

Welcome to another year at West Jessamine High School!

Dear West High Students,

Welcome to the 2018-2019 school year! I am excited to join you as your principal this year. West has a rich tradition and high standards in academics, athletics, and extracurricular activities. I look forward to working with you, our teachers, coaches, etc. to keep this excellence alive on a daily basis.

As members of the WJHS community, I also have high standards for your behavior both in the classroom outside of it. You represent your school, but you also represent your family and yourself. Going forward, we will begin to redefine what it means to be C.O.L.T.S. In all areas, we want to exhibit C-haracter, O-wnership, L-eadership, T-eamwork, and S-uccess. You will hear us speak regularly on what it means to conduct ourselves with these attributes. It is my expectation that you, as students, take the lead in demonstrating them daily. The first step in that process is being familiar with the guidelines in this Student Handbook. It can be a valuable resource to you as you navigate the halls of WJHS in the coming year.

We will spend time at the beginning of the year going over the key points of this book in class and also in our class meetings. If you have questions, please don't hesitate to ask a member of administration to clarify. We want you to be informed about what it takes to have a successful year at West. Please share this handbook with your parents and guardians so they can help you along the way.

Again, welcome back! We can't wait to see you! ***Go Colts!***

Brady Thornton,
Principal



West Jessamine Colt Fight Song

Wave the Flag for Jessamine County,
Shout out loud and strong.
We have got that fighting spirit,
That's why we sing this song.
We will always hold our heads high,
And do our best to win.
Wave the flag for Jessamine County,
And the Colts will win again

School Colors: Red, White, and Columbia Blue
Mascot: Colts



Administrative Office

Brady Thornton, Principal
Marci Smith, Curriculum Resource Administrator
Andy McConnell, Assistant Principal
Daniel Zeitz, Assistant Principal
Sam Wade, School Resource Officer
Pattie Elliott, Receptionist
Vickie Cox, Bookkeeper
Krystal Walton-Davis, School Nurse
Lelia Huffman, Attendance Clerks

The mission of the administrative office is to meet school related needs of students and parents, to provide leadership and support for our teachers, and to maintain the best possible learning environment for our entire school.

Guests and visitors--- Visitors are always welcome to WJHS. To protect the safety of our students and staff, visitors must register in the front office and receive a visitor's badge. The badge is to be returned to the office when a visitor signs out. These guidelines also apply to any person coming to our campus during lunchtime. Guests or visitors of students, including siblings, are not allowed in classrooms. **Please remember that fast food from outside sources is not allowed unless the parent brings it to the student and eats lunch with their child in the cafeteria during his/her assigned lunch time.**

Medication/Injuries---Any medication that school personnel are asked to administer during the school day requires that a "Permission to Administer Medication" form be completed by the student's parent/guardian and the physician. Return the completed form to Mrs. Walton-Davis, school nurse. Medication must be in its original container and is kept in the school nurse's office. Please do not send more than a 10 day supply of medication to school. Over the counter medication must also be in its original container and should be kept in the nurse's office. Students with asthma may have inhalers and students with severe allergies to bee stings, peanuts, etc. may have EpiPens in their possession upon completion of the medication form. Students who are injured at school should make sure that the injury is reported to the school nurse so that an Accident Report can be completed and filed.

School resource officer--- The SRO, a sworn police officer employed by the Nicholasville Police Department, works closely with the administration and staff to provide police services to WJHS. The SRO provides law enforcement services, teaches law-related curriculum, and provides informal counseling to students based on life and police experience. The SRO also assists with safety, security, and crime prevention programs within the school.

Transportation--- Students should contact the bus garage at 885-4891, ext. 227, for information regarding bus numbers and schedules. Students who do not ride the bus may enter the building at 8:00 and must remain in the cafeteria until 8:20.

Student Services

Melissa Heady, Guidance Counselor (A-F)
Autumn McMillen, Guidance Coordinator, Counselor (G-N)
Emily Earlywine, Guidance Counselor (O-Z)
Allison Hardin, School Psychologist
Kelli Canup, Youth Service Center Director
Sharon Mattmiller, Youth Service Center
Linda Burton, Guidance Secretary
Brenda Geary, Guidance Secretary

Students are encouraged to visit the counselor concerning any of the following:

- Information about grades and/or graduation.
- Information about vocation, careers, colleges, scholarships, and financial aid.
- Interpretation of test results.
- Individual testing.
- Course selection—schedule changes.
- Personal problems.
- Information about correspondence courses or summer school.

The guidance office also handles . . .

School records/transcripts	Individual Learning Plans	PSAT Testing
Midterms/report cards	Counseling referral contracts	AP testing
Parent/teacher conference requests	Enrollments/withdrawals	Gifted and talented services

Senior Communications

- During pre-registration, permanent record cards are checked to ensure that classes needed for graduation are assigned to each student.
- Individual and/or small group sessions are held to review credits needed for graduation and to discuss post-secondary plans and the college admissions process.
- At the end of the first semester of the senior year, a letter is sent to the parents or guardians of seniors informing them of their student's progress toward graduation.

Parent-Teacher conferences--- Parents of students requesting a parent/teacher conference should contact Mrs. Burton or Mrs. Geary, guidance secretaries. They will arrange a mutually convenient meeting time for all concerned. Parents may also contact teachers directly by email to set up individual conferences.

Homework requests--- Students who are absent from school for more than a couple of days may request homework assignments for the days missed. Students should call Ms. Burton or Ms. Geary, guidance secretaries, early in the day to allow sufficient time to get assignments from the teachers. Generally, work will be available for pick up the following day.

Withdrawal procedures--- Students withdrawing from WJHS must see Ms. Burton in the guidance office to obtain a withdrawal form. This form and the return of textbooks and other school property must be completed by the end of the student's last day of attendance. Withdrawal grades are recorded on this sheet to be forwarded to the student's new school. No student under the age of 18 will be allowed to withdraw. The parent must sign the appropriate forms as mandated by the State Department of Education.

Important General Information

2018-2019 WJHS Bell Schedule

Period	Begins	Ends	
First	8:50	9:50	
Second	9:55	10:55	
Third	11:00	12:00	
Fourth	12:05	1:40	
Fifth	1:45	2:45	
Sixth	2:50	3:50	
Lunches	Begins	Ends	
First	12:05	12:30	Math, Peer Tutoring, JCTC
Second	12:40	1:10	English, Alt Credit, World Lang., HAVPA, Fine Arts
Third	1:10	1:40	Science, Social Studies, P. E.

Breakfast/Lunch--- Breakfast is served from 8:25-8:40 a.m. There are three lunch periods and students are assigned lunch according to their 3rd block classes. Breakfast is \$1.00 (full pay), \$.30 (reduced) , Lunch is \$1.85 (full pay), \$.40 (reduced). Meal Assistance applications may be filled out at any time during the year (online preferred, but paper versions will be available in the school offices). Once received and processed, applicant will be notified by mail if the application has been approved/denied.

Lunch period rules--- 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 the cafeteria during his/her assigned lunch time, with administrative approval** 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.

Free/Reduced lunch program--- Students who qualify for free/reduced meals are eligible for free or reduced instructional fees. Students who qualify may also request fee waivers for ACT tests, AP exams, and college application fees.

Instructional fees--- Students are charged instructional fees for the use of classroom instructional materials. The Board of Education fee covers textbook rental. The WJHS instructional fee includes the use of school wide technology and classroom material usage expenses.

Activity fee--- This fee grants the students of WJHS an athletic pass to all regular season home games and admission to homecoming.

Lockers--- All lockers are equipped with combination locks and have their combinations changed each school year. Please remember that valuables should not be placed in lockers, and that the school is not responsible for lost/stolen items. Personal locks are not allowed.

WJHS instructional fee (electives excluded)	\$70.00
Activity/Student ID Card	\$25.00
Total required costs	\$95.00
Parking tag (optional)	\$25.00

Checks may be made payable to WJHS. One check is acceptable.

Other course fees--- Some elective courses charge fees for workbooks, consumable materials, and use of equipment. Teachers will send home information if fees are required. If there is a hardship in paying these fees or if a student qualifies for free/reduced lunch, a payment schedule can be arranged or the fee paid for by other school accounts.

Unpaid fines and fees--- All students are responsible for lost or damaged books. Report cards will be held until students pay all fines or fees. Transcripts for transferring students and graduates are withheld until outstanding debts to the school have been paid. In addition, students may not purchase parking permits or prom tickets until their accounts are settled.

Academic Policies and Practices

Credits Required for Grade Placement

Sophomore (5.5) Junior (12) Senior (18.5)

Grade level placements are made before the opening of school in August and are based upon credits earned at that point. Grade level placements will be reviewed after the first semester for students who have been retained.

Course credit is awarded for successful completion on the following basis:

- Core content courses that meet all four terms (36 weeks) are worth one credit.
- AP classes that meet all four terms are worth two credits.
- Core content courses that meet for one semester (18 weeks) and semester elective courses are worth one credit.
- Correspondence courses that are completed under JCBOE guidelines from accelerated institutions as defined by KDE.
- Dual Credit college courses from accelerated institutions as defined by KDE.
- Home school credits from accelerated institutions as defined by KDE.

Grades--- Credits are awarded at the end of each semester for successful coursework. Grades are determined according to the following scale:

A = 92-100
B = 83-91
C = 74-82
D = 65-73
F = 0-64

A student's Grade Point Average (GPA) is based on a 4.00 scale and is calculated from final grades earned throughout high school for all courses. In calculating the GPA, the total points earned are divided by the number of credits attempted. Approved by WJHS Curriculum Committee and Site-Based Council, a new weighting policy for accelerated/honors courses is now official policy. Advanced Placement, select Accelerated, and select Dual Credit courses and are weighted. The following point system is used:

Grades are reported using letter according to the following scale:

A+	100-98	B+	91-89	C+	82-80	D+	73-71
A	97-95	B	88-86	C	79-77	D	70-68
A-	94-92	B-	85-83	C-	76-74	D-	67-65

Regular courses	Advanced Placement	Dual Credit Level 100/200	Dual Credit Level 300/400
A = 4 points	A = 5 points	A = 4.5 points	A = 5 points
B = 3 points	B = 4 points	B = 3.5 points	B = 4 points
C = 2 points	C = 3 points	C = 2.5 points	C = 3 points
D = 1 point	D = 2 points	D = 1.5 points	D = 2 points
F = 0 points	F = 0 points	F = 0 points	F = 0 points

Each teacher will provide a class syllabus that explains his/her grading and class procedures.

Schedule changes--- A student must have a valid reason before a schedule change will be considered. Valid reasons include a change in class level, overcrowded classes, and computer errors. Schedule changes will not be made for teacher preference. (An exception is that students may choose to repeat a failed course with a different teacher when possible.) Schedule changes may be made the first eight days of the semester. Written permission from a parent or guardian is required for student schedule changes. Exceptions to this rule include an error on the schedule or administrative approval. Courses dropped before the deadlines for schedule changes will not be figured as part of the grade point average. Students who withdraw voluntarily after the deadline will receive a W/F (withdrawn failing) for the course and the failing mark will be calculated in the GPA.

Graduation requirements--- Students must earn 26 credits. In addition, students must take one math course each year of high school, including Algebra II. Students must also demonstrate proficiency in technology and understanding and communicating in a second language.

To establish a more comprehensive academic focus, students must earn credits in the following courses:

English – 4	Math – 4	Fitness and Wellness - 1	Foreign Language - 2
Social Studies – 3	Science – 3	HAVPA – 1	
Electives – 8 (must include a 4 course career pathway)			

Graduation participation--- To receive a diploma at WJHS Commencement, one must earn a minimum of 26 credits, including all state and district requirements.

Summer graduates--- Any student who is 2 credits from meeting graduation requirements may participate in the graduation ceremony according to the following guidelines:

- **The student must be enrolled in the appropriate summer school remediation course prior to the ceremony** (see counselor’s office for application).
- The commencement program will reflect students who are potential summer graduates.
- No diploma will be issued to the student until all graduation requirements have been officially reported as being met. This process takes several weeks after the end of the summer term as school guidance personnel are not employed until just prior to the start of next school year.

Early graduation--- All students are expected to complete four years of high school prior to graduation. Students who wish to graduate in less than four year should see their counselor for more information.

Progress reports--- Parents/Guardians are encouraged to monitor student progress through Parent Portal from Infinite Campus. The Link for the Parent Portal App and Website are available on the Jessamine County Schools’ website homepage under the “For Families” tab. Hard copies of student progress reports and report cards will be made available upon request only.

Homebound instruction--- A student who cannot attend regular school days may be enrolled in homebound instruction. A form to be completed by the student’s doctor is available from Central Office and must be submitted to Pat Glass at the Board Office. Once approval is given, the duration of homebound instruction can only be determined by the student’s physician. The homebound teacher delivers assignments to the student and returns completed work to the regular classroom teacher. Work for each term should be completed within seven days following the end of the term so that grades can be averaged and recorded in a timely manner.

Non-Public and Home-schooling--- Students who want to continue their education through home school must contact the Director of Pupil Personnel at Central Office to complete the appropriate forms. Students transferring from a non-accredited school (any private school or homeschool not certified by state departments of education or a regional accrediting association) without a properly certified transcript may receive credit by one of two methods:

- Passing a similar examination given to other students receiving credit for the course
- Successful performance in a higher level of the course when the courses are sequential in nature

Note: Successful performance consists of achieving at least a “C” grade in the course.

Correspondence courses--- Correspondence courses may be taken for make-up credit, early graduation, or for advancement necessary to complete certain requirements. Students may enroll in required or elective courses and may count up to eight correspondence credits toward graduation requirements. Correspondence courses will be accepted from accredited institutions. Students must get approval from his/her guidance counselor to enroll in a correspondence course.

Dual credit opportunities--- Eligible students have the opportunity to participate in the dual credit program, earning both high school and college credit for a course. Students with a 3.00 GPA, qualifying ACT score, and counselor recommendation may take two courses at Asbury at no cost (one each term—spring and fall). Eligible students may take all senior classes at Asbury University for dual credit. Students participating in the program pay a reduced price of 50% regular tuition for each course beyond the free one. Students may also participate in on-campus and online courses through Kentucky State University that may ultimately lead to an Associate's Degree from the university. Other fees may apply to all dual-credit courses. Students may also earn dual credits through any accredited college or university. For more information, students should see their counselor.

Additional course information--- In deciding upon a four-year plan of study, students should consider the following:

- Only those seniors enrolled in zero block, work block, or college courses are allowed to leave school early.
- To qualify for KEES scholarship money, students must take a minimum of five classes each academic year. Work block and college courses may be counted.

Summer School and Credit Recovery--- Students who fail a course are eligible to make-up the course in summer school or they may register for credit recovery courses for the following school year. Because spaces are limited, seniors are given first priority for credit recovery courses taught during the regular school year at a cost. Students must successfully complete the required modules of Edgenuity to receive credit. Students making up credits in this manner will receive a D- for the course. No student may take an End of Course Assessment courses (Algebra II, Biology, English II, U. S. History) in summer school unless the course is required for summer graduation.

Attendance Policies and Practices

Student absences--- Students are required to be in attendance every day that school is in session as per state law and Jessamine Board of Education Policy. However, there are circumstances that will require a student to be absent. To be appropriately excused, one of the following documents must be received in the attendance clerk's office no later than five days past the date of the absence:

- Notes from a physician's or dentist's office for date of visit and/or prescribed length of absence. No faxed notes will be accepted for this purpose.
- Parent notes may be accepted for up to six (6) days of absence per year for illness, funeral, or religious observance.
- Parent/guardian emails will be accepted but must be accompanied by a phone call for verification.

Late arrivals--- Students who are marked absent for 1st block are automatically marked absent for the full day; therefore, it is imperative that students arriving to school late sign-in in the front office. Students that sign in without a Parent/Doctor's note will be marked as an unexcused Tardy or Absence.

Tardies---One tardy per semester per class will be allowed without a discipline consequence. After the first tardy, teachers will assign detention for each subsequent tardy. **Once a student has 4 tardies in a class, a discipline referral will be written for excessive tardiness.**

Procedure for early dismissals---

1. All students must be signed out in the front office by a parent or guardian or a person listed on the student's emergency card.
2. Students who leave school early for work block, College Block, or Elementary Helper must sign out.
3. Students will not be allowed to sign out with a parent phone call. A student may be signed out with a parent note and/or email sent to our attendance clerk Lelia Huffman at (lelia.huffman@jessamine.kyschools.us).

Truancy Diversion Program--- West High will work with the TDP to identify ninth graders who have excessive unexcused absences and are at risk of being referred to Family or District Court for truancy charges. The TDP review team includes the court designated worker, director of pupil personnel, and school personnel. The TDP team has weekly meetings with students referred to the program and their parents to monitor attendance, grades, and behavior.

Prom Policy – Any student who has 15 or more combined absences and/or 5 or more discipline referrals will not be permitted to attend West Jessamine High School Prom. Students have an option to file an appeal to the prom attendance committee to explain special circumstances and ask for a waiver.

Attendance/Driving Policy—Students with **6 unexcused absences or 6 unexcused tardies per semester may have their WJHS driving permit revoked, or other disciplinary consequence.** The permit may be purchased back at the beginning of the next semester for the remainder of the semester. Permit fees are non-refundable. Vehicles on campus without permits are subject to be towed at driver's expense.

Attendance for students ages 18-21---We encourage students 18 years and older to complete requirements for graduation; however, Kentucky statutes are very clear with regard to school attendance for adults. Any student between the ages of 18 and 21 may continue in school if the following conditions are met:

- attends school regularly
- makes satisfactory progress toward graduation
- refrains from causing any disciplinary problems
- abides by school regulations

Failure on the part of the student to meet these requirements may result in the student's withdrawal from school. A student may appeal an involuntary withdrawal in writing within 10 days to the superintendent. In cases that involve special needs students, the procedures mandated by federal and state law for students with disabilities will be followed.

Make-up work--- Opportunity for make-up work will be given for all student absences.

- It is the responsibility of the student and/or parent to contact teachers about missed assignments and/or assessments.
- The number of days allowed to complete make-up work will be noted in each teacher's syllabus.

Athletics

Guidelines for athletes--- According to the Kentucky High School Athletic Association By-Laws, the following rules apply to eligibility:

- To be eligible for athletic competition in grades 9-12, a student must be at his/her proper grade level.
- To be at the proper grade level, a student must have earned 20 percent of the credits accepted toward graduation prior to the beginning of his/her second year (grade 10) to be eligible during the second year; 45 percent prior to the beginning of his/her third year (grade 11) to be eligible during the third year; and 70 percent prior to the beginning of his/her fourth year (grade 12) to be eligible during the fourth year.

Note: Students must be in their appropriate grade level the first day of school to be eligible for sports.

Class minimum requirements

Sophomore	5.5 credits and 1 year in high school
Junior	12 credits and 2 years in high school
Senior	18.5 credits and 3 years in high school

- Any student using insulting language to another player or to any official in any interscholastic contest, or who has been ruled out of such a contest because of foul tactics, shall be disqualified from athletic competition until reinstated by the Commissioner of the KHSAA. The name of the player shall be reported to the Commissioner by the principal of the school which that player attends. When an official disqualifies a player, the official shall report the disqualification to the principal or his representative. If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified. (By-Law 6).
- Any student who is under penalty of discipline or whose character or conduct is such as to reflect discredit upon the school is not eligible. (By-law 7)
- A student-athlete must be present for the entire school day when s/he is to compete in a competition/game. If the student-athlete is absent on a school day prior to a scheduled school break, she/he will be ineligible for the next competition/game. Absences due to pre-scheduled dental or doctor appointments or attendance at a funeral may be considered by the principal or the athletic director, allowing the student-athlete to participate in the competition/game.
- Weekly grade checks will be conducted. A student-athlete must be passing 4 of the classes (4 hours of instruction) in which the student-athlete is enrolled to be eligible for competition/game for the next competition week. The student-athlete shall be ineligible for the next week of competition/games and will remain ineligible until they are passing 4 classes in which they are enrolled at the next weekly grade check. NO special grade checks shall be made to accommodate a student-athlete that is failing.

Extra-Curricular Activities

West High offers a wide range of opportunities for students to explore. Of course, we are proud of our Colt Athletic program, but in addition, we have many other great clubs and organizations for students. Please contact the sponsor if you have questions about membership.

Organization

Academic Team
Colt Marching Band
FFA
Choral Music
Drama/Musical Theater
Fine Arts Club
French Club
Spanish Club
Yearbook
Student Senate
Beta Club
National Honor Society
Fellowship of Christian Athletes
DARE
Student Technology Leadership
Y-Clum
Diversity Club

Sponsor

Mr. Angel and Ms. Hatfield
Mr. Piatt
Mr. Thomas (JCTC)
Mr. Burton
Mrs. Grogan, Mr. Burton, Mr. Duncan
Mr. Duncan
Mr. McClain
Mrs. Barnes
Ms. Thornsberry
Ms. O'Connell
Mrs. Williams
Mrs. Grace
Mr. Herndon
Officer Wade
Mr. McClain
Mrs. Gilvin and Mr. Grant
Ms. Thornsberry

JCTC Guidelines

JCTC offers many high level, rigorous courses for students to complete a career major in one of fourteen career cluster areas. Shuttle buses transport students to and from JCTC every period classes are offered. Please refer to the following guidelines for attending classes at JCTC.

- Students who have a WJHS parking tag and want to drive to JCTC **1st or 5/6th period (only)**, must complete a JCTC student transportation agreement, including detailed information regarding the vehicle, and receive a JCTC sticker to place on their WJHS parking tag. There is no charge for the sticker.
- Student drivers may drive to JCTC for **first and fifth/sixth blocks only**. At all other times, students must take the shuttle. (Exceptions may be made on a case by case basis with administrator approval.)
- Student drivers **may not transport other students to and from JCTC** with the exception of first block if arriving to JCTC directly from home. Disciplinary action will occur for both driver and rider if this policy is violated.
- Students should report to the front lobby as soon as the bell rings to end class to get on the shuttle bus for their next class at JCTC.

- Upon returning from JCTC, students should report to class within a reasonable time frame as class will have already started.
- Students arriving late to JCTC must sign in at the office. Likewise, students who must leave JCTC early must sign out.
- Students who miss the shuttle bus must report to the front office. Students must also sign in at the library for attendance purposes.
- Students are considered tardy to class for missing the shuttle bus and will be assigned a detention upon the second occurrence. Once a student has four tardies, ISS will be assigned.
- Students who miss the bus and do not sign in and report to the library will be considered skipping and appropriate consequences will apply.

Library and Media Center Use

For all library questions, contact Mrs. Molly Stevens, WJHS Librarian, at extension 3632. Please adhere to the following guidelines to insure the best use of our resources:

Book check-out--- Students may check out up to three items. Books are checked out for a two-week period.

1. Any student with an overdue book will not be allowed to check out any other library materials until the book is returned.
2. If the student declares the book lost, library check-out privileges will resume upon reimbursement for the book.
3. Failure to return overdue items by the cut off date will result in material being declared lost and policies regarding unpaid fees and fines will apply.

Library passes--- All students entering the library must have a library pass from their teacher with the departure time from class noted on the pass. Teachers expecting a student back before the end of the class must also state the expected departure time from the library on the pass. Those on errands for teachers may enter on a teacher's pass. Students on their own time (before and after school, and between classes) do not need a pass to use the library.

No food or drinks are allowed in the library--- Please dispose of or consume these items before entering or place them in the library workroom, office, or refrigerator upon entering.

West Jessamine High School Motor Vehicle Use Policy

With written parental permission, all juniors and seniors who are legally licensed drivers may apply for a student driving permit. Assignments are based on availability, with Seniors given first priority.

Conditions for Use

1. Each student who plans to drive to school will be subject to **random drug testing** as a prerequisite for receiving a parking permit.
2. All students must present written parental permission, a valid driver license and a proof of insurance coverage to receive a tag. This permit will be issued for one (1) year. The cost of the parking tag is \$25.00. This fee is non-refundable.

3. All motor vehicles parked on school grounds must be registered with the school and must display a current parking tag. The tag should be clearly visible and hang from the vehicle's rear view mirror.
4. Vehicles shall be parked in designated student parking areas on the school campus and are not to be visited or moved during the school day unless specific permission is given by the principal. **Students are not allowed to leave campus for lunch.**
5. Bumper stickers and other items that advertise alcohol, tobacco, and/or drugs and/or may be considered offensive are prohibited on vehicles parked on school grounds.
6. Any student who sells, trades, loans or counterfeits a tag will have their parking privileges revoked for the remainder of the school year and may face disciplinary action.
7. Student drivers who transport other students off any school campus during school hours will lose their parking privileges for the remainder of the school year.
8. Students walking to and from the buses are to be given the right-of-way at all times.
9. Speeding, or any other form of reckless driving, will not be tolerated. The speed limit while on school property is 10 mph.
10. Vehicles that make excessively loud noise are not permitted on campus.
11. Student vehicles parked on school grounds are subject to search at any time if there is reasonable suspicion that illegal drugs, weapons, stolen property, or other illegal contraband may be present in the vehicle. All student vehicles parked on school grounds shall be subject to search by drug dogs at any time.
12. Vehicles with student parking permits **MUST** be parked in student parking spaces or be subject to be towed at driver's expense.
13. The school system is not responsible for the vehicle or its contents.

Note: No Pass/No Drive Bill--- This statute results in the denial or revocation of a student's driver's license for academic deficiency, defined as not passing the equivalent of four courses in the preceding semester, or dropping out of school as a result of excessive or unexcused absences. For the purpose of this law, a student is deemed to have dropped out of school when s/he has nine or more unexcused absences the preceding semester. Any absences due to suspension are considered to be unexcused.

Note: Attendance/Driving Policy—Students with **6 unexcused absences or 6 unexcused tardies** per semester may have their WJHS driving permit revoked for the remainder of the semester. The permit may be purchased back at the beginning of the next semester. Permit fees are non-refundable. Vehicles on campus without permits are subject to be towed at driver's expense.

Technology

At WJHS technology is viewed as an integral part of the learning process. However, access will have its measure of responsibility. Please read the following regulations carefully as your rights to services depend on your compliance.

Network and internet regulations--- Technology in Jessamine County Schools must be in support of education and consistent with the educational objectives of the Jessamine County School District.

- You may not give your password or offer Internet access to anyone via your account.
- You may not use or alter anyone else's Internet account.

- You may not break in or attempt to break into another computer network.
- You may not destroy another person's data.
- You may not create or share computer viruses.
- You may not monopolize the resources of the Jessamine County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using system resources for games.
- You may not use MUD (multi-user games) on the Jessamine County network.
- You are not permitted to get from the network any copyrighted material, including software, or any threatening or obscene material.
- Purposefully annoying other Internet users, on or off the Jessamine County network, is prohibited.
- As a user of this community system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties. This notification may be done anonymously.
- No illegal activities may be conducted via the network.
- All communications and information accessible via the network should be assumed to be private property.

Electronic mail/interactive website regulations--- There is an expectation of appropriate behavior while using school network services. All Code of Conduct rules apply. Note that electronic mail is not guaranteed to be private. People who operate the system have access to all email accounts. Messages relating to or in support of illegal activities may be reported to authorities. A number of groups have been set up for ease of sending email to groups. Please remember to follow all email regulations as well as board policies. These include a prohibition on:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computer systems or computer networks.
- Violating copyright laws.
- Trespassing in another's folder, work, or files.
- Intentionally wasting limited resources
- Using the network for commercial purposes.

Violations of policy--- Students will be notified by an administrator after an infraction has occurred. A disciplinary continuum regarding the infraction will be used to determine the consequence. Depending upon the infraction, students may be assigned ISS, lose internet privileges and/or network privileges from the minimum of three months to one year.

No food or drinks are allowed in the technology lab--- Please dispose of or consume these items before entering.

Use of telecommunications/electronic devices--- Personal telecommunications device, as defined by law, means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device, a cellular telephone.

This policy shall also apply to such items as a personal digital assistant, IPOD, MP3 Player, cameras and photographic devices.

During all non-instructional time, personal electronic devices MAY be used in a **responsible** manner. Non-instructional time is defined as before 8:50, after 3:50, during class change, and during lunch in the cafeteria. Use of such devices during these times must not result in, or contribute to, the disruption of the school environment or educational mission.

Devices may not be used to broadcast music. If students are found to be using their device irresponsibly, the device will be confiscated.

During all instructional time, personally owned electronic devices may only be used for **academic purposes** with specific permission from the 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 or heard) will be subject to the consequences that are outlined below. Students who have their device out during a test or quiz are subject to receiving consequences under plagiarism.

Students are responsible for the devices they bring to school. West Jessamine High School and the school district shall not be responsible for loss, theft or destruction of devices brought on to school property.

Students shall not use personal telecommunication or similar electronic devices in a manner that would violate the District's Acceptable Use policy or procedures in the District's Student/Parent Handbook.

- **1st offense:** Confiscation by teacher and turned into office. The teacher writes a detention and contacts the parent/guardian. The device is returned to student at the end of the school day.
- **2nd offense:** Confiscation by teacher and turned into office. The teacher writes a discipline referral. The device is returned to the student at the end of the day. A parent or guardian is to have a conference with an administrator about future violations of the policy and consequences.
- **3rd offense:** The electronic device is confiscated by the teacher and turned into the office. The teacher writes a discipline referral and a consequence is assigned by an administrator. The device is returned to the student or guardian after 3 days (including the day of confiscation).
- **4th offense:** Confiscation by teacher and turned into office. The teacher writes a discipline referral and a consequence is assigned by an administrator. The device is returned to the parent/guardian after 3 days (including the day of confiscation). **The student is no longer allowed to bring an electronic device to school for the remainder of the semester.** If the student continues to bring an electronic device, it will be considered a defiance of authority and addressed by administration. The student may continue to bring an electronic device to school in the following semester, however, a 1st offense in that semester for inappropriate use will go directly to the consequences for a 4th offense.

Failure to turn over an electronic devices to a teacher:

If a teacher attempts to confiscate an electronic device and the student refuses, the teacher should contact an administrator at the earliest convenience. The administrator will remove the student from the class, attempt to confiscate the device, and assign additional consequences as warranted for defiance of authority.

WJHS Student Conduct Regulations

The desired outcomes of West High's Expectations:

1. consistency in enforcement of behavior expectations
2. decrease in office discipline referrals
3. increase in instructional time
4. increase in positive interactions between staff and students
5. increase in school safety/climate

Students will know exactly what is expected of them and exactly what consequences will result based upon students' chosen actions. *Consequences are not punishments. The issue is CHOICE!* Students who behave in a positive manner will be recognized and reinforced in a variety of ways.

All students are expected to comply with the school-wide expectations for behavior. We want all students to work and learn in a comfortable environment with fair and appropriate limitations focused on safety and maximum educational opportunity for every student.

Dress Code---The SBDM council approved the following dress code to encourage academically appropriate attire at WJHS. No clothing with obscene or suggestive words or phrases will be allowed. Words or phrases on clothing may not defame any gender, religion, nationality or age. Clothing may not advertise alcohol, tobacco, drugs, or drug paraphernalia. No drug-related words or phrases are allowed. Additionally, the following items are considered inappropriate:

- Head coverings and sunglasses in classrooms
- Blankets are not to be brought to school (safety and health reasons)
- Accessories that can be used as a weapon (chains, dog collars, spikes)
- Clothing which exposes underwear or body parts, including, but not limited to-- bare midriffs, low rider pants, strapless tops, halter tops, open back shirts, muscle shirts, or basketball jerseys
- Tops must pass the "three finger rule" for width across both shoulders.
- Clothing that creates a classroom distraction and/or promotes or suggests lewd, profane, vulgar, racist or violent themes
- See-through or mesh shirts, tops, dresses, slacks or shorts unless worn over other clothing
- Pants or shorts that are sagging below the waistline
- Pants or shorts that have holes or slits above the lower thigh
- Pajama bottoms/tops and bedroom slippers or house shoes
- Shorts, dresses, and skirts that are immodest and/or shorter in length than the lower thigh (extended fingertips) **Note: Administrative discretion will apply to this rule.**

Individual teachers or staff will ask students to change or cover up objectionable clothing. If this is not possible, parents will be called to bring in appropriate clothing or the student will be sent home to change. If students need to leave school to obtain clothing in compliance with the dress code, they must follow the regular sign-out procedure. Repeated failure to comply with teacher or staff requests will result in a disciplinary referral.

Hall passes--- When a teacher gives permission for a student to use a hall pass. The student should then sign the sign out sheet and receive a lanyard with an attached hall pass from their teacher. Any student found in the hall without a hall pass is subject to disciplinary action. **Students may not be dismissed from class during the first and last 10 minutes. Students who abuse hall pass privileges, are excessively tardy, or other behavior infractions, may be added to a “No Pass” list. These students will require escort from class.**

Inappropriate items at school--- Any item that could potentially cause a disruption of the learning environment is inappropriate for school and these items are subject to confiscation.

Student discipline--- Students who exhibit misconduct are subject to a variety of discipline consequences based on the severity of the offense. It is important to note that discipline policies are in effect during the time students are on campus for instructional or extra-curricular events and at any activity that is related to our school that takes place off campus (athletics, music, field trips, etc.).

Administrators will assign consequences using the following options:

- Warning
- Detention
- Community service
- In-School Suspension (ISS)
- Off-Campus Suspension (OCS)
- Out of School Suspension (OSS)
- Recommendation for PACT program (Positive Alternative Choices for Teens)
- Recommendation for administrative hearing
- Recommendation for expulsion

Warning: At the administrator’s discretion, a warning may be given and will be documented.

Detention: Detention will be held 8:25-8:45. Teachers may assign detentions to students for minor offenses that do not warrant an office discipline referral. Administrators may also assign one or more detentions as a discipline consequence. Students may serve no more than 7 detentions per semester. Any further detention assignments will result in ISS. Failure to report to detention on the date/time assigned will result in the following consequences:

- 1st offense: One block of ISS
- 2nd offense: 1/2 day of ISS
- 3rd offense: 1 days of ISS
- 4th offense: 2 days of ISS
- After the 4th offense: 1 day of OCS (off campus suspension at The Providence School)

Community service: Students will be assigned a period of after school work assignments in conjunction with the school custodial staff. Jobs will range from sweeping or mopping to window cleaning or general trash clean up. Community service will be assigned in conjunction with parents to insure proper transportation home.

In-School suspension: Students placed in ISS will report to room 201 on the day of assignment. **At that time Students will place cell phones and other electronic devices in a secure location.** Students assigned to ISS should bring assignments from each of their classes to complete while in ISS. Students assigned to ISS will eat lunch separately from the rest of the student body. Parents will be

notified of this assignment. If a student is removed from In-School suspension for not following expectations, a parent will be notified to pick up the student and the student will receive OCS.

Off-campus suspension: OCS is an alternative to out of school suspension. Students assigned to OCS should bring assignments from each of their classes to complete while in OCS. Students placed in OCS report to West High and then are transported to the Providence School for the entire school day. Under no circumstances may students drive to OCS. Students will be placed in isolated work areas and will complete assignments under the management of the OCS monitor. Students will return to West High at the end of the school day to catch their bus, ride, or to drive home. Parents will be notified of this assignment.

Out of school suspension: OSS is the most serious level of consequence and will be assigned for major violations, including but not limited to; fighting, aggressive misbehavior towards a school employee, drug or alcohol violations, threatening, bullying, or hazing of any kind. Students with excessive OSS assignments are subject to an administrative hearing or a recommendation for expulsion.

Recommendation for PACT program: PACT is a behavior program which places students in a small classroom setting for an initial 10 day period (or longer as determined by administration) during which behavior goals and strategies are reinforced, and completion of assignments is emphasized. Students are then placed back in the regular classroom with continued behavior monitoring.

Recommendation for administrative hearing: An administrative hearing is convened when a student has reached the limit of tolerable discipline interventions. The administrative hearing will be chaired by a District Office representative and will include:

- the administrator making the recommendation
- the student and his/her parents
- the JCBOE Director of Pupil Personnel
- the Superintendent or designee

Possible outcomes include, but are not limited to, a recommendation for an alternative placement, removal to home services, behavior contracts, or a recommendation that a student be placed before the School Board for expulsion.

Recommendation for expulsion: In serious cases, students may be directly recommended to the School Board for expulsion. Any situation where student or staff safety is put at risk will result in a recommendation from West High that the offending students be expelled. At its discretion, the School Board may expel a student for up to one calendar year.

All administrative decisions are subject to appeal as outlined in the Jessamine Code of Conduct.

WJHS Discipline Policies and Administrative Actions

This section of the handbook lists offenses and guidelines for consequences. Students may be referred to the office by teachers, administrators, or any other West High staff members. Administrators will communicate with the students concerning the referral and students will have the opportunity to:

- admit or deny the charge leveled in the referral.
- tell their side of the story.
- identify and call witnesses to support their position.
- speak to parents by phone.

Administrators will then make decisions and provide consequences. Administrators retain the right to alter consequences outlined in the guidelines based on individual and/or extenuating circumstances.

Academic dishonesty: Including, but not limited to, cheating, copying from another student, or plagiarism (taking the ideas or writings of others and presenting them as if they are your own writing or ideas).

1st Offense: Two days of In-School Suspension (ISS) as well as Principal Designated Discipline

2nd Offense: Four days of In-School Suspension (ISS) as well as Principal Designated Discipline

3rd Offense: Three days Off-Campus Suspension (OCS) as well as Principal Designated Discipline.

Acts of disrespect: Any actions initiated by students which display intentional lack of courteous regard for staff member authority, such as talking back, mocking, making rude, inappropriate comments

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day of OCS

Aggressive misbehavior toward any school employee: Threatening physical contact or actual physical contact of school employees by a student or group of students with the intention of doing bodily harm.

A minimum of 3-5 days of OCS/OSS.

Note: Depending upon the degree of misbehavior, other consequences may include alternative placement, referral for administrative hearing, recommendation for expulsion, and notification of legal authorities.

Arson: Starting or trying to start a fire within the school environment.

OSS for 1 to 10 days will be assigned with the number of days based on severity.

Note: Depending upon the degree, other consequences may include alternative placement, referral for administrative hearing, recommendation for expulsion, and notification of legal authorities.

Bomb threat: Making a threat that a bomb has been placed in or is ready to explode on school property or at a school sponsored activity.

OSS pending alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Cell Phones/Electronic Devices: See Use of Telecommunication/Electronic Devices on pgs 15/16

Defiance of authority: Willfully disobeying a reasonable request of school personnel or school rules.

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day of OCS

Subsequent offenses will result in OSS

**Serious offenses will begin with higher level consequences.*

Note: Depending upon the degree, other consequences may include referral for counseling, alternative placement, referral for administrative hearing, or recommendation for expulsion.

Disorderly behavior: Acting in a manner which is disruptive to the orderly educational procedure of the school or encourages others to be disruptive, such as unusual noise or behavior that inappropriately draws attention from others.

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day of OCS

Excessive tardiness: Consistently arriving to school or to class late (4 or more times per semester).

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day of OCS

Subsequent offenses may result in OSS.

Note: Student drivers may also lose their on-campus parking privileges for a designated period of time.

Extortion: Soliciting of money or something of value from another student, despite the amount, in return for protection or in connection with a threat to inflict harm.

Suspension ranging from 1-10 days will be assigned.

False fire alarm: Falsely alerting the Fire Department to a non-existent fire or falsely activating a school alarm.

Intentionally removing the cover from the system will result in 1 day of OCS.

If the alarm is pulled, the student will be suspended pending an administrative hearing and additional consequences may include alternative placement or recommendation for expulsion, and notification of legal authorities.

Fighting: Mutual participation in a fight involving physical violence.

1st Offense: 1-10 days of OSS

2nd Offense: 5-10 days of OSS and charges filed

OSS days may be reduced if the student agrees to anger management counseling.

Consequences for subsequent offenses may include alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Forgery: Using falsely the name of another person or falsifying documents or correspondence from or to the school.

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day of OCS

Subsequent offenses will result in OSS.

Gambling: Participating in games of chance for the express purpose of exchanging money, property, or favors.

1st Offense: 1 day of ISS

Subsequent offenses will result in 1 day of OCS and a parent conference.

Harassment: Making an offensively coarse utterance, gesture or display; following a person or committing acts which alarm or seriously annoy another person.

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day of OCS

Subsequent offenses will result in OSS.

*Note: *Serious offenses will begin with higher level consequences and may also include referral for counseling, implementation of a “no contact” agreement, alternative placement, referral for administrative hearing, or recommendation for expulsion.*

Huffing or sniffing: Huffing or sniffing or being under the influence of any inhalant or solvent, other than for legitimate medical purposes.

Consequences may include suspension, referral for counseling, alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Larceny (Theft): The unlawful taking, carrying, leading, or riding away of property from the possession of or without the permission of the owner, the possession of stolen property; the selling of school property.

1st Offense: 3 days of ISS

2nd Offense: 2-5 days of OCS

3rd Offense: 3-10 days of OSS

Note: Depending upon the value of the property, consequences may include suspension, referral for counseling, alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Non-compliance of classroom rules: Disobeying a school rule or an individual teacher’s classroom rule.

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day of OCS

Subsequent offenses will result in OSS.

Physical assault: One person or a group physically attacking another person or group.

1st Offense: 5-10 days of OSS

Note: Depending upon the severity of the assault, consequences may also include referral for counseling, implementation of a “no contact” agreement, alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Possession of dangerous instruments: Possessing any threatening instrument or reasonable substitute such as, but not limited to, knives (pocket knife or utility knife), clubs, chains, firecrackers, or box cutters.

1st Offense: Confiscation of item and 1-3 days of OCS

2nd Offense: Confiscation of item and 5-10 days of OSS

Subsequent Offenses: Consequences may include alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Possession of drug paraphernalia: Possession of equipment or items which can be used to smoke, inhale, ingest, inject, store or process drugs, controlled substances, hallucinogenic materials or look-alike items such as, but not limited to, cigarette papers, homemade pipes, syringes, etc., other than for legitimate medical purposes.

1st Offense: Confiscation of item and 1-3 days OCS and referral for counseling

2nd Offense: Confiscation of item and 1-3 days OSS

Subsequent Offenses: Consequences may include referral for administrative hearing and notification of legal authorities.

Possession or use of alcohol/drugs: Using, possessing, being under the influence of, transporting, or storing in one's vehicle or locker any kind of beverage classified as alcoholic or containing any level of alcohol; illegal drugs/and or look-alike substances; controlled or illegal substances; hallucinogenic drugs or materials.

Refer to the intervention for alcohol/drug use as outlined in the Student Code of Conduct.

Possession/use of firearms: Possession of and/or using a handgun, a rifle, a shotgun, or other firearm such as, but not limited to, a starter gun or an explosive, incendiary or poison gas bomb, grenade, rocket, missile, or mine. This includes look-alike items.

Students who bring or possess firearms at school will be expelled for one calendar year and legal authorities will be notified.

Possession or use of tobacco products/E-cigarettes: WJHS is a 24 hour smoke free campus. The use or possession of any tobacco products, **E-Cigarettes**, lighters, or matches is prohibited on school property at all times. Violation of this policy shall constitute reason for disciplinary action.

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day OCS and \$10.00 fee

Subsequent offenses will result in OCS and fee.

Possession or use of weapons other than firearms: Possession of and/or using items such as, but not limited to, BB guns, switch-blades or knives, or brass knuckles (this includes look-alike items). OSS pending alternative placement, referral for administrative hearing, or recommendation for expulsion.

Profanity or Vulgarity: The use of profanity or vulgarity in a physical gesture, verbal, or written manner. (Students must express themselves without the use of obscenities.)

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day of OCS

Subsequent offenses will result OSS.

Note: Profanity or vulgarity directed at peers or adults will result in more serious consequences.

Public display of affection: Physical intimacy, hugging, caressing, kissing, etc. can be viewed as disrespectful and is a distraction. After given a verbal warning, students who continue in this type of behavior will receive the following consequences:

1st Offense: 1 detention

2nd Offense: 1 day of ISS

3rd Offense: 2 days of ISS

4th Offense: 1 days of OCS

Subsequent offenses will result in OSS.

Selling, distributing, or giving to others alcohol, drugs, or look-alike items: *OSS pending alternative placement, referral for administrative hearing, or recommendation for expulsion.*

Sexual harassment: Any unwelcome behavior of a sexual nature that interferes with the life of the targeted individual(s); it is unsolicited and non-reciprocal. It includes use of sexist terms, comments about body parts, sexual advances, electronic distribution or possession of sexual or nude photos, unwanted touching, gestures, taunting, sexual graffiti, and rumors about someone's sexual identity or activity. Student conduct known as "mooning" (pulling down one's own pants) and "pantsing" (pulling down another person's pants) will be treated as sexual harassment.

1st Offense: 2-3 days of ISS

2nd Offense: 2-5 day of OCS

Subsequent offenses will result in OSS.

Note: Serious offenses will begin with higher level consequences and may also include referral for counseling, implementation of a "no contact" agreement, alternative placement, referral for administrative hearing, or recommendation for expulsion.

Skipping class: Willful non-attendance of class(es).

1st Offense: 1 day of ISS

2nd Offense: 1 day of ISS

3rd Offense: 2 days of ISS

4th Offense: 1 day of OCS

Subsequent offenses will result in OSS.

Threat/Intimidation/Bullying: Physically or verbally placing another in fear of bodily harm without displaying a weapon or subjecting the person to actual physical attack. Bullying, in particular, includes actions intended to cause others to feel socially excluded, sexually harassed or frightened. In addition, this also includes any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated. See District Code of Conduct for other specifics.

For any threat/intimidation/bullying offense, suspension will occur.

Note: Depending upon the severity, consequences may include referral for counseling, implementation of a "no contact" agreement, alternative placement, referral for administrative hearing, or recommendation for expulsion.

Unauthorized departure: Leaving the school campus during the school day without prior approval of the principal.

1st Offense: 1 day of ISS

2nd Offense: 2 days of ISS

3rd Offense: 1 day of OCS

Subsequent offenses may result in OSS.

Vandalism: Willful destruction, injury, disfigurement, or defacement of any public or private property without the consent of the owner including, but not limited to, cutting, tearing, breaking, marking, painting, drawing, or covering with filth.

If the student vandalizes in such a way that it will require money or time on the part of someone else to fix the damage, the student must make restitution.

Note: Depending upon the value of the property, consequences may include detention, ISS, suspension, referral for counseling, alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Unauthorized selling: Selling items or services at school or while under authority of school personnel without the authorization of the principal or another appropriate school employee.

1st Offense: Confiscation of items and 1 detention

2nd Offense: Confiscation of items and 1 day of ISS

3rd Offense: Confiscation of items and 2 days of ISS

4th Offense: Confiscation of items and 1 day of OCS

Administrative Staff Responsibilities and Contacts

Subject	Staff	Location/Phone 887-2421
Student discipline Field trips Fundraising requests SBDM agenda items Positions for employment Front office, ext. 150	Brady Thornton, Principal	Front office, ext. 3750
Curriculum, instruction, and assessment. Professional Development	Marci Smith, Curriculum Resource Administrator	Room 124, ext. 3724
Student discipline School pictures Truancy Attendance Special Education Liaison	Daniel Zeitz, Asst. Principal	Front office, ext. 3760
Student discipline Bus referrals School-wide calendar Student Driving permits Graduation Supplies Facilities' Scheduling	Andy McConnell, Asst. Principal	Room 159, ext. 3759
Instructional fees Outstanding debts	Administrative Team	Front Office, ext. 3700

Law enforcement Criminal investigations School safety	Sam Wade, SRO	Front office, ext. 3759
Bus changes Sign-in and sign-outs Locker combinations Student/staff announcements Marquee information	Pattie Elliott, Secretary	Front office, ext. 3700
Free/reduced lunch program School insurance	Vicki Cox, Bookkeeper	Front office, ext. 3764
Medication at school Injuries Other health-related issues	Krystal Walton-Davis, School nurse	Front office, ext. 3736
Attendance issues Truancy concerns Driving eligibility Homebound instruction	Lelia Huffman, Attendance clerk	Front office, ext. 3761
Athletics Eligibility Sports physicals Sports schedules	Mark Miracle, Athletic Director	Room 204, ext. 3604
College admissions process Scholarships and financial aid Career information Schedule change requests Individual learning plans	Missie Heady (A-F) Autumn McMillen (G-N) Emily Earlywine (O-Z)	Guidance office, ext. 3755 Guidance office, ext. 3769 Guidance office, ext. 3756
Peer Mediation Program Anger management group Providence School referrals Commonwealth Diplomas Governor's Scholars Program Governor's School for the Arts State Scholars Program Vocational school programs Asbury Academy	Missie Heady, Counselor	Guidance office, ext. 3755
504 services HOBY Program College & U.S. Military liaison College/Financial Aid Workshop AP Testing ASVAB testing Scholarship Updates Senior Awards Night	Autumn McMillen, Counselor	Guidance office, ext. 3769
NCAA Clearinghouse Gifted & Talented Services Underclassmen Awards Quarterly Guidance Newsletter Guidance website PSAT test/PLAN test	Emily Earlywine, Counselor	Guidance office, ext 3756

ACT test Individual Learning Plans Career Fair		
Midterms and report cards Grade changes Grade point average/class rank Enrolling/Withdrawing Parent/teacher conferences PIN numbers Homework requests College applications	Linda Burton, Secretary	Guidance office, ext. 3768
Student cumulative folders Immunization certificates Transcripts	Brenda Geary, Records clerk	Guidance office, ext. 3757
Community resources School supplies Eye glasses Clothing bank Holiday Central Lost and found	Kelli Canup, FYRSC director. Sharon Mattmiller, Youth Service	FYRSC office
Consultation for testing/POI	Allison Hardin, School Psychologist	Guidance office, ext. 3767
Speech/language services	Alesia Ryan, Speech pathologist	
Web page	Glenda Isaac, Dustin McClain	Technology office, ext. 3776
Student activity cards and ID' E-mail service Technology issues	Glenda Isaac	Technology office, ext. 3776