

SOUTH OLDHAM HIGH SCHOOL

5901 VETERANS MEMORIAL PKWY
 CRESTWOOD, KENTUCKY 40014
 (502) 241-6681



South Oldham High School

School Hours
7:30am-4:00pm (regular school days)
8:30am-3:30pm (non-student days; office
 is closed 12-1pm on non-student days)

“LEARNING IS THE REASON FOR OUR SCHOOL.”

Mission Statement:

The staff, students, parents, and community of South Oldham High School will work collaboratively to achieve a shared educational purpose. This learning community believes that all students can and must learn at high levels of achievement. It is the learning community’s responsibility to create an environment that results in this level of performance.

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SEVERE WEATHER - SCHOOL CLOSING

In case of severe weather - snow, low temperatures, ice, etc. - the official announcement for school closing or delayed opening may be heard over WHAS radio (AM 840) at 6:30 a.m. Listen to this station or call the Board of Education’s special weather number: 228-6244.

VIEWMYSCHEDULE.COM

All SOHS events can be viewed online at viewmyschedule.com or via the school website www.sohs.net under “Upcoming Events”. The school calendar can be viewed in daily, weekly, or monthly formats and you can print schedules for sports.

VISITORS & SCHOOL VISITATION

South Oldham High School is a closed campus. Persons who wish to visit teachers may do so during the teacher’s planning period only and with a principal’s approval. Anyone who is not a parent/guardian wanting to visit a student must obtain prior approval from a principal. All visitors are required to check in with the office upon arrival in the building and obtain a Visitor’s Badge. Potential SOHS students who are interested in attending SOHS must schedule a shadowing request through the guidance department. Not all shadowing requests may be granted due to class or school activities.

STUDENT INSURANCE

Whenever a student has health insurance of any kind, such insurance is the primary insurance. Student accident insurance is secondary insurance available to any student at low cost. Forms are available in the front office. Students must also be able to show proof of primary medical insurance prior to participation in PE, shop, field trips, etc., or may purchase student accident insurance through the Board of Education. Students participating in athletics must pay a \$20.00 athletic insurance fee prior to tryouts and participation

ACADEMIC INFORMATION

GRADES

I. GRADING POLICY

- A syllabus for each class will be distributed to students at the beginning of each course outlining the subject matter to be covered, supplemental readings and/or recommended readings, and any long-term projects/assignments due prior to the end of the grading period.
- Teachers will explain the course grading system to the students at the beginning of each course.
- A percentage of the course grade must be associated with daily work such as quizzes, labs, class work, projects or a daily performance grade. No less than nine grades may be used in determining a student's grades for a 9-week term.

II. Grade Point Average Calculation

According to OCBE Policy 4060 & 4065, all Oldham County high schools use the following method to calculate the grade point average (GPA) of any student:

1. The Grading Scale is as follows: The grade range for an "A" is 90-100, "B" is 80-89, "C" is 70-79, and any grade below 70 is an "F".
2. All regular (non Advanced Placement "AP") classes are calculated on a 4.0 scale. The grade of an "A" will equal 4.0 points, "B" will equal 3.0 points, "C" will equal 2.0 points, and a failing grade will equal 0.0 points.
3. All AP classes are calculated on a 5.0 scale to take into consideration the increased degree of difficulty of these classes. The grade of an "A" will equal 5.0 points, "B" will equal 4.0 points, "C" will equal 3.0 points, and a failing grade will equal 0.0 points.
4. AP Designation: A student must take the AP exam in order to receive the "AP" designation and GPA.
5. Graduating with Honors: Any student with a cumulative high school GPA of 3.7 or higher will be considered as graduating with honors and will be recognized by the Board at the graduation ceremony (see OCBE Policy 4065 in the back of this book for more information on graduation honors).

III. GRADE REPORTING SYSTEM

Students at SOHS will receive report cards during a homeroom at the end of each 9-week term. Progress reports will be provided to students every 3 weeks throughout each nine-week grading term. Progress reports will accompany midterm reports for each student who is averaging 70% or below in any class at the time reports are distributed.

Parents and/or students may request progress reports from their teachers. Students and parents may also access their confidential grade records via Internet Information On-Demand (IIOD) at no charge courtesy of the PTSA. The student's PIN number to access these grades may be obtained through the front office by the student and/or parent/guardian.

IV. 9-WEEK TERM EXAMS

Term exams may count up to 20% of the term grade. Exams are to be administered on the designated days and times as specified by the Site-Based Council. The bell schedule will be modified on midterm and end of term exam days allowing for two hours per testing period. End of course assessments reflect the course content that students should have mastered by the conclusion of the course.

V. HOMEWORK POLICY

South Oldham High School has a Homework Policy. Homework requirements for each course are contained in the course syllabus supplied to each student at the beginning of the course. Teachers determine the quantity and value of homework appropriate for the courses they teach. Generally, students will have homework assigned each day. If no written assignment is given, students should review material given in class and use the time to master subject concepts.

VI. PLAGIARISM

Cheating or plagiarism is a serious offense. You are cheating any time you present something as your own which is not really yours. **Plagiarism** occurs any time you take ideas, writings, or any works from another and present them as your own. If you present work from any source (i.e. Internet, encyclopedia, textbook, any other published or unpublished work, or oral interviews) without proper citation or reference, you are guilty of plagiarism. Cheating or plagiarizing on the Writing Portfolios, class projects, or any other school assignment or assessment will result in a grade of zero being assigned and pursuit of appropriate disciplinary or legal consequences.

VII. GRADUATION

- Students must meet course credit requirements established by the Kentucky Department of Education, Oldham County Board of Education, and the South Oldham High School Site-Based Council. OCBE requires all students to meet specific technology requirements and to give a "good faith" effort on all standardized tests and state assessments administered by the school. Additionally, student-produced Writing Portfolios (Apprentice level or above) are requirements for graduation from the Oldham County School system. Any questions about graduation requirements should be directed to the student's guidance counselor.

- Students graduating in 2008 must have a minimum of 23 credits
- Students graduating in 2009 must have a minimum of 25 credits
- Students graduating in 2010 must have a minimum of 28 credits

VIII. GRADUATE RECOGNITIONS

Graduates at South Oldham High School are recognized during the graduation ceremony for exemplary scholastic achievement, perfect attendance for four or more consecutive years during their educational career or one or more years at South Oldham High School, scholarships accepted, and Rotary Students of the Month. In addition, South Oldham High School recognizes all students with weighted GPA's 3.7 and higher, recipients of the Commonwealth Diploma, the SOHS Tiered-Diploma, and the OCBE Golden Tassel (for obtaining a distinguished score on any subject area of the CATS test). More information on the SOHS Tiered-Diploma can be accessed via the SOHS website (<http://www.sohs.net>).

IX. SCHEDULING

Please note that class schedules are finalized for both the Fall and Spring semesters prior to school beginning in August. Some students may require schedule changes; however, per SOHS Site-Based Council approved procedure, students may request schedule changes for the following reasons:

- the student has been placed in a class that she/he has already taken
- the student has not been placed in a class that she/he needs for a requirement.
- the student has been placed in the wrong class.

Before initiating a schedule change request through the classroom teacher, please review these requirements. Changing a student's schedule can be disruptive to the student's academic progress and the teacher's instruction; therefore, students must request a change of schedule within the first five (5) days of that semester to minimize the impact on academic achievement.

EXTRA/CO-CURRICULAR OPPORTUNITIES

South Oldham High School offers a wide range of extra/co-curricular opportunities for students:

Academic Team Competition	Flag Corps	Science Club
Audio Visual Club	Flex Activities	Ski Club
Baseball	Foreign Language Clubs	Soccer
Basketball	Football	Softball
Beta Club	Future Educators of America	Speech & Debate
Cheerleading	FCCLA	Spirit Club
Choir	Golf	Stammtisch (German Club)
Circle of Friends	HOSA	Student Council
Concert Band	Literary Club	Swimming
Cross Country	Marching Band	Tennis
Dance Team	National Art Honor Society	Track
Diplomacy Club	National Honor Society	VICA
Drama	Newspaper	Volleyball
FCA	Quill and Scroll	Wrestling
Field Hockey	SADD/Teens Who Care	Yearbook

Interested students may obtain specific information from a coach, sponsor, or the SOHS Website (<http://www.sohs.net>). You may also contact the front office or access the SOHS website for information on the Site-Based policy regarding participation, removal, and appeals procedures for extra- and co-curricular activities.

STUDENT GOVERNMENT

I. STUDENT COUNCIL

The purposes of the Student Council:

- to develop student responsibility, initiative, and leadership
- to promote the welfare of the school through proper student-faculty relationships
- to foster a spirit of school loyalty
- to provide effective training in citizenship
- to offer assistance in student problems
- to encourage and guide participation in extra-curricular activities
- to conduct class officer elections.

It is the duty of the representative to bring to the Council's attention complaints and suggestions from their classmates and to take to their homerooms or clubs the actions of the council. Membership: All students and teachers of SOHS are members-at-large of this organization. Each spring a president, vice-president(s), secretary, and treasurer are elected to carry on the work the following year. Representatives are elected through an application and review process.

II. CLASS OFFICERS

In order to run for and/or remain a class officer, students must meet ALL of the following criteria:

- Overall GPA of 2.5 or greater. Freshman GPA will be based on the 8th grade report card.

- A student must have no serious disciplinary infractions (ex. suspensions, law violations, etc.) during the year prior to applying to run for office, or during the year of service if elected.
- Students must not have any attendance infractions, i.e. cutting school/class, the year prior to application to run for office, or during the year of service if elected.
- Students must not have been expelled from any school-related club, organization, or activity while enrolled at SOHS.
- Students must meet all deadlines established by class sponsors relative to completing and submitting class officer application. Class sponsors determine if an officer is in violation of criteria or expectations/requirements. Class sponsors will determine if an officer is to be suspended or removed from office. An appeals process, originating with the class sponsor, is available to suspended or removed officers.

GENERAL INFORMATION

PARKING PRIVILEGE/PARKING LOT/DRIVING

Students who drive a motor vehicle to school must register the vehicle each year. Registration forms may be obtained in the office. **In order to register to drive and park on campus a student must: 1) have and maintain a 2.0 GPA, 2) have a cumulative attendance rate of 94%, 3) have no more than 8 unexcused tardies the year prior to application, 4) have no serious disciplinary infractions, 5) have no outstanding obligations [fees, detention, etc.], and 6) have a “good faith” effort on all standardized tests administered by the school.** Upon completion of registration and payment of a \$20.00 fee, students will be issued mirror tags which must be displayed on the rearview mirror. Students are required to park in assigned areas and obey all traffic laws while driving on or around the school campus. Parking illegally on campus or other violations of parking regulations may lead to **mechanical immobilization** of the vehicle along with the application of fines (\$50) or the towing of the vehicle at the owner’s expense. Any moving violation, on or off campus, will result in suspension of the student’s parking privileges (please refer to OCBE Student Policy 9017.01). Students may not transport other students during school operating hours without written permission from parents/guardians of both students and authorization by the principal. Unauthorized departure from campus will result in loss of parking privileges. Students should refrain from bringing open containers into the building from the parking lot.

All cars should be locked during the school day. Students are expected to leave their cars and enter the building immediately upon arrival at school. All parking lots are off limits to students from time of arrival until time of departure. If it is necessary to go to a car during the day, students must obtain a parking lot pass from an administrator before entering the parking lot. The school is not responsible for theft or vandalism to any vehicle on school property.

LIBRARY/MEDIA CENTER

The library is the Media Resource Center for the school: a place to do research, to study, or to read for one’s own enjoyment. Library opening and closing times will be determined at the beginning of each school year; the library will close at 4:00pm on Fridays and the day before any scheduled break. Students must have a Library pass issued by a teacher or administrator in order to use the Library/Media Center. Books are checked out for two weeks and may be renewed once. A fine of 5 cents per day is charged for overdue books. Additional books may not be checked out until students have returned all books and paid all fines. Periodicals, microfilms, AV materials, and computer disks are to be used only in the library. Material or equipment that is to be removed from the library must be properly checked out by the library staff. Students may use the library for research, study, or reading during lunch with a pass from a teacher.

CAFETERIA AND FOOD/HEALTH RELATED ISSUES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at \$1.85 daily. The lunchroom management and your fellow students will appreciate your cooperation at leaving the tables and floor in a clean condition for others. No food or open drink containers are to be taken from the cafeteria; no food or drink are ever allowed in the library at any time.

Food allergies are a serious concern for many students. As part of our Safe Schools policy, students/parents/ teachers are not permitted to bring homemade food for distribution to other students—i.e. birthday cakes and desserts, homemade meals, etc. **Latex balloons** are also not permitted on campus (please select the foil alternative). Products that contain peanut oil and materials with latex are particularly troublesome to students with these allergies. If you have questions, inquiries, or concerns regarding these Safe Schools procedures, please contact an administrator.

MEDICATIONS—USE POSSESSION AT SCHOOL

Prescription medication and non-prescription medication which must be taken by students during the school day must be stored in the Main Office and taken only under the supervision of school personnel. **Prescription medication must be in the original prescription bottle with the original prescription attached and accompanied by Medical Form #9020.11. Non-Prescription (over-the-counter) medication such as Tylenol, ibuprofen, aspirin, etc. must be in its original container and accompanied by Medical Form #9020.011.**

Under no circumstance may students carry or distribute prescription OR non-prescription medication; this could cause serious harm and the school will consider this to be possession/distribution of a controlled substance.

DISASTER DRILLS

Disaster drill procedures will be specified by directions posted in each classroom and practiced periodically for fire, emergency, and severe weather conditions. All mandatory safety drills will be conducted on an annual basis.

PHYSICAL EXAMINATIONS - IMMUNIZATIONS

All students new to SOHS must have certification of a physical examination and an updated Kentucky immunization certificate as it pertains to DTP before school begins. These will be turned in to the guidance office. The Oldham County Health Department will convert out-of-state immunizations to Kentucky certificates. **No student will be allowed to attend school without a valid Kentucky immunization certificate. Students in violation will be sent home.**

ACCIDENT REPORTS FOR STUDENT INJURY AT SCHOOL

An accident report must be filed any time a student is injured in a school-related event. The student's teacher, supervisor, or first-aid designee will obtain a report form from the Office Manager, complete the form, and return it to the Office Manager at the time of the injury.

ATHLETIC ELIGIBILITY

In addition to the KHSAA requirements contained in Bylaw 5 and SOHS SBDM Council requirements, to be eligible to participate in extra/co-curricular activities students at SOHS must:

- have and maintain a 2.0 (or better) GPA each grading term based on an unweighted 4.0 grading scale,
- be passing a minimum of 3 out of 4 block classes each term, and
- be at their proper grade level. (ex. 10th grade =5 credits earned, 11th grade=10 credits earned, and 12th grade=16 credits earned)

Complete details on eligibility may be obtained from the office of the Athletic Director. It is mandatory that all students wishing to participate in extra/co-curricular activities be familiar with eligibility requirements. Extracurricular and co-curricular activities include: all interscholastic athletics, dance, cheerleading, intramurals, marching band, pep band, flag corps, drama, academic team, speech/debate, student government, NHS, and all clubs. An appeals process is available upon request. Contact the Athletic Director for details regarding the appeals process.

ATHLETIC CODE OF CONDUCT

Each athletic participant will meet and follow the SOHS Athletic Code of Conduct. The Code will be given to all athletes at the beginning of their season. Each athlete and parent/guardian must sign and date the acknowledgement form in the back of the Code and return to his/her coach prior to the first contest. The Code of Conduct can also be accessed and viewed through the SOHS Web-site (www.sohs.net).

STUDENT ATHLETE DRUG TESTING

Please refer to OCB E Student Policy 9090 in the back of this handbook.

TICKET PRICES FOR ATHLETIC EVENTS

2007-2008 SPORT PASSES (GOOD FOR ALL REGULAR SEASON CONTESTS)

ADULT SPORTS PASS*: \$40.00

STUDENT SPORTS PASS* (GRADES 5-12): \$10.00

VARSITY GAMES:

Football: \$5.00
Basketball: \$4.00
> Double Header: \$5.00
Volleyball: \$4.00
Soccer: \$4.00
Wrestling: \$4.00
Softball: Varsity & JV Double Header: \$4.00
Baseball: \$4.00

JUNIOR VARSITY:

Football: \$3
Basketball: \$3
Baseball: \$3
Soccer: \$3
Field Hockey \$3

FRESHMEN:

Football: \$3
Basketball: \$3
Baseball: \$3
Soccer: \$3
Volleyball: \$3

* Sports Passes may not be used for free admittance to special events such as the Oldham County Kick-Off Classic, post-season play, etc.

STUDENT FEES

The Oldham County Board of Education has established a list of permissible student fees which must be paid prior to the first day of school. Families eligible for free or reduced lunch will receive free or reduced fees. If the payment of student fees creates a financial burden, fee payment schedules can be arranged by contacting the SOHS Bookkeeper, Karen Popp. Students participating in athletics must pay a \$20.00 athletic insurance fee prior to tryouts and participation.

STUDENT TEXTBOOK OBLIGATION

Any textbooks or library materials issued to a student are the responsibility of the student. Fines for lost or damaged materials are assessed upon the conclusion of each course. Report cards, transcript/records requests, and school privileges (such as parking privileges, prom tickets, participating in graduation exercises, or other privileges may be withheld until all materials are returned or fees/fines paid.

LOCKERS

All students will be assigned a locker at the OCB E Board approved fee of \$5. All students are encouraged to use a school locker to decrease the unnecessary clutter of over-stuffed backpacks and books in hallways and classrooms. Student lockers are school property and remain at all times under the control of the school; however, students are expected to

assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. For further information, please refer to OCBE Policy 9045.

Students should use lockers to secure personal belongings; however, students should not bring items of significant value to school. **SOHS is not responsible for recovering lost or stolen property** (including cell phones, iPods, electronics, and money).

BOOKSTORE- "Dragon Supply"

The bookstore is located on the first floor in Mr. Penner's classroom (Room 124). The bookstore hours will be posted at the beginning of the school year. Students can purchase most required supplies in the "Dragon Supply".

No Pass/No Drive Law

The "No Pass/No Drive" Statute results in the denial or revocation of a student's drivers license for 1.) academic deficiency, or 2.) dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

RULES AND REGULATIONS

STUDENT DISCIPLINE

Student disciplinary infractions will be handled according to OCBE policy 9068 with dispositions including, but not limited to: after school detention, revocation of student privileges, assignment to Oldham County Alternative to Suspension (OCATS), suspension, and/or recommendation for expulsion, and/or pursuit of appropriate legal consequences for law violations. Students may also be removed from the regular classroom setting and provided an alternative educational setting supervised by certified personnel within the school with the expectation that students complete assignments and assessments.

STUDENT DRESS

Students are expected to dress in a manner that is conducive to a positive learning environment. In cooperation with SOHS parents, PTSA, and the SBDM Council, the following guidelines are requirements for student dress from the time a student arrives at school until the end of the school day:

- **Skirts, shorts, and “skorts” are to be worn to knee length** leggings worn under shorts/skirts that are not knee length do not meet dress expectations.
- **no low-cut shirts that expose cleavage during normal activity***; shirt/top necklines that expose more than a couple of inches of skin below the collarbone are not acceptable
- All clothing must remain in place to cover the belly during normal activity
- No male or female undergarments showing during normal activity*
- * Normal activity consists of walking, sitting, standing, bending, and/or stretching
- **No sagging pants**; all pants must be worn to entirely cover the buttocks
- **No holes in clothing above knees**; leggings worn under pants with holes do not meet dress expectations
- Hats, caps, visors, hoods, scarves, bandanas, sweatbands, and other such items are not to be worn in the building before or during school hours
- Clothing, jewelry, and hats bearing drawings or words related to drugs, tobacco, alcohol, profanity, sexual innuendo, or weapons are not to be worn
- Student athletes will be permitted to wear sports uniforms approved by the principal.

Styles change and the administration reserves the right to deem any attire inappropriate. If you are unsure about any article of clothing, inquire before you wear it. If the violation is easy to correct and no new clothing is needed, then the teacher will fill out a dress code form to be turned in to an administrator. After three minor offenses have tallied up, the student will receive a disciplinary that will result in detention. Students will remain in the office until additional clothing is brought from home, if the student cannot self correct. Repeated violation of the student dress code may be coded as defiance and disciplined accordingly.

STUDENT PRIVILEGES

Throughout their high school career, students may be granted special privileges such as participation in school events (athletic events, assemblies, recognition ceremonies, proms, graduation and other school functions) and on-campus parking privileges. Students at all grade levels earn award points for *Senior Leadership Awards*; see further information about Senior Leadership Awards in this handbook.

Students are expected to respect the school property, building, textbooks, and classrooms materials. Students caught stealing or vandalizing school property will be disciplined according to OCBE policy. Any student caught stealing or vandalizing school property at any point in their high school career may not be eligible to participate in the graduation ceremonies.

Every STUDENT PRIVILEGE is **earned** by the student by meeting their appropriate behavioral expectations, academic expectations, and student obligations while at SOHS. Student obligations include, but are not limited to:

- serving assigned detention promptly
- completing necessary school-related information (immunization forms, handbook forms, registrations forms)
- fulfilling fee obligations (basic student fee, textbook fee, class fees, athletic fees, library fines/obligations, textbook obligations, fundraising commitments for extra- and co-curricular activities, athletic uniforms and equipment obligations).

SENIOR LEADERSHIP AWARDS

Throughout their career at South Oldham High School, students earn “awards points” toward a Senior Leadership Package. These packages may include: early release time, reimbursement for parking permit, free prom tickets, T-shirt, out-of-school activities, courtyard privileges, and more. The awards points are earned by: exemplary attendance, CATS scores, exemplary discipline record, completion of senior graduation requirements, and participation in senior fundraising. *Senior Leadership Awards* rules, points, and package information will be communicated to students throughout the school year. Questions, comments, and concerns may be directed to Heather Watkins, Academic Coordinator.

SENIOR YEAR EXPECTATIONS

The senior year should be filled with the excitement of the conclusion of one phase of life and the anticipation of post-secondary educational endeavors. Accordingly, students who engage in disruptive behavior risk losing student privileges including, but not limited to, participation in their graduation ceremony (commencement), project graduation, junior/senior prom, dances, pep rallies, and any other student privilege deemed appropriate by the administration. Seniors are also expected to have completed any **outstanding coursework, fees, obligations, and detention by the last day of senior classes to be approved for participation in graduation practice and ceremony.**

Any senior who has been suspended during his/her senior year, found to be involved in theft or vandalism at school at any time in their high school career, not enrolled for the entirety of his/her senior year, or have not exhibited Good Faith Effort on all CATS testing may not be permitted to participate in his/her graduation ceremony.

EXPECTATION OF BEHAVIOR IN COMMON AREAS

To maintain a safe and orderly environment, students are to be respectful of school property and each other while in common areas (the cafeteria, lobby, hallways, stairwells, gymnasium, auditorium, parking lot, etc.). While students are in commons areas in which there are many students (during lunch, class exchanges, pep assemblies, plays, etc.) students will abide by the code of acceptable conduct. Students may make efficient use of library and hallway space before and after school, but all students are directed not to congregate in the cafeteria before school and not to congregate in the lobby in front of the office as there are numerous people traveling around this central location.

For the safety of all students and school personnel, parents should arrange for students to not arrive before 7:30am and students should leave the building by 4:00pm unless directly under the supervision of a teacher or coach.

PUBLIC DISPLAY OF AFFECTION

The school is a professional work environment; therefore, students are to refrain from public displays of affection while on school grounds including the school building, parking lot, and athletic events. Repeated violations will be considered defiance and students will be subject to disciplinary action according to OCBE Policy 9068.

CELL PHONES & ELECTRONIC DEVICES

In order to maintain a safe and orderly environment, SOHS reserves the right to restrict the use of radios, CD/MP3 players, video or gaming systems, palm pilots, and any other equipment which may be disruptive to the educational environment.

During the instructional day (8:30-3:30), a student shall not use a cell phone while on school property. Students possessing such devices must have them turned off, not displayed, and not in use or the student will be subject to discipline and forfeiture of the device. For the first violation, the device will be returned to a parent/guardian with a documented disciplinary infraction. Thereafter, for subsequent violations, the device will be sent to the Board of Education and will not be returned to the owner per OCBE Policy 9076. **SOHS is not responsible for recovering lost or stolen cell phones or other electronic devices.**

OFF LIMIT "UNAUTHORIZED" AREAS

Students are expected to be in their assigned areas at all times. Any area in which students are not specifically assigned or in which the students have not been given written authorization is considered off limits, or "unauthorized". For everyone's safety, students are not allowed in the hallways, auditorium, gymnasium, parking lot, or anywhere outside during lunch. Students with unauthorized area violations may be disciplined according to the procedures described under use/possession of tobacco products (below).

TOBACCO PRODUCTS

Students are prohibited from **USE OR POSSESSION** of tobacco products on school grounds by OCBE Policy 9069. For the safety and courtesy of all students, visitors, and school personnel, smoking in the building and school grounds is prohibited at all events at any time.

Disposition for violation of use/possession of tobacco products and presence in unauthorized area are as follows:

FIRST OFFENSE:

- On the first offense of use/possession of tobacco products or presence in an unauthorized area, the student is assigned 6 hours of detention and is placed on class time hall restrictions. The student is the sole person responsible for adhering to this disciplinary disposition for the duration of the school year (i.e. teachers, teacher substitutes, teacher aides, and other school staff who may not know the student is on restrictions may not override these restrictions).
- The **hallways during class time are unauthorized** for students with a first offense unless accompanied by a teacher or administrator.

REPEAT OFFENSES:

- Students with a second offense of use/possession of tobacco products or presence in an unauthorized area will be sent to OCATS for up to three days for defiance (B10) and will lose parking privileges for the remainder of that school year and the following school year. Additional tobacco and/or unauthorized area offenses will result in suspension.

ALCOHOL/DRUGS/WEAPONS

Alcohol, drugs, and weapons violations are expellable offenses. Please refer to OCBE Student Policies 9027, 9068, and 9085 and applicable state law.

THREATENING/HARASSMENT

Threatening/Harassment of students or staff will not be tolerated within the SOHS school community and will be treated as serious disciplinary offenses. Please refer to Kentucky Revised Statutes 161.095 & OCBE Policies 9050, 9052, and 9068.

ATTENDANCE POLICY FOR SOUTH OLDHAM HIGH SCHOOL

I. PHILOSOPHY

We believe that time on task is critical to the teaching/learning process and is best served in the classroom at the direction of the teacher. It is expected that students attend class regularly and be on time. This policy is designed to support the school's philosophy of high academic expectations through school attendance and Oldham County Board of Education Policy 9010.

II. ABSENCES/TARDIES

A. Excused Absences/Tardies

- Absences/Tardies may be excused if they result from a) the illness of the student, b) a death in the family, c) recognized religious observations, d) academic enrichment with prior approval by a principal, e) driver's testing, f) physician/dental appointment—the time and nature of the appointment may not excuse the student for an entire day, or g) other reasons allowable by state statute (Kentucky Revised Statutes 159.010; OCBE Policy 9010.025).
- Upon returning to school from excused absences, the student must present a note to the attendance clerk from the parent/guardian **stating the reason for the student's absence**. Notes for excused absences must be presented to the attendance office **within three days upon the student's return to school** or the absence becomes unexcused.
- Students who have been **absent three (3) or more consecutive days** or who have been placed on "Doctor's Note Only" status are required to provide notes from both their parent/guardian **and a physician**; without the appropriate documentation, the absences will be unexcused (Kentucky Revised Statutes 159.150; OCBE Policy 9010.01).
- **Students whose absence occurs before or after a scheduled school break** (such as a three-day weekend, Fall Break, Spring Break, the CATS Testing window, etc) must also provide a physician's authorization to be excused pursuant to OCBE Policy 9010 and Kentucky Revised Statutes 159.035.
- Assignments missed due to excused absences must be made up in a reasonable time commensurate with the duration and reason for the absence. The minimal amount of make up time is the number of days missed plus one extra day. **It is the responsibility of the student to make arrangements with the teachers for making up missed work**. Assignments/assessments not completed within the time allowed will receive a zero.

B. Unexcused Absences/Tardies

- Absences/Tardies which do not meet the conditions under Part A of this policy are unexcused.
- Unexcused absences or tardies accumulate consequences under state law and OCBE Policy 9010. **Truancy** is a violation of the state compulsory attendance law that is assigned whenever students accumulate any combination of three unexcused absences or tardies to school (Kentucky Revised Statutes 159.150).
- Students will be allowed two "grace" tardies to school each semester. Unexcused tardies that occur thereafter will be counted toward truancy violations.
- **Make-up work** is not permitted for unexcused absences. An unexcused absence will affect the student's grades in the following manner:
 - a. Coursework that is graded during the period will be given a zero with the exception of long-term assignments such as term papers and projects that come due during the period of the absence are to be accepted on the day of return. Teachers may impose an appropriate grading penalty in these cases.
 - b. Tests and quizzes that occur on an unexcused day will be given a zero.
 - c. Group and daily performance activities during an unexcused absence will be assigned a zero.
- Students whose absences are unexcused because of a "no note" situation may make up missed work, but the grade will be withheld until a valid admission slip for the absence is received within the three-day limit for submitting the written excuse.

C. School/Class Cuts

- A **School Cut** is an absence or tardy that occurs when a student chooses not to attend school **or leaves school without proper authorization (with or without parent permission)**. A school cut is an unexcused absence or tardy and the student will serve the same amount of detention as the time missed from school due to the "cut" (minimum 90 minutes detention per class fully or partially missed). Repeated offenses of school cuts are considered defiance and may result in more serious disciplinary action.
- School cuts are unexcused and accumulate as a truancy violation (see Part B).

- A **Class Cut** results from a student who chooses not to attend a class or a portion of a class without proper authorization while remaining on campus. Detention (90 minutes) will be assigned for each full or partial class cut. Continued cutting of classes will be considered defiance and may result in more serious disciplinary action.

D. Tardy to School/Class

- **Tardy to school** occurs when a student misses a brief amount of the school day (such as a short amount of time late to school, leaving school early, or in the middle of the day).
- Students have ample time to get to class. **Tardies to class** are cumulative and three (3) or more tardies to a class will result in the student being assigned detention (90 minutes) for each tardy.

Note: Assigned detention must be served or students may face more serious disciplinary actions (see STUDENT PRIVILEGES).

III. "DOCTOR'S NOTE ONLY" STATUS

- Students who are excessively absent or tardy (whether excused or unexcused) will be required to present a statement from a physician certifying their need to be absent upon return to school after an illness. Depending on the time of an appointment and the nature of the illness, the doctor's note may not excuse an entire day or the entire duration of a student's absence.
- **Students who accumulate a total of four (4) absences or tardies in a semester (whether excused or unexcused) may be placed on "Doctor's Note Only" status;** a parent/guardian may be notified by phone or by letter or both. It is necessary that a physician's statement be received to excuse all subsequent absences or tardies once a student is placed on Doctor's Note Only status.
- Students with a continuing illness may, at the discretion of the Attendance Principal, have a letter from a doctor placed on file describing the nature of the illness and the barriers it presents to the student's ability to attend school regularly and promptly. This doctor's letter must remain current (it remains valid for one calendar month from the date the letter was issued); any excusable absence/tardy must relate to the condition described in the letter.

IV. COLLEGE VISITS

Students are permitted up to three (3) days for college visits, cumulative. These may be taken during their junior or senior year for college-initiated activities such as pre-registration and interviews. According to OCBE Policy 9010, up to two (2) days for college visits in a single year may be used when proper procedures are followed and the student will not be marked absent. Parents and students must follow the VACATION POLICY procedures (see below) when applying for college visits. The modified school calendar provides additional time during the school year, so all other visitations should be scheduled on days when our school is not in session (the breaks in October, December, February, and April are ideal times for these visitations).

V. VACATION POLICY

Parents are encouraged to schedule family commitments so as not to interfere with the student's school experience. However, should it become necessary for a student to be absent because of a family trip or an acceptable out-of-school educational enhancement opportunity (Kentucky Revised Statutes 159.035), the following policy applies:

- 1) Parents are to give the school **written notice** at least five (5) days in advance of the departure date so that students have time to complete all class work scheduled during that time period.
- 2) Students must have satisfactory attendance as determined by the Attendance Principal and be academically stable in all classes for the request to apply the Vacation Policy to be approved.
- 3) Upon approval of the written request, the student will receive a Vacation Policy Form on which all of the student's current teachers will indicate necessary work to be completed and sign. This form will also be signed by the parent/guardian acknowledging teachers' comments and then returned to the front office.
- 4) Students are to obtain **class assignments** from each teacher, complete the required work and turn it in to the individual teacher prior to leaving on the trip unless otherwise priorly arranged with the teacher.
- 5) **Tests** scheduled during the absence will be made up on the day of the return. (Exception: if a student has more than three tests to make up, he/she may have additional days to make up the tests taking no more than three tests per day.) Teachers may elect to give tests prior to students' departure.
- 6) **Absences** will be marked "vacation" and all work will be credited to the student providing the steps described above are completed. If these steps are not completed, the student will be assessed with unexcused absences.

The Vacation policy will not be in effect during the last week of any grading period nor can it be used to extend a scheduled school break, including single holidays as well as Fall, Winter, and Spring break. Family vacations should also recognize the possible extension of the school year due to snow and emergency days. Please refer to OCBE Policy 9010.