
STUDENT/PARENT HANDBOOK

2018-2019

WARREN CENTRAL HIGH SCHOOL

559 Morgantown Road
Bowling Green, KY 42101
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This handbook is designed to be an aid to parents and students of Warren Central High School. It contains information of both academic and extracurricular nature and should be used in conjunction with stated policies of the Warren County Board of Education. It is the responsibility of each student to be knowledgeable about the information contained herein. Warren Central does not discriminate on the basis of race, color, national origin, age, religion, marital status, sexual orientation, gender, or handicap.

Approved by SBDM on July 9, 2018

WARREN CENTRAL HIGH SCHOOL
559 Morgantown Road | Bowling Green, KY 42101
Phone (270) 842-4302 | Fax (270) 781-5115

VISION STATEMENT

Through the ongoing growth and development of Warren Central Faculty and Staff, our students will be equipped to be successful, productive, and competitive in any healthy venue they choose.

ADMINISTRATION

Principal – Mike Stevenson
Assistant Principal – Rita Daniels
Assistant Principal – Joey Norman
Dean of Students – Cheryl Bunton

GUIDANCE COUNSELORS

Ashley Burysek
Emilee Comer
Jason Esters

SITE BASED DECISION MAKING COUNCIL

Chairperson – Mike Stevenson, Principal	Faculty Representative – Annette Garcia
Parent Representative – Janel Doyle	Faculty Representative – Shannon Gosnell
Parent Representative – Leigh Mooneyhan	Faculty Representative – Marti Watson

WARREN CENTRAL DRAGONS – IT’S ALL ABOUT THE “HUMBLE SWAGGER”

Show
respect

Willing
to lead

Actively
Engaged

Generating
school spirit

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VISION STATEMENT/CORE VALUES

VISION STATEMENT

Through the ongoing growth and development of Warren Central Faculty and Staff, our students will be equipped to be successful, productive, and competitive in any healthy venue they choose.

CORE VALUES

<u>A</u> Accountability	<u>P</u> Pursue ongoing growth and development	<u>I</u> Initiate and nurture positive relationships	<u>E</u> Exercise humility	<u>C</u> Choose a joyful attitude	<u>E</u> Execute greatness
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PHILOSOPHY

Warren Central High School is a secondary school encompassing grades nine through twelve that serves both rural and suburban students and attempts to meet the unique needs of all, regardless of race, religion, national origin, sex, age, marital status, or handicap. To serve this diversity of students and to provide positive, meaningful educational experiences for all individuals, Warren Central High School strives for flexibility of offerings combined with uniformity of purpose.

In an effort to prepare its students to function successfully in a rapidly changing world, the school attempts to guide them in the formulation of the qualities of a responsible adult:

- A positive self-image
- A desire for excellence in whatever endeavor they choose
- A respect for truth
- A sense of humor, integrity, tolerance, and respect for the rights of others;
- A willingness and desire to become informed and contributing citizens in a democratic society

To these ends, Warren Central High School offers a diversified curriculum with emphasis not only on the traditional broadly based educational coursework, but also on the evolving technologies necessary to compete in a technological global community.

CODE OF STUDENT RIGHTS

STUDENTS

09.428

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES FOR SECONDARY SCHOOLS

STUDENTS HAVE THE RIGHT TO:

- A system of public education, within the resources available to the district, which meets the needs of the individual student.
- Receive upon enrollment a written copy of regulations and policies that pertain to their public school experiences.
- Physical safety and protection of their personal property.
- Consultation with teachers, counselors, administrators, and other school personnel.
- Free student elections, which comply with Board of Education and individual school policy.
- Candidacy for and to hold office in approved student organizations within the school or within state or national student organizations.
- Examination of their own personal school records (if 18 or over) or examination of their records by their parents or guardians or other authorized representatives. Students under the age of eighteen (18) are required to obtain parent approval for such examination.
- Involvement in school activities without being subject to any form of discrimination (e.g. race, creed, or religion).
- Respect from other students and school personnel.
- Presentation of complaints and grievances to proper school authorities and receipt of replies from school officials regarding such matters.

STUDENTS HAVE THE RESPONSIBILITY TO:

- Complete homework, classwork, and missed work which results from excused absences in accordance with the instructions of the teachers.
- Display consideration for the rights and property of others.
- Dress in a manner that is not disruptive to the educational process or orderly operation of the school and maintain proper hygiene.
- Be in attendance at all regularly scheduled classes.
- Display appropriate conduct at all times.
- Abstain from gambling, extortion, theft or any other unlawful activity.
- Abstain from the possession, transmission, and/or use of an alcoholic beverage or controlled substance or any other substance that resembles or simulates a controlled substance.
- Maintain appropriate personal hygiene at all times.
- Practice self-control at all times.
- Obey school rules, regulations, and policies.
- Care for and appropriately use school equipment and facilities.
- Practice proper safety procedures while on school grounds or property.
- Take advantage of the opportunities to develop educational skills.
- Abstain from the possession, transmission and/or use of weapons, dangerous instruments, fireworks, or other incendiary devices.
- Abstain from physical or verbal intimidation, threat, or harm of any student or school employee.

- Abstain from the hindrance or the denial of use of school facilities to others.
- Abstain from acts of truancy such as being absent without permission from school and/or class.
- Abstain from acts of defiance of school authority.
- Abstain from the possession or use of tobacco products.
- Abstain from cheating in all academic and/or athletic activities.
- Abstain from habitual tardiness.
- Abstain from disruptive classroom behavior.
- Abstain from engaging in criminal violations.

REFERENCES:

[KRS 158.148](#)

[KRS 160.295 704](#)

[KAR 007:050](#)

RELATED POLICIES:

Section 09 09.16 09.438

ACADEMICS

ACADEMIC DISHONESTY

A. Definition

Misrepresenting the work of another student as one's own is called academic dishonesty. Specific examples are listed below. Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected and may be asked to redo the original assignment. The faculty member may also present the case to the administration.

B. Plagiarism

To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism. Any student found guilty of such an act may receive from the instructor a failing grade in that portion of the course work in which the act is detected and may be asked to redo the original assignment.

C. Plagiarism and Writing Assignments

If a student plagiarizes a writing piece for their class and there is time to submit an original piece, the student will receive a serious reduction on the in-class grade for the writing assignment to be determined by the teacher and be asked to submit another replacement piece.

D. Cheating

No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project, which is submitted for purposes of grade determination. Any student found guilty of cheating or allowing another student to cheat from their work may receive from the instructor a failing grade in that portion of the course work in which the act is detected and may be asked to redo the original assignment.

E. Consequences for the Use of Electronic Devices or Cell Phones for Cheating

Warren Central High School reserves the right to confiscate any electronic device or cell phone used to cheat or gain academic advantage. In addition to the consequences outlined above, these devices may be retained by the administration until they see fit to return them.

ACADEMIC INTERVENTION

Academic Interventions for Failing Students - RTI -Response to Intervention

Warren County Public Schools believes in meeting the needs of all students. Response to Intervention (RtI) is a process that provides high-quality instruction and educational supports to students at increasing levels of intensity based on their individual needs. RtI also assists teachers in differentiating and providing enrichment activities for students ready for more advanced learning.

As part of RtI, a universal screening of reading is conducted at least once per year. Teachers will utilize reading and classroom formative assessment data to monitor the effectiveness of their interventions and adjust their teaching based on each student's learning. In addition, school staff will monitor students' grades in order to identify those in need of overall academic support.

To provide students with the structure they need to experience success, WCPS utilizes a tiered level of Positive Behavior Interventions and Supports (PBIS). The goal of PBIS is to clearly define student expectations, increase the rate of positive interactions between students and school staff, and provide research-based interventions for students who need additional support throughout their day.

RtI and PBIS are collaborative processes that include our families. During the school year, we will continue to monitor the progress of your child and adjust the level of support he/she needs to be successful. If at any time you suspect that your child has a disability, you have a right to request a meeting to discuss an evaluation for special education. WCPS wants our families to be highly engaged in their child's school experience. We look forward to working with you in determining how to provide the best educational experiences for your child. If you have questions, contact Sarah Gentry, Academic Interventionist.

ACADEMIC REQUIREMENT TO RETAIN DRIVER'S LICENSE

KRS 159.051 reads in part:

A student shall be deemed to be academically deficient when he has not received passing grades in at least five (5) courses, or the equivalent of five (5) courses, in the preceding semester. (2) Within ten (10) days after receiving the notification, the superintendent shall report the student's name and Social Security number to the Transportation Cabinet. As soon as possible thereafter, the cabinet shall notify the student that his operator's license, intermediate license, permit, or privilege to operate a motor

vehicle has been revoked or denied and shall inform the student of his right to a hearing before the District Court of appropriate venue to show cause as to the reasons his license, permit, or privilege should be reinstated.

ADVANCED PLACEMENT, DUAL CREDIT, AND OTHER COLLEGE COURSES

A. Curriculum and Availability

Each year, Warren Central High School offers students college level courses in at least four of the following seven areas: English, Science, Mathematics, Social Studies, Foreign Language, JROTC, and The Arts.

These courses are offered as Advanced Placement (AP) classes at our school, through the Kentucky Virtual High School, or through arrangements with nearby colleges or universities. If the course is designated as an AP course, it must: 1. Be identified as an AP course by the College Board. 2. Include content as described in the College Board overview, description, and recommended course syllabus for the appropriate course. 3. Be aligned with Kentucky's Academic Expectations and Kentucky's Program of Studies. 4. Prepare a student to take and be successful on the appropriate advanced placement examination administered by the College Board. 5. Be taught by staff with the appropriate content certification and professional development preparation to teach the advanced placement course.

The principal shall make appropriate arrangements for courses to be offered that are part of the student's regular coursework. To enroll in any Advanced Placement course, the student needs to obtain a recommendation from his/her core teacher and counselor.

B. Student Assignment and Recruitment in AP and Warren Central College Academy

Warren Central High School will encourage all students to prepare for and take one or more college level courses. This will be done in the following ways: 1. Teachers will send recommendation lists to the counselors prior to registration for AP courses. Teachers will conference with students about AP Courses prior to recommending them. For Warren Central College Academy, students must fill out an application and interview. 2. Counselors and staff members will advise students and parents of options when they prepare and revise their Individual Learning Plans and encourage each student to take appropriate predatory courses. 3. The principal will report to the council each semester the enrollment in each course by total numbers, gender, ethnicity, participation in the free and reduced lunch program, and disability status. 4. Based on that data, the council may amend its comprehensive School improvement Plan to add additional steps to ensure equitable participation in future terms.

All students may take our college level/dual credit courses if they have the skills they need to be ready for that work. They may establish that they have that level of skill by any one of the following means: 1. Completing prerequisite courses listed in the Student Registration Booklet. 2. Taking and passing the examinations for those prerequisite courses. 3. Receiving recommendation of the teacher. 4. Review of the student test scores by staff members.

AREA TECHNOLOGY CENTER AND CO-OP PROGRAMS

Attendance

- All students in the ATC program will be expected to attend the class every day. Warren Central High School and Warren County Board of Education attendance policies will apply.
- ATC students will not be allowed to leave their assigned school to attend a Pep Rally or club event without the permission of the administration of the ATC principal and the administration of Warren Central High School.

Discipline for ATC

- Students will be under the discipline policies of Warren Central High School and the Warren County Board of Education while they are attending the ATC.
- Should students refuse to cooperate with teachers and the administrators of the ATC program, they will be subject to removal and will receive no credit. If removed, seniors may not receive enough credits to graduate.
- An ATC student who receives ISS is required to serve ISS all day for the entire number of days assigned in a row and may not leave to go to ATC unless special arrangements are made with the administration. They will be required to make-up any work from ATC upon their return.
- An ATC student who checks out of school on the day they are scheduled to have ISS will be required to make-up their ISS assignment at the principal's discretion.
- An ATC student who is clearly checking out to avoid serving his/her ISS assignment may be assigned to ASP for defying the school's rules.
- Students who check out early will be required to complete a full day in ISS upon their return to school.

ATC Schedule Changes

- No student will be removed from ATC after the first two weeks of school unless the student is removed for behavior.

ATC Transportation

- Students attending ATC are required to ride the bus to and from the facility.

ATC Program Contacts

- Mr. Joey Norman and Mrs. Rita Daniels, Assistant Principals at Warren Central, and Dr. Eric Keeling at the Area Technology Center will be the contact persons, if problems arise with the ATC program.

2018-2019 BELL SCHEDULE

REGULAR SCHEDULE				HOMEROOM SCHEDULE					
PERIOD	BEGIN	END	MINUTES	PERIOD	BEGIN	END	MINUTES		
1 st	7:30	8:20	50	1 st	7:30	8:15	45		
Grab-n-Go	8:20	8:27	7	Grab-n-Go	8:15	8:22	7		
2 nd	8:27	9:17	50	2 nd	8:22	9:07	45		
3 rd	9:22	10:12	50	3 rd	9:12	9:57	45		
				HR	10:02	10:31	29		
4 th	10:17	11:07	50	4 th	10:36	11:21	45		
5 th	11:12	12:45	93	5 th	11:26	12:55	89		
LUNCH	A	11:12	11:33	21	LUNCH	A	11:26	11:46	20
	B	11:36	11:57	21		B	11:49	12:09	20
	C	12:00	12:21	21		C	12:12	12:32	20
	D	12:24	12:45	21		D	12:35	12:55	20
6 th	12:50	1:40	50	6 th	1:00	1:45	45		
7 th	1:45	2:35	50	7 th	1:50	2:35	45		

CLASS RANKINGS

Class rankings shall be as stated in Warren County Board of Education Policy. The policy reads:

“Weighted grades shall only be given for Advanced Placement classes. An "A" is worth five quality points, a "B" is worth four quality points, a "C" is worth three quality points, a "D" is worth two quality points and an "F" is worth zero quality points. Students enrolling in classes with weighted-grades will have the above scale applied to Advanced Placement classes only. All others will be converted to a four-point scale. If two or more students have all "A's" and have taken the same number of Advanced Placement classes, those students will be recognized as having achieved the same rank in class. Weighted grades and class ranking will be used for graduation purposes. Weighted and unweighted grades and class rank will be noted on final transcripts. Calculation of a student's Grade Point Average (GPA) will be based on completion of eight semesters.”

Advanced Placement Courses Quality Points:

(A) 5 points, (B) 4 points, (C) 3 points, (D) 2 points, and (F) 0 points

All Other Courses Quality Points:

(A) 4 points, (B) 3 points, (C) 2 points, (D) 1 points, and (F) 0 points

COLLEGE ACADEMY

Warren Central students who apply and are accepted into the Warren Central College Academy may leave campus to take classes at Southern Kentucky Technical College to earn college credits that transfer to WKU. These credits, in combination with other dual credit and Advance Placement class credits, can all be used toward earning a college diploma. Ms. Ashley Burysek and Ms. Emilee Comer, Guidance Counselors at Warren Central will be the contacts, if problems arise with the College Academy Program.

CONDUCT GRADES

It is the option of Warren Central High School faculty members to make conduct comments on report cards. At no time will conduct be factored into a student's grade.

CREDIT RECOVERY

Students who fail to complete the academic requirements of a core class may be signed up for computer-based instruction using the Apex program. Students complete lessons for that class using the Internet (either in a school computer lab or at home). Students must demonstrate their learning of this material by completing monitored assessments that are taken in the presence of a staff member here at school. The computer grades these assessments. Once all lessons for class are completed and the student demonstrates a predetermined level of proficiency, then the student may be awarded the credit for the class that he/she had previously failed.

- Students have **one full school year** to complete an Apex Credit Recovery Class from the date enrolled.
- Students who fail two or more courses may be referred to Lighthouse Academy.

DIPLOMA REQUIREMENTS

In the new schedule, students will have seven periods each day. As a result, more credits will be available each year. Students will be required to obtain the following number of credits in order to graduate:

Class of 2019	Class of 2020	Class of 2021	Class of 2022
23	24	25	26

For current diploma requirements, see Appendix A (Scholastic Diploma) and Appendix B (Academic Diploma)

DUAL CREDIT

College and technical college classes are offered to students allowing them to receive credit for both high school and college course work. Dual credit classes are offered based upon student request and are taught by college professors on the campus of WCHS or Bowling Green Technical College.

EXAM POLICIES

- All teachers are required to give a first and second semester final exam for each course taught. These exams must be given according to the published exam schedule outlined by the administration.
- Exams at the end of 1st and 3rd quarters are optional. If a teacher opts to give a quarter exam, these exams must be given according to the published exam schedule outlined by the administration.
- AP exams do not count as semester exams. The AP exam is for college credit only.

EXTENDED SCHOOL SERVICES (“ESS”)

Warren Central High School participates in the Warren County Schools' Extended School Services Program. This program provides after-school and/or summer instruction for students who are at risk of falling behind in school. ESS does not interfere with regular classes because it is provided outside normal school hours on Tuesdays and Thursdays from 2:40 – 4:00 p.m.

ESS Test Retake Policy: If a student wishes to make up a test or quiz, regardless of the score, it is recommended the student attend ESS no more than 2 sessions or less at the teacher’s discretion. Once the ESS teachers have signed off, the student will set up a time with the teacher to retake the test.

GPA – OFFICIAL AND WEIGHTED

The **official** GPA (grade point average) of graduating students is based on a minimum of 8 semesters of studies in order to allow students sufficient opportunity for achievement. Temporary GPA's will be sent to colleges and universities who request information for admission. The official GPA will be furnished to post-secondary institutions upon request. Both weighted and unweighted GPA's will be furnished upon the student’s request.

Warren County Board of Education policy mandates a "**weighted**" method of calculating the grade point average **only** on Advanced Placement courses taken by the student being given extra weight if the student completes the class and takes the AP exam. All others are based upon the 4.0 scale.

GRADING POLICIES

- Summative = Minimum of 70%
- Formative = 30% (If a teacher wants to grade bell work, a separate third category will be created titled "Bell Work" worth 5%) Note: This will be adjusted to match the “summative and bell work.”

GRADUATION PARTICPATION POLICY

It is the policy of Warren Central High School that all graduating students must (1) complete all academic requirements of the State of Kentucky, Warren County School Board, and Warren Central High School (2) meet all attendance requirements and (3) be in good standing behaviorally with the school and community in order to participate in the graduation ceremony. **(THERE WILL BE NO EXCEPTIONS TO THIS POLICY)**

Students eligible for graduation will be given detailed instructions for participation in graduation at a practice session held on the last day of school. Failure to appear for this practice or follow instructions may result in the student not being able to "walk the line." All debts to Warren Central and/or its vendors must be paid prior to the release of the student's diploma.

HOMWORK POLICY

Homework is an enhancement and reinforcement of classroom instruction. It is our belief that homework is one type of formative assessment that gives both the student and the teacher feedback as to their progress in meeting class objectives. (1) Students are expected to complete any assignments they are given so they can take responsibility for their own learning. (2) Teachers are to use homework as a way to assess student progress so that they can specialize instruction or re-teach material if there are clear gaps in learning.

Teachers will: (a) ensure that homework is appropriate to the class objectives, course content, and student needs (b) refrain from giving homework as punishment (c) provide directions for the completion of homework (d) evaluate student work and give credit for assignments completed in a timely manner and (e) have a course syllabus to explain how homework will be utilized.

Students will: (a) complete and submit all homework (b) take responsibility for finding out about homework when absent (c) conference with the teacher concerning questions and struggles with specific assignments and/or time conflicts.

Parents are encouraged to: (a) contact the teacher if there is some difficulty with the completion of homework (b) prompt and encourage their student to complete assignments (c) use the school's Infinite Campus computer link to keep up with their student's grades. Click the **Parent/Student** link on the school's web page (<http://www.warrencountyschools.org/3/Home>) to access *Infinite Campus*. On average, students at Warren Central High School may expect no more than two hours of homework per night.

HONOR GRADUATES

Honor Graduates

Warren Central recognizes three groups of Honor Graduates based upon both the student's final GPA and the number of College Readiness Benchmarks met on the ACT test.

- ***Suma Cum Laude***
Students who have maintained a GPA of 3.8 or higher and have met all four ACT College Readiness Benchmark scores will be considered Suma Cum Laude graduates.
- ***Magna Cum Laude***
Students who have maintained a GPA of 3.60-3.79 and have met two or more ACT College Readiness Benchmark scores will be considered Magna Cum Laude graduates.

- ***Cum Laude***

Students who have maintained a GPA of 3.40-3.59 or higher and met at least one ACT College Readiness Benchmark will be considered Cum Laude graduates.

Please note that any graduate recognized at the Senior Awards Ceremony who fails to maintain the criteria for their honor through the last day of school will be removed from the official list of students honored and will not be recognized at Graduation.

HONOR ROLL

Each grading period Warren Central High School will compile an official Honor Roll of all students who achieve all grades "B" or above during the specific grading period.

SCHEDULE CHANGE

In general, no changes will be made to student schedules after the beginning of school unless the school has made a mistake in the student's schedule. It is for this reason that students and their parents are strongly encouraged to seriously reflect upon whether a student should take an Advanced Placement, SKYCTC, or WKU Dual Credit course. It is also for this reason that all alternative elective classes should be chosen with great care.

Changes will not be made because the student doesn't like the teacher, because a friend or significant other is in another class, or because the student prefers a specific time of day. Students in advanced classes will not be allowed to drop due to poor or failing grades without permission of the administration.

SCHOLARSHIP INFORMATION

Warren Central High School students and parents are encouraged to take advantage of the many unique opportunities by the Warren Central Guidance Department. Students are invited to become acquainted with and utilize the resources available through their counselor. For information and/or services provided by the Guidance Department, parents are encouraged to contact their child's guidance counselor. Warren Central High School has three counselors, each primarily responsible for working with students falling with certain ranges of the alphabet:

- Jason Esters: (A – J) - jason.esters@warren.kyschools.us
- Ashley Burysek: (K – Q) **and** College Academy Seniors - ashley.burysek@warren.kyschools.us
- Emilee Comer: (R – Z) **and** College Academy Juniors - emilee.comer@warren.kyschools.us

The Guidance Department telephone number is: 270-842-0468 and Fax: 270-846-9993.

Students considering attending college or other post-secondary institutions (including the military) should contact the Guidance Department to obtain applications, scholarship materials, and information concerning the ACT and SAT.

ATTENDANCE

It is the goal of Warren Central High School to encourage student attendance that is commensurate to local and state attendance requirements. Attendance is an integral part of obtaining a quality education and is a result of maturity, dedication, dependability, and responsibility.

The progress of a student at school depends greatly on the punctuality and regularity of attendance. It is desirable that every student should be in the designated area five minutes prior to the beginning of school. Also, each student should be in each class on time. To secure such attendance, we ask your hearty cooperation. We firmly believe that attendance is a student-parent/guardian responsibility. The intent of this attendance procedure for the Warren County Public Schools is to provide a structure within which students can gain maximum benefit from the instructional program. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. All students are expected to attend class, on time, every day that school is in session. When a student must be absent from school, it is the responsibility of the parent/guardian to call the school where the child is enrolled on the date of the absence to inform the school of the reason for the absence. The parent/guardian must send a written excuse or doctor's note with the student when he or she returns to school. If a note is not received by the school, the absence will be counted as unexcused. Up to 5 days of valid absences for which parents/guardians have sent written excuses giving valid reasons for the absence will be excused. Invalid absences will be considered unexcused. Five parent notes will be excused for valid reasons (see below). Parent notes submitted for invalid reasons will be considered unexcused.

KENTUCKY COMPULSORY ATTENDANCE LAWS

Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge of any child between the ages of six (6) and eighteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or the public school that the board of education of the district makes provision for the child to attend. Any parent or guardian who elects to send a child five (5) years of age to school shall keep the child in regular attendance. Every child actually residing in this state is subject to the laws relating to compulsory attendance, and neither he nor the person in charge of him shall be excused from the operation of those laws or the penalties under them on the ground that the child's residence is seasonal or that his parent is a resident of another state.

ATTENDANCE DEFINITIONS

A. Absences

- a. The Warren County Board of Education has adopted a policy, which excuses an absence for one of the following reasons listed below:
 - i. **EXCUSED ABSENCES** (requires written statement)
 1. Illness - Medical Excuse
 2. Death in family

3. Medical appointment of student
4. Student sent home from school sick
5. Religious holidays
6. Reporting to court
7. Driver's license test or examination (1/2 day-2 times)
8. Military leave, deployment, or training
9. Other circumstances as approved by principal

- b. **NOTE** - Students with medical appointments during the school day will be given an unexcused absence until a statement is brought from the doctor. All absences due to illness will require a doctor's statement for the absence to be counted as excused. Written statements must be received within a week of a student's return to school to be counted as excused. Excuses brought in after the week period will remain unexcused.

B. Tardy to School

- a. A tardy is defined as missing no more than 35% of the regularly scheduled school day. A tardy can occur in either the morning or afternoon.

C. Tardy to Class

- a. Each teacher will record tardies to class through Infinite Campus

D. Truancy

a. Truant

- i. Any student who has attained the age of six (6) years but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) days, or tardy on three (3) days, is a truant.
- ii. Any student enrolled in a public school that has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

b. Habitually Truant

- i. Any student who has been reported as a truant two (2) or more times is a habitual truant.

c. Truancy Process (*Elementary, Middle, and High*)

- i. **STEP 1**—Upon the third (3) unexcused absence and/or tardy, the principal/designee will contact the parent/guardian in writing concerning the student's absences.
- ii. **STEP 2**—Upon the fifth (5) unexcused absence and/or tardy, the district's Delinquency Prevention Services Worker will be notified and will make contact

in an attempt to avoid any court action.

- iii. STEP 3—When the sixth (6) unexcused absence and/or tardy occurs, court action may be pursued.

F. Excuse Note Procedures

Any student who misses school shall:

1. have a parent and/or guardian call the school Attendance office at 270-842-4172 **and**
2. submit a **written excuse to the Attendance Office within a week (5 days)** of the return of the student to school. This includes tardies, checkouts, and any partially missed days.
 - a. **NOTE:** Warren Central High School will accept a maximum of five (5) written Parent/Guardian Notes excusing absences for the *entire school year*.
 - b. Parent Notes cover only one day of absence or tardy. A student who misses more than one day shall have a parent note for each day.
 - c. Doctor's Notes will be required to cover a health event of consecutive days.
 - d. Once a student uses all their parent notes for the year (5), only a third-party note, document, or other information requested by the school will excuse the absence or tardy. Otherwise, all absences and tardies after the 5 excused ones will be *unexcused*.
 - e. **NOTE:** Any absence event due to medical reasons in excess of seven (7) days will require the presentation of the Warren County Schools Medical Excuse Form before the absence will be excused. The form will be available at all schools, Central Office, and some medical facilities upon parent request.
3. The written excuse should include the following information:
 - a. Student name
 - b. Date(s) absent
 - c. Specific reason for absence
 - d. Signature of parent or guardian

ATTENDANCE PROCEDURES AND CONSEQUENCES [Leadership Retreat]

Warren Central High School will take the following action when students are determined to be truant:

TARDIES TO CLASS

- **On the first and second tardies**, the student will receive a warning and will be informed of the current tardy policy with an assigned administrator.
- **On the third tardy** parents will be notified of behavior consequences for any future tardies to

class.

- **On the fourth tardy to class per semester**, the student will receive three days lunch isolation or detention, which must be served within one week.
- **On the fifth tardy to class per semester**, the student will receive 6 days lunch isolation, which must be served on consecutive days present.
- **On six to eight tardies to class per semester**, the student will be assigned to 6-9 days lunch isolation, which must be served on consecutive days present.
- **After nine or more tardies to class per semester**, the student may not be eligible for prom or other school events or sent to ASP, determined by the administration.

UNEXCUSED ABSENCES OR TARDIES TO SCHOOL

- **On the sixth unexcused absences and/or tardies to school per year**, the parent should receive a “Final Notice Letter” and parental contact from a school official.
- **On the seventh or more unexcused absences or tardies per year**, (1) The student will be reported to the District Truant Officer. The district Truant Officer could initiate contact with the Court Designated Worker's Office or Family Court Judge. (2) The student's name will also be forwarded to the state driver's license bureau and that student's driver's license could be revoked, according to KRS 159.051 (See 17.01 in this booklet).
- **After nine or more unexcused absences or tardies to school per year**, Warren Central reserves the right to (1) prohibit students from attending extra-curricular events both on and off campus, (2) prohibit students from attending school events such as pep rallies, dances, performances, and/or Dragon breaks (3) remove students from any class or program taking students off campus (4) prohibit students from parking on campus (5) prohibit students from attending the Prom (6) prohibit students from participating in the Graduation ceremony.

ATTENDANCE AWARDS

A. **Perfect Attendance** - For a student to be recognized for perfect attendance they shall not have missed any days and have no more than three (3) excused tardies. **Multiple year attendance awards must include the senior year.** The Warren County attendance records shall be the official record for attendance verification.

B. Attendance Awards Definitions

1. **Senior year** perfect attendance means the student did not miss any days during their senior year of high school. Any half-day missed would result in that student not being eligible for perfect attendance.
2. **Two years or more** perfect attendance means the student did not miss any days during their junior and/or senior years.

3. **Four years** perfect attendance means the student did not miss any days throughout their four years of high school.
4. **Five or more years** of perfect attendance means the student has not missed any days beginning with the senior year and going back in time as far as required.

College visits, academic field trips, some religious holidays, and other exceptions may be excluded from attendance procedures used to determine perfect attendance if prior approval of an administrator is obtained.

C. Attendance Award Recognitions

Students recognized for their attendance will be awarded red cords at the Senior Awards Ceremony each year. Red cords given are to be worn at graduation and these students will be acknowledged as a group at graduation each year. On the occasion of a student having perfect attendance for twelve years, special recognition may be given at graduation.

ATTENDANCE DURING THE TESTING WINDOW

Due to recent changes in the state testing window, students and parents are reminded that attendance during the final two weeks of school is critical.

CHECKING OUT

Students shall not leave campus at any time without checking out, unless he/she is part of a supervised school group. No students will be called out of class during instruction unless that student is leaving or it has been approved by the administration.

A. Checking Out Procedures

- a. When it becomes absolutely necessary for a student to leave school, the parent, guardian, or someone **on the student's emergency card** should **come to Warren Central in person** in order for the student to leave the premises. We will accept email and faxed notes verified by phone calls.
- b. Before leaving, the student must be signed out and the time indicated on the check out log in the office.
- c. School personnel will require identification and the person checking a student out of school must be included on the school district's Emergency Contact Card.
- d. Any student who checks out of school must leave campus immediately after checking out.
- e. NOTE: For an 18-year old student checking out, Warren Central High School will make attempts to notify a parent regardless of age. The individual contacted must be on the student's Emergency Card.

A. Definition

Students at Warren Central High School are required to attend all classes regularly and punctually. Skipping all day or even part of a class, lunch, assembly, or failure to report to a class's alternative meeting location will be considered skipping and the student could face disciplinary action. In addition, it will be considered skipping if a student arrives 10 minutes late to class without a note.

Missing class while in another teacher's classroom without the permission of the assigned teacher will be considered skipping.

Being in the restroom sick or loitering in any other part of the building for an extended period of time without permission of the teacher assigned to that student may be considered skipping. Students who are ill must report to the main office as soon as possible for assistance if they are sick.

Warren Central High School **does not** advertise or recognize any class or club activities known as Skip Day. Students are expected by both parents and school authorities to be in attendance each day.

EDUCATIONAL ENHANCEMENT OPPORTUNITY (“EEO”)

Students are allowed up to ten (10) excused days of Educational Enhancement absences per year so long as the student is engaged in an activity that (1) contributes significant educational value (2) is intensely related to the core curriculum (3) and is pre-approved by the school administration at least ten (10) days in advance. **Approval will not be given during the spring or fall testing windows.** Examples of these types of EEO absences might include arts and dance programs, State Fair activities, workshops that are educational in nature, and college visits.

See a Guidance Counselor for an Educational Enhancement Opportunity Form.

HOME HOSPITALIZATION AND HOMEBOUND INSTRUCTION

Students who need to miss school for medical reasons more than ten consecutive school days could be asked to complete an application for homebound instruction, a service provided by Warren County Public Schools. An application should be obtained from the Attendance Clerk and must be completed by the family and their physician. It is the responsibility of the family to arrange for homebound instruction. Failure to do so may result in truancy being filed by the courts.

VISITATION POLICY AT OTHER SCHOOLS

Students are not permitted to visit any other school or university without permission of Warren Central High School when these other schools are in session. This includes Western Kentucky University, Bowling Green City Schools, and any other schools.

COMPUTER LAB RULES

1. No food or drinks are ever allowed in the Computer Labs. They must be kept in a book bag and out of sight or taken back to the classroom.
2. The computer lab is for instructional purposes only.

3. Students should never be in the lab unsupervised. **If there is not a teacher in the lab, the student will need to go back to class.
4. Always SAVE work every 5 minutes or so. If there is a power outage, work will be gone unless it is saved.
5. If students have problems printing, let the teacher know. Please do not continue to send documents to the printer to print.

DISCIPLINE

Warren Central High School is a strongly focused Professional Learning Community committed to the learning of each student. Most of this learning takes place in the classroom, and it is therefore vital that the teacher is able to deliver his/her content in an environment that is conducive to maximizing learning.

TIER II AND TIER III BEHAVIORS

A student who consistently violates school rules, disrupts instruction, and does not respond to normal discipline procedures, will be referred to the school's Tier II and/or III Behavior Team. This team will look at all aspects of the student's behavior and academic progress and develop a behavior plan with rewards and consequences for behavioral choices. The data collected while on a Tier II Behavior Plan will be used to determine if an alternative placement for the student might be necessary should disruptive behaviors continue.

TYPES OF OFFENSES

A. Unacceptable Behaviors

a. Assault

i. *Physical Assault*

Any student found to be guilty of assault in school, on campus, or at any school function will be suspended pending a pre-board hearing and may face criminal charges. **Assault is defined as physically hitting another student or person without cause or provocation when that person does not respond in kind.**

ii. *Verbal Assault*

Any student guilty of verbally assaulting any employee of Warren Central will face a serious consequence and may face criminal charges. Verbal assault is defined as using profanity toward a teacher or staff member and/or making threatening remarks of any kind. This action will not be tolerated and any student, after due process, will be dealt with severely.

b. Bullying

Under no circumstances will bullying at school be tolerated without serious consequences. The administration has full authority to make a fair and reasonable judgment and to enact the necessary consequences.

A student is being bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more students. It is a negative action when someone intentionally inflicts or attempts to inflict injury or discomfort through physical aggression, verbal threatening, taunting, teasing and name-calling. Bullying differs from peer quarreling/cruelty in that there is an imbalance of power, **either real or perceived**. Victims of bullying behavior have difficulty defending themselves and are somewhat helpless.

c. Cyber Bullying

Any student who uses a personal or school computer, cell phone, or any other electronic device to harass, degrade, demean, or intimidate another student or video them without their permission, whether on school grounds or outside of school, is guilty of cyber bullying and/or harassment. If it causes a disruption to the school, the administration reserves the right to confiscate any device and use evidence on that device against the parties involved. The student may also face criminal charges if the victim pursues them through law enforcement officials.

Students are strongly encouraged to not delete any voicemail, text message, or any other form of electronic communication that might be used as evidence of harassment or threatening behavior.

d. Defiance of Authority/Disorderly Conduct Policy

All students are under the direct supervision of **all** employed adults in the school. This includes teachers, teacher's aides, cafeteria workers, bus drivers, etc. Any student refusing to follow the directions or instructions from these employees will be considered in defiance of authority. Students must respond in a positive and courteous manner to all instructions or directions given by adults in the building.

e. Drug and Alcohol Use Drug and Alcohol Use

Warren Central will not allow possession or use of any drugs or alcohol or look-a-likes on campus at any time. Strict Board of Education Policy governs this and results in out-of-school suspension pending a Pre-Board Hearing.

The Warren Central administration reserves the right to use litmus strips designed to detect the presence of alcohol concealed in any container carried by a student on school property or at any school event on or off campus.

f. Fighting

Warren Central High School, under the direction of the Warren County Board of Education, has a "zero tolerance" for violence. Zero tolerance means that while an act of violence can occur at school, serious consequences will be the result. Serious consequences are necessary to prevent and/or deter acts of this nature.

It is the goal of Warren Central High School to provide a safe and friendly atmosphere in which to conduct school. Fighting and other acts of violence greatly disrupt the school day and increase the risk of injury to students and staff alike. While it is recognized that students may have disagreements, those must be handled in a peaceful and non-violent manner. Several "assist" programs are in place to help students having conflicts. They include peer mediation, conflict resolution, talking with a teacher, talking with a counselor, and talking with an administrator. Every attempt will be made to resolve the situation. However, it ultimately comes down to the student making the right choices in times of conflict. It must be understood by all students that conflict must not be brought to school just because both parties "see" one another at school. As is the case with most fighting incidents, the cause usually does not involve the school at all, but conflict happens at school due to both parties being here. Under no circumstances will fighting at school be tolerated without serious consequences.

Fighting Consequences

Students engaged in fighting will be punished severely. Fighting may be defined as hitting, pushing, shoving, striking, or any other act of violence inflicted upon another student in an offensive manner. This applies to those individuals who may not start a fight, but choose to fight back rather than just defend themselves. Students clearly found to be just defending themselves may be punished.

The interpretation of a fight versus defending oneself will be at the discretion of the administrator working the case. That administrator has full authority to make a fair and reasonable judgment and to enact the necessary consequences.

g. Foul Language

The use of extreme profanity during school, at school functions, on the bus, and on campus is not allowed. Students will be held accountable for their language.

h. Gang Activity

Warren Central High School will not tolerate gang activity, association or proliferation on the campus of Warren Central High at anytime. Further, the gang policies of the Warren County Board of Education, as set out in the Warren County Student Handbook will be adhered to in dealing with gangs and gang related activities.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:

1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
2. Present a physical safety hazard to self, students, staff, and other employees;
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
4. Imply gang membership or affiliation by hand signals or gestures, carrying hand towels, written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.

i. Harassment/Discrimination

Harassment/discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sexual orientation, gender or disability is prohibited on school property and off school grounds during school sponsored activities. This prohibition also applies to visitors to the school who may come in contact with employees and students. *[WCBE Policy 9.42811)*

Harassment/discrimination is intimidation by threats or actual physical violence; the creation by whatever means, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

j. Hazing

Warren Central High School does not recognize or permit any form of initiations for freshmen or other students before, during or after school hours. Acts that involve pain, humiliation or ridicule of another student will result in serious disciplinary consequences.

k. Possession of Disruptive Items

Students could receive disciplinary consequences when **using or found in possession of** items, which are intended to disrupt the orderly process of a school day. These items include but are not limited to the following: (a) any explosive device, (b) pepper spray, (c) smoke bombs, (d) water balloons, (e) water guns, (f) poppers, (g) mace, (h) laser objects, or (j) athletic equipment. These items will be confiscated and returned only at the discretion of the administration.

l. Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or such conduct has the purpose or effect

or unreasonable interfering with an employee or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include, but is not limited to the following:

1. verbal harassment or abuse
2. pressure for sexual activity
3. repeated remarks with sexual or demeaning implications
4. unwelcome touching
5. sexual jokes, posters, etc.
6. suggesting or demanding sexual involvement, accompanied by implied
7. or explicit threats concerning one's grades, job, etc.

Procedures for Sexual Harassment

- Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to his or her immediate supervisor, building principal, or guidance counselor.
- Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual status, nor will it affect future employment, grades, or work assignments.
- The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school's district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action with this conduct has occurred.

Consequences for Sexual Harassment

A substantial charge against a student in the school district shall subject that student to disciplinary action, which may include the filing of sexual harassment charges with police, suspension, or expulsion, consistent with the student discipline code.

m. Threats

Students making electronic, verbal, or written threats or taking any action deemed to mean physical harm toward any student or staff shall be, depending on the case, appropriately disciplined by the administration. The remarks **will not be considered as jokes** and will be dealt with in a swift and severe manner. Students are encouraged to report any information to school officials, parents, or law enforcement officials concerning anything they have heard or witnessed which may cause harm or cause an unsafe environment at school.

n. Tobacco Possession/Use

No student shall possess or use (smoking, chewing or dipping) cigarettes, e-cigarettes, pipes, any tobacco products, or paraphernalia in any form in or about school buildings, school grounds, and premises of Warren Central High School during school hours.

This is governed by strict Board of Education policy and consequences will be determined by the administration. No more than one person at a time is permitted in a bathroom stall.

The Warren County Public Schools has deemed that all of its schools are “smoke free” premises.

o. Weapons

The Warren County Public Schools has a strict policy for possession of any item deemed to be a weapon at school.

Students shall not carry, bring, use or possess any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap or facsimile thereof (example: toy handgun), in any school building, on school property, in any school vehicle or at any school-sponsored activity or event. A firearm is defined as any instrument, which will expel a projectile, by the action of an explosive, including, but not limited to, any pistol, handgun, revolver, rifle or shotgun. Other dangerous or deadly weapon is defined as any instrument, article or substance which under circumstances in which it is used, attempted to be used, threatened to be used or could be used is capable of causing death or bodily injury, including but not limited to, any knife, air gun, spring gun, slingshot, bludgeon, billy club, nightstick, blackjack or artificial knuckles. Dangerous instrument, destructive device or booby trap is defined as any instrument, article or substance which under circumstances in which it is used, attempted to be used, threatened to be used or could be used is capable of causing death or bodily injury. (WCBE Policy 09.424)

Consequences for Weapons Offenses

For carrying, bringing, using or possessing any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap or any look-alike may immediately be suspended and a referred for a pre-board hearing.

Conflict Resolution

Warren Central takes a pro-active stance on conflicts of all kinds. The administration expects conflicts to be reported as soon as possible so that steps can be taken to resolve them.

TYPES OF CONSEQUENCES

Low Level Behavior Interventions - TIER I

- Detention

Generally, **before/after-school detention is used for minor disciplinary violations.** The Behavior Matrix serves as a guide to monitor consistency when assigning consequences. Any student receiving a detention must serve one hour of time in Detention. Students assigned lunch isolation must report to the back of the cafeteria, sign in, and wait to be dismissed to the food lines by the teacher in charge. The rules of conduct are the same as those for before/after school detention.

- Morning Detention, After School Detention (“ASD”), or Lunchroom Detention (“LD”)
 - Students may serve *Morning Detention* by serving two-30 minute sessions in a designated classroom 7:00 a.m.-7:30 a.m. any morning when approved by Administration.
 - Students may serve *After School Detention* on Tuesday and/or Thursday in a designated classroom from 2:40 – 3:40 p.m.
 - Students may serve *Lunchroom Detention* during their designated lunch time.
 - Students may also serve detention any afternoon with a staff member if they agree and report that the detention has been served to Jamie Cassady.
 - Attendance in After School Detention is required within **two weeks** after assignment of the detention.
 - Students may not enter late or leave early.
 - Eating, drinking, sleeping, talking, or any misbehavior will not be allowed.
 - Students are expected to do school work while attending detention.
 - Students must arrange their own transportation home when the bus is not available.
 - Any student who fails to serve his/her detention(s) or breaks any of the rules stated above will receive more serious disciplinary consequences as determined by the administration.
 - Any student who consistently ignores his/her detention obligations will face additional consequences to be determined by the administration for defiance of the school's rules and the authority of the administration.
 - Any student ignoring a school obligation may not be eligible for prom or other school activities.

Mid Level Behavior Interventions - TIER I

- In-School Suspension (ISS)

Students committing **more serious or repetitious violations of school rules may be assigned in-school suspension (ISS)**. These students are **isolated from their peers for the entire day and expected to work on assignments provided by their teachers during their time**.

- Students will be assigned ISS by the administration.
- Students will report directly to the ISS room on days they have been assigned to in-school suspension (ISS).
- Students who check-out early will be required to make up the missed time upon their return to school.

High Level Behavior Interventions - TIER I

- Alternative Suspension Program (ASP)

Students who commit serious violations of Warren Central High School rules or those of the Board of Education but do not pose a threat to the safety of others may be assigned a suspension **to be served at the Alternative Suspension Program at Delafield Center, which is off campus**.

- The program is designed so that students are counted present and allowed to do any and all work provided to them by their teachers.
 - **Attendance at ASP is not optional.**
 - **Failure to attend on the part of the student or the parent may result in an out of school suspension.**
 - Students who are assigned ASP are not allowed on school grounds during their suspension and are not allowed to attend any school functions (including ball games and dances that are after school hours).
- Out of School Suspension
 - Students who commit **serious violations of Warren Central High School rules or those of the Warren County Board of Education may be suspended out of school.**
 - Students are not allowed on school grounds at any time during the suspension.
 - Students are not allowed to attend any school functions (including ball games and dances that are after school hours).
 - Students are not allowed to make up work they are assigned during the suspension.

Generally, any student assigned ASP or suspended out of school more than **three times** during the academic year may be referred to the Tier II Team.

TIER II AND III LEVEL INTERVENTIONS

- Behavior Plans

Students who show a disregard for the rules of Warren Central and the Warren County Board of Education and who disrupt instruction on a consistent basis may be referred to the Tier II and/or Tier III Team. This team will analyze data on these students looking for patterns in the behavior and may develop behavior plans aimed at preventing further escalation of the target behavior.

- Court Referrals for Truancy or Beyond Control

Kentucky State Law requires schools to refer students who are truant to the courts so that action may be taken. Students may also be referred to the courts for “beyond control” when they refuse to follow the rules of the school and/or pose a threat to the rest of the student body or staff. A student with excessive unexcused absences will become truant.

- Jackson Academy

Students who show complete disregard for the rules of Warren Central and the Warren County Board of Education may be referred by the administration to Jackson Academy. Students may also be assigned to the Alternate School by the Board of Education. Students may return from the Jackson Academy to Warren Central following completion of a special program of studies and upon their recommendation. Students who return from Jackson Academy and continue to violate school or Board of Education rules may be referred to the Board of Education for disciplinary action.

- Pre-Board Referrals

Students who commit acts so extreme as to cause concern for the safety of others or students who repeatedly defy the rules of both Warren Central High School or the Warren County Board of Education may be referred by the administration to the Board for a disciplinary hearing. This is the most serious disciplinary action a school can take against a student. In addition, any student in violation of the drug and/or alcohol policy will result in an automatic suspension pending a pre-board hearing.

DRESS CODE

The primary purpose of the dress code expectation is to maintain the learning environment without disruption of the normal school day. Any staff member may address a student's attire. The expectation is to simply resolve the issue. Warren Central High School staff will accommodate the student in an effort to resolve the issue. Should a student fail to comply, more severe attempts or consequences may ensue.

EYEWEAR

No sunglasses shall be worn inside the school building without a medical excuse. A doctor's note must be presented beforehand.

HEAD DRESSES

- Hats and head garments are not to be visible in the building and will be confiscated unless approved by an administrator due to a medical condition. A doctor's note must be presented beforehand.
- Hooded sweatshirts shall be kept off the head at all times while in the building, and should lie flat on the back.

PANTS

- Pants must be worn at the waist and must remain there constantly through normal activity without having to be held up by the student's hands. If pants do not remain in place, then a belt will be required.
- **No skin shall be visible in any hole or tear** at the fingertips when standing in an erect and relaxed position.
- Pants may not extend below the sole of the shoe and excessively drag the floor creating a safety hazard.
- Pants may not have excessive or distracting decoration, including straps, chains or pins.
- Pajama pants are not allowed.

SHIRTS AND TOPS

Upper body garments shall be required at all times. All shirts, tops and/or upper garments must have sleeves. No sleeveless garments can be worn to school. It is permissible to wear a sleeveless garment if it is worn under a shirt with sleeves (for example: a sleeveless sweater vest or basketball jersey may be worn as long as a shirt with sleeves is worn underneath). **Female shirts that reveal cleavage are not**

permitted. The student will be asked to correct it.

SHOES

- All students must wear shoes at all times.
- House shoes may not be worn.

SHORTS AND SKIRTS

The bottom of all shorts, skirts, dresses, and slits in skirts must extend to the fingertips when standing in an erect and relaxed position.

UNACCEPTABLE CLOTHING

No students may wear any of the following external garments: (a) swim-wear/sleepwear (b) tank tops, halter tops, sleeveless tops, or shirts with revealing necklines (c) garments which expose the bare midriff, back, or underwear while standing or sitting (d) garments with the nude look, see-through, or cut-away styles which expose the rib cage, armpits or area above or below the belly button (e) trench coats or long parka jackets (f) excessive wallet chains, or (g) spiked jewelry.

OFFENSIVE ACCESSORY ITEMS

No clothing, distracting jewelry, or tattoos that promote or imply: (a) violence (b) vulgarity (c) illegal activities such as drugs, alcohol, or tobacco use (d) sexual behavior (e) cult or gang activity (f) negative messages toward individuals or groups (g) or are racial in nature and other items deemed inappropriate by the administration shall be allowed.

STUDENT APPEARANCE ENFORCEMENT AND CONSEQUENCES

Principals and teachers shall enforce the dress code. Students who do not meet the standard of dress will be sent to the office, subject to disciplinary action, and will not be allowed to return to the classroom until they meet the standard of dress stated below.

EXTRACURRICULAR ACTIVITIES

Warren Central High School offers a large number of clubs, athletics, and organizations for student participation. Students are encouraged to participate in the activities of their choice and support extracurricular activities. For more specific information relating to extracurricular activities, contact the Guidance Office.

ATHLETIC ELIGIBILITY POLICY

Academic **ineligibility** is defined as: receiving three (3) or more F's during weekly grade checks. A student-athlete may continue to practice as long as satisfactory progress is being made, however, if at the second weekly grading check the student-athlete is still ineligible (having 3 or more F's) all practice privileges will be revoked. There is a seven (7) day period required for athletic suspension, (Monday through Sunday). Eligibility will be restored on Monday morning following removal from the ineligibility list.

As long as satisfactory progress is being made, the student-athlete remains under suspension and is still a member of the team. If at the third (3rd) grade check, the student-athlete still has three (3) or more F's, they will be removed from the athletic team for the remainder of the season.

No special tests or assignments may be given for the purpose of making a student-athlete eligible prior to the one-week suspension. Cheerleaders, student managers, and any other student having official connection with the athletic program shall comply with the academic policies of WCHS.

STUDENT ATHLETICS

Students participating in sports at Warren Central must meet all the requirements and qualifications for participation as set by the school, the Warren County Board of Education, and the Kentucky High School Athletic Association (“KHSAA”). Tryouts are conducted and the coaching staff selects participants.

Fall Sports

Boys/Girls – Cross Country Dance	Football Boys/Girls – Golf	Boys/Girls – Soccer Volleyball
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Winter Sports

Boys/Girls – Basketball Boys/Girls – Bowling	Cheer Boys/Girls – Swimming
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Spring Sports

Baseball Fast Pitch Softball	Boys/Girls – Tennis Boys/Girls - Track
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CLUBS AND OTHER ORGANIZATIONS

Academic Team	Dragon Council	Pep Band
Art Club	FBLA	Physics Un Club
Band	FCA	Pep Band
Beta Club	FCCLA	Spanish Club
Chemistry Club	FFA	Speech and Debate Club
Chorus	German Club (GAPP)	STLP
Color Guard	JROTC	Yearbook
Dance Team	Marching Band	

FIELD TRIP

CRIMINAL ACTIVITY

Students at school-sponsored events, whether participants or spectators, who violate the law may be subject to criminal charges at the discretion of law enforcement. There may also be punishment by

school officials if the act(s) violates Warren Central or Warren County Public School's policies. **Any student found guilty of any law violation while on a school-sponsored trip may be banned from further trips for at least one calendar year.**

FAILING GRADES

Students that have an F in any class or students that have truancy issues may not be allowed to attend field trips that take them out of the class in which they are failing unless pre-approved by an administrator.

FIELD TRIP PERMISSION SLIP

Extra field trip request forms are located in the office. This form must be submitted and approved by the Board of Education prior to the trip.

SCHOOL OR BOARD OF EDUCATION RULE VIOLATION

Any student who is participating in a Warren Central High School field trip or otherwise representing our school who is caught in violation of any Warren Central or Warren County Public Schools rule or regulation will not be allowed to attend any other off-campus activities **for at least one calendar year**. They will also face punishment by the school and/or district for their rule violation.

GENERAL INFORMATION

FOOD AND DRINK POLICY

Student consumption of food and/or drinks from the vending machines in classrooms is at the discretion of the individual classroom teacher. Rules may differ depending on the teacher.

LUNCH PRICES

The following are the prices for the 2018-2019 school year:

Meal	Student	Adult (Visitor)	F/R
Breakfast	\$1.25	\$2.10	\$.30
Lunch	\$2.25	\$3.00 (\$3.50)	\$.40

SCHOOL HOURS AND PROCEDURES

- **Before 7:00 a.m.**
 - Warren Central High School opens its doors at **7:00 a.m. daily**:
 - Students arriving at Warren Central High School prior to the official start of school may enter the building at two different points.
 - Students who drive their own car or ride with students who drive should enter through the doors near the band room.

- Students who ride a bus should enter the building using the front entrance of the building.
- **Between 7:00 and 7:20 a.m.**
 - Students are allowed to congregate in the (1) gymnasium, (2) cafeteria, and (3) library each morning between 7:00 a.m. and 7:20 a.m. prior to the beginning of school.
 - Students may travel between the three locations. Students with scheduled tutoring must have a written note from the teacher.
- **Instruction begins at 7:30 a.m. daily**
 - After the official start of school, the only doors open will be the front doors by the office.
- **Checking in after 7:30 a.m. or Checking Out Before 2:30 p.m.**
 - Students must sign in the office if arriving after 7:30 a.m. Students must check out in the office if leaving before 2:30 p.m.
 - Warren Central will not call students out of class during instruction unless the student is leaving school.
- **Hall passes for students between 7:30 a.m. and 2:30 p.m.**
 - All students must be in possession of an official Warren Central High School hall pass issued by a principal or classroom teacher when in the halls during instructional time. No one should be in the halls without a pass unless it is an emergency situation.
- **School Visitor Policy Between 7:30 a.m. and 2:30 p.m.**
 - Warren Central operates a closed campus. All visitors must report to the office upon arrival at Warren Central and sign in to receive a Visitor's Pass.
 - No one will be allowed to accompany students during the course of the school day without permission of the administration. This includes students from other schools or former students.
 - Students are not allowed to have visitors for lunch at any time due to limited space unless approved beforehand by the administration.
 - All visitors outside the main office area are to be escorted at all times by a staff member or their designee. There are no exceptions to this rule!!
- **After 2:30 p.m. and after hours events**
 - All students who are not part of a supervised group shall be off school property by 2:45 p.m.
 - Students are not allowed to be in any area of the building after school unless accompanied by a sponsor or coach. Clubs and/or student groups may not meet without the sponsor or coach being in attendance.
 - Warren Central High School will not sponsor any off-campus activities that are held prior to or after the conclusion of a school sponsored activity. Students and/or adults at such activities will be acting as individuals and not in the name of any organization, class, or

- club of Warren Central High School.
- No student shall be in an unauthorized/unsupervised areas of the campus at any time during the school day. Examples include: athletic facilities, the auditorium, the gym, etc.

STUDENT ASSISTANCE PROGRAM

Students having personal and/or family problems may seek the help of or be referred to the Student Assistance Program. This highly successful program features a professionally trained counselor who works one-on-one with students in specific areas where they are having difficulty. He/She counsels children dealing with a number of teen-aged problems or those having problems at home. All referrals and counseling involves parents and is strictly confidential. While this program serves all Warren County Schools, Warren Central is proud to host the program in our building. (*Lauren Kummer, Student Assistance Coordinator*)

STUDENT OBLIGATION

All students are responsible for paying the full amount of any and all obligations accumulated while in attendance at Warren Central. This includes supplies assigned to the students; lost, stolen, or damaged textbooks and/or library books; electronic items; lunch charges; overdue library fines; fundraisers; and orders placed with any salesperson (rings, keys, jackets, etc.) who services Warren Central. This also includes items distributed for fundraising, even if they are lost or stolen.

Students must pay all obligations, fees, or fines prior to the release of any diploma or transcript.

STUDENTS AND THE MEDIA

Any parent/guardian not wishing to authorize the Kentucky Department of Education, Warren County Public Schools, Warren Central High School, or other media outlets to use photographic or video images of their child or quote them in a news story for lawful purposes should contact the school principal in writing. If the principal is not contacted, it will be understood that students may be photographed, videotaped, and interviewed for media purposes.

STUDENT SERVICES

THE GENERAL EDUCATION DIPLOMA (GED)

In order to be eligible for the G.E.D. a student must have one or more of the following:

- reached his 19th birthday.
- be at least 18 years old and withdrawn from school.
- be at least 18 years old and his class has graduated from school.
- be at least 18 years old and been out of school for one full year.

YOUTH SERVICES CENTER (“YSC”)

The intent of the Youth Services Center is to enhance students' abilities to succeed in school by assisting children, youth, and families in meeting some of their basic needs. Services include: health services and referrals, referrals to social services, employment counseling, training and placement, substance abuse services or referral and family crisis and mental health services or referrals. Contact Jessica Diame, YSC Coordinator at 270-781-0903 for YSC services.

GETTING TO AND FROM SCHOOL

The privilege of driving to Warren Central is reserved for those qualified students who drive in a responsible manner. Students are required to park in the lot designated for students. Students who violate driving policies, become attendance problems, or have behavioral issues may be prohibited from parking on Warren Central property. The school administration has the authority to authorize or revoke driving privileges to school.

WE RESERVE THE RIGHT TO TOW ANY VEHICLE IN VIOLATION OF THIS POLICY.

BUS EXPECTATIONS

Warren Central High School follows Warren County Public Schools Transportation Department's rules and regulations regarding transportation to and from school and on all extracurricular activities requiring transportation by bus.

DAMAGE TO VEHICLES

Students and parents are advised that Warren Central High School will not be responsible for any loss, theft or damage, whether accidental or purposeful, to any personal property including motor vehicles of students or parents while on school property.

GENERAL STATEMENTS

- Students may not allow other students to sit in their cars during the day and may not leave campus after arrival without proper authority.
- Students are not permitted to leave campus once they arrive each morning. Adjoining commercial properties and businesses are "off-limits".
- Students are not permitted to leave campus during lunch.
- Students in the parking lot during normal class hours without written permission from a teacher or principal are subject to disciplinary action.

LEAVING CAR UPON ARRIVAL AND RETURNING TO CAR DURING THE DAY

Upon arrival on campus each morning students are to come immediately into the building after locking their vehicles. Students may not return to automobiles unless approved by an administrator until the last dismissal tone of the day. This includes during change of classes, during lunch, or at any other time. Automobiles may not be used as lockers.

“NO PASS-NO DRIVE” RULE - KRS 159.051

This statute, which becomes effective June 26, 2007, results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result of excessive excused or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. **THIS LAW DOES NOT APPLY TO STUDENTS ONCE THEY GRADUATE.**

STUDENT DROP-OFF AND PICK-UP

The Morning and Afternoon pick-up and drop-off is in the annex parking lot on Morgantown Road. *See Appendix C.*

STUDENT PARKING AREAS

Students are to park in the parking lot beside the gym. Your car may be towed at owner's expense if parked in an unauthorized area. Students should observe all flow-of-traffic arrows. All parking between gym and band room is reserved parking for faculty/staff. No one except Warren Central students and staff will be allowed on school property.

HOME SCHOOL

Home School Learning Compact

Parent/Guardian, Teachers, and Administrators agree to:

1. Encourage good attendance
2. Provide a positive environment for learning and study
3. Support each others' efforts in the development of each student
4. Communicate with each other regularly
5. Always encourage students to achieve their goals

Students agree to:

1. Come to school prepared to work hard
2. Complete work to the best of his/her ability
3. Look to parents/guardians, teachers, and administrators for help, guidance, and/or encouragement

RIGHTS OF SCHOOL PERSONNEL TO SEARCH & SEIZURE

EXPLANATION

Once the students enter the school zone their expectation of privacy as to what is on them as a person and what is contained in their belongings is reduced by the need of the school and the School Resource Officer to maintain a safe and orderly educational atmosphere. A school official has broad, discretionary authority to search students, their belongings, and school property for reasons of safety or violations of school policy by combining all of the factors of information presented to them. A student's refusal to cooperate in a search amounts to insubordination under school policy. Students are required to fully cooperate in not only answering school disciplinary questions during an investigation but also to fully cooperate in responding to the commands of the school official during a disciplinary search for school violations.

EDUCATIONAL/DISCIPLINARY TOUCHING

School officials and school resource officers may use physical touching when interacting with students. Touching is used to guide, educate, escort, or de-escalate a student or situation.

SEARCH BY DOGS

K-9 dogs may be used throughout the course of the school year to perform unannounced sweeps of the school building and property as well as student vehicles and their belongings within the school zone to reduce the presence or influx of drugs, weapons, and/or explosives for the protection of all children inside the school zone and for the protection of everyone who may enter the school zone.

USE OF LITMUS STRIPS

The Warren Central Administration or School Resource Officer (“SRO”) reserves the right to use litmus strips designed to detect the presence of alcohol concealed in any container carried by a student on school property or at any school event on or off campus.

PERSONAL PROPERTY AND LOCKERS

All students have a valid interest concerning the security of their personal property. Students are responsible for textbooks or electronic items assigned to them in each class. The cost of textbooks or electronic items that are lost, stolen, or damaged will be applied to the student's obligations. Any school financial obligation must be paid prior to the issuing of the diploma or school transcript.

LOCKERS

Lockers are issued to students at no charge for storage of personal items.

- Each locker may be used by a maximum of one (1) student.
- Locks will be provided at no charge. It is the responsibility of the student to keep the locker properly closed and locked and cleaned out at the end of the year.
- Students shall report locker maintenance problems immediately.
- Students are to report all lost or stolen or found articles to the office.

PERSONAL PROPERTY

Students and parents are advised that Warren Central High School **will not be responsible** for the loss, damage, or theft of any personal property including motor vehicles of students, parents or staff. Students are strongly encouraged to use lockers and secure their valuables. Students are not to bring large amounts of money or other valuables to school. Items listed as contraband that are stolen during the school day will not be investigated by the administration. Do not bring these items onto school property.

SCHOOL LEADER AND/OR

REPRESENTATIVE POLICIES

Any student that is elected to an office in a club or organization or represents our school on an athletic team is expected to conduct themselves appropriately at school and in the community. Any officer and/or athlete who gets into trouble in the community may be disciplined by the school in regard to their office or position. Penalties may include disciplinary action by the administration, suspension from the team or club, and/or dismissal from the squad or organization.

All Warren Central High School athletes and/or school representatives (band students, cheerleaders, etc.) shall be prohibited from the possession and/or use of any tobacco product, drugs or alcohol or indecent or unlawful conduct while representing Warren Central High School. This includes practice sessions, "home" and "away" athletic events, and on buses leaving from and/or returning to WCHS.

HOMECOMING/PROM COURT REPRESENTATIVES

All students are eligible to be a candidate for the Homecoming Court and escort unless they have received an out of school suspension (or ASP) during the last calendar year. All candidates and their escorts must be in good academic standing and must have satisfactory school attendance as determined by school officials. This event will be held at the discretion of the administration.

RECOGNIZING NEW STUDENT ORGANIZATIONS

All student organizations fall under the policies and procedures of Warren Central High School and must be recognized by the administration and SBDM. In order for students to form a new organization, they must submit a written proposal stating (a) the name of the club, (b) the number of members, (c) the by-laws, (d) the purpose for forming the club or organization, (e) the faculty sponsor, and (f) the policies and procedures. This must be submitted for approval by the SBDM Council.

TECHNOLOGY

Warren Central respects the feelings of our parents, who want their children to have a phone for safety and other reasons, but feel strongly that cell phones or other electronic devices should not interfere with the instructional environment of the school day. The administration reserves the right to change this policy at any time.

Students are allowed to possess and use electronic items in the mornings before school, between classes, and during lunch. They must be put away by the time the tardy bell rings for each class. **Electronic items are not to be seen, handled, or heard anytime between the tardy tone and the dismissal tone of each period, unless permitted by the teacher for instructional purposes.**

Headphones shall not be worn at any time during the school day. A student with visible headphones will be considered a violation of this policy. Students are not to communicate with other students or persons either inside or outside the building (including parents] using any function (social media apps, verbal, text message, instant messaging, camera, or video] of a cell phone or electronic item during instructional time.

Any student who is referred to the office for disciplinary reasons and contacts their parent prior to being seen by an Administrator is in violation of this policy and may face further punishment. School officials do have the right to confiscate student cell phones or other contraband if the student is in violation of this policy. Students and their parents assume full responsibility for any cell phone or electronic item brought to school.

Warren Central High School reserves the right to not investigate the theft or loss of any cell phone, mp3 player, iPod, etc. or their related parts due to time constraints.

CONSEQUENCES FOR TECHNOLOGY VIOLATIONS

A **passive** cellphone violation occurs when a phone emits a sound without being handled (backpack or pocket)

An **active** cellphone violation occurs when a phone is seen, handled, or heard while being handled.

- **1st Offense**
 - Active - Item confiscated and parents must pick up the next day at their convenience.
 - Passive - Teacher will instruct the student to silence the electronic device and notify the office

- **2nd Offense**
 - Active - The device will be confiscated for five (5) **school days** and parents must pick up the item.
 - Passive - Teacher will instruct the student to silence the electronic device and notify the office

- **3rd Offense**
 - Active - The device will be confiscated for ten (10) **school days** and the student will be assigned ISS as determined by an administrator.
 - Passive - The student will be assigned a detention or 3 days of lunch isolation.

- **4th or Subsequent Offense(s)**
 - Active - The device will be confiscated until the end of the year.
 - Passive - The device will be confiscated and the student will face disciplinary action as determined by the administration. School officials reserve the right to determine the timeline for returning the device on a fourth offense.

In some cases, the cell phone may be logged in as evidence by the Warren County Sheriffs Department as contraband. At this point, the phone becomes property of the Warren County Sheriffs Department.

Refusal to Give Electronic Device to Adult - any student who is found in violation of the school's electronic item policy, is asked for the device by an adult and refuses, will have the item confiscated by school officials. The item **will not** be returned for 8 weeks or until the end of the semester - whichever is longer. Additional discipline for defiance may also be administered.

POSSESSION OF OTHER CONTRABAND

During the school day (7:30 a.m. – 2:30 p.m.) students are NOT allowed to use or have the following items visible: skateboards, dice, paintballs, musical instruments, athletic equipment, laser pointers, or blankets.

These items will be confiscated from students. The students may be written up and parents may be required to pick up the item after school. The school strongly discourages all students from bringing these items to school. **School officials will not investigate theft of these items.**

TESTING PROGRAMS

ACT's College Readiness Benchmarks

College Course or Course Area	Test	ACT Score
English Composition	English	18
Social Sciences	Reading	20
College Algebra	Mathematics	19
Biology	Science	24

A.C.T. (American College Test) - Spring of 11th Grade

The final EPAS test is required for all juniors as part of the Kentucky state assessment. It is strongly recommended that students **take this test more than once**, since the highest score on the test is used for entrance to post-secondary schools in addition to having its scores used as one guideline for scholarship selection. It is also used to determine the match between a student's educational development needs and the offerings of selected post-secondary institutions.

AP (Advanced Placement Testing)

Each year, Warren Central High School offers students college level courses in at least four of the following seven areas: English, Science, Mathematics, Social Studies, Foreign Language, JROTC, and The Arts. Testing for all of these programs is held in May.

These courses are offered as Advanced Placement (AP) classes at our school, through the Kentucky Virtual High School, or through arrangements with nearby colleges or universities. If the course is designated as an AP course, it must: 1. Be identified as an AP course by the College Board. 2. Include content as described in the College Board overview, description, and recommended course syllabus for the appropriate course. 3. Be aligned with Kentucky's Academic Expectations and Kentucky's Program

of Studies. 4. Prepare a student to take and be successful on the appropriate advanced placement examination administered by the College Board. 5. Be taught by staff with the appropriate content certification and professional development preparation to teach the advanced placement course.

A.S.V.A.B. (Armed Services Vocational Aptitude Battery)

This is a voluntary vocational test designed to show students their aptitude in relation to Mechanics and Crafts, Business and Clerical, Electronics and Electrical, and Health, Social, and Technology. It also tests Math and Verbal Skills. This test is administered yearly to any student who signs up with Juniors and Seniors being given first priority. There is no charge for this test and it is administered by the U.S. Armed Forces.

EOC (End of Course) Assessments

As part of the Kentucky State Assessment, students completing Biology, English 2, Algebra 2, and United States History courses must take an End of Course Assessment.

OSS (Occupational Skills Standards) Test

A state mandated test for all Career and Technical Education programs that have students enrolled in a career major where testing exists. CTE instructors who have verified the requirements of the students or those who have completed their third course in a career sequence major select participants.

P.S.A.T. (Preliminary Scholastic Aptitude Test)

Sophomores and Juniors may take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT). This is a two-hour multiple-choice type test offered by the Educational Testing Service on behalf of the College Entrance Examination Board and The National Merit Corporation. As a Junior, this is the qualifying test of the National Merit Scholarship Corporation.

S.A.T. (Scholastic Aptitude Test)

A multiple-choice test composed of verbal and math sections; the S.A.T. is one of the requirements for entrance to many older, private universities. The verbal questions test one's vocabulary, verbal reasoning and comprehension. The math questions test one's ability to solve problems involving arithmetic, elementary algebra, and geometry.

S.R.I (Scholastic Reading Inventory)

SRI is a reading assessment used by WCHS at 8th, 9th, and 10th grades to give us information about each student's reading level and growth over time. SRI helps us differentiate instruction, make meaningful interventions, forecast growth in reading, and demonstrate the ability of our teachers to move students. A score of 1300 on this test indicates college readiness.

School Day Insurance

Please note that the Warren County Board of Education provides OPTIONAL SUPPLEMENTAL SCHOOL DAY and/or 24 hour insurance coverage, which may be purchased by the student or family. Individual students are not insured by WARREN CENTRAL HIGH SCHOOL or the WARREN COUNTY BOARD OF EDUCATION.

TITLE I

TITLE I GENERAL INFORMATION

Warren Central High School is a focus school, as determined by the Kentucky Department of Education. We are working specifically to increase the number of proficient students in the gap groups of special education, English Learners, and minorities. We are also working on reducing the number of Novice performers in English and Math.

It is crucial to focus on literacy and mathematics to insure the students are successful; as well as also focusing on College and Career Readiness. The data derived from the practice ACT, ACT, SRI, End-of-Course Assessments and K-Prep On Demand will track the progress of the students. Title I funds will address the need for more technology and personnel. The following staff will be employed with Title I funds: 2 ELA teachers, 1 math teacher, 1.04 units of Social Studies teachers, and a part-time Math tutorial assistant. Two chrome book carts have also been purchased with Title I funds, allowing for 60 additional computers to enhance arts/humanities and literacy skills through technology. We will update an existing computer lab to accommodate testing and career readiness in our business department. Warren Central High School has also purchased small engines to increase our ability of obtaining career readiness. Our departments will be allocated monies to aid in increasing supplies and other resources. WCHS will also be purchasing calculators for our math department to ensure that all students have access to the technology to assist in their learning

Specifically, the 9th grade will have an additional resource because of the 1:1 ratio of math calculators in the Algebra I classes. Algebra I is one of the most vital classes in high school and the more resources that are provided to students, the better the chance if for their success. Tenth grade students take advantage of the additional ELA and math teacher to lower class size numbers and allow for more intervention in the classroom. Eleventh grade students have the opportunity to take the ACT. As part of our Title 1 funds, we have encouraged our 11th grade students to take the ACT early so that we can have baseline data to assist these students in areas of improvement. Eleventh grade students will also take advantage of the additional classroom resources to enhance their learning. Twelfth grade students are focused on College and Career Readiness. As part of our Title I funds, we hired a Math Tutorial Assistant to help prepare our students that did not meet benchmark on the ACT to meet benchmark on the KYOTE exams. These students also use the chrome book carts as part of their opportunities to become career ready and use the Assessment Lab to complete tests to aid in college and career readiness. All students will also have the opportunity to be celebrated for their academic achievement through reward trips and activities throughout the year.

See the Title I Letter from Mr. Mike Stevenson, Principal in *Appendix D*.

Scholastic Diploma Requirements

	9 th	10 th	11 th	12 th
English	English I	English II	English III	English IV
Math	Pre-Algebra or Algebra I	Algebra I or Geometry	Geometry or Algebra II	Algebra II, Algebra III, or Probability & Statistics
Science	Integrated Science	Biology	Environmental Science	None required
Social Studies	World History	American Government	US History	None Required
PE/Health	To be taken Freshman Year			
Arts & Humanities	1/4 credit will be earned during the Freshman year	1/4 credit will be earned during the Sophomore year	1/4 credit will be earned during the Junior year	1/4 credit will be earned during the Senior year
Foreign Language	None Required	None Required	None Required	None Required
Electives	2	4	4	8

Student must demonstrate performance-based competency in technology within four years of graduation.

Academic Diploma Requirement

	9 th	10 th	11 th	12 th
English	English I or Honors English I	English II or Honors English II	English III, Honors English III, or AP English III	English IV, Honors English IV, or AP English IV
Math	Pre-Algebra, Algebra I, or Honors Geometry (If Alg. I was taken during 8 th grade)	Algebra I, Geometry, Honors Geometry, or Honors Algebra II (if Honors Geom. was taken during Freshman year)	Geometry, Algebra II, Honors Algebra II, or Pre Cal/ Algebra III/ AP Statistics (if Honors Alg. II was taken as a sophomore)	Pre Cal (if not already taken), Algebra III, Probability & Statistics, or AP Calculus (if Pre Cal has been taken)
Science	Integrated Science, Honors Integrated Science, or Honors Chemistry (If Bio. was taken during 8 th grade)	Biology, Honors Biology, or Chemistry, Honors Chemistry, Physics, or Honors Physics (If Bio. Taken 9 th grade year)	Chemistry, Honors Chemistry, AP Chemistry, Physics, or Honors Physics	N/A
Social Studies	World History or Honors World History	American Government, Honors American Government, or AP American Government	US History, Honors US History, or AP US History	N/A
PE/Health	To be taken Freshman Year			
Arts & Humanities	1/4 credit will be earned during the Freshman year	1/4 credit will be earned during the Sophomore year	1/4 credit will be earned during the Junior year	1/4 credit will be earned during the Senior year
Foreign Language	N/A	N/A	N/A	Spanish I & II
Electives	2	4	4	8

Student must demonstrate performance-based competency in technology within four years of graduation.

*Students on an accelerated path may follow a different sequence of classes.

