

# ANDERSON COUNTY HIGH SCHOOL



## STUDENT HANDBOOK

2021-2022

# Student Handbook 2021-2022

Anderson County High School  
One Bearcat Drive  
Lawrenceburg, Kentucky 40342  
(502) 839-5118  
FAX - (502) 839-3486

This handbook belongs to:

Name: \_\_\_\_\_

## Welcome

The Faculty and Staff of Anderson County High School wish to take this opportunity to welcome each of you back to begin what we anticipate will be an exciting, fulfilling, and beneficial year for you. This is your handbook. Read it carefully. It outlines expectations, explains policies, describes school activities and provides answers to many student and parent questions.

We urge each student to become involved in the total school program. We hope that you will actively participate in some sport, club, band, or other extra-curricular activity while in school this year and lend your support to the development of true Bearcat spirit. In whatever you do, strive to make this the most memorable and worthwhile year ever.

**Seniors**, we look to you to provide leadership, spirit, pride, and unity in 2021-2022, as this year will conclude your high school journey and mark your Bearcat legacy.

*The Faculty and Staff of Anderson County High School*

## Administration

Chris Glass.....Principal  
Bridget Wells .....Associate Principal  
Dustin Fore.....Associate Principal  
Josh White.....Associate Principal

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**Mission Statement**

Our mission is to care for all students, to engage them in learning, and to prepare them as responsible, college and career ready citizens.

***“To Care and Prepare”***

**WE, THE ACHS FACULTY AND STAFF, BELIEVE...**

- Student learning is our focus.
- We promote school spirit and make learning enjoyable for students.
- All students are important and we support their individual needs and interests.
- Parents, community, educators, and students share equal responsibility for students’ success.
- As educators, we model and expect student self-reliance and personal responsibility.
- Educators, parents, and students are committed to student growth and life-long learning.
- All students are challenged in rigorous and relevant classrooms with high expectations.
- Our curriculum prepares students to be globally competitive.
- The school as a community is a safe environment for all.
- We promote a mutually respectful atmosphere that values diversity.

**Statement of Non-Discrimination**

NO PUPIL WILL BE DISCRIMINATED AGAINST BECAUSE OF AGE, COLOR, HANDICAP, PARENTAL STATUS, MARITAL STATUS, RACE, NATIONAL ORIGIN, RELIGION, SEX, OR VETERAN STATUS.

**Note: Please refer to the most updated SBDM policies on the Anderson County High School webpage.**

**2021-2022 Anderson County Instructional Calendar**

Opening day for teachers	August 10
First day of school for students	August 11
Labor Day Holiday (school dismissed)	September 6
Professional Development (school dismissed)	September 24
Fall Break (school dismissed)	October 11 – 15
Election Day (school dismissed)	November 2
Thanksgiving Holiday Break (school dismissed)	November 24 – 26
Christmas Holiday Break (school dismissed)	December 20 – December 31
Students return from Christmas Break	January 3
Martin Luther King Day (school dismissed)	January 17
Break Day	*February 18
President's Day (school dismissed)	*February 21
Break Day (school dismissed)	*March 11
Spring Break	April 4 – 8
Break Day	*April 29
Election Day (school dismissed)	May 17
Scheduled Last Day for students	**May 25
Closing day for teachers	**May 26

\*\*Tentative dates – Dependent on Cancellations

**Make up days:**

\*Possible make-up days when school is dismissed for weather, illness, or other emergency. Should a snow day occur one week prior to any of the dates listed above they will be used in order to absorb each snow day.

### **Academic Honesty and Integrity**

The faculty and staff of Anderson County High School believe that integrity and honesty are essential in all student assignments. For this reason, the school has adopted very specific guidelines regarding cheating on any school assignment or evaluation. The guidelines are as follows:

#### *Level I Cheating Offenses:*

- Copying assignments
- Collaboration on test answers

#### Disciplinary Responses: (ALL OF THE FOLLOWING)

- No credit for assignment
- Parent contact by teacher
- Referral filed with administrators and recorded in student's IC record

#### *Level II Cheating or Plagiarism Offenses:*

- A repeat of a Level I offense
- Plagiarism as defined by: 1) *Passing off someone else's work as your own;* 2) *Failure to document paraphrases, quotes, or graphics to original source*

#### Disciplinary Responses: (ALL OF THE FOLLOWING)

- No credit for the assignment
- Referral to principal for disciplinary action
- Parent contact by teacher and principal

#### *Level III Cheating or Plagiarism*

- Theft of academic materials
- Any repeat of Level II offenses

#### Disciplinary Responses: (ALL OF THE FOLLOWING)

- No credit for assignment
- Referral to principal for disciplinary action
- Parent contact by teacher and principal
- Parent conference with teacher and principal

### **Athletic and Social Events Conduct**

Students are expected to display proper conduct at all athletic and social events. Athletic (both home and away) and social events are school functions; therefore, students are held accountable for policies and regulations governing their behavior and subject to the authority of school officials. Any violation of school policy that would warrant disciplinary action in school could certainly apply at athletic and social events. **Students who are placed in ISS for multiple days are not allowed at school activities during their placement. Students suspended out of school are not permitted on Anderson County School property or at school activities during the suspension.**

### **Attendance Policy**

The Anderson County Board of Education and the staff of Anderson County High School believe that every student has the right to a good education and can receive his or her full share of this right only through regular attendance. Consequently, students are expected to attend school regularly as required by law. There is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school or college. It should be emphasized again that students are required by law to be in attendance every day that school is in session unless they have a justifiable excuse for their absence. Schools, as well as parents, are required to account for each and every student absence.

#### *NOTES REQUIRED*

Students returning to school following an absence must report directly to the attendance clerk and turn in a note, or place it in the appropriate note container. Each student absence, including late arrivals and early dismissals, must be for a valid reason to be excused. A note which must include the first and last name, signed by a parent/guardian is to be presented explaining the absence. The note must also provide the date of the day(s) missed as well as the phone number of the parent/guardian. A note must be presented to cover any time a student is absent from school, even if the student was checked in/out during the day by a parent/guardian. An email, to the attendance clerk, from the parent/guardian will also be accepted as a parent note and must include all information listed above. Based upon the information received the absence will be declared excused or unexcused in accordance with Anderson County Board of Education Policy.

#### *EXCUSED ABSENCES*

Absences (maximum of 9 total days per year) due to the reasons listed below will be excused provided a note from the parent/guardian is received within three (3) days of the student's return.

1. Death or severe illness in the pupil's immediate family.
2. Illness of the pupil.
3. Medical and dental appointments.
4. Participation in approved school-related activities.
5. Severe weather conditions or natural disasters.
6. Court appearance.
7. Other valid reasons as determined by a principal and/or The Appeals Committee.

#### *UNEXCUSED ABSENCES*

Up to nine (9) absences per school year will be excused with a parent's note, after that, students are required to present a written statement from a medical professional. **An unexcused absence will result in a grade of zero for their daily class participation grade and any daily work.** A truancy report will be filed with the Director of Pupil Personnel when a student accumulates three (3) unexcused absences. **\*\*See Code of Conduct for more information about truancy.**

#### *HOME-HOSPITAL INSTRUCTION*

In the event that a student expects to be out of school for more than five (5) consecutive days due to illness, hospitalization, surgery, etc.; they may apply to be placed on home/hospitalization instruction. We recommend that the student applies before or as soon as absences begin.

#### *SPECIAL FACTORS*

Parents of chronically ill or handicapped students may provide a doctor's statement in order for these students to receive special consideration. Special consideration may also be considered for death or severe illness in the immediate family, required court appearances and school related activities with prior approval from a principal.

#### **MAKE-UP WORK**

Students with excused absences are required to make up missed class work (assignments, quizzes, tests, etc.). Students are responsible for contacting their teachers concerning make-up work upon their return to school. Make-up work must be completed within three (3) school days unless an extension is granted due to extenuating circumstances. Class work that is not made up receives a grade of zero. Class work missed due to unexcused absences cannot be made up.

#### **NOTIFICATION OF PARENTS**

Parents will be notified by mail when their child accumulated 3 unexcused absences, 3 unexcused tardies, 6 unexcused absences, and 10 excused absences.

#### **TRUANCY**

Truancy is a violation of Kentucky's compulsory attendance law. KRS 159.150 states "Any child who has been absent from school without a valid excuse for three or more days is a truant." A truancy report will be filed with the Director of Pupil Personnel (DPP) when a student accumulates three (3) or more unexcused absences in a school year. Since state law holds the parent/guardian legally responsible for any violation by the child, the DPP will then make contact with the parents. If the problem is resolved, no legal action is taken. If the DPP is unable to resolve the truancy problem, he is obligated by law to pursue litigation.

#### **NO PASS-NO DRIVE**

In accordance with state law, KRS 159.051, students who accumulate nine (9) unexcused absences (INCLUDING SUSPENSION DAYS) during a semester lose their privilege to obtain or hold a driver's license.

#### **DRIVING PRIVILEGES**

Students who accumulate six unexcused absences (**including suspension days**) for the academic year may lose their parking privileges for the remainder of the year.

#### **EDUCATIONAL FIELD TRIPS**

The Educational Field Trip forms (EHO) need to have documentation along with the completed form. Documentation examples are a copy of reservations of hotel, airplane ticket, made in advance receipts of something done while absent that are educational. Documentation can be turned in upon returning the first day back to school, but the EHO form has to be turned in before leaving. It will not be approved until all documentation has been turned in. If documentation is not turned in, the form may be used as a parent note (if a student has parent notes remaining for the year).

The completed EHO form needs to be turned in at least one week before the first day of the time away from school. This must be done so the principal has time to review and approve the absence. The completed form and documentation must be turned into the main office and given to the attendance clerk for verification (Mrs. Sherry Diaz).

KRS Law requires pre-approval for each EHO and it will not be approved after the event has taken place.

The state allows up to ten days per school year to be used with an EHO. However, only five days can be used at one time.

#### **PARENT PORTAL**

Guardians are encouraged to access the Infinite Campus Parent Portal to track student grades and attendance. Contact Travis Harley at the Board Office to gain access.

Attendance Notes/Questions: [Sherry.Diaz@anderson.kyschools.us](mailto:Sherry.Diaz@anderson.kyschools.us)

#### **Attendance Programs**

Cases of habitual truancy involving students in middle and high school are referred to the Court Designated Worker (CDW) as part of the Truancy Diversion Program (TDP). This program is designed to keep these issues out of court if at all possible. TDP involves several steps:

1. When students reach the level of 3 unexcused absences and/or tardies, parents and students are notified by letter from the CDW of a pre-complaint meeting to be held at the school to discuss school attendance. Parents are not obligated to attend but it is highly encouraged so that everyone is completely aware of the current circumstances and possible consequences that may result from continued unexcused events.
2. The meeting includes information shared by the DPP and CDW describing what steps will be taken should the student reach six unexcused absences/tardies.
3. If students reach six unexcused the DPP will make a home visit and then, based on his/her findings, may file a complaint with the CDW.
4. The CDW will then contact the parents to schedule a meeting, complete a battery of questions, and may assign the student to a diversion for six months.
5. A failed diversion may result in assignment to the FAIR team (family accountability, intervention, and response team) for further assistance.
6. Cases where the FAIR team is unsuccessful in correcting issues are forwarded to family court.

Charges of Educational Neglect may also be considered.

#### **Bullying/Hazing**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

#### **ACTIONS NOT TOLERATED**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

#### **BULLYING DEFINED**

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

#### **REPORTS**

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

#### **OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

#### **Bus Lane Information**

The semi-circle drive in front of the high school is a lane **only for the use of buses**. Student drop-off and pick-up is limited to the drive in front of the East Wing. This plan provides safety and facilitates bus traffic. Visitors shall park in the vacant spaces in front of the east wing building. **Please do not park in the fire lanes or bus lanes in front of the buildings at any time.**

#### **Bus Regulations**

The right of all pupils to ride in the conveyance is conditioned on their good behavior and observance of the following bus rules and regulations. Any pupil who violates any of these will be reported to the Principal.

1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver respectfully and promptly.
2. Pupils shall obey and respect the orders of monitors or patrols on duty
3. Pupils shall occupy the space designated for them by the driver.
4. Pupils shall be on time; the bus cannot wait for those who are not on time.
5. Pupils shall observe the following:
  - a. Never stand in the road while waiting for the bus.
  - b. Clean their feet before entering the bus.
  - c. Avoid spitting on the floor of the bus. Anyone doing this should be reported to the principal.
  - d. Do not throw waste paper or other rubbish on the floor of the bus.
  - e. Do not mar or otherwise deface the bus.
  - f. Do not throw objects out of the windows.
  - g. Avoid unnecessary conversation with the driver.
  - h. Abstain from the use of tobacco or profane or indecent language.
  - i. At all times keep arms and head inside the bus windows.
  - j. Get on or off the bus or change seats only when it is not in motion.
  - k. Do not leave the bus without the driver's consent, except at home or school.
  - l. Respect persons whom they pass on the route.
  - m. Report to the driver at once any damage to the bus.
  - n. Check with driver on loading and unloading for proper procedures.
  - o. Electronic devices may be used at the driver's discretion
  - p. Food, candy, gum, and drinks are prohibited on the bus.
6. Pupil's school bus responsibilities:
  - a. Pupils shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus and opened the entrance door, and signaled the pupils to enter the bus.
  - b. When pupils must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver.
  - c. For safety reasons, when pupils are required to cross the roadway when entering the school bus or leaving the school bus, these roadway crossings shall be made in front of the bus. The pupils shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that the bus driver may see them.
  - d. When pupils enter the bus, they shall proceed promptly to their assigned seat.
  - e. Pupils shall remain seated until the bus has come to a complete stop before leaving their bus seats to get off the bus.
  - f. For safety reasons, pupils shall not extend their arms, legs, or heads out of the bus windows while the bus is in motion.
  - g. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver to do so.
  - h. Once the pupil has boarded a bus, they may not get back off until their designated stop.
  - i. A bus pass must be issued for a student to get off at any stop other than their own.
  - j. Cell phones are not to be turned on unless there is an emergency or crisis situation on the school bus.

#### **Cafeteria**

Breakfast items and a lunch will be served each school day. Students may either purchase their lunch at school or bring their lunch from home. Outside food and drink should not be dropped off for students. Students may deposit money in a personal electronic account in the cafeteria. Clubs or classes cannot sell items such as candy, cookies, ice cream, milk shakes and cokes during the school day. (Board of Education policy)

#### **Co-Curricular Activities**

In addition to the students' experiences in the classroom, ACHS has offered the following co-curricular activities to students to broaden their education (this list is not exhaustive and may change from year to year):

*Academic Teams* - Commonwealth Academic League (CAL)

*Athletic Teams* – Archery, Baseball, Boys' Basketball, Girls' Basketball, Bass Fishing, Cheerleading, Cross-Country, Dance, Football, Boys' Golf, Girls' Golf, Boys' Soccer, Girls' Soccer, Softball, Swim, Boys' Tennis, Girls' Tennis, Track, Wrestling, and Volleyball

*Clubs & Organizations* – Act Cats, Art, Astronomy, Beta, Book, Cat Paws, Chess, Chorus, Disc Golf, F.B.L.A., FCA, FCCLA, FFA, Fire Cadet, Gifted and Talented Clubs, Green, H.O.S.A., Humane Teen, International (KUNA/KYA), Key, Lacrosse, National Honor Society, PAC, PAWSS, Pride, Robotics, SkillsUSA, SOS, Spanish Honor Society, Stimulating Ink, Student Council, Student Nutrition, and Student Technology Leadership Program

**College and Career Readiness – Transition Readiness/Senior Assessment Policy**

All Anderson County High School seniors are expected to be transition ready when they graduate. As part of the ACHS Transition Readiness plan, seniors must have met the academic or career readiness measures as outlined by the state and earned an apprentice level or above on all of their junior year accountability testing (no NOVICE scores) to be enrolled and participate in three specialized senior programs: office aide, independent study, and work-based learning/co-op.

Accountability testing includes college entrance exams, On-Demand and/or any state end-of-course or content-specific assessments.

1. Before each semester begins, the Assistant Principal for Curriculum and counselors will check test scores for all office aides, independent study students, and work-based learning students to determine if they meet the policy requirements.
2. If scores are not available at the beginning of the semester, then within ten working days of the receipt of the scores, the Principal or designee shall notify the parent of the necessary schedule change.
3. Students who become transition ready throughout their senior year will be considered for these positions as space becomes available.

**College Visits**

Seniors are eligible to take two college days during their senior year to assist them in making an informed decision about higher education opportunities. Seniors must meet the following criteria in order for the two days to be approved: 3.0 or better GPA, currently on the college track, have taken the ACT or SAT, pre-approval by the principal and a counselor, and return with written verification from the University for attendance. Students who meet ACT college readiness benchmarks will be granted an additional day for a college or career visit.

**Commencement Program**

A commencement program is provided by ACHS in the spring in honor of the graduating seniors. **Only those seniors who have fulfilled the requirements for graduation set forth by the State Department of Education, the Anderson County Board of Education, and ACHS are allowed to take part in this program.** Participation in graduation ceremony is a privilege for ACHS students.

**Courses of Study**

All ACHS students must complete 26 credits to be eligible for graduation. Students who fail a required course must repeat the course. Students must be responsible for seeing that they are enrolled in the courses required for graduation. ACHS offers five courses of study (see chart below).

General Education	Pre-College	Career Technical Certificate	Kentucky Scholars Certificate	Advanced Kentucky Scholars Certificate
English (4 credits)	English (4 credits)	English (4 credits)	English (4 credits)	English (4 credits)
Mathematics (4 credits)	Mathematics (4 credits)	Mathematics (4 credits)	Mathematics (4 credits)	Mathematics (4 credits)
Science (3 credits)	Science (3 credits)	Science (3 credits)	Science (4 credits)	Science (4 credits)
Social Studies (3 credits)	Social Studies (3 credits)	Social Studies (3 credits)	Social Studies (4 credits)	Social Studies (4 credits)
Health & P. E. (1 credit)	Health & P.E. (1 credit)	Health & P.E. (1 credit)	Health & P.E. (1 credit)	Health & P.E. (1 credit)
Humanities (1 credit)	Humanities (1 credits)	Humanities (1 credits)	Humanities (1 credit)	Humanities (1 credit)
	Foreign Language (2 credits)	Career Technical Education (4 credits in same pathway)	Foreign Language (2 credits)	Foreign Language (2 credits)
Electives (10 credits)	Electives (8 credits)	Electives (6 credits)	Electives (6 credits)	Electives (6 credits)
				4 AP courses: AP English, AP Science or Math, 2 AP Electives
			No Grade below a "C" will be accepted as credit for these certificates. Minimum GPA: 2.5	
<i>Digital &amp; Financial Literacy (ILP completion &amp; FL course), Essential Workplace Skills - (1 credit of CTE), &amp; Civics test pass (60% or higher)</i>				

**Crisis/Emergency Plans**

Students will be trained in ACHS crisis and emergency plans annually. Crisis and emergency drills, including fire and tornado drills, will be held regularly. Students who do not cooperate during training or drills will be subject to appropriate disciplinary consequences, including suspension and expulsion. **During a crisis or evacuation, only a student’s parent or legal guardian, as listed in school records, may check out a student.**

**Dances**

Attendance at any school dance is limited to ACHS students and approved guests only. Guests may be 9<sup>th</sup> grade up to age 20. No students below high school grade levels (8<sup>th</sup> and under) or 21 or older will be permitted. A guest form must be completed and guest approved by administration prior to their attendance. Any denial of guests is at the discretion of the administration and may not be appealed.

**Daily Schedule**

ACHS is on a semester schedule. Students will have 6 classes/periods each day that last approximately 60 minutes each. Lunch will be during 4<sup>th</sup> period each day. This is subject to change based on needs.

**Detention Hall/Lunch Detention**

Detention Hall is used as a disciplinary measure for students who exhibit inappropriate school behavior. It is held on Tuesdays and Fridays from 3:20 to 4:20 p.m. Students are expected to arrive on time, bring study materials, and furnish their own transportation home. In addition to the regular school detention hall, teachers may keep students after school/class in their classrooms for inappropriate behavior. Students will be informed of this at least one day in advance if they are to stay after school. Any student who fails to stay after school for a teacher without being excused by that teacher will be referred to a principal for further disciplinary action.

Lunch detention is held during a student’s lunch wave. As soon as the bell rings for a student’s lunch wave, they will report directly to the supervising administrator in Cafeteria A for an assigned lunch detention. Students will be permitted to eat lunch during this time, but no talking, sleeping or electronic devices will be allowed. Students will eat in Cafeteria A in a designated location. Failure to attend an assigned lunch detention may result in additional consequences.



### **Dispensing Medications**

Medications shall be dispensed to ACHS students from a central location. The principal/school nurse, after consulting with the District Health Coordinator, shall determine the staff member responsible. District training shall be provided for those designees who administer medication. All students shall have a medical release form on file signed by parent or legal guardian granting permission to dispense medication and therefore relieving the ACHS/designee from liability. All medications shall be under lock and key at all times and shall be in the original prescription container. The designee shall observe the student taking the medication. If the student refuses to take the medication the school nurse or designated person shall attempt to notify the parent.

### **Dress Code**

In the interest of promoting a safe, united and orderly learning environment, students are to adhere to the following as it pertains to their daily appearance.

All students are expected to adhere to common practices of modesty, cleanliness, and neatness and to dress in such a manner as to contribute to the academic atmosphere. Any clothing, object, or writing on clothing that refers to alcohol, tobacco, drugs, gangs, sexual innuendos, foul language, or is otherwise disruptive to the educational process is prohibited.

#### 1. Pants

- Be composed of non-transparent material
- Must cover underwear and backside at all times regardless of movement.

#### 2. Shorts/Skirts/Skorts, etc.

All shorts and skirts must:

- Be composed of non-transparent material
- No spandex/compression shorts are permitted
- Cover underwear and backside during all bodily movement

#### 3. All shirts must meet the following criteria:

- Must be non-transparent and cover the midriff and have an appropriate neckline when standing in a normal upright position and when participating in normal activity.
- Upper garment must be made of non-transparent material on the shoulder wider than a spaghetti strap and must have fabric from the armpit to the waistband.

#### 4. Footwear:

- Footwear must be worn at all times

#### 5. Accessories:

- No dangerous jewelry such as dog collars, wallet chains, belt chains, spike jewelry, etc. are permitted.
- No sunglasses may be worn before 3:10pm, this includes on top of the head.
- Head coverings such as hats, caps, scarves, bandanas, head warmers, sweatbands, and doo-rags may be worn by students prior to school and in between class changes. Individual classroom rules are at the discretion of the classroom teacher and must be followed by students.

#### Enforcement:

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

### **Driving/Parking Privileges**

1. All students with a valid driver's license have the privilege to operate vehicles on school property, but are subject to ACHS regulations. The yearly student fee covers the cost of the parking permit; students must complete the proper vehicle registration and display appropriate parking permit at all times.
2. Students must park in their designated student parking lot (Lots A or C), but may not park vehicles in designated faculty/staff parking spots or on Lots B and D. Failure to park properly may result in disciplinary action.
3. Any student who loses parking privileges will not be allowed to drive/and or park on school property. Violators will be towed at the owner's expense.
4. Vehicle speed should not exceed 15 mph (this is a state law).
5. Any student reported to the office for speeding, driving in a reckless or careless manner, or infraction of other established policies is subject to suspension and/or loss of driving privileges temporarily or for the remainder of the school year.
6. Students must immediately leave their vehicles and enter the building upon arrival.
7. Once students drive their vehicles onto school property, they are at school. They cannot leave without permission of an administrator (this includes early morning arrival). Students who ignore this regulation will be subject to suspension; in addition, students may lose driving privileges.
8. If students must return to their car for a valid reason during the school day, they must first obtain permission from an administrator.
9. Students who drive vehicles to school and park them on school property, do so with the understanding that a search of the vehicle can be made by Anderson County administration at any time.
10. Students driving vehicles on campus must at all times give school buses the right of way.
11. Driving through the grass is considered reckless driving and destruction of school property, resulting in suspension and/or loss of driving privileges.
12. Smoking in the student parking lot either before or after school is prohibited.
13. Students exiting on to Broadway or 127 are required to make a right turn.

### **Driver's Testing Procedures**

Those students who need to take a permit examination or road test may do so. They must have a call from their parents or guardian granting permission to leave school for this purpose. All tests are given on Wednesday. No student will be allowed to drive another student to take these examinations. Students can be excused from class work to take the driver's test only if they report to school before and/or after the test is given. Students will be allowed to take permit examinations in accordance with the laws passed by the 1990 State Legislature.

### **Electronic Devices**

Personal Telecommunication/Electronic Devices: Personal telecommunications devices are devices that emit an audible signal, vibrate, display a message, or otherwise summon or deliver a communication to the possessor, including, but not limited to, a paging device, a cellular telephone, personal digital assistant, and a MP3 player with /without phone capabilities. While on school property during the instructional day, students shall be permitted to possess personal communication devices/electronic devices given the following guidelines:

1. Devices may be used before and after school, during pass times throughout the school day, and during lunch in the cafeteria.
2. Use during instructional periods is limited to classrooms for instructional purposes at the discretion of teachers. Students shall not have devices out in the hallway during instructional periods. Devices shall be stored in designated classroom locations during instructional time.
3. Students in violation of this policy shall be subject to disciplinary action. Additionally, the personal telecommunication device may be confiscated and only returned to the student's parent/guardian according to administrative procedures. Any cell phone left after June 30<sup>th</sup> will be donated to charity.
4. Confiscated telecommunication devices must be handed over with the device's battery and SIM card intact. Failure to hand over telecommunication devices will constitute defiance of authority.
5. Anderson County High School faculty and staff are not responsible for personal telecommunication and/or electronic devices brought to school. Students and parents assume all liability for these items if lost, stolen, or damaged on campus.

### **End of Course Exam Policy**

1. All teachers are required to give a cumulative end of course assessment for each course taught.
2. All courses of the same level and name must have common review guides given at least one week prior to the scheduled exam.
3. All courses of the same level and name must have end of course exams in the same format made from a common bank of possible multiple choice/constructed response questions.
4. Every teacher shall give a copy of each course's assessment and corresponding review guide to the principal.
5. The exam shall count 20% of the semester grade.
6. The exam grades shall be entered in the state computer information system in a specific exam column.
7. The principals shall create an exam schedule for each semester. This schedule shall be distributed to teachers. Final exams must follow the stated schedule unless prior permission is granted through principal/designee.

### **Extra-Curricular Attendance Policy (Applies only to student-athletes)**

Any student wishing to participate in any extra school curricular or co-curricular activity must attend school all day. Failure to attend a full day shall result in the student being disqualified from any practice, contest, or activity for the day. The Athletic Director or Athletic Director's Secretary must approve any athletic exception to the policy. Possible exceptions would be funerals, doctor's/dentist's appointments, or court appearances. All athletes are entitled to one FREE tardy per season and one FREE tardy per post season. Any tardy thereafter will disqualify the athlete from practicing/playing sports that day.

It is the responsibility of the coach or sponsor to make sure his/her team or group is in compliance with the attendance policy and daily eligibility list. If a student who has been disqualified attempts to attend a practice, contest, or activity, the coach/sponsor must contact the parent/guardian. If the parent/guardian cannot be reached, the student must stay under the supervision of the coach/sponsor until the end of the event.

### **Family Education Rights and Privacy Act – refer to AC Schools Code of Conduct**

#### **Final Exam Exemptions**

Final Exam Exemptions will be earned for students who meet the following criteria:

- a. Meeting proficient or higher in K-PREP On-Demand scores during 11<sup>th</sup> grade assessment previous year.
- b. Meeting proficient or higher in K-PREP End-of-Course or content-specific accountability assessments during previous year.
- c. Meeting Council on Post-Secondary Education benchmarks on the ACT by subject areas for any ACT administration.
  - a. 18 – English
  - b. 19-Math
  - c. 20- Reading
  - d. 21- Science
- d. Meeting one of the Academic Readiness indicators outlined in student expectations for Transition Readiness.
- e. Meeting one of the Career Readiness indicators outlined in student expectation for Transition Readiness.

#### **FINAL EXAM EXEMPTION GUIDELINES:**

- Faculty members shall administer quality final exams worth 20% of the final grade to students who do not qualify for an exemption.
- Students must be passing the course with a C or higher in order to use the exemption.
- If lost, no exemption will be re-issued.
- Any student wishing to use an exemption must submit the exemption to the teacher before the exam on the day of the test.
- Exemptions will only be given for ACHS results, excluding the ACT college readiness exemptions.
- Exemptions may not be used for dual credit classes.

#### **Grading Periods and Report Cards**

Each school year contains four nine-week grading periods. Report cards are issued at the end of each semester. Progress reports are also sent home at nine weeks for each semester.

#### **Grading Policy**

The SBDM council has adopted the following grading scale for all ACHS classes.

A – 90 – 100%    B – 80 – 89%    C – 70 – 79%    D – 65 – 69%    F – 64% and below

#### *Advanced Placement Grading Scale*

A – 85 – 100%    B – 75 – 84%    C – 65 – 74%    F – 64% and below

An incomplete grade may be carried for two weeks only. It then must be changed to a passing or failing grade. Additional time will be granted by the principal only if unusual circumstances justify doing so.

**Graduation Honors Policy**

ACHS will recognize honors students at graduation, using the following distinction:  
4.0 and above – Summa Cum Laude, 3.75 – 3.99 – Magna Cum Laude, 3.5 – 3.74 – Cum Laude

All honors graduates will wear a red and blue honors cord during the graduation ceremony.

Rather than having a Valedictorian and Salutatorian, ACHS will recognize the top ten percent of its senior class as “Distinguished Bearcats.” These students will wear a special mortarboard, lead the graduation procession, and elect a student speaker from this group to provide a senior address at the graduation ceremony.

**Graduation Requirements (also refer to Board of Education Policy)**

Students must complete the following minimum number of credits and all other state and local requirements in order to graduate from high school in the district. **Beginning with the Class of 2022**, the following credits must be obtained:

Course Area	Credits	Courses: (A & B = Year-long = 1 credit) (PBS = Performance-Based Semester = 1 credit) (CUS = Carnegie Unit Semester = .5 credit)
English - every year	4	English I A & B English II A & B English III A & B English IV (PBS)
Math - every year	4	Algebra I A & B <b>OR</b> Accelerated A & B course Geometry <b>OR</b> Accelerated A & B course Algebra II A & B <b>OR</b> Technical Mathematics A & B <b>OR</b> Accelerated A & B course Personal Finance PBS <b>OR</b> Intro to College Math PB Semester <b>OR</b> Accelerated A & B course
Science	3	Physical Science (CUS) + Integrated Science (CUS) Chemistry A & B Biology A & B
Social Studies	3	Integrated World Studies A & B Government (CUS) US History A & B Economics (CUS)
Arts & Humanities	1	Humanities (PBS) <b>OR</b> Any performance-based Art, Music, or Drama semester class.
Health/PE	1	Wellness (PBS)
Career & Technical Education	1	1 course to explore a CTE pathway
Electives	9	Varies depending on course selection and diploma track.
Digital & Financial Literacy		Completion of ILP; completion of course including Financial Literacy standards (Money Skills <b>OR</b> Personal Finance)
Civics Test	10-12	Passing score of 60% or higher
<b>26 TOTAL CREDITS</b>		

- Students who plan to enter college should follow the advanced course of study
- Fractional credit may be granted for full-year courses
- Students shall complete an individual learning plan that incorporates emphasis on college/career development every year of high school.
- The high school student handbook will include complete details concerning specific graduation requirements.

**Other Provisions**

- The board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.
- High school diplomas shall be awarded to students with disabilities in compliance with Kentucky Administrative Regulation.

**Technology Competency**

- In order to graduate, students must demonstrate performance competency in technology.

**Performance-Based Credits - See Performance Based Policy**

- The district shall accept performance-based credits toward graduation in addition to traditional Carnegie units. ACHS semester long courses are less than 120 seat hours, this is the amount of time required for 1 Carnegie credit. ( 704 KAR 3:305) Semester long classes will be either 1 performance-based credit or a half-credit Carnegie unit. Performance-based credits will only be accepted by the Board if previously approved by the SBDM Council to determine the appropriateness of the content and courses for performance-based credit. SBDM Councils may choose to allow performance-based credits for only some content areas and not others.

### **Early Graduation Requirements (704 KAR 3:305 Section 1)**

- Early graduation means meeting the competency-based criteria outlined in administrative regulation and doing so in three or less years.
  - Students shall complete all facets of state application, be recommended by school, and be approved by the Board of Education by October 1st of junior year in order to qualify for early graduation.
- Early graduation certificate means a certificate, awarded by the district and signed by the principal and superintendent, that shall make the recipient eligible for a scholarship award equal to one-half of the state portion of the average statewide per pupil guaranteed base funding level, to be used at a Kentucky public two year community and technical college or a Kentucky four year public or non-profit independent institution accredited by the Southern Association of Colleges and Schools.

### **Hall Plan: Student Responsibilities**

1. Abide by tardy rules: a tardy means a student is not in the room by the time the bell stops ringing.
2. Be respectful when questioned in the hallway by any faculty or staff member.
3. Stay to the right in the halls and staircases.
4. Carry proper hall pass and sign out in classroom per school procedures.
5. Report to cafeteria promptly.
6. Office aides must wear proper ID badges; they must also have a pass to go to lockers or restrooms.
7. Co-op students must sign-out in the east wing office and leave building through the east wing front door during assigned work time.
8. Use school appropriate language; no profanity in halls.
9. No public displays of affection in halls.
10. Follow 10/10 rule: Students are not allowed to leave the classroom the first 10 minutes and last 10 minutes of each class period.
11. No blankets are to be carried in the halls.
12. Masks should be worn while in the hallways and common areas in accordance with public health guidance.

### **Hall Restrictions**

1. Bus riders will enter the school through the main entrance and drivers through the band lobby doors. Until 7:45 a.m. these students will be permitted in Cafeteria A and Gym A. Students will not be permitted in any classroom hallways during this time.
2. Drop-offs will enter through the East Wing main doors and go to Gym C in the East Wing. Students will not be permitted in either corridor of the East Wing.
3. Students shall keep the lobby stairs free and open at all times. Sitting on the stairs is not permitted.
4. During class change, the lower lobby, from Stairwell C to room 140 is designated as a no loitering zone. Students are not permitted to stand or gather in this area.

### **Harassment/Discrimination (Board of Education Policy)**

#### **DEFINITION**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

#### **PROHIBITION**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

#### **DISCIPLINARY ACTION**

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

#### **GUIDELINES**

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow upon receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, as soon as circumstances allow upon submission of the written investigative report, methods to correct and prevent recurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:

- written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
- such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

#### NOTIFICATIONS

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.<sup>1</sup>

#### PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

#### CONFIDENTIALITY

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

#### APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

#### RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

#### False Complaints

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

#### OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

#### **In-School Suspension Room**

The in-school suspension room (ISS) is provided for students who have evidenced inappropriate behavior in the school system. It is designed to reduce out-of-school suspensions while providing corrective disciplinary action. Students are responsible for completing their class assignments while in ISS. Students must abide by the rules of the program; failure to do so will result in more severe consequences or another day in ISS. Students assigned to multiple days of ISS may not participate in evening/extra curricular activities for the duration of their assigned time.

### **Instructional Materials**

Most textbooks are issued to students through the Media Center. Some classes only have class sets for textbooks. In those classes, students may check out a textbook with their teacher, if needed for classwork purposes; those textbooks will need to be returned the next day. Additionally, students will be issued a Chrome Book as an instructional tool. Students are expected to properly maintain and return assigned instructional materials in appropriate condition. Students are required to pay for any lost/damaged books or instructional materials.

### **Leaving the School Campus**

Upon arrival to the school campus in the morning students are not to leave the campus without first securing permission to do so from the principal or associate principal. Leaving campus without permission will result in consequences. Boarding a school bus constitutes being at school. Leaving the school bus without permission of school officials is considered leaving school grounds without permission. Driving an automobile onto campus constitutes being at school. Students leaving school with permission of the principal must sign out in the office and upon returning to school must also sign in. Failing to sign out or sign in will result in disciplinary consequences.

Upon arrival at school, students are the responsibility of ACHS and the Board of Education. Therefore, the following Anderson County Board of Education Dismissal Policy must be followed:

1. Any student who has a legitimate reason for early dismissal such as sickness must obtain permission from principal or designated office personnel.
2. The person picking the student up **must** report to the office.
3. Students are not to be dismissed from school unless written approval is obtained from a parent or legal guardian.
4. Students who become ill and cannot contact their parents will be allowed to stay in the nurse's station under supervision or taken to a doctor by school personnel if necessary. (This is for the safety of the student as well as the welfare of the parents).
5. Categories for excused early dismissal are the same as those for excused absences. Students leaving early must sign out in the office **after** obtaining permission from principal or designated office personnel. Students who leave without permission from the principal's office are subject to disciplinary consequences. Students who leave with permission from the principal, yet fail to sign out, may be assigned disciplinary consequences.
6. Students who are emancipated may sign for their own dismissal.

### **Lockers**

Each student is provided a locker and required to purchase a new or used combination lock through the guidance office. Locks other than those purchased at ACHS will be removed. In the interest of safety, students should never reveal a lock combination to anyone. Students may keep and use the same lock each year. Each student is responsible for his or her locker and should keep it locked at all times. Lockers should be kept clean and orderly and should not be shared. If a locker fails to work properly, this problem should be reported to the guidance office at once so that repairs can be made. At the end of the school year, all lockers will be emptied and checked for damage; students are required to pay for damages to their lockers. School lockers are the property of ACHS and the Anderson County Board of Education. **Certified school personnel may inspect/search lockers at any time.**

### **Loss of Prom/Dance and Field Trips Policy (Loss of Privileges – LOP)**

The ACHS staff and SBDM Council want to reward improvement in the areas of behavior and attendance. For that reason, the council has adopted the following process for loss of privilege to attend prom/dances and field trips.

A student will lose their privilege to attend prom/dances and field trips if they violate any of the following:

- 6 or more days of ISS
- 6 or more unexcused absences
- 6 or more unexcused tardies (to school in the morning)
- Any out of school suspension

### **Media Center Regulations**

The ACHS Media Center contains books, magazines, computers, audio-visual equipment and other types of technology and printed material. Students are expected to treat all materials with respect and care. The Media Center is a research facility and project based learning environment. Students must be considerate of others and maintain a good working environment. **No food or drinks are allowed in the Media Center** for obvious reasons. Those who abuse the facility, its materials and staff, including student aides, will be asked to leave, and disciplinary actions may be taken. Most books can be checked out for a period of two weeks with the option to renew; fines for overdue materials are ten-cents per day. Lost or damaged materials must be paid for at the price of replacement.

### **Off Limit Areas**

Certain areas of the school are off limits to students during various times of the school day. Students should observe the following off-limit areas:

1. Gym B and halls/lobby areas before 7:45 a.m. and all gyms during lunch
2. Any restroom during class unless student has designated hall pass
3. All empty, unsupervised rooms during the school day, including computer labs
4. Roof and boiler rooms at all times
5. Outside the building during school day
6. Renovation and construction areas
7. Other areas as designated by administration

Students found in these off-limit areas without permission are subject to disciplinary consequences.

### **Outside Food and Drink**

Outside food and drinks will not disrupt the school day. Therefore, parents and students will not be permitted to drop off or bring in food and/or beverages for students.

### **Profanity**

Students using vulgar, obscene, profane, or inappropriate language or gestures will be subject to disciplinary consequence. All students shall use appropriate, respectful language and behaviors at all times.

### **Promotion and Classification Requirements**

Students who fail a required course must repeat the course. Students must be responsible for seeing that they are enrolled in the courses required for graduation. Only those students in their fifth year of high school are eligible for half-day membership at ACHS. These students should notify the principal before the start of their fifth year if they wish to attend only a half-day.

### Public Displays of Affection

Inappropriate physical affection is prohibited at ACHS and subject to disciplinary action. PDA is defined as kissing and prolonged body contact. Students are expected to demonstrate appropriate and respectful behaviors at all times.

### Release of Records and Information

Until the age of 18, parents and guardians retain all rights to a student's records and information. Once a student turns 18, those rights pass to the student themselves. If an 18 yr. old student wishes for parent/guardian(s) to have continued access to this information, a form must be completed by both the student and parent/guardian. This form is available in the ACHS office. **Parents/guardians are responsible for updating all student info as needed.**

### Saturday School

This detention will begin promptly at 8:00 a.m. at the school each Saturday morning and last until 11:00 a.m. No one will be admitted to Saturday School after 8:00 a.m. Parents are responsible for transportation to and from the detention meeting place. The student must bring his/her schoolwork to detention and be on task the entire assigned time. Failure to serve the detention may result in the student being suspended from school for a period of one to five days. *There will be no Saturday School if school is not in session on Friday.* In the event of hazardous weather conditions, parents should use their best judgment in having student attend Saturday School. If a student is unable to attend because of legitimate hazardous conditions, the parent should notify the administration on the next school day.

### Schedule Change Policy

Once students have developed a schedule or have chosen appropriate classes through the scheduling process, there will be NO schedule changes except for the following reasons: a student failed a class and needs to repeat that class; a class is missing but necessary for graduation (seniors only), a student is currently scheduled for a class for which credit was previously received. Once school has begun, the only schedule change that will be considered will be counselor or administrator initiated after teacher consultation.

### School Song

*When the Anderson Bearcats fall in line,  
We're gonna win this game another time!  
For the dear old school we love so well;  
For the red, blue, white, we'll yell and yell and yell!*

*We're gonna fight, fight, fight for every score!  
We're gonna circle 'round and win some more!  
We're gonna knock those Rockets off the floor!  
Out the door!  
Rah! Rah! Rah!*

*B-E-A-T Bearcats, beat 'em!*

### Search and Seizure (also refer to Board of Education Policy)

Certified school personnel reserve the right to conduct searches of a pupil's person, personal effects, locker and vehicle.

### Student Fee

When approved by the Board of Education, ACHS students will be required to pay a student fee. The student fee will include access to instructional materials, a student issued Chrome book, entrance in to all regular season home athletic events, student parking pass, and a homecoming dance ticket. Students who are approved for reduced lunch will pay an approved reduced amount and students approved for free lunch will have the fee waived. F/R lunch forms will be distributed to all students on the first day of school.

### Student Services

Our student services department consists of three guidance counselors, a school psychologist, and Youth Service Center Coordinator. The Student Services Center is located in the East Wing, and the Youth Services Center is located in the Main Building. Student Services personnel serve as a resource to students, parents, faculty, and staff. Office hours are from 7:45 a.m. to 3:30 p.m. on school days.

### Suspension and Expulsion from School

Suspension and expulsion from school relates to Kentucky School Law 158.150. The law is as follows:

*KY.SCHOOL LAW 158.150: All pupils admitted to the common schools shall comply with the lawful regulations for the governance of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat or force of violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.*

*Assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel or school property, off school property, or at school-sponsored activities constitutes cause for suspension or expulsion.*

Suspension from Anderson County High School is a severe disciplinary measure. Students who are suspended will be required to have one or both parents meet with the principal or assistant principal before being allowed to return to school. Students are not permitted on Anderson County School District property during their suspension.

The Board of Education may expel any pupil from the regular school setting for misconduct as defined by law. Action to expel a pupil shall not be taken until the parent/guardian of the pupil has had an opportunity for a hearing before the Board. The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel. The Board's decision shall be final.

Students on suspension or expulsion are not eligible to participate in any school activities. Snow days, holidays, or weekends do not constitute suspension days. The following student violations may constitute cause for suspension or expulsion. Some cases may require notification of higher authorities and/or law enforcement agencies.

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Alcoholic beverages-possession/use</li><li>• Arson</li><li>• Assault of student or staff</li><li>• BB gun or pellet gun possession</li><li>• Chronic behavior problems</li><li>• Dangerous instrument possession</li><li>• Defiance of authority</li><li>• Destruction of property</li></ul> | <ul style="list-style-type: none"><li>• Disorderly conduct</li><li>• Disruptive behavior at school functions</li><li>• Disruptive bus behavior</li><li>• Drugs: trafficking, use possession, or paraphernalia</li><li>• Excessive disciplinary referrals</li><li>• Extortion</li><li>• Failure to attend assigned detention/Saturday school</li><li>• Falsely reporting incident</li></ul> |
|--|--|

- Fighting
- Forgery
- Leaving campus without permission
- Profanity
- Racial bigotry
- Sexual harassment
- Skipping school

- Tardiness
- Terroristic threatening
- Theft
- Tobacco use or possession
- Violations of suspension laws/regulations
- Vulgarity
- Weapons possession

\*\*All offenses are dealt with according to the District Code of Conduct. Each student receives a copy of the Code of Conduct at the beginning of the school year.

### **Tardiness**

Tardy to class means a student is not in the room by the time the bell stops ringing. Students have six minutes between classes to change rooms. **Students are allowed ONE (1) free tardy per nine weeks.** Students who are over 10 minutes tardy unexcused to class are considered skipping class and will receive appropriate consequences. Any student who is detained by a teacher causing tardiness should obtain a note from that teacher. This note should indicate the time the student left the teacher's classroom and the reason for the student being detained. Students who are tardy excessively or who present forged admission notes are subject to suspension. Students are not permitted to loiter or congregate in the hallways and lobbies during breaks.

### **Technology Acceptable Use Policy**

#### **100: General Information:**

The district wide provision of computers and technology for the express use of Anderson County School students and employees along with the communication services it provides will be referred to as the "Anderson County School's Network" or ACSNet. The District Chief Information Officer (CIO) and support staff provides administrative support. Additional administrative support is provided by the Kentucky Department of Education. The system administrators are employees of Anderson County Schools and reserve the right to monitor all activity on ACSNet. With a network infrastructure as important to the education of Anderson County students, and as crucial to the success of the teachers and administrators of Anderson County Schools; it's imperative to have appropriate policies and procedures in place to ensure the security and reliability of the network. The following are the policies and procedures for all users and support staff for ACSNet.

#### **101: Mission:**

The Anderson County Schools will provide all students and teachers the opportunity to access the latest and most innovative resources available in their learning and teaching environments. The access to innovative learning and teaching devices as well as providing a robust, dependable and secure network experience is imperative to today's classroom. The Anderson County School Board believes that providing all students and teachers these resources is the best way to enhance the learning experience and provide our students with 21st century skills.

The Board's commitment to providing these innovative learning opportunities is equal to its passion to ensure that all teachers and students are good digital citizens and demonstrate good decision making in the way they communicate with the world. It is the Board's belief that these opportunities will provide the students of Anderson County the freedom to express their understanding of the curriculum at a higher level and become leaders in the classroom and community.

#### **102: Guiding Principles:**

Technology-infused teaching and learning has become an important part of the learning experience. However, our digital landscape is being littered with examples of poor and unacceptable forms of digital citizenship. Digital citizenship programs require awareness, critical analysis and well-conceived strategies in order to help eliminate this waste. Today's technology leaders, which include students, must raise their expectations for technology-infused teaching and learning. It is time to focus equally on the effective use of technology as well as the appropriate use of technology. We cannot afford one without the other if we expect to produce productive citizens in the 21st century. Therefore, the following behaviors are not permitted on ACSNet:

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| <ol style="list-style-type: none"> <li>1. Sharing confidential information about students or employees.</li> <li>2. Sending or displaying offensive messages or pictures.</li> <li>3. Assisting a campaign for election of any person.</li> <li>4. Using obscene language.</li> <li>5. Harassing, insulting, bullying or attacking others.</li> <li>6. Intentionally transmitting viral communications.</li> <li>7. Violating copyright laws.</li> <li>8. Using other users' passwords.</li> <li>9. Trespassing and or deletion of other users' folders, documents, or files.</li> </ol> | <ol style="list-style-type: none"> <li>10. Intentionally wasting limited resources.</li> <li>11. Employing ACSNet for commercial purposes.</li> <li>12. Violating regulations prescribed by the network provider.</li> <li>13. Conducting personal business.</li> <li>14. Accessing and/or sharing threatening or sexually explicit material.</li> <li>15. Installing personal or downloaded software onto any district owned machine.</li> <li>16. Damaging computer systems or computer networks.</li> </ol> |
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#### **201: Access**

Internet: All users with a signed AUP will have access to the Internet.

Email/Communication/Collaboration: All users with a signed AUP will be supplied with a district email account. *Note: By signing this form, you hereby accept and agree that your child's rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.*

Personally Owned Devices Network (PODNet): Students who demonstrate an understanding of good digital citizenship by passing the district's Digital Driver's License Assessment and that submit a signed AUP will be allowed to connect their personally owned devices to ACNet via our PODNet. The minimum requirements for any device connected to PODNet are as follows: *The device must have a wireless network card and must sustain battery power for at least two hours.*

Phone System: Classroom phones should be used for instructional purposes or emergency situations only. Personal calls made during the school day should be during non-instructional times. The user placing the call will incur any and all personal long distance charges.



### 301: Security

All students will receive instruction on digital citizenship and Internet safety, including appropriate online behavior, interacting with other individuals on social networking sites/chat rooms and cyber-bullying awareness and response. Course completion will be documented and kept on file at each school.

Students can access websites that do not contain or that filter mature content. They can use their real names, pictures, and work (as long it doesn't have a grade/score from a school) with the notification and/or permission of the student and their parent or guardian.

Tracking and Monitoring of Network Traffic: State approved proxy server software shall be implemented and maintained on a twenty-four hour, seven day a week basis. Logs of user Internet activity shall be examined and scanned to detect access to inappropriate or other objectionable material as well as bandwidth misuse.

Passwords: User passwords must not be exchanged with other users, nor should a user use another user's password. The individual user is responsible for the security of his/her own password.

Laws: The Anderson County schools will comply with and support all state and federal laws including, but not limited to FERPA, CIPA, and COPPA.

Loss and/or Damage to Personally owned device: The Anderson County Schools is not responsible for the loss or damage to any personally owned devices brought to any of our facilities. (See Board Policy 09.4261 Telecommunications Devices for more details)

### 401: Social Media

Users on ACSNet will have access to social media sites and may choose to post on them. However, before posting to any site, a user should ask themselves this question:

"Will what you're about to share offend, surprise, or shock your current or future:

- |              |                        |                     |
|--------------|------------------------|---------------------|
| • Classmates | • Boyfriend/girlfriend | • Employer          |
| • Teacher    | • Family               | • Clients           |
| • Friends    | • Parents              | • Business partners |

in any way which critically jeopardizes your relationship?" If you answer even one "Yes" for this short list of people, think long and hard before publishing your content.

### 501: Disciplinary Actions and Consequences:

Any breach of the Acceptable Use Policy by any user will result in the immediate suspension of network access. The length of time of this penalty is to be determined by building and/or district administrators. (Employees of Anderson County Schools will be subject to district personnel policies.) The Chief Information Officer or a system administrator will inform the district/building administrator(s) of the violation and account suspension. They will also provide any necessary documentation (proxy reports). The district/building administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation.

Any additional consequences beyond account suspension will be decided upon by the building/district administrators and/or the Anderson County School Board. Additional consequences may include one or more of the following:

- Extended loss or termination of network access
- Disciplinary action
- Legal action

All violations discovered by school staff must be documented and reported to the school administration. School administrators must document and report all violations to the District Chief Information Officer.

Failure to abide by the ACSNet Terms and Conditions by any user is in violation of Anderson County Board Policy, Senate Bill 230, and 701 KAR 5:120.

### 601: Professional & Personal Development:

The Anderson County Schools District Technology Department will provide professional development to all teachers, staff, and students in regards to the successful integration of technology into teaching and learning. Furthermore, Anderson County School District believes that development extends to advanced and proper use of personal technologies for extended learning opportunities outside the school walls and school days. Therefore, professional development opportunities for students and the community will be offered throughout the school year to help provide a better understanding and use of personally owned devices.

### Telephones

The office telephone must be kept open for school business and will be regulated by office personnel. Therefore, students may use this phone in case of emergency only. Students will not be called to the phone from classes except in case of emergency ONLY. Messages may be delivered to students through office personnel. Students are permitted to use their personal cell phones during class changes and during their designated lunch times.

### Terroristic Threatening

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel

### Tobacco/Nicotine Possession and Use

Possession and/or use of any tobacco/nicotine/e-cigarette products at Anderson County High School or on school property is prohibited. Any student found in possession of or using a tobacco/nicotine product faces confiscation of the product and disciplinary consequences. Use of tobacco/nicotine products will result in disciplinary consequences and may include intervention by the School Resource Officer or Court Designated Worker.

### Use of the School Building

Students are not to be in the building after school hours unless prior arrangements have been made through the Principal. A teacher or staff member must accompany students. Unscheduled use of the building is prohibited by any group. Groups must follow the proper procedures and secure advanced permission. All students should be out of the school building by 3:30 pm each day unless they are under adult supervision.

**Visitors**

1. At ACHS, we do not allow visitors to interrupt the instructional process during the school day. Visitors will not have access to students or teachers unless the visitor has proper authorization from a principal.
2. All authorized guests must first register with the office and wear appropriate identification in the building.
3. Students are not allowed to bring visitors such as friends and relatives other than parents, unless Principal/Designee grants prior authorization.
4. Upon request, all visitors must identify themselves to proper school authorities in the school building or on school grounds. All students should advise parents and friends of this policy.

**Withdrawal from School**

Any student who is transferring or withdrawing from school for any reason must notify the counselor's office in order to obtain proper release. All fees and debts must be paid and books returned before a proper release can be given.

## Anderson County High School Common Behavior Syllabus

The faculty and staff of ACHS have adopted the following common behavior expectations for all classrooms.

### **Attendance and Make Up Work**

Students who are absent will have 3 school days to make up missed work from an excused absence. Unexcused absences will result in a grade of zero for classwork completed on unexcused absence days. Students are responsible for determining what work was missed and what they need to complete, it is not the responsibility of the teacher to seek out the absent student.

### **Beginning of Class**

Classes will begin with a warm up or bell ringer activity. All students are expected to be ready for class to start as soon as the bell stops ringing. This would include having pertinent materials out and accessible, seated in the appropriate seat, and cell phone/electronic device put away, including all ear buds and headphones.

### **Ending of Class**

All students will remain seated until the end of class and dismissal by the teacher. Students will not be permitted to stand at the doors for any reason.

### **Hall Passes**

Students will need to sign out in their classrooms each time they must leave, noting date and time of departure. Students should carry the designated pass for their classroom while in the hallway. Teachers have the right to limit trips out of the classroom at their discretion.

### **Cell Phones/Electronic Devices**

As outlined in the Student Handbook, cell phones and electronic devices are only permitted at designated times. In the classroom, cell phones and electronic devices, shall be stored in the designated classroom locations for the duration of the class period. The only exceptions to this are when permission is granted by the teacher for them to be used for an educational purpose. Teachers may confiscate cell phones and electronic devices when they are used inappropriately in the classroom.

### **Food and Drink**

Food and drink shall not be a distraction to the educational process. If a teacher permits students to have food and/or drink in their room, students are expected to clean up after themselves. Teachers may ban food or drink or limit as they see fit in their classrooms.

### **Grading**

All classrooms will follow the ACHS grading policy.

### **ESS/Extra Help**

ESS will be offered at least 3 days per week in the afternoons. All classrooms will have ESS schedules posted. It is expected that students in need of additional help seek out these opportunities and attend in order to improve their performance in class.

### **Classroom Rules**

Each classroom teacher will adopt and outline their own specific classroom rules. It is expected that all students abide by these rules and are held accountable for following them.

### **Guidelines for Success**

In general, students are expected to behave in a respectful and polite manner at all times. This would include respecting authority members, following school policies/procedures, maintaining a positive attitude, and using language that is deemed acceptable in the school setting (no profanity).