

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** 7-10-2026

TOPIC/TITLE: Woodford County High School and Home Hospital Student Handbooks

PRESENTER: Logan Culbertson

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 be...referenced in all school handbooks."

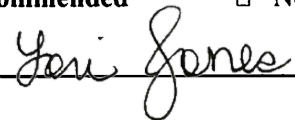
SUMMARY OF MAJOR ELEMENTS:

Attached are the WCHS and Home Hospital school handbooks for 26-27

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended





“Educate and Inspire”

**Woodford County High School
Student Handbook 2026-2027**

“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 handicap in compliance with Title IX, Title VI, and Section 504 of the Rehabilitation Act of 1973. (EDGAR 76.500)

Important Dates for 2026-27

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

- Aug. 10 Flexible Professional Development Day (no classes)
- Aug. 11 Opening Day for Teachers (no classes)
- Aug. 12 Teacher Preparation Day (no classes)
- Aug. 13 First Day for Students
- Sept. 7 Labor Day (no classes)Flexible Professional Development Day
- Oct. 5-9 Fall Break
- Oct. 12 Staff workday (no classes)
- Nov. 2 Required Professional Learning Day (no classes)
- Nov. 3 Election Day (no classes)
- Nov. 25 Flexible Professional Development Day (no classes)
- Nov. 26 Holiday: Thanksgiving Day (no classes)
- Nov. 27 No classes
- Dec. 18 Last Day for students
- Dec. 21-Jan 4 Winter Break
- Dec. 25 Holiday: Christmas Day Observed for employees
- Jan. 1 Holiday: New Year's Day Observed for employees
- Jan. 4 Staff workday (no classes)
- Jan. 5 Schools Reopen...Students Return
- Jan. 18 Holiday: Martin Luther King Day (no classes)
- Feb. 15 *Presidents' Day (no classes, possible make-up day)
- Mar. 5 ****Required Professional Learning Day (no classes, possible make-up day)
- Apr. 5-9 Spring Break
- Apr. 12 Staff workday (no classes)
- May 18 Election Day (no classes)
- May 26 Last Day for Students, Early Release (subject to change if necessary)
- May 27 **Closing Day (possible make-up day)
- May 28 ***Parent Teacher Conf. Day (possible make-up day)

Make-up Days

- *Day 1.....Feb 15 (used for make-up if a school day is missed prior to Feb. 1)
- **Day 2.... May 27 (used for make-up day if school year extended)
- ***Day 3.....May 28 (used for make-up day if school year extended)
- **** Day 4.....Mar 5 (used for make-up day if school year extended)
- ***** Day 5, Last Day of School becomes a regular school day (used for make-up day if school year 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, school 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 students to a very high standard, and, more importantly, students hold themselves to this standard. If our students 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.

Student Discipline Referrals

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

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	American Government
Spanish Language	Physics	Psychology
Chemistry	Human Geography	US History
Calculus BC	Environmental Science	Music Theory
African American Studies	Pre-Calculus	Seminar

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.
5. Other reasons as deemed appropriate by administration.

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

1. Credit Recovery (WCHS only)
2. Inappropriate behavior incidents
3. Transition from another alternative program

Placement in SWS is determined by WCHS Administration

ATHLETICS

ATHLETIC PROGRAM

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

Fall- Bass Fishing, Cheerleading, Football, ESports, 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 WCHS 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, Woodford County High School may take action regarding a student athlete consistent with this policy even in cases 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 try out 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, school 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, school 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) school 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/SAT 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.

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 will remain locked. 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

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 the cellphone locker 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 at 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:
 - The teacher may send the student(s) to the administrative office with a detailed description of the incident written on a discipline referral.
 - The 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 school 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

- Upon receiving your Chromebook, add your school email account. This will be completed at school.
- To receive your Chromebook, you and a parent or guardian must carefully read this Usage Handbook and sign the Woodford County Public School Device Protection Program Form. All forms and fees must be submitted in order for the Chromebook to leave the school property.
- Your Chromebook, power supply 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), you must return these items on the date of termination.
- All Chromebooks, power supplies and MIFI devices will be checked in prior to summer break. You will receive your same Chromebook the following school year upon payment of required fees and completion of policy documents.
- All Chromebooks remain the property of Woodford County Public Schools. WCPS reserves the right to collect and/or inspect your device at any time, and to delete any material or applications deemed inappropriate.

Usage Guidelines

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

Chromebook Care

- Clean the screen with a soft, clean cloth.
- Insert cords carefully into your Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of WCPS.
- Your Chromebook should not be where food and drink are present.
- Keep your Chromebook out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
- The Chromebook is provided for the sole use of the student to which it is assigned.
- Avoid leaving your Chromebook in a vehicle. If you must, make sure it is hidden.
- 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 \$200.00. See the Device Protection Plan for more details.
- 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 \$200.00 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

Schedule change requests will be considered and processed through the first eight days of school.

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:
 - You are in a class that you have already received credit for (repeating a class).
 - You are missing or have failed a required class: English, Math, Science, Social Studies.
 - An incomplete schedule.
 - 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 counselors. The AP/Advanced Course Drop Form and the Schedule Change Request Form will be available in August. Students wishing to request a schedule change or drop an AP/Advanced course should submit the appropriate form once it becomes available.

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 using the off-campus kiosks.

Students leaving campus for Work Based Learning, Community Service and/or Dual Credit courses, must check out using the off-campus kiosks 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 registrar 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. Students who plan to participate in NCAA Division I or II athletics must be certified by the NCAA Clearinghouse. The certification process should begin early in the senior year. The documents needed to begin this process may be accessed at <https://web3.ncaa.org/ecwr3/>. Students interested in participating in NAIA athletics must complete the NAIA eligibility process through the NAIA Eligibility Center at <https://www.naia.org>.

It is the responsibility of the student and their family to initiate and complete the appropriate eligibility certification process (NCAA or NAIA) in a timely manner.

Students need to consult their high school coach and/or athletic director for an interpretation of specific requirements for the different NCAA/NAIA 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/NAIA 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 or middle 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 (including doordash, etc.). 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.

DISMISSAL

Students are dismissed from WCHS at 3:30 on a regular school day. Upon dismissal students may exit the building through the doors located at the front office or at the gym commons. Use of any other exit door is not permitted and may result in behavioral consequences assigned to the student for out of area violation.

All students being picked up at dismissal must do so in the parent pick up line. Any use of alternative location either on campus or off campus is prohibited.

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) • 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) • 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:**
 - o Student will be permitted to correct infraction on his or her own or exchange apparel for school apparel when available.
 - o 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.
 - o If exchanging for school apparel, student apparel will be retained in office.

- o 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 AIMS and/or suspension.

DRIVER'S LICENSE REVOCATION

Per KRS 159.051 students who are fifteen (15), 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 fifteen (15), 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: **\$97 per credit hour (Most courses are 3 credit hours = \$291/course)**
- Fees: **Varies**
- Books: **Amount varies (if applicable)**
- 9th-12th grade students have access to two KHEAA Work Ready Scholarships, which covers the costs of Career and Technical Education (CTE) dual credit courses per year only (Maximum of two during their Freshman year; Maximum of two during their Sophomore year; Maximum of two during their Junior year; Maximum of two during their Senior year). It is the responsibility of the student and parent/guardian to ensure that scholarships are applied to courses through the KHEAA website.
- 11th and 12th grade students have access to one KHEAA Dual Credit Scholarship, which covers the cost of one general education dual credit course (English, Math, Science, Social Studies, Foreign Language) per year (Maximum of one during their Junior year; Maximum of one during their Senior year). It is the responsibility of the student and parent/guardian to ensure that the scholarship is 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 8 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 counseling 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.

[See also WCHS Incentive Policy](#)

FOOD AND DRINK

Students are encouraged to take advantage of the nutritious meals provided by our food service program. **All cafeteria food issued during breakfast and lunch must remain in the cafeteria. Breakfast and 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% 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 families 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 them for an accommodation 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

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school-level staff, including school nutrition employees involved in policy enforcement.

No student will be denied a regular, reimbursable meal due to insufficient funds. All students will receive the same meal, regardless of their payment status.

Students will be allowed 10 school days to accrue a negative balance on their meal account. Parents or guardians will receive ParentSquare notifications via email, phone call, and text when balances are negative. The district will offer flexible payment options, including online payments, payment plans, and assistance applying for free or reduced-price meals.

School staff will work proactively with families to address the underlying causes of unpaid meal charges. This may include:

- Providing information about the Free and Reduced-Price Meal Program.
- Connecting families with community resources that can provide financial assistance.

The district will explore options for covering unpaid meal charges, such as seeking grants, accepting donations, or allocating district funds. The district will make reasonable efforts to collect unpaid meal charges; however, the primary focus will be on ensuring students have access to nutritious meals.

Debt collection efforts will be conducted respectfully and discreetly, in accordance with applicable laws and regulations.

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 by meeting one (1) of the following requirements:

- College Admissions or College Placement Examinations:
 - Meeting or exceeding a college readiness benchmark score on the college admissions examination or a college placement examination approved by CPE. Meet 1 benchmark from the list below:
 - ACT English = 18
 - ACT Math = 19
 - ACT Reading = 20
 - SAT EBRW = 490
 - SAT Math = 510
 - KYOTE College Readiness Math = 22
 - KYOTE Writing = 6
 - KYOTE Reading = 20
- Dual Credit benchmark (CTE and/or Core):
 - Achieving 3 hours of college credit or postsecondary articulated credit by completing a course approved by the KBE and earning a letter grade of "C" or higher
- Advanced Placement (AP) Exam benchmark:
 - Achieving a benchmark score (3, 4, or 5) on an AP exam approved by the KBE that generally qualifies the student for 3 or more hours of college credit
- Industry Certificate benchmark:
 - Earn certificate
- CTE End-of-Program (EOP) Assessment Benchmark:
 - Meet benchmark (Score $\geq$ 70)

***For purposes of meeting local Woodford County minimum graduation requirements, students who complete 3 credits within a state-defined CTE pathway demonstrate WCHS postsecondary readiness, but do NOT meet State criteria to receive Postsecondary Readiness graduation honor cords.*

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:

- 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 (28) credits. Included in those twenty-eight (28) credits, a student must earn:
 - 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;
 - 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; and
 - Three (3) college credits through the completion of Dual Credit courses and/or Advanced Placement (AP) testing, whereas a score of three (3) or higher is recognized as three (3) college credit hours OR earning a grade of an A or B in an AP course and completing the accompanying AP test is recognized as three (3) college credit hours.

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

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

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 unweighted grade point average
- Magna Cum Laude: graduating with 3.7500-3.899 cumulative unweighted grade point average
- Summa Cum Laude: graduating with 3.900 or higher cumulative unweighted grade point average

SCHOOL COUNSELING, SOCIAL WORKER, AND FAMILY RESOURCE YOUTH SERVICES

The school 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 school 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 school counselor during each school year. For purposes of recordkeeping, students are assigned alphabetically to school counselors. Students who want to see a school counselor are asked to make an appointment by signing up on the school counselor's appointment schedule. School counselors will send a pass for students during their scheduled appointment time. In an emergency/crisis situation, the student is encouraged to see a school counselor immediately.

HALL PASSES

General Guidelines:

- Only one student in the hallway at a time per classroom.
- Any student gone for an excessive timeframe may be written up for skipping.
- Students should use the restroom in the hallway closest to their classroom. Students who are out of area may be written up.

Procedures:

- 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.
- Students should take the physical hall pass card upon leaving.
- All cell phones remain in the classroom. Only exceptions must be admin approved.
- Students will 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. Families must access and complete the parent/guardian portion of the application virtually via the Droplet web application platform found on the district website, where the medical professional's portion is also located for download. Once the attending licensed medical professional completes the medical verification section, the documentation must be submitted directly to the district offices via email (home.hospital@woodford.kyschools.us) or via fax (859-873-1614). 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 should be made to teachers. If an assignment needs to be picked up by the parent, it can be picked up from the main office once received from the teacher. Most assignments, however, are available to students online and can be accessed quickly in this format.

ILLNESS AT SCHOOL

Students whose parent/guardian have signed the Healthy Kids consent, can be seen by the school nurse for non-emergency situations. In addition, these students can receive services from the Healthy Kids Clinic, which includes a visit with the Nurse Practitioner and over the counter medications.

Students whose parent/guardian have not signed the Healthy Kids consent, cannot be seen by 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 or to get permission to see the Nurse Practitioner. 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

Woodford County Public Schools provides accidental insurance for athletes. Student athletes are covered if injured during practice or games. Parents and guardians may purchase additional accident insurance for their student(s).

Should your child be injured at school, the student's primary insurance is responsible for coverage, and if purchased, the accident insurance is the secondary. Student accident insurance can minimize the risk of out-of-pocket expenses, since many health insurance policies no longer cover full hospital and medical expenses or may require a deductible or coinsurance. Please contact your school for information on purchasing accident insurance, or information can also be found on our website under parent resources.

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.

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

Students should check the cafeteria boxes 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.

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 (all forms require a doctor's signature.). The Nurse can give over the counter medications provided by the Healthy Kids Clinic when a consent has been filled out. There can be no verbal consent from the guardian to give medication. If there is an over the counter medication needed and not offered by the Healthy Kids Clinic, a doctor has to fill out a medication administration form. 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**. WCHS staff will dispense medication only when it has been delivered by the parent/guardian and has been properly registered at the school's office.

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Education, Engineering, Family and Consumer Sciences, Health Science, Fire 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 Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. 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. Students in the Media Arts CTE program can earn Adobe Certification. 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 145 School House Rd. Versailles, Kentucky 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 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 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email logan.culbertson@woodford.kyschools.us.

NTI STUDENT ASSIGNMENTS

Following an NTI day, students will have 3 instructional days following the NTI Day to submit assignments for credit and attendance (ie Due Thursday if last NTI day was Monday). After the 3 instructional days a teacher may accept an assignment for credit but the students attendance cannot be corrected.

OUT OF 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 “out of area” and will be subject to appropriate disciplinary action. Being in an “out of 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 spots. Students should not park in areas that are not paved or graveled for parking (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.

Cars parked on campus are subject to administrative search with reasonable suspicion of a code of conduct violation.

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 school counselor, or a social worker will conduct the peer mediation. Law enforcement may be present, as needed.

Kinds of Conflict Mediated

1. Peer mediation may 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 main 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 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, 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 Main Office
2. Students must have a note, explaining the reason for the sign-in, signed by a parent/guardian/doctor.
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 using the off-campus kiosks when returning to WCHS.

STUDENT SIGN-OUT

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

1. A parent sends an email requesting the sign out in a reasonable timeframe prior to the sign-out of the student. It should be from the email on file for the parent in IC. Late emails requesting a student to be signed out immediately

cannot always be met immediately. The main office will distribute a note to the student for dismissal at the time requested for sign out.

2. Before leaving, a student should bring the note to the office to check out. Students should not just leave. As with #4 in signing in, those students do not come into the office, they use the off campus kiosks.
3. Co-op/WBL/Community Service students must sign-out at the off-campus kiosks when leaving WCHS.

SKIPPING ADVISORY/HIVE/CLASS/SCHOOL

Skipping Advisory/HIVE/Class:

Skipping advisory/HIVE/class is defined as, but not limited to: arriving 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 early without permission. Students skipping advisory/HIVE/class will face disciplinary consequences at the discretion of WCHS Administration.

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. This includes students using the off-campus kiosk for sign out when they are not scheduled in an off-campus class. Students participating in an unauthorized departure from school will face disciplinary consequences at the discretion of WCHS Administration.

The absence will be considered unexcused, and thus will be incorporated into the absence policy guidelines.

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/WINTER SCHOOL COURSE APPROVAL

All extension/summer/winter school work for high school credit must be approved in advance by the principal designee. **A student may not receive credit by extension/summer/winter 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/WINTER SCHOOL ELIGIBILITY

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

To be eligible for summer/winter 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 49.5% 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/winter 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

TARDY TO/FROM 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.

Students must be inside of their first block classroom by 8:30am each morning or they will be tardy to school.

- Student Drivers who are excessively tardy to school may face disciplinary consequences including but not limited to assignment of Friday School and/or revocation of on campus parking privileges.

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

TELEPHONES

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

TEST INCENTIVE POLICY

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. To view the policy, click [here](#).

DRUG FREE POLICY

The use of any tobacco product, alternative nicotine product, vapor or alcohol 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/Alcohol products/paraphernalia | -10 day suspension |
| • 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, school 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 main 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 school 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. Students with primary enrollment at WVLA are ineligible for interscholastic athletic participation. 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 school 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, allied health, media, 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 school 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**
- **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.

Handbook WCPS Board Approved: 07/20/26

WOODFORD COUNTY SCHOOLS
Home/Hospital Instruction Program

District Handbook

Administrative & Parent Guidelines

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1. Program Overview & Core Objectives

The Woodford County Schools Home/Hospital Instruction Program acts as a bridge, assisting qualifying students who are recovering from a medical condition at home or in a hospital to keep current with classroom information and assignments until they are able to return to school. Home/Hospital Instruction, also referred to as Homebound, is a short-term instructional service provided in a home or other designated site for a student who is temporarily unable to attend school due to an injury, illness, surgery, or a mental health condition. According to Kentucky state guidelines, two hours of home instruction each week is equivalent to one full week of traditional school attendance; therefore, this program is designed to support academic continuity rather than serve as a permanent replacement for a traditional school placement. To be eligible for standard services, a licensed medical or mental health provider must anticipate that the student's condition will prevent regular school attendance for more than five consecutive school days.

Core Objectives

- **Maintain Academic Continuity:** Ensure students do not fall behind in their core coursework during short-term medical or psychological absences.
- **Support Re-Entry:** Provide a seamless bridge back to the traditional classroom setting once the student is medically cleared.

2. Administrative and Instructional Staff

For inquiries regarding program criteria, submissions, or specific student details, please contact the appropriate district representative listed below:

District Role	Staff Member	Email Address
Director of Student Services & DPP	Logan Culbertson	logan.culbertson@woodford.kyschools.us
Home/Hospital Instructor	Elizabeth Burton	elizabeth.burton@woodford.kyschools.us
Home/Hospital Instructor	Sandra Southworth	sandra.southworth@woodford.kyschools.us
District Social Worker	Jill Hargis	jill.hargis@woodford.kyschools.us
District Health Coordinator	Crissie Evans, RN	crissie.evans@woodford.kyschools.us

3. Step-by-Step Enrollment Process

Program verification and student enrollment flow through four mandated administrative phases:

Phase 1: Parent Application (Droplet) – Families must access the parent/guardian portion (Section 1) virtually via the Droplet web application platform found on the district website. Operational directions are affixed to the physical packet facade.

Phase 2: Medical Verification – The licensed attending practitioner must execute Section 2 details. Completed documentation must be returned to the district offices via email (home.hospital@woodford.kyschools.us) or direct office fax (859-873-1614).

Phase 3: Committee Evaluation – The official Home/Hospital Review Committee evaluates the packet. Guardians must verify understanding by completing signature mandates on packet pages 2 and 4.

Phase 4: Scheduling & Program Activation – Following formal administrative approval, district instructional staff coordinate times, platforms, or designated physical locations directly with the household. As a prerequisite to service activation, parents/guardians are required to register for ParentSquare and verify their account setup. This platform serves as a vital tool ensuring that your child's school and teachers may stay in close touch and connected to their student. Program updates, district closures, and direct scheduling adjustments may be communicated through this channel.

4. Special Circumstances & Statutory Guidelines

Special Education Compliance

Pursuant to KRS 158.033(4), eligibility for home or hospital instruction for students with disabilities shall be determined by the Admissions and Release Committee (ARC) and shall be provided pursuant to the Individualized Education Program (IEP). The ARC chairperson shall provide written notice of home/hospital placement to the local Director of Pupil Personnel (DPP) for purposes of program enrollment using the form located in section IV of the application. For students with an IEP, an ARC meeting may be convened as needed to review services, track placement options, and adjust accommodations to fit the home setting.

Pregnancy Policy Note

Pursuant to 702 KAR 7:150, pregnancy is not considered a physical or health impairment in and of itself. The nature and extent of any medical complications must be clearly delineated by a licensed medical professional prior to consideration of home or hospital instruction for this condition.

5. Session Logistics & Attendance Policies

Approved students receive two instructional sessions every five operational school days. Each session spans exactly one clock hour. Sessions may utilize virtual environments, telephone checkpoints, or face-to-face instruction according to state framework boundaries; however, in-person instructional availability remains variable and is not guaranteed. Classroom teachers remain the teachers of record, dictating grading paradigms and standard progress updates. Instructors operate as structural educational facilitators, administering assessments and transmitting completed academic units back to base campuses.

Because instructional hours are highly condensed, consistency and preparation are vital. The student must be well-rested, available, and ready to participate at the scheduled time. If a student cannot attend a scheduled session, the instructor must be notified in advance by calling 859-983-4541. Make-up sessions are not guaranteed.

Attendance Accounting Rules

- **Attendance Accounting:** Every completed 60-minute session matches exactly 2.5 days of legal school attendance records. Both weekly sessions must be completed to prevent absence tallies.
- **Calendar Boundaries:** Home/Hospital services do not activate on standard school holiday closures, breaks, or traditional weather-related school cancellation snow days.
- **Truancy Warning:** Unexcused missed sessions are legally reported. Accumulating three unexcused cancellations initiates a direct truancy notification process to the Director of Pupil Personnel. Advance cancellations must be communicated to the program hotline at 859-983-4541.

6. Home Environment & Etiquette Expectations

Families must maintain an environment structured for intensive learning. The following district operational policies apply:

- **Adult Supervision Matrix:** A responsible adult must remain present inside the home environment **only during face-to-face, in-person instructional intervals**. Adult presence is not structurally required during digital virtual sessions.
- **Employment Protections:** Enrolled students are **strictly prohibited from maintaining employment or performing work** while away from regular campuses on medical or mental health leave status.
- **Instructional Workspace:** Workspaces must be completely smoke-free, quiet, and clear of secondary distractions. Siblings, pets, and visitors must remain away from the designated instruction area.
- **Coursework Preparation:** Parents must actively manage time between scheduled sessions to ensure all assignments are structurally finalized prior to the instructor's next arrival.
- **Extracurricular Sanctions:** Students cannot participate in athletic programs, practices, or general extracurricular activities unless explicitly authorized under an active IEP or section 504 accommodation document.

7. Intermittent Home/Hospital Placement

In accordance with 702 KAR 7:150, a student with a recurring condition which results in periods in which the need for home or hospital instruction is intermittent, and who is able to attend school for short intervals, may be exited and reentered on home or hospital instruction. For intermittent statuses, the following criteria apply:

- **Initial Approval:** Initial approval by the district Review Committee is required before intermittent services can commence.
- **Alternative Schedules:** The Review Committee shall review the need for an alternative schedule of services based on verification provided within the professional statement of the application.
- **Mandatory Six-Month Reviews:** The Review Committee shall review intermittent placements at least every six (6) months. At that time, an updated statement from a second medical professional shall be required by the Review Committee to maintain continued program eligibility.
- **Reentry Communication:** The parent or guardian must directly notify the school principal or the Director of Pupil Personnel prior to the need for a school reentry or an exit back onto home/hospital instruction.

8. Program Extensions & Return to School

Students must transition back to traditional classrooms on the target recovery date specified on the authorized medical packet. Early medical clearances must be reported immediately to the instructor to formalize the return process. If clinical needs warrant extended program access, the following guidelines control administrative extensions:

- **Short-Term Extensions (Up to 2 Weeks):** The initiating medical practitioner must construct a written extension statement containing clear clinical justifications. This note must be faxed or mailed to the Director of Pupil Personnel. The Review Committee must evaluate and approve the context before any extension hours are officially served.
- **Long-Term Extensions (Beyond 2 Weeks):** Extension requests running longer than two total weeks beyond the initial deadline cannot utilize simple medical statements. A **completely new, full program application packet** must be initialized by the guardian and physician.

9. Technology & Computer Equipment

Enrolled students retain access to district-issued Chromebook devices if required. Device provisioning requires a \$60 standard Chromebook fee alongside a \$15 take-home allocation fee set by the board. Fractional adjustments are available for multi-student secondary households active within the 6-12 scale 1:1 framework. Specific hardware deployment coordinates will be provided following student confirmation. Alternatively, students may employ private personal computing platforms if they possess an active high-speed network connection, physical keyboard, integrated camera, and operational microphone. District hardware technicians do not offer support or configurations for personal equipment. Residential houses lacking functional internet access lines may request a district-managed MiFi network gateway via the program coordinator.

All board-owned processing hardware must be returned upon immediate exit from the program or at the baseline end-of-year inventory call. Delinquent device returns generate equipment replacement fees against student institutional accounts. Users remain legally bound to the district Acceptable Use Policy guidelines.

10. Program Roles & Expectations

A. The Home/Hospital Teacher (The Primary Coordinator)

- **Service Coordination:** Coordinates all Home/Hospital services with families and acts as the main point of contact for the household.
- **Approval Notification:** Communicates approval status to classroom teachers, counselors, and building staff once eligibility is confirmed.
- **Instructional Delivery:** Conducts two 60-minute instructional sessions per five-day school week.
- **Logistics & Testing:** Requests academic assignments from classroom teachers, and coordinates and proctors necessary assessments.
- **System Limitations:** HH teachers do not have administrative back-end access to Canvas, IXL, DeltaMath, or other school-specific digital platforms. They rely on school building staff to explicitly open and provide these materials.
- **Attendance Reporting:** Tracks and reports attendance to the state based strictly on session completion.
- **NTI Guidance:** Advises general education teachers on NTI assignment completion and student capabilities during closures.

B. The Classroom Teacher (The Teacher of Record)

- **Digital Access:** Ensures that necessary assignments are open and accessible on digital platforms (Canvas, IXL, etc.). Because the HH teacher cannot bypass locks or expiration dates, the classroom teacher must actively manage these settings.
- **Academic Communication:** Proactively communicates any lack of progress or failing grades to both the family and the HH teacher.
- **Direct Connection:** Maintains regular communication with students and families to keep them connected to the local classroom community.
- **Responsiveness:** Responds promptly to emails and material requests from the HH teacher to ensure instructional sessions remain productive.
- **Clear Expectations:** Provides the HH teacher with specific deadlines and prioritizes essential "power standards" to keep the student on track.
- **Academic Flexibility:** Formally adjusts expectations and deadlines based on the student's documented medical needs.

C. Special Education Case Managers

- **Caseload Management:** The school-based Case Manager maintains the student on their active caseload for the duration of Home/Hospital services.
- **IEP Writing & Progress:** The Case Manager remains fully responsible for all IEP writing, paperwork compliance, and completing formal IEP Progress Reporting.
- **Instructional Support:** If agreed upon by the ARC, the HH teacher will deliver the student's Specially Designed Instruction (SDI).
- **Consistency of Data:** The Case Manager must provide clear data probes directly to the HH teacher to ensure ongoing progress monitoring data remains consistent with classroom

11. Attendance Guidelines & NTI Protocols

Attendance Requirements & Verification

Per state statute, Home/Hospital student attendance is based strictly on completed instructional sessions with a certified HH teacher, not on the completion of daily NTI or classroom work. To be marked present for a full five-day school week, a student must receive a minimum of two (2) instructional sessions of at least one (1) hour each. Completing independent NTI assignments does not constitute attendance for HH students; conversely, a student cannot be marked absent on a school day simply because they did not finish a specific NTI task, provided they successfully met with their HH teacher for the week.

NTI Operational Changes

- **Mandatory Virtual Shift:** On designated district NTI days, all scheduled Home/Hospital instruction sessions are **automatically switched to a virtual format**.
- **Continuity of Scheduled Sessions:** Unless explicitly told otherwise by program coordinators, students will still meet with their assigned Home/Hospital instructor on their normally scheduled days, even if it falls on an NTI day.
- **Attendance Documentation:** Attendance during these periods is documented utilizing the district's specialized NTI Collection Form and officially recorded within Infinite Campus based on virtual session completion.

Instructional Flexibility & NTI Assignments

While most HH students complete standard district NTI assignments for a grade, their medical or mental health conditions often necessitate operational adjustments. Classroom teachers should remain flexible and proactive in the following ways:

- **Extensions:** Due dates for NTI assignments may be extended to accommodate medical procedures, recovery periods, or health fluctuations.
- **Exemptions:** If a student's condition prevents them from accessing technology or completing specific tasks (e.g., a medical restriction on screen time due to concussions or seizures), NTI assignments may be exempted or replaced with alternative formats, such as physical paper packets.
- **Collaboration:** HH teachers will maintain direct lines of communication with classroom teachers when a student's specific medical situation requires a temporary deviation from standard district NTI expectations.

12. 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, Fire 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 are able to earn a Fusion 360 Industry Certification. 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. Students in the Media Arts CTE program can earn Adobe Certification. 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 145 School House Rd. Versailles, Kentucky 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 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 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email logan.culbertson@woodford.kyschools.us.

Home/Hospital Main Contact Line: 859-983-4541