

EMINENCE INDEPENDENT SCHOOLS



Eminence Middle & High School Student/Parent Handbook 2019-2020

How will YOU make a difference?

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

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WELCOME

Moving in to the 2019-2020 school year, it is apparent that the students, faculty, and staff at Eminence Independent Middle and High School has built a strong foundation and heritage. We are extremely excited to continue the 2019-2020 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 2019-2020 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 and 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: The school day begins at 8:00 AM and ends at 3:00 PM. Students are not to arrive at school prior to 7:25 AM. All students arriving at school from 7:25 AM to 7:55 AM must report to the gym and remain there until dismissed to go to breakfast or the classroom. Middle school breakfast begins at approximately 7:25 AM, and High School breakfast begins at approximately 7:45 AM. Students are to leave campus by 3:15 PM unless they are under the direct supervision of an adult for an approved after-school activity. Trespassers 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 by 8:00 AM 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 or absence are accepted six (6) times per year. *A parent note is required upon a student's return explaining the nature of the 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 to School Policy: Notes from parents for tardies to school are accepted six (6) times per year. *A parent note is required upon a student's return explaining the nature of the tardy.* 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. **Please note that early dismissals are also recorded as tardies for attendance accounting purposes.**

Tardy to Class Policy: Students must present a note from a school official excusing their tardy to class. Failure to present a note will result in a tardy to class. For each class period, 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 quarter.

BEHAVIOR

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.

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> |
| Description: Behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school. | Description: More frequent or severe behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school. | Description: Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others. | 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>Level 1 Procedures: Teacher/staff intervention and redirection. Event and resolution are maintained by teacher either formally or informally.</p> | <p>Level 2 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>Level 3 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>Level 4 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> |
| <p>BEHAVIOR EVENT EXAMPLES</p> | <p>BEHAVIOR EVENT EXAMPLES <i>(& continued Level 1 behaviors)</i></p> | <p>BEHAVIOR EVENT EXAMPLES <i>(& continued Level 1 and 2 behaviors)</i></p> | <p>BEHAVIOR EVENT EXAMPLES (and continued Level 1, 2 and 3 behaviors)</p> |
| <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/Sale/Distribution Includes alcohol, controlled substances, inhalants nonprescription look alike drugs, e-cigarettes, vapes, or similar</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, e-cigarettes, vapes, or similar</p> |

| LEVEL 1 BEHAVIOR RESOLUTION OPTIONS | LEVEL 2 BEHAVIOR RESOLUTION OPTIONS (by an administrator) | LEVEL 3 BEHAVIOR RESOLUTION OPTIONS (by an administrator) | LEVEL 4 BEHAVIOR RESOLUTION OPTIONS (by an administrator) |
|--|--|---|--|
| Verbal redirection Privileges withheld Special seating Behavior charting Conference with student Team conference with student Parent contact/conference Detention hall Device privileges revoked | 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 Loss of privileges | 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 Loss of privileges | 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 Loss of privileges |

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

** These behavior events require reports to Law Enforcement.

***For any alcohol, drug, tobacco, or e-cigarette violations, students will be required to participate in and show evidence of completion of a school-approved substance abuse education program. Students may also be required to complete drug testing as described in the ‘drug testing’ portion of this document.

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 assigned 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 the 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 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".

BEHAVIOR & 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 had adopted the following initiative to promote improved attendance and appropriate behavior at school.

Each school year, a student may lose privileges to participate in extra-curricular or co-curricular events sponsored by EIS for 30 days from the date of the violation 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 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.

Loss of privileges do not transfer from one school year to the next school year, with the exception of placement on the loss of privileges list less than 30 days before the end 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.

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. Leggings may only be worn with a top/dress that meets the fingertip requirement. Holes in pants must also follow the fingertip rule for length. No sagging, pajama, yoga or flannel lounge pants are allowed.

Accessories: Undergarments must be worn and may not be visible. Shoes must be worn with a sole or tread. Nothing may be worn that covers the face (including sunglasses). Hats are prohibited. 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 assignment to detention or assignment of other consequences listed in the discipline matrix.

DRUG TESTING

Please refer to the Code of Acceptable Behavior and Discipline for a detailed explanation of district policy regarding the use of alcohol, drugs, and other prohibited substances. Note that all drug testing is performed by an outside agency contracted through the Board.

The Policy includes the following groups:

- ❖ All drivers, and all middle and high school athletic and academic competition teams including – football, basketball, baseball, softball, cross country, track, archery, volleyball, band, cheerleading, academic team, 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, and includes players attending the Middle School eligible for participation on Eminence High School Competitive Teams. 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.

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 violation, 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.

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.

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 the 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 carrying, possession of a deadly weapon on school property, or
3. use, possession, or sale of controlled substance on school property

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.

EXTRACURRICULAR

EXPECTATIONS

Academics

- Must be passing ALL classes with a 1.7 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 extracurricular activity.
- After 5 unexcused absences a student will NOT be allowed to participate in that activity for the rest of that season/year.

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

LETTERS

Academic Letters:

Students participating as a member of Academic Team, STLP, and Odyssey of the Mind shall receive a Letter and pin when requirements are met for the squad. After receipt of the initial letter, students will receive service bars for subsequent years on the team.

Athletic Letters:

Letters are awarded in all sports, including Cheerleading. After one minute of play in any varsity contest, a student will receive a Varsity Letter and a sport pin. After receipt of the initial letter, students will receive sports pins if the one-minute varsity play requirement is met in other sports. For subsequent years of play, students will receive service bars.

FEES

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

*Student fees and the ACES User fee are waived or reduced for students who qualify for free/reduced price lunch. The ACES Insurance, which is optional, is never waived.

**School fees can be paid in increments throughout the school year as long as arrangements are made with the school. (For example: if student fees and ACES user fees 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.

Breakfast

| | |
|--------------------------|---------------|
| Elementary | \$0.00 |
| Middle & High | \$0.00 |
| Adult | \$3.00 |

Lunch

| | |
|--------------------------|---------------|
| Elementary | \$0.00 |
| Middle & High | \$0.00 |
| Adult | \$4.00 |

Extra Milk \$.50

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.

FIELD TRIPS

All field trips require a signed field trip permission slip in order to attend. Students will be permitted to attend any field trip that impacts their grade in a course. For field trips that do not impact course grades, students will be required to get the permission slip signed by each teacher in order to attend. If a teacher does not sign off due to academic or behavior issues in the course, the student may not be permitted to attend the field trip. The principal or his/her designee reserves the right to remove any student from a field trip for violations of school policy that result in suspension or placement on the loss of privileges list. If a student is removed from a trip for behavior

violations, there will be no refunds after payments are made to outside agencies and/or trip costs are clearly disbursed among attendees.

EIGHTH GRADE TRIP PROCEDURE

Eighth graders will be permitted to attend the eighth grade trip based on the following criteria:

1. Students must have all school fees paid prior to spring break in order to attend.
2. Students may not have more than 5 unexcused absences.
3. Students may not accumulate more than 5 detentions or 1 out of school suspension.
4. Students must be passing all classes or have evidence of good faith effort prior to the trip deadline.
5. Students must abide by all school while attending trip. Students who fail to abide by these rules will be sent home at the expense of the family and will receive the same penalties incurred at school.
6. Students must have a valid immunization certificate and/or exemption form on file in the main office.

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

****Specific details and expectations will be outlined for parents in trip documents.**

SENIOR TRIP PROCEDURE

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 attend.
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 and have evidence of good faith effort in courses not needed to graduate prior to the trip deadline.
5. Students must have completed their senior service learning project, including meeting all requirements as outlined in the project agreement.
6. Seniors must abide by all school rules, including rules regarding tobacco, drug, and alcohol use, while attending trip. Students who fail to abide by these rules will be sent home at the expense of the family and will receive the same penalties incurred at school.
7. Seniors must have a valid immunization certificate and/or exemption form on file in the main office.

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

****Specific details and expectations will be outlined for parents in trip documents.**

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. Students may not possess, consume, or have delivered carry-in foods from restaurants during the school day or meal periods. Violations may be confiscated. Family members may not deliver restaurant foods for students to eat in an alternate location.

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 |
|--------------|--------------|
| 4.0 to 3.5 | A/4.0 |
| 3.4 to 2.5 | B/3.0 |
| 2.4 to 1.8 | C/2.0 |
| 1.7 to 0.8 | D/1.0 |
| 0.7 to 0.00 | F/0.0 |
| Incomplete | I |

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. The eight components of the graduate profile include CommunicatE, CompetE, CollaboratE, CreatE, ContributE, InnovatE, PerseverE, and SynthesizE. Please visit the school website or contact the school to access a copy of the graduate profile for each grade.

Requirements for the Graduate Profile and SPARC are as follows:

1. Students will meet the power standard for each component.
2. Students will be responsible for collecting evidence of meeting/working toward each goal. Students will be provided with a means to organize evidence, but it is his/her responsibility to update and keep track of the evidence.
3. Students will present their evidence at SPARC meetings to their parent/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.

GRADUATION REQUIREMENTS

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

REQUIRED COURSE CREDITS

Please note that new credit requirements have been established for students beginning Grade 9 in the 2019-2020 school year. The following course credit requirements apply to students in Grades 10-12 at the start of the 2019-2020 school year. To see the new credit requirements, please visit:

https://education.ky.gov/curriculum/hsgradreq/Documents/New_Graduation_Requirements.pdf

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”. **If enrolled in a senior-level mathematics intervention course as defined by 704 KAR 3:305, the student is required to pass the course.**

**For students in Grades 10-12, Foreign Language is not required for graduation, BUT required for most 4-year college and university admissions. For students in Grade 9 or lower for the 2019-2020 school year, KDE requires two years of foreign language to fulfill the pre-college curriculum graduation requirement

Academic or Career Transition Readiness

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.
- Successfully complete a panel review with a score of apprentice or higher.
- Complete the state-required civics examination with a score of 60 or higher.
- Attendance and behavior must be 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.

MEDICATION

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 brought to 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 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

(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.

NO PASS/NO DRIVE LAW

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

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 is assigned to one or more detentions.

Second Offense: Student receives 0 for assignment. Student is assigned to in-school suspension and placed on the loss of privileges list.

Third and Subsequent Offense: Student receives a "0" in the course. All incidents are placed in student's permanent record. Student is assigned to out of school suspension and placed on the loss of privileges list. Student assigned as a day user for their district-issued device for the remainder of the school year. Parents are required to meet with administrative team to determine whether the student will be placed in alternative school.

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

PROM

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

1. Students **must meet passing requirements** for any classes required to graduate (1.75 for SBG, 60% for non-SBG). For classes NOT required for graduation, seniors must be in good standing and have given good faith effort so far throughout the school year. Underclassmen must be passing all required core classes AND have good standing/good faith effort for non-core classes. For Edgenuity classes, students must be on track for completion by the end of the year, as deemed by administration.
2. Seniors must be on track to complete their senior service learning project, including meeting all requirements as outlined in the project agreement.
3. Students must have acquired **no more than 5 unexcused absences and no more than 10 unexcused tardies** (parent excused notes cannot exceed 6 for each; after that, medical documentation is necessary).
4. Students must have all **outstanding school fees paid** in order to attend prom. This includes any outstanding school/technology/library fees, as well as the \$50 senior fee (for seniors only).
5. Students must meet any other prom requirements as stated in the prom contract.

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 disciplinary 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 and have met any attendance requirements for the activity. 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 completed a minimum of two weeks prior to event.

- Once admitted to the activity, leaving while the activity is in progress will not be permitted. All activities shall end by 11:30 PM unless approved by the principal.

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 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, students 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.
- **Personal Telecommunications Devices:** In accordance with district policy 09.4261, devices including cell phones and smart watches must be off and unpowered from 8:00 AM to 3:00 PM, with the exception of the time when a middle or high school student is at lunch. In addition, a teacher may allow students to utilize their devices for a legitimate instructional purpose.
- **Visitors:** In accordance with KRS 158.162, all visitors are required to check in at the front office, provide valid identification, and state the purpose of their visit. Visitors are required to visibly display a visitor’s badge (given by the front office) on an outer garment for the entirety of the visit. When checking a student out, the individual **MUST** present a valid form of identification. If the individual is not on the student’s approved person summary report in infinite campus, the student will not be allowed to leave with the individual.

SCHOOL POLICIES ONLINE

To read school policies in full please refer to the District Website at www.eminence.kyschools.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 Acceptable Behavior | |
| 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 _____