The principal or his/her designee shall determine whether the absence is excused. Please refer to the Woodford County Schools 2024-2025 Code of Acceptable Behavior and Discipline for more information.

Late arrivals/early departures to and from school

All students leaving early or arriving late must check in or out of the office. There is an admittance slip to get a student into class and a sign out process to complete

before a student leaves. All students must be checked in or out by the parent/guardian or other designated adult by the parent/guardian.

Explorer Time Company (ETC)

The Woodford County Board of Education offers an after school enrichment program for all elementary schools in the county. The after school enrichment program will operate from the dismissal of school until 6:00 p.m. Monday through Friday. For a special all day fee, ETC will be available on days school is not in session, including vacation days in the school calendar and snow days. The program will include snack and study time every day as well as a wide variety of enrichment classes on a rotating basis. Students from kindergarten through sixth grade may participate. For more information call the Community Education Center at 879-4628.

Visitors/Volunteers

We welcome all visitors and volunteers at Northside. We ask you to always check in at the office so we know who is in the building. You will need your ID to sign into the building. When signing out from volunteering at Northside, always record the time you volunteered. The district has asked each school to log our volunteer hours. **All volunteers (including attending parties) and field trip chaperones must complete the required background checks.** Please contact the school office at 859-879-4690 to receive more information regarding becoming a Northside volunteer.

Parents are encouraged and welcome to visit our school at any time. Visits with teachers, principal, or other school staff members should be by appointment. This will assure that the persons or subjects you want to see are available and that instructional time is not taken from the children. For the safety and protection of all students, visitors must first check in at the office and obtain a visitor's sticker before entering any part of the building.

Discipline

Northside prides itself on having school-wide discipline that is firm, fair, consistent, and caring. We believe all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn free from the influence of disruptions. Northside follows a systematic school-wide behavior structure and teachers develop classroom management plans to teach appropriate behaviors. We will be using the **Northside Code: Be Safe, Be Kind, Be Responsible, and Be a Learner** as our guide. Please refer to the Woodford County Schools Code of Acceptable Behavior and Discipline for further information. Dojo will be used as the behavior reinforcement program. You can monitor your child's behavior via the Dojo app.

Dress Code SBDM Policy

- (a) Students must wear clothing that covers your body under the arms and to the waist while standing and sitting. Along with pants, skirts or the equivalent (ex. Dresses, Leggings, Shorts).
- (b) Shirts and dresses must have fabric in the front, back and on the sides (under the arms).
- (c) Hats and head coverings may not be worn inside the building, although exceptions may be made for religious or health related purposes.
- (d) Shoes must be worn during school. Due to safety concerns, athletic shoes must be worn for P.E. classes.
- (e) Clothing will have no inappropriate logos or language.

Homework

While students will not have assigned daily homework, they may occasionally bring work home that needs to be finished from the class or continue working on ongoing classroom projects. Teachers might also send optional homework home for extra practice. We encourage families to help ensure that students read for at least 20 minutes each night, as consistent reading significantly supports learning and literacy development.

Breakfast/Lunch Program

If you have any questions about our cafeteria program please call our cafeteria manager, Audra Todd.

Please observe the following cafeteria rules:

- Soft drinks are prohibited.
- Beverages in glass bottles are prohibited.
- Only one snack may be purchased or acquired per school meal.
- Snack items may only be purchased while going through the lunch line.

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 can receive free or reduced-price meals if they (or their household) meet the basic guidelines:

- A child with a family income 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 to be charged at most 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 the full price for meals, which are still cost-subsidized by the local school program sponsor.

You will need to complete a household application.

Contact the District Food Service Office at 859-879-4615 if you have any questions. Please remember that 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 for the school and your child(ren).

Special Dietary Needs:

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

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

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. You may view your student's lunch account and set up a reminder about the lunch account balance. You may contact Food Services for assistance.

Lunch with Your Child

You may come in and have lunch with your child. You must check into the office with a valid ID and wear a visitor sticker while you are in the building. Your child will be allowed to invite one other student to sit at the visitor table with you. Due to confidentiality and our volunteer policy, we ask that you do not walk back to the classroom with your child. There is no outside food allowed in the cafeteria. Please do not bring outside food from restaurants into the cafeteria.

Birthday/Special Event Food Items

If you want to bring in food items for birthdays, they must be store bought and have the label on the item. **The food items CANNOT be homemade.** Also, please notify your child's teacher 24 hours in advance. This is to protect our students who may have a food allergy and/or other medical conditions. In addition, peanut/nut allergies are the most common and most life threatening food allergies, so we ask that you **NOT send in anything that contains peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts.**

Accidents/First Aid/Illness/Medications

The safety of our students is of utmost importance in all aspects of our school facility and program. In the case of illness or injury the staff will respond in an appropriate and legal manner. When there is a question concerning the welfare of your child, every attempt will be made to contact the parent/guardian. **The school must have two emergency numbers on file in the office.**

Medications

According to Woodford County School's policy, the school must receive the following:

1. Permission to administer medication form must be on file for over the counter and prescription medications. Both forms are available in the office and on the WCPS Health Services webpage. All forms must be signed by the parent/legal guardian. Prescription forms must also be signed by the doctor.
2. Medication must be in the **original** container. School personnel will not be able to accept any medication brought in baggies, envelopes, etc.
3. **Parents/legal guardians** must bring and pick up all medications to the school, along with the Permission to Administer Medication Form. **Students are not permitted** to bring any medication (such as cough drops) to or from school on their own.
4. Sunscreen is considered an OTC medication and will need the accompanying medication form completed by the parent/guardian in order for staff to be able to apply it throughout the day.

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 nurse at katie.lewis@woodford.kyschools.us.

Prescription and OTC medications are stored in a locked cabinet in the nurse office. Emergency medications are stored in an unlocked cabinet in the nurse office per guidance from the Kentucky Department of Education. School personnel are not to administer the first dose of any medication. Students shall not share any prescription or over-the-counter medication with another student.

Please review the guidelines for keeping your student home due to illness. Contact the school nurse with any questions.

Health Protocols

Student Symptoms/Diagnosis	Student May Return to School When...
Fever of 100.4 or higher degrees orally	Temp. below 100.4 degrees orally for at least 24 hours <i>without the use of Tylenol or Motrin*</i>
Vomiting	Symptom-free for 24 hours*
Diarrhea	Symptom-free for 24 hours*
Contagious disease being treated with antibiotic	24 hours after first dose of antibiotic and fever free for 24 hours or as directed by doctor*
Deep “barking-like” cough or difficulty breathing	Symptom free or 24 hours after first dose of antibiotic*
Diagnosed strep throat	24 hours after first dose of antibiotic*
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after first dose of antibiotic or as directed by doctor*
New or sudden undiagnosed rash or rash with fever	Rash disappears, diagnosed non-contagious by doctor, or 24 hours after first dose of medication with area covered*
Ringworm	24 hours after beginning treatment with anti-fungal medication, with affected areas covered.*
Lice	After treatment and removal of live lice. Upon return to school, must be checked by trained office staff before being cleared to stay at school.

Emergencies

In the event that a school is dismissed for bad weather, or for other emergencies, announcements will be made on local radio, TV Stations and an alert via Parent Square. The three most common disasters a school must be prepared for are fire, tornado, and earthquake. The students are instructed throughout the school year on the correct manner to proceed in these emergencies. Drills are conducted and school procedures for each are in place for our review. The student’s safety will be our priority during any emergency.

Communication

Communication is the glue that holds our school together and is a vital part of any successful school or organization. The school communicates through printed material, social media, Parent Square, phone and most important, in person. We at Northside are always open to your questions, comments and concerns. There will be multiple family nights throughout the year. Weekly communication will be sent through the teachers on Parent Square and parent teacher conferences will be offered during the school year. Please reach out to the teacher at any point to request a conference.

Student Support Services

Guidance Counselor	Kenna Love	859-879-4690
Family Resource Center	Celine Galvan	859-879-4697 or 879-4667
School Nurse	Katie Lewis	859-879-4690
Mental Health Specialist	Beka Davis	859-879-4690

Family Resource Center

Northside Elementary / Simmons Elementary
(859) 879-4697/(859) 879-4677
Woodford FRC Cellphone: 859-753-7692

Schools have worked with children at risk for many years. However, the conditions which children are currently facing give greater cause to recognize the urgency of providing family resources services to children at risk and their families.

Children today face many personal and social problems which threaten their ability to do well in school and inhibit their progress toward becoming productive citizens. Many factors influence a child's ability to benefit from his or her school experience including those:

- within the child-the ability and motivation to learn
- within the family-how it prepares and supports children for school
- within the community-the social, economic, and cultural factors that influence the child's behavior in school and attitude toward learning
- within the school itself-the extent to which the overall climate of the school facilitates learning.

Family Resource Centers serve as a critical link between the home, school and community, and are in a unique and advantageous position to coordinate resources and facilitate positive educational outcomes for students. FRC services are also a critical component in programs designed to assist children who are at risk of educational failure as a result of:

- student barriers-low self-image, school absence, under achievement, peer conflicts
- family barriers-child abuse and neglect, family changes family crisis and poverty

- community barriers-high rates of poverty, unemployment, violence; inadequate community resources to meet the mental and physical health needs of families
- school barriers-school climate, ineffective school policies and procedures, inadequate levels of student services, limited learning options, limited collaboration and integrations of programs and services with the school.

Family Resource Centers assume multiple roles in a variety of areas to minimize the conditions that place students at risk. FRC services may include:

- early intervention services to prevent children from become at risk
- case management services with children and families including linking families with school and community resources
- developing parent involvement strategies including home visits to facilitate communication between families and schools
- collaborative initiatives with community agencies
- assisting schools to understand and value the cultural diversity of families

Family Resource Centers promote educational opportunities for all children by providing a wide range of services to students and families including casework services, teaming with school and community resources, and developing programs that support student achievement. These services, when coordinated with the efforts of teachers, principals and pupil services personnel, will enhance the ability of schools and communities to ensure success for all children.

Library Media Center Policies and Procedures

The Library Media Center is open to students throughout the school day as needed, with teacher permission. Students may visit the library independently to check out or return books, provided they do not disrupt ongoing activities or classes.

All students will attend scheduled library sessions every four days for instruction and book checkout. Teachers may also reserve additional library time for research projects as necessary.

Teachers are encouraged to collaborate with the media specialist on at least one research project each school year. The media specialist is available to support teachers with book selection for instruction, read-alouds, research resources, and instructional technology tools.

Library Checkout Policy

- **Kindergarten & 1st Grade:** May check out **one** book at a time for one week, with the option to renew.
- **2nd – 5th Grade:** May check out **two** books at a time for two weeks, with the option to renew. Additional books may be checked out for research purposes.

Students may visit the library independently during the school day with teacher approval. Teachers are welcome to utilize library resources as needed. If specific books are required for instruction, please notify the media specialist by email or send a list with a student. If the requested books are not currently available in the library, they will be considered for the next book order.

Overdue Books

Books not returned by their due date are considered overdue. While there are no fines for overdue items, families may choose to pay for lost or damaged books.

Students with overdue books will not be permitted to check out additional items until the overdue book is returned or renewed. If a student needs more time to finish a book, it can be renewed, but students are encouraged to consider that others may be waiting to read it.

Printed overdue notices will be sent home with students each grading period and before long breaks.

Technology

Students will receive a Chromebook and charger at the beginning of the year. These will go home when needed. If brought home, the student is responsible for charging it and bringing it back to school. There is a \$10 usage fee each year for the Chromebook. If you lose the charger, there is a \$25 replacement fee. Any intentional or unintentional damages could result in a fine set by the board. It is the responsibility of the students and families to care for the device properly.

Grade Reporting

Northside Elementary uses a standards based grading system of reporting for K-5. This reporting system communicates mastery of essential standards so that parents/guardians can see specific information about their student and the mastery of skills. Report cards will be sent home every 9 weeks.

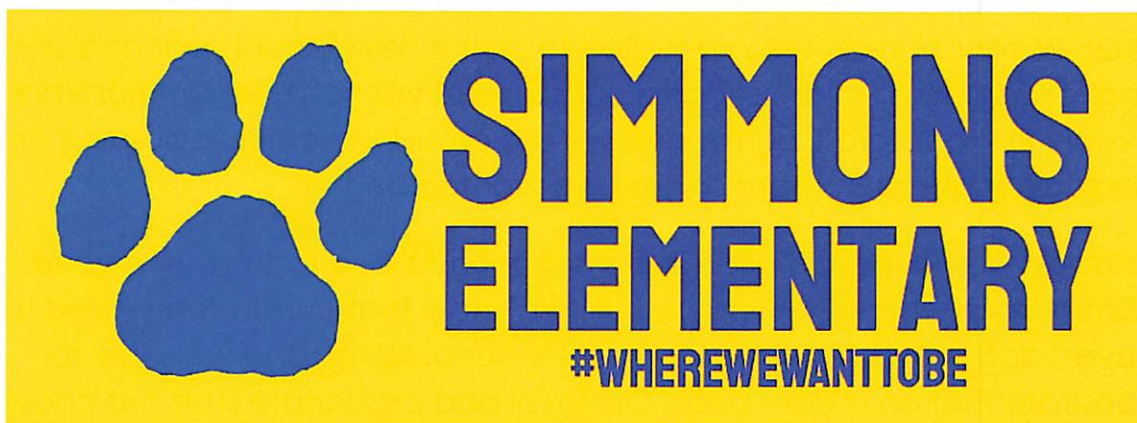
Assessment and Accountability

Northside will use a Universal Screener (iReady) to assess students three times per year. This data will inform the school and families of where their child is based on national norms and their growth throughout the years.

State testing will follow the mandated assessment plan required by the Kentucky Department of Education. Below is a list of the required assessments:

- 3rd Grade - Reading and Math
- 4th Grade - Reading, Math, Science
- 5th Grade - Reading, Math, Social Studies, Editing and Mechanics and On-Demand Writing

2025-2026 STUDENT-PARENT HANDBOOK



**830 TYRONE PIKE
VERSAILLES, KENTUCKY 40383
859.879.4670**

PRINCIPAL: JOE ALBERT

ADMINISTRATIVE DEAN: KIM FORD

COUNSELOR: CARRIE APPLE

SCHOOL HOURS: *7:40-2:35 *BUILDING OPENS AT 7:15

SCHOOL COLORS: BLUE AND GOLD

MASCOT: BULLDOG



FOLLOW US ON SOCIAL MEDIA

 **SIMMONS ELEMENTARY & MR. ALBERT'S ONLINE OFFICE**

 **@SIMMONSELEMENTARY**

Hello & Welcome to a New School Year at Simmons!

It is with great excitement that we welcome you to Simmons Elementary for the 2025-26 school year! We are thrilled to start a new school year and are looking forward to all of the success our students will achieve! Simmons has a rich history in Woodford County, and we are proud to continue building on that legacy, making Simmons "Where we want to be"!

As Bulldogs, we have such pride in our school and love to show everyone that Simmons is "where we want to be"! We know that our students need to feel loved and supported when they enter our building, and we strive to demonstrate that on a daily basis. Our loyal and passionate staff has chosen to make Simmons their home and strives daily to ensure that EVERY student feels safe and supported. And we wouldn't have it any other way!

We also deeply value the partnership with our parents and families. Your involvement is crucial to the success of our students and the entire school community. We encourage you to be actively involved in your child's education and to participate in school events and activities.

We love inviting families into the building in various capacities; from student performances, to Grandparents' Day, to Watch D.O.G.S; our Blue Doors are always open to guests and visitors alike. If you are at all interested in being a presence in our building, PLEASE get a background check completed or renewed so that you can be part of our school!

Again, we are thrilled for a new year and look forward to a great year! We have great things in store for this school year, and with your partnership, we can help our students reach their full potential. Please feel free to contact me with questions, concerns, or just to say hello. On behalf of the entire staff at Simmons Elementary, we welcome you to the 2025-26 school year!

Best,

Joe Albert
Principal, Simmons Elementary

ARRIVAL

Bus Riders will exit buses in an orderly fashion and with adult supervision. Students will go directly to their classrooms or to the cafeteria for breakfast depending on their schedule. Adults are stationed throughout the building in order to help ensure their safety.

Families dropping students off in the car rider line should follow traffic flow and adult directions in order to keep the line moving safely and efficiently. Please enter and remain in the car rider line all the way through drop off. Please do not try to enter the parking lot through the exit lane, as this may cause an accident. Children should be seated on the side closest to the school to help make this a quicker exit. Parents should remain in the car. An adult will help each child get out of the car safely. Once they have exited the car, students will go directly to their classrooms or to the cafeteria for breakfast depending on their schedule.

Students may enter the building at 7:15am. Students will go to their classroom or the cafeteria for breakfast, depending on their schedule. Due to school policy, parents/guardians are not permitted to enter the building during arrival. Adults are stationed throughout the building in order to help ensure their safety and get them where they need to go.

Students who arrive after 7:40 should have an adult walk them into the front window to be issued a tardy slip.

ATTENDANCE, ABSENCES, TARDIES, CHECKING OUT EARLY

Please refer to the Attendance Policy in the Woodford County Schools 2025-2026 Code of Conduct for any changes or further details. Please read carefully as there are changes this year.

It is important that students are present at school on a regular basis. Parent or Doctor notes must be sent to school within 3 days in order to be excused.

- 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.

Once the total number of absences 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 .

Tardies (coming late to school, leaving early, or missing any portion of the day) can also be disruptive to your child's education. Please help us help your child and make every effort to have children arrive at school on time and as often as possible, please schedule appointments after 2:40 p.m. or on any of the scheduled Early Release Days. Any tardy requires a note within 3 days of the tardy.

We understand that from time to time, your student will need to stay home due to illness. Please use the guidelines found in the Appendix to help determine if a child should stay home.

Checking out of school - Please schedule appointments after 2:40 p.m. or on any of the scheduled Early Release Days. Any instructional time missed will be considered a tardy. If a child is to be picked up from the school for an appointment, it is preferred that the parent/legal guardian do so. If this is not possible, the child will ONLY be released to another adult if they are on the emergency pick up list and verbal/written permission from a parent or guardian that they will be picking up the student on a particular day. Anyone removing a child from school will be required to present photo identification.

BACKGROUND CHECKS

A state criminal records check shall be conducted on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. It could take up to six weeks to obtain the results of a criminal background check. The official volunteer background check paid by our district and required through the Administrative Office of the Courts (AOC) is now good for three (3) years.

BIRTHDAY CELEBRATIONS & PARTY INVITATIONS

In order to protect the health of all of our students, we ask that food treats ***not*** be sent in to celebrate birthdays. Food treats, such as cupcakes or cookies, will not be allowed to be distributed for birthdays and will be sent home with students or can be picked up in the front office. Small "party favor" type items can be found at numerous retailers both online or in store. Parents should inform their student's homeroom teacher if you intend to send in a non-food treat to celebrate a birthday. Information regarding food for parties will be shared by homeroom teachers closer to those dates & times and in conjunction with the Wellness Committee.

In order to promote inclusion, party invitations may only be distributed at school if all students in the classroom receive an invitation. Thank you for your understanding in order to avoid hurt feelings.

CAFETERIA

We intend for dining in the cafeteria to be a pleasurable experience for your child. Please remember parents/guardians are not permitted to bring restaurant food or soft drinks into the cafeteria. This is part of the Simmons Wellness Policy.

Breakfast is served between 7:15 a.m. and 7:35 a.m. each morning. All students have the opportunity to eat breakfast. Each class has a specified 25 minute lunch time. For the 2025-26 school year, breakfast will be \$1.30, lunch cost will be \$2.65.

CLUBS

We continue to grow the number of after school clubs offered to our students and a comprehensive list will be shared at the start of the school year. ALL clubs are contingent on good behavior, good academic standing, and attendance. Each after school club will send home a form to be signed by parents/guardians which will include an acknowledgement of the rules and expectations to participate in the club.

COMMUNICATION

Effective two-way communication is essential in the student-family partnership. Simmons teachers will communicate at least weekly with families through newsletters, email, phone calls, Twitter, Parent Square, Class Dojo, etc. School wide information will be posted on the Simmons website, Facebook, Twitter (@SimmonsBulldogs), Infinite Campus email, and through printed material. We are also available by phone during school hours. Please understand that if you call during instructional hours staff may not be able to take your call; a message will be taken and given to the appropriate person.

DISMISSAL & DISMISSAL CHANGES

Parents/Guardians can list and/or make changes to emergency contacts/pickups in Infinite Campus. Photo identification will be required when checking out a student at school. Parents/Guardians are the only people authorized to make changes to Emergency Contacts.

Students will be dismissed at 2:35 PM. Options for dismissal include bus rider, car rider, Explorer Time Company (ETC), or walker (must be approved by building principal and put in writing). Please make sure that your student(s) is picked up in a timely manner

Dismissal changes should be made using the following form (also linked on our homepage under Parent Resources): <https://forms.gle/b9JfDJE8fanuBED8>. All dismissal changes must be made by 1 PM. Any changes after this time are only accepted after speaking to a front office staff member and followed up with a verification email. If a child is riding the bus home with another child, notes and/or emails from both students' guardians must be presented. This is for the safety of all students.

Bus Rider

Students riding a bus home will be called to their bus by staff. Kindergarten students will be escorted to the bus by a staff member. When being released from the bus, please note the following:

- Preschool - Must be handed to parent or adult on blue dismissal card
- K, 1 & 2 - Parent or person listed on blue dismissal card must be visible
- 3rd - must see parent or person listed on blue dismissal card unless a note has been previously approved by Principal
- 4th & 5th - allowed to leave bus without a parent present

Car Rider

Students who are picked up in the car rider line will be called by staff. People responsible for picking up the student must display the designated Simmons car rider tag with the student's name, preferably the front, passenger side car window. Persons who do not have a Simmons bulldog tag will be asked to show photo identification prior to the release of the student.

Anyone picking up the child must be listed on the student's pick up list located in Infinite Campus. Parents are not permitted to park in the bus lane.

ETC

Students enrolled in ETC will be dismissed directly to ETC in the cafeteria.

Walker

A student is considered a walker if he/she walks home from school or if a parent/guardian chooses to wait on the sidewalk for their child. These students will be dismissed after car riders from the front entrance once a school employee dismisses them. Walking home without an adult present must be approved by the principal or designee in advance and verified in writing (email or hand-written signed note).

DRESS CODE

Simmons Elementary School believes that the standards of dress and grooming should be the responsibility of the parents and students with the understanding that students shall wear appropriate clothing and groom themselves in a manner which reflects good taste, does not violate the rules of decency, offend the standards of other students, or distract from the educational program. Families that need assistance with appropriate clothing should contact the Family Resource Center for support.

All students are expected to adhere to common practices of modesty, cleanliness, and neatness in order to contribute to the academic atmosphere. Clothing, jewelry, accessories, or other items of adornment that refer to alcohol, tobacco, drugs, sexual innuendos, gang activity, violence, foul language or weaponry are not permitted. Anything that causes a distraction from the educational process, deemed inappropriate, or unsafe is prohibited.

Pants

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

- Must be free of holes and rips above the knee (frays and tears are considered holes)
- Must cover underwear and backside at all times
- Must not sag (must be worn at waist level)
- Leggings, jeggings, tights, spandex, bicycle, yoga pants/shorts must be worn with a shirt that covers the backside at all times.

Shorts & Skirts

- Shorts & skirts must be mid thigh in length and cover undergarments at all times.
- Must be composed of non-transparent material
- Must be free of holes and rips
- Must be worn at waist level (not sag)
- It is requested that shorts are worn under skirts in order to preserve modesty

Dresses

- Dresses must be mid-thigh in length and cover undergarments at all times.
- Dresses cannot expose midriff (stomach), come off the shoulder, or show bare back
- Must be composed of non-transparent material
- Must have a 2 inch measurable sleeve in width
- It is requested that shorts are worn under dresses in order to preserve modesty.

Shirts

ALL shirts must meet the following criteria:

- Have a 2 inch measurable sleeve in width (no spaghetti straps)
- Cannot expose midriff (stomach), come off the shoulder, or show bare back
- Be composed of non transparent material, unless worn over a top that MEETS dress code

Footwear

Footwear must be worn at all times.

Prohibited:

- Slippers, house shoes, or similar (unless prescribed by a physician)
- Shoes with wheels, high-heeled shoes, cleats or other shoes deemed unsafe by principal or designee

Outerwear

- Heavy coats must remain in the student's locker
- Light jackets may be worn as appropriate
- Hoods, caps, or hats may NOT be worn inside the building

Accessories

- Dangerous jewelry such as wallet chains, belt chains, or any other accessories that administration deems dangerous are not permitted.

- Head coverings such as hats, scarves, bandanas, head warmers, sweat bands, and doo rags may not be worn in the building unless such attire is a recognized part of a religious practice adhered to by the students or is prescribed by a physician.
- Sunglasses are not to be worn or be visible inside the building unless ordered by a physician.

Enforcement

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment. Administrators, teachers, and other certified personnel are responsible for enforcing the dress code. Possible exceptions for special days will be at the discretion of the administration.

Dress code violations will result in:

1. Verbal reprimand, teacher-parent contact, correct the infraction
2. Verbal reprimand, documented warning/Minor Incident Referral, teacher-parent contact, correct the infraction
3. Written referral, documented office warning/Office Discipline Referral, lunch detention, office-parent contact, correct the infraction
4. Written referral, in-school suspension, office-parent contact, correct the infraction
5. Written referral, in-school suspension, mandatory office-parent conference, correct the infraction
6. Written referral, two days in-school suspension, mandatory second office-parent conference, signed agreement to follow the policy, correct the infraction
7. Suspension from school

The principal and/or designee will be the last authority on all dress code matters.

EDUCATION FOR EXCEPTIONAL CHILDREN

A variety of Special Education services are available to the students in Woodford County Schools as required by the Federal Individuals with Disabilities Education Act (IDEA). The school staff works together with parents/guardians through a series of steps called Due Process. Meetings are held to discuss information with the child's parent(s). These meetings are called School Based Admission and Release Committee meetings (ARC). Before assessment is considered, the ARC must consider other interventions. The interventions are ways to change the regular school program in order to meet the student's learning needs. Parent/guardian permission is required before the child can be assessed and before any special education services can be provided.

If you would like information on special education programs, please contact the principal, Joe Albert, or the Director of Special Education, Tracey Francis, at 873-4701, ext. 229.

ENGLISH AS A SECOND LANGUAGE (ESL) or ENGLISH LEARNER (EL)

The ESL/EL Program provides support services to students whose primary language is one other than English. The program supports these students in their acculturation process, second language acquisition, as well as modifies instruction for content area classes. During the school year, collaboration with the regular classroom teacher and ESL team occurs regularly regarding modifications, strategies and expectations for the ESL student.

EXPLORER TIME COMPANY (ETC)

The Explorer Time Company (ETC) program is an after-school enrichment program designed to offer exploratory, recreational, and socialization experiences for students from Kindergarten through fifth grade.

The program operates every school day from dismissal of school until 6:00 PM. ETC is also available for families when school is not in session during the holidays, in-service days, and throughout summer break.

ETC is self-sustaining, operating entirely on the fees paid by the families whose children attend the program. This valuable program sponsored by the Woodford County Public Schools is administered through the Community Education Center. For registration information contact the Community Education Center at 879-4628.

FAMILY RESOURCE CENTER (FRC)

The intent of the center is to enhance students' abilities to succeed in school by assisting children and their families in meeting their basic needs. This is done by providing community services at the center and by linking families to agencies in the community.

The Family Resource Center focuses on preventing childhood problems by strengthening effective family management practices and establishing family support services. The Family Resource Center is proud to work with families to help remove barriers so they can build the relationships and environments within their own families providing their children with positive experiences on which successful lives are built. There is an FRC office located at Simmons.

FIELD TRIPS

Field trips will be taken throughout the year to enhance the instruction at all grade levels. The number of trips taken per year will depend directly on the budget and the cost of the trip.

Parent permission slips must be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of students will be observed and enforced on field trips. For more specific information regarding your child's trip, please contact the school office. Parents/Guardians accompanying the class on the field trip must have a completed background check on file.

FLOWERS/BALLOONS/LARGE GIFTS

When gifts are sent to school for a student they will be held in the office until the end of the day. Gifts such as flowers and balloons may not be transported on the bus, so please make other arrangements to transport these home.

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 can receive free or reduced-price meals if they (or their household) meet the basic guidelines:

- A child with a family income 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 to be charged at most 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 the full price for meals, which are still cost-subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director before 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 that 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 for the school and your child(ren).

Special Dietary Needs

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

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

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. You may view your student's lunch account and set up a reminder about the lunch account balance. You may contact Food Services for assistance.

GIFTED EDUCATION SERVICES

Students in grades K-3 are informally identified for inclusion in Primary Talent Pool (PTP) services. Screening for formal identification as 'Gifted and Talented' begins in 3rd grade, with official identification and services beginning in 4th grade and continuing through graduation.

Identification areas include General Intellectual Ability, Specific Academic Areas, Creative and Divergent Thinking, Leadership, and/or Visual and Performing Arts. Questions about gifted identification or programming can be directed to the School-Level Gifted Coordinator or the District Gifted Coordinator.

HEALTH & SUPPORT SERVICES

Overview

Woodford County Schools, in partnership with Cumberland Family Medical, will be offering on-site clinical services this school year. School Nurses will be able to administer over-the-counter medications and provide basic wound care with parent permission. This will need to be completed online through the registration from every year for each student. There will also be the option for students and staff to see an onsite or telehealth nurse practitioner every day for acute illness, wellness exams, sports physicals, etc.

Counseling

Our school counselor is available for individuals and small group counseling upon referral. Students, teachers, and parents may request time to discuss concerns with the counselor by email or directly contacting our office. Guidance lessons are taught to each classroom monthly, and/or as needed. Our school counselor also meets with small groups to address specific concerns or issues that students may be experiencing.

School Nurse

Our School nurses provide support for several county schools. They monitor all health requirements of our students and serve as a resource person for health-related issues. If you have questions or concerns regarding accident reports, illness, lice, or other medical topics, please get in touch with Nurse Hope Woodcock.

Lice

Head lice can be a common problem on any school campus. Head lice can be transmitted from student to student via shared personal items such as hats, jackets, combs, etc...For these reasons, we recommend that students do not share personal items.

Our district policy states that a student must be sent home for live lice in their hair and must be completely free of live lice before they can return to school. For information about the district policy or about the removal of head lice, please check the district website or contact the school nurse.

Dispensing Medication

School nurses will have the ability to administer many over-the-counter medications with guardian permission. All students will be triaged and the need for medication will be determined before anything is given.

All routine and PRN medications must be brought to the office by a parent/guardian. Medications are stored in a locked cabinet in the nurse's office. Medical paperwork is located in the office or on the district website. Physicians must complete the appropriate forms for prescribed medication prior to being dispensed by school staff. **School Personnel are not to administer the first dose of any medication.** Under procedures developed by the local board of education, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, e.g. an asthma inhaler. Students shall not share any prescription or over-the-counter medication with another student.

Emergency Care Procedures

Designated staff at Simmons have been trained in CPR and first aid in case of emergencies. Plans are in place in case of emergencies that include contacting parents and transporting students as necessary. There is an AED located within the building.

HOME HOSPITAL

Students enrolled in Home Hospital services are able to participate in activities at Simmons. In order to do so, parents/guardians must fill out a Simmons Home Hospital Participation form, which can be obtained by contacting the office.

INFINITE CAMPUS (IC)

Infinite Campus Parent Portal is a free tool for parents to access instant, online, timely and secure student information including class schedule, assignments, attendance, grades, behavior, report cards and transcripts. A personal parent account also gives parents the ease of viewing all their students with only one user name and password. You must be a parent or guardian of a current student to be eligible for a Parent Portal Account.

You may contact LaShannon Stratton (lashannon.stratton@woodford.kyschools.us) to request an Infinite Campus Parent Portal Account. You will receive instructions with a username and password. For further details, please consult our webpage.

LIBRARY/MEDIA

The Simmons library serves students from kindergarten through fifth grade weekly when they visit with their homeroom class. During this time, students may check out new books. Kindergarten and 2nd grade students may check out 1 book, while 3rd through 5th grade students may check out 2 books. Students may check out additional books if they are needed for a specific class project. Fines are not charged for overdue books, however charges will be asked for lost or damaged books. Students are notified on a regular basis about books that may be overdue.

In addition to checking books out from the library, each weekly class also includes library instruction which may include research skills, media skills, author studies, along with recommending books to encourage reading at home.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

Simmons remains committed to meet the needs of all of our students not only academically, but socially and emotionally. PBIS is a framework designed to create a positive environment and to prevent misbehavior. Our PBIS team has worked diligently to implement school-wide supports and expectations that provide our students with a clear understanding about what their behavior(s) should look like and sound like in all areas of the building. Throughout the year, our staff will teach and reteach these expectations to our students to ensure structure is maintained. Students can receive/earn PRIDE cards when they are "caught" meeting our expectations. Students who receive/earn PRIDE cards are entered into a drawing each week to receive prizes! In addition to our PRIDE expectations, the PBIS team has created a Behavior Flowchart, Consequence Matrix, and a Redirection Plan to proactively manage student behavior. Our students are educated on these structures so they know how we will manage problem behaviors when they arise. We will also continue our Top Dogs program where we focus on a character word each month. Students "caught" exemplifying the Character Word of the Month will be recognized in front of the whole school at our Top Dogs Assembly! There are additional resources

on Simmons webpage to educate our families and community about our PBIS structures. Ultimately, our PBIS supports will provide our students with a safe and productive learning environment. If you would like additional information about how PBIS works at our school or if you would like to get involved in these supports, please contact us at 859-879-4670.

PTA (PARENT TEACHER ASSOCIATION)

The Parent Teacher Association's mission is threefold:

- To support and speak on behalf of children and youth in the school, in the community, and before government agencies and other organizations that make decisions that affect children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of the nation.

The PTA has many ways to help and be involved. PTA officer elections are held in the spring with a president, vice-president, treasurer, and secretary being elected. The PTA Executive Board consists of these officers, a teacher representative, and the principal.

The PTA encourages every parent/guardian to be actively involved in their student(s) educational life at home and through participation in school and classroom activities. PTA coordinates many educational and fun events for the students and some that the whole family can enjoy. PTA also provides for many school assemblies and field trips as well. PTA is instrumental in providing extra needed funding for further educational needs that are not always available through school funds. PTA is allotted two fundraisers per year. In prior years, these funds have provided educational assemblies, school awards, Teacher Appreciation, playground equipment, and needed items for classrooms and the office.

Some activities that the PTA helps coordinate include:

Grandparents Day

This is one of our favorite days at Simmons! We recognize and celebrate our grandparents on a weekday evening during September. Please look for postings on ParentSquare, social media, the school calendar (found on our website), and Bulldog Bytes (school newsletter). Each student is encouraged to bring their grandparents or significant grandparent figure to lunch. Your student will enjoy this experience!

Snowflake Feast

Sponsored by the PTA, Simmons Snowflake Lunch is a breathtaking experience! Lovely tables are set with placemats, rolled silverware and centerpieces. The cafeteria is decorated in a winter setting. Each class is escorted to the cafeteria which is hosted by our guest Maitre'd. Our wonderful volunteers serve each person a delicious meal, including drinks, bread, and desserts. Several weeks are spent planning, decorating and reviewing manners for one of our most popular days of the year. If you wish to volunteer during this event please contact our PTA volunteer representative.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are an important communication tool for monitoring and ensuring student growth. Each family is offered at least two conferences per year. One of these should be soon after the first grading period and another in the third or fourth grading period. Teachers will send home information about signing up for these at the appropriate time. Please contact your child's teacher if there are other times you feel a conference is needed. We look forward

to working together to communicate about each child's performance.

SCHOOL CLOSURE PROCEDURES

The Woodford County Board of Education has approved certain procedures that are to be followed during periods of inclement weather. While it is the hope of the board and the administrative staff that the school be open every day, the safety of the students will always be given primary consideration under the "snow day" plan. Non Traditional Instruction (NTI) plans may also be considered. Information concerning these guidelines will be sent home in late fall.

In the case of a snow day, please watch local news stations, check Social Media, and plan to receive a ParentSquare notification (automated phone call) with information.

The parent is the final judge of whether his or her child will be in attendance when there is a delayed opening or when school is held during inclement weather. Under these conditions school will be in session and the parents must use their best judgment in determining whether the child will attend school. Parents should be very aware of the approximate time of pickup and delivery so that children can be assisted if necessary. In cases of delayed opening of school, parents should make arrangements to have children cared for until buses do run. Parents must also realize that if school officials feel that it is not possible to open school, even after a two-hour delay, all schools will be closed. Provisions must be made by parents to have children taken care of if this should happen. By law, the student will be counted absent for student accounting purposes. However, the absence will be reviewed by the principal and it will be the child's responsibility to make up any missed work.

SCHOOL RESOURCE OFFICER (SRO)

The School Resource Officer (SRO) program exists through the Woodford County Public Schools Police Department for the benefit of all students and staff. The mission of the SRO program is to provide a safe environment for students and staff and to maintain a positive relationship with students, parents and staff of Woodford County Public Schools.

SITE-BASED DECISION MAKING COUNCIL (SBDM)

School councils are made up of parents and teachers working together to provide the very best educational environment for our students. Contact the school today to volunteer to serve on one or more committees or serve on the council. Elections are held each spring for one year terms. New council members begin their terms July 1 each year.

All SBDM Committees meet at the time that suits all members. Each standing committee will have at least five members, including at least one parent and providing a reasonable representation of the ethnic diversity of our community.

Committee membership shall be limited to twelve persons unless the council makes a specific decision that added membership is needed during a given year.

STUDENT INSURANCE FORMS

Student insurance is an optional service provided by the district. The forms are to be returned to your child's teacher if you choose to purchase this coverage for your student.

VIDEO TAPING/PICTURES

There are so many great things happening at Simmons, we want to share them with everyone! Therefore, there will be opportunities for your child to be video recorded or have their picture taken. If you choose to opt out of this opportunity, the appropriate form must be returned at the beginning of the year. Parents may take pictures of their own child at school events and share these on social media if they choose. It is NOT acceptable to take or share pictures of students other than your own. The exception to this is during events/performances open to the public at Simmons or events that take place off of school grounds.

VISITORS/VOLUNTEERS

Any visitor to Simmons for any non-public event will be required to sign in and present a valid form of identification. Give yourself time for this process, as it may take a little while depending on the reason for your visit (school events, such as Grandparent's Day are highly attended).

We welcome and appreciate volunteers at Simmons. Volunteers are required to check in at the front window and to wear a visitor badge at all times. All volunteers must have a completed background check which will be facilitated by our front office staff; this includes eating lunch with your student in the cafeteria. Please submit your driver's license and Social Security Card in order for them to begin this process. Opportunities to volunteer will be advertised through social media, in Bulldog Bytes, correspondence going home, etc. Thank you in advance for all your support!

APPENDIX

Student Symptoms/Diagnosis	Student May Return to School When...
Fever of 100.4 or higher degrees orally	Temp. below 100.4 degrees orally for at least 24 hours <i>without the use of Tylenol or Motrin*</i>
Vomiting	Symptom-free for 24 hours*
Diarrhea	Symptom-free for 24 hours*
Contagious disease being treated with antibiotic	24 hours after first dose of antibiotic and fever free for 24 hours or as directed by doctor*
Deep "barking-like" cough or difficulty breathing	Symptom free or 24 hours after first dose of antibiotic*
Diagnosed strep throat	24 hours after first dose of antibiotic*
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after first dose of antibiotic or as directed by doctor*
New or sudden undiagnosed rash or rash with fever	Rash disappears, diagnosed non-contagious by doctor, or 24 hours after first dose of medication with area covered*
Ringworm	24 hours after beginning treatment with anti-fungal medication, with affected areas covered.*
Lice	After treatment and removal of live lice. Upon return to school, must be checked by trained office staff before being cleared to stay at school.

WOODFORD



**VIRTUAL LEARNING
ACADEMY**

Student Handbook

2025-2026

Table of Contents

WCPS Instructional Calendar ... 2

Quarter Pacing Charts ... 3

WVLA Staff and Supports ... 4

Purpose Statement ... 4

Enrollment ... 5

- Application Process
- Applying After the Deadline
- Dual Placement
- Enrolling for In-Person
- Work-Based Learning
- Withdrawing

Technology ... 7

- Computer Equipment
- Technology Acceptable Use
- Device Support and Damages
- Virtual Meeting Etiquette
- Edgenuity

About WVLA ... 10

- WVLA Requirements
- Guidelines for Success
- Attendance
- Progress Expectations
- Tiered Support System for Unmet Weekly Progress Requirements
- Academic Integrity
- Final Course Grade of F
- Incomplete Courses at End of Semester
- Summer School

Working Toward Graduation ... 15

- Grading Scale and Weights
- Credits and Classifications
- Grad Diploma Requirements
- Early Graduation
- KEES Money for College
- Support Services

Activities Through WCHS ... 19

- Athletics
- Extra-Curricular Activities
- Special Events

Additional Policies ... 21

- Driver's Permit Requirements
- Non-Discrimination Policy

Woodford County Public Schools 2025-2026 Instructional Calendar

Aug. 11 Flexible Professional Development Day (no classes)

Aug. 12 Opening Day for Teachers (no classes)

Aug. 13 Teacher Preparation Day (no classes)

Aug. 14 First Day for Students

Aug. 29 Staff workday (no classes)

Sept. 1 Labor Day (no classes)Flexible Professional Development Day

Sept. 29-Oct 3 Fall Break

Oct. 6 Staff workday (no classes)

Nov. 3 Required Professional Learning Day (no classes)

Nov. 26 Flexible Professional Development Day (no classes)

Nov. 27 Holiday: Thanksgiving Day (no classes)

Nov. 28 No classes

Dec. 19 Last Day for students

Dec. 20-Jan 5 Winter Break

Dec. 25 Holiday: Christmas Day Observed for employees

Jan. 1 Holiday: New Year's Day Observed for employees

Jan. 5 Staff workday (no classes)

Jan. 6 Schools Reopen...Students Return

Jan. 19 Holiday: Martin Luther King Day (no classes)

Feb. 16 ***Presidents' Day (no classes, possible make-up day)

Mar. 6 ****Required Professional Learning Day (no classes, possible make-up day)

Mar. 9 *****Staff workday (no classes)

Apr. 6-10 Spring Break

Apr. 13 Staff workday (no classes)

May 19 Election Day (no classes)

May 25 Memorial Day (no classes)

May 27 Last Day for Students (subject to change if necessary)

May 28 *Closing Day (possible make-up day)

May 29 **Parent Teacher Conf. Day (possible make-up day)

Make-up Days

*Day 1.....May 28 (used for make-up day if school year extended)

**Day 2.... May 29 (used for make-up day if school year extended)

***Day 3.....Feb 16 (used for make-up if a 3rd school day is missed prior to Feb. 1)

**** Day 4.....Mar 6 (used for make-up if school year extended)

*****Day 5.....Mar 9 (used for a make-up day if the school year is extended)

Quarter Pacing Charts

To be successful and stay on track you should work on your courses approximately 5 hours a day 5 days a week.

Completion percentages below indicate the total completion percentage of all assigned courses added together for each week. Failure to complete the required weekly percentage will result in progression through the tiered support system.

The weekly required percentage is based on the number of weeks in each quarter and the number of courses the student is assigned. The quarters with only eight weeks have slightly higher weekly requirements than the quarters with nine weeks to ensure completion by the end-of-quarter deadline.

1st Quarter Pacing Guide and Deadlines						
Weeks Due: Date @ Time	1 Class	2 Classes	3 Classes	4 Classes	5 Classes	6 Classes
Weekly Progress	+ 12%	+ 24%	+ 36%	+ 48%	+ 60%	+72%
Week 1 Due: Aug. 25 @ 5pm	12%	24%	36%	48%	60%	72%
Week 2 Due: Sept. 1 @ 5pm	24%	48%	72%	96%	120%	144%
Week 3 Due: Sept. 8 @ 5pm	36%	72%	108%	144%	180%	216%
Week 4 Due: Sept. 15 @ 5pm	48%	96%	144%	192%	240%	288%
Week 5 Due: Sept. 22 @ 5pm	60%	120%	180%	240%	300%	360%
Week 6 Due: Oct. 6 @ 5pm	72%	144%	216%	288%	360%	432%
Week 7 Due: Oct. 13 @ 5pm	84%	168%	252%	336%	420%	504%
Week 8 Due: Oct. 20 @ 5pm	96%	192%	288%	384%	480%	576%
Week 9 Due: Oct. 24 @ 5pm	100%	200%	300%	400%	500%	600%

2nd Quarter Pacing Guide and Deadlines						
Weeks Due: Date @ Time	1 Class	2 Classes	3 Classes	4 Classes	5 Classes	6 Classes
Weekly Progress	+ 12.5%	+ 25%	+ 37.6%	+ 50%	+ 62.5%	+75%
Week 1 Due: Nov. 3 @ 5pm	12.5%	25%	37.6%	50%	62.5%	75%
Week 2 Due: Nov. 10 @ 5pm	25%	50%	75%	100%	125%	150%
Week 3 Due: Nov. 17 @ 5pm	37.5%	75%	112.5%	150%	187.5%	225%
Week 4 Due: Nov. 24 @ 5pm	50%	100%	150%	200%	250%	300%
Week 5 Due: Dec. 1 @ 5pm	62.5%	125%	187.5%	250%	312.5%	375%
Week 6 Due: Dec. 8 @ 5pm	75%	150%	225%	300%	375%	450%
Week 7 Due: Dec. 15 @ 5pm	87.5%	175%	262.5%	350%	437.5%	525%
Week 8 Due: Dec. 19 @ 5pm	100%	200%	300%	400%	500%	600%

3rd Quarter Pacing Guide and Deadlines						
Weeks Due: Date @ Time	1 Class	2 Classes	3 Classes	4 Classes	5 Classes	6 Classes
Weekly Progress	+ 12%	+ 24%	+ 36%	+ 48%	+ 60%	+72%
Week 1 Due: Jan. 19 @ 5pm	12%	24%	36%	48%	60%	72%
Week 2 Due: Jan. 26 @ 5pm	24%	48%	72%	96%	120%	144%
Week 3 Due: Feb. 2 @ 5pm	36%	72%	108%	144%	180%	216%
Week 4 Due: Feb. 9 @ 5pm	48%	96%	144%	192%	240%	288%
Week 5 Due: Feb. 16 @ 5pm	60%	120%	180%	240%	300%	360%
Week 6 Due: Feb. 23 @ 5pm	72%	144%	216%	288%	360%	432%
Week 7 Due: Mar. 2 @ 5pm	84%	168%	252%	336%	420%	504%
Week 8 Due: Mar. 9 @ 5pm	96%	192%	288%	384%	480%	576%
Week 9 Due: Mar. 13 @ 5pm	100%	200%	300%	400%	500%	600%

4th Quarter Pacing Guide and Deadlines						
Weeks Due: Date @ Time	1 Class	2 Classes	3 Classes	4 Classes	5 Classes	6 Classes
Weekly Progress	+ 12%	+ 24%	+ 36%	+ 48%	+ 60%	+72%
Week 1 Due: Mar. 23 @ 5pm	12%	24%	36%	48%	60%	72%
Week 2 Due: Mar. 30 @ 5pm	24%	48%	72%	96%	120%	144%
Week 3 Due: Apr. 13 @ 5pm	36%	72%	108%	144%	180%	216%
Week 4 Due: Apr. 20 @ 5pm	48%	96%	144%	192%	240%	288%
Week 5 Due: Apr. 27 @ 5pm	60%	120%	180%	240%	300%	360%
Week 6 Due: May 4 @ 5pm	72%	144%	216%	288%	360%	432%
Week 7 Due: May 11 @ 5pm	84%	168%	252%	336%	420%	504%
Week 8 Due: May 18 @ 5pm	96%	192%	288%	384%	480%	576%
Week 9 Due: May 22 @ 5pm	100%	200%	300%	400%	500%	600%

WVLA Staff and Supports

Coordinator of Alternative Programs	Logan Culbertson	logan.culbertson@woodford.kyschools.us
Virtual Coordinator	Scott Ellis	scott.ellis@woodford.kyschools.us
Virtual Teacher	Meghan Bottom	meghan.bottom@woodford.kyschools.us
Counselor	Kari Housholder	kari.housholder@woodford.kyschools.us
Registrar; Infinite Campus Clerk	Lisa Bowling	lisa.bowling@woodford.kyschools.us
District Social Worker	Jill Hargis	jill.hargis@woodford.kyschools.us
District Computer Technician	Keith Warnest	keith.warnest@woodford.kyschools.us

Purpose Statement

Woodford Virtual Learning Academy will provide all students with a rigorous, non-traditional, virtual learning environment while providing support to become college, career, and life-ready citizens and follows the regulations set out in 704 KAR 3:535.

Enrollment

Application Process

Enrollment of any student in the Woodford Virtual Learning Academy is voluntary. Legal guardians are required to complete a digital application before the application deadline. A committee consisting of WVLA staff members will then meet and determine placement. The committee's decision will be communicated with the legal guardian. Voluntary placement of a child with a disability shall be made through the Admissions and Release Committee (ARC) pursuant to 707 KAR 1:320.

Applying After the Deadline

If a student wants to apply after the application deadline has passed, underlying circumstances must exist for the application to be considered. A home visit or family meeting with the district social worker will be required so the legal guardian can produce proof establishing the existence of underlying issues.

Dual Placement

Woodford Virtual Learning Academy (WVLA) students are required to take all minimum diploma requirement classes virtually except for honors, advanced, dual credit, or advanced placement classes which may be taken in-person at Woodford County High School (WCHS) as long as space is available.

Students may elect to take any of the following classes at WCHS as well: instrumental music, vocal music, visual arts, theater, media arts, agriculture, business marketing, education, engineering, family and consumer science, health science, law and public safety, health and physical education, arts and humanities, and world languages.

Students enrolled in an in-person class must attend class regularly at the in-person location.

Virtual and in-person class credits must equal eight credits each school year... four credits per semester. Students are not to exceed this amount.

Students who are taking tech school, school-within-a-school classes, or are an athlete will have their primary enrollment at WCHS, not WVLA.

Enrolling for In-Person

All in-person courses, core and elective, will be scheduled with a WCHS counselor and approved by WCHS principal and based upon the student's progress toward diploma requirements.

Work-Based Learning

Students earning credit hours through work-based learning experiences (coop) must...

1. Document and submit worked hours on a regular basis for each week of the grading period through Google Classroom.
2. Show continual weekly progress in Edgenuity.
3. Earn passing final grades in all Edgenuity courses.

The WVLA staff will review these requirements on a regular basis. Students who do not meet these requirements may be removed from the work-based learning elective and enrolled in Edgenuity courses to replace the coop credit(s).

Once a student is removed from coop, he/she must meet the requirements for each week during an entire grading period before work-based learning can be re-assigned.

Students who have incomplete coop requirements at the end of the school year will be required to take additional electives to recover the coop credits that were not earned. These courses may be taken during summer school.

Withdrawing

Students enrolled at Woodford Virtual Learning Academy must complete one semester of course work before making a request to withdraw from WVLA unless an extenuating circumstance exists. Withdrawal requests should be made through an email to the coordinator of alternative programs indicating the reason for the withdrawal request. The coordinator will then meet with members of the WVLA placement committee to review the request and determine if the request will be approved or denied. Transfers may not occur until the end of the current semester grading period and approval will be contingent on the circumstances.

Technology

Computer Equipment

All students will have access to a district-issued and supported chromebook if needed. To be issued a school device, students must pay a \$60 chromebook fee as well as a \$15 take home fee as set by the district school board. There are discounts for having multiple students in the 1:1 device program in 6th through 12th grade. Specific device pick up arrangements and requirements will be communicated before the start of the school year.

Students may also decide to use their own device as long as it has high-speed internet capabilities (watching video without buffering), a keyboard, working camera, and working microphone. However, personal devices will not be supported by WCPS employees in any capacity.

Students without internet access at their residence may contact the WVLA counselor to determine if the requirements are met to be issued a WCPS mifi device.

All school devices will need to be turned in on a specific day at the end of the school year. More information will be communicated related to collection before the end of the school year. Failure to return devices could result in a fee being assessed and added to the student's account until the device(s) are returned.

Technology Acceptable Use

All WVLA students must follow the district's Acceptable Use Policy and demonstrate good digital citizenship practices at all times when using district devices, programs, and accounts.

Additional internet and technology safety guidelines can be accessed at this website: <https://www.common sense.org/system/files/pdf/2020-08/grades-6-12-family-tips-privacy-security-english.pdf>.

Device Support and Damages

Issues with school-issued technology and accounts or damages to school-issued devices will need to be reported to the virtual teacher immediately. Once the virtual teacher is made aware of the situation, he/she will enter a help desk ticket to make the technician assigned to work with WVLA devices, students, and staff aware of the situation. The district technician will then reach out to the student/guardian to troubleshoot the issue remotely or schedule a time and place to meet the student/guardian with the device for troubleshooting and/or repair.

Fees associated with damages are as follows:

No Charge

- device malfunctions due to manufacturer defects
- damage covered by accidental damage protection warranty

\$25

- camera replacement
- bezel replacement
- charger replacement

\$30

- screen replacement
- keyboard replacement
- top cover replacement
- bottom cover replacement

\$70

- liquid damage to motherboard or other electronic components

\$150

- irreparable damage, device must be replaced
- lost and/or stolen
- bug or rodent infestation causing device to be replaced

Virtual Meeting Etiquette

Attire:

Dress modestly: While the meeting is virtual, dress modestly and comfortably, avoiding overly casual attire like pajamas.

Choose appropriate clothing: Select attire that is suitable for a professional or academic setting, demonstrating respect for the WVLA staff and the meeting.

Behavior:

Be punctual: Treat the one-on-one meeting with WVLA staff as you would attending an in-person class. Log in on time to show respect for the staff member's time.

Minimize distractions: Find a quiet, well-lit space for the meeting where you can focus without interruptions. Mute any background noise and avoid multitasking during the discussion.

Engage actively: Participate in the meeting by actively listening to WVLA staff asking questions and providing thoughtful responses when appropriate. Show your interest and dedication to the subject matter

Communication:

Speak clearly and respectfully: Use clear and respectful language when communicating with WVLA staff. Be concise and to the point, expressing yourself articulately.

Utilize video if possible: Enable your webcam to establish a more personal connection with WVLA staff. Non-verbal cues such as facial expressions can enhance communication and understanding.

Share screen: Be prepared to share your screen with the teacher if requested.

Listen attentively: Practice active listening by focusing, maintaining eye contact, and acknowledging points with verbal cues.

By adhering to these expectations, you can ensure a professional, respectful, and productive one-on-one meeting with WVLA staff. Failure to comply with virtual etiquette will be documented along with any other behavioral concerns which may result in removal from the WVLA program.

Edgenuity

Edgenuity is a computer-based curriculum and instruction program that enables students to take virtual courses in the place of traditional direct instruction to complete high school graduation requirements in order to graduate.

Students working on Edgenuity are expected to work independently. Any student found allowing another student to work on their account will be subject to administrative action and, at a minimum, will have their lesson and/or coursework reset.

In-person and virtual tutoring is available upon request. Students are expected to bring a pair of headphones or earbuds for computer-based learning use if attending in-person tutoring.

About WVLA

WVLA Requirements

Students and legal guardians must...

- sign up and attend a virtual scheduling meeting with the counselor over the summer. Prior to this meeting, students must complete a digital form identifying class electives they would like to schedule for the school year.
- complete the virtual WVLA orientation activity to learn WVLA policies and procedures before the start of the Fall semester or within 24 hours of student enrollment in WVLA.
- opt in to receive all communication from WVLA in ParentSquare.
- have a working email and phone number on file in Infinite Campus..
- check email daily.
- respond to WVLA staff within 24 hours of a communication being sent.

During the school year, students must have access to...

- a device with a working keyboard, camera, and microphone. District-issued chromebooks are available for students to use. Students may also decide to use a personal device. However, personal devices will not be supported by WCPS staff.
- reliable high-speed internet. The district can provide hot-spots for qualifying families.

Students must also...

- complete all district and state-required assessments in-person.
- meet attendance and progress expectations.
- attend virtual and/or in-person work sessions and meetings if required.

Guidelines for Success

Students who are considering enrolling in WVLA should exhibit the following characteristics:

- self-motivated
- ability to work independently
- ability to set and meet deadlines
- perseverance
- taking initiative to ask for help when needed
- ability to follow a schedule
- prior demonstration of academic success in either a virtual or in-person learning environment

Parents/guardians who are considering enrolling their child in WVLA should make certain they can provide the following supports:

- assisting the student in creating and adhering to a schedule
- regularly monitoring progress and assignment completion within the learning platform
- communicating with and responding to teachers and staff members
- ensuring the student attends all scheduled synchronous (live) sessions
- ensuring the student attends all in-person classes they choose to sign up for
- establishing a distraction-free workspace within the home
- ensuring reliable access to technology

Attendance

Attendance requirements follow 704 KAR 3:535 Section 8 and is based on completing 100% of each assigned course within the grading period they are assigned.

If a student consistently does not meet attendance requirements and tiered remediation has been attempted, truancy procedures may be implemented.

Progress Expectations

Students are required to complete all coursework for each quarter grading period by a specific deadline.

To keep students on pace, students are required to complete a specific percentage of coursework each week determined by the number of weeks in each quarter and the number of classes the student is assigned. This percentage is identified in the applicable Quarter Pacing Chart chart. Progress will be checked weekly.

Students may elect to focus on particular courses each week as long as the overall completion for the week matches the applicable percentage in the Quarter Pacing Chart.

Students may also choose to complete additional work allowing them to complete less work in future weeks. As long as the applicable percentage shown in the Quarter Pacing Chart is met, students will not be penalized as they are still on pace to complete the required coursework.

Tiered Support System for Unmet Weekly Progress Requirements

Tiered support will be provided for students who do not complete the applicable percentage from the Quarter Pacing Chart for the week. This means if a student falls behind in the previous week, the student will need to do additional work the following week to be on pace and avoid entering (or progressing) in the tiered support system. The tiered structure is as follows:

	% Behind	Communication	Mandatory Remediation/Intervention
Warning	- less than 50%	*email student	*none
Tier 1	1st week - 50% or more	*email student and parent	*none
Tier 2	2nd week - 50% or more	*email student and parent	*none
Tier 3	3rd week - 50% or more	*email student and parent	*student Google Meet with virtual teacher
Tier 4	4th week - 50% or more	*email student and parent	*student meeting with virtual coordinator
Both the student and parent/guardian will continue to receive email notifications if a student is behind by 50% or more for more than four weeks. At that point, the WVLA staff will review the student's placement in WVLA.			

Failure to schedule and attend mandatory meetings identified in the tiered support system may result in students being required to return to in-person instruction or being placed in New Horizons. Similarly, students who have incomplete coursework at the end of the quarter and/or have progressed through the tiered support system may also be required to return to in-person instruction or be placed in New Horizons.

Should a student be unable to complete the required weekly pacing percentage due to an extenuating circumstance lasting more than two days (i.e. prolonged illness, emergency, power outages), the student and parent must communicate this with the virtual teacher to avoid the student entering (or progressing) through the tiered support system. Students experiencing this will still be expected to meet the required weekly pacing percentage the following week.

Academic Integrity

To maintain academic integrity, students are expected to submit their own work as well as give their best effort when completing all Edgenuity assignments.

There are two primary ways violations to the academic integrity policy may occur.

The first way is by cheating. Examples of this include, but are not limited to, submitting work containing plagiarism and/or portions generated by artificial intelligence.

The second way is by submitting an assignment on which minimal effort has been applied to certain parts or all of the assignment. Examples of this include, but are not limited to, submitting blank answers, "gibberish" answers (i.e. "aksdufhkuvhdvbkasbf"), or answers in which the prompt is restated but there is little or no attempt to answer the question.

While both types of violations will be viewed and counted separately, the consequences for each type of violation will be the same, and the student and parent/guardian will receive an email anytime a violation of the academic integrity policy has occurred.

The first offense will result in the student having to re-do the entire assignment. The student will still have the opportunity to receive full credit.

The second offense will result in the student having to re-do the entire assignment. The student will still have the opportunity to receive full credit.

The third offense will result in the student receiving a 0%. The parent/guardian and student will be required to meet with the virtual coordinator.

The fourth offense will result in the entire course being reset. The parent/guardian and student will be required to meet with the virtual coordinator.

Further violations may result in dismissal from WVLA and the return to in-person instruction.

Multiple academic integrity violations on the same assignment will result in a 0% regardless of the type of violation or total number of violations the student has incurred during the grading period.

Final Course Grade of F

Students who receive a failing final grade in a graduation requirement course will be required to repeat the course until a passing final grade is earned.

Students who receive a failing final grade in an elective course will be given one opportunity to repeat the course. The higher final grade earned between the two attempts will be recorded on the student's transcript.

Repeat courses will be assigned during the next grading period.

If a student receives a failing final grade during the fourth quarter, the student may opt to repeat the course during virtual summer school.

Incomplete Courses at End of Semester

Students who have incomplete courses at the end of each semester will receive an F for each incomplete course. The student will have the choice to accept the failing grade or complete the course within two weeks of the original deadline before the failing grade will appear on the student's official transcript.

If a student receives a failing grade for an incomplete course, the student will be...

1. required to retake the entire course if it is a graduation requirement.
2. given the option to retake the entire course if it is not a graduation requirement.

Students who have a failing grade on their transcript are ineligible to receive KEES money for post-secondary education.

Multiple semesters with incomplete courses may result in the return to in-person instruction.

Summer School

Students have the option to attend two separate virtual summer school sessions to recover credits. Each session consists of four weeks during which students will be assigned Edgenuity courses to complete.

Students will be required to complete a specific percentage each week based on the number of courses they are assigned. All assigned courses for each session must be completed with passing grades by a specific deadline to be eligible for additional summer school sessions during the same summer.

Courses assigned during summer school which are not finished by specific deadlines or do not receive passing grades will be assigned during the first quarter of the upcoming school year along with additional Edgenuity courses to keep the student on pace to graduate as planned.

Working Toward Graduation

Grading Scale and Weights

Grading Scale		Grading Scale Weights for Core and Electives with Assignments		Grading Scale Weights for Core and Electives without Assignments	
A	90-100	Assignments	50%	Quizzes	35%
B	80-89%	Quizzes	16%	Tests	45%
C	70-79%	Tests	24%	Exams	20%
D	60-69%	Exams	10%		
F	Below 60%				

Students must earn a 60% to pass a course. The passing rate for quizzes and tests is set to 60%, and students will only be given one opportunity to retake a quiz before Edgenuity requires the student to move to the next task. Make sure to pay attention to the final grade percentage through the nine weeks. Quizzes can be reset by the virtual teacher and retaken the last week of the nine weeks if needed to pass the course. Students must email the virtual teacher once coursework in all classes is complete to make this request.

Credits and Classifications

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.

Grad Diploma Requirements

Per Woodford County School Board policy, students must complete eight semesters of coursework and 26 credits to graduate or complete the Kentucky Early Graduation option as defined in 704 KAR 003:305.

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 003:303 and 704 KAR Chapter 8. The requirements for each diploma type are listed below.

	Minimum Graduation Requirements	Pre-College Diploma Requirements	Honors Diploma Requirements
ENGLISH	4 Credits	4 Credits completed during 8 semesters of enrollment at the high school level	4 Credits completed during 8 semesters of enrollment at the high school level
MATH	4 Credits	4 Credits completed during 8 semesters of enrollment at the high school level	4 Credits completed during 8 semesters of enrollment at the high school level
SCIENCE	3 Credits	3 Credits completed during 8 semesters of enrollment at the high school level	4 Credits completed with a minimum 3 credits during 8 semesters of enrollment at the high school level
SOCIAL STUDIES	3 Credits	3 Credits completed during 8 semesters of enrollment at the high school level	4 Credits completed during 8 semesters of enrollment at the high school level
HEALTH	0.5 Credit	0.5 Credit	0.5 Credit
PE	0.5 Credit	0.5 Credit	0.5 Credit
ARTS & HUMANITIES	1.0 Credit	1.0 Credit	1.0 Credit
Dual Credit and/or AP courses	N/A	Earn 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	Earn 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
Foreign Language		2 credits	3 Credits
Successfully Complete	Individual Learning Plan (ILP) All State and District Assessments Job Skill Assessment Proficiency Civics Graduation Exam	Individual Learning Plan (ILP) All State and District Assessments Job Skill Assessment Proficiency Civics Graduation Exam	Individual Learning Plan (ILP) All State and District Assessments Job Skill Assessment Proficiency Civics Graduation Exam
TOTAL CREDITS	26 Credits	28 Credits	30 Credits

Additionally, to meet Individual Learning Plan requirements (ILP), all WVLA students must successfully complete the following:

- ***Strategies for Academic Success Edgenuity course***
- ***Career Planning and Development Edgenuity course***
- ***Financial Math Edgenuity course (junior or senior year)***

Early Graduation

For students to graduate from Woodford County Virtual Academy, they must complete four years of high school. Exceptions must have the prior approval of the principal, be granted by the Woodford County Board of Education, and be noted in the student's cumulative file. Students will remain in their original cohort grade.

KEES Money for College

The KEES To Your Future...good grades = money for college!!

The Kentucky Educational Excellence Scholarship (KEES) rewards students who get the most out of high school. To receive KEES money, students must have an annual 2.5 GPA or higher for the base amount of the scholarship and a 15 or above ACT score for the bonus.

KEES is a renewable scholarship that can be awarded each year for four years. However, a student must keep grades up in college. If a student earns a 3.0 or higher, the full scholarship is maintained. If collegiate GPA falls between 2.5-2.9, the KEES money is reduced by half. The

KEES scholarship is lost when the GPA falls below 2.5, but can be regained whenever the GPA reaches 2.5 again. For more information on how to earn KEES money, visit www.kheaa.com.

Students can receive additional money for scoring at least a 15 on the ACT. If students do NOT put their Social Security Number on the ACT exam, they will NOT be awarded the ACT bonus. If students take the ACT more than once, the social security number must be provided each time in order for the highest ACT score to be recorded in the KEES database. Simply put, if a Social Security Number is not provided, KEES money will NOT be awarded.

Support Services

WVLA students have access to several support services which are available upon request.

These services include...

- Tutoring through virtual or in-person attendance.
- Counseling including support in searching and applying for college, seeking financial aid and scholarships, completing the FAFSA, and registering for the ACT and SAT. The counselor can also assist with employment searches and applications. Additionally, mental health services can be obtained.
- Youth services to support guardians in ensuring students' basic needs are met.

Activities through WCHS

Athletics

WVLA students wishing to participate in athletics at Woodford County High School must attend a minimum of four in-person classes at WCHS each semester to be eligible. All courses necessary to meet minimum diploma requirements must also be taken at WCHS.

The high school's current athletic grade policy will be applied to all in-person and virtual classes, and athletes must complete the applicable percentage of virtual classes identified in the applicable Quarter Pacing Chart each week to maintain athletic eligibility.

Once ruled ineligible, athletes will not be ruled eligible again until the following week when the next progress report has been recorded, and the student has met all grade and progress requirements for that week.

Extracurricular Activities

Application-based students who attend Woodford Virtual Learning Academy may attend extra-curricular activities at their age-appropriate originating environment unless otherwise notified by Administration. Any participation in extracurricular activities will be based on Board Policy and KHSAA Policy.

Any placement-based students may attend extracurricular activities at their age-appropriate originating environment only with permission given at the placement meeting or by Administration.

Special Events

Application-based students who attend Woodford Virtual Learning Academy may attend special events at their age-appropriate originating environment unless otherwise notified by Administration. Any participation in special events will be based on Board Policy and KHSAA Policy.

Any placement-based students may attend special events at their age-appropriate originating environment only with permission given at the placement meeting or by Administration.

In order to attend special events, Woodford Virtual Learning Academy (WVLA) students must meet the following criteria:

1. Complete the digital "Out-of-School Guest Application" form by the deadline.
2. During the grading period prior to the one in which the special event occurs, students must complete...
 - all courses by the deadline.
 - all courses with passing grades.
 - all coop requirements by the deadline.

For first quarter special events, the previous school year's fourth quarter will be referenced. In the event a student participates in Summer School, Summer School will become the grading period that will be referenced for first quarter special events. If a student attends Summer School, the student must complete...

- all courses by the deadline.
 - all courses with passing grades.
3. During the grading period of the special event, students must...
 - remain out of the tiered support system.
 - have passing grades in all classes the Monday the week of the event.
 - be up-to-date on all coop requirements the Monday the week of the event.
 4. Additionally, students must...
 - complete all testing requirements (such as state testing, ACT, and Civics test).
 - attend all mandatory meetings (such as the suicide prevention training and tiered support system meetings).
 - exhibit no behavior issues at previous extracurricular activities.

Additional Policies

Driver's Permit Requirements

At the initial application for an original Kentucky learner's permit or transfer license only, students who have not graduated high school or passed the GED must submit a signed and sealed School Compliance Verification form from the student's school district of residence to the Regional Driver License office.

In order to obtain this, WVLA students must comply with the WVLA "No Pass, No Drive" policy which states students must meet the following requirements during the semester in which the form is requested:

1. Complete all courses assigned.
2. Pass all courses assigned

If these two criteria have been met, the student must email the coordinator of alternative programs to request the form and arrange its pick up prior to applying for the learner's permit or transfer license.

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, veteran status, or disability 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. In addition, the district does not discriminate on the basis of sexual orientation or gender identity.

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 145 School House Road, Versailles, KY 40383 or at (859) 879-4630.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Director of Staff and Student Services, who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Director of Staff and Student Services with inquiries or if needing this information in a language other than English or Spanish at 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600.

Woodford County Middle School **Student Handbook**

Tigers Together.



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Woodford County Middle School Student Handbook

2025-2026

100 SCHOOL HOUSE ROAD

VERSAILLES, KY 40383

(859) 879-4650 (Office)

(859) 873-4436 (Fax)

Web Page: <https://wcms.woodford.kyschools.us/>

Office Hours: 7:45 AM - 4:00PM

Principal: Rebecca Preston

Assistant Principals: Kyle Norton and

Administrative Dean: Dennis Wallace

Counselors: Rachel Smith and

Social Worker: Sara Swinford

FRYSC: Mallory White

SRO:

Welcome to Woodford County Middle School!

We're excited to begin another school year at Woodford County Middle School! This handbook is designed to serve as a helpful guide, outlining the expectations, procedures, and supports in place to create a safe, inclusive, and productive learning environment for all students.

Our mission is *"Supporting, Preparing, and Growing Students Toward a Successful Future."* Each day, we work to ensure that students grow academically, socially, and emotionally. At WCMS, we believe in fostering strong relationships and building a school community where everyone feels seen, valued, and connected.

Our vision—to *inspire generations of life-long learners who positively impact their community and world*—drives all that we do. Through our Portrait of a Learner competencies, we aim to empower students to become **resilient learners, creative problem solvers, responsible contributors, reflective collaborators, and empathetic communicators**. These traits are the foundation of a well-rounded education and essential for success both inside and outside the classroom.

We encourage you to read this handbook together as a family and refer to it throughout the year. Middle school is an exciting time of growth, discovery, and opportunity. We're committed to making this year meaningful, memorable, and full of moments that help every student shine.

Let's make it a great year at WCMS!

If you need additional information or clarification, consult the official District Code of Conduct or contact the school administration.

WCMS MISSION STATEMENT

Supporting, Preparing, and Growing Students Toward a Successful Future.

WCMS VISION STATEMENT

To inspire generations of life-long learners who positively impact their community and world.

WCMS GUIDELINES FOR SUCCESS

At Woodford County Middle School we endorse Positive Behavioral Interventions and Supports (PBIS). Our school's big idea is that teachers should focus more time, attention and energy on acknowledging responsible behavior rather than responding to misbehavior. For that reason our schools expectation anchors will center around the 3 R's:

- Respectful
- Responsible
- Ready

POLICY ON NON-DISCRIMINATION

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.

ACCESS TO STUDENT INFORMATION

Due to requirements of the Family Educational Rights and Privacy Act, the school may only share with students' legal guardians any information regarding grades, discipline, activities, etc. If you want to allow access to step-parents, grandparents, counselors, or anyone other than legal guardians, a "third party release form" must be completed. These are available at the main office and the counseling office.

WEB PAGE:

The school and district web pages offer much information to foster educational success. To directly access the Woodford County Public Schools page on the internet use this address: <https://wcms.woodford.kyschools.us/>

ATTENDANCE

SCHOOL DAY - 8:15AM - 3:15PM

ARRIVAL – Students should arrive at WCMS no earlier than 7:35 AM. **For safety and supervision reasons, the entry doors will be locked until 7:35am.** Students arriving between 7:35 and 8:10 AM should enter through the parent drop off door or bus door and go directly to the gym. Students may visit the cafeteria only if purchasing breakfast. Sixth grade students will report to first period at 8:00 am. Seventh grade students will report to first period at 8:03 am. 8th grade students will report to first period at 8:06 am. If a student needs access to other parts of the building, a hall pass from a staff person is required. This pass shall be dated and signed by the staff member. If a student arrives after 8:15 AM or is not in their 1st period class by 8:15 AM, he/she must sign in at the front office for a tardy slip.

DEPARTURE – Parents need to fill out a Pick-Up Permission Form to allow for students to be picked up by car, friends, siblings, etc. Students are to remain in their last period class until dismissed.

ABSENCES

- When you are absent, tardy, or leave school early, you are required to bring a written excuse from your **parent/guardian/professional within three (3) days of your absence. If the note is not received within three days, the absence will be unexcused.** This note should have student's full name, the date(s) of the absences, the reason for the absence, and a parent/guardian/professional signature and phone number..
- 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/medical excuse** or approved as excused by the principal.
- Teachers shall not give credit for daily work for unexcused absences, including out of school suspension days.
- To leave school early, your parent/guardian or designated sign-out person should go to the office and sign you out. You will be called to the office when he/she arrives. **Photo IDs will be checked before student is allowed to leave school with guardian or someone on their pick up list.**
- If you are tardy to school (arriving at 8:15 am or later), bring a written explanation from your parent or guardian; you must stop by the main office and sign the sign-in sheet.
- **Educational Enhancement Opportunity** - If an absence is of significant educational value, guardians may apply for an educational enhancement opportunity of up to ten days. Applications are available at the school office and need to be turned in to school principal for consideration at least 5 days before the planned absence. Refer to WCPS Code of Conduct for specific guidelines.

BULLYING/HARASSMENT

- Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated that:

- Occurs on school premises, on school-sponsored transportation or at a school-sponsored event; or
- That disrupts the education process.
- This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process." **Students who feel they are being bullied should report it to any staff member and fill out a bullying incident report located at <https://forms.gle/S9zuKnttrtNWthUwv9> or on the school web page.** Completed forms will come to teachers, the guidance office, or the main office as need is determined.

BUS/RIDE CHANGE REQUESTS

All requests for **any transportation changes** (change of bus, walking instead of riding bus, and getting off at the high school for sports practices) **must be in writing from the parent/guardian.** Each request must include: student's name, parent/guardian name, daytime telephone number(s), date, and signature. **Guardians must be contacted by phone before the change is approved. If a parent cannot be reached for approval before the end of the school day, the change will not be approved and the student will follow their regular transportation plans.** Requests must be turned in to the office before first period begins. Office staff will page students to pick up permission notes. No requests will be approved to ride to high school to get off and walk home or ride home with a friend. **All changes for car riders being picked up by a different driver should be made in the School Dismissal Manager (SDM) app.**

The order of **dismissal** will occur as follows:

- Car riders **should exit the building through the parent pick up door.**
- Students picking up band instruments will be allowed to pick up their instruments on their way to exit the building.
- Bus riders will be dismissed when their bus number appears on the screen. **Students should exit the building at bus dismissal doors or hallway doors closest to the gym entrance on bus exit side.**
- Walkers/bike riders will be dismissed once all buses have left the campus and must leave **through the bus doors**, crossing streets **only** at marked crosswalks.

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 can receive free or reduced-price meals if they (or their household) meet the basic guidelines:

- A child with a family income 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 to be charged at most 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 the full price for meals, which are still cost-subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director before 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 that 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 for the school and your child(ren).

Special Dietary Needs:

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

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

Prices

Meal Elem: Breakfast- \$1.30 Lunch- \$2.65

Meal Middle: Breakfast- \$1.30 Lunch- \$2.80

Meal High & SH: Breakfast- \$1.55 Lunch- \$3.00

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. You may view your student's lunch account and set up a reminder about the lunch account balance. You may contact Food Services for assistance.

CAFETERIA

Breakfast is served daily from 7:35-8:00 AM in the cafeteria. Students may not loiter in the cafeteria and may receive disciplinary action for repeated incidents. For lunch, each class will go to the cafeteria as a group and return to the classroom as a group. Seating arrangements will be assigned by administrator. Remember, other classes are in session while you go to lunch, so travel quietly. Each lunch period is approximately twenty-five (25) minutes long.

When leaving lunch, no food will be allowed in the classroom.

- You are expected to behave in a socially acceptable manner during your lunch period. Throwing or tossing of any item for any reason can result in disciplinary action.
- Seating limits at tables must be observed.
- Students will LEAVE NO TRACE.
- **Food brought in from restaurants is not allowed.** If a student is returning from an appointment and has stopped at a fast food restaurant on the way, we ask that he/she please eat prior to checking into school.
- Meals may be paid in advance by paying in the cafeteria. Money will be deposited to each student's account. **Student may not share their account number with other students.** Money remaining at the end of the year will be carried over to the student's account or new school for the following school year.
- The cafeteria will provide a nutritious snack so no student will go hungry.

COMPUTERS/WEB BASED INFORMATION

Access to Computers

Students are granted access to the computer network, internet, and/or student e-mail by parent permission on the WCPS Network Student User Contract in the Student Code of Acceptable Behavior and Discipline.

E-mail Announcements

Families will receive a weekly newsletter called Tiger Tales from WCMS. This is also posted on the school webpage and will be shared via our social media outlets.

Grades Available Online

Parents and students can view the current posted grades from each class on the internet. To use this service, a pin number will be given to each family at the beginning of the year.

Please remember that teachers may have collected papers but not yet graded them or posted changes onto the computer. A blank score is not calculated in the student's grade average and may be added later. Please contact the teacher via email or through the front office with questions.

EMPLOYABILITY OPERATING SYSTEM (eOS)

The Employability Operating System, eOS, is an online tool the school uses to track Tier 1 student behavior. Students are provided PBIS school wide expectations that they are to meet during the course of the school day. We utilize the Employability Operating System (eOS) to assess students' employability in the three PBIS school wide expectation areas of **Respectful, Responsible, and Ready** at school each day. Students earn all their points at the start of class and only lose points when they do not meet the PBIS school wide expectations by the end of class. Students can login and see their eOS scores at any time by visiting <https://woodford.lifereadyschools.com/>, using their school email and password.

DETENTION

Occasionally a student's decisions and behavior earn a conference with administrators and assignment to after school detention. It is held after school once a week from 3:35 pm to 4:35 pm. Students will receive written notice of date assigned and are expected to inform guardians and arrange transportation. Copies of the notices are mailed home but may not arrive prior to the assigned detention day. Students **may not** request a reassigned date. **Guardians may** request a rescheduled date one time by calling or sending a note to an administrator before the scheduled detention day/time. During detention, a certified teacher will monitor completion of a structured reading assignment. If a student misses detention without a valid excuse or misbehaves during their assigned session, more detention sessions or in-school suspension may be assigned. **Students must be signed out from the main office at pick up time by the person providing transportation home.**

Personal Appearance

The school council has established standards for Woodford County Middle School students' personal appearance that is school appropriate. This standard emphasizes modesty, cleanliness and good grooming as defined below and by school officials as needs arise. We want to encourage each student to gain recognition through personal poise and conscientious work, not through inappropriate dress.

General

All students are expected to adhere to school-appropriate dress and to dress in such a manner as to contribute to the academic atmosphere. Clothing, jewelry, accessories, or other items of adornment that refer to alcohol, tobacco, drugs, sexual innuendos, gang activity, violence, foul language, or weaponry are not school-appropriate and will not be permitted. The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited.

Why does WCMS have this policy?

Ultimately, the intent of this standard is for students to understand that one's personal appearance is a manifestation of self-evaluation, and we hope that students will think highly enough of themselves to dress for success. We are a professional learning environment and this standard encourages students to dress as such.

Pants/Shorts/Skirts

Students may wear any color pants, shorts, or skirts that conform to the following criteria:

- Must be at least finger-tip length
 - with student standing in natural position (not shrugging shoulders)
- Must cover undergarments at all times
- Must be composed of non-transparent material from fingertips and above
- Must fully cover skin from waist to fingertips.
 - This includes any cutouts, holes, rips, or frays that show skin

Dresses

All dresses must meet the following criteria:

- Dresses must cover undergarments at all times
- Must be at least finger-tip length
 - with student standing in natural position (not shrugging shoulders)
- Dresses must cover midriff and back
- Dresses must have sleeves or substantial straps (spaghetti straps are not permissible)
- Dresses must have a neckline that is mid-chest** or higher

Shirts

All shirts must meet the following criteria:

- All tops must cover undergarments at all times
- Shirts must cover the midriff and back
- Shirts must have sleeves or substantial straps (spaghetti straps are not permissible)
- Be composed of nontransparent material
- Shirts must have a neckline that is mid-chest** or higher

**midchest is defined as alignment with armpit

Footwear

Footwear must be worn at all times.

Accessories

Dangerous jewelry such as dog collars, wallet chains, belt chains, spike jewelry, or any other accessories that the administration deems dangerous is not permitted. Head coverings such as hats, scarves, toboggans/beanies, hoods must not be visible during school hours unless authorized by school staff. Sunglasses are not to be worn or be visible inside the building unless ordered by a physician.

Enforcement

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation of the decency and appropriateness of any garment. Administrators, teachers, and other certified personnel are responsible for enforcing the dress code. Possible exceptions for designated days will be at the discretion of the administration.

Consequences

Students who fail to comply with the dress code may be sent home when deemed appropriate by school administrators and are subject to disciplinary action. Clarification regarding apparel should be obtained from the school administrator PRIOR to wearing the apparel to school.

1st Offense: Correct the infraction; notify the parent/guardian; conference with administrator. (Occasionally, t-shirts may be offered to students to wear to correct the infraction. Students should return these to the office as soon as possible after wearing them)

2nd Offense: Correct the infraction; notify the parent/guardian and assignment to after-school detention

3rd Offense: Correct the infraction; notify the parent/guardian and assignment to AER

4th Offense: Correct the infraction; notify the parent/guardian and assignment to 2 days of AER

5th Offense or more: Correct the infraction; notify the parent/guardian and consequence(s) deemed necessary by the administration

EXTRA CURRICULAR ACTIVITY POLICY

Students may be dismissed from an extracurricular activity by the sponsor or coach after consultation with the WCMS administration.

Cancellations

When school is closed on a scheduled day, all extracurricular activities will be canceled. The principal and athletic director may make exceptions for extenuating circumstances.

Attendance

Students may participate (*see definition of participation) in extracurricular activities on days when they may have been in attendance for at least half a day. Participation by students absent more than half a school day for medical/dental appointments and/or emergencies will be subject to school administration discretion.

Students who demonstrate a pattern of absenteeism that correlates with participation may be removed from the activity, team, etc.

*Participation—rehearsing, trying out, practicing, playing in games, performing, social events after school and/or dressing out.

Interscholastic Teams Participation Criteria

The following policies and procedures shall be followed by students enrolled in Woodford County Middle School. Only 6th, 7th, and 8th-grade students enrolled in WCMS are eligible to participate.

**Elementary students may be eligible to participate based on team needs and SBDM approval*

Try-Outs

All students enrolled at WCMS are eligible for tryouts. It is expected that coaches use current academic standing in evaluating potential participants.

Application deadlines for participants may not apply to students from the household of an active duty service member transferring into the district before or during the school year.

Playing and Participating During Season

One Period up to Half Day of AER- Student misses the next practice, training, or rehearsal.

1st All Day AER- Conference with parent and coach/sponsor and student. While in AER, the student will not play/participate in any practice, training, rehearsal, or game. The student will miss one and no more than one game/competition.

2nd Full Day AER Placement- Conference with the parent, coach/sponsor, Athletic Director/Administrator, and student. While in AER, the student will not play/participate in any practice, training, rehearsal, or game. The student will miss two and no more than two games/competitions.

3rd Full Day AER Placement/1st ATS- Same as 2nd plus meeting with the principal and consideration of removal from the team/extracurricular activity.

4th Full Day AER Placement//2nd ATS- Removal from team

** If instances occur after team selections/participant selections have been made, but prior to the start of the season/meetings/events, the athlete/participant will miss the next practice or practices/scheduled events according to the schedule above.

Out of school suspension

First Offense-student will miss half the number of remaining games/competitions. If there is only one game/competition remaining, the student will miss that game/competition.

Second Out of School Suspension-Removal from the team/extracurricular activity

*Parents and the student will sign the code of conduct; Administration has the authority to change dates/times of consequences to be issued.

Academics

- No F's in any class
- Athletes' current grades will be reviewed after 12:30 pm each Monday. Any student with a grade of 59% (F) or below in any class will not participate in practice or games.
- Students or coaches will be notified of their eligibility.
- Student's eligibility will be reinstated when their grade is 60% or above.
- A student who remains ineligible for three consecutive weeks will be automatically dismissed from the team.
- The student will be allowed one year of eligibility for each year of middle school. If a student has been retained, they will be ineligible for participation in athletics the following year (Example: a 7th grader who is retained is not eligible to participate in the following 7th-grade year).
- All policies and procedures not stated here in this article should refer to the Bluegrass Middle School Athletic Conference (BMSAC) Manual. Any other policies not found in the BMSAC Manual should refer to the Kentucky High School Athletic Association (KHSAA) Handbook.

School Dance Requirements

In order to attend dances at WCMS, students must meet the following requirements:

- Attendance
 - Student must comply with the school's attendance policy as listed above
- Academics
 - Student must not have an F in any class
- Behavior:
 - Student must not have more than 3 days of AER
 - Student must not have been suspended

If a student has been retained, they will be ineligible for participation in athletics the following year (Example: a 7th grader who is retained is not eligible to participate in the following 7th grade year).

All policies and procedures not stated here in this article should refer to the Bluegrass Middle School Athletic Conference (BMSAC) Manual. Any other policies not found in the BMSAC Manual should refer to the Kentucky High School Athletic Association (KHSAA) Handbook.

For the complete SBDM extracurricular policy please refer to the website.

GRADING POLICY

0%-59%= F 60%-69%=D 70%-79%=C 80%-89%=B 90%-100%=A

Promotion/Retention

The following criteria will allow a middle school student to be promoted to the next grade level:

- A student passes 6 out of 6 classes for the school year.
- Rotation classes shall be averaged together for the year and count as one yearly grade.

A middle school student shall be retained if he/she fails more than one or more classes. Class is defined as a core class or the yearly average of each set of rotation classes.

A student may attend summer school if he/she fails no more than three classes for the year. The student shall maintain a minimum 80% attendance rate for summer school. If an 80% attendance rate is not maintained, the student is disqualified from attending summer school and shall be retained.

GRADING PERIODS

WCMS uses a nine-week grading period. Please refer to our web page for calendar information on term and report card dates. A mid-term progress report is sent home with students approximately 4½ weeks into each term.

GUIDANCE/COUNSELING

Counseling service is available to all students. The counselor may assist your transition through the emotional, social, academic, and physical changes of adolescence. You do not need to have a problem or be in trouble to visit the counselor; you may just need someone to talk to. Students you may be referred to the counselor by parents, teachers, other students, administrators, or you may choose to see a counselor on your own. To schedule a visit with the counselor, please sign up online or visit the counseling office. Online links will be bookmarked on student chromebooks. The counselor will make arrangements to see you as soon as possible and call you away from class when your appointment is scheduled.

HOME/HOSPITAL

Woodford County Schools provides a Home/Hospital Program for students who are unable to attend school for medical reasons for a period of more than 5 consecutive days. The student or parent may pick up an enrollment form in the main office, the counseling office, or central office for a doctor's signature. Take the completed form to the central office (330 Pisgah Pike) 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. Applications indicating a mental health reason will need to be signed by a licensed clinical psychologist or a psychiatrist to be approved. An instructional session may be delivered in person, electronically, or through other means established in regulation.

HOMEWORK REQUESTS

Please contact your teacher to collect make-up assignments. Also check out "Week At A Glance" for assignments for the week.

INAPPROPRIATE ITEMS

Items that distract from student learning are not allowed at school. These items could include playing cards, trading cards, lighters/matches, cameras, digital recorders, skateboards, wheelies, inappropriate reading material or pictures, laser pointers, etc. **Permanent markers, such as "Sharpies" are not allowed in school.** If in doubt, ask a faculty member or administrator first before bringing or using the item. For multiple offenses, confiscated items will be kept in the office until the end of the semester. WCMS and Woodford County Schools are not responsible for the loss, theft, or destruction of such items.

Possession of Personal Telecommunication Device

Telecommunication device means any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor (Chromebooks excluded). The District shall not be responsible for the loss, theft, or destruction of devices brought onto school property or not stored properly in the student's assigned locker.

Students must store personal telecommunication devices in their assigned lockers upon the beginning of the school day (8:15 AM). Cell phones will remain stored in lockers until the final locker break of the day, after this locker break, cell phones must remain stored in backpacks until the end of the day (3:15 PM). Students are responsible for securely storing their phones. WCMS is not responsible for lost or stolen cell phones if the student's locker is not locked properly. 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.

Possession of Personal Electronic or Related Devices

This policy aims to create a conducive learning environment by minimizing distractions and promoting focused engagement during school hours.

Electronic devices may be used in school or while riding the school bus as long as the device is not disruptive to the educational process or as long as it does not become a safety issue. Their use is at the discretion of the administrator/teacher/bus driver and as permitted by school transportation guidelines. The following items are examples of electronic devices – I-pods, smart watches, handheld gaming devices, headphones (including AirPods) etc. This list is not all-inclusive. The district shall not be responsible for the loss, theft, or destruction of devices brought onto school property.

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.

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 or taking

photos of another individual without their permission, 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.

Violations

- **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.

LIBRARY

The library is open for your use from 8:00am to 3:30 PM for study, research, or checking out and returning books and magazines. If using the library after school dismissal, students must have approval from the librarian. Individual teachers will have scheduled times with the librarian on a regular basis for library research. Books may be checked out for two weeks and renewed if necessary. You will receive a computer password through the library that will allow you to use computer software in the library and throughout the school.

LOCKERS

Lockers will be assigned to **individual students**. **Students should not share lockers**. Lockers are provided so that students may have a secure place to store supplies, materials, and clothing. It is the responsibility of the student to keep their locker neat and locked. **Students shall not share their locker combination**. Lockers are the property of the school, and administrators have the right and responsibility to inspect lockers when necessary. Students will be held responsible for any inappropriate items found in their lockers.

MEDICATION

Parents must register ALL MEDICATION (prescription and non-prescription) at the school's office. Completed medication permission forms must be turned in at the same time the medication is delivered to the school. The necessary forms and instructions for completion may be obtained at the school's office (most forms require a doctor's signature.). If a controlled substance medication is to be kept and dispensed by the school staff, then **it must be counted by the parent/guardian and the school's designated personnel**. All medications shall be in the **original container**. WCMS staff will dispense medication only when it has been delivered by the parent/guardian and has been properly registered at the school's office.

- If permission forms are not completed, medicine may be administered directly to the student at **school by their legal parent/guardian only**.
- **Students shall not bring their own medications to school or have possession of any prescription or non-prescription medication while at school or on the bus**. A disciplinary consequence, which can include out of school suspension or alternative school placement, will occur if this requirement is not followed.
- No medication is to be shared between students at any time. Offenses will be considered unacceptable behavior and will earn disciplinary consequences which can include out of school suspension or alternative school placement.

Keeping Your Child Home Due to Illness

Please do not send an ill child to school. Your child should stay home if he/she has any of the following symptoms:

Student Symptoms/Diagnosis	Student May Return to School When...
Fever of 100.4 or higher degrees orally	Temp. below 100.4 degrees orally for at least 24 hours <i>without the use of Tylenol or Motrin</i>

Vomiting	Symptom-free for 24 hours
Diarrhea	Symptom-free for 24 hours
Contagious disease being treated with antibiotic	24 hours after first dose of antibiotic and fever free for 24 hours or as directed by doctor
Deep "barking-like" cough or difficulty breathing	Symptom free or 24 hours after first dose of antibiotic
Diagnosed strep throat	24 hours after first dose of antibiotic
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after first dose of antibiotic or as directed by doctor
New or sudden undiagnosed rash or rash with fever	Rash disappears, diagnosed non-contagious by doctor, or 24 hours after first dose of medication with area covered
Ringworm	24 hours after beginning treatment with antifungal medication, with affected areas covered.
Lice	After treatment and removal of lice. Upon return to school, must be checked by trained office staff before being cleared to stay at school.

Please note some students have serious medical conditions that can become life threatening when exposed to certain conditions. Please alert the school office if your child has measles, Rubella, chicken pox/shingles, whooping cough, or any other condition of concern.

TREATS

If you want to bring in food for treats, parties, or birthdays, please make sure they are store bought and in the original container. We must protect our students who may have an allergy. Please do not send anything that contains peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts.

PARENT/TEACHER CONFERENCES

To request a conference with an individual teacher, the team, or the administration, please call the middle school office. Please refer to the school calendar for the dates of the parent/teacher conferences and the open house. Staff members can easily be contacted through email. However, please do not send urgent messages through e-mail in case a teacher's schedule prevents him/her from reading it quickly.

PHONE USE

Students should only use the office telephone for calling parents/guardians for: 1) illness 2) injury 3) medication 4) emergency. All other types of phone calls may be made at the discretion of the teacher or office staff. Every effort shall be made by the teachers to avoid class disruption due to telephone use.

HIGH SCHOOL CREDIT POLICY

Per [KRS 158.6451](#), any student enrolled in a high school credit class in middle school must earn a grade of a B or higher to gain the high school credit. High school credit classes currently offered at Woodford County Middle School, include Algebra 1, Geometry, English 1, Integrated Science 1, Chinese 1, and Spanish 1.

SELLING ITEMS AT SCHOOL

Students are not permitted to sell anything at school or on school grounds except items approved by the Woodford County Board of Education.

STUDENT RESPONSIBILITIES

To meet Woodford County Middle School high academic and social standards, all students need to:

- Be on time.
- Be prepared - bring paper, pencil, textbooks, homework, Device and related materials to class.
- Perform work in class and complete homework assignments.
- Make-up assignments for absences are your responsibility. Make arrangements with your teachers in a timely manner. Parents wishing to pick up assignments for an absent student should contact the office in the morning for pick-up after school. Students who receive OSS (Out of School Suspension) cannot receive credit for academic work.

- Be considerate of the feelings, rights, and property of others.
- **No Skateboards. No Wheelies in Shoes.** These guidelines are important for building maintenance and for student safety.
- Use tact and manners in questioning or disagreeing with others. If you have a disagreement with a staff member that cannot be resolved immediately, schedule a private conference. If you do not reach a resolution, speak to a counselor or administrator. You and/or your parents/guardian may request a copy of the grievance procedure from the principal. This procedure is also included in the Student Code of Acceptable Behavior and Discipline.
- School-issued materials (i.e. lockers, textbooks, calculators) are furnished by the school. You are required to pay for any lost or damaged materials.
- Bus behavior is under the management of the bus driver, director of transportation, and the principal. The misbehavior levels and consequences are included in the district Student Code of Acceptable Behavior and Discipline.
- Fights between students, a level III offense, generally result in a 3-day out of school suspension. If you suspect a personal conflict may result in physical confrontation, report your concerns to any staff member. Students may not use "self defense" as an excuse for physical contact with another student.

Infractions of district and school behavior standards can result in after school detention hall, alternate education room assignment, alternative to suspension, out of school suspension, and recommendation for expulsion from school.

VALUABLES

Students are cautioned not to bring large amounts of money or valuables (jewelry, phones, airPods, electronic games, expensive watches, and expensive purses) to school. Do not leave these items, purses, or wallets unattended at any time. Students - **not the school** – are responsible for their personal property. WCMS and Woodford County Schools are not responsible for the loss, theft, or destruction of such items.

VISITORS

All visitors, including parents/guardians, must register at the office upon arrival. All approved visitors to WCMS will be issued a visitor's badge that must be worn so that it is clearly visible. Upon departure from the school, visitors should sign out and return the visitor's badge. Students may not bring students from other schools to "visit" with them during the school day. Classroom interruptions need to be kept to a minimum; therefore, no one will be permitted to visit with a student during class time except in cases of extreme emergency. Front office staff will call students to office for information notes or dropped off items during class breaks.

VOLUNTEERS

Volunteers are crucial to our school's success! When volunteering at the school, be sure to sign in on the volunteer log book so we can track and recognize involvement. Anyone wishing to volunteer (including chaperoning field trips) must complete a background check prior to sharing their services. The form is available at the school office. The screening is done by a state agency and can take several weeks, so plan accordingly if there is a particular activity you wish to help with.

The official volunteer background check paid by our district and required through the Administrative Office of the Courts (AOC) is now good for five (5) years. In each school year following the school year of the initial background check, a Volunteer Letter of Intent form must be completed prior to the date indicated on the form in order to keep your status as an approved volunteer current. Failure to complete the intent form prior to the due date will require submission of another background check at the parent's/guardian's expense.

Woodford County Public Schools **1 to 1 Technology Policy**

Check in/Check out

- Upon receiving your device, you will connect it to the school network.
- To receive your device, you and a parent or guardian must carefully read this Usage Handbook and sign the Student Pledge document and insurance form. All insurance paperwork and fees must be submitted in order for the Device to leave the school property.
- Completion of your Digital Driver's License will be required for network and device privileges.
- You are required to enroll in the device protection plan before taking the Device home. If you choose not to purchase the insurance, you must check your Device in and out of the library before and after school each day.
- Your device and AC power adapter must be returned at the end of each school year in good condition. If enrollment at WCMS is terminated for any reason (i.e. transfer, change of placement), you must return these items on the date of termination.
- All devices 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 Device 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 device in your locker whenever it is not in your direct possession. Never leave it unattended.
- All applications, games, and music on your device must be legitimately purchased and licensed.
- You may not attempt to break security protocols. If a device is jailbroken, it voids the warranty. If you jailbreak (process of removing limitations imposed by the manufacturer) your device, you are responsible for the cost of the device. Repairs will be organized by the school through the help desk. Do not attempt repairs yourself.
- You are responsible for backing up personal data on your device. The school accepts no responsibility for lost data.

- If necessary, your device 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.
- Network administrators may review your files and communications to ensure you are using the device appropriately. Do not expect that files stored on your device 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 device.
- You may not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
- You may not access another individual's materials, information, or files without permission.
- Leave your device's identifying barcode in place.
- To prevent the risk of theft, never leave your device in an unsupervised area such as: the lunchroom, computer lab, locker room, library, unlocked classrooms, restrooms or hallways.

Device Care

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

Damage/Loss

- Take your device to the help desk if you experience any technical problems.
- Intentional damage will not be covered by insurance and you will be liable for all fees.
- Complete a claim form immediately if your device is stolen, lost or damaged. Your claim will be investigated further by the school and/or police department. A stolen device claim requires a police report to be filed. Your school account will be charged for the claim deductible.
- You will be issued one 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 device 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 device during the initial setup. You may also sync a personal email account, but may not have access while at school.
- All apps, media, etc required by teachers or WCPS must remain on the device. 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 device to school every day. If you do not have it, you must complete all work as if it were present. Loaner Devices will not be provided for this reason.
- To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.
- The software, apps, and profiles originally installed by WCPS must remain on the device.
- Bring your device to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.
- Updates to Apps and the OS 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 device is intended for instructional use only.

Discipline

Students found not using the devices in accordance with the policy and procedures outlined above will be disciplined in the following manner:

- Teacher disciplinary action (taking employability, contacting guardians, utilizing focus sessions etc.)
- Teacher may submit a discipline referral.
- Access may be restricted as necessary to maintain a safe and appropriate learning environment. This ranges from restricting access to certain apps to removing access entirely.

TIGER PRIDE	Respectful	Responsible	Ready
Classroom	<ul style="list-style-type: none"> Appropriate voice level Follow classroom expectations 	<ul style="list-style-type: none"> On task Complete work 	<ul style="list-style-type: none"> Prepared with materials Arrive on time Red Zone
Restroom	<ul style="list-style-type: none"> Voice level 2 Use respectful language Respectful actions 	<ul style="list-style-type: none"> Keep area clean Go, flush, wash See something, say something 	<ul style="list-style-type: none"> Red zone Use at appropriate times Hall pass in hand
Hallways	<ul style="list-style-type: none"> Voice level 1 Use respectful language Respectful actions 	<ul style="list-style-type: none"> Walking on the right side Keep moving to destination Be in appropriate hallway 	<ul style="list-style-type: none"> Red zone Get all materials at designated times
Cafeteria	<ul style="list-style-type: none"> Voice level 2 Use respectful language Respectful actions 	<ul style="list-style-type: none"> Stay at assigned table Leave no trace Ask permission for restroom 	<ul style="list-style-type: none"> Bring all needed items Red Zone
Assembly	<ul style="list-style-type: none"> Appropriate voice level Respectful language Follow hand signals 	<ul style="list-style-type: none"> Only use the stairs Dismissed as directed Spill- proof containers only 	<ul style="list-style-type: none"> Red Zone
Arrival	<ul style="list-style-type: none"> Voice level 1 Use respectful language Respectful actions 	<ul style="list-style-type: none"> Go to and remain at destination Leave no trace 	<ul style="list-style-type: none"> Green Zone
Dismissal	<ul style="list-style-type: none"> Voice level 1 Use respectful language Respectful actions 	<ul style="list-style-type: none"> Walk directly to destination 	<ul style="list-style-type: none"> 3:15 Parent pick-up and instruments Bus Riders dismissed by google sheet presented by teachers Green Zone
Bus	<ul style="list-style-type: none"> Voice level 1 Respectful language Respectful actions <p>(School expectations apply)</p>	<ul style="list-style-type: none"> Sit in assigned seat Remain seated Face forward Leave no trace 	<ul style="list-style-type: none"> Green zone
Technology	<ul style="list-style-type: none"> Respectful language Respectful actions 	<ul style="list-style-type: none"> Do your own work Positive peer interactions See something, say something On assigned task 	<ul style="list-style-type: none"> Take care of your device Chromebooks are charged

Red zone= No technology	Voice level 0 = no talking
Yellow zone= Chromebook only	Voice level 1 = whisper (two person conversation)
Green zone= Chromebook and cell phones	Voice level 2 = conversation level (group conversation)

DISCIPLINARY OPTIONS TO STUDENT MISBEHAVIOR

STUDENT VIOLATION	In-School Disciplinary Action	In-School Disciplinary Action	Short Term Suspension (1-5 days)	Long Term Suspension (6-10 days)	Removal from Regular Program (Alt Ed.)
	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V
Absence/Tardy Violation	x	x	x		
Arson/Attempted Arson				X	X
Assault/Battery: School employees				X	X
Assault/Battery: student			X	X	X
Bomb threat					X
Bringing non-class items to school	X	X			
Bullying	X	X	X	X	X
Bus misbehavior		X	X	X	X
Classroom disruption	X	X	X		
Criminal Trespass			X	X	
Cyberbullying	X	X	X	X	X
Defiance/Habitual Insubordination		X	X	X	X
Detention (Failure to Serve)		X	X	X	X
Discrimination/Harassment	X	X	X	X	X
Display of affection	X	X	X		
Disrespect	X	X	X	X	
Dress Code Violation	X	X	X		
Extortion			X	X	X
False fire alarm			X	X	
Fighting		X	X	X	X
Gambling/gambling paraphernalia		X	X	X	
Harassing Communications	X	X	X	X	X
Hazing	X	X	X	X	X
Lack of classroom materials	X	X			
Littering	X	X			
Misrepresenting facts		X	X		
Obscene Gestures		X	X	X	X
Out of area	X	X	X		
Peer Conflict	X	X			
Plagiarism/cheating	X	X	X	X	
Pornographic Materials			X	X	X
Possession, sharing and/or use of controlled substance/alcohol				X	X
Possession, sharing and/or use of over the counter medication		X	X	X	X
Possession of drug paraphernalia			X	X	X
Possession of personal telecommunication/electronic device	X	X	X		
Possession, selling, sharing, transferring of simulated controlled substances or look-alikes		X	X	X	X
Possession or use of weapons, dangerous instruments, or look alikes	X	X	X	X	X
Profanity/Malicious Remarks		X	X	X	X
Refusal to honor punishment			X	X	X
Disruption/Rowdy Behavior	X	X	X		
Rudeness	X	X	X		
Safety violation		X	X	X	X
Sales		X	X		
Sexually related activity		X	X	X	X
Sleeping		X	X		
Sleeping	X	X			
Smoking/possession or use of tobacco on school grounds		X	X	X	
Threat		X	X	X	X
Terroristic threatening			X	X	X
Theft and related offenses		X	X	X	X
Unauthorized access or use of computer network account	X	X	X	X	X
Vandalism	X	X	X	X	X

Options include but are not limited to (1) student conference (2) parent conference (3) short periods of isolation from other students (4) loss of privileges (5) Time Out (6) detention (7) In school suspension (8) Alternative to suspension (9) Out of school suspension (10) Recommendation for expulsion

Repeated offenses at any level will increase the level of consequence served.

Student Violations and Levels are explained in the Woodford County School District Code of Conduct which each student receives and signs acknowledgement of receipt upon entering school each year.

***Administrative Discretion—School administrators have some discretion to consider such factors as age, grade level, and individual case facts when applying the above disciplinary options. The disciplinary infractions contained in the Code of Conduct and the consequences associated are not exhaustive. While important to have standards of conduct and predictable guides from which to refer, it is also important for school administrators to apply common sense approaches based on the unique circumstances surrounding each incident. School administrators may use discretion in assigning a school consequence to students when there is a nexus or a means of connecting inappropriate conduct outside of school with a likelihood of disruption to the school environment or at school sponsored events.**



“Educate and Inspire”

**Woodford County High School
Student Handbook 2025-2026**

“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

Important Dates for 2024-25

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

- Aug. 5 Flexible Professional Development Day (no classes)
- Aug. 6 Opening Day for Teachers (no classes)
- Aug. 7 Teacher Preparation Day (no classes)
- Aug. 8 First Day for Students
- Aug. 30 Staff work day (no classes)
- Sept. 2 Labor Day (no classes).....Flexible Professional Development Day
- Sep 30-Oct 4 Fall Break
- Oct. 7 Staff work day (no classes)
- Nov. 4 Required Professional Learning Day (no classes)
- Nov. 5 Election Day (No classes)
- Nov. 27 Flexible Professional Development Day (no classes)
- Nov. 28 Holiday: Thanksgiving Day (no classes)
- Nov. 29 No classes
- Dec. 20 Last Day for students
- Dec. 23-Jan 7 Winter Break
- Dec. 25 Holiday: Christmas Day Observed for employees
- Jan. 1 Holiday: New Year's Day Observed for employees
- Jan. 6 Staff work day (no classes)
- Jan. 7 Staff work day (no classes)
- Jan. 8 Schools Reopen...Students Return
- Jan. 20 Holiday: Martin Luther King Day (no classes)
- Feb. 17 ***Presidents' Day
- Mar. 3 ****Required Professional Learning Day
- Mar. 31-Apr. 4 Spring Break
- Apr. 7 Staff work day (no classes)
- May 20 Last Day for Students (subject to change if necessary)/Early Release Day
- May 21 *Closing Day (possible make-up day)
- May 22 **Parent Teacher Conf. Day (possible make-up day)

Make-up Days

- *Day 1.....May 21 (used for make-up day if school year extended)
- **Day 2.....May 22 (used for make-up day if school year extended)
- ***Day 3.....Feb 17 (used for a make-up day if a 3rd school day is missed prior to Feb. 1)
- ****Day 4.....Mar 3 (used for a make-up day if the school year is extended)

Black and Gold Calendar

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.



The GOLD Standard

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 The Gold Standard, 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.

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)

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 may be offered:

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

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, 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 from another alternative program

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, Boys/Girls Wrestling, Boys/Girls Swimming, Boys/Girls Indoor Track, and Archery

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

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.

Weekly Eligibility – 6 out of 8 courses must be passed in order to meet weekly participation requirements.

Attendance Eligibility - A student must be present or have an excused absence on file for the day of an athletic competition to be eligible for competition that day. Students placed on social probation will not be eligible for practice or contests.

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

Per the Woodford County Coaches Handbook, 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. Per state requirements EHO's cannot cover events that include funerals, family vacations, sports events, community events and religious events because these are events that are not part of an intensive instructional program. **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. This includes but is not limited to ACT testing window, EOP testing window, KSA testing window, AP Testing Window, Final Exam testing window.

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.

Once admitted to Beta Club and/or National Honor Society, in order to be a member in good standing, you must do the following:

- Maintain an overall GPA of 3.5 for NHS and 3.2 for Beta Club. GPAs will be checked at the completion of each semester; if the GPA dips below the acceptable limits, a student will have 1 semester to raise it or be deleted from the membership roll.
- Pay dues- \$70 for both clubs (\$35 for Beta Club or NHS *alone*). Dues must be paid before you are officially a member - this covers organization fees and graduation materials and operating expenses. Dues are nonrefundable and cover both junior and senior years.
- Complete service hours each year. For each organization (NHS and Beta are individual organizations) students will complete **20** hours of service per club per year. That's a total of **40** hours per year to earn graduation cords/stoles if you are a member of both organizations.
 - It is advisable to complete at least half of the service hours during the first semester to avoid being overwhelmed at the end of the school year.
 - All service hours must be signed by the supervisor of the service activity. The service hour forms are available in the library and on the Hub and can be turned in to the library at any time.
 - Work should be for non-profit or community groups but you may get special approval for other groups. You may not receive payment or any other form of compensation or reward for your service or have a motive other than true community service. If there is a question regarding a scheduled community service experience, please ask in advance.
- Actively participate in the club- attend meetings, read club communications, participate in planned activities. If you are unable to attend at least one meeting per semester, you must provide a justifiable reason.

Failure for students to not meet good standing or achieve the requirements of the organization can result in removal from the club. In order to receive a graduation cord all members must meet club standards laid out above for their time in the organization.

BUILDING HOURS

The building is open on school days at 8:00 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.

WCPS CELL PHONE and PERSONAL ELECTRONIC DEVICES

[Link to WCPS Cell Phone and Telecommunications Policy as outline in Student Code of Conduct](#)

Personal Telecommunication Devices, as that term is defined in the Student Code of Conduct (including but not limited to, cell phones) and other personal devices (such as gaming devices, AirPods/headphones, etc.) are not permitted in the classroom setting with the exception of 504/IEP/PSP accommodations or other accommodations required by law. Upon arrival to class (including HIVE time), all students will place their Personal Telecommunication Devices in an assigned space within the classroom. Other personal devices should be stored in student backpacks and only used at teacher discretion.

Personal electronic devices may be used:

- During transition times;
- In the cafeteria during lunch;
- Before and after school

In accordance with Board Policy 09.4261, personal electronic devices may not be used:

- To take pictures, videos, or audio without the consent of the individual being recorded.

When students are using headphones in the common areas of the building they are responsible for hearing all announcements/information given verbally and for responding appropriately to verbal requests from all staff.

If a student is using a cell phone or other personal devices in the classroom setting, the staff member will complete a referral and the administrator will assign appropriate consequences.

Cell phone use for instructional purposes must be approved by administration prior to usage in the classroom.

*Failure to appropriately store the cell phone and other personal devices away upon entering the classroom and/or when instructed shall be considered "defiance" and will result in a discipline referral and administrative consequence.

Cheating

The act of presenting another person's literary, artistic, musical, or other intellectual work as one's own. The act of being dishonest, deceptive, or presenting as new and original an idea or product derived from an existing source. Cheating includes deliberate perversion of the truth, and includes falsifying documents, or obtaining credit for another's work through deceit. Cheating includes such acts as copying homework, looking off another person's test, using notes while taking a test, using electronic devices to store information for improper use on assignments and/or assessments, and electronically transferring of test and/or quiz answers, etc.

Use of AI

Use of AI to deliberately circumvent the process of learning will be considered cheating (ex., submitting a paper of which 70% of the text is composed by AI, utilizing photomath or programs like this to solve math problems), using AI in a manner that intentionally circumvents an assignment's guidelines (ex., using AI to generate an outline when the assignment clearly states NOT to use AI to generate an outline)

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 may send the student(s) to the administrative office with a detailed description of the incident written on a discipline referral.
 - Appropriate administrator may 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) may 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.
- Repetitive occurrences may result in the following consequences:
 - o Student may be ineligible to participate in any extracurricular activities at Woodford County High School for the subsequent semester
 - o Student may be assigned disciplinary consequences ranging from AIMS to suspension
 - o Student may 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

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| <ul style="list-style-type: none"> • Upon receiving your Chromebook, add your school email account. This will be completed at school. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • 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

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| <ul style="list-style-type: none"> • Abide by the school's Acceptable Use and Chromebook Policies at all times inside and outside of school hours. |
| <ul style="list-style-type: none"> • Honor the school's restrictions of access to sites and apps that are not allowed at school. |
| <ul style="list-style-type: none"> • Secure your Chromebook in your locker whenever it is not in your direct possession. Never leave it unattended. |
| <ul style="list-style-type: none"> • All applications, games, and music on your Chromebook must be legitimately purchased and licensed. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • You are responsible for the appropriateness of all files, data, and internet history on your Chromebook. |
| <ul style="list-style-type: none"> • 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:
 - i. You are in a class that you have already received credit for (repeating a class).
 - ii. You are missing or have failed a required class: English, Math, Science, Social Studies.
 - iii. An incomplete schedule.
 - iv. A student does not meet the prerequisites for a class.
2. Spring Semester class changes will NOT occur at the start of the Spring semester.
3. Classes will not be switched for teacher preference, friends in another class, lunch or block request etc.
4. 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](#).
5. 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

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

Students leaving campus for Work Based Learning, Community Service and/or Dual Credit courses, must check out with the attendance clerk prior to leaving the building each day.

After dismissal, students waiting on a bus or parent must remain on campus. If students are attending off campus practice they must ride a shuttle bus if they are not a registered student driver or being transported by a parent or guardian.

COLLEGE AND MILITARY RECRUITER

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. The NCAA Clearinghouse application process is a student's responsibility for completion.

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.

COMMUNITY SERVICE

- Students have the option of participating in the Community Service for up to 1 block per semester senior year as long as they are on track to graduate and meet postsecondary readiness status.
 - Each block of Community Service yields a half credit per semester
- As part of this program students report to the assigned elementary schools during scheduled block(s) to provide volunteer services including but not limited to mentoring, tutoring, and other duties to assist teachers and staff.

Transportation

- Students participating in Community Service are required to provide their own transportation.
- Carpooling with other students is strictly prohibited and violation of this policy will result in immediate removal from the program.

- The district attendance policy applies to Community Service.
 - Students are expected to arrive at their assigned Community Service locations within a reasonable time following the high school bell schedule as assigned by Career Readiness Coordinator.
- Please note that safety is the highest priority. Students must abide by **all traffic laws and drive the speed limit at all times**.
- Students are responsible for making it to classes **including HIVE/Advisory** at the high school safely and **on time**.
- Stops during commutes to or from community service assignments are not permitted under any circumstances and violation of this policy may result in removal from the program.
- All students leaving the building for WBL, or Community Service must exit using the main entrance vestibule and are required to sign out through the front foyer on their way out to indicate their departure.

Lunch

- Students have the option of either having lunch at their Community Service location or returning to the High School to attend lunch C from 1:33 PM to 2:03 PM
- Students are not permitted under any circumstances to stop for lunch or any other reason during their commute to or from Community Service.

Violation of these standards will result in removal from the program if a student is removed from community service for any disciplinary reason and added to a class the student will be responsible for making up any and all work assigned to the class prior to enrollment.

DELIVERY PROTOCOLS

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. At Woodford County High School, students may not receive outside food or drink delivered to school. Students may bring their own breakfast or lunch with them.

DEPARTMENT RECOGNITION

Each department and/or CTE program area may award annually a plaque to the top academic student in the program area. Each course may award medallions of honor annually to students who excel academically in the program area.

DESTRUCTION OF SCHOOL PROPERTY

Woodford County High School is committed to maintaining a safe, respectful, and well-kept learning environment. Students are expected to treat all school property with care.

- **Intentional Damage:** Any student who willfully damages, vandalizes, or destroys school property—including furniture, technology, textbooks, or facilities—will face disciplinary action. Consequences may include restitution, detention, suspension, or legal action, depending on the severity of the offense.
- **Accidental Damage:** If school property is damaged unintentionally, students must immediately report it to a teacher or administrator. While disciplinary action may not be necessary, students may be responsible for repair or replacement costs.

In all cases, students may be held **monetarily liable** for the repair or replacement of damaged property. All incidents will be reviewed on a case-by-case basis, and repeated offenses may result in more severe consequences. Respect for school property ensures a better learning environment for everyone.

DRESS CODE POLICY

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 sexual innuendo, profanity, 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.

Allowed	
Torso (Waist Up) <ul style="list-style-type: none">• Shirts• Blouses• Polos• T-shirts• Sweaters• Sweatshirts• Dresses	Shirts and dresses must have straps and/or sleeves. Necklines of any type that are at or above one's underarm. All tops must be opaque and cover one's entire stomach, back and below the underarm regardless of the movement.
Legs (Waist Down) <ul style="list-style-type: none">• Jeans• Khakis• Slacks• Capris• Sweatpants• Leggings• Jeggings• Yoga Pants• Skorts• Shorts• Shirts	One's undergarments and all private areas should still be covered regardless of movement. Additionally, any holes in pants are permissible as long as one's undergarments and private areas remain covered and unable to be seen.
Shoes	Tennis shoes, dress shoes, boots, flip flops and sandals are appropriate. Shoes with a rubber/hard sole should be worn at all times (no slippers/house shoes).

General Statements:

- 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, underwear, bras (including sports bras), or other items that might be worn directly against the skin to cover the private areas of the body.
- No hats or hoods to be worn in the classroom.

Dress Code Offense Consequence:

- 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.
- Habitual dress code violations could result in further disciplinary action up to and including AIMES and/or suspension.

DRIVER'S LICENSE REVOCATION

Per KRS 159.051 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 postsecondary 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. College level classes taken outside of WCHS must be approved by administration to be included on the WCHS transcript.

1. Definition of Dual Credit

Dual credit refers to a program that allows high school students to take college-level courses, either on the college campus or online, and earn both high school and college credit. In Kentucky, students must meet specific eligibility requirements and must successfully complete the courses to receive the appropriate high school and college credit.

2. Student Eligibility and Enrollment

- The Student must meet the eligibility requirements set by both the high school and the college.
- The Student will enroll in approved courses as determined by both the high school and the college.
- The Student must maintain a grade point average (GPA) as required by the college and the high school to remain eligible for the program.

- If a student would like to take a dual credit course during the academic school day, students are only permitted to take courses or programs (i.e. Asbury Academy or Bluegrass College Academy) offered by WCHS in which a university partnership has been established for that specific course or program.
- If a student would like to take a dual credit course that is not offered at WCHS (on-campus, off-campus, or online - affiliated with WCPS), the student may take the dual credit course outside of the academic school day in the evening hours or over calendar breaks.

3. Cost of Dual Credit Courses

- The Student and Parent acknowledge that the College may charge tuition, fees, and/or book costs associated with dual credit courses. These costs will be disclosed prior to course enrollment.
 - Payment for dual credit courses is the responsibility of the Parent/Guardian and the Student, unless the Student qualifies for financial assistance or scholarship opportunities. The Parent and Student agree to pay any costs incurred by enrollment in the dual credit program, including but not limited to tuition, fees, and textbooks.
- Estimated Cost Breakdown (subject to change):**
- Tuition: **\$95 per credit hour (Most courses are 3 credit hours = \$285/course)**
 - Fees: **Varies**
 - Books: **Amount varies (if applicable)**
- The Work Ready Scholarship is available for 9th-12th grade students taking two Career and Technical Education (CTE) dual credit courses per year. It is the responsibility of the student and parent/guardian to ensure that scholarships are applied to courses through the KHEAA website.
 - The Dual Credit Scholarship is available for 11th and 12th grade students taking two general education dual credit courses (English, Math, Science, Social Studies, Humanities) per year. It is the responsibility of the student and parent/guardian to ensure that scholarships are applied to courses through the KHEAA website.

4. Student Responsibilities

- The Student agrees to adhere to all academic and behavioral standards set forth by both the high school and the College.
- The Student will maintain regular attendance and complete all coursework in a timely manner.
- The Student understands that college courses may have different grading standards than high school courses, and that a grade of "F" or "incomplete" in a college course may impact both high school and college records.
- The Student must abide by the high school and college's academic integrity policy and any other policies relevant to their enrollment.

5. Parental Responsibilities

- The Parent agrees to support the Student in completing the dual credit courses and to encourage responsible academic behavior.
- The Parent agrees to ensure payment of any costs associated with the dual credit courses, including tuition, fees, and textbooks.
- The Parent will communicate with both the high school and the College as needed and will support the Student in resolving any issues that may arise.

6. Transferability of College Credit

- The Parent and Student understand that the college credit earned through the dual credit program is subject to the transfer policies of other colleges or universities. While many institutions accept dual credit courses, there is no guarantee that all institutions will recognize the credit for transfer purposes.

7. Withdrawal and Refund Policies

- Due to extenuating circumstances, if a student needs to withdraw from a dual credit course after the first 14 days of the academic school year (this includes Fall semester and Spring semester courses), WCHS principal approval is required.
- If the WCHS principal approves the student request to withdraw from the dual credit course, the Parent and Student must follow the withdrawal process outlined by the College. Refunds, if applicable, will be subject to the College's refund policies. If a student withdraws from a course after the college's drop period, academic penalties (a grade of "W" signifying withdrawal will be posted to his/her college transcript) and financial penalties may incur.
- If the Student fails to attend or complete a course, the Parent and Student understand that the Student may receive a failing grade and may be required to repay tuition and fees for the course.

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.

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.

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

Bomb Threat Drill - used in case of a threat to the school building

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

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. Please see the [club spreadsheet](#) or sponsor for additional information. Please see "Athletic Program" in the student handbook for listing of sports offerings. Extracurricular activities listed below are subject to the same eligibility requirements as laid out in the SBDM Extracurricular Policy and the Athletic Program section of this handbook.

FINAL EXAMS

Woodford County High School utilizes the following information 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. Lunch may not be eaten outside of the cafeteria (i.e. teachers classroom, front office, library, auditorium, etc.). 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 can receive free or reduced-price meals if they (or their household) meet the basic guidelines:

- A child with a family income 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 to be charged at most 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 the full price for meals, which are still cost-subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director before the start of the school year, a [household application](#) will need to be completed.

Contact the District Food Service Office at 859-879-4615 extension 2118 if you have any questions. Please remember that [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 for the school and your child(ren).

Special Dietary Needs:

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

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

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. You may view your student's lunch account and set up a reminder about the lunch account balance. 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. The expectation is that all teachers will update grade books weekly, with at least one new grade entry each week.

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.

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

Incompletes (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).
 - Four (4) credits in English
 - Four (4) credits in Math
 - Three (3) credits in Science
 - Three (3) credits in Social Studies
 - One (1) credit in Health/Physical Education
 - One (1) credit Visual and Performing Arts
 - 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:
 - Four (4) English credits completed during the 8 semesters of enrollment at the high school level.
 - Four (4) Math credits completed during the 8 semesters of enrollment at the high school level.
 - Three (3) Science credits completed during the eight (8) semesters of enrollment at the high school level.
 - Three (3) Social Studies credits completed during the eight (8) semesters of enrollment at the high school level.
 - One (1) credit in Health/Physical Education
 - One (1) credit Arts & Humanities
 - Two (2) credits in foreign language.

- 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;
- Complete thirty (30) credits including:
 - Four (4) English credits completed during the eight (8) semesters of enrollment at the high school level.
 - Four (4) Math credits completed during the eight (8) semesters of enrollment at the high school level.
 - Four (4) Science credits, with a minimum of three (3) credits completed during the eight (8) semesters of enrollment at the high school level.
 - Four (4) Social Studies credits.
 - One (1) credit in Health/Physical Education
 - One (1) credit Arts & Humanities
 - Three (3) credits in foreign language.
 - 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.

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 the conditions of graduation laid out by the Commonwealth of Kentucky and the Woodford County Public Schools. .

GRADUATION WITH HONORS

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

- Cum Laude: graduating with a 3.500-3.7499 cumulative weighted grade point average
- Magna Cum Laude: graduating with 3.7500-3.899 cumulative weighted grade point average
- Summa Cum Laude: 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

General Guidelines:

- Only one student in the hallway at a time per classroom.
- Any student gone for longer than 10 minutes will be written up for skipping.
- Students in the hall without a digital pass will be escorted back to class.

Procedures:

- Raise your hand and ask for a pass.
- If allowed by the teacher, students complete a digital pass. All students must have a digital hall pass submitted in order to leave a classroom, with the correct destination.
- All cell phones remain in the classroom. Only exceptions must be admin approved.
- End the pass once you return to the classroom.
- *Any hall pass that is needed to a location other than the restroom, must be initiated by the teacher.

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 (180 Frankfort St.) 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

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.

ILLNESS AT SCHOOL

Students whose parental/guardian consent has been signed, can be seen with the school nurse for non-emergency situations. In addition, these students can receive services from the Healthy Kids Clinic.

Students whose parental/guardian consent has not been signed, cannot be seen with the school nurse, except for an emergency situation.

When a student becomes ill at school, s/he should complete the nurse office visit request form in the student hub. 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.

Teachers will not send students to the nurse unless they deem it necessary due to the student's condition.

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

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 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%.*

LOST AND FOUND

Lost and 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 ASSIGNMENTS

Make-up work shall be allowed for all excused and exempt school absences. Make-up work during unexcused absences will be at the discretion of the teacher. 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.

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.

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.

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 145 School House Rd, Versailles, Kentucky 40383 or at (859) 879-4630 extension 3160.

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 any faculty only designated areas
5. being in the parking lot without permission
6. being in the custodian’s hallway or office unsupervised

PARKING PRIVILEGES

Parking on campus requires a parking permit and 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 assigned numbered parking spot. Students should not park in areas that are not paved (i.e. grass).

The permits are limited and will be issued on a seniority basis prior to the start of the school year. After the first day of school, remaining passes and waitlist needs will be on a first-come, first-serve basis. Permits are limited to students who already have an intermediate or full license.

Students whose cars do not display a current WCHS issued parking permit, or who park in undesignated areas, could be subject to revocation of parking permit and/or being towed at the owner's expense.

Students who accumulate three (3) 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. Students who have their parking privileges revoked will be placed on the parking waitlist.

No towable trailers are permitted to be parked on campus without prior administrator approval.

Students parking on campus without a current WCHS issued parking permit may be assigned disciplinary consequences.

A 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. Attendance will be taken upon entry.
3. Proper attire for the individual dance shall be worn.
4. WCHS students must have their student ID upon entry.
5. Behavior at dances is to be consistent with the *Student Code of Conduct*. Students not acting in accordance with this are subject to discipline.
6. 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 HIVE, small group intervention, 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.

SCHOOL SERVICE

- Seniors who are on track to graduate and are postsecondary ready have the option of participating in School Service senior year for 1 block per semester.
 - No credit will be awarded for school service.
- As part of this program the student spends their scheduled block assisting a teacher or office staff member at the high school with various tasks as assigned. School Service Aides may be required to learn the systems and processes in place in their assigned school service area.
- Seniors who schedule a block of School Service are assigned a designated teacher or office area to support at the beginning of the school year.
- Teacher assignments are on a first come first accepted basis.
- Teachers and office staff are limited 1 school service aide per block
- School service aides must report to their assigned location daily
- Repeated failure to attend assignment even with instructor permission can result in removal from school service.
- All other rules and regulations within this handbook apply to School Service, and violations of policies may result in removal from the program.
- If a student is removed from school service for any disciplinary reason and added to a class the student will be responsible for making up any and all work assigned to the class prior to enrollment.

STUDENT SIGN-IN

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.
3. If a student signs in without a note, the parent/guardian will be notified and the absence is considered unexcused.
4. Co-op/WBL/Community Service/Tech School students must sign in with the Attendance Office when returning to WCHS.

STUDENT SIGN-OUT

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

1. Report to the Attendance Office prior to the start of school with parent note; obtain sign-out slip prior to leaving; show sign-out slip to teacher, depart at scheduled time on sign-out slip, and report to the attendance office to sign out.
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. Co-op/WBL/Community Service students must sign-out at the Attendance Office when leaving WCHS

SKIPPING ADVISORY/HIVE/CLASS/SCHOOL

Skipping Advisory/HIVE/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 per day	1 Friday School
2 blocks skipped per day	2 Friday Schools
3-4 blocks skipped per day	2 days of AIMES
Further offenses	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):

Unauthorized Departure	2 days of AIMES
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Unauthorized Departure is leaving campus without following sign-out procedures with the attendance clerk. Teacher approval to depart campus does not allow unauthorized departure. All students leaving campus must leave through the front office.

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/extracurricular 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.

SUMMER SCHOOL ELIGIBILITY

The objective of this policy is to establish clear guidelines for determining eligibility for summer school programs. Summer school provides an opportunity for students to improve their academic performance or to catch up on missed coursework.

To be eligible for summer school enrollment, students must meet the following criteria:

Students who have failed one or more core subjects (part A, part B, or part A and B) with at least a 50% during the regular academic year

Grade Determination:

The student's final grade for the course will be determined based on successful completion of the summer school program. To be successful, a student must complete the Edgenuity curriculum for the failed course with a 60%. Because summer school is an extension of the regular school year, the final grade earned will be posted to the transcript as a 60, D, the lowest passing average.

Review and Revision:

This policy should be reviewed periodically to ensure its continued effectiveness and relevance. Any necessary revisions should be made based on changes in educational requirements, best practices, or feedback from stakeholders.

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 notification
- Tardy 3 = Friday school
- Tardies 4 and 5 = student notification
- Tardy 6 = Friday school
- Tardies 7 and 8 = student notification
- Tardy 9 = Friday school
- Tardy 10+ = One full day of AIMS for each tardy on and after 10

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.

The penalty for being tardy to class is as follows:

- Tardies 1 and 2 = student notification
- Tardy 3 = Friday school
- Tardies 4 and 5 = student notification
- Tardy 6 = Friday school
- Tardies 7 and 8 = student notification
- Tardy 9 = Friday school
- Tardy 10+ = One full day of AIMS for each tardy on and after 10

* See board policy on unexcused absences and also p. 11-13 and also see Truancy below.

TECH SCHOOL

*No new students will be enrolled in Fayette County Tech School Programs for the 2025-2026 school year.

WCHS participates in a partnership with Fayette County to afford students opportunities in Technical School Programs such as Broadcasting, Experimental Game Design, Automotive Engineering Technology, Diesel Technology, Heavy Equipment & Trucking Operations, Aviation & Drones, Fire Science, Criminal Justice, Carpentry. Electricity, Welding, and Emergency Medical Technician. Programs are open to students in grades 10-12 who are in good academic and behavioral standing. All seats are application based and acceptance is based on student review by Fayette County CTE Program.

Students will be transported to Fayette County Tech School by Woodford County school bus. All students participating in tech school must ride the tech school bus and meet all behavioral expectations during transit. No student will be allowed to drive themselves or others to tech school on a regular basis. Special permission may be granted by both the WCHS Principal and the Tech School Principal with a minimum of 5 day request for special transportation. All paperwork must be on file with both the Tech School and WCHS. Self transportation to tech school without prior administrative approval will result in disciplinary consequences.

Students may be removed from any Tech School program at the discretion of a Fayette County Administrator and/or Woodford County Administration. Repeated and/or severe behavioral infractions, poor academic performance, and/or poor attendance can result in students being removed from their Tech School program.

Students who are assigned behavioral consequences of in-school or out-of-school suspension will not be permitted to attend tech school on the day of their served consequence.

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 incident 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.

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 personal belongings. WCHS, staff and/or administration are not responsible for items lost or potentially taken during, before and/or after school hours. *Theft of personal items brought to school 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 must wear a visitor badge at all times and it must be displayed above the waist at all times. Visitors interfering with the educational process or the daily activities of the educational setting will be asked to leave the building. Visitors will not be allowed to eat lunch with WCHS students unless prior permission is granted by the administration.

WITHDRAWAL FROM SCHOOL

1. 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.

WVLA

Woodford Virtual Learning Academy is an application based virtual learning program offered by Woodford County Public Schools. WVLA is housed under Safe Harbor Academy and admittance must be approved by the District Director of Alternative Programs. Students with primary enrollment at WVLA are ineligible for interscholastic athletic participation per KHSAA Bylaws. If a student is accepted as a part time WVLA/WCHS student with primary enrollment at WCHS the student must complete their English & Math course in person at WCHS.


WORK BASED LEARNING

Credits/Hour Requirements

- Students will only receive a maximum of 2 credits per year.
- Each block of work-based learning (WBL) requires a student to work an average of 5 hours per week **regardless of the school calendar** with the exception of fall, winter, spring break, and any other major holiday

Hour Requirements:

1 block = 5 hours/week
2 blocks = 10 hours/week
3 blocks = 15 hours/week
4 blocks = 20 hours/week



- Failure to meet minimum hour requirements will result in a reduction of points, negatively impact your grade, and may result in removal from the program

Documentation

- All WBL students are required to submit a copy of their drivers license, car insurance, and liability insurance (if applicable) on the first day of the school year.
- Students must be on track to graduate and be postsecondary ready for participation in Work Based Learning.
- Failure to submit required documentation will result in removal from WBL

Contracts

- Each WBL student will sign a contract with their employer outlining the terms of the program at the beginning of the school year
- This contract requires a signature from the Career Readiness Coordinator, employer, and parent
- Failure to submit a signed WBL contract will result in removal from the program

Employment Requirement

- **Students must be employed by an established registered business** approved by the counselor, career readiness coordinator, and CTE teacher (if applicable) before the first day of the school year.
- Students enrolled in WBL **are not permitted to work for family members** without special approval by the Work-Based Learning Committee .
- If a student loses or quits their job at any point during the school year they must notify the Career Readiness Coordinator immediately.
- Students are given up to 2 weeks to secure another job. Failure to secure another job within two weeks may result in removal from WBL.

Grading/Assignments

- Students will be required to log the hours they work weekly, and submit pay stubs/alternative pay stubs monthly for a grade using Google Classroom
- Students are responsible for learning how to access and submit pay stubs, and the paystubs submitted must reflect the pay period and number of hours worked within that period
 - Please note that screenshots of direct deposits will not be accepted as paystubs
- Students who do not receive a pay stub must obtain an alternative pay stub from the Career Readiness Coordinator, and it must be signed off on by their supervisor and submitted for a grade on a monthly basis
- Failure to log hours and submit pay stubs **will result in a reduction in points and will negatively impact your grade in WBL**. Consistent failure to submit pay stubs and log hours may result in removal from WBL
- As a student in WBL students will demonstrate a growth mindset and responsiveness to feedback through site visits which will occur 1 to 2 times throughout the year from the Career Readiness Coordinator. During site visits, employers will provide insight on the student's work performance, and identify areas for improvement and the Career Readiness Coordinator will follow up with the student and employer to assess progress and address any additional areas of concern

- Students are required to complete a WBL assignment reflecting on your success and failures encountered during your WBL experience and discuss the impact it will have on their life after high school at the end of the school year

Types of Work-Based Learning Opportunities

Pathway Related Co-op- Pathway co-ops are designed to equip seniors with mastery and application of skills aligned with industry needs in the areas of culinary, business, marketing, engineering, and agriculture. Places of employment must be aligned with the student's selected pathway and require approval from the CTE teacher, Career Readiness Coordinator, and counselor prior to course scheduling. Students must be a completer of the pathway (completed or enrolled in 4th class of pathway).

- **Culinary Arts**
- **Agriculture**
- **Allied Health-** Students must follow agency requirements for health screenings. These may include but are not limited to: drug screens, TB skin test, and immunization certificates.
- **Engineering**
- **Marketing**
- **Business Education**
- **Media**

District Work-Based Learning- Students have opportunities to work for the Woodford County School District in various positions to develop mastery and application skills aligned with industry needs. Student employees must complete a formal employment process that includes board approval, and may be required to follow agency requirements for health screenings. These may include but are not limited to: drug screens, TB skin test, and immunization certificates. Additionally, if a student wishes to resign, they must provide a two week notice in writing to their supervisor.

- Help Desk
- Office Administration Support
- ETC Elementary Child Care Aide
- Custodian
- Cafeteria
- Instructional Assistant

Traditional Work-Based Learning- Students who are not employed in a position related to a CTE Pathway, and do not work for the district are able participate in traditional work-based learning opportunities to establish mastery and application skills aligned with industry needs. These opportunities could be in the form of paid or unpaid internships or other employment scenarios.

- Internships is a type of work-based learning that provides work experience in a particular occupation. Both paid and unpaid internships must be with approved registered organizations. Unpaid interns are required to obtain a copy of the organization liability insurance policy by the end of the second week of school.

If a student is removed from work based learning for any disciplinary reason and added to a class the student will be responsible for making up any and all work assigned to the class prior to enrollment.

WCHS Incentive Policy

Policy Goal: The goal of WCHS Incentive Policy is to provide incentive to students in providing best effort towards school accountability measures, and offer rewards to students working towards self improvement and displaying high achievement. For KSA state tests, scoring proficient on a subject test will allow a student to exempt a test in that subject.

10th Grade (To be used 11th Grade Year)	KSA Reading Students scoring Proficient or Distinguished on the KSA 10th Grade Reading Test will earn 1 Finals exemption to be utilized at student discretion within an English Core or English Elective Course*	KSA Math Students scoring Proficient or Distinguished on the KSA 10th Grade Math Test will earn 1 Finals exemption to be utilized at student discretion within a Math Core or Math Elective Course*	
11th Grade (To be used 12th Grade Year)	KSA Science Students scoring Proficient or Distinguished on the KSA 11th Grade Science Test will earn 1 Finals exemption to be utilized at student discretion within a Science Core or Science Elective Course*	KSA Social Studies Students scoring Proficient or Distinguished on the KSA 11th Grade Social Studies Test will earn 1 Finals exemption to be utilized at student discretion within a Social Studies Core or Social Studies Elective Course*	KSA Combined Writing Students scoring Proficient or Distinguished on the KSA 11th Grade Combined Writing Test will earn 1 Finals exemption to be utilized at student discretion*
Anytime (To be used anytime after earning)	CTE Readiness Students who achieve a passing score on a Kentucky CTE EOP (70% or higher) or Earn a State Recognized Industry Certification through their CTE pathway at any time during their high school career will receive 1 Final Exam Exemption within the career pathway earned in.	ACCESS Testing Student who achieves an improvement composite score on the current years ACCESS Test will receive 1 Final Exam Exemption to be utilized at the student's discretion*	

*Exemption may NOT be used to excuse students from completing Capstone or major culminating projects. Exemptions registered for classes with these requirements will be used to exempt the student's lowest submitted summative score. (Missing summatives are not eligible for exemption.)

*Students enrolled in AP courses will NOT receive refunds for any registered AP exam they elect not to take and will be charged the College Board cancellation fee if cancellation is after the first semester ordering deadline.

*Exemptions are ONLY applicable to courses taken on campus at WCHS. Tech School Courses are not eligible for exemptions.

*Dual Credit courses are NOT eligible due to collegiate grading policies.

*Any exemptions must be communicated and registered with the teacher before the announced deadline. No exemptions will be accepted after the deadline, or in place of a missed or failed final. It is the student's responsibility to register their exemptions by the announced deadline. Missed Final Exam's that have not been registered in advance will be recorded as a zero, with makeup discretion left to the teacher.

Handbook SBDM Approved: 3/13/25
Handbook WCPS Board Approved:

Woodford County Preschool Program Parent Handbook

2025-26 School Year

Office Location:
Woodford County Board of Education
180 Frankfort St.
Versailles KY
859-879-4699
Fax: 859-873-1328
E-mail: preschool@woodford.kyschools.us



Kim Johnson
Coordinator of District-Wide Programs
Preschool Director

Huntertown Elementary
120 Woodburn Hall Rd, Versailles KY
879-4680

Northside Elementary
500 Northside Dr, Midway KY
879-4690

Simmons Elementary
830 Tyrone Pike, Versailles KY
879-4670

Southside Elementary
1300 Troy Pike, Versailles KY
879-4660

Mission Statement

At Woodford County Preschool, we are committed to creating a nurturing, inclusive, and positive environment that supports social-emotional development of every child. Through the intentional implementation of the Pyramid Model, we foster each child's growth by:

- **Strengthening Social-Emotional Development:** We emphasize the importance of building strong social-emotional skills, helping children understand their feelings, develop self-regulation, and build healthy relationships with peers and adults.
- **Fostering Inclusion:** We celebrate diversity and ensure that all children, regardless of background or ability, feel welcomed and valued as part of our school community.
- **Promoting Family Engagement:** We recognize families as partners in their child's education and strive to create meaningful opportunities for collaboration, understanding, and shared goals.
- **Using Data to Inform Decisions:** We utilize data to guide and refine our practices, ensuring that our approach remains effective, responsive, and tailored to the unique needs of our students.
- **Reducing Inappropriate Discipline:** We are dedicated to using positive behavior support strategies that promote learning and understanding over punitive measures, guiding children in a compassionate, respectful manner.

Our mission is to empower every child and family, equipping them with the tools and support to thrive in school and in life.

General Information

Documents

The following forms must be completed and submitted before admission:

Completed Registration Form
Birth Certificate
KY Immunization Certificate
School Physical Exam Form
Vision Screening (by January 1)
Child's Social Security card (optional)
Guardianship or Custody papers (if applicable)

Missing forms or incomplete registration will delay student's entry into Preschool. Children should be toilet trained to begin Preschool.

Locations:

The Woodford County Preschool Program is located at all the elementary schools:
Huntertown, Simmons and Southside in Versailles, Northside in Midway.

Site determination is based upon residency. Transportation needs may also determine classroom site and session.

Hours:

Preschool is held 4 days a week Monday through Thursday. Friday may be used as a preschool day to make-up days that were canceled due to weather related closures. Each child will attend only one daily session of preschool.

Preschool Sessions:

7:30 -10:35 Morning Session
11:25 - 2:35 Afternoon Session

Fees

Children may attend preschool without charge if they meet income guidelines or are identified with a developmental delay. 4 year olds who do not qualify under either category may come on a tuition basis. 3 year olds who go through the intervention program and do not qualify for services may be able to continue preschool under tuition if approved by the director and spots are available. Tuition is due monthly and is payable only at the Preschool Office located at Central Office at 180 Frankfort Street.

2025-2026 fees are:	Annual	Monthly
Preschool Tuition	\$1,980.00	\$220.00 (9 payments)

Drop-Off/Pick-Up Procedures

Parent Drop-off/Pick-up

Students may not be dropped off at the preschool classroom no earlier than 7:15 for the morning session or 11:25 for the afternoon session. Release is at 10:35 for the morning session and 2:35 for the afternoon. All students must enter the school through the main doors and preschool students must be walked into the building. **If preschool staff is not present at drop-off, notify front office staff that the child will need an escort to class. Preschool students may not walk on their own to the classroom. At no time will a preschool student not be accompanied by an adult.**

Please be considerate when dropping-off/picking-up your child. Park in designated spots or adhere to your school's drop-off/pick-up procedure. Please be on time during the midday pick-up/drop-off. This time is our staff's lunch break, which is very minimal for them. Also, please call the school or contact your child's teacher if you will be late picking-up your child. **Excessive late pick-ups will result in a conference with the director, Mrs. Johnson.**

Bus Transportation

Preschool students may ride the school bus to and from school. Due to certain routes and the limitation of bus monitors, preschoolers may not have a choice of preschool session if needing school transportation. A Preschool Transportation page must be completed stating the before school pick-up location and after school drop-off location. BOTH locations MUST be in the same school district. Any changes to transportation must be done through the preschool office manager, Miranda Fazio, at 879-4699.

Please note that since preschoolers must ride a school bus with a bus monitor, transportation changes may not always be able to occur the same day notified. Due to the need of bus monitors, preschoolers may ride a different bus than the elementary route bus assigned to their street. Your child's transportation start date may be delayed if a bus monitor is not available.

Students will not be dropped off unless an adult is present and is on the pick-up list of the student. If an adult is not present, then the child will be returned to their school. If the problem is persistent, then transportation may not be provided for that child.

Sometimes problems do occur on the bus. If a child engages in behavior that may be harmful to himself or others, the bus driver or aide will notify the school. The school will then notify the parent about the behavior. If the problem is persistent, bus transportation may no longer be provided for that child.

Late Drop-off/Early Pick-up

If your child will need to be dropped off after the preschool start time or picked up early, you will need to sign your child in or out. Preschool student Enter/Exit Logs will be in the office of each elementary school. Only the parent or people listed on your child's pick-up list may sign them out from school

Attendance

Attendance

In order for students to be successful, they need to have good attendance. Students are expected to attend regularly and punctually.

Absences

If your child must be absent, the child should provide a note to their classroom teacher either from the parent/legal guardian stating why the child was absent or from the professional who saw the child. If you are aware that a child will be absent in advance, please let the classroom teacher know. If a child has been absent consecutively for 4 days without notification from the parent, the classroom teacher will contact the parent.

Students who are sporadic in attending preschool or have excessive absences and have not provided excuses for their absences will be determined if they are truant. A truant preschooler may be withdrawn from the preschool program at the discretion of the director.

Clothing

Dress Code

The students attending preschool are expected to dress in an appropriate manner that is not distracting to the instructional day. Comfortable, seasonal clothing and closed toe shoes are encouraged as well as clothing that may become soiled due to activities. Extra seasonal clothing, underwear, and socks should be kept in your child's backpack at all times.

Outdoor Play

Students will play outside except in the case of extreme cold, heat, or rain. Heat index and wind chill are also considered when deciding to play outdoors. Outdoor play is part of the preschool day. Please make sure they are dressed appropriately for the weather with jackets, coats, hats and mittens during the cooler and colder months.

Health & Medication Policy

Sick Policy

To ensure a healthy environment for our children, we require that children who are sick stay at home. The Woodford County School guidelines require a child to stay home if your child has a fever of 100.4 or higher, vomiting, diarrhea, or eye drainage. **Your child must be symptom/fever free for 24 hours before returning to school. Children requiring medication must take the medicine for 24 hours before returning to school.**

Medication Administration

It is the policy of Woodford County Schools that school personnel should not administer medications to a student during school hours unless the health of the student will be adversely affected. **If a child must take medication during school hours, school personnel may administer medication with the proper documentation from a parent AND physician.** Please see the school secretary for the proper forms. All medication must be in original containers and must be brought to the school by the parent/guardian to be checked into the office. **Children cannot transport medication in their backpack at any time, unless permitted.**

Please remember that the preschool sessions are only 3 hours 10 minutes and most medications can be administered before or after a preschool session at home. Children who need emergency medications (such as inhalers or epi-pens) are the exceptions.

Illness/Emergencies

The safety of our students is of utmost importance in all aspects of our school facility and program. In the case of illness or injury the staff will respond in an appropriate and legal manner. When there is a question concerning the welfare of your child, every attempt will be made to contact the parent/guardian. **The school must have two emergency numbers on file in the office in addition to the parents. All phone numbers must be current and in service.**

Toileting

Children should be toilet trained to begin Preschool. Exceptions will be made upon approval of the director. Children are not to come to preschool wearing diapers or pull-ups. Extra clothes and underwear from home should be available at all times in case of accidents.

Parent Involvement

Home Visits and Parent Conferences

Teachers will plan **two required home visits during the school year**. These home visits will be pre-arranged at the time that is convenient for the parents. The purpose of a home visit is to meet the children and their families. **A parent conference will be offered, but not required.** The purpose of the parent conferences is to discuss the child's progress and address any concerns from the parents or teacher. Parents may schedule other conferences, if necessary, by contacting the child's teacher.

Visitors/Volunteers

Family visitors and volunteers are always welcome in your child's classroom and on field trips.

In accordance with Woodford County Public Schools policy, parents chaperoning field trips or volunteering within the school **must have a completed background and CAN check on file in the school office**. All parents, grandparents, aunts, uncles, child-care providers, etc. that plan to volunteer at school, go on field trips, etc. are required to have a background check. Volunteers must renew background checks every year to keep it current by September 15. A new background check must be completed every 3 years. The background checks are good at all Woodford County Public Schools.

Due to volume and the nature of these checks, it may take several weeks to obtain the results from the reporting agency. We suggest doing your background check at the beginning of the school year so that it would be back before any trips or events.

Visitors and volunteers are also required to sign the school log when entering the school and before going to the classroom.

Family Fun Nights

Periodically throughout the school year Family Fun Nights will be planned for all students and their families. These nights will offer activities that can be done at home to help your child's learning. All members of the family are invited and usually a light meal/snack will be provided. These events are at no cost to the family.

Parent/Teacher Communication

Progress Reports

The Woodford County Preschool utilizes AEPS-3 to help measure each child's progress. Reports are given to the parents a minimum 2 times each year during the Winter and Spring parent/teacher conferences/home visits.

Home/School Connection

We encourage communication between the home and school. Please check your child's backpack everyday for notes. Newsletters will be sent home weekly in your child's folder. You are also encouraged to join your child's teacher electronic communication group, like Parent Square. The school will notify you if any events occur affecting your child. Please let us know if there are any changes at home or circumstances that we might need to know about.

Change of Address & Phone Numbers

If you have any changes to your address or phone numbers, please contact the preschool office at 879-4699 with the changes and notify your child's teacher. **This information must be kept up-to-date.** An active number in which the parents may be contacted during preschool times must be on file at all times in case of illness or emergencies.

Emergency School Closings

Preschool could be closed in the event of inclement weather as determined by the Woodford County School Superintendent. Families should listen to local radio/TV stations for cancellation announcements. A District wide call will also be made with closing announcements. If school is canceled during the school day, a District wide call will be made.

SNOW SCHEDULE INFORMATION

SNOW DAY- No preschool

Non Traditional Instruction (NTI) DAY- There will be no preschool classes. Complete activities with your child from NTI packets sent home in December or available on Preschool website.

RELEASED EARLY-

Announced BEFORE 11:00 am- Afternoon preschool is canceled.

Announced AFTER 11:30 am arrival- Afternoon preschool releases at announced elementary time which may be 1 to 2 hours early.

DELAYED START TIMES –

1-hour delay- Morning preschool starts with a one hour delay and is dismissed at the regular dismissal time. Afternoon preschool is unchanged.

2-hour delay- Morning preschool is CANCELED. Afternoon preschool is unchanged.

Meals/Parties

Breakfast/Lunch

Breakfast is served in the morning preschool sessions and lunch is served for the afternoon preschool sessions. The school cafeteria offers a balanced nutritious breakfast for \$1.30 and lunch for \$2.65. Free and reduced lunches are available for those who qualify. Milk is \$.40 a carton. Students may bring their breakfast/lunch. Restaurant meals, sodas, etc. are not permitted during school meals. For your convenience, students may pay for meals on a weekly or monthly basis. You can utilize MySchoolBucks.com to view your child's lunch account or make deposits into their account. Charges up to \$10.00 will be allowed. If charges exceed \$10.00 students who do not have enough money will be given a sandwich, fruit and milk.

Party Invitations/Treats

The classrooms may have parties/special events during the year. Please contact your child's teacher if you wish to volunteer. If you volunteer, you must have a current background check. Birthday parties are not permitted at school; however, treats may be sent for a snack. **District policy does not allow for home baked goods to be sent in for classroom parties/birthdays.** Items donated to the class to consume must be store bought. Invitations may only be handed out at school only if each child in the class is to be invited.

Guidance/Concerns

Guidance/Classroom Management

The Woodford County Preschool Staff has implemented The Pyramid Model framework in each of its early childhood classrooms. The Pyramid Model provides a multi-tiered framework of practices for promoting the social, emotional, and behavioral skills of children from three to five. The Pyramid Model includes: universal classroom practices to promote social-emotional learning and prevent challenging behavior; universal and targeted instructional practices to promote social, emotional, and behavioral skill development; and classroom interventions to support children with social, emotional, and behavioral needs.

Resolving Concerns

If you have a concern, please discuss it with your child's teacher. If necessary, contact Kim Johnson at (859) 879-4699. The Woodford County Preschool program follows all policies and procedures of the Woodford County Board of Education for resolving disputes.

Acknowledgement of Receipt of Preschool Student Handbook

My signature below indicates that I have received the Woodford County Preschool Program Parent/Student Handbook.

Please sign below and return this acknowledgement page to the homeroom teacher.

Student Name (Please Print)

Parent Signature

Date



SOUTHSIDE ELEMENTARY

Home of the Stallions

An Incredible Place to Learn

STUDENT-PARENT HANDBOOK 2025-2026

SOUTHSIDE ELEMENTARY SCHOOL
1300 TROY PIKE
VERSAILLES, KY 40383

Phone (859) 879-4660
Fax (859) 873-4571

<https://southside.woodford.kyschools.us>

, Principal

Southside Elementary Mission Statement

Southside Elementary works together through a partnership of school, home, and community to help all students develop to their full potential in becoming responsible, productive citizens.

Southside Stallion's
School-Wide Standards:

Stallions are:

Safe – Keep yourself and others free from harm.

Respectful – Be kind and care for your school community (students, adults, classroom, etc.).

Responsible – Be careful with your words and actions.

Morning Arrival Expectations:

1. Go directly to your classroom
2. If eating breakfast, go directly to the cafeteria

Hallway/Common Area Expectations:

1. Keep hands, feet and objects to self
2. Keep eyes forward
3. Use a voice Level 0 (Level 1 voice when needed)
4. Keep your place in line
5. Walk on the right side of the hallway in a single file line
6. Stand in designated space

Restroom Rules:

1. Only the designated number of students may enter the restroom at a time
2. Use a Level 1 voice
3. Use restroom facilities appropriately in a timely manner
4. Use good personal hygiene

Lunchroom Expectations:

1. Keep hands, feet and objects to yourself
2. Eat your own food

3. Use appropriate voice level – Level 2 (inside) voice
4. Use good manners
5. Wait your turn in line
6. Follow adult directions
7. Stay seated and raise your hand if you need help
8. Keep your area clean

Playground Expectations:

1. Use hands, feet and equipment appropriately
2. Play only in areas designated by your teacher
3. Enter/exit the building quietly
4. Follow adult directions
5. Be a good sport and include others
6. Bring in everything you take out
7. Use strategies to solve problems

Voice Levels:

Level 0—No Talking

Level 1—Soft/whisper voice

Level 2—Conversation voice

Level 3—Outside voice

My teacher has explained these rules to me and I am ready to follow these school rules.

Sign _____

Date _____

Southside Elementary School

2025-2026 Student Handbook

ARRIVAL

Students may exit cars or buses after **7:15 am** (school grounds are not supervised until this time) and report directly to their classroom or the cafeteria. Students who are not in the building by **7:40 am** are considered tardy and must report to the office accompanied by an adult. Students must obtain a tardy pass before going to class.

ARRIVAL PROCEDURES / PARENT DROP-OFF (FRONT DOOR)

1. Blue Line drop off is only for those students that will exit on their own.
2. If you are dropping off a student, please **pull as far forward** (far left front corner of the building) **on the blue line as possible before stopping your car** (even if no one is behind you). This will allow for the maximum number of drop offs at one time. **There is no passing in the drop off line.**
3. Once your car is stopped, please have your student exit (sidewalk side) onto the sidewalk and walk close to the side lined by grass or fencing. **Students should NOT walk on the red line.**
4. If you are walking your child to the building, please park in the parking spaces in the two middle rows. **To ensure safety and minimize disruptions in morning routines, adults are not permitted to walk past the foyer/front doors with their students. Any parent/guardian/visitor that wishes to enter the building past the front foyer must sign-in at the front office.**
5. Mr. Reynolds, Officer Patrick, or Mr. Brian will motion for pedestrians to cross the street. Make sure to cross at the marked crosswalk. This is the only safe place for students to cross. Please do not attempt to cross before the traffic is stopped.
6. On rainy or cold days, please make sure your child is dressed appropriately to walk in the weather. Do not expect to stop in front of the school doors for drop off.
7. **Students must be in the building by 7:40 am, or they are considered tardy.**
8. Any time a different person (grandparent, babysitter, etc.) will be dropping off your child, please review the process with them.
9. When exiting the building, please wait until directed before crossing to the parking lot.
10. Please follow the 10 mph speed limit while on Southside's campus.

ARRIVAL PROCEDURES / PARENT DROP-OFF (BUS LANE DOORS)

1. Cars may use the bus lane for student drop-off **BETWEEN 7:25 AM AND 7:40 AM.**
2. Cars are **never** allowed to pass buses when they are in the drop-off area near the doors.
3. Cars should **not** pass other cars, please remain in line until the cars in front complete the drop-off process.
4. Please follow the directions of the staff member coordinating the drop-off in the bus lane.
5. The bus lane doors close at 7:40 AM, any students arriving after that point must enter through the front doors.

ASSEMBLIES

Southside Elementary students must behave courteously at school assemblies. Students should give full attention to the performers on stage and show appreciation only through

clapping. Whistling, shouting, and foot stomping is not appropriate. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

ATTENDANCE: ABSENCES

It is very important to your child's education that he/she attends school on a regular basis. Missed days of school can leave gaps in the educational process that may be very difficult to make up. Please make every effort to have your child at school every day possible. The Code of Conduct states, ***"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."*** Parents/legal guardians shall submit an excuse note for an absence or a tardy within 3 days. Failure to submit an excuse note will result in the tardy or absence being unexcused. Once the total number of absence 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. A total of seven (7) doctor's notes will also be accepted over the course of a school year. REFER TO ATTENDANCE POLICY IN THE WOODFORD COUNTY SCHOOLS 2024-2025 CODE OF CONDUCT MANUAL for any changes. Please make sure any missed assignments are completed.

ATTENDANCE: TARDIES

Like absences, tardies (coming late to school, leaving early, or missing any portion of the day) can also be disruptive to your child's education. Additionally, other children in the classroom lose precious time because when a child comes in late, the learning process is often disrupted as the late student settles in and gets adjusted. Please help us help your child and make every effort to have children arrive at school on time. Students must be in the building by 7:40 am, or they are considered tardy. Again, in accordance with **Woodford County Public Schools policy, a note is required within 3 days of the tardy.** REFER TO ATTENDANCE POLICY IN THE WOODFORD COUNTY SCHOOLS 2024-2025 CODE OF CONDUCT MANUAL. Unless it is an emergency, please schedule doctor, dentist, etc. appointments after 2:35 pm. Again, anytime a child signs out of school early, **an adult must sign the child out of school.** Parent/legal guardian must send a **signed** note if someone else is picking up their child.

BIRTHDAYS

Due to the prevalence of common, severe, and fatal food allergies, to ensure the safety of all students, **we do NOT allow families to send in food items for birthday celebrations.** If you choose to celebrate your child's birthdays by sending in treats for the class, you may only send in non-food items (stickers, pencils, etc). Your child's teacher will notify you of appropriate birthday items.

BREAKFAST / LUNCH PROGRAM

Breakfast will begin at approximately 7:15 am and will be served until 7:40 am. Southside Elementary offers a daily hot lunch for all students. Milk may be purchased by those students bringing their own lunch. **Under no circumstances are soft drinks, outside restaurant foods, or glass containers allowed in the cafeteria at lunchtime.** The lunches are provided through the **Federal Lunch Program which prohibits soft drinks and outside restaurant food in the cafeteria,** this includes any lunches brought to school. If your child cannot drink

milk, please send juice or water for them to drink. Juice or water may also be purchased from the cafeteria (small cups of water are free of charge).

- Parents should notify both the cafeteria manager, the school nurse, and the child's teacher of any food restrictions.
- Additional food items need to be purchased with the class the first time students go through the lunch line. No open food items are allowed to be taken outside of the cafeteria. Students may purchase only one extra snack item (chips, crispy treats, fruit roll-ups, etc.) daily.
- 2024-2025 PRICES: **Breakfast: \$1.30; Lunch: \$2.65**

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 can receive free or reduced-price meals if they (or their household) meet the basic guidelines:

- A child with a family income 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 to be charged at most 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 the full price for meals, which are still cost-subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director before 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 that 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 for the school and your child(ren).

Special Dietary Needs

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

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

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. You may view your student's lunch account and set up a reminder about the lunch account balance. You may contact Food Services for assistance.

BULLY POLICY

According to KRS 158.148, Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated that:

1. Occurs on school premises, on school-sponsored transportation or at a school-sponsored event; or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

BUS REGULATIONS

The driver of the bus is a school official and has absolute authority in matters dealing with transportation. **He/She may report any student who persists in disobeying regulations for dismissal from the bus. NO STUDENT IS TO DEPART FROM THE BUS UNTIL IT REACHES SCHOOL IN THE MORNING OR ARRIVES AT THE DESIGNATED PLACE FOR HIM/HER TO LEAVE THE BUS IN THE AFTERNOON.** Any student needing to ride another bus, or needing to depart from the bus at a place other than his/her designated place must have a note signed by his/her parent or legal guardian. This note must be given to the office and a bus pass obtained from the office. Students in kindergarten through 3rd grade must have a parent/guardian or an approved adult present and visible prior to being released from the bus.

BUS RULES

1. The bus driver may assign seats.
2. Be courteous.
3. Use a quiet voice and appropriate language.
4. Do not eat or drink on the bus. Keep the bus clean by remembering to eat or drink before loading the bus.
5. Remain seated and keep the aisle clear.
6. Keep your hands and head inside the bus.
7. For your own safety, you must allow the driver to keep his/her eyes on the road by following the bus rules.

CHANGE OF ADDRESS / TELEPHONE NUMBER

Please notify the office of any change in address or telephone number throughout the year. It is very important that we have a current telephone number where we can reach parents/legal guardians in the event of an emergency. A new proof of residency will be required for changes in address.

COMPLAINT-RESPONSE PROCEDURE

Southside Elementary School recognizes the fact that there can be issues or concerns at school for a variety of reasons. Problems arise and we (school staff and parents) must work together to solve them. We also realize that parents, students, and citizens do not always know what to do

or where to go for answers and often become frustrated or give up when the problem remains unsolved. In order to resolve your concerns, the following procedure should be followed:

Step 1. If a parent/legal guardian, student, or citizen has a concern, they should contact the appropriate school official. If your concern regards classroom instruction, please schedule an appointment to meet/speak with the teacher first.

Step 2. If you are not satisfied with the teacher's response, please schedule an appointment with the principal.

Step 3. If you are not satisfied with the principal's response, you may request to meet with the appropriate district administrator to discuss your concern by contacting Central Office at 879-4600.

DELIVERIES

We are unable to accept deliveries such as flowers, balloons, etc. for Southside students.

DISASTER DRILLS

Southside will have numerous emergency drills throughout the year. All classrooms will follow the proper emergency procedures.

DISCIPLINE Southside prides itself on having school-wide discipline that is firm, fair, and consistent. We feel that all students have the right to a safe school environment. Each student also deserves the opportunity to learn free from the influence of disruptive classmates. With these basic principles in mind we have developed policies and procedures that will enable the staff to prepare and deliver to each child the educational program that is desired. We have no tolerance for bullying. The following are general school expectations/rules that apply anywhere on school premises or at school sponsored events. There are also expectations/rules that apply specifically to the bathroom, cafeteria, hallways, playground, assemblies, outside areas, and buses. In addition to these, each teacher will have specific expectations/rules that apply in their classrooms.

1. We will be Safe (keeping ourselves and others from harm).
2. We will be Respectful (being kind and caring for our school community with students, adults classroom, etc).
3. We will be Responsible (being careful with our words and actions).

PLEASE REFER TO THE WOODFORD COUNTY SCHOOLS CODE OF CONDUCT FOR ADDITIONAL INFORMATION ABOUT DISCIPLINE.

DISMISSAL

Any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/legal guardian. It is the responsibility of the custodial parent/legal guardian to notify the school in writing if the release instructions are to be revised. The best way to ensure we receive your transportation change is to utilize the following link ([Dismissal Change Form](#)), but you must have the PIN number that was provided to you via email. You may also send a handwritten note with your signature. All changes must be made prior to 1:30 p.m. Additionally, it is important to note, **ONCE CHILDREN HAVE BEEN LOADED ON THE BUS, WE CANNOT CHANGE THEIR DROP-OFF POINT. ALSO, PLEASE DO NOT ATTEMPT TO STOP THE BUS TO TAKE YOUR CHILD OFF.**

DISMISSAL PROCEDURES

Students that do not ride the school bus home in the afternoon or go to ETC (Explorer Time Company), will need a car rider tag. If a student was a consistent car rider the previous year,

he/she will be given a new tag at Open House prior to the beginning of school. To utilize the car rider pick-up line, you **MUST** have a car rider tag displayed in your car. If you do not have a tag, you must park and wait until the dismissal line is finished to go inside and pick up your student. **For safety reasons, parents/legal guardians wishing to pick their student up inside must wait until all car riders have been dismissed from the gym. All students must be picked up by 2:55 pm. Any student who is repeatedly not picked up on time (by 2:55 pm), will need to make arrangements in the future to ride the bus or enroll in ETC.** We do not have staff to supervise students after 2:55 pm._

For security reasons, parents who pick up their children any time prior to the **2:35 pm** dismissal are required to report to the office, show proper identification, and sign out their child on the official sign-out roster. At that time, an office secretary will contact your child's teacher and the student will be directed to the office. Students signed out prior to **2:35 pm** are required by law to be marked as full day/half day/tardy.

Students that are walking home, Legends neighborhood, will wait with the car riders and be dismissed out the side door at 2:50 PM.

DRESS CODE

Southside Elementary School believes that the standards of dress and grooming should be primarily the responsibility of the parents/legal guardians and students with the understanding that students shall wear appropriate clothing and groom themselves in a manner which:

- reflects safety and good taste
- does not violate the rules of decency
- does not offend the standards of other students
- distracts from the educational program

All students are expected to comply with the following minimum standards of dress and grooming:

1. Clothing: Clothing should be neat, clean, and devoid of any vulgar/suggestive comments, or images/advertisements related to alcohol or tobacco products.
2. Spaghetti straps, halter tops, tank tops, bare midriffs, fishnet shirts, or half shirts are NOT permitted. This includes torn or radically altered clothing. (Sleeveless shirts are acceptable).
3. **FOR SAFETY REASONS, DANGLING EARRINGS ARE NOT TO BE WORN TO SCHOOL.**
4. Shorts, skirts, and dresses should be an adequate length (finger-tip) to preserve student modesty. If you drop your arms and touch skin, please try again. **Clothing shall be sufficient to conceal undergarments at all times.**
5. Coats are not to be worn in the classroom setting. Coats are to be put away upon arrival at school.
6. Hats/hoods are not allowed at school. Shoes with wheels are not allowed at school.

Southside Elementary School reserves the right to send home any student, which in the opinion of the principal or designee, is not appropriately dressed for school. If you have any questions regarding the dress code, use this rule of thumb: **IF IN DOUBT, DON'T WEAR IT!** Violations of this policy will result in the following disciplinary actions:

- First Violation: Home contact and student may be asked to change clothing.

- Second Violation: Home contact, student may be sent home to change, and a discipline report issued to violator for willful disobedience.
- Third Violation: Home contact, student may be sent home to change, and a discipline report issued with specific consequences to violator for defiance of authority.

EARLY DISMISSAL

A child is not permitted to leave school or school grounds before regular dismissal without written consent of the parent/legal guardian. Signed notes for early dismissal of students are required to be turned into the office. Parents/Legal guardians must check students out through the office in all cases of early departure. There are telephones located in the office and classrooms. A student may be given permission to use the phone, if the teacher deems the call is absolutely necessary. Only in an **emergency** should the school be called to interrupt a student during class time.

E-COMMUNICATION/CLASS DOJO

E-Communication: Stay informed with all the latest news, updates, meeting times and reports with these easy communications sent to your email. Contact our office at 879-4660 or sign up on our school website: <https://southside.woodford.kyschools.us/en-US>

Class Dojo: Teachers will provide classdojo codes for parents to connect and communicate with their student's homeroom teacher. It is very important to be connected to Dojo, as this is a school-wide communication tool in our building. School staff may not be available for e-communication outside of school hours, and as they are instructing and supervising students during work hours, immediate responses to messages are not always possible.

EMERGENCIES / ACCIDENTS

If a serious injury occurs on the school grounds or on the bus, parents/legal guardians will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents/legal guardians will be promptly notified of all injuries not considered minor. In the event that the parents/legal guardians cannot be reached, the student will be discharged to an emergency contact person named on the registration form. **It is critical that the registration form be filled out and kept up-to-date.** Please make sure the phone numbers that you give are current for locations where individuals can be reached. Please notify the office, in writing, of any changes.

ENROLLMENT

State Law requires a child to be five years of age before August 1st to start Early Learner/Kindergarten and six years of age to start P-1/first grade.

Woodford County Schools require the following documents for all students to be enrolled:

1. Official Certified Birth Certificate or other reliable proof of age and identity
2. Current Kentucky Immunization Certificate
3. Proof of Residence with name and current physical address. One of the following:
 - a. **Recent** electric bill
 - b. **Recent** gas bill
 - c. **Recent** water bill
 - d. Rental/Lease Agreement
 - e. Mortgage Agreement
4. Social Security Card (optional)

5. Current School Physical on an Initial Entry to School Form (a second exam is required within one year prior to entry into 6th grade).
6. Proof of KY Eye Exam (must be completed by a certified optometrist or ophthalmologist) on the KY Eye Exam Form.
7. Proof of KY Dental Exam on the KY Dental Exam Form.
8. Copy of Custody Guardianship or Custody Order showing that child resides with the legal guardian, custodial parent, or is in the custody of a state or other agency.

EXEMPTIONS FROM IMMUNIZATIONS ARE ALLOWED UNDER THE FOLLOWING CONDITIONS:

1. A signed doctor's statement verifying that the child is to be exempted from immunization for **medical reasons**. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.
2. Parents/Legal guardians may request exemptions of their children from immunization for **religious beliefs**.
3. Students who fail to complete the required immunizations within the specified time will be denied enrollment until the series has been completed.

EVENTS

To attend any event held during school hours, **visitors must present a photo ID** to be allowed entry. To ensure safety and to minimize disruptions in learning, **visitors are NOT permitted to go to classrooms** either before or after events during school hours. All visitors must sit in the designated visitor seating areas.

FIELD TRIPS

Throughout the school year, students will go on field trips. Permission slips **MUST** be signed by parent/legal guardian and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of students will be observed and enforced on field trips unless otherwise stated by the bus driver. **In accordance with Woodford County Public Schools policy, parents/legal guardians attending/chaperoning field trips or volunteering within the school must have a completed background check from Woodford County Public Schools on file in the office. Current Background Check holders must complete a Letter of Intent each year in August to renew it and keep the background check current; the deadline is Sept. 15th of each new school year. This also includes grandparents, aunts, uncles, etc.** If a student is signed out from a field trip, the time is recorded as a tardy or absence.

GYMNASIUM USE

All children must wear tennis shoes when using the gym for P.E. **No food or drink** is permitted in the gymnasium.

INCLEMENT WEATHER DISMISSAL

The announcement as to whether or not school will be in session will come from the superintendent. Notification will be announced on the Woodford County Schools website, TV, and the ParentSquare system.

ILLNESS

If a student becomes ill during the school day, a parent/legal guardian will be notified. Please adhere to the following:

Keeping Your Child Home Due to Illness

Please do not send an ill child to school. Your child should stay home if he/she has any of the following symptoms:

Student Symptoms/Diagnosis	Student May Return to School When...
Fever of 100.4 or higher degrees orally	Temp. below 100.4 degrees orally for at least 24 hours <i>without the use of acetaminophen (such as Tylenol) or ibuprofen (such as Motrin)</i>
Vomiting	Symptom-free for 24 hours
Diarrhea	Symptom-free for 24 hours
Contagious disease being treated with antibiotic	24 hours after first dose of antibiotic and fever free for 24 hours or as directed by doctor
Deep “barking-like” cough or difficulty breathing	Symptom free or 24 hours after first dose of antibiotic
Diagnosed strep throat	24 hours after first dose of antibiotic
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after first dose of antibiotic or as directed by doctor
New or sudden undiagnosed rash or rash with fever	Rash disappears, diagnosed non-contagious by doctor, or 24 hours after first dose of medication with area covered
Ringworm	24 hours after beginning treatment with anti-fungal medication, with affected areas covered.
Lice	After treatment and removal of live lice. Upon return to school, must be checked by trained office staff before being cleared to stay at school.

Please note some students have serious medical conditions that can become life threatening when exposed to certain conditions. **Please alert the school office if your child has measles, mumps, rubella, chicken pox/shingles, whooping cough, or any other condition of concern.** Students must be sent home by the nurse or front office staff (if they are acting as the nurse) in order for it to be excused.

You can access the Infinite Campus Parent Portal using the Woodford County School webpage at www.woodford.kyschools.us and go to "Parent Resources" located on lower left side or the "Log-In Center Quick Link" on the lower right side of the page and select Infinite Campus Parent Portal. You may call or email LaShannon Stratton lashannon.stratton@woodford.kyschools.us to request an Infinite Campus Parent Portal Account. You will receive instructions and a username and password.

ITEMS NOT APPROPRIATE AT SCHOOL

Personal property items shall not be brought to school by any student without specific permission from the teacher or principal. This includes, but shall not be limited to, the following items: iPads, iPods, tablets, shoes with wheels, game systems, toys, radios, skateboards, animals, etc. If personal items are brought to school, with permission, they must be kept in student's backpacks during school hours. If students bring a cell phone to school, it must be silenced and remain in the student's backpack throughout the school day. If students have cell phones out during the day, it will be confiscated and held in the office until the end of the day. Apple watches or other devices used to text or call during the school day should not be worn to school. If students are using such devices during the school day, it will be confiscated and held in the office until the end of the day. Repeated cell phone/electronic device related offenses will result in the student having to turn in the device upon arrival at school for the duration of the day. We are not responsible for any items brought from home.

LICE

We recommend students do not share hats, jackets, etc. Also, it is our district policy that a student sent home for head lice **must be completely free of live lice before returning to school**. This policy comes directly from the Woodford County Health Department. **For additional information on the subject, contact the school or call the Woodford County Health Department at 873-4541.**

MEDICATION

According to Woodford County School policy, the school must receive the following:

1. Permission to administer medication form must be on file for over the counter, short and long-term prescription medication. (Forms are available in the office). **Remember all forms must be the original form signed by the parent/legal guardian. Prescription forms must be signed by the doctor.**
2. Medication must be in the **original** pharmaceutical container. School personnel will not be able to accept **any medication** brought in baggies, envelopes, etc.
3. Medication is to be kept in the office in the original container.
4. **Parents/legal guardians** must bring and pick up all medications to the school, along with the Permission to Administer Medication Form. **Students are not permitted** to bring any medication (such as cough drops) to or from school on their own.

Parents/legal guardians are required by state law to inform the school of any medication to be taken by the child at school. Facts on current dosage and the name of the supervising physician are needed.

PARENT INVOLVEMENT

Parents/legal guardians are encouraged and welcome to visit our school at any time. **Visits with teachers, principal, or other school staff members MUST be by appointment.** This will ensure that the persons you want to see are available and will ensure that instructional time will not be taken from the children. For the safety and protection of all students: **VISITORS**

MUST FIRST CHECK-IN WITH THEIR PHOTO ID AT THE OFFICE AND OBTAIN A VISITOR'S STICKER BEFORE ENTERING ANY PART OF THE BUILDING. IF YOU FORGET TO WEAR YOUR STICKER, YOU MAY BE REMINDED BY THE SCHOOL STAFF.

Cafeteria Tables:

Lunch visitors are required to **sit at the designated visitors' lunchroom tables while having lunch with their child. Students are only permitted to sit at the visitors' tables with their own visitor/parent/guardian. REMINDER: According to Federal Lunch Program guidelines, under no circumstances are soft drinks, outside restaurant foods, or glass containers allowed in the cafeteria at lunchtime.**

REPORT CARDS

The report card and mid-term report card schedule will be announced at the beginning of each school year.

RESPONSIBILITIES TO ENSURE STUDENT SUCCESS:

THE STAFF WILL:

1. Provide educational programs based on state and local curriculum guidelines and on the potential of each student.
2. Provide every student a campus/classroom that is safe, caring, and free from disruption.
3. Provide opportunities for every student to be successful.
4. Provide a climate that allows all students to participate in decision making and critical thinking, and then be accountable for their choices.

THE SCHOOL WILL:

1. Establish and maintain open lines of communication among home, school, teacher and parent.
2. Provide all parents timely information regarding their child's progress towards meeting academic standards.
3. Provide educational opportunities for parents to increase their skill and knowledge.

THE STUDENT WILL:

1. Attend school every day and be on time.
2. Be prepared for all daily work and assignments.
3. Follow school rules.
4. Become involved in the various co-curricular and extracurricular opportunities offered.
5. Strive to do his/her best each day.

THE PARENTS/GUARDIANS WILL:

1. Establish and maintain open lines of communication between home, school, and teacher.
2. See that their children attend school regularly and arrive on time.
3. Promote high expectations.
4. Provide a quiet place in the home for daily homework.
5. Attend Parent/Teacher Conferences.

SCHOOL RESOURCE OFFICER

School Resource Officer (SRO) Patrick Shryock is a Special Law Enforcement Officer, appointed pursuant to KRS 61.902, who is assigned to Southside Elementary. An SRO's duties include patrolling the school's campus, investigating criminal activity, educating students and staff about crime prevention, and other various programs and activities. SROs have the

opportunity to form lasting impressions on young people. To help students succeed, the SRO can provide guidance, tutoring and mentoring to all students. The SRO is also available as a guest speaker and resource to every classroom within the school.

SPECIAL EDUCATION

Our Special Education services will continue to include consultation and collaboration with regular education teachers. The Inclusion Model will help to ensure that students with special needs remain in the regular classroom as much as possible.

STUDENT ACCIDENT INSURANCE

Student accident insurance is provided by the District. If students are injured at school, contact the school nurse or secretary for information about filing a claim.

STUDENT MOTIVATION

Just as we have serious consequences for students who exhibit negative behavior, we also have a reward system to honor those students who display positive attitudes and behavior. Recognition is regularly given to students who excel in academics, attendance, and behavior. We are committed to teaching the students at our school that good work habits and positive behavior will be beneficial not only to the overall educational program, but also to the student personally.

STUDENT RECORDS

The Woodford County School District maintains cumulative records for each student, as required by law, and any additional records that would be helpful in providing maximum educational opportunities for students. These records are available for parents/legal guardians to review.

Please call the school office at 879-4660 to set up an appointment with the principal or school counselors if you desire to review your child's cumulative record.

TEXTBOOKS

Southside furnishes textbooks to all students. However, this does not relieve students of the necessity of giving proper care to these textbooks. Students are responsible for and will be expected to pay for the damage and/or loss of all non-expendable materials issued to them by the school. This would include textbooks, library books, ChromeBooks, iPads and physical education equipment checked out by or issued to them during the year. We hope this significant investment of district funds will be treated with respect. Reasonable wear and tear is to be expected. However, unreasonable damage will result in the financial responsibility of parents/students to replace the books.

TREATS

BIRTHDAY TREATS MUST BE NON-FOOD ITEMS. If you are asked to bring in food items for cultural celebrations or class parties (i.e. holidays), we must know **3 days in advance** of the food coming in and what store-bought food item you will be sending or bringing in. In particular, peanut or nut allergies are the most common and most life threatening food allergies, so **we ask that you NOT send in anything that contains peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts. All treats must be store-bought.**

USE OF LIBRARY

Students visit the library weekly. They may come at other times with their teacher's approval. Books may be checked out for one week. If the student does not finish the book, he/she may

return it to the library to renew it. Any student that fails to return a book will be on the Overdue List. **Students are expected to pay for lost or damaged books.**

VANDALISM

Parents/legal guardians are responsible for the full extent of any and all damages at school by their child. This includes the cost of labor as well as materials or repairs. If in the event such vandalism occurs, the Woodford County School District will appraise the damage and cost of repair and bill the parents/legal guardians of the children.

VISITORS

All visitors must report to the office, present photo ID, sign-in/sign-out on the Visitor's Log, and pick up a Visitor's sticker to wear while in the building. They must also indicate on this sheet their destination and the date. This includes guest speakers, parents, and friends or family of staff members.

Parents/public are encouraged to visit our school and see the good things we are doing. We would also encourage our visitors to volunteer whenever possible. All volunteers must have a cleared and current school-year Woodford County Schools background check on file with the school.

VOLUNTEERS

All parents, grandparents, aunts, uncles, child-care providers, etc. that plan to volunteer at school, go on field trips, attend parties, help in the classroom etc. are required to have a Woodford County Schools background check. Please bring your driver's license (with current address) and your social security card to the office to complete the necessary paperwork to obtain a background check. **In accordance with Woodford County Public Schools policy, parents/legal guardians attending/chaperoning field trips or volunteering within the school must have a completed Woodford County Schools background check on file in the office. Current Background Check holders must complete a Letter of Intent each year in August to renew it and keep the background check current; deadline is Sept. 15th of each new school year.** Please contact Southside's front office at 879-4660 regarding background checks. Please obtain a volunteer sticker when volunteering to recognize your efforts.

WITHDRAWAL FROM SCHOOL

Please notify the office at least two days in advance when students are transferring out of Southside Elementary School.

CIVILITY

Board Intent

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances in which that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

Preparation of Employees

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

Behavior Standards

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities
2. Disrupting or threatening to disrupt school or office operations
3. Acting in an unsafe manner that could threaten the health or safety of others
4. Verbal or written statements or gestures indicating intent to harm an individual or property
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

Employee Options

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In the absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller
2. End a meeting
3. Ask the individual to leave the school
4. Call the site administrator or designee for assistance
5. Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

References:

KRS 161.190, KRS 503.110, KRS 518.090

Related Policies:

03.1325, 03.2325, 09.425, 10.2, 10.5

Adopted/Amended: 09/20/1999

HOW PARENTS CAN HELP STUDENTS HAVE A SUCCESSFUL YEAR

1. Help your child to understand that he/she is responsible for his or her own actions and behavior.
2. Expect your child to grow towards independence and offer challenging opportunities. He/she needs limits within which to function and direction as to how to respond.
3. Get both (or all) sides of the story before drawing conclusions. In case of a misunderstanding, contact the school.
4. Remember that teachers have about twenty-four or more children to care for and need all the data you have about your child if they are to be effective in providing the right kind of program. **Health problems (or other circumstances) which may affect your child's education should be shared with the school.**
5. Remind yourself that teachers teach because they care about children, that their objectives and yours are usually the same, and agreement on how to achieve the objectives requires good two-way communication.
6. Spend time with your child every night to check on his/her homework as well as any home-school communication in folders.
7. To promote increased physical and mental health, as well as social-emotional competencies, **please limit screen time (phones, tablets, video games, social media, computers, TV) to no more than 2 hours per day.** Encourage physical and imaginative play and social engagement through conversation and other activities.
8. Help your child be well-rested by establishing habits that promote a good night's sleep (calming bedtime routine, removal of electronic devices at night, etc) . **Elementary-age students require between 9-11 hours of sleep every night**, and quality rest helps students come to school ready to learn.
9. Connect with your child's teacher and classroom through ClassDojo. This is a fast and easy way to know what is happening at school as well as keep up to date on your child's daily behavior.

STUDY HINTS

Every child needs to develop good study habits in order to be successful at school. We've prepared a method for you to help provide a "study routine" for your children. We hope you'll give it a try.

1. Select a regular time each day for homework and study. Allow the child some time after school to play. Just before or just after dinner may work best for completing homework.
2. Keep study/homework time reasonable. Students may have homework nightly and the length of time may vary, we suggest 15-30 minutes for primary students and 45-60 minutes for upper grades.
3. Keep distractions to a minimum. Don't have the student working near the TV or radio. Try to keep brothers and sisters from bothering the student. Allow no interruptions such as phone calls.
4. Check the work. When the student finishes, take a few minutes to look over the work. Check for neatness and obvious mistakes.
5. No homework? Finishes early? While assignments are usually given Monday through Thursday, there may be times that very little work is assigned and the child finishes early. We strongly suggest the student use the remainder of the time to either re-read assignments or study or read for pleasure. Provide a book for this purpose. If a child knows he/she will still have to put in the time, regardless of how much homework they say they have, then they are more likely to do a better job on assigned work.

I have read and understand the Southside Elementary Student Handbook.

Signature of Student

Signature of Parent

Date

*These policies are subject to change based upon the Woodford County Board of Education board approved policies.

Woodford County Public Schools Instructional Calendar 2025-2026

Aug. 11	Flexible Professional Development Day (no classes)
Aug. 12	Opening Day for Teachers (no classes)
Aug. 13	Teacher Preparation Day (no classes)
Aug. 14	First Day for Students
Aug. 29	Staff workday (no classes)
Sept. 1	Labor Day (no classes)Flexible Professional Development Day
Sept. 29-Oct 3	Fall Break
Oct. 6	Staff workday (no classes)
Nov. 3	Required Professional Learning Day (no classes)
Nov. 26	Flexible Professional Development Day (no classes)
Nov. 27	Holiday: Thanksgiving Day (no classes)
Nov. 28	No classes
Dec. 19	Last Day for students
Dec. 20-Jan 5	Winter Break
Dec. 25	Holiday: Christmas Day Observed for employees
Jan. 1	Holiday: New Year's Day Observed for employees
Jan. 5	Staff workday (no classes)
Jan. 6	Schools Reopen...Students Return
Jan. 19	Holiday: Martin Luther King Day (no classes)
Feb. 16	***Presidents' Day (no classes, possible make-up day)
Mar. 6	****Required Professional Learning Day (no classes, possible make-up day)
Mar. 9	*****Staff workday (no classes)
Apr. 6-10	Spring Break
Apr. 13	Staff workday (no classes)
May 19	Election Day (no classes)
May 25	Memorial Day (no classes)
May 27	Last Day for Students (subject to change if necessary)
May 28	*Closing Day (possible make-up day)
May 29	**Parent Teacher Conf. Day (possible make-up day)

Make-up Days

- *Day 1.....May 28 (used for make-up day if school year extended)
- **Day 2.... May 29 (used for make-up day if school year extended)
- ***Day 3.....Feb 16 (used for make-up if a 3rd school day is missed prior to Feb. 1)
- **** Day 4.....Mar 6 (used for make-up if school year extended)
- *****Day 5.....Mar 9 (used for a make-up day if the school year is extended)

STUDENT HANDBOOK



2025-2026

Table of Contents

School Calendar	3
Purpose and Vision/Mission	4
Goals and Purpose	4
Safe Harbor Academy Faculty	4
Expectations	5
Guidelines for Success	5
ACT	5
Bus	5
Class Change	5
Closed Campus	5
Computer Use	5
Credits and Classification	5
Dress Code	5, 6
Driver's License Revocation	6
Driving	6
Early Graduation	7
Edgenuity	7
Emergency Procedures	7
Employability	7
Enrollment	7
Environments	8
Extracurricular	8
Fighting	8
Food Service Program	8, 9
Grading Scale (Middle and High School)	9
Graduation Requirements	9
Graffiti	9
Hallway Behavior	9
Home/Hospital	9
Insurance	9
Investigations	9
IXL	10
Make Up Work	10
Medical and Emergency Care	10
Metal Detectors	10
Non-Discrimination Policy	10-11
Parent Teacher Conferences	11
Phone Policy	11
Prohibited Items	12
Project Based Initiatives	12
Promotion/Retention	12
Residency	12
Safe Crisis Management	12
Search and Seizure	12, 13
Schedules	13
Sleeping	13
Social Worker Services	13
Teacher Abuse Law	13
Textbooks and Materials	13
Tobacco	13
Transitions	13
Visitors	13
Weapons and Firearms	13
Writing/Literacy Policy	14, 15, 16
Classroom/Office Behavior Matrix	16, 17, 18
Student Differentiated Programs and Contact Information	19 (20 blank)
Handbook Acknowledgement Signatures	21
Permission for Student to be Photography	21
Authorization for Student Pick-up	21

***Updates or changes to systems, processes, policies, and standard operating procedures will be updated with an addition of an addendum. The information will be posted to the school website and made available for public access. Covid-19 policies and procedures will reflect current CDC guidelines. ***

Woodford County Public Schools Instructional Calendar 2025-2026

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November 27	Holiday: Thanksgiving Day (no classes)
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March 9	Staff Workday (no classes)
April 6-April 10	Spring Break
April 13	Staff Workday (no classes)
May 19	Election Day (no classes)
May 25	Memorial Day (no classes)
May 27	Last Day for Students (subject to change if necessary)
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May 29	**Parent Teacher Conference Day (possible make-up day)

Make-Up Days

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WOODFORD COUNTY PUBLIC SCHOOLS
SAFE HARBOR ACADEMY

Safe Harbor Academy
134 Macey Avenue
Versailles, KY 40383
(859)-879-4694
(859)-873-1304

Purpose Statement:

Safe Harbor Academy in partnership with young adults, families, and community will prepare all students to strive for excellence through rigorous instruction and support to become college, career, and life ready citizens.

Program Mission/Vision: Safe Harbor Academy will foster a culture that is safe, respectful, and responsible that focuses on achievement that will enable students to reach their highest potential:

- Provide high academic and behavior expectations
- Provide a safe, inclusive, and accepting environment
- Utilize strengths to meet individual student needs
- Improve academic achievement
- Support social and emotional growth
- Promote perseverance and productivity
- Explore future education, career, and technical interests
- Ensure family and community involvement

SAFE HARBOR STAFF

Laverne Carter-Instructional Assistant
Samantha Switzer-Instructional Assistant
Catherine Partlow-Instructional Assistant
Wade Slama-Facilities and Grounds
Krystin Brothers-Food Services
Officer Michael Fortney-School Resource Officer
Kari Housholder-Counselor
Matthew Haughton-English Teacher
Stephen Powers-Mathematics Teacher
Sarah Patton-Science Teacher
Jen Brown-Special Education Teacher
Logan Culbertson-Principal

Expectations

1. Students will engage in coursework and always try their best
2. Students will meet expectations for a safe and focused learning environment

Guidelines for Success/Culture

Safe Harbor Academy Staff will be promoting a Safe, Respectful, and Responsible culture where we lead by example through all interactions.

ACT

ACT Preparation materials are available for students upon request.

Bus

The Woodford County School District provides bus transportation for all students. All the Code of Conduct rules apply at the bus stop, on the bus, as well as at school. Students are expected to be respectful and behave so the driver focuses on driving and not on supervision. Students are expected to follow their transportation plan. Students who violate this expectation may be removed from the bus. Any consequences received by a student for bus behavior will impact the students' progress through employability.

Class Change

It is an expectation that students will change classes in an orderly and timely manner. This includes going directly to the next class without wandering the halls and without excessive noise. Students may not go to the restroom or stop at the water fountain between classes.

Closed Campus

Safe Harbor Academy and Woodford County High School have in place a closed campus policy. That is, once students arrive on campus they must remain until their designated time to leave. Once a student has left campus they cannot return unless they have signed out of school through the proper channels. As it relates to students at Safe Harbor, students may not walk off campus at SHA or WCHS in the morning and then come back on campus. Students also may not walk off campus in the afternoon at either SHA or WCHS and then return to either campus.

Computer Use

Use of computers during the school day is a privilege and not a right. Upon enrolling at Safe Harbor Academy students will sign a user contract and acceptable use policy. Then students will be given an account with a unique username and password that the student creates. Access will include use of all installed programs except email. Students are responsible for their accounts and should not share passwords or allow students to work on another students' account. Any violation may result in account access being disabled.

Credits and Classification 2025-2026

Freshman-up to 5 ½ credits

Sophomore-6 to 11 ½ credits

Junior-12 to 17.5 credits

Senior-18 or more credits

Students need to have 26 credits including having met core requirement guidelines in order to be eligible to graduate from Woodford County Schools. The credits and classifications reflect Woodford County High School and any changes they make will supersede.

Dress Code

Headress: No hats, bandannas or hoods may be worn during the school hours on school property.

Shirts: Midribs shall be always covered. Shirts and dresses without sleeves are permitted, but straps must be at least the width of the shortest dimensions of a credit card (2.125 inches). Tops shall not expose skin or undergarments below the underarm, in the back or sides.

No tank tops, racer back tops, halter tops, tube tops, spaghetti straps, etc. are permitted. Necklines shall not droop any lower than the shortest dimension of a credit card (2.125 inches) positioned at the base of a collarbone. Shirts must be free of sexual, drug/alcohol, and offensive/distracting content or fit.

Pants: Students may wear jeans, khakis, slacks, capris, and sweatpants of any color. Pants must conform to the following:
Must be worn at the waist at all times. Must be free of any holes, rips or tears that expose the skin or undergarments. Must always cover underwear and backside, regardless of movement. Scrubs are permitted only as required for medical science classes (if applicable). Pajamas and flannel pants are prohibited. Leggings and yoga pants are permitted but must be worn with a top, shirt, hoodie, or sweater that extends below the fingertips with arms fully extended at the side, in the front and back

Skorts/Shorts/Skirts/Dress Hemlines:

Must cover underwear and backside of student during all bodily movement. Must be free of any holes, rips or tears that expose the skin or undergarments, and length must extend to the shortest dimensions of the credit card (2.125 inches) from the top of the knee.

General: Sheer, lace, transparent or semi-transparent materials are prohibited on all garments. All apparel must have a finished seam. Compression athletic shorts are prohibited. Students wearing anything that is a distraction or disruptive to the learning environment may be requested to **change**.

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

Dress Code Consequences:

1st Offense:

- Parent Notified, Documented, Warning, Student will change

2nd Offense:

- Parent Notified, Documented, Student will change and Assigned Lunch Detention

3rd Offense:

- Parent Notified, Documented, Student will change and Assigned Lunch and Breakfast Detentions

4th Offense:

- Parent Notified, Documented, and Suspension

DRIVER'S LICENSE REVOCATION

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

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 four (4) courses, or the equivalent of four (4) 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 class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Student Services to have their standing confirmed. The district shall make the required report to the appropriate agency.

Driving

Students may not drive to school unless permission is granted in advance through the administrative hearing committee, the placement committee, or the principal. Students who are permitted to drive must park in direct spots in front of the school.

Early Graduation

For a student to graduate from Safe Harbor Academy s/he must complete four years of high school. Exceptions must have the prior approval of the principal, granted by the Woodford County Board of Education, and be so noted in the students' cumulative file.

Edgenuity

Edgenuity is a computer based initial credit curriculum and instruction program that enables students to take a course that is not offered through traditional direct instruction classes at Safe Harbor Academy. The school administration in collaboration with the student/family will determine if Edgenuity is appropriate for a particular student. Students working on Edgenuity are expected to work independently with staff blended support and remain on task the entire class period. Any student found allowing another student to work on their account will have their Edgenuity privileges revoked, or lesson/course restarted. Students are expected to bring a pair of headphones or earbuds for computer-based learning use.

Emergency Procedures

For the safety and protection of students, Safe Harbor Academy holds periodic drills. When drills are conducted, students are expected to exit the buildings in a quiet and orderly manner. Students may not return to the building until instructed to do so by staff. Drills will include evacuation, reverse evacuation, severe weather, earthquake, and shelter in place. Board policy requires the completion of the following drills throughout the school year:

Evacuation-for use when conditions outside are safer than inside (i.e., fire in the building)

Reverse Evacuation-for use when conditions inside are safer than outside (i.e., plane crash)

Severe Weather Safe Area-for use in severe weather emergencies

Shelter in Place-for use in external gas or chemical leaks

Lockdown-for use to protect building occupants from potential dangers in the building

Drop, Cover and Hold-for use in an earthquake or other imminent danger to building

Employability

Students will be assessed weekly on their employability data. This is an established set of skills and expectations developed in collaboration with local businesses to outline and measure what a successful employee must exhibit in actions and decisions. Employ-ability is the behavioral measure utilized in transitioning (academic is the other measure) students at Safe Harbor Academy. Students may also receive performance based elective credit for demonstrating effective employability skills and choices. Completion of the successful employability data will be necessary to consider for a referral back to the home school whether it is Woodford County Middle School or Woodford County High School. At minimum, it takes 45 school days for a student to be eligible to transition.

Enrollment

The district requires the following documents be provided 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)
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)

Environments

(Computer Based Learning) Classroom

The Blended Classroom environment will deliver a myriad of classes at any one time. The teacher facilitates and supports a computer-based curriculum and instruction that allows students to progress through the required core content. Students who meet benchmark data on their ILPA goals will transition to this classroom through the employability system. This classroom allows students to self-manage academically and behaviorally.

Direct/Live Instruction Classroom

The Live Instruction environment is direct instruction delivered by a Safe Harbor Academy teacher. Students who meet benchmarks on their ILPA goals will transition to this classroom through the employability system. The direct instruction classroom will deliver content through both project-based learning and the traditional model along with other exceptional educational experiences. This classroom will allow both students and teachers to manage academic and behavioral goals.

Extracurricular Activities

Any placement-based student that attends Safe Harbor Academy for any reason may participate in extracurricular activities at Safe Harbor Academy only unless otherwise given permission during placement meeting or by administration. Application based students may attend events at their age-appropriate originating environment unless otherwise notified by Administration. Any extracurricular activities approved outside of Safe Harbor Academy will be per Board Policy and KHSAA Policy.

Fighting

Safety of students and staff is the top priority of Safe Harbor Academy. Fighting among students is not acceptable and the following disciplinary action will be followed:

1st offense-2-day suspension

2nd offense-3-day suspension

3rd or more-To be determined by principal, possible recommendation to Administrative Hearing Committee

Food Services Program

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 can receive free or reduced-price meals if they (or their household) meet the basic guidelines:

- A child with a family income 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 to be charged at most 40 cents per meal).
- Students whose family participate 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 the full price for meals, which are still cost-subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director before 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 that 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 for the school and your child(ren).

Special Dietary Needs:

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

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

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. You may view your student's lunch account and set up a reminder about the lunch account balance. You may contact Food Services for assistance.

Grading Scale (Middle and High School)

A 90-100, B 80-89, C 70-79, D 60-69, F Below 60, I Incomplete

Graduation Requirements 2025-26

English	4 Credits	English I, II, III, IV
Math	4 Credits	Algebra 1, Geometry, Algebra 2, Financial Math Students must take full credit for math class each year.
Science	3 Credits	Integrated Science I, Integrated Science II, Biology
Social Studies	3 Credits	Government, Economics World Civilization, US History
Health/PE	1 Credit	Each class is ½ credit
Arts and Humanities	1 Credit	Arts and Humanities Course and Performance Course (Art, Theatre, Choir, Band, Etc.)

Graffiti

Students may not draw on desks, walls, any school property, themselves or others.

Hallway Behavior

Students need to have appropriate hallway behavior. This includes attending class without stopping to talk to other peers or staff. Students need to attend class in a timely manner without entering other classes or stopping in the hallway for bathroom or drink. Students also need to use appropriate body space and language.

Home Hospital

The Home Hospital program is provided for students in Woodford County Schools who are unable to attend school for medical reasons for a period of more than 5 consecutive days. The student or parent/legal guardian may pick up an enrollment form from the principal. This form needs to be returned to the principal as soon as possible to be considered for home hospital eligibility. A district committee will determine whether a student is eligible for home hospital services.

Insurance

The district purchased student accident insurance for all students in the district for 23-24.

Investigations

From time-to-time situations arise that need to be formally investigated by the principal. When these times occur, students will be asked to give written statements to help the administration put together the pieces of what happened. All written statements are kept confidential, and no students would ever see what another student had written. No adult without a valid reason would ever see a written statement from a student. It

is an expectation that students will cooperate during investigations. This is to not only help the principal, but also to give students an opportunity to give their version of what happened.

IXL

IXL is a comprehensive K-12 practice site that provides students with unlimited practice on math skills. Students will have access and be required to practice.

Make-Up Work

Students are responsible for approaching the teacher and securing any missed or incomplete assignments. Assignments must be turned in a timely manner (3 weeks from due date).

Medical and Emergency Care

Medication will be kept locked in a cabinet at the school. **MEDICATION MUST BE PURCHASED BY THE PARENT/GUARDIAN, BROUGHT TO THE SCHOOL IN THE PRESCRIBED CONTAINER, AND LABELED WITH THE STUDENT'S NAME AND DELIVERED TO THE PRINCIPAL OR DESIGNEE. THE PARENT MUST ALSO PROVIDE A PHYSICIAN'S PERMISSION FORM AND PHYSICIAN'S SIGNATURE FOR THE STUDENT'S FILE, INDICATING THAT THE MEDICATION MAY BE TAKEN AS PRESCRIBED. ONLY FOUR WEEKS OF MEDICATION MAY BE STORED AT THE SCHOOL.** This policy will be strictly enforced, for the protection of students, parents, and staff. The parent/guardian is asked to keep records to know when a new supply is needed and provide medication.

If a student feels unable to participate fully at school due to illness, staff will contact the parent/guardian, or their designee, to pick up the student. It is critical that the parent/guardian provide a phone number at which s/he can be reached, as well as the name and number of at least one alternate contact (friend, neighbors, relatives) who can pick up the student in the event of illness. An ill student cannot under any circumstances leave school without being signed out by a parent/guardian or a person authorized by the parent/guardian to do so.

On occasion, a parent has requested permission for their son/daughter to keep a drink or crackers in class due to illness. Food and drinks are permitted in the school under these circumstances only and will be checked during the search at the beginning of the day. A note from the parent/guardian documenting the reason and duration of request is required. Drinks must be in sealed, previously unopened containers.

In the event of a medical emergency at the school, the following steps will be taken:

1. Parent/guardian will be called.
2. Emergency contact will be called.
3. 911 will be called in cases of extreme emergency.

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.

Metal Detectors

All students are checked each morning or when they first arrive at school with a metal detecting wand. Also, Safe Harbor staff may use a wand at any time they feel a student may have an item they should not.

Nondiscrimination Policy Statement

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students can earn a Fusion 360 Industry Certification. The Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. The following CTE classes are available to students in grades 10-12 through local tech 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, and welding. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs 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.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Assistant Superintendent who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Assistant Superintendent with inquiries or if needing this information in a language other than English or Spanish at 330 Pisgah Pike, Versailles, Kentucky 40383-9214. Contact may be made by phone at (859) 879-4600 extension 2110 or email at garet.wells@woodford.kyschools.us.

Parent Teacher Conferences

When parents'/guardians'/ therapists and teachers communicate frequently, students are much more likely to be successful. Feel free to contact us to check on your child's progress at any time. Also, it is an expectation of our teachers to contact you to set up conferences when needed.

Phone Policy

All students are required to turn in all electronic devices at the beginning of the school day. The SHA staff understands that there are times when students need to make a phone call. Students will be permitted to utilize the LAN line only during lunch unless otherwise deemed emergency or special circumstance by SHA staff.

Any student who does not turn in their cell phone during check-in and has it on their person during school will have their phone confiscated. 1st Confiscation=3 days; 2nd Confiscation= 10 days; 3rd Confiscation is 30

days. This policy is in place to ensure class time is focused on rigorous instruction and engagement with content.

Prohibited Items

The following is a list of items students may not bring to school.

Tobacco products, Lighters, or vaporizers (and accessories).

Bottles or Drinks (nothing other than unopened water permitted)

Any item that could obviously be used to cause harm to another is prohibited. As with any list, this is not exhaustive. The school reserves the right to add items to this list.

In addition to the prohibited items, students will have all possessions other than pencil and paper secured in personal locker upon arrival at school. **This includes purses, wallets, and personal telecommunication devices such as cell phones.** Safe Harbor Academy and Woodford County Schools are not responsible for any items that are brought to school which may end up being lost or stolen. Items will be returned when the student leaves school for the day. Any items not given up during the routine search but found on a student's person later in the day will be kept until a parent can pick the item(s) up and may result in additional disciplinary consequences being assigned to the student(s).

Project Based Learning Initiatives (PBL)

Outdoor Classroom, Ongoing Student Project Based Learning.

Promotion/Retention (Middle School Students)

1. Students who obtain a minimum yearly average of a D (1.0) in each course will be promoted to the next grade level. Students who obtain a minimum yearly average of D (1.0) in all, but one course will be promoted to the next grade level. Students who obtain a minimum yearly average of D in all, but two courses will be promoted to the next grade level.
2. Students who obtain a yearly average of less than a D (1.0) in three courses will be retained at the grade level except that no student shall be retained contrary to this school's retention policy.
3. Resident students who obtain a yearly average of less than a D (1.0) on three courses as listed above may enroll in the summer school program at Safe Harbor. If the student has failed three courses and satisfies the requirements of the summer program with a minimum of a D (1.0) in one of these courses, the student will be promoted to the next grade level.
4. No student will be retained to require him/her to spend more than two years at any one grade level. Further, no student who has spent one year at each grade level will be retained at the grade level if his/her retention will retain him at middle school after his/her sixteenth birthday.

Residency

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

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

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

Safe Crisis Management

Most staff are trained in Safe Crisis Management (SCM). SCM is a set of verbal and non-verbal skills that are used to deal with crisis situations.

Search and Seizure Policy

Students will empty the contents of their pockets and purses at the beginning of the school day. Also, at this time a metal detector will be used to check students. Those individuals refusing the metal detector

scanning will not be permitted to enter school. Any materials found by staff that are not allowed on site (including lighters, cigarettes, or other non-class items) will be confiscated. Items found that are in violation of local, state and Federal law will be submitted to the local police department.

Schedules

Student schedules will be determined by the principal and will be based on current grades and transcripts. Once a student schedule is set it will not be changed unless deemed appropriate by the principal.

Sleeping

Students may not sleep in class or at school. Students sleeping will be assigned an appropriate consequence. Any fatigue due to overnight family emergencies or medication should be reported to the principal by a guardian.

Social Worker Services

A social worker exists to help all students in their total educational program. 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 the principal, other staff members, and parents/legal guardians in understanding the goals, needs, and concerns of our students.

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

Teacher Abuse Law

KRS 161.190 Abuse of teacher prohibited. "Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system." It shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school."

Textbooks and Materials

Students will be provided with books and materials for their use at school. Each student will be responsible for maintenance of the books and other materials s/he is assigned at the beginning of the school year. There will be no charge for the use of these items unless they are damaged or lost, in which case the student will be responsible for the cost involved.

Tobacco

At no time are students permitted to possess or use tobacco products. Any student found with these possessions will have them confiscated and not returned while being subject to appropriate disciplinary action (including vapes, tobacco, CBD, pills, and other forms).

Transitions

WCHS is on an A/B Day Block Schedule and SHA is on a 9-week schedule. Application or placement-based students are eligible to transition to WCHS at the start/end of a semester once meeting transition data requirements.

Visitors

All visitors must sign in and show proper identification upon arrival at Safe Harbor. Visitors must have a valid purpose to be allowed in the school building.

Weapons and Firearms Law

KRS 527.070 Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and \$10,000.00 fine.

Safe Harbor Academy Reading and Writing Policy 25-26 (Literacy Policy)

Safe Harbor Academy is committed to developing student readers and writers who understand that writing is a “purposeful act of thinking and expression that uses language to explore ideas and communicate meaning to others” and a “multifaceted act of communication that may include a variety of purposes, audiences, and forms of communication, including speech and media. 1

Reading instruction shall focus on the development of student readers and involving them in the process of learning to be effective readers, thinkers, and communicators throughout their lives. Writing instruction shall focus on the development of student writers and involving them in the process of learning to be effective communicators throughout their lives.

Administration Responsibilities:

1. Provide professional development and resources to support and improve the writing program.
2. Provide time and resources for evaluating student writing.
3. Provide resources so that students have access to and use technology tools and language resources to become creative and innovative members of a global society.
4. Ensure that writing assignments are used to: 1) monitor and support individual student growth in writing and communication skills over time and to reflect the student's interests, and 2) inform whole class and whole school instructional strengths and areas of need for the writing program.
5. Ensure writing program data is reviewed annually to determine program effectiveness.
6. Ensure that the writing program encourages students writing that represents 21st Century types of creative and innovative communication.
7. Ensure that all teachers are adequately trained to monitor and support individual student growth in writing and communication skills.
8. Ensure that all teachers can 1) evaluate student writing using rubrics and criteria for quality writing, and 2) provide the student with descriptive feedback to improve the writer, which may be in the form of conferencing, discussions, and/or rubrics.

Teacher Responsibilities:

1. Teach all reading and writing skills required by the *Common Core Standards* and the writing skills required by the respective disciplines.
2. Include the following regularly in classroom instruction: reading, writing to learn, writing to demonstrate learning, writing for publication, real-world communications, and technological tools for enhancing communication. (All writing styles: Expository, Descriptive, Persuasive)

Reading:

- English will read aloud, individually, or in collaborative learning groups (pairs) a minimum of 5-10 pages per week
- Science will read aloud, individually, or in collaborative learning groups (pairs) a minimum of 1 page per week
- Math will be read aloud, individually, or in collaborative learning groups (pairs) a minimum of 1 page per week.

Collaborative Learning Structure:

- English, Math, Science, and Discovery Direct Courses will integrate 2 of the Wheelhouse Collaborative Learning

Structures per class per day (Mix Pair Share, All Write Round Robin, Think Pair Share, and Rally Coach).

- Each Computer Based Learning Blended Environment will work to integrate a Team Building structure or Silly Sports and Goofy Game team building activity into each class period (as appropriate per teacher).

3. Include the following regularly in classroom assessment:
Writing to Demonstrate Learning:

- Constructed Response: In real life, questions will not present themselves in the form of multiple-choice questions. Students must practice constructed responses so that they know how to think and show their reasoning skills.
 - Constructed responses shall be included as a regular part of summative assessments.
 - Exception: Due to the time constraints on final exams, constructed responses are not required as part of these assessments.
 - English will integrate 4 half page writings per week.
 - Science will integrate 1 page of writing per week.
 - Math will integrate 1 page of writing per week.

Writing For Learning:

- Content related writing for the purpose of learning is expected to be a minimum of one time per semester.
 - A 3.8 paragraph formal writing process (attached) per content area (Science, Math, English) 2 pages per semester.
 - Science Courses will be integrated into 1 Through Course Task (TCT) per semester.
4. Use best practices in writing instruction to guide students in developing writing and communications that reflect the content being taught, the grade-level curriculum expectations, authentic learning opportunities, and student choice.
 5. Teach students strategies to avoid plagiarism.
 6. Provide multiple opportunities for students to develop their writing and communication skills within and outside the school.
 7. Evaluate student writing using rubrics and criteria for quality writing and communication and provide the student with descriptive and timely feedback to improve the writer, which may be in the form of conferencing, discussions, and/or rubrics.
 8. Provide students with opportunities to improve their writing and communication skills after feedback is given.
 9. Provide students with opportunities to self-assess their writing and communication and to provide feedback on the work of others.
 10. Include drafts of a student's writing to show student writing growth.
 11. Involve students in the creation of assignments and rubrics.
 12. Include self-reflection and peer review as a regular part of the writing process.
 13. Attend writing instruction/evaluation training as indicated by the administration.

Student Responsibilities

1. Complete all grade-level writing requirements as indicated by the

Common Core Standards and Woodford County High School writing curriculum requirements.

2. Ensure that all work, written and non-print, is their own and avoid plagiarism by documenting all sources appropriately.
3. Apply criteria of quality writing and scoring rubrics to their own writing.
4. Take ownership of their own writing through goal setting, reflection on rubrics, self-assessment, self-selection and justification of work that best represents their development and growth as communicators, etc.

1 KRS 158.6453, Sec (2) (l)(k)

SHA Teacher Managed & Office Managed Behaviors

Behavior	Teacher Managed – Redirects/Employability /Wait Time/Same Side Chat, Restorative Conversations, Circle Ups, Phone Calls Home, Positive Post Cards	Office Managed-Breakfast Lunch Detentions, Restorative Conversations
Defiance	<ul style="list-style-type: none"> • Not working/unfinished work • Not participating in group work • Arguing - Inappropriate responses to teacher requests • Uncooperative behavior 	<ul style="list-style-type: none"> • Blatant or excessive non-compliance or defiance • Repetitive minor incidences that normal classroom consequences are not addressing
Disrespect	<ul style="list-style-type: none"> • Making faces/rolling eyes • Huffing, other inappropriate non-verbal gestures/communication, etc. • Talking back 	<ul style="list-style-type: none"> • “F-you,” flipping off, etc. • Leaving campus/hiding from staff • Forgery • Theft of major objects or pattern of minor stealing that is ongoing • Cheating

	<ul style="list-style-type: none"> • Leaving assigned area • Lying 	
Disruption	<ul style="list-style-type: none"> • Making noise • Constant talking • Yelling out or blurting • Disruption during instruction • Throwing objects • Out of Seat • Not listening • Not following directions • Tardy to class or leaving early 	<ul style="list-style-type: none"> • Screaming/yelling excessively • Teacher cannot teach • Students cannot learn • Out of control behavior in the extreme • Throwing objects with the intent to cause harm • Excessive pattern of absence, tardy, or truancy
Inappropriate Language	<ul style="list-style-type: none"> • Negative talk • Name calling • Teasing • Swearing - incidental • Verbal argument/disagreement • Impolite talk • Talking back • Dishonesty/lying • Peer conflict (balance of power) • Mean comments that hurt feelings 	<ul style="list-style-type: none"> • Blatant or excessive swearing - intentional • Offensive/harassing language • Excessively vulgar language • Severe verbal threats against anyone • Harassment (racial, sexual, religious, gender, ability, etc.) • Intimidation • Bullying (imbalance of power) • Repeated peer conflict (balance of power)

Behavior	Teacher Managed	Office Managed
Property Damage/Misuse	<ul style="list-style-type: none"> • Defacing books, pencils, pens, crayons, classroom supplies, PE equipment • Minor vandalism (such as writing on desk or other's property) • Non offensive graffiti 	<ul style="list-style-type: none"> • Excessive defacing of peer/teacher/school property • Vandalism (breakage, spray paint, or permanent damage) • Use of combustibles (firecrackers, snaps, etc.) • Stealing items from peers/adults • Pushing over furniture • Setting fires • Targeted offensive graffiti

Physical Contact	<ul style="list-style-type: none"> • Play hitting/horseplay • Touching someone else • Pushing/shoving • Poking • Tripping • Reckless physical behavior such as play hitting - horseplay - flicking - pinching - teasing & messing around intent 	<ul style="list-style-type: none"> • Fighting • Loss of control out of anger • Hitting with intent to harm • Punching with intent to harm • Physical intimidation • Spitting - scratching - biting with intent to harm - anger related • Sexual misconduct • Physical aggression / assault • Repeated minor physical contact/aggression
Technology Violation	<ul style="list-style-type: none"> • Earbuds in at inappropriate times • Off-task computer behavior • On a website without permission 	<ul style="list-style-type: none"> • Headphones/earbuds in cell phone • Texting at inappropriate times • Cell phone on during class/ringtone • Refuses to give tech equipment to the staff members • Accessing "off limit" and inappropriate websites on school computer • Bullying/harassment type messages on school tech equipment
Unprepared	<ul style="list-style-type: none"> • Not prepared with classroom materials • Chromebook not charged 	
Other *Specify in brief note		<ul style="list-style-type: none"> • Bomb threat • Alcohol/drug/tobacco possession • Possession of weapons • Repeated "teacher managed" behaviors in any category listed
Dress Code		<ul style="list-style-type: none"> • All dress code infractions

Student Differentiated Programs

Safe Harbor Academy makes every effort to differentiate goals and plans to meet each individual student's needs. This effort is executed through behavior strategy creation, behavior trigger identification, student goal creation, student employability data collection/evaluation, and through individually targeted study skills curriculum.

The SHA program makes every effort to provide students with growth focused praise.

WOODFORD COUNTY
PUBLIC SCHOOLS



Where Great Minds Meet

“There is nothing more unequal than equal treatment of unequals”

*Please contact Logan Culbertson with questions, comments, suggestions, or concerns.
Thank you for the opportunity to serve your child.*

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"STAY POSITIVE, WORK HARD, DO WHAT'S RIGHT"

"It was character that got us out of bed, commitment that moved us into action and discipline that enabled us to follow through." -Zig Ziglar

HANDBOOK ACKNOWLEDGEMENT

Please acknowledge that you have received, read, and understand the policies and expectations of Safe Harbor Academy as contained in this handbook and that you will adhere to them. This page will be removed from the handbook and turned in at the time of your enrollment meeting with the Principal or Counselor. It will be filed in the student's record.

STUDENT

The Safe Harbor Academy handbook has been given to me and its contents have been explained to me. I will fulfill my obligations as a student, as set forth in the handbook, and will comply with all rules, policies, and procedures of the school.

(Signature)

(Date)

Parent/Guardian

The Safe Harbor Academy Handbook has been given to me. I understand the policies and expectations set forth in the handbook and commit to fulfilling my obligation as a parent/guardian in my son/daughter's education.

(Signature)

(Date)

Email address and Cell Phone on the line above

Permission to be Photographed-Please check the appropriate line below

_____ Yes, my child has permission to be photographed for the website, newspaper, Etc.

_____ No, my child does not have permission to be photographed for the website, Newspaper, Etc.

My child may walk to and from school. _____yes _____no

My child has access to the internet at home. _____yes _____no

Please sign below of health and mental health services.

I Give Consent for my child to receive health services, and I Do Not require individualized notification each time my child receives or is referred for these services.

Signature_____

I Give Consent for my child to receive mental health services, and I Do Not require individualized notification each time my child receives or is referred for these services.

Signature _____
