

East Jessamine High School

Student Handbook

815 Sulphur Well Road
Nicholasville, KY 40356

Phone: (859) 885-7240

Fax: (859) 881-0161



Welcome to the Jungle!

Chapter 1: Introduction

A. East Jessamine High School History

East Jessamine High School opened the doors to students in August 1997 when Jessamine County High School split into two separate schools, East Jessamine High School and West Jessamine High School.

B. SCHOOL COLORS

Blue and Green

C: MASCOT

Jaguar

D. SCHOOL WEBSITE

<http://www.jessamine.kyschools.us/1/Home>

The official version of this handbook is maintained on the website. Additionally, the website contains important news items throughout the year. The website is updated regularly.

E. EXEMPTION CLAUSE

If any district policy or higher law is found to contradict these policies, the policy herein will be deemed to be null and void. Anyone discovering such a discrepancy should let the school know immediately so that the policy may be corrected.

Chapter 2: School Information

A. SBDM COUNCIL

SBDM MEMBERS

**2015 - 2016 EJHS SBDM Teacher Members:
Mrs. Jill Messer, Mrs. Mary Moore, & Mrs. Ashley Onkst**

**2015- 2016 EJHS SBDM Parent Members:
Doug Fain & Cherie Hall**

Chair: Aaron Etherington, Principal

SBDM MEETINGS

The SBDM Council will set the meeting dates and times in advance. These will be published on our website at <http://www.jessamine.kyschools.us/1/Content2/88>

SBDM COMMITTEES

Committees are established by the SBDM Council when necessary. When established, these committees are charged with duties to help the school achieve its mission. Established committees will welcome and invite participation from the parents of EJHS students.

OPEN MEETINGS

Meetings of the SBDM Council and Committees are governed by the Open Meetings law and as such are open to the public. There is a time set aside at the beginning of each meeting for public comment. In order for the council to conduct business in a timely manner and to protect the rights of all, this is the only time during the meeting that the public may address the council. Minutes of the Committee meetings are published on the website and in the main office as a hardcopy.

SBDM MEETING AGENDA

The agenda is set by the council. The agenda is published on the website at least 24 hours in advance of the meeting.

PARENT ELECTION

Parent election to the SBDM Council is conducted in the spring of each year with terms beginning July 1st.

B. TOBACCO FREE SCHOOL

East Jessamine High School prohibits the use of all tobacco products by everyone. 24 hours per day, seven days per week on school property.

C. BELL SCHEDULE

Period	East
1st	8:50-9:50
2nd	9:55-10:55
3rd	11:00-12:00
4th entire time	12:05-1:40
1st LUNCH	12:05-12:30
2nd LUNCH	12:40-1:05
3rd LUNCH	1:15-1:40
5th	1:45-2:45
6th	2:50-3:50

The instructional day is from 8:50 a.m. to 3:50 p.m. The first bell rings at 8:45 a.m. All students are expected to be in their first class, ready to learn, at 8:50 am.

D. LUNCH SCHEDULE

Lunch for all students is taken during the 4th Block class. Students go at different times based on what class they have for 4th Block. Students may NOT leave campus for lunch.

Chapter 3: Academics

A. GRADUATION REQUIREMENTS

<u>SUBJECT</u>	<u>CREDITS</u>
English	4
Math	4
Science	3
Social Studies	3
Health & PE	1
Arts & Humanities	1
Electives	8
World Language	2
Total	26

B. GRADING SCALES

UNDERSTANDING INFINITE CAMPUS AS IT RELATES TO STANDARDS BASED GRADING

FORMATIVE VS SUMMATIVE ASSESSMENTS – **Formative assessments** are designed to provide direction for improvement. Formative assessments are graded for accuracy and used only to provide descriptive feedback.

Summative assessments are major end of learning unit tests, projects or writing pieces. Summative assessments are graded for accuracy and provide measurable evidence of learning. A student's overall grade is based on summative assessments.

CATEGORIES – Most categories are formative or summative assessments. The categories (especially summative) have assignments listed, and the assignments are the targets of a particular unit. The targets are the specific content that the students are expected to master for that unit.

GRADING OF TARGETS (ASSIGNMENTS) – The grade a student receives on a particular target represents the level of mastery the student has shown. The following chart represents each grade, the meaning of the grade and the points awarded for that particular grade:

GRADE	MEANING	POINTS AWARDED
E	Exceptional – The student demonstrates analysis and applications that exceed expectations.	5
M	Mastery – The student demonstrates analysis and applications that allow him/her to function independently at a high level.	4
AM	Approaching Mastery – The student demonstrates knowledge and skills that allow him/her to function independently with few misconceptions.	3
PM	Partial Mastery – The student demonstrates misconceptions and partial understanding of the knowledge and skills.	2
N	No Mastery – The student does not demonstrate understanding of knowledge or skills.	0.1
I	Incomplete – Work is missing.	0

The overall grade for the category (assessment) is calculated by “averaging” the grades on the targets.

The overall grade for a course is calculated by “averaging” the overall grades for each summative.

CONVERTING THE NUMBER GRADE TO A LETTER GRADE – The following chart represents the letter grade (A, B, C, F) awarded for the average of the grades on the summatives:

AVERAGE OF SUMMATIVES	LETTER GRADE
4.0 – 5.0	A
3.0-3.99	B
2.0-2.99	C
0-1.99	F

RETAKES/RE-TEACHING PROCEDURE: Because mastery of targets is the overall goal, students are permitted to remediate and re-take any target for which they wish to prove mastery. The guidelines for the re-teaching and retake procedure are classroom specific. Please contact your child’s teach if you have questions about their policies which should be listed in their syllabus.

C. GRADE POINT AVERAGE

Grade Point Average, or GPA, is a measure of a student’s overall academic success. The letter grade earned in each class is worth points, and these points are averaged to determine a student’s GPA. The GPA is one factor used by colleges to make decisions about accepting applicants and rewarding scholarships. A student's overall GPA (both weighted and unweighted) are reported on the transcript and used to determine class rank.

Grades in regular courses are worth the following points...	Grades in AP classes are "weighted" and worth...
A = 4.0	A = 5.0
B = 3.0	B = 4.0
C = 2.0	C = 3.0
D = 1.0	D = 2.0
F = 0.0	F = 1.0

D. COLLEGE TESTING

Announcements are made periodically regarding these tests. Students should pay close attention to the announcements every day. Information (dates, costs, applications) about the following tests is available from the student’s counselor:

PSAT/NMSQT – This test is used to determine National Merit Semifinalists for juniors. Sophomores are also encouraged to take it for preparation purposes but not to compete for National Merit.

ACT – this is the required test given at school to juniors. Many students choose to take this test a second time on their own because of its importance, especially to in-state colleges and universities. Students often score higher the second time they take it. All registration is online. Students may also register at www.act.org.

E. MAKE-UP WORK

Students with excused absences are entitled to make-up assignments missed on that day. However, these assignments must be completed on a timely basis. Assignments that were due on the day of the absence are due on the day of the student's return. For assignments that were given on the day of the absence, students have the same number of days absent plus one in order to turn work in on time. For example, students who are absent on Monday only, should pick up the missing work assigned that day from teachers on Tuesday and turn the work in on Wednesday. A student who is absent must see the teacher the next school day to obtain any make-up work.

F. CREDIT RECOVERY

For students who fall behind on the path to graduation, numerous credit recovery options are available to help them regain lost credits due to failing grades.

G. COMPULSORY ATTENDANCE

Beginning with the 2015-16 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.

Chapter 4: Fees

A. INSTRUCTIONAL FEES

Yearly Instructional Fees for EJHS are \$70.

B. REDUCED FEES

Students may be eligible for a reduction in fees or exemption from all fees based on the Household and Income Form. Students who qualify and have a form turned in for the current school year only pay half of all fees owed. Students who qualify and have a form turned in for the current school year are exempt from all regular fees.

C. DELINQUENT FEES

Delinquent fees are fees from prior years owed by the student but not paid. Examples include fees for a lost or damaged textbook, library book, sports or musical equipment, assessed vandalism charge, fundraising items not turned in, and textbook or instructional fees assessed but not paid. Delinquent fees must be paid in full before current year fees can be paid, textbooks assigned, sporting or musical equipment checked out, library books checked out, and instructional materials purchased. The student who was assigned the item shall be the one responsible for returning the item in good condition. Graduating seniors who owe any fees will not be permitted to participate in graduation activities, including graduation practice, until all fees are paid.

D. CAFETERIA REGULATIONS

Students must remain in the cafeteria during their entire lunch period. Food and drinks may not be taken from the cafeteria. Students may bring a sack lunch from home if so desired. Fast food from outside sources is not allowed unless the parent brings it to the student and eats lunch with their child in a designated area during his/her assigned lunch time. Students are responsible for cleaning their eating area and depositing trash in the appropriate containers. NOTE: In compliance with federal guidelines, providing opportunities for students to purchase food outside the school cafeteria is prohibited until 30 minutes after the last lunch period.

Chapter 5: Forms

A. FORMS SUMMARY INFORMATION

Forms may be turned in during Registration before school begins. Students who do not participate in Registration will be required to pick up and turn in forms at the beginning of the year once school begins. All students are encouraged to participate in Registration so as to make the start of school go as smoothly as possible. This is not a complete list of forms, only those most commonly used. One tip for everyone: please fill out forms neatly. A Spanish version of most forms is available.

B. BLUE EMERGENCY CARD

****required***

This form is required at the beginning of the school year whenever there has been a change in the student's guardian, address, phone number, etc. Also, this form is used to list everyone who may check the student out of school for an appointment or emergency.

Note: anyone picking up a student must have a photo ID.

C. HOUSEHOLD AND INCOME FORM

****required***

This is the form that families are required to fill out every year to qualify for reduced fees. A new form is required every year in order to qualify. Be sure all sections are completed. Section 3 is the trickiest. Read the section directions carefully. Be sure to put your actual income down. If you check "no income" your child will only receive benefits for 30 days. After that a new form must be filled out. If you need assistance filling out the form, you may come to the school for help.

D. ACCEPTABLE USE POLICY AND PROCEDURES FOR STUDENTS (technology)

****required to access school technology and network***

This form is required of all students:

- who wish to use the computers and network. This form clarifies acceptable and unacceptable behaviors while on the computers. Students who do not turn in a signed form will not be given a computer account. Students in violation of the policies explained on this form may lose computer access.
- To give permission for picture/work on websites and permission to participate in video productions at school.

E. TRANSPORTATION CODE FORM

****required if riding bus to/from school***

This is used for receiving information about the transportation status of each student. Students need to come to school on the first day understanding their transportation requirements for the year and their morning and afternoon bus numbers.

F. FIELD TRIP PERMISSION FORM

****required for any field trip***

G. YOUTH SUICIDE PREVENTION TRAINING CONSENT FORM

****optional but recommended***

H. PRESCRIBED OR OVER THE COUNTER MEDICATION PERMISSION FORM

****required if medication must be administered at school***

In the event your child needs to take prescription medication at school, an additional form must be filled out and is available in the nurse's office. (Medication Consent Form). **Under no circumstances are students allowed to carry prescription or over-the-counter medication with them in school without written permission from a physician.** Certain medications (over-the-counter medicines, inhalers, insulin, epi-pens, etc.) may be carried by the student but in ALL cases, proper paperwork MUST be on file. **Students found to be in possession of medication without written consent are in violation of the district Code of Conduct and will face SERIOUS disciplinary consequences. Medications MUST be properly labeled and kept in the original container.**

I. DANCE/PROM CONTRACTS

****required to attend any school sponsored dances***

J. MILITARY RECRUITMENT OPT-OUT FORM

****optional***

This form is optional. Under current law, schools must turn over basic information (name, address, phone number) to military recruiters. If you do not want your child's information given to military recruiters, you must turn in this form. You only need to fill this form out once per child. MILITARY RECRUITMENT OPT-OUT FORM - an optional form that prevents your high school child's name and address from being released to military recruiters.

Chapter 6: Student Services

A. COUNSELING OFFICE

ACADEMIC SCHEDULING

Students are counseled through individual conferences, classroom presentations and orientations. Course selections should be made with advice from parents and teachers. Students should make appropriate course selections the first time as schedules are difficult to adjust later. School policy prohibits honoring requests for specific teachers.

SCHEDULE CHANGES

Changes to a student's schedule are difficult and impact the school schedule as a whole. Students wishing to withdraw from a class after the drop/add period may possibly do so at the end of a nine week period. To be eligible to withdraw from a course at the end of a nine week period without a grade of F on the transcript, a student must have a grade of C or higher in the course and must have been present for at least 90% of the course. No partial credit will be awarded for a course that from which a student withdraws. Withdrawing from a course after drop/add period requires parent/guardian and principal permission.

GRADUATION

Per district policy, all graduation requirements must be completed for a student to be awarded a diploma. Fourth year students who have two or fewer needed requirements may participate in the graduation ceremony. Third-year students must complete all graduation requirements and meet all college readiness benchmarks to participate in the graduation ceremony.

PERSONAL COUNSELING

Counselors are available for students with personal concerns. These matters are confidential between student and counselor unless the situation is illegal or physically dangerous. Counselors may recommend private counseling professionals and agencies upon request. Selection of a professional is a matter of personal choice. A counselor can only give names for your consideration.

B. DAILY ANNOUNCEMENTS

During the year, there are many important student opportunities that arise such as Governor's Scholars, Governor's School for the Arts, scholarships, Special Presentations and Youth Salute. Students should listen to announcements. If a student does not hear an entire announcement, announcements are posted on the lobby screen or a student may check in the counseling office. The student must assume responsibility for learning about opportunities and applying for them in a timely manner. Additionally, students and parents are encouraged to sign up for daily school information emails from Patty Patterson patty.patterson@jessamine.kyschools.us

C. DRIVER'S LICENSE AND DRIVER'S PERMIT TEST

At the initial application for an original Kentucky learner's permit or transfer license only, a 16-17-year old student must submit to the local Circuit Court Clerk's office either proof of graduation, GED completion, or a signed School Compliance Verification Form obtained from the student's school. Students needing this form shall obtain it from the front office secretary. In order to be compliant, students must have less than 9 unexcused absences and have passed 4 of 6 courses or the equivalent in the preceding semester. The NO PASS/NO DRIVE rule states that students who do not meet this requirement will be unable to get a driver's license, learner's permit, or lose their existing permit or license. Students who take the driver's permit test or driver's license test during the school day shall be excused for the absence for a half-day only and must bring evidence of participation in the test.

D. HOMEWORK / MAKE-UP WORK

If a student expects to be absent two (2) or more days, the parent may call the front office before 9:30 a.m. to request homework. Our support staff will collect homework from the student's teachers and make a packet of work available for pick up.

E. INDIVIDUAL LEARNING PLAN

The Individual Learning Plan (ILP) is a web-based computer program that allows students to take interest inventories, document their high school accomplishments, research college and career opportunities and search for scholarships. Annual completion/revision of the ILP (grades 6-12) is mandated by the state and supervised by our staff. Each year, our students are becoming more and more comfortable with the ILP as they begin to realize that it is truly a tool that can benefit them greatly in preparing for life after high school.

F. INFINITE CAMPUS

Infinite Campus is the web-based student records management software used throughout the state. Families can access their student's attendance records, grades, class assignments behavior information and more through the confidential Parent/Student Portal. Both parents and students can access the student's information. It is strongly encouraged that parents and students check the student's grades at least once a week. Grades entered by teachers are posted in real-time and almost immediately available for review. Parents can review a child's grades to check for missing assignments and the accuracy of attendance reporting. The Parent/Student Portal can be accessed initially by obtaining login credentials from Patty Patterson patty.patterson@jessamine.kyschools.us There is a desktop application as well as a Mobile App for smartphones.

G. LAW ENFORCEMENT

Law Enforcement in Jessamine County Schools was established by The Board of Education to address specific school related problems that require a professional law enforcement officer. Our law enforcement officer is not a security guard. Officer King is a trained and sworn law enforcement official contracted through the Nicholasville Police Department. He may make an arrest if the situation warrants.

The duties of our law enforcement officials are many and include:

1. Enforcing Kentucky Revised Statutes and School Board Policy.
2. Securing school district buildings and grounds.
3. Maintaining a working relationship with School District Personnel, Students, Parents, and Visitors.
4. Rendering services necessary for extra-curricular activities.
5. Protecting life and property.
6. Preserving the peace.
7. Preventing/Observing/Detecting/Apprehending any unlawful activity or person(s) on school property.

Law Enforcement is just another piece of the puzzle to ensure all students, staff and visitors have a safe learning and working environment so the educational process can take place. Officer King may examine student hall passes and notes and question students about their activities. Students are expected to respond respectfully and truthfully.

I. LIBRARY

Hours: 8:00 – 3:50. Librarian: Mrs. Messer

The library is available for student use before school, after school, during the school day with teacher permission, and during lunch as long as the space is not already reserved by a teacher for a class. All students must have a pass to come to the library between 8:00—8:40am and at lunch.

MATERIALS

- Books & Periodicals may be checked out for 15 days and may be renewed.
- Other resources and materials (Playaways, audiobooks, etc.) are available for student checkout but typically may not be renewed because of high demand.
- Textbooks are also checked out and distributed through the library.

COMPUTERS

Students may come and use the computers in the library with teacher permission. Scheduled classes have priority on computers if there is a shortage. Students must abide by the *Acceptable Use Policy* and shall not access chat sites, play games, or visit inappropriate websites. Such behavior may result in loss of computer privileges school-wide.

PRINTING

The printer in the library may only be used for class assignments.

LUNCH

Students may use the library during lunch for class work or for using the computers. Students may not eat lunch in the library media center.

CONDUCT

The purpose of the library is to access materials and resources, do research, study, read quietly, use technology, create and collaborate with other students. Students disrupting this atmosphere will be asked to leave the library. Students are expected to follow all school rules and respect the space as well as each other.

OVERDUE NOTICES

A late fee of \$0.10/day (up to \$5.00) is charged when books are overdue. Students are required to pay for damaged or lost books and materials as well as any overdue fines.

J. LOCKERS

Lockers are made available to students by grade level hallways. Students can store personal items such as backpacks, books and other necessary school items in their locker. Students are instructed not to share lockers. The school shall not be responsible for any items lost, stolen, or damaged in the lockers. Students are responsible for damage done to the locker. Students need to remember that the locker is the property of East Jessamine High School and may be searched at any time for any reason.

K. LOST AND FOUND

If you lose an item, check in the front office. If you find an item, turn it in to the front office. Unclaimed items will be disposed of at the end of each grading period.

L. PARKING

ON-CAMPUS PARKING

Student drivers are allowed parking privileges on campus.

Students who are habitually tardy or truant (six or more unexcused absences or tardies), jeopardize school safety by bringing contraband, violate closed-campus policy, or skip classes will lose parking privileges.

Suspension of parking privileges may be temporary or permanent depending on the nature of the offense. If suspended, parking permit fees will not be refunded. The revocation shall be in addition to any penalties in the Student Code of Conduct. Parking permits are sold at the beginning of the school year and throughout the year as spaces are available. Students who owe delinquent fees shall not be eligible for parking permits.

Permits are available on a first-come, first-served basis for those who are eligible. Students should remember that parking on campus is a privilege, not a right. Students who park on campus without a permit are subject to being towed at their own expense. Students who lose their license for any reason, including violation of the No Pass / No Drive law, will automatically lose all parking privileges and be reported to law enforcement if they drive to school. Students are not allowed to go to their vehicle during the school day unless they have a hall pass from the main office. A teacher pass is not sufficient.

As documented in the Code of Conduct, school officials have the right to search vehicles parked on school property on a regular basis. This search may include the use of dogs trained to search vehicles and detect illegal items in vehicles. Random search of individual or groups of vehicles is permissible.

M. SCHOOL NURSE

A nurse is present throughout the day to assist with students' medical needs.

N. SCHOOL PSYCHOLOGIST (DISTRICT STAFF)

The school psychologist works with school staff, parents and other professionals to help students succeed academically, behaviorally and emotionally. The school psychologist utilizes assessment information to assist with determining eligibility for special education services. Additional services include counseling, consultation with school staff to design and monitor interventions, and providing supports for promoting wellness, resiliency and safety among students.

O. SPECIAL EDUCATION

Special Education is a program that provides assistance to qualified students that goes beyond the services of the general education program. It means "specially designed instruction at no cost to the parents, to meet the unique needs of the student with a disability including instruction in the classroom, in the home, in hospitals and institutions, as well as in other settings." The basic guidelines of special education are based in state and federal law.

If a student may qualify for Special Education services, there are several steps to be followed to determine whether this is actually the case. The first step is to contact principal or school designee who is responsible for receiving referrals on resident children. A referral is written information provided by the teachers and the parents about a student suspected of having a disability. Upon receipt of a completed referral, the facilitator to schedule an Admissions and Release Committee (ARC) meeting that will include regular and special education teachers and any other person who can contribute helpful information and determine the need for evaluation according to due process procedures. Upon analysis of intervention and assessment data, the ARC shall determine whether the child is a child with a disability as defined in 707 KAR 1:1002(1)(9).

Once a student has qualified for services under one of the disability labels, an individualized program (IEP) for that student will be created by the ARC committee to meet the individual needs of the student. The program must include the specific SDI (specially designed instruction), modifications, long-term goals, and short-term objectives needed by that student to be successful within the high school setting. All children with disabilities have available a variety of educational programs and services to assist them in meeting their educational goals, as well as transitioning successfully from high school to a post-secondary setting. Questions about the special education program should be directed to the Special Education Department Chair.

P. YOUTH SERVICES CENTER

The purpose of the East Jessamine High School YSC is to remove the non-academic barriers that keep students from learning in the classroom. The YSC is funded through a grant from the Kentucky Department of Education. This mission is all-inclusive, but some services provided by the YSC include providing school supplies, making community referrals, conducting personal counseling, providing clothes, providing truancy assistance, and managing support groups. The Youth Services Center is staffed with a full-time coordinator, Kelli Canup who serves both East and West Jessamine High Schools. Feel free to call with any questions or to volunteer.

Chapter 7: Student Activities

A. ATHLETICS

GENERAL INFO AND ELIGIBILITY

EJHS' Athletic Director is Daniel Sandlin.

In order to participate in East Jessamine Athletics, the following criteria must be met:

1. Students must be on grade level.
2. Students must be passing 4 out of 6 classes for which grades are given during the time of athletic participation. The athletic director will monitor weekly grade checks and communicate grade concerns to the respective coach.
3. Students must be present for class for the entire school day to participate in practice or a sporting event for that school day (unless they have prior permission from the athletic director or a doctor's note for that day).
4. A parent and a student must attend their respective sports parent meeting to be eligible to participate.
5. All KHSAA (Kentucky High School Athletic Association) and EJHS requirements must also be followed. Please see the websites <http://www.khsaa.org>

ATHLETIC CODE OF CONDUCT

Competitive athletics is based on fair play. Being an athlete representing EJHS is a privilege and demands that each participant be of sound character. We expect our athletes to be good people first, good students second and good athletes third. Athletes will not represent EJHS in athletics during the school year if:

1. They have been involved with illegal drugs at school.
2. Their conduct is such as to reflect discredit upon the school or the KHSAA.
3. Students currently under a behavior related out of school suspension shall not be permitted to participate in practice sessions or athletic events during the suspension period.

INTERSCHOLASTIC ATHLETIC PHILOSOPHY STATEMENT

It is the philosophy of East Jessamine High School that athletes shall enjoy as many sport seasons as the student and parents wish without influence from any coach to specialize in one sport. In order to embrace this philosophy, our coaches agree an athlete who is dropped from one squad for disciplinary reasons shall not be considered for participation in another sport for that particular sports season. Sports seasons are Fall, Winter and Spring.

LIST of SPORTS

Fall Sports

Cross Country (Boys and Girls)	Chris O'bryan
Golf (Boys and Girls)	Ryan Abbott
Volleyball	Megan Miller
Football	Mike Bowlin
Boys' Soccer	Brandon Cummons
Girls' Soccer	Zachary Welch

C. EXTRACURRICULAR ACTIVITIES and CLUBS

Ultimate Frisbee
FCA
HYPE
Student Government
GSA
Magic: The Gathering
DARE
TATU
Positive Potential
Community Service

LaCasse
Sandlin/Ross
Sandlin
Kissinger
Imel
Mulcahy
King/Mulcahy
Canup
Canup
Jones

Chapter 8: Privileges

Many school activities are "privileges." These include, but are not limited to, parking on-campus as a senior, participation in or attendance at athletic events, clubs, and organizations, and participation in special events such as Homecoming and Prom. Students are not entitled to participate in these. These are privileges that must be earned. The maintenance of these privileges depends on high standards of behavior. Any privilege may have its own set of rules and regulations that must be followed in order to keep the privilege.

A. HALL PASS USE

The staff at East Jessamine High School have given a lot of thought to a hall policy that is fair to all. We have attempted to balance the needs of students who have to leave the room for personal reasons with the need to stay in class to receive instruction. We have noticed a direct link between students who abuse the hall pass privilege with poor performance academically and behaviorally. To strike a balance, we have crafted the following rules:

1. Hall Passes are not permitted during the first ten minutes of class or last 10 minutes. This is the 10/10 rule.
2. Students shall be limited to 4 passes for each class in a semester.
3. A regulation hall pass is required of all students excused from class for personal business such as going to the library, nurse's office, YSC, lavatory, getting a drink, counseling office, seeing another teacher, etc.
4. Students shall go directly to their hall pass destination and directly back to class.
5. Students going to the restroom or water fountain shall go the nearest restroom or water fountain on the same floor.
6. A student shall not use a hall pass for more than 5 minutes without prior arrangements being made with the teacher.
7. Only one student shall be able to use a hall pass in the classroom at a time.
8. Students shall keep the regulation hall pass (laminated pass) visible at all times by either carrying it in his/her hands or wearing it.
9. If questioned about hall pass use by any adult, the student will respond respectfully and truthfully.
10. The teacher in whose class the student belongs has the right to decide if or when the student is permitted to leave the class. Leaving class without permission is considered Failure to Follow Staff Instructions for which the student may receive administrative consequences including but not limited to revocation of all hall pass privileges.
11. These rules result in students having 24 hall passes per semester plus 5 breaks every day between classes and a lunch period. We believe this is adequate for any student who does not have a specific medical condition.
12. A student with a medical condition that creates a need for unlimited hall passes must bring in a doctor's note to the main office for approval. This note must be updated every school year and in some cases, twice a year. A Release of Information must be signed by the parent to allow for school/physician collaboration.
13. Hall Passes may not be used to leave the building. Students shall leave the building only under the supervision of a teacher (for example, fire drills or a PE activity). Students parked in the student lot may not go to their cars during the day unless they have written permission from the main office.
14. Student Aides shall follow the classroom hall pass rules as though they were regular students in the class.
15. Students who abuse the hall pass privilege or violate other school rules while out on a hall pass may have hall pass privileges revoked or limited.
16. In cases where a student persists in needing a bathroom break and has no passes, the student will receive a tardy.

B. PROM

Only students who are juniors or seniors as of the first day of school may purchase tickets. Freshmen and sophomores may attend prom but only if they are the guest of a Junior or Senior. Guest Contracts are required for any guest who is not an EJHS student. Tickets for Prom may be purchased in the weeks leading up to Prom. Students going to Prom must be present at school the day before Prom. TICKETS ARE NOT

FOR SALE AT THE DOOR. THEY MUST BE PURCHASED IN ADVANCE. **DANCE CONTRACTS/PROM AGREEMENTS MUST BE SIGNED AND ON FILE PRIOR TO THE DAY OF PROM.

C. STUDENT AIDES

As part of their schedule, students may elect to serve as an "aide" for a teacher/staff with whom they have a positive relationship. Students who chose to be an aide should have a positive attitude about the class material. They should have the desire and ability to help the teacher and students in the class. Teachers may not have more than one student aide per class and student aides may not serve as an aide for more than one block. Student Aides are required to be on grade level and to follow the same classroom rules and procedures as the regular students. Student Aides must take lunch with the class in which they aide. Aides shall follow the hall pass rules as though they were regular students. Under no circumstances shall teachers allow aides to leave campus.

D. OFF-CAMPUS CLASSES/WORK BASED LEARNING

Off-Campus classes include Asbury, Elementary Helpers, WJHS block classes and others. Students enrolled in these classes or work based learning must exercise great responsibility in getting to their site on time, returning to school as scheduled, proper attendance procedures, etc. Students who fail to meet the requirements of their off-campus assignment may be withdrawn from the site and enrolled in class on-campus. It is especially important that students follow correct procedures for signing out to go to their site. After checking out for work based learning students must immediately exit the building. Students may not return to school during their work based learning until the end of the school day at 3:50pm.

E. EVENT SPECTATOR

Students are encouraged to attend a variety of school events to support their fellow students. During events, all spectators are expected to engage in good sportsmanship. The following behaviors are unacceptable at East Jessamine High School athletic events. Violators will be requested to leave the premises. Extreme violation or repeated instances of unacceptable behavior will result in permanent exclusion from East Jessamine High School athletic events:

1. Verbally berating players, coaches, officials, administrators or spectators.
2. Use of obscene language or gestures directed at players, coaches, officials, administration or spectators.
3. Any use of physical violence or the threat of violence directed at players, coaches, officials, administration or spectators.

Chapter 9: Student Safety

A. AFTER SCHOOL SUPERVISION

Students in the building after dismissal must be only those students who have a legitimate reason to be here such as members of a team, club, or organization that is meeting. Also permitted are those who are attending ESS, After School Detention or who have an administrator's approval. These students must be with their sponsor, coach or teacher. All other students must leave the building at 4:30 pm or wait for pick-up quietly in the Front Foyer.

B. BULLYING

Students who are the victims of bullying or witness bullying shall report these incidents to a staff member as soon as is reasonable. Bullying includes a variety of behavior such as name-calling, threats, physical intimidation, sexual harassment, social exclusion, etc. If students are bullied in any way by phone, text message, email, internet posting, etc., these items should be kept and shown to school administration if at all possible. All students are entitled to come to school and be free from any form of harassment. Please note that students may receive school consequences for cyber-bullying even if it takes place off-campus. Free Speech protections do not apply to speech that causes or threatens a substantial disruption on campus, including school activities, violent altercations or a significant interference with a student's educational performance and involvement in school activities.

Students who engage in cyber-bullying of any kind may be guilty of Harassing Communications (KRS 525.080) which is a Class B Misdemeanor. The law states, in part, that a person is guilty of harassing communications when he or she, "communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication."

C. EMERGENCY PLAN AND DRILLS

By law and for student and staff protection, emergency drills are held throughout the school year on a regular and frequent basis. Fire drills, severe weather/tornado drills, earthquake drills, lockdown drills and bomb threat drills are held as required. Students will participate in these drills to practice safety measures should any of these events actually occur while school is in session. Students are reminded to pay close attention to these drills and cooperate during them at all times by listening carefully and by moving into shelter quickly and calmly.

D. OUTSIDE DOORS

Students shall not open any outside door to let people in once school has begun. This includes even opening the door for other students. All students who must enter the building after school has begun must enter through a secure door with a buzzer and video viewer. Students shall not enter by any other door. Do NOT let people in the building by any door for any reason - EVEN IF YOU KNOW THEM.

E. PERSONAL VALUABLES

Students should never leave valuables untended. Always assume that doors will be unlocked. You are responsible for your personal items. The most common items that are targets of school theft are small technology items (iPods, MP3 players, cell phones) and fundraiser money/candy. Such items can disappear in

an instant. Items that are lost or stolen may be reported to our law enforcement officials. The school is not responsible for lost or stolen items.

F. RIDING A DIFFERENT BUS

If a student needs to ride a different bus than usual, that student shall turn in a note explaining the reasons and signed by a parent/guardian, and the note shall include a phone number where the parent/guardian may be reached that day. The note is to be turned in to the main office before 9:15 am on the day the alternate transportation is needed. A boarding pass can then be prepared for the student, who can pick it up immediately after dismissal. If a student is going home with another student, a note is required from a parent/guardian of both students.

G. VISITORS

Students who see visitors in the building without a badge shall notify the nearest staff member immediately. There must be no outside people in the building without permission and without signing in to the main office, getting a visitor badge and an escort. This includes family members and friends. Student visitors are not allowed except for those cases in which the administration has granted prior approval. These will only be considered in cases of organized activities.

Chapter 10: Expectations

A. ARRIVAL AT SCHOOL: Students are expected to...

- Arrive no earlier than 8:00am
- Student drivers should park car and come into the building immediately
- Remain orderly and use time constructively until class begins
- Stay on campus.

B. EMERGENCIES AND DRILLS: Students are expected to...

- Behave in an orderly way.
- Give full cooperation to any staff member.
- Return to class promptly at the conclusion of the drill or emergency.
- Stay with your teacher for accountability purposes.

C. EXTRACURRICULARS: Students are expected to...

- Be courteous to all--parents, the elderly, small children, competitors, and all other guests.
- Demonstrate good sportsmanship.
- Follow all regular school rules.
- Represent the school in a respectable and orderly manner.

D. HALLWAYS: Students are expected to...

- Be in the classroom before the tardy bell rings
- Follow the directions of any adult you encounter.
- Move directly to class during passing time.
- Place trash in trash containers.
- Refrain from blocking halls, stairs, doors or any other walkway.
- Refrain from sitting on stairs.
- Refrain from eating and drinking in the hallways.
- Refrain from running or engaging in horseplay of any kind.

E. LUNCH AND BREAKFAST: Students are expected to...

- Behave in an orderly way.
- Move immediately to the cafeteria when lunch period begins.
- Put up trays and utensils before leaving the cafeteria.
- Refrain from taking food out of the cafeteria at any time.
- Refrain from using another student's cafeteria code for any reason.
- Stay in the cafeteria during your assigned lunch period.
- Stay out of the cafeteria unless it is your assigned lunch period.
- Refrain from bringing food from outside vendors into the cafeteria. This is a federal law/guideline.

F. OFF-CAMPUS ACTIVITIES: Students are expected to...

- Be courteous to all-- parents, the elderly, small children, competitors, and all other guests.
- Follow all local rules.
- Follow the directions of all school staff and chaperones.
- Represent the school in a respectable manner.

G. PERSONAL APPEARANCE: Students are expected to...

- Dress in accordance with EJHS's dress code.
- Practice good personal hygiene.

H. RESPECT FOR OTHERS: Students are expected to...

- Do whatever is humanly possible to avoid fighting, even walking away.
- Refrain from inappropriate public displays of affection.
- Refrain from spraying perfumes, deodorant or other aerosols
- Refrain from threats, intimidation or violent acts toward others.
- Respect the property rights of others.

- Seek the help of an adult if threats, violence or any emergency occurs.
- Show respect to teachers, staff, students and visitors at all times.
- Utilize respectful language when addressing staff, visitors and other students

I. RESTROOMS: Students are expected to...

- Keep facilities neat.
- Refrain from socializing or loitering in the restroom.
- Report any vandalism or problems with facilities immediately.
- Wash hands before leaving.
- Refrain from smoking or using smokeless tobacco or vapor.

J. SCHOOL BUS: Students are expected to...

- Comply with "Bus Rider Rules" set by Board Policy and Division of Transportation.
- Inform the school of a change in address that will affect bus transportation.
- Obey all bus drivers and monitors without question.
- Ride the appropriate bus as determined by the Division of Transportation.

K. TRAVELLING TO/FROM SCHOOL: Students are expected to...

- Arrive on time.
- Exercise good citizenship while in the neighborhood (either driving or walking).
- Move directly into the building regardless of mode of transportation.
- Obey all school rules while en route to and from school.
- Operate mode of transportation in accordance with the law and school guidelines.
- Refrain from leaving the building without permission for the remainder of the day.
- Refrain from loitering in any school parking area before or after school.
- Refrain from loitering in route to school.
- Remain on campus unless properly checked out through attendance office.

L. USE OF SCHOOL PROPERTY: Students are expected to...

- Keep assigned lockers locked and refrain from sharing combinations or lockers.
- Keep all property that you have checked out or are otherwise responsible for secure.
- Pay for school property that is damaged due to abuse or vandalism.
- Pay for school property that is damaged due to negligence.
- Take care of all EJHS school property (books, lockers, equipment, etc.)
- Refrain from using school facilities and equipment (such as the gym, weight room, musical instruments, stage, athletic equipment, lab computers) without permission.

M. ASSEMBLIES: Students are expected to...

- Sit as a class with assigned teacher.
- Be attentive.
- Be respectful by not using cell phones and not talking during presentation

N. INFORMATION: Students are expected to...

- Communicate with teachers and other staff appropriately through email.
- Take time to read and sign the acknowledgment page of the student handbook.

Chapter 11: Behavior Code

A. DISCIPLINE POLICIES, GUIDELINES AND PROCEDURES

State, district and school polices and guidelines are established for the safety of students and school personnel for the creation of a positive learning environment. Students are expected to comply with these guidelines. Failure to do so will result in consequences explained in the district student discipline code publication. In addition to any consequences for misconduct described here, a principal may remove school privileges such as participation in or attendance at extracurricular activities, games, and dances. The misconduct and consequences listed here are not a complete list and are not meant to override administrative discretion.

B. BULLYING, DISCRIMINATION, AND/OR HARASSMENT

GUIDELINES

Bullying refers to intentional, repeated hurtful acts, words or other behaviors that involve an imbalance of power. These may include, but are not limited to name calling, teasing, threatening, social exclusion, and cyber-bullying. In some cases, students may be guilty of both bullying each other.

Discrimination refers to treating people differently based on race, creed, color, national or ethnic origin, age, religion, gender, political affiliation, veteran status, disability, marital status, sexual orientation or gender expression in a way that portrays hatred, contempt or prejudice.

Harassment is conduct that creates substantial emotional distress or a sense of immediate concern for your safety or well being. It is often associated with sexual misbehavior (groping, unwanted advances, comments of a sexual nature) and threats of violence or physical intimidation.

These behaviors are not tolerated at East Jessamine High School. They create a climate of hostility, intimidation and personal discomfort that is unacceptable. Any student who feels he or she is a victim of these behaviors is strongly encouraged to report such instances to a faculty member.

CONSEQUENCES

Students who engage in bullying, discrimination and/or harassment may receive a variety of consequences depending on the total context of the situation. Each case will be handled differently. In more extreme cases students may be suspended, referred to an alternative school or recommended for expulsion.

C. CLOSED CAMPUS POLICY

Any student who leaves campus or who enters the campus of another Jessamine County School without authorization violates the Closed Campus Policy. Students are expected to remain on campus once they have arrived at school. This includes students who arrive before the start of school on a school bus. To preserve a safe environment, an adult with legal guardianship is required to sign a student out of school, no matter the reason for dismissal (including students 18 years or older). Students are not to leave campus until their classes are finished or a valid checkout process has been completed. After checkout, students must leave campus and shall not return during the school day without checking in at the attendance office.

CONSEQUENCES FOR VIOLATION OF CLOSED CAMPUS POLICY

Students who are in violation may receive up to two days out-of-school suspension on the first offense and four days out-of-school suspension each time thereafter. Any student who returns to campus must provide an explanation for being off campus. There will be no exceptions to this policy. Those students who have an early dismissal are not in violation of this policy. All Work Based Learning students will be required to sign out before leaving school grounds. Student parking permits may be revoked for violation of closed campus policy. Students may be assigned to community service in lieu of suspension.

D. CONTRABAND

"Contraband" is defined as any item that may lead to bodily injury or cause a disruption to school operations. These are items that are NOT permitted on campus. The consequences for bringing these items to school vary depending on the item. These items may be confiscated and may not be returned. Additional consequences may apply. These items include, but are not limited to:

- Any toy or device that creates a disturbance (ex: laser pointer, talking doll).
- Balloons and other inflatable toys.
- Cigarettes, E-Cigarettes, vaporizers, cigars, lighters, matches, etc.
- Clothing, accessories or other items that might prove dangerous, or are viewed as racially hostile.
- Drug paraphernalia.
- Drug/gang related items.
- Illegal drugs or alcohol.
- Items that a reasonable person would find highly offensive, such as pornography
- Detachable speakers.
- Over-the-counter or prescription medication or supplements (see Chapter 9: Medication).
- Personal defense items, such as mace, pepper spray.
- Skateboards, skates and scooters (must not be brought in the building).
- Weapons of any kind or any item that can reasonably be expected to be a weapon.

F. DRESS CODE

RATIONALE

The general atmosphere of a school must be conducive to learning. It is part of the mission of the school to prepare students for typical workplace standards. Student dress that presents a danger to self or others or can reasonably be expected to cause a disruption will not be accepted. In the interest of health, safety, cleanliness, decency, and decorum among students, certain expectations shall be enforced. The school administration has final judgment over any questions regarding the dress code.-----

CONSEQUENCES

A suspension may occur at any time a student refuses to adjust his or her clothing as requested or to provide the item to the principal. At any time, the school may contact the parent and advise that additional clothing be brought to school. The student may be required to stay in ISS until the clothing is adjusted or until the end of the school day. The Youth Service Center is a resource that may be used to help students correct inappropriate dress.

1. **First Violation** - Instruct the student to adjust the clothing in violation. The student will be required to fix his or her attire before returning to class. This may result in the student sitting in ISS until the clothing is corrected. The violation is documented, and the parent may be notified. Inappropriate accessories may be confiscated for up to five days. Certain items may only be returned to the parent.

2. **Second Violation** - Instruct the student to adjust the clothing in violation. The student will be required to fix his or her attire before returning to class. This may result in the student sitting in ISS until the clothing is corrected. The violation is documented, and the parent is notified. Inappropriate accessories may be confiscated for up to five days. Certain items may only be returned to the parent.

3. **Third and Subsequent Violations** – Treated as Failure to Obey Staff; the parent is called. The student will receive a minimum of one day in ISS. The punishment will increase for each subsequent violation. Privileges may be withdrawn. In addition to this, students may be suspended from school if the issue persists.

Item	Guideline
All	<ul style="list-style-type: none"> • No writing or images that are <ul style="list-style-type: none"> • vulgar • sexually suggestive • perceived to be harassing to any group • potentially gang-related • contain weapons or violence • promote racism or is considered racially hostile • alcohol, tobacco, or drug related. • Undergarments or clothes worn as undergarments must be covered at all times. • No extremes of dress that, in the opinion of school administration, will cause a disruption to the school day. • Students shall exercise common sense, which means that if the clothing in question could be considered to be suggestive, racially hostile, or inflammatory it is not to be worn to school.
Footwear	<ul style="list-style-type: none"> • Footwear must be worn at all times. • No house slippers.
Accessories	<ul style="list-style-type: none"> • No sunglasses. • No chains or studs that could be considered a danger to others.
Shirts, Tops, or Blouses	<ul style="list-style-type: none"> • No halter tops, tube tops, off-the-shoulder tops, tank tops or muscle shirts. • Top of the shoulder, shoulder blade, and back must be covered. • Shirts must cover chest and should come to just below the collarbone. • Stomach and back must be covered at all times. • Hoodies/hooded sweatshirts must remain off head during school hours. • Any see-through material must not be any more revealing than other clothing that follows the dress code.
Pants	<ul style="list-style-type: none"> • Pants shall be worn at the waist. • Pants shall not have holes above fingertip length.

Shorts, Skirts, or Dresses	<ul style="list-style-type: none"> • Shorts, skirts, and dresses must cover an appropriate amount of the lower body. Students are to use common sense here and must understand that any staff member is allowed to send them to ISS if their short, skirt, or dress is deemed to be too revealing. • For dress top guidelines, refer to “Shirts, Tops, or Blouses.”
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G. INSUBORDINATION

Insubordination, defiance or disrespect by students to any faculty member, substitute teacher, classified personnel and/or paraeducator attempting to discipline or correct the student's misconduct may result in suspension of the student or other consequences if deemed appropriate to the situation. Official district terminology is Failure to Follow Staff Instructions.

H. OUT OF RESTRICTED AREA

RATIONALE

Students who are “Out of Restricted Area” jeopardize school safety and disrupt the educational mission of the school. Students who are not in their restricted area are not being supervised by staff. They are knowingly breaking school rules. It is often during these times that students have conflict with other students, vandalize school property, disrupt classrooms and smoke on campus. Students who are “Out of Restricted Area” often find other trouble to get in to that can lead to even greater consequences.

GUIDELINES

1. When given a hall pass, the student is to go directly to their destination and directly back. Do not go to any other place.
2. When given a hall pass for a restroom or water break, go to the nearest restroom or water fountain on the same floor.
3. Hall passes should be for no more than 5 minutes unless there are extenuating circumstances that have already been communicated to the adult who gave you the hall pass.
4. During lunch students may NOT go to the library without a library pass.
5. During lunch, you must stay in the cafeteria. You may use the restroom in the foyer but you must return directly to the cafeteria after using the restroom.
6. Within five minutes of the beginning of lunch, classroom areas of the building are strictly off limits unless you have a hall pass from a teacher.
7. Do not loiter or purchase items in the cafeteria except during your assigned lunch.
8. You may not leave the building without written permission during school hours.
9. Do not enter classrooms when it is not your scheduled class unless you have permission from the teacher who is present.
10. Students shall leave the building after dismissal and shall not loiter in the building without being a participant in a planned, supervised activity.
11. Work Based Learning, Elementary Helper and WJHS block students shall leave at their regular, appointed time. They may not be in the building during the time of their scheduled time out of the building.

I. PLAGIARISM

RATIONALE

The importance of ethics in today's society cannot be overestimated. The staff of East Jessamine High School holds the responsibility to educate students in the ways of writing, research, and documentation but also to hold students accountable for their ethics. Plagiarism and Cheating are considered very serious offenses in the academic realm. Student writing and other work that is accomplished through plagiarism or cheating whether intentional or not, will not be accepted.

PLAGIARISM DEFINED

The MLA Style Manual defines plagiarism as, “using another person's ideas or expressions in your writing without acknowledging the source.” And, “to give the impression that you wrote or thought something that you in fact borrowed from someone.” There are various levels of plagiarism from inappropriate citation in a research paper to full out copying of entire texts. Some plagiarism may be unintentional while in other instances the student full well knows he or she is intending to pass off the work of others as his or her own. Cheating off of peers is a type of plagiarism and is dishonest. Any fraudulent means by which a student attempts to gain academic advantage is a form of cheating.

TEACHER RESPONSIBILITIES

To help prevent plagiarism, teachers shall educate students on what plagiarism is and how to avoid it. They will clarify which assignments are individual assignments and which can be completed through collaboration with peers. They will assist students who are having difficulty with research assignments and conference with students who ask for help.

STUDENT RESPONSIBILITIES

Follow the instructions given by the teacher. Ask for help when uncertain about how to proceed with assignments, especially written assignments such as essays and research papers that require citations. Do your own work. Do not help other students cheat or plagiarize. If you allow another student to plagiarize or cheat off of your work, you will be held to the same consequences. Do not give another student your work!

MINOR VIOLATION

- Plagiarism may be unintentional or minor in scope.
 - Plagiarism may reasonably be assumed to be due to ignorance or inexperience.
 - Writing may have Incorrect or grossly incomplete citations.
 - A homework assignment, daily assignment, or formative assessment may demonstrate copying or cheating but this amounts to less than a majority of the assignment.
 - A homework assignment, daily assignment, or formative assessment may show evidence of inappropriate use of technology and resources to complete assignments counter to the teacher's instructions.
- Cell phone out during a test for part of a test.

First Offense: A conference with teacher about plagiarism/cheating with an opportunity to make up the grade for reduced credit through an alternate assignment. The teacher shall call the parent and submit a referral to the office. The referral will be for documentation only. There is no administrative consequence.

MAJOR VIOLATION

- Plagiarism may be intentional or major in scope.
 - The writing may have large sections of a paper that are copied from another source.
 - The essay or paper is largely not of the student's own creation.
 - The test, project, or summative assignment may show evidence of copying or cheating off of another student.
 - The test, project, or summative assignment may show evidence of inappropriate use of technology and resources to complete the assignment.
 - A homework assignment, daily assignment, or formative assessment may demonstrate copying or cheating that amounts to a majority of the assignment.
 - The second offense of what would otherwise be a minor violation is considered a major violation.
- Digital reproduction of test materials.

First Offense: a conference with the teacher about plagiarism, a zero grade on the assignment, a teacher call to the parent, and a referral to the office. The student shall be assigned ISS for up to one day and shall complete a tutorial on plagiarism. The teacher may, if he or she chooses, provide an alternate assignment only after consultation with administration. The student shall be denied admission to the National Honor Society or removed if currently a member.

Second Offense: A zero grade on the assignment, a teacher call to the parent, and a referral to the office. The student may be suspended for one day. The teacher may, if he or she chooses, provide an alternate assignment only after consultation with administration.

J. PERSONAL ELECTRONIC DEVICES

RATIONALE

East Jessamine High School seeks to achieve a balance that recognizes student wishes to have reasonable access to personal electronic devices (cell phones, smart phones, tablet devices, laptop computers, MP3 players, Kindles, etc.) while maintaining a strong educational focus in classrooms. In an era of rapidly expanding technology, we recognize that part of our mission is to teach responsible use of these technologies (digital citizenship). This involves defining times in which these devices may and may not be used and also providing opportunities for using these devices in ways that enhance learning.

GUIDELINES

1. During all non-instructional time, personal electronic devices **MAY** be used. Non-instructional time is defined as before 8:50, after 3:50, passing time in the hallways (not classrooms), and lunch. Use of such devices during these times must not result in disruption to the school environment or educational mission. Devices may not be used to broadcast music.
2. During all instructional time, personal electronic devices are **NOT** to be used without specific permission granted by the classroom teacher. All such devices must be turned off and kept out of sight in the student's backpack, purse, pocket etc. Students in violation (devices that are in use, heard, or seen even if turned off) will have their device confiscated. Students who have their device out during a test or quiz are subject to receiving consequences under plagiarism.

CONSEQUENCES

For violation of these rules and confiscation of devices, the following procedure shall be followed:

1. First Offense - Confiscation of device by teacher and returned to student at the end of class.
2. Second Offense - Confiscation of device, given to administration and given back to student at the end of the day.
3. Third Offense –Confiscation of device, given to administration and given back to parent/guardian.
4. Fourth Offense---Confiscation of device and referral to office for Failure to Follow Staff Directions.
5. Failure to turn device over when requested by any staff member shall be considered Failure to Obey Staff and shall result in a minimum of a two-day suspension.

The school shall not be responsible for any device that is damaged, lost, or stolen at any time. Students must recognize that the school has legitimate concerns regarding use of these devices. The school's main concerns are students not focused on academic work, cheating, disrupting the learning of other students, cyber-bullying, and violating the privacy of other students and staff. If these concerns cannot be limited in light of the greater freedom to use these devices, the school will look at a stricter policy.

K. POSSESSION OF A WEAPON/SALE OF ILLEGAL DRUGS

Possession of a deadly weapon or the sale or transfer of illegal drugs will require a recommendation that the student involved appear before the Board of Education for an expulsion hearing and/or referral to an alternative school.

L. PROFANITY

Profanity is the use of vulgar language. Vulgarity is the use of obscene or indecent language and shows lack of respect for self and others. The consequences for using profanity vary widely depending on circumstances, context and intent. Students may be assigned anything from ISS and/or Suspension. Profanity directed at a staff member, other students or visitors will be dealt with more severely.

M. ISS ROOM (in-school suspension)

Included among an administrator's disciplinary actions is referral to the ISS room. As an alternative to suspension, referral to ISS is most serious in-school disciplinary consequence. It is a short-term removal of a student from the regular school routine. Students in ISS are required to continue instructional activities from their regular schedule, but are isolated from the larger student body.

ASSIGNMENT TO SAFE

Students may be assigned to ISS by an administrator. An administrator may assign a student to ISS for any partial day or multiple days, as appropriate, upon referral by a teacher or a call by a teacher to remove a student from the classroom. Students in ISS for 4th block will eat a lunch from the cafeteria with the ISS instructor. Students assigned to ISS must turn in their cell phone/electronic device while in ISS. Students who are absent the day they are assigned ISS will be required to make up any assigned time missed.

CLASSWORK

Within the first five minutes of arriving to ISS, students will be asked if they have a test in the class that they are currently missing. If a test is being missed, the teacher will be notified, and the student will be allowed to take the test in ISS. If a student does not have a test to take, the ISS instructor will attempt to get the student's assignments from the class to work on while in ISS. Teachers shall be notified and shall send work to the ISS room. Any homework that is due in the class missed can be turned in while in ISW. The student is responsible for checking with the teacher that day to be sure all missing assignments were obtained. The student shall receive full credit for work completed in ISS and is allowed to makeup all missed class work.

BEHAVIOR IN ISS

ISS is considered an alternative to suspension. Students who persistently engage in misbehavior in the ISS room leave the school little choice but suspension. Each event will be handled on a case-by-case basis. Students may be assigned community service in lieu of suspension provided the student can get his or her behavior under control. Persistent disorder will not be tolerated.

N. SKIPPING POLICY

GUIDELINES

A student shall be considered skipping if he or she:

- Fails to report to or remain in an area assigned by the teacher (ex: library).
- Fails to report to the office at the beginning of the period when an illness (or other problem) prevents the student from attending classes.
- Fails to return to class from an approved appointment (Example: Student returns from a dental appointment, checks in to the attendance office, but does not report to assigned class).
- Is late for class and has not reported within ten minutes.
- Is out of class on a hall pass for an excessive amount of time.
- Is present on campus without attending classes or checking in with attendance office.
- Leaves class without the teacher's permission and a hall pass.
- Is habitually late to first block even though the student is present on school grounds.

CONSEQUENCES

Teachers must check the attendance report before turning in students for skipping and administrator review. All consequences are based on administrator discretion.

1. First Offense – half day in ISS
2. Second Offense – one day in ISS
3. Third Offense – two days in ISS
4. Fourth Offense – 1 day suspension

O. TARDY POLICY

Students who are tardy to first hour class will receive their tardy slip in the front office.

During the school day—2nd, 3rd, 4th, 5th and 6th hour students who are tardy will report to the ISS room—Room 304. There they will receive a tardy slip to go back to class. The slip is in triplicate for record keeping. The

student gives the teacher the tardy slip, a copy is kept by the ISS coordinator and a copy is given to the front office staff.

After the 3rd tardy to any class students will receive a lunch detention scheduled with Mr. Reeves. If students continue to accrue more tardies they will receive more lunch detentions and/or ISS placement based on failure to follow school rules/staff directives.

At the semester break this policy starts new again.

P. TOBACCO USE POLICY

GUIDELINES

The use of tobacco and tobacco products is a health and safety issue. Tobacco products may not be used in any school building, on school grounds, during field trips, or during any school activity regardless of the location or time. Tobacco products, lighters, or smoking paraphernalia found at school shall be confiscated and destroyed. Since tobacco and related items are contraband, the possession of tobacco products carries the same consequences as the use of tobacco products. Students may NOT be in possession of any non-prescription, nicotine delivery device.

CONSEQUENCES

1. First Offense – Confiscation of tobacco products, lighters and smoking paraphernalia.
2. Second Offense/Defiance--One day of suspension and/or proof of attendance at a tobacco education/cessation class.
3. Third Offense/Defiance – Two days of suspension and/or proof of attendance at a tobacco education/cessation class.
4. Fourth and subsequent offenses – refer to “continued defiance” on Behavior Consequences Chart.

Q. VIOLATION OF STATE OR FEDERAL LAW

State or federal law violation will be initially handled by school law enforcement. Administrative disciplinary action will depend upon police or court action and the severity of the violation. Punishment may range from a probationary period following consultation with parents, legal authorities and district staff to a maximum suspension of ten days and/or a recommendation for enrollment in alternative school or expulsion.

Chapter 12: Attendance

A. ATTENDANCE EXPECTATIONS

All students are expected to attend school every day and be on time. As long as students remain on the roster of East Jessamine High School, students will be held accountable for their attendance and under Kentucky state law, guardians may be held accountable for a child's attendance as well.

B. EXCUSED ABSENCE NOTES

All absence notes must be turned in within three days of returning to school from the absence. The only exception to this is absences due to Educational Enhancement. Students may pick up a form requesting this absence excuse from the attendance office. This form is due five days in advance of the absence. Family vacations to historical sites and museums are not considered Educational Enhancement but may be excused as a regular absence under #14 below.

If an absence excuse note is not received within 5 days of returning to school, the absence shall be unexcused. Ideally, notes for absences will be turned in the same day the student returns as this will facilitate receipt of make-up assignments. It is the child and parent's responsibility to see to it that attendance notes are received by the attendance office. Notes are entered daily. Parents may check Infinite Campus to verify if an attendance note has been entered. For students who have difficulty turning notes in on time, parent notes may be faxed directly to the attendance office at (859)881-0161. If a student is sent home for illness by the school, the student will be excused for that day; however, if the student is absent additional days the note requirements apply. If a child has a chronic illness, the parent/guardian may present a doctor's statement excusing the student based on that illness.

Notes to school for absences, early dismissals, late arrivals or tardies must include:

1. Student's first and last name (printed).
2. The current date.
3. The date(s) of the absence (not just the day of the week).
4. An explanation of the reason for the absence.
5. The signature of the parent/guardian or medical professional.
6. The current phone number of the parent/guardian if signed by parent/guardian.

C. CHECK IN / CHECK OUT PROCEDURES

For all late arrivals and early dismissals, students must check with the Front Attendance Office immediately after arrival or before departure. Students may not leave or enter school without checking through the Front Office (Work Based Learning, Elementary Helpers, WJHS block students will sign out in front office) A note must be provided to ensure the check in/out is excused (see Permissible Excuses).

In all cases in which an adult is picking up a student, the adult MUST be on the approved list of people who can check the student out of school AND the adult MUST have a photo ID. Adults may be added or removed from the list of approved check in/out adults by filling out the Blue Emergency Card

All check outs will require direct communication between the school and the parent/guardian. In cases of phone conversation in which the identity of the parent/guardian is in question; additional, identifying information may be required. If cooperation is not shown or if the parent/guardian's identity is still questionable, the parent/guardian may be required to come to the school to sign the student out.

D. TARDY TO SCHOOL

All students who are late to school and tardy to first block must check in with the Front Office. Students who are late to school with a valid excuse will present the note at check in. Parents can excuse up to 3 tardies to school. To excuse additional tardies after 3 parent notes, students must have a medical excuse. Reasons that make a tardy excused are the same that make an absence excused (see "Permissible Excuses").

E. PERMISSIBLE EXCUSES:

NOTE: Please see the district discipline code handbook for the complete text.

1. Death in the student's immediate family.
2. Illness of the student (parent notes limited to ten total absences per year, no limit to notes from a medical professional).
3. Religious holidays.
4. Medical and dental appointments (excused for appointment and travel time only). NOTE: Appointments REQUIRE an ORIGINAL note from the medical office. A parent note for a medical visit will be unexcused. Copies are not accepted.
5. Family emergencies requiring immediate attention (limit of 3 per year).
6. Visits to colleges or universities for juniors or seniors only (limit of 3 per year).
7. Attendance at Kentucky State Fair (per *KRS 158.070[7]*).
8. Court appearance (excused for court time and travel time only).
9. Military leave of parent stationed overseas (up to 10 days, per *KRS 159.035*).
10. Deployment of parent/guardian to active military duty (1 day, per *KRS 159.035*).
11. Return of parent/guardian from active military duty (1 day, per *KRS 159.035*).
12. Educational Enhancement Opportunity (up to 10 days for intensive educational experience in a core subject. This requires 5 day prior approval by school application).
13. Driver's license test, once per student for a half-day ONLY.
14. Other valid reasons as determined by the Principal (will only be considered for unusual circumstances that do not fit the conditions above).

F. VERIFICATION OF EXCUSE NOTES

District policy requires that all notes from a medical professional be original notes (no copies). Faxes and scans must be sent directly from the medical professional's office. Parents may not scan or fax doctor's notes.

G. UNEXCUSED ABSENCES

All absences that do not fit the conditions above or for which a proper note has not been turned in shall be deemed unexcused. Students shall not be given make-up work missed during unexcused absences. Common reasons that result in an absence being unexcused include notes that reference "traffic," "personal reasons," "going out of town," or "personal family event." Please specify the reason for the absence from the reasons given in "Permissible Excuses" above. If the parent writes a note for a medical appointment, the absence will be considered unexcused until the note is received from a medical professional.

H. DEFINITION OF TRUANCY

Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) or more, is a truant. A pupil who has been reported as being truant for two (2) or more times is a habitual truant.

I. ATTENDANCE TRACKER

EJHS has an Attendance Tracker who will call home to notify parents and discuss unexcused absences. Students will also be counseled by various personnel at EJHS if they incur more than 3 unexcused absences. After 6 unexcused absences are documented, parent conferences will be arranged to discuss ways to improve attendance.

EJHS Absence/Tardy Excuse Note

Student: _____ Date of Absence(s)/Tardy: _____
(Print First and Last Name)

Date of Absence(s)/Tardy: _____ Reason: _____
(Include Calendar Date) (From the list of reasons below)

1. Death or severe illness in the student's immediate family.
2. Illness of the student
3. Religious holidays (requires prior approval).
4. Medical and dental appointments (note from medical office required)
5. Family emergency
6. Visits to colleges or universities (requires prior approval)
7. Attendance at Kentucky State Fair (requires prior approval)
8. Court appearance
9. Military leave of parent stationed overseas
10. Deployment of parent/guardian to active military duty
11. Return of parent/guardian from active military duty
12. Educational Enhancement Opportunity (requires 5 day prior approval by school application).
13. Driver's license test (once per student for a half-day ONLY.)
14. Other valid reasons as determined by the Principal

Explanation:

Parent Signature: _____ Today's Date: _____ Parent Phone: _____



EJHS Absence/Tardy Excuse Note

Student: _____ Date of Absence(s)/Tardy: _____
(Print First and Last Name)

Date of Absence(s)/Tardy: _____ Reason: _____
(Include Calendar Date) (From the list of reasons below)

1. Death or severe illness in the student's immediate family.
2. Illness of the student
3. Religious holidays (requires prior approval).
4. Medical and dental appointments (note from medical office required)
5. Family emergency
6. Visits to colleges or universities (requires prior approval)
7. Attendance at Kentucky State Fair (requires prior approval)
8. Court appearance
9. Military leave of parent stationed overseas
10. Deployment of parent/guardian to active military duty
11. Return of parent/guardian from active military duty
12. Educational Enhancement Opportunity (requires 5 day prior approval by school application).
13. Driver's license test (once per student for a half-day ONLY.)
14. Other valid reasons as determined by the Principal

Explanation:

Parent Signature: _____ Today's Date: _____ Parent Phone: _____

Please return this page to your 1ST Period Teacher

Student Name _____

1st Period Teacher _____

Acknowledgement:

*As the parent(s) or guardian(s) of _____,
we have read and discussed the EJHS Handbook with our student.*

Parent/Guardian signature _____ date _____

Student Signature _____ date _____