

EMINENCE INDEPENDENT SCHOOLS



Eminence Middle & High School Parent/Student Handbook 2018-2019

How will YOU make a Difference?

The mission of EMS/EHS is to develop world-class students in all aspects of life through the cooperation of students, staff, parents and community members.

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WELCOME

Moving into the 2018- 2019 school year, it is apparent that the students, faculty and staff at Eminence Independent Middle and High Schools have built a strong foundation and heritage. We are extremely excited to continue the 2018-2019 school year as an innovative district. We strive to create an engaging and exciting learning environment through the personalization of student learning. We hope that you will join us in embracing new opportunities for our students academically as we work to build world-class citizens.

We strive daily at Eminence Independent Middle/High School to always hold ourselves in high regard and we expect the same of our students. Our desire is to create a culture in which respect and common courtesy are demonstrated in all of our daily interactions. This Student Handbook is designed to give guidance to students and parents around academic and behavior expectations. While there are other information and policies included, please note this is not an all-inclusive handbook. You may refer to the Eminence Independent Schools Code of Acceptable Behavior and Discipline for a detailed document. Our goal is to provide you the most requested and useful information in an easily accessible guide.

Please feel free to contact us at anytime should you have questions or concerns. We are looking forward to a rewarding 2018-2019 school year!

Angie Deckard, Principal

ATTENDANCE

Daily attendance at Eminence Independent Schools is critical to your success. The expectation that students attend timely and regularly is your responsibility. However, in some cases there are circumstances beyond your control, in those instances you should work with the principal, assistant principal, FRYSC and/or district director of pupil personal to help solve any issues detrimental to your academic success. We are here to help and support you through your journey here at Eminence Independent Schools. Here are some guidelines and policies to note:

School Day: Students are not to arrive at school prior to 7:25 a.m. All students arriving at school from 7:25 a.m. to 8:00 a.m. must go to the gym and remain there until dismissed to go to the classroom. If eating breakfast, middle school students may go into the cafeteria. Middle school breakfast begins at approximately 7:25 AM, and High School breakfast begins at approximately 7:45 am. The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students are to leave school immediately at 3:00 p.m. unless authorized to stay by the sponsored after school program. Tresspassers will be disciplined and/or prosecuted.

Early Dismissal: If a student is being picked up early, an adult must sign the student out in the office. Only those persons listed on the student's enrollment sheet/emergency card are allowed to sign the student out from school. If the person is not listed, we make an effort to contact the parent/guardian and if this is not possible, the child is not allowed to leave. Student drivers who need to leave early must present a written request before 8:00 a.m. on the date that leaving is necessary. The principal, or principal's designee, are the only people who can grant a student permission to leave the school premises.

Students must attend a minimum of **1/2 Day** in order to attend any after school activities, dances, games, talent show, athletic events, practices, etc.

Absences: Notes from parents for illness are accepted six (6) times per year. *A parent note is required upon a student's return explaining absence.* Failure to provide a note will result in an absence being recorded as unexcused. If a student is absent three consecutive days, a doctor's note is required on the fourth day. Doctor notes are always excused.

It is the responsibility of the student to communicate with teachers and determine an acceptable schedule for submission of missed work for both excused and unexcused absences. For unexcused absences, make up work is handled at the discretion of the teacher.

Tardy Policy: Students are permitted 6 tardies with notes from the parent per year. After these notes have been exhausted, all tardies fall into the unexcused category, and consequences are assigned per the current policy on tardies and discipline.

Students reaching their 3rd unexcused tardy and beyond will receive detention for each unexcused tardy and students will also be added to the Loss of Privileges list. The counting/accumulation of tardies begins anew with the start of each semester.

DISCIPLINE

Our expectation is for all students to be responsible, respectful, and tolerant of all people encountered ***on the school premises and at all school-sponsored events.*** Eminence students are always expected to exhibit excellence. We desire all of our classrooms to be free from disruption to achieve maximum learning. Student's general conduct should be such that they do nothing that will call attention to themselves in a negative manner. In situations where a lack of judgment occurs, there is guidance below on some parameters for addressing issues that arise. Refer to the Eminence Independent Schools Code of Acceptable Behavior and Discipline for all information regarding behavior and discipline.

SERIOUS INFRACTIONS

Serious disciplinary problems shall be promptly reported to the assigned administrator and to the parent(s) of the student.

Discipline Policies and Processes

Eminence Independent Middle and High School students are held to a high standard of academic performance, leaving no time for behavior violations. Violations result in lost instructional experiences for the primary student being addressed and the other students in class. We expect excellence from all students and will deal appropriately with all situations that result in anything less than appropriate school behavior.

All students shall be disciplined for committing behavior violations as identified in this section. Minor violations will be handled through informal or in-school disciplinary measures. More serious offenses may also result in suspension or expulsion from school. Students will be responsible for restitution of damaged or destroyed property.

Discipline Event and Resolution Levels

Due process shall be given at each level.

<i>LEVEL 1</i>	<i>LEVEL 2</i>	<i>LEVEL 3</i>	<i>LEVEL 4</i>
<p>Description: Behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school.</p> <p>Procedures: Teacher/staff intervention and redirection. Event and resolution are maintained by teacher either formally or informally.</p>	<p>Description: More frequent or severe behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school.</p> <p>Procedures: Administrator investigates behavior event and interviews necessary participants. Parent conference may be held. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.</p>	<p>Description: Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others.</p> <p>Procedures: Administrator investigates behavior event interviewing all necessary participants. Parents are contacted. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.</p>	<p>Description: Behaviors which result in violence to another's person or property, or which pose a direct threat to the health or safety of others.</p> <p>Procedures: Administrator investigates behavior event interviewing all necessary participants. Parents are notified. Administrators may call Law Enforcement and assist in prosecution. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.</p>
<i>BEHAVIOR EVENT EXAMPLES</i>	<i>BEHAVIOR EVENT EXAMPLES (and continued Level 1 behaviors)</i>	<i>BEHAVIOR EVENT EXAMPLES (and continued Level 1 and 2 behaviors)</i>	<i>BEHAVIOR EVENT EXAMPLES (and continued Level 1, 2 and 3 behaviors)</i>
<p>Tardy to class Dress code violation Failure to complete assignments Disruptive behavior Failure to follow staff instructions Electronics/Cell phone infraction Inappropriate displays of affection Verbal harassment Violation of Computer Access (AUP)</p>	<p>Bus disturbance Bullying Cyberbullying Harassment Hazing Menacing Harassing Communications Stalking Cheating/plagiarism Disruptive Behavior Failure to follow staff instructions Electronics,Cell phone infraction Gambling Inappropriate Behavior Leaving Campus Signing parent/staff note or excuse Falsification of documents Skipping Class/School Truancy (3rd School tardy or 3rd Unexcused absence) Tobacco--use</p>	<p>*Fighting (1st offense) Vandalism (less than \$100) Stealing,Theft (less than \$100) Profanity or Vulgarity Inappropriate sexual behavior Cheating Failure to serve extended detention **Assault-Felony Assault-Misdemeanor **Drug Possession/Use/Sell/Distribution Includes alcohol, controlled substances, inhalants nonprescription look alike drugs</p>	<p>*Fighting (2nd offense and over) **Assault-Felony Assault-Misdemeanor **Terroristic Threatening Bomb Threat,Arson,False Alarms **Vandalism (more than \$100) **Stealing,Theft (more than \$100) **Arson **Weapons possession/use/transfer **Fraud or falsely reporting an incident **Drug Possession/Use/Sell/Distribution Includes alcohol, controlled substances, inhalants, prescriptions.</p>

<i>LEVEL 1 (Cont.)</i>	<i>LEVEL 2 (Cont.)</i>	<i>LEVEL 3 (Cont.)</i>	<i>LEVEL 4 (Cont.)</i>
	<i>BEHAVIOR RESOLUTION OPTIONS (by an administrator)</i>	<i>BEHAVIOR RESOLUTION OPTIONS (by an administrator)</i>	<i>BEHAVIOR RESOLUTION OPTIONS (by an administrator)</i>
Verbal redirection Privileges withheld Special seating Behavior charting Conference with student Team conference with student Parent contact/conference Detention hall	Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer Counseling Detention hall Driving privileges revoked In-school suspension Restricted activity Behavior contract	Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer Counseling Detention hall Driving privileges revoked In-school suspension Restricted activity Behavior contract Restitution Out of school Suspension Alternative Placement Referral to Law Enforcement	Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer Counseling Detention hall Driving privileges revoked In-school suspension Restricted activity Behavior contract Restitution Out of school Suspension Alternative Placement Referral to Law Enforcement Expulsion

* A physical struggle, contact or quarrel where no participant is identified as a victim.

** These behavior events require reports to Law Enforcement

EXPLANATION OF DISCIPLINARY MEASURES & RESPONSIBILITIES

Classroom Teacher Enforcement: This includes teacher assigned detentions and written referrals to office.

After School or Before School Detention: Most common form of disciplinary action for all minor infractions. Detentions may also take place during the lunch period at the discretion of the assigning faculty member.

In-School Suspension: Assigned by the Principal or his/her designee for more severe or frequent infractions. Students attend school but are placed in an alternate setting for a period of time.

Short Term Suspension: Assigned by the Principal or his/her designee as a result of fights, technology violations, inappropriate substance violations, language/disrespect and other serious offenses. Students are not permitted to attend school. Duration varies from one (1) to ten (10) days. Parent conference may be required prior to student return.

****Multiple out of school suspensions, fighting, arms violations, or other serious offenses could result in expulsion or alternative school placement.***

Alternative School Placement: Assigned by the Principal or his/her designee based on individual student needs and situations warranting the need for an alternative environment for successful completion of academic responsibilities.

Long Term Suspension: The most severe punishment that a school system may administer is a long-term suspension and expulsion of a student from school. Long-term suspensions shall be from a period of eleven (11) to twenty (20) days. Parent conference will be required prior to student return.

Expulsion: The following offenses are grounds for expulsion:

- a. Conduct detrimental to the reputations of the school
- b. Immorality in talk or action

When behavior problems are serious enough to warrant the initiation of the expulsion process, the following procedures will occur:

1. The principal convenes an informal hearing to determine the validity of the charge against the students.
2. If the evidence indicates the student has committed an expulsion offense, the student is given a pre-expulsion suspension. The case is then referred to the superintendent's office.
3. A conference will be held with the principal and superintendent to explore alternatives to expulsion. If expulsion is recommended, the case will be referred to the Board of Education.
4. The superintendent will forward the case recommendations to the principal within ten (10) days of the first day of pre-expulsion suspension.
5. Should the superintendent decide to recommend expulsion, the superintendent or designees shall, within five (5) days of receipt of the recommendation, notify the parent and student of the date, time, and location of the expulsion hearing. The hearing shall be held within twenty (20) days of the pre-expulsion suspension.

Appeals and Due Process: Appealing the course of action taken in regard to discipline resulting in suspension can be made in writing, through administrative channels, or to the Eminence Board of Education. Written appeals will receive a written response. Appeals go to the principal, the superintendent, and to the Board of Education.

Criminal Violations: Students are accountable to their school in their role as students and to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and the Federal Government apply to the conduct of all persons on school property. Violations will be dealt with according to Kentucky State Law and Federal Law in addition to the Conduct Code.

Search and Seizure: Eminence Independent Schools will follow the guidelines of the Attorney General (OAG79-168) in regard to search and seizure. The Attorney General's Opinion states that a "search of a student by school official is generally responsible if it bears a...rational relationship to a legitimate educational interest and is based upon reasonable suspicion."

ATTENDANCE/DISCIPLINE & STUDENT PRIVILEGES

At Eminence Independent Middle and High School, we believe that good school attendance and behavior help develop habits of responsibility, self-discipline, and work ethic that will be carried beyond high school. Unexcused absences, tardies, excessive excused absences, and discipline

referrals are known to have a negative effect on academic achievement. Therefore, Eminence Independent Middle and High School is adopting the following initiative to promote improved attendance and appropriate behavior at school.

Each school year, a student will lose privileges to participate in extra-curricular or co-curricular events sponsored by EIS if his/her attendance or behavior results in any of the following:

- 1) An accumulation of six (6) or more unexcused absence days, through whole or partial day absences.
- 2) Six (6) or more unexcused tardies to/from school.
- 3) Six (6) or more unexcused tardies to class.
- 4) Behavior referrals that result in three (3) or more assignments to detention or in-school suspension and/or one (1) suspension.
- 5) Any out-of-school suspension, recommendation for expulsion, and/or legal violation for a major disciplinary offense. The principal or his/her designee determines major disciplinary offenses in accordance with the EIS Code of Acceptable Behavior and Discipline and corresponding discipline matrix.
- 6) Consistent behavior referrals or issues identified in the Eminence Code of Acceptable Behavior and Discipline and corresponding discipline matrix.

Loss of privileges until the end of the school year includes, but is not limited to the following:

- Participation in the EIS graduation ceremony – for seniors and eighth grade
- Participation as an athlete or cheerleader in sporting events
- Participation in school plays and participation in Passion Projects
- Loss of school device privileges
- Participation in club activities during and after school
- Attendance to all events including Underclassmen awards, field day, Senior Awards Night
- Participation in any and all school dances, including Prom
- Attendance at home and away sporting, club, or activity events
- Attendance to any and all field trips
- Attendance at co-curricular activities that meet after school
- Loss of parking privileges

Loss of extra-curricular and co-curricular privileges may be appealed to the Student Privileges Committee. The Student Privileges Committee will meet once each month. Student Privileges Committee members will be appointed by the school principal. The committee will hear individual appeals and render decisions regarding privileges.

Students in violation of the student privileges honor code that plan to participate in a summer activity regarding a fall sport or extracurricular activity, OR students who wish to purchase a parking permit for the next school year must appeal to the Student Privileges Committee. The appeal must take place 30 days prior to the last day of the school year.

A senior student that has lost his/her rights to participate in the graduation ceremony must appeal to the Student Privileges Committee. The appeal must take place at least 30 days prior to the last day of the school year.

DUTY TO REPORT CERTAIN CONDUCT

The 1994 Session of the Kentucky General Assembly requires the reporting of certain conduct to the school by the parents and the reporting by the school to police of certain conduct. The parent/guardian of a child that has been found guilty or expelled for a homicide, assault or violation of a state law or school regulations relating to weapons, alcohol, or drugs must notify the school at time of registration. School employees are required to report to the sheriff, local police or Kentucky State Police:

1. Any felony occurring on school property,
2. Any misdemeanor or violation relating to
 - a. carrying, possession of a deadly weapon on school property, or
 - b. use, possession, or sale of controlled substance on school property.

DEADLY WEAPONS ON SCHOOL PROPERTY

This policy applies to students, staff members, and visitors to the school.

Weapons

Prohibited Except where expressly and specifically permitted by Kentucky Revised Statutes knowingly carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, personal vehicle or at any school sponsored activity is prohibited. Such weapons or dangerous instruments include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; chains, slingshot; bludgeon; booby trap device; brass knuckles or artificial knuckles of any kind; knife which is readily capable of causing death or serious physical injury (including but not limited to pocket knives or hunting knives) or any other object that is carried for the purpose of or potential of inflicting injury on another. Weapons implicating the need to report to law enforcement are described in Board Policy 05.48.

Exceptions An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.

Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

Posting The Superintendent and/or his/her designee shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:
UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.*

The above criminal penalty prohibiting the unlawful possession of a weapon on school property shall not apply to those persons listed in KRS 527.070.

Reporting Refer to Board Policy 05.48 for coverage of deadly weapons and reporting to law enforcement agency. Employees of the District shall promptly make a report to the Principal, School Resource Officer or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on school premises or within one thousand (1,000) feet of school premises, on a bus, or at a school sponsored or sanctioned event. KRS 158.155 (4) mandates the principal, based on reasonable belief, shall report the possession of a firearm to the appropriate law enforcement agency.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

Enforcement In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with Board policies 09.436, 05.48 and 09.435.

Penalties Violation of this policy by students shall require that proceedings for expulsion be proposed immediately by the Principal through the Superintendent.

References: KRS 500.080; KRS 527.020; *KRS 527.070; KRS 161.790; KRS 160.290; KRS 160.340; KRS 159.180; KRS 527.100; KRS 158.155

Related Policies: 05.48; 09.435; 09.436

BULLYING

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 bullying, cyber bullying, verbal or physical abuse of others, or other threatening behavior.¹

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.

Reports

Students who 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.

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.

School Requirements for Compliance with HB 91:

- School employees report to principal (suspected student victims of felony offenses under KRS Chapter 508).
- Within 48 hours, principal files written report with local board of education (through the Superintendent as the executive agent of the BOE), and one of three local law enforcement agencies.
- Principal notifies parents or guardians of student
- The agency receiving the principal's report will conduct an investigation (school and/or board may participate in the investigation if the agency requests)
- If a law or board violation has occurred, school will report incident as part of safe school data reporting

References: KRS 158.150¹; KRS 158.148; KRS 158.156; KRS 160.290; KRS 525.080

CONDUCT ON BUS

Riding the school bus is a privilege provided by the Eminence Board of Education. The Board has given the bus driver the responsibility of safely transporting students to and from school. The bus driver also has the authority to manage student behavior on the bus to maximize safe transportation.

Principal Responsible Each principal shall hold students who ride the bus, drive or walk to school strictly accountable for good deportment.

Reporting of Violations The bus drivers shall report in writing any violation of district policy or school rules to the Principal.

Discharge of Pupils from Bus Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in such a way as to endanger the safety or well being of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. Such action shall be taken by drivers only in extreme cases and as a last resort to protect other pupils.

In the event a pupil is discharged for disciplinary reason(s), the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the

pupil attends, and the Superintendent/Designee and the student's parent or legal guardian.

Withholding of Riding Privileges The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent or Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.***

Bus privileges may be withheld for the following violations:

1. Violation of any rule covering student conduct which actually or potentially interferes with the operation of the bus or the safe transport of students or which actually or potentially presents a threat to the health or safety of bus riders and/or drivers.
2. Smoking, possession or use of tobacco products on the bus (1st offense - up to ten (10) consecutive school days).
3. Fighting ** (1st offense - Up to ten (10) consecutive school days (2nd offense - possible school year suspension).
4. Vandalism (Up to ten (10) consecutive school days suspension and restitution, possible school year suspension).
5. Abusive or vulgar language directed personally at the driver (Up to ten (10) consecutive school days, possible school year suspension).
6. Controlled substances for use, transfer or sell (Up to ten (10) consecutive school days, possible school year suspension).
7. Throwing objects on or out of the school bus. (Up to ten (10) consecutive school days, possible school year suspension).
8. Terroristic Threatening, 2nd degree, (Up to ten (10) consecutive school days, possible school year suspension).

**A physical struggle, contact or quarrel where no participant is identified as a victim.

ADDITIONAL CONSEQUENCES MAY ALSO BE LEVIED AT SCHOOL LEVEL.

VIOLATION OF THE ITEMS LISTED BELOW SHALL CONSTITUTE REASONS FOR DISCIPLINARY ACTION; INCLUDING, VERBAL REPRIMAND OF STUDENT, PARENT NOTIFICATION, ASSIGNED SEATING, OR UP TO THREE (3) DAYS SUSPENSION FROM SCHOOL BUS.

Unacceptable behaviors that affect the safe operation of the bus and/or distract the driver are:

1. Not staying in seat.
2. Making excessive noise: screaming, whistling, etc.
3. Using abusive or vulgar language directed to someone other than the driver.

4. Holding arm, leg and/or head/object out bus window.
5. Not waiting at the bus stop.
6. Taking items on the bus against the rules.
7. Refusing to share seat with other students.
8. Riding bus other than assigned.
9. Eating, drinking or chewing gum on the bus.
10. Bullying, hazing, menacing, harassment, stalking others on the bus.
11. Other unacceptable behavior.
12. Using electronic and/or telecommunications devices without approval of principal/designee and bus driver.

Video Recording Equipment Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

Restitution of Damages The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

Students with Disabilities Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.****

References: *702 KAR 5:080; KRS 508.078; ***702 KAR 5:050; ****PL 101-476; 707 KAR 1:280 through 707 KAR 1:380; Individuals with Disabilities Education Act (IDEA); Ingraham v. Wright 430 US 657 (1977); 702 KAR 5:090; KAR 5:100

Related Policies: 09.434; 09.226

NO PASS/NO DRIVE DRIVER'S LICENSE REVOCATION

Academic and Attendance Deficiencies

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.

2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in a class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

Reinstatement of Driving Privilege

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement must then have their standing confirmed. School personnel shall make the required report to the appropriate agency.

References: KRS 159.051; KRS 186.470; 704 KAR 7:050; 704 KAR 7:100; Student Discipline Guidelines; OAG 77-419

Related Policies 08.221; 09.123

PERSONAL TELECOMMUNICATIONS DEVICES

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

This policy shall also apply to such items as personal digital assistant, iPOD, MP3 players, cameras and photographic devices.

While on school property during the instructional day students shall be permitted to possess **UNPOWERED** personal telecommunications devices as defined by law.

Devices may only be used before and after the instructional school day and during the high school student's lunch. Permission may be granted, within the classroom, by the teacher for a specific instructional purpose. Devices must not be seen or turned on at any other time. For purposes of this policy, the instructional day shall be defined as ten (10) minutes prior to the beginning of instruction and lasting until the designated time of school dismissal.

Students in violation of this policy shall be subject to disciplinary action. Additionally, the personal telecommunication device shall be confiscated and returned to the student's parent/guardian, or to a student who is eighteen (18) years of age.

Students are responsible for the devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought on to school property.

Students shall not use personal telecommunication or similar electronic devices in a manner that would violate the District's Code of Acceptable Behavior and Discipline.

PLAGIARISM

Eminence students are expected to hold themselves with high integrity and cheating will not be tolerated by any student. Cheating/plagiarism is defined in the Merriam-Webster dictionary as “taking someone else’s work or ideas and passing them off as one’s own”. This can take the form of requesting or receiving answers from a person, digital source, or print source.

First Offense: Student receives 0 for assignment. Student required to attend plagiarism workshop. Student becomes a day user only for their school-issued device. .

Second Offense: Student receives 0 for assignment. Student goes before panel of teachers and must present their understanding of plagiarism and demonstrate an understanding of the long-term consequences. Student assigned to an alternative school-issued device for remainder of school year. Student placed on the loss of privileges list.

Third and Subsequent Offense: Student receives a “0” in the course, all incidents placed in student’s permanent record and placement at alternative facility until student demonstrates ability to act with integrity consistently.

**BE Ready (Early College) students will be removed immediately from program, due to zero tolerance policies at collegiate level.*

ACCESS TO ELECTRONIC MEDIA

(Acceptable Use Policy)

The board supports reasonable access to various information formats for students, employees, and the community, and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic file and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of malicious messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior including interaction with other individuals on social networking sites, usage of chat rooms, and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, or personal devices that are permitted to access the District’s network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the internet and World Wide Web;

- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them;
- District-provided email is subject to search by District Administrators at any time, and without further consent from students.

Permission/Agreement Form

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources (form provided later in this packet).

The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Checkout of School Owned Electronic Devices

Electronic devices may be made available for student checkout, but shall be the responsibility of the person to whom the device is issued, and will be subject to all provisions set out in the policy and related procedures. In addition, a signed AUP form must be on file at the school or District level before an electronic device is issued to a student.

Staff/Student Owned Mobile Computing Devices

Students and/or employees who bring to school privately owned laptops or other mobile technology devices, including but not limited to, smartphones, iPad, etc., are responsible for the equipment. Further, use of such devices shall adhere to all guidelines in the District AUP and accompanying procedure(s).

Disregard of Rules

Individuals who refuse to sign required Acceptable Use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or district.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen,

damaged, or vandalized while under their care. Students or staff members who deface a District website, or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

ACES USER AGREEMENT

1. Each student and student's parent or guardian must sign and return the Apple Computers for Eminence Students (ACES) User Agreement acknowledging receipt and acceptance of the terms of this Agreement prior to receiving an ACES computing device.
2. The restrictions set forth in the Eminence Independent Schools Acceptable Use Policy apply in their entirety to the ACES devices, whether the student is connect to the Eminence Independent Schools Network, or Internet away from school.
3. To protect students while at school and off-campus, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system.
4. The student's parent/guardian will be charged a take-home fee in order for the student to take the ACES device off-campus. In the event that the ACES device is damaged, the ACES device shall be returned to the District so that the District can make any necessary repairs.
5. Students and parents/guardians may not attempt any repairs/services on the ACES device either directly or by taking the device to a commercial repair facility. Damaged ACES devices must be returned to the District for repair/service. Any attempt to repair/service the ACES device could result in student/parent being charged the full replacement cost of the ACES device (up to, but not exceeding, \$999.00).
6. Remote software or configuration changes necessary for the ACES device maintenance and security (and in order to ensure that only authorized software is installed on the ACES devices) may be sent out to all ACES devices. Such software maintenance may involve the correction of an altered software or configuration, and in some cases, may remove files from the ACES device if the files are deemed to be a threat to the operation or security of the EIS Network, or are stored in unauthorized software. No notification will precede this type of remote access.
7. Students are solely responsible for backing up their data. In the event that data stored on the ACES device cannot be recovered, the District is not responsible for loss of the data.
8. Students may not permit individuals other than school personnel to use or access the ACES device assigned to them.
9. Students may not share their District-issued power cords. Replacement cost for a lost or damaged power cord is the responsibility of the student/parent.
10. Students may not download additional software to the ACES devices, except when instructed by a teacher or staff member. This includes games (such as Minecraft, JustShoot, or any other game) or online service (such as Skype). The presence of these applications will result in consequences detailed in the attached discipline guide.

11. The ACES device is at all time the property of Eminence Independent Schools. The student is granted no right to disable or modify any hardware or software installed on the ACES device, or to install new or additional programs.
12. Students shall not remove District labels or tags from the computer, nor shall they add stickers, labels, or other markings to the computer.
13. Students should not eat or drink while using the ACES device, or have food or drinks in close proximity to the ACES device. Spilling liquid on the ACES device will cause expensive damage not covered by the AppleCare Warranty. You would be responsible for the cost of that repair.
14. The ACES device is deemed to be in the custody of the student from the time the student received the ACES device until the ACES device is returned to the designated school representative. If the ACES device is lost or stolen, a parent/guardian and student shall immediately advise the Principal/designee of the incident, and provide all relevant information. When an ACES device is reported lost or stolen, the District will activate all available tracking features to help locate the device.
15. The ACES device, cord, bag, and District-owned accessories must all be returned at the end of the school year, or on the date of a student's withdrawal from Eminence Independent Schools if a student withdraws before the end of the year, or at any time upon request by a school administrator. The student must return the ACES device, cord, bag, and all District-owned accessories to the District in the same condition they were in when they were originally provided to the student. Failure to return the ACES device, cord, bag, and all District-owned accessories in accordance with these stated conditions may result in disciplinary action, additional fees (in order to replace/repair damaged or missing equipment), and/or prosecution for all applicable crimes, which will include, but may not be limited to, Grand Larceny. A student's transcripts or grades will not be released until the ACES device, cord, bag, and all District-owned accessories are returned and subsequent fees are paid in full.
16. The district retains the right to review any material sent, mailed, or accessed through an ACES device. School District Personnel have the right to inspect all material stored on an ACES device. Students have no right to privacy or confidentiality in material that was created, sent, accessed, or stored using an ACES device or an EIS Network accounts. If a ACES device is lost, this event should be immediately reported to the District. If a ACES device is stolen, this event should be immediately reported to the District and a police report should be immediately filed. A copy of this police report should be submitted to the District by the parent.
17. If the school determines that the student has failed to adequately care for the ACES device, cord, bag, and all District accessories or that the student has violated District rules or policies, the District shall impose appropriate consequences and disciplinary actions as set forth in the Eminence Independent Schools Student Handbook. If the District determines that the student acted with intent to damage the District's property, then, in addi-

tion to any other available remedies, the District may refer the matter for appropriate civil, criminal, and/or juvenile proceedings.

18. It is the responsibility of the student to fully charge the ACES device each evening and to bring the fully charged ACES device to school each day in the district approved bag.
19. The ACES device must be kept in the approved Eminence Independent Schools bag when not in use. A free shoulder bag will be provided to the student. Backpacks with a laptop sleeve are available for purchase from the Technology Department. Should a student wish to provide their own backpack, they should first seek approval from the Superintendent's designee to verify the safety of the backpack. The ACES device should always be stored in a separate compartment from any other materials, including textbooks.
20. Any damage to the ACES device not covered under AppleCare warranty is subject to the ACES Fee Schedule. The AppleCare Warranty does not cover the cords, bag, accessories, or any personal software installed by the student. The AppleCare Warranty on the ACES device also does not cover cosmetic damage to the machine, such as scratches, dents, stickers applied, broken plastic ports, or port covers.
21. Insurance is available for the ACES device. Insurance is a separate charge from the take-home fee, is assessed independently of free/reduced lunch status, and is available on a per-year basis.
22. If accidental damage should occur to an ACES device, an official repair quote will be obtained from Apple, Inc by the technology department showing the actual cost of repair.
23. Damage to the ACES device, cords, bag, and accessories is the responsibility of the student/family if insurance is declined.
24. Liability is limited to the replacement/repair of the device. No additional liability is implied or assumed.
25. All fees are nonrefundable.

DRESS CODE EXPECTATIONS

Eminence students are expected to hold in high regard a respect for the learning environment in which they are a participant and their own personal image portrayed in their dress. Students are given much flexibility to express their own personal style, but are expected to remain appropriate for the school environment and the various experiences they may encounter during the course of a school day.

Tops: Tops must cover entire torso area (stomach, back, chest), including cleavage on girls. Sleeveless tops must cover at least 3 finger widths of the student (boys or girls). No see-through, mesh tops or cutoffs will be worn. No writing or pictures that are offensive to any groups or that promote alcohol, drugs, tobacco, sex, or profanity are allowed.

Bottoms: No shorts or skirts shorter than fingertips when arms are down, or without leggings under them. Females may wear leggings as bottoms, as long as the top falls to the mid-thigh. No

holes in pants above the knees without leggings under them. No sagging, pajama, yoga or flannel lounge pants are allowed.

Accessories: Bras (females) and underwear must be worn; shoes must be worn with a sole or tread; nothing may be worn that covers the face (including sunglasses). No extreme piercings that distract other students or hinder wearer's speech.

Exceptions to Dress code: Spirit Week allowances, Physical Education classes, after-school activities, which would be at discretion of coaches or sponsors. *Students are expected to dress accordingly at all school events, unless otherwise has been expressed by administration.*

Violations to this policy will result in students being required to change into appropriate clothing. Students without access to appropriate clothing will be provided clothing through the FRYSC. Habitual dress code violations will result in additional Principal-assigned consequences.

EXTRACURRICULAR

Expectations

Academics

- Must be passing ALL classes with a “D” or higher, to be eligible.
- Allowed to make up work up to the day of the competition.
- If failing two classes, an athlete is automatically out for a week.
- Grades are cumulative for the entire semester/year.
- Grades used are from previous week (Fri.) and given to coach by Monday.

Behavior

- The KHSAA policy is followed the first time a student is ejected from a contest.
- A second ejection means permanent removal from the team for the rest of that season.
- A second ejection any time during the school year results in an investigation by the school SBDM council to determine if future participation in activities/sports will be allowed and under what conditions.
- Students’ eligibility is also based on following all school policies.

Attendance

- A student must be at school the day of event in order to participate/attend any extra-curricular activity.
- After 5 unexcused absences a student will NOT be allowed to participate in that activity for the rest of that season/year. Please refer to the “attendance” section in this handbook or to board policy for a definition of excused absences.

*****In order to participate in any sport, a physician must complete a KHSAA approved physical examination form.**

Letters

The first Varsity Letter will be an eight-inch letter that is red chenille on a white felt background. All subsequent letters will consist of a certificate.

Academic Letters:

Students participating as a member of Academic Team and Odyssey of the Mind shall receive a Letter when requirements are met for the squad.

Athletic Letters:

Letters are awarded in all sports (including Cheerleading). Requirements for earning a Letter will be announced before the season starts and determined by the specific coach involved.

USE OF ALCOHOL, DRUGS AND OTHER PROHIBITED SUBSTANCES

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;

2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

DRUG TESTING

The Policy includes the following groups:

- ❖ All drivers, all middle and high school athletic and academic competition teams including - football, basketball, baseball, softball, cross country, track, archery, volleyball, band, cheerleading, academic team, and middle and high school odyssey of the mind, and all school-sponsored clubs.

IMPLEMENTATION, REVIEW, AND EVALUATION

All student participants and their parents or legal guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student shall be permitted to try out for any competitive team at Eminence Middle or High School, be permitted to join any school-sponsored club, or be authorized to drive or park on school property. A Drug & Alcohol Prevention Committee ("Committee") shall be established by the Board and shall have overall responsibility for overseeing these procedures.

The Committee shall establish procedures as needed to implement the Program fairly and efficiently. In addition, the Committee shall review and evaluate the effectiveness of the Alcohol and Drug Safety Program on an annual basis. The evaluation shall include, but shall not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. Their purpose is limited to procedures and evaluation of the Program. An advisory committee comprising of two (2) students selected by the Student Council shall provide input in the evaluation process of the program.

Applicability

This Program applies to all students in grades six through twelve (6-12) choosing to participate on competitive teams or in school-sponsored clubs, which are all voluntary extracurricular activities. The program also covers students who drive to school. Students must declare their intent to participate at the beginning of the school year. They will, therefore, be in the "pool" of students to potentially be tested. Removal from the "pool" during the year means the student is ineligible for participation for the remainder of the school year. Students added after is at the discretion of the Principal.

Education

At least once each year, the sponsors of each competitive team or school-sponsored club shall **require** attendance at an educational seminar on alcohol and other drug abuse for all student participants. These seminars shall be open to attendance by the student participants' parents or legal guardians and shall be presented by experienced, professional substance abuse educators. Students must demonstrate an understanding of the main components of the drug education seminar.

Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results. (Specific testing procedures shall be provided by the vendor with whom the Board contracts to perform drug and/or alcohol screening. Those procedures shall comply with corresponding Board policy and applicable federal, state, and local laws) The Principal and/or the Athletic Director will be responsible for overseeing the procedures involved in this program.

SUBSTANCES TESTED

Student participants' urine specimens shall be tested for the following: (a) alcohol, (b) amphetamines, (c) marijuana (THC), (d) cocaine and its derivatives, (e) LSD, (f) opiates, (g) phencyclidine (PCP), (h) benzodiazepine, (i) barbiturates, (j) methadone, (k) methaqualone, (l) propoxyphene, and (m) such other abused, illegal, or banned substances as shall be determined by the Board. Upon recommendation of the Committee, the Board shall consider amending the policy to include any new substances.

SANCTIONS

FIRST VIOLATION

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per District procedures.
3. The student participant shall be suspended for the next four (4) consecutive interscholastic events or the next four (4) weeks of the season, whichever is greater. Drivers will not be able to drive for four (4) consecutive weeks. If necessary, the suspension shall carry over to the student's subsequent participation on another team or club and/or to the following season. Before reinstatement to the team or club after a first violation, the student participant must receive an assessment or evaluation and complete the recommendations of the counselor. When available, 7 Counties will provide these services. If they are not available, the student is financially responsible for getting these services through a provider approved by the Board of Education. Prior to readmission to the team or club the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.
4. If a student is reinstated following a first violation, the student's participation shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated. The student must follow all of the recommendations of the evaluation in order to be reinstated. If the student elects **not** to seek reinstatement after a first violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other team or club. A student serving a suspension for one team may try out for a second team if the student provides a negative drug test result from the Testing Laboratory currently under contract at the student's expense. If the student successfully makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

SECOND VIOLATION

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per District procedures.
3. The student participant shall be suspended for the next sixteen (16) consecutive interscholastic events or sixteen (16) consecutive weeks, whichever is greater. Drivers will not be able to drive for sixteen (16) consecutive weeks. If necessary, the suspension shall carry over to the student's subsequent participation on another team or club and/or to the following season. Before reinstatement to the team or club after a second viola-

tion, the student participant must successfully complete recommendations that resulted from the assessment as evidenced by a written statement to that effect issued by the director of the treatment program. Prior to readmission to the team or club the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

4. If a student is reinstated to the team or club following a second violation, the student's participation in another team or club shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension, and the required program and was appropriately reinstated to the prior team or club. If the student elects **not** to seek reinstatement to a team or club after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other competitive team or club. A student serving a suspension for one team may try out for a second team if the student provides a negative drug test result from the Testing Laboratory currently under contract at the student's expense.

If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another team and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

THIRD VIOLATION

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per District procedures.
3. The student participant shall be excluded from participation in any team or club for the remainder of the student's interscholastic eligibility. Drivers will not be able to drive for the remainder of the scholastic career.

Violations shall be deemed to accumulate throughout the student participant's involvement in all teams or clubs.

SCHOOL ACTIVITIES

These are suggested guidelines and expectations for any school sponsored activity.

Seniors: May sponsor two activities and a senior prom

Juniors: May sponsor two activities

Sophomores: May sponsor one activity

Freshmen: May sponsor one activity

- All activities begin with prior approval of the principal. There shall be a minimum of one adult per ten students to chaperone each activity. Chaperones must be staff or parents who have successfully completed the volunteer application process.
- All sponsors of the class shall attend unless excused by the principal.
- Students should hold their character at any school-sponsored event in high regard. Fighting, drinking of alcoholic beverages, and any other inappropriate behaviors will result in discipli-

nary action. There will also be an indefinite suspension from the class sponsoring event to host further events. No outside containers will be permitted.

- All present enrollees of EHS are welcome to attend, as long as they have remained a student in good standing. Students outside of the EHS will need to attend with a present student and principal approval. The request/approval form is located in the front office and should be done a minimum of two weeks prior to event.
- Once admitted to the activity, leaving and returning while the activity is in progress will not be permitted. All activities shall end by 11:30 PM, unless approved by the principal.

SENIOR & JUNIOR INFORMATION

Prom Policy

Seniors & Juniors will be permitted to attend prom based on the following criteria:

1. Seniors & Juniors must have all school fees and senior fees paid by April 1 in order to go to prom.
2. Seniors & Juniors may not have more than 5 unexcused absences.
3. Seniors & Juniors may not accumulate more than 5 detentions or 1 suspension (out of school).
4. Seniors & Juniors may invite one guest to the prom, but that guest must not be under high school aged or older than 20. (No date may be legal drinking age).
5. Seniors, Juniors, and guests must sign a contract of behavior and senior's parent must sign.
6. Seniors & Juniors must abide by school rules regarding tobacco, drug, and alcohol use while attending prom. Students who do not will not only be sent home from prom, but will receive the same penalties incurred at school.

Senior Trip Policy

Seniors will be permitted to attend the senior trip based on the following criteria:

1. Seniors must have all school fees and senior fees paid prior to the trip in order to go on trip.
2. Seniors may not have more than 5 unexcused absences.
3. Seniors may not accumulate more than 5 detentions or 1 suspension (out of school).
4. Seniors must be passing all classes needed to graduate (before the trip).
5. Seniors must abide by school rules regarding tobacco, drug, and alcohol use while attending trip. Students who fail to abide by these rules will be sent home (parents will be required to come retrieve student) and will receive the same penalties incurred at school.

****There will be no refunds if student backs out of trip after tickets are bought or if student is prohibited because of any of the policies above.**

***Specific details and expectations will be outlined for senior parents in specific documents provided to senior parents.

EMERGENCY PROCEDURES

Our primary daily goal is to create an environment that is safe and free from any emergency incidents. In the unfortunate case of a school and/or community crisis that detrimentally affects the students and/or staff of the Eminence Independent School District, the following plan will be implemented.

1. School/District Emergency Guide will be implemented.
2. Administration Team K-12 will meet and develop immediate school plans to address the situation based on any special circumstances that need to be addressed.
3. Family Resource/Youth Service Center and Guidance Counselor will activate all available community resources.
4. School/District will communicate with parents via phone messaging system.

FOOD SERVICES

Meal Prices- Eminence Independent Schools will participate in the Community Eligibility Provision Program, which results in free meals for students PK-12. See “Fees” for a list of meal prices for adults and for extra milk pricing.

Ala Carte

Ala carte purchases cannot be charged, students must have funds in their account or cash at the time of purchase. If a student has a negative balance, ala carte purchases will not be permitted.

If a parent does not want their child to buy extras, the parent must call the school Cafeteria Manager or the Nutrition Service Department at Central Office to notify staff that their child is not permitted to purchase extra items.

Adults

No charges are allowed.

Account Pay Online

A parent/guardian may access the **mySchoolBucks** system on the district website to deposit money into their child’s food service account at any time online. There is a \$2.00 transaction fee per entry. Parents may also access account balances, receive a low balance email reminder and view their child’s purchases.

Outside Food

School wellness policies promote healthy eating habits and nutritious choices in school food service. Therefore, outside food purchased from fast food restaurants are not permitted in the cafeteria during serving periods.

FEES

Student Fees 6 TH through 12 TH	\$50
ACES User Fee (for off-campus use)	\$50
ACES INSURANCE (optional)	\$50
Senior Graduation Fee (seniors only –submitted to senior sponsors)	\$50
Parking Pass Fee for parking spots (only for those driving to school)	\$5

**School Fees can be made in increments throughout the school year as long as arrangements are made with the school. (For example: if paying Student fees and ACES user fee total \$100, there can be arrangements made to pay 4 increments of \$25)

Cafeteria Pricing

Eminence Independent Schools will participate in the Community Eligibility Provision Program, which results in free meals for students PK-12.

<u>Breakfast</u>		<u>Lunch</u>		
Elementary	\$0.00	Elementary	\$0.00	Extra Milk \$.50
Middle & High	\$0.00	Middle & High	\$0.00	
Adult	\$2.75	Adult	\$3.75	

Library Fees and Fines - 6-12 grades

Students must pay a \$.05 fine per day for every day that the material is turned in late. Students with outstanding fines may not check out any more materials until the fine is paid.

Student Accident Insurance

The school assumes no responsibility for the medical bills of students injured in an accident on school property. School Accident Insurance can be purchased through the school as a supplement to family insurance policies or in situations where insurance is not carried.

Nonpayment of Fees

In the event that fees are not paid, invoices may be mailed home.

EMINENCE GRADUATE PROFILE/SPARC

Students will set goals during the school year in their SPARC meetings. These goals will encompass academic, world-class knowledge and 21st Century skills. Including but not limited to: CommunicatE, CompetE, CollaboratE, CreatE, ContributE, InnovatE, PerserverE, & SynthesizE.

1. Students will meet the power standard for each component.
2. Students will be responsible for collecting evidence of meeting/working toward each goal. (We will provide students with a means to organize evidence, but it's the students' responsibility to update it and keep up with the evidence.)
3. Students will present their evidence at SPARC meetings to their parent or guardian.
4. SPARC meetings will occur twice yearly, including once during the first semester and once during the fourth quarter to check final progress and set goals for the upcoming year.
5. Students who fail to schedule or attend their SPARC meeting will be required to present their evidence to the Principal or his/her designee.

GRADING

Students will be graded based on Standards Based Grading. It is a method of assessment measuring student's mastery of standards for a class, and/or how a student understands the material in class. Standards Based Grading assesses each of these standards independently, giving students control of their own education knowing their strengths and can focus on growth. The Middle/High grading scale is outlined below. Please refer to each course syllabus for specifics on grading in each course.

Grading of Standards/Targets

The information in the table below is the grading system teachers will use to grade assignments.

Score	Description
4	Accomplished/Exemplary
3	Proficient
2	Developing/Approaching
1	Limited/Emergent
0	No Effort
I	Incomplete*

*A grade of incomplete is reserved for missing assessments due to factors outside the student's control, such as extended excused absences.

Infinite Campus Scoring

The information in the table below is the grading system teachers will use to input grades in Infinite Campus.

Range	Grade
4.00 to 3.50	A/4.0
3.49 to 2.50	B/3.0
2.49 to 1.75	C/2.0
1.74 to 0.75	D/1.0
0.74 to 0.00	F/0.0
Incomplete	I

GRADUATION REQUIREMENTS FOR HIGH SCHOOL

Graduation Requirements from the Eminence Board of Education are as follows:

- Earn 22 credits as identified in required course listing;
- Fulfill the state graduation requirements;
- Complete a senior panel review.

MINIMUM CREDITS REQUIRED TO BE PROMOTED:

10th grade = 5
11th grade = 11
12th grade = 16
Graduation = 22

College & Career Ready:

The Eminence Board of Education at the graduation ceremony will recognize any student who earned a college and/or career ready status.

BE Ready and Early College:

The Eminence Board of Education at the graduation ceremony will recognize any student who earned Bellarmine or early college credits.

In order to participate in the graduation ceremony, seniors must meet the following requirements:

- Attain 22 credits to graduate. These credits must include specific courses as outlined in the course requirements. They must also fulfill the state graduation requirements.
- Participate in all appropriate state mandated assessment programs with an honest good faith effort.
- Complete their ILP.

- Attendance and Behavior are in good standing. A student must not be on the Loss of Privileges list.
- Submit an electronic writing portfolio providing evidence that all writing standards are met.
- Pay all fees in full.

COURSE REQUIREMENTS

Math: 3 Credits*	English: 4 Credits	Science: 3 Credits
Social Studies: 3 Credits	PE: ½ Credit	Health: ½ Credit
Arts & Humanities: 1 Credit	Electives: 7 Credits	
Foreign Language: 2 credits**		

*Per the Kentucky Department of Education, “a mathematics course or its equivalent as determined by the district shall be taken each year of high school to ensure readiness for postsecondary education or the workforce; any mathematics course other than Algebra 1, Geometry, or Algebra 2 shall be counted as an elective and; if a student does not meet the college readiness benchmarks for mathematics as established by the Council on Postsecondary Education in 13 KAR 2:020, the student shall take a mathematics transitional course or intervention, which is monitored to address remediation needs, before exiting high school”.

**Foreign Language is not required for graduation, BUT required for most 4-year college and university admissions.

MEDICINE

Administration of Medication at School

- NO medication may be administered to students by an employee of the Eminence Board of Education unless there is **written** permission from both the parent or guardian and the prescribing physician.
- The school will supply no medication.
- Only doses of medication that cannot be administered at home may be given at school.

Medication is to be transported to and from school by a parent and/or guardian. Medication is not to be sent with the student or sent on the bus. The school is not responsible for medication that is not brought in to school by the parent and/or guardian. Leftover medication that is not picked up by the parent and/or guardian may not be sent home with student, it will be discarded.

Any student that is required to take medication during regular school hours shall comply with the following:

Medication shall be brought to school in an original container with the prescription label attached that includes the following information:

- Name of student
- Name of medication
- Dosage of medication
- Time and amount of medication to be given

- Nonprescription medication in the original container may only be given with written advice of the physician.
- Medication should be sent in the form it is to be given (divided tablets, etc.)
- All medication should be kept locked in the nurse's office or school office in a specified safe place. Students are not permitted to have medication in their possession, unless specified by physician.

Self-Managed Administration Of Medication

Self-administered medication, (i.e., insulin, asthma inhalers, and epinephrine) must be evaluated individually by the school nurse. Students in grades Preschool – 6th grade that are authorized by the physician to carry their medication at all times and/or self-administer medication are required to self-administer their medication in the presence of the school nurse or personnel designated by the school nurse.

- A signed consent form shall be completed by the parent or guardian and prescribing physician.
- It is the student's responsibility to comply with the physician's order concerning administration of medications. Upon receipt of the signed consent form, school personnel will endeavor to assist students with medication.

Every dose of medication administered by school personnel shall be recorded on a prescribed form.

School personnel responsible for administration of medications may refuse to administer medications if the above guidelines are not followed. In such situations, the parent/guardian will be notified.

SCHOOL HEALTH SERVICES

Health Record Requirements

All students are required to have a valid immunization certificate, physical examination, and official birth certificate on file.

Sixth Grade Health Record Requirements

- Valid immunization certificate (including 2 MMRs, Hepatitis A series, Hepatitis B series, and Td booster)
- Sixth grade physical exam
- Birth certificate

Illness/Injury

There may be occasions when your child may be referred to the school nurse. You may be notified by a note or by phone that your child visited the nurse. When your child has a fever of 100.0 or higher, injury requiring medical follow-up, vomiting, diarrhea, or suspected contagious condition such as conjunctivitis, etc., you will be contacted to pick your child up from school.

Please notify the school nurse if your child has any known medical conditions. Also, keep the nurse/office updated with current phone numbers and emergency contacts.

References: *OAG 73-768; OAG 77-530; OAG 83-115; **KRS 158.830 - KRS 158.836-KRS 158.838

Related Policy: 09.224

INFORMATION TO NOTE

- **Directory Information:** Parents must notify the school by September 30th if they do not want directory information released to public regarding their student.
- **Communication:** We desire open communication between parents, staff and students. To help support this we allow student use of the school phone if there is an emergency or a validated need by the administrative assistant or administration. Please feel free to call and leave a message in the front office for your student at any time. We will make sure that the message is effectively communicated to your student.
- **College Visitation:** Our expectation is for all students to have a post-secondary plan upon graduation. Students are strongly encouraged and supported in scheduling college visits. We ask that you communicate with teachers and administration for approval of all visits to a campus when classes at Eminence will be missed. Utilization of two week breaks are prime opportunities for campus visits. Students are awarded one college day visit during their senior year. Additional days may be approved by the principal.
- **Cameras:** Surveillance cameras are located in common areas throughout building. These provide guidance in determining the course of events that lead to accidents, disciplinary behaviors, or other needs. Student privacy will be protected to the extent that the law allows.
- **Food & Drinks:** All lunches are to be eaten in the Chill “E” Pepper Cafe. Due to lunch guidelines and safety of students, **no outside canned or bottled drinks are permitted.** Carry-in foods from restaurants are not allowed in the building for lunch. No food, drinks, or gum should be brought into any classrooms, except bottled water purchased from machines located in school. Violations will result in confiscation of items.
- **Homework:** Students will be expected to complete homework as assigned by teachers. This may vary depending on grade, time of year, and teacher designed lessons. Homework is designed to enhance learning, provide practice, or to prepare students for an upcoming lesson. It is not uncommon for teachers to give homework in preparation for an upcoming assignment that will occur during class, but where the background homework is required to fully participate with success. We are committed to providing necessary support for individual student needs after school in ESS or through a specific teacher. We ask students communicate openly and specifically with teachers when support is needed. Parents, you are critical to your child’s educational success.
- **Hall Passes:** Students should responsibly utilize the time for class changes to take care of personal issues. If the need should arise during the instructional period for a restroom break, stu-

dents should respectfully request permission and maintain a note from teacher while outside the classroom.

- **Student Drivers:** High school students who are in good standing, have parent permission and meet all requirements of the law are permitted to drive to school and park in student parking lot across the street from the main building. It is the responsibility of the driver to report immediately to the building upon their arrival.
- **Field Trips:** These experiences are designed to enhance classroom learning and are a privilege to students. Students participating must be in good standing academically and behaviorally. Those unable to attend due to status academically or behaviorally will be given an alternate assignment to complete. Alternative assignments will also be provided for students not obtaining parent permission to attend.

SCHOOL POLICIES ONLINE

To read school policies in full please refer to the District Website at <http://www.eminence.k12.ky.us> or feel free to contact our main office for a paper copy.

Absences and Excuses	09.123	
ACES User Agreement	08.2323	AP. 21
Access to Electronic Media	08.2323	AP. 1
Admissions and Attendance	09.12	
Assault and Threats of Violence	09.425	
Attendance Requirements	09.122	
Bus Conduct	09.226	
Bullying/Hazing	09.422	
Discipline Code	09.438	
Disrupting the Educational Process	09.426	
Drug Program		
Electronic Access/User Agreements	08.2323	AP. 21
FERPA	09.14	AP. 1
Grievances (Students)	09.4281	
Graduation, Promotion, Retention	08.22	
Harassment/Discrimination (Students)	09.428.11	
Integrated Pest Management	05.11	AP.11
Publication Consent Form	09.14	AP. 251
School Visits and Community Relations	10.5	
Special Education Expectations	09.43	
Suspension and Expulsion	09.123	
Student Grievances	09.4281	
Student Rights	Code of Behavior & Discipline	
Student Records and Educational Rights	09.14	
Telecommunication Rules, ACES Agreement, AUP	09.4261	
Visitors to Schools	10.5	

EMINENCE INDEPENDENT MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

PLEASE READ CAREFULLY AND SIGN

The student handbook is located on-line at: www.eminence.kyschools.us. If you would like a paper copy of the handbook, please contact the main office.

Please sign this form and return to your child's first period teacher.

It is both the parent and students' responsibility to read the Student Handbook each year, and know the policies and procedures for Middle and High School. Below you will find a signature line that needs to be signed, dated and returned to the school administrative assistant as soon as possible. This will be kept on file in each student's cumulative folder.

I have read and understood to the best of my ability the **Eminence Middle/High School Parent/Student Handbook**.

Printed Student Name _____

Student Signature

Date

Printed Parent Name _____

Parent Signature

Date