

Estill County High School

Student/Family Handbook

2026-2027



“Home of the Engineers”

397 Engineer Rd
Irvine, KY 40336
Phone: (606) 723-3537
Fax: (606) 723-4894

Principal's Message

Dear Students and Families,

Welcome to Estill County High School! It is truly an honor to serve as your principal and to be part of a school community that is built on pride, tradition, and a commitment to excellence.

At ECHS, we believe every student has the potential to succeed, and it is our mission to provide the support, opportunities, and encouragement needed to make that success a reality. Whether in the classroom, on the field, on the stage, or through service to others, our students continue to represent our school and community with pride.

We are dedicated to creating a positive, safe, and engaging environment where all students feel valued and challenged. Our outstanding teachers and staff work tirelessly to provide meaningful learning experiences that prepare students not only for graduation, but for life beyond high school. We encourage our students to take advantage of the many academic programs, extracurricular activities, and leadership opportunities available to them.

Families are an essential part of our success. We value strong partnerships with parents and guardians and encourage open communication throughout the school year. When we work together, we can ensure that every student reaches their full potential.

As we begin this school year, I challenge each student to set goals, stay focused, and make the most of every opportunity. Get involved, try something new, and always strive to be your best. At ECHS, we are more than a school—we are a family.

I am excited for a great year ahead and look forward to celebrating the many accomplishments of our students.

Go Engineers!

Trent Singleton, PhD
ECHS Principal



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ESTILL COUNTY HIGH SCHOOL STUDENT HANDBOOK

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

REVISED: June 2026

Welcome to Estill County High School

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

Accreditation

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

Statement of Non-Discrimination

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

Philosophy and Beliefs

At Estill County High School, we believe every student has unique strengths, talents, and potential. Our purpose is to provide a supportive and engaging learning environment that prepares students to succeed in an ever-changing world while contributing positively to their communities.

We are committed to helping students develop the knowledge, skills, character, and confidence necessary for success beyond high school. Through rigorous instruction, meaningful relationships, and diverse learning opportunities, we encourage students to think critically, solve problems creatively, and become lifelong learners.

We believe that respect, responsibility, and collaboration are essential to a thriving school culture. Every member of our school community—students, staff, families, and community partners—plays an important role in supporting student growth and achievement.

By working together, we can ensure that all students are empowered to reach their full potential and become productive, responsible, and engaged citizens.

Mission

Empowering every Engineer to learn, lead, and succeed.

Vision

At Estill County High School, we equip all students with the knowledge, skills, and opportunities needed for success beyond graduation.

Message to Parents

- Parents and guardians are encouraged to regularly monitor their student's academic progress. Through the **Infinite Campus Parent Portal**, families can access grades, attendance, schedules, and other important information at any time. Please contact the school for assistance with obtaining login credentials or accessing the portal.
- Teachers may be contacted by email, voicemail, or during their planning periods. If you would like to schedule a conference, please provide at least one day's notice to allow the teacher adequate time to prepare and gather any relevant information.
- Progress reports will be provided midway through each grading period. Report cards will be issued at the conclusion of each grading period, and semester grades will be reported at the end of each semester.
- If academic, attendance, or behavioral concerns arise, parents may be contacted by school staff through phone calls, emails, conferences, or written notifications.
- Parent-teacher conferences are encouraged and may be scheduled throughout the school year to discuss student progress, celebrate successes, and address concerns. Strong communication between home and school is essential to supporting student achievement.

Harassment and Discrimination

Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex, sexual orientation or gender identity, or disability that is sufficiently severe, pervasive, or objectively offensive that adversely affects a student's education or creates a hostile or abusive educational environment. The Estill County Board of Education has adopted policies to safeguard against students being denied equal education opportunities or suffering harassment. The Estill County Board of Education hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504) and the Americans with Disabilities Act (ADA), as amended. In accordance with the mentioned acts, no programs, policies or practices of this agency will discriminate on the basis of a disability.

Examples of conduct and/or actions prohibited include but are not limited to the following:
Any nicknames, slurs, stories, jokes, written or electronic materials or pictures that are lewd, vulgar, demeaning, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.
Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.

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

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

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

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

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

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

The principal (or superintendent's designee) shall promptly investigate the allegation, may attempt to resolve the issues presented, shall keep the superintendent advised, and may take corrective measures if warranted. The Safety Tip Line Online Prevention (S.T.O.P) information can be accessed on the Estill County Schools webpage for anonymous and efficient reporting.

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

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

District Title IX Coordinator

Andrea Williams, Instructional Supervisor

253 Main Street

Irvine, KY 40336

(606) 723-2181 ext. 2248

andrea.williams@estill.kyschools.us

ECHS Title IX Coordinator

Austin Moore, High School Athletic Director

397 Engineer Rd., Irvine, KY 40336

606-723-3537

austin.moore@estill.kyschools.us

Requirements for Graduation

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

- Electives – Nine (9) Credits
 - Students will declare a career pathway or elect to attend the Estill County ATC at the end of their sophomore year. Beginning in 2022-23, students who have not completed their four course career pathway or are not scheduled for the final course in their pathway in the fall of their senior year will be ineligible for the Co-Op class.

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

25 credits to graduate

Must earn

- 18 credits to be a SENIOR
- 12 credits to be a JUNIOR
- 5.5 credits to be a SOPHMORE

Grading Scale

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

GRADE REPORTING

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

Dual Credit courses

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

Make-Up Work

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

Finals

Two days during the last week of the semester are set aside for finals. Every course will have a final assessment. All students are expected to attend each of the 2 days in order to take the final. Dr. excuses

allow students to make the work up but the make-up work is often given at a much later date. No parent notes or parent-note checkouts are permitted on the two days of finals. This expectation is in place for the safety of the students and for the integrity of the grading system.

Academic Honors

To graduate

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

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

Career ready students will wear a medal with a white ribbon

College ready students will wear a medal with a blue ribbon

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

Beta Club members will wear a black and gold tassel.

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

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

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

Textbooks/Chromebooks

Textbooks/Chromebooks are furnished to all students by the Estill County Board of Education free of charge. Students and/or parents/guardians are responsible for the replacement cost of lost or damaged textbooks and/or Chromebooks, or may be subject to fines pursuant to KRS 157.140 and KRS 157.990. Chromebooks must be kept in their protective case, at all times, without exception.

Discipline Policies and Procedures

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

Student Dress Code

The emphasis of this dress policy is appropriate fitting clothing at all times, sitting, standing, or walking, and the reflection of a respectful and well groomed student. Student dress and appearance should be neat, clean, and not disrupt the learning and educational process.

- A. No accessories or clothing which promotes the use of or advertises drugs, alcohol, or illegal substances are permitted (company names, slogans, logos, etc.). No terroristic, derogatory, or vulgar messages or depicting violence or questionable printing (i.e., sexual innuendos) will be allowed on clothing in any manner.

- B. No tops that are sheer, see through, or mesh are permitted. Halter, tank, midriff, backless, spaghetti strapped, and undershirts are not permitted. Tank or spaghetti straps are permitted if covered by an outer layer. **Tops must cover the midriff** and touch the top of the pants when arms are raised above the head.
- C. Pajamas or sleepwear, including house shoes, are not permitted, with the only exception being on designated spirit days.
- D. **Rips, holes, or tears in jeans or pants should not extend above the tip of the middle finger with arms extended** and should not show underpants. No temporary covering such as duct tape, etc. will be accepted on any clothing.
- E. Shorts, dresses, and skirts are **to extend below the tip of the middle finger when arms are extended for all students.**
- F. Sunglasses (except for medical reasons) are not permitted.
- G. Caps and beanies may be worn, but cannot promote drugs, alcohol, illegal substances, terroristic, derogatory, or vulgar messages or messages depicting violence or questionable printing (i.e., company names, slogans, logos, sexual innuendos). If caps and beanies become a distraction, they may be confiscated. No other types of hats are allowed during the school day.
- H. Leather adornments/accessories containing metal protrusions (i.e. spikes, studs) are prohibited. Wearing of chains such as animal collars, leashes, billfolds with chains, etc. are prohibited.
- I. No sagging garments of any kind are allowed. All pants, shorts, skirts must be worn at the natural waistline at all times.
- J. Trench coats are not permitted. Winter coats must be stored in the student's locker during the school day. Lightweight jackets and windbreakers may be worn. Hoodies may be worn, but hoods are not permitted to be worn on the head, or covering the face, at any time.

***Consequences for Dress Code Violations**

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

Note: The dress code will be enforced at all school functions.

The dress code policy may be amended at any point during the school year as need arises, with SBDM Council approval.

General Rules of Conduct and Safety

- A. **Students are not allowed to bring glass containers into the building.**
- B. Students must have a hall pass by the respective teacher when leaving any classroom.
- C. Pass through hallways quietly, being considerate of those around you. Avoid grouping to keep hallways passable.
- D. Discard trash in proper containers.
- E. Knives or blades of any kind are not permitted.

G. Items not permitted may be confiscated by school personnel.

H. Cell phones, earbuds, and other personal electronic devices are not permitted during the school day from drop-off to pick-up.

- Students are not permitted to use cell phones, earbuds, and other personal electronic devices at school.
- Phones must be off and stored in a backpack, pocket, or locker.

Consequences of Cell Phone Use Violations:

Violation	Consequences
1st	Warning Teacher asks students to put phone away Document in Google Drive
2nd	Phone confiscation- Teacher Teacher conference Document in Google Drive Parent communication by teacher Teacher takes phone Phone is kept in the classroom Student can pick up their phone at the end of class
3rd	Phone confiscation- Teacher or Administration Administration conference Document in Google Drive Parent communication by administration Phone is kept in the front office Student can pick up phone at the end of the day
Habitual (4+)	Phone confiscation- Teacher or Administration Administration conference Document in Google Drive Parent communication by administration Phone is kept in the front office Parent must pick up the phone Possible further discipline (Lunch Detention, AER, etc.)
*Subsequent Offenses may result in loss of ability to bring a cell phone to school, or having to check it into the office daily. **Students are NOT to use school phones without permission when calling a guardian to check out of school.	

The use of a cell phone to contact a parent for checkout without permission from a representative of the school is prohibited. Such action may result in an unexcused absence or disciplinary action.

****Inappropriate use of cell phone cameras may result in disciplinary action due to harassment violations. Please understand this rule is for the safety of the students and will be enforced.**

*****Students who use their cell phone to video a fight, violence, or criminal activity may be subject to disciplinary actions and loss of cell phone privileges.**

Drugs and Alcohol

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

The use and/or possession of illicit drugs or alcohol is illegal and harmful. Students who display erratic behavior that might be under the influence of illegal substances may be administered a field sobriety test by the school resource officer, and/or examination by the school nurse. Students needing information concerning drug and alcohol counseling, rehabilitation and/or re-entry programs, which are available to Estill County students, should contact a school counselor, principal, Family Resource Center, or the District Student Assistance Counselor.

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

Drug testing for student drivers and athletes

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

Possession/or Use of Weapons or Potentially Dangerous Instruments

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

1. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged. (Including, but not limited to pistol, revolver, rifle, shotgun, BB or pellet gun)
2. Any blade, knife or razor
3. Billy, nightstick, or club
4. Blackjack or slapstick
5. Nunchaku karate sticks
6. Shuriken or death star

7. Artificial knuckles made from metal, plastic, or other similar hard material
8. Booby trap devices
9. Explosive devices

BEHAVIOR EXPECTATIONS

As an Estill County High School student, you will be held responsible for your actions. Your behavior is your decision, and the consequences, positive or negative, are yours. Your first responsibility, then, is to

decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

Disciplinary Actions

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

- **Morning Detention** - Morning detention may be assigned from 7:15-7:45 am. Transportation is the responsibility of the guardian when this occurs.
- **After School Detention (ASD)** - Students are expected to stay after school from 3:30 - 4:30. Transportation is the responsibility of the guardian when this occurs.
- **Alternative Education Room (AER)** - Students are placed in a special restrictive environment classroom. The student must complete all assignments given by the AER teacher. This may be used in minor offenses in lieu of suspension. AER is housed at the Success Academy. All day AER assignments will go directly to the front office before being transported in the mornings and return to the high school in the afternoons before being transported home. Mid day AER assignments will be transported to the Success Academy by a school official and return to the high school for transportation home.
- **Student privileges may be denied** (Non- exclusive list): Homecoming Dance, Prom, FLO party, field trips, Senior Trip, special breaks, lunch with the general population, hallway privileges, teacher aide positions, athletic participation, driving privileges, ballgame attendance, etc.
- **Suspension** -Suspension is the most serious of disciplinary actions taken by the high school. Suspension assignments can be up to 10 days. No work can be made up during this time.
- **Expulsion** - Disciplinary action taken by the Board of Education, which denies the student the opportunity to continue the educational process.

****Students who are not meeting behavioral and/or academic expectations may be assigned an alternative placement at the Success Academy/Highly Structured Classroom/AER for a period of time to improve student progress toward graduation.**

Discipline Offenses and Actions

LEVEL I

- A. Minor disruptions in the classroom
- B. Unprepared for class
- C. Lack of participation in class work
- D. Sleeping in class
- E. Tardy to class

- F. General classroom rules violation
- G. Off task

Level II

- A. Repeated Level I Behaviors
- B. Major classroom Disruptions
- C. Disrespect to other Students
- D. Conflict with other Student
- E. Being in Unauthorized Area
- F. Public Display of Affection - Public display of affection is defined as no kissing of any sort. Hugs must be brief and no students shall be "pinned" against the locker. Students should be side to side.
- G. Profanity/Obscene Gestures (not directed at anyone)
- H. Minor Internet Violations
- I. Tobacco Use/Possession of tobacco and lighters/matches/ e-cigs/ Vapor cigs
- J. Dress Code Violations
- K. Possession of Pocket Knife
- L. Safety/Health Violations
- M. Minor vandalism and destruction of property valued under \$500.00 (Students will be charged for damages)
- N. Gambling
- O. Other violations -Administrators Discretion
- P. Cheating on School Work
- Q. Plagiarism

Level III

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

Level IV

- A. Repeated Level III Behaviors
- B. Refusal to Honor Punishment
- C. Theft and Related Offenses

- D. Major vandalism and destruction of property valued over \$500.00 (Students will be charged for damage and possible felony charges filed through the school resource officer)
- E. Assault (Could result in charges)
- F. Disorderly Conduct
- G. Receiving Stolen Goods (Students may be recommended for Expulsion.)
- H. Leaving School Grounds without Permission
- I. Use or Possession of Fireworks
- J. Threats of violence against other students and/or Faculty members (charges filed through SRO)
- K. Other violations -Administrator's discretion

Level V

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

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

** Authorities may be contacted.

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

Students Under Suspension or Expulsion

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

Due Process for KRS 158.150

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

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

Prohibited Articles

Students should only bring items to school that will be used in classes for educational purposes.

Items

that distract from the educational process or well-being of other students should be left at home.

The

following list includes examples of such items. This list is not all-inclusive: toys, laser pointers, portable gaming devices, distractive fidget items, rubber bands, yo-yo's, blankets, and pillows. Exceptions can be granted if requested by a teacher for a particular assignment or a documented individual student need.

Unauthorized Areas

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

Care of School Building and Equipment

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

Social Media Policy

In posting material on social media regarding Estill County Schools, you agree to the following:

1. Not to post material that Estill County Schools determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
2. Not to post phone numbers, email addresses or physical addresses of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Not to post material that infringes on the rights of Estill County Schools or any individual or entity, including privacy, intellectual property or publication rights.
4. Not to post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Estill County Schools, except in designated areas specifically marked for this purpose.
5. Not to allow any other individual or entity to use your identification for posting, viewing, and/or commenting.
6. Not to post comments under multiple names or using another person's name.
7. Estill County Schools reserves the right to do any or all of the following:
 - a. Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
 - b. Remove or edit comments at any time, whether or not they violate this Policy.
 - c. Have the student remove/delete the offending item.

8. Not to publish, post, or release information that is considered confidential, such as school disciplinary records, grades, write-ups or any school issued paperwork without the consent of all parties involved.
9. Not to post pictures/videos/or any visual/verbal medium of Students, Staff, or Visitors without the consent of all parties involved.
- 10. The SRO will investigate violations with possible charges filed.**

Internet and Electronic Mail Policy

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

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

Internet Rules and Regulations

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

The following are not permitted:

- Sending or displaying offensive messages or pictures (this includes any document containing pornographic, obscene, or sexually explicit material)
- Using obscene, abusive, or sexually explicit language.
- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password (individuals are responsible for the security of their own password)

- Trespassing in another's folder, work, or files. (Do not access, copy or transmit another's messages without permission)
- Intentionally wasting limited resources
- Using the network for private business or personal gain

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

Health and Immunization Requirements

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

Breakfast/Lunch Program

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

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

Dispensation of Medication

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

Attendance Policy

The Estill County High School views student attendance as a priority and primary educational concern. Accordingly, the school encourages the active cooperation of teachers, students, parents, and administrators in maintaining a high level of student attendance in all Estill County Schools.

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

The Estill County High School believes that there is a direct correlation between poor attendance and lack of student achievement. Students who have good attendance generally achieve higher levels of success, earn better grades, and enjoy attending school more than those who do not have great

attendance. Therefore, the rate of attendance is taken into consideration for participation in extracurricular activities and events. (see below)

Truancy Defined

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

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

Excused Absences

A student shall be permitted a total of six (6) excused absences per year; three (3) per semester upon presenting a parental note to the school Principal or designee for the following reasons:

1. Death or severe illness in the pupil's immediate family. The number of days excused for a death will be determined by the circumstances involved and will be kept to the minimum necessary as determined by the Principal or designee.
2. Illness of the pupil. Medical and dental appointments will be excused only for the time required to complete the appointment, unless specified by the doctor.
3. Religious holidays and practices.
4. Court appearance when the student's presence is required by subpoena or citation. (Please See Note Above).
5. Driver's permit/license test, which will be excused for a portion of the day.
6. One (1) day for attendance at the Kentucky State Fair.
7. Documented military leave.
8. One (1) day prior to departure of parent/guardian called to active military duty.
9. One (1) day upon the return of parent/guardian from active military duty.
10. Visitation for up to ten (10) days with the student's parent/guardian who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.

ed all parent notes (3) and becomes truant in the first semester, NO parent notes will be accepted for the second semester.

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

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

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

Students with the equivalent of ten (10) or more accumulated unexcused days absent per year will not be allowed to go on Senior Trip, attend Prom, or maintain their driving privileges for the remainder of the school year. A student may appeal this decision to the administration in written form.

Likewise seniors with the equivalent of ten (10) or more unexcused absences may not be permitted to participate in the Estill County graduation ceremony.

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

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

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

Revocation of driving privileges begins immediately after the 10th unexcused absence is documented.

Students with three (3) or more unexcused absences in a semester may not be eligible for club field trips, test exemptions, field days, or other rewards identified by the staff. For field trip eligibility, students must be failing no more than one class. Parent notes are accepted as follows: three (3) per semester, and cannot be carried over.

Students having six (6) unexcused absences will result in loss of driving privileges for up to one month. During the month without driving privileges, if a student has more than one unexcused absence, the loss of driving privileges will be extended for another month.

Tardy Policy

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

Tardiness to School per semester

- 1st Tardy: Warning by Office
- 2nd Tardy: Office Referral/conference with Administrator
- 3rd Tardy: Office Referral – parents will be contacted, informed of consequences (lunch detention) and consequences for further tardies to school – In violation of 702 KAR 007:125 (KY school attendance Law) Possible charges filed.
- 4th Tardy: Office Referral– 1 day of ASD and notification made to district pupil personnel director; contact parents.

- 5th Tardy: Office Referral- Up to 3 days of ASD. Parent Meeting requested to create a tardiness contract.
- 6th Tardy: Office Referral- May result in the loss of participating in any extracurricular activities and loss of driving privileges for a week. Any additional unexcused tardies to school will result in an additional week of loss of privileges.

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

* Nine (9) unexcused tardies are equal to three unexcused absences.

Tardiness to Class

Tardies to class will be documented by staff members and consequences will be utilized based on each situation.

Excused/Unexcused and Bus Note Procedures

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

Bus notes with parent/guardian signatures should be turned into the front office before 11:00. These will be verified, signed, and returned to the student before afternoon dismissal.

Check In/Check Out Procedures/Bus notes

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

- A student must be in attendance for 2/3 of any one period, to be considered present for the entire class.
- Students who leave school during school hours must have a parent or guardian pick them up at school or a note validated by the office.
- Students are not allowed to leave school grounds without permission from a principal.
- Students who wish to call home to check out, must get permission from the office. They must return to the classroom until someone comes to check them out. Parents must come into the building to sign the checkout sheet.
- All notes requesting early check out must be turned in to the office before second period begins. A parent/guardian phone number must be included in order to validate the request. Students must sign the check-out sheet in the office before leaving.
- Only those names that have been documented in Infinite Campus have permission to sign out students.
- Bus notes must be turned into the front office in the morning and approved by an administrator or their designee.

Fire and Tornado Drill Procedure

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

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

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

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

School Closing

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

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

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

When possible, announcements will be made before 6:30 a.m. Occasionally, inclement weather conditions occur while children are already at school. If school needs to be dismissed early, announcements will be made via social media and One Call as soon as the decision is made.

Lockers

Students at ECHS who request a locker may be provided with one pending administration approval.

Library

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

Telephone Use

NO incoming calls will go directly to students. All calls should be made to the front office where a message will be taken. Students' use of the office and/or classroom phone must be approved by a teacher or an administrator. Student use of personal cell phones is NOT permitted.

Elevator Use

The elevator is provided for students who have a medical need, injury, or approved accommodation that requires the use of the elevator. To ensure the elevator is used appropriately and the key is returned, the following will be enforced:

Deposit Information

- A **\$50 deposit** must be paid before an elevator key will be issued to a student who wishes to keep the key for an extended period of time.
- The **\$50 deposit will be fully refunded when the elevator key is returned** in good condition.
- If the key is **lost, stolen, or not returned**, the deposit will be forfeited and may be used to cover the cost of replacement.

Alternatively, a daily checkout option is available.

- Students can pay a \$20 deposit (or other appropriate collateral) and check out a daily access key.
- This key must be checked back in at the end of the day. Whereupon the personal item or money will be returned to the student.
- In the event that a student does not have collateral or money, they will be escorted to the elevator by a staff member.

Student Responsibilities: By receiving an elevator key, the student agrees to the following:

- The elevator key is for **personal use only** and may not be shared with other students.
- The key will be used **only when necessary** to access different floors.
- The student will **not allow other students to ride the elevator** unless they are also authorized to use it.
- The student will **keep the key secure** and report a lost or stolen key immediately.
- The key must be **returned to the school office when it is no longer needed**, when requested by administration, or at the end of the school year.

Failure to follow these expectations may result in **loss of elevator privileges or key access**.

Student Drivers

Students who wish to drive must secure a parking permit from the office. Permits are \$25.00 and are valid for the year. Permits may be purchased for \$15 .00 for the second semester if there are any

available. Each student must have a signed permission slip from their parent/guardian, proof of insurance, and driver's license.

- Failure to follow parking guidelines and procedures, will result in vehicles being towed or tickets being issued by the school resource officer. Vehicles may only be retrieved at the owner's expense.
- Students are expected to operate their vehicle in a safe manner at all times while on school property. Unsafe speed, reckless driving, and improper starts will not be tolerated. Pick-up truck drivers are not allowed to transport students in their truck beds. Failure to follow these regulations will result in a student having his/her driving privileges revoked.
- Students with two or more failing grade(s) at the end of each progress report/report card (every 4.5 weeks), will lose their driving privileges for a minimum of one week and can regain that privilege after that week once they have less than two failing grades.
- Students may lose driving privileges for leaving school without permission in their vehicle or skipping using their vehicle. Driver's licenses can be suspended for truancy and chronic absences as well.

NO PASS NO DRIVE

RS 159

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

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

Yearbook

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

Class Officers

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

- A student is eligible to run for office if he/she maintains a 3.0 GPA, has no failing grades the previous year, has no suspensions the previous semester, has six or fewer unexcused absences during the previous semester and is a full-time student.
- Students wishing to run for office must secure an official petition consisting of 25 signatures of fellow students and the recommendation from two teachers and return it to the office.

Homecoming

Any student who would like to participate in Homecoming Court must meet the following guidelines:

- Have a minimum overall GPA of 2.0
- Have no suspensions in the current year or previous semester.
- Have no failing grades in the current semester.
- Have six or fewer unexcused absences during the previous semester.
- Any violation of the cell phone policy removes candidates from running for Homecoming Court.

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

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

Senior Trip

The Senior Trip is an annual event usually scheduled during April or May. In keeping with the philosophy of the Estill County Board of Education, the trip will have an educational connection when selecting the destination. Students who choose to go on Senior trip should realize this is a privilege and that they represent Estill County in their attire, language, and conduct. The trip will be evaluated every year to determine its educational effectiveness, improve the itinerary, and reduce the cost.

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

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

1. Have no suspensions due to fighting or violations of the Drug and Alcohol policy during the current school year.
2. Must be a full-time student.
3. Must be eligible for graduation at the end of the current school year.
4. The student cannot have the equivalent of ten (10) or more days accumulated UNEXCUSED absences in the course of the year.
5. After the tenth (10th) physician's note, the parent /guardian must have a Medical Excuse Form completed by the physician. Once this is done the student, the student's parents/guardians, and administration will discuss the student's eligibility, and circumstances. The student will need a statement from the physician/ physician assistant/ nurse practitioner stating their concerns for the trip and any limitations that the student might encounter while on the trip.
6. Prior to the Senior Trip rules and expectations will be explained in detail. Students and parents/guardians will be required to attend an after school meeting and sign an agreement stipulating their acceptance of the guidelines. The meeting and signed document will be required to go on Senior Trip.

7. Students who violate the drug and alcohol policy or create problems that interfere with the safety and well-being of trip participants will be sent home by airplane at parent's expense. The parent may drive to pick up their child if they do not want to pay airfare.

Prom

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

- Any third year student in the class of 2024 in a sophomore test site with 14 or more credits at the end of the first semester may attend as a Junior.
- Students who have violated the Drug/Alcohol Policy during the current school year may not attend.
- Students who have received a suspension for a Level IV or V violation during the current school year may not attend.
- Students who receive more than one suspension for a Level III violation during the current school year may not attend.
- Students having 10 OR MORE TOTAL unexcused accumulated absences may be denied prom privileges.
- The principal must approve outside dates at least 30 days prior to prom.
- Outside dates must meet one or more of the following criteria:
 1. Graduates
 2. Students from a different county must be enrolled in another school district and be in good standing.
 3. Participant of an accredited home school.
 4. Above the eighth grade level
 5. Have earned a GED
 6. No individuals 21 and over – exemptions may be granted by administration for special circumstances.

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

Graduation Announcements, Invitations, Caps and Gowns

Seniors are given the opportunity to purchase announcements, invitations, and cap and gowns at school from a reputable dealer. It is the school's desire to obtain the best price available for all students. Students may purchase these items anywhere they desire, but it should be noted that items purchased from other sources may be slightly different in color and/or texture.

Participation in the graduation ceremony is an earned privilege. Students must be in good academic, attendance, and behavioral standing and have fulfilled all Estill County Schools and state of Kentucky graduation requirements. Students must be enrolled and attending school through Estill County Schools. Home school students are not eligible to walk across the stage. Eligible students must attend graduation practices in order to walk across the stage.

Athletics/ Extra Curricular Activities

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

Athletics

Boys and Girls Basketball
Boys and Girls Golf
Boys and Girls Soccer
Boys and Girls Tennis
Boys and Girls Track
Boys and girls Archery
Football
Baseball
Softball
Volleyball
Cheerleading
Bass Fishing
Cross Country

Extra Curricular Activities

Academic Team
Marching Band
Color Guard
FBLA
FCLA
FFA
JKG
E-Sports
ROTC (Air Rifle, Raider, Drill and Color Guard)

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

School Safety Procedures

Emergency Codes

Lockdown Due to (Immediate Safety Concerns)	Lockdown Due to (Medical or Emergency)	Lockdown Due to (Outside Concerns)
1. Hide (inside classrooms behind locked doors) 2. Run only if in an unsecure area	1. Stay in room 2. Disregard the bells 3. Doors closed and locked	1. Students and staff are to remain in the building and move as normal.

3. Fight (only applies to staff and, possibly HS aged students) 4. Wait for emergency personnel to give evacuation orders. *Critical emergency requiring immediate safety actions. Example: active shooter or intruder.	4. Instructions will be given over the intercom or through email *Non - school wide emergency. Example: localized medical emergency, power failure, drug dog etc.	2. Outside classroom -a certified adult staff member must escort students to and from class. 3. Instructions will be given over the intercom or through email *Non – school emergency Example: a situation has happened somewhere in the city or county and is being monitored by emergency personnel.
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Discipline Policies and Procedures

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

#OnTRACK

T- Teamwork

R- Respect

A- Accountability

C- Character

K- Kindness

Common student classroom expectations

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

Common hallway expectations

- 1) Students will walk on the right side of the hallway as they move to their next class
- 2) Students will not congregate in the middle of the hallway and block the flow of student traffic

- 3) Students will show respect for all others by not participating in public displays of affection or using foul and loud inappropriate language.
- 4) Students will arrive at their next class before the tardy bell rings
- 5) Students will accept responsibility for the cleanliness and care of the facilities by not leaving trash on the floor or tobacco in the sinks, urinals, water fountains, and toilets.

Common cafeteria expectations

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

IT IS IMPORTANT TO NOTE THAT THROUGHOUT THE YEAR POLICIES CAN BE CHANGED BY THE SBDM COUNCIL.

DISCIPLINARY CONSEQUENCES CAN BE AMENDED AT ADMINISTRATOR DISCRETION.

ANY CHANGES WILL BE POSTED TO THE SCHOOL'S WEBSITE AFTER APPROVAL.