

# East Jessamine High School

Student Handbook  
2020-2021



## **Our Mission Statement**

East Jessamine High School is a family of caring educators who sees promise in each student, commits to working in partnership with the community, develops independent thinkers through quality instruction, and empowers students to actualize their passions through support and guidance.

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## **EJHS 2020-2021 Welcome Letter**

East Jessamine High School students are critical thinkers, driven young adults, and connected citizens who exemplify the qualities we work to instill in all students on a daily basis. With these goals in mind, the faculty and staff of East Jessamine High School will strive to provide the highest level of education for your student. Personally, I feel privileged to be the principal of East Jessamine High School. East is home and I strive for your student to feel the same way. Our faculty and staff are equipped with the knowledge and strategies to help your student be successful in his or her academics, while also seeking opportunities to discover their passion and purpose.

My vision for East Jessamine High School is that all students will achieve mastery of standards in a safe and supportive environment through nurturing relationships and academic supports while capitalizing on the experiences that are afforded at the high school level to pursue their own passion and purpose. My mission will be to open as many doors as possible while not forcing our students to fit a mold. We will accomplish this by providing **support** for the **whole child**: academic, behavioral, and social-emotional, in order to **minimize barriers** to high-quality instruction and through the intentional **engagement of families and students**.

I want to reiterate our commitment to the education of **ALL** Jaguars and invite you to be an active part of that process. Please do not hesitate to reach out to me directly. The 2020-2021 school year is going to model Jaguar Excellence and we cannot wait to embark on the journey.

**#JaguarExcellence**

Sincerely,

Chris Hawboldt

### **East Jessamine High School Mission Statement**

East Jessamine High School is a family of caring educators who sees promise in each student, commits to working in partnership with the community, develops independent thinkers through quality instruction, and empowers students to actualize their passions through support and guidance.

### **East Jessamine High School Vision**

The vision of East Jessamine High School is to engage students in authentic learning experiences that best equip students with content knowledge, the ability to apply their learning, and the soft skills necessary for success in the global economy. We are committed to developing students into lifelong learners and positive contributors to our county, state, and nation.

We will ensure this through

- authentic learning experiences to equip students with content knowledge
- application experiences that promote deeper learning
- soft skills that ensure success across all postsecondary settings

**School Colors:** Blue, Kelly Green, Black, and White

**Mascot:** Jaguar



## Administrative Office

**Chris Hawboldt**, Principal  
**Kelly Helton**, Curriculum Resource Administrator  
**David Riddle**, Assistant Principal  
**Brandean Kenealy**, Assistant Principal  
**Billy King**, School Resource Officer  
**Karyn Turner**, Receptionist  
**Clyda Cambron**, Bookkeeper  
**Lori Shepherd**, School Nurse  
**Mitzi Fugate**, Attendance Clerk

The mission of the EJHS Administrative Leadership Team is to empower students to fulfill their purpose and passion in life - regardless of obstacles.

We will ensure this by:

- implementing structures;
- collaborating and communicating with teachers to remove barriers and empower them;
- fostering growth throughout our Jaguar family.

### **Guests and Visitors**

Visitors are always welcome to EJHS. To protect the safety of our students and staff, visitors must register in the front office and receive a visitor's badge. The badge is to be returned to the office when a visitor signs out. These guidelines also apply to any person coming to our campus during lunchtime. Guests or visitors of students, including siblings, are not allowed in classrooms. **Please remember that food or drinks (fast food included) from outside sources is not allowed at any time.**

### **Medication/Injuries**

Any prescription medication that is to be administered by school personnel requires that a "Medication Authorization" form be completed by the student's parent/guardian and the physician. Return the completed form to Mrs. Shepherd, the school nurse. Medication must be in its original container and will be kept in the school nurse's office. Please do not send more than a 30 day supply of medication to school. High School students are allowed to self-medicate with Over-the-counter medication; however, it must be in its original, marked container and should be kept with the student or in the nurse's office. No over-the-counter medication shall be administered by the nurse without parent/doctor signed permission. Phone authorization will not be accepted. Students with asthma may have inhalers and students with severe allergies to bee stings, peanuts, etc. may have EpiPens in their possession upon completion of the medication form. At this time, forms will be accepted via fax from parent/guardian or MD office. Student injuries at school that report to the nurse will be assessed and treated. Parent/guardian will be notified as necessary. Student insurance is provided on an excess basis only. If requested by a parent/guardian, the school nurse will fill in the school's section of the insurance form once the injury form has been completed. The parent/guardian should follow all instructions regarding the completion and submission of the school insurance form, and all questions regarding reimbursement shall be directed to the school insurance company.

**School Resource Officer**

The SRO, a sworn police officer employed by the Nicholasville Police Department, works closely with the administration and staff to provide police services to EJHS. The SRO provides law enforcement services, teaches law-related curriculum, and provides informal counseling to students based on life and police experience. The SRO also assists with safety, security, and crime prevention programs within the school.

**Transportation**

Students should contact the bus garage at 885-4891, ext. 227, for information regarding bus numbers and schedules. Students who do not ride the bus may enter the building at 8:00 and must remain in 100 Hallway until 8:20.

## Student Services

**Lindsey Mulcahy**, College and Career Readiness

**Jennifer Rocco**, Counselor (A-L)

**Kelly Zabilka**, Counselor (M-Z)

**Kasey Puckett**, Mental Health Consultant/Counselor

**Beth Weber**, Psychologist

**Kelli-Lynn Canup**, Youth Service Center Director

**Sharon Mattmiller**, Youth Service Center Assistant Director

Students are encouraged to visit the counselor concerning any of the following:

- Information about grades and/or graduation.
- Information about vocation, careers, colleges, scholarships, and financial aid.
- Interpretation of test results.
- Individual testing.
- Course selection—schedule changes.
- Personal problems.
- Information about correspondence courses or summer school.

### **The guidance office also handles . . .**

School records/transcripts

Individual Learning Plans

PSAT Testing

Midterms/report cards

AP testing

Gifted and talented services

Counseling referral contracts

Enrollments/withdrawals

Parent/teacher conference requests

### **Senior Communications**

- During pre-registration, permanent record cards are checked to ensure that classes needed for graduation are assigned to each student.
- Individual and/or small group sessions are held to review credits needed for graduation and to discuss post-secondary plans and the college admissions process.
- At the end of the first semester of the senior year, a letter is sent to the parents or guardians of seniors informing them of their student's progress toward graduation.

### **Parent-Teacher Conferences**

Parents of students requesting a parent/teacher conference should contact their student's counselor. They will arrange a mutually convenient meeting time for all concerned. Parents may also contact teachers directly by email to set up individual conferences.

### **Homework Requests**

Students who are absent from school for more than a couple of days may request homework assignments for the days missed. **Students should check teacher websites for daily assignments.** If a teacher has not posted daily work, students should contact that teacher directly, early in the day of school missed to allow sufficient time to get assignments. Generally, work will be available for pick up the following day.

## Withdrawal Procedures

Students withdrawing from EJHS must see Mrs. Jones in the guidance office to obtain a withdrawal form. This form and the return of textbooks and other school property must be completed by the end of the student's last day of attendance. Withdrawal grades are recorded on this sheet to be forwarded to the student's new school. No student under the age of 18 will be allowed to withdraw. The parent must sign the appropriate forms as mandated by the State Department of Education.

## Important General Information

### Bell Schedule

Period	Time
1st	8:50-9:50
2nd	9:55-10:55
3rd	11:00-12:00
4th	12:05-1:40
<b>1st LUNCH</b>	12:05-12:30
2nd lunch students are released at the 12:35 bell 1st lunch students should be in class at the 12:35 bell	
<b>2nd LUNCH</b>	12:35-1:05
3rd lunch students are released at the 1:10 bell. 2nd lunch students should be in class at the 1:10 bell	
<b>3rd LUNCH</b>	1:10-1:40
5th	1:45-2:45
6 <sup>th</sup>	2:50-3:50

### Breakfast/Lunch

Breakfast is served from 8:25-8:40 a.m. There are three lunch periods and students are assigned lunch according to their 4<sup>th</sup> block classes. All JCS students receive one (1) Breakfast and one (1) Lunch at NO COST. We highly encourage each student to start each day with breakfast at school to be ready to learn. Students will have the option to select their choice of meals at both Breakfast & Lunch.

### Lunch Period

Students must remain in the cafeteria during their entire lunch period. Food and drinks may not be taken from these areas. Students may bring a sack lunch from home if so desired. **Fast food from outside sources is not allowed at any time.** Students are responsible for cleaning their eating area and depositing trash in the appropriate containers.

NOTE: In compliance with federal guidelines, providing opportunities for students to purchase food outside the school cafeteria is prohibited until 30 minutes after the last lunch period.

### Free/Reduced Lunch Program

All families are asked to complete either the online "Meal Assistance Application" or the paper "Educational Benefits Form". (\*\*If your household receives a letter stating your student qualifies for Free meals because of "Direct Certification", you do NOT need to complete either.) While a Free/Reduced/Paid meal eligibility isn't necessary for school meals, this data is used by schools to receive funding for many needs. As an added benefit for High School families, students with a Free or Reduced eligibility will have fees either waived or reduced (school fees, athletic fees, etc.) Please see the school's office for details.

## **EJHS School Fees**

**Covers:** Instructional Resources/Technology (Chromebook), Student ID, Entry into all EJHS Regular Season Home Games

EJHS Student Fees	\$100.00
Parking tag (optional)	Price varies (see Parking Policy)

Checks may be made payable to EJHS.

## **Lockers**

Students are not charged a fee for lockers. All lockers are equipped with combination locks and have their combinations changed each school year. Please remember that valuables should not be placed in lockers and that the school is not responsible for lost/stolen items. Personal locks are not allowed.

## **Other Course Fees**

Some elective courses charge fees for workbooks, consumable materials, and use of equipment. Teachers will send home information if fees are required. If there is a hardship in paying these fees or if a student qualifies for free/reduced lunch, a payment schedule can be arranged or the fee paid for by other school accounts.

## **Unpaid Fines and Fees**

All students are responsible for lost or damaged books. Report card/diploma will be held until students pay all fines or fees. Transcripts for transferring students and graduates are withheld until outstanding debts to the school have been paid. In order to attend any dances during the Fall semester, at least 50% of all school fees must be paid. For students wanting to attend dances during the Spring (to include Prom), 100% of all school fees must be paid. Note: fees are cumulative. In other words, if a student has not paid school fees from the year before, those fees would be added on to the following school year.

## Academic Policies and Practices

### Courses

Courses at East Jessamine High School are classified as one of the following:

- **Performance Based credits:** These courses are completed in one semester and the credit is awarded at the end of the semester.
- **Carnegie Unit credits:** These are year-long classes (including AP Classes) and the credit is awarded at the end of the year.

### GPA (Grade Point Average)

A student's GPA is the average of the points awarded for letter grades of the final course grades. To determine GPA, multiply points earned by the number of potential credits for a particular course (i.e. for a course receiving a potential of  $\frac{1}{2}$  credit, multiple the points earned by  $\frac{1}{2}$ ); for a course receiving a potential of (1) credit, multiply the points earned by (1). Add the points earned for each class. Divide the sum by the number of potential credits. This calculation will be the GPA.

Advanced Placement AND 300 or 400 Level College Courses		Accelerated AND 100 or 200 Level College Courses		All Other Courses	
Grade	Points Earned	Grade	Points Earned	Grade	Points Earned
A	5.0	A	4.5	A	4.0
B	4.0	B	3.5	B	3.0
C	3.0	C	2.5	C	2.0
D	2.0	D	1.5	D	1.0
F	0	F	0	F	0

### Promotion

A student is promoted from one grade to the next based on the total number of credits awarded. The chart below outlines the number of credits needed to be classified as that particular grade level:

Classification	Number of Credits Needed
10 <sup>th</sup> (Sophomore)	5.5
11 <sup>th</sup> (Junior)	12
12 <sup>th</sup> (Senior)	18.5

## Schedule Changes

Every effort is made to provide every student equal access to the school's curriculum. In order to provide structure, guidance, and continuity to each student's education, the following process for schedule changes will be followed.

Schedule changes may be made during the first two weeks (10 school days) of the beginning of the course. Schedule changes will not be made for teacher preference. An exception may be that students may choose to repeat a course with a different teacher when possible. Credits dropped before the deadline for schedule changes outlined above will not be figured as a part of the grade point average. Administratively generated schedule changes may be made after the 10 school day window for schedule changes.

Any request for a change in schedule after the 10 school day window has passed, will be considered on a case by case basis. The following guidelines will be considered: 1) Student attendance in class; 2) Student effort in class; 3) Teacher recommendation.

If a student wishes to withdraw from a year-long class after the initial 10-day window, another opportunity will be given at the end of first semester. An "F" for the dropped course will appear on the student's transcript unless the student has had 97% attendance (excluding excused absences) in the class and the student has no missing assignments in the course.

## Graduation requirements

Students must earn 26 credits.

To establish a more comprehensive academic focus, students must earn credits in the following courses:

English	4
Math	4
Science	3
Social Studies	3
Fitness and Wellness	1
Foreign Language	1
HAVPA	1
*Electives	8

*\*Electives must include a 4 course career pathway*

## Graduation Participation

To receive a diploma at EJHS Commencement, one must meet the minimum graduation requirements, including all state and district requirements.

## Summer Graduates

Any student who is 2 credits from meeting graduation requirements may participate in the graduation ceremony according to the following guidelines:

- **The student must be enrolled in the appropriate summer school remediation course prior to the ceremony** (see counselor's office for application).
- The commencement program will reflect students who are potential summer graduates.
- No diploma will be issued to the student until all graduation requirements have been officially reported as being met. This process takes several weeks after the end of the summer term as school guidance personnel are not employed until just prior to the start of next school year.

## Early Graduation

All students are expected to complete four years of high school prior to graduation. Students who wish to graduate in less than four year should see their counselor for more information.

## Progress Reports

Parents/Guardians are encouraged to monitor student progress through Parent Portal from Infinite Campus. The Link for the Parent Portal App and Website are available on the Jessamine County Schools' website homepage under the "For Families" tab. **Hard copies of student progress reports and report cards will be made available upon request only.**

## Homebound Instruction

A student who cannot attend regular school days may be enrolled in homebound instruction. A form to be completed by the student's doctor is available from Central Office and must be submitted to the Director of Health Services at the Board Office. Once approval is given, the duration of homebound instruction can only be determined by the student's physician. The homebound teacher delivers assignments to the student and returns completed work to the regular classroom teacher. Work for each term should be completed within seven days following the end of the term so that grades can be averaged and recorded in a timely manner.

## Non-Public and Home-schooling

Students who want to continue their education through home school must contact the Director of Pupil Personnel at Central Office to complete the appropriate forms. Students transferring from a non-accredited school (any private school or homeschool not certified by state departments of education or a regional accrediting association) without a properly certified transcript may receive credit by:

- Comprehensive tests are taken in each subject area in which the student participated in the school. Comprehensive tests shall be administered within three (3) weeks of the date of enrollment. Students will not be permitted to retake comprehensive tests.
- Credits are awarded in each subject area in which the student attains a minimum passing grade based on the District's grading scale.

## Correspondence Courses

Correspondence courses may be taken for make-up credit, early graduation, or for advancement necessary to complete certain requirements. Students may enroll in required or elective courses and may count up to eight correspondence credits toward graduation requirements. Correspondence courses will be accepted from accredited institutions. Students must get approval from his/her guidance counselor to enroll in a correspondence course.

## Dual Credit Opportunities

Eligible students have the opportunity to participate in the dual credit program, earning both high school and college credit for a course. Contact your counselor if you are interested in exploring these options.

### **Additional Course Information**

In deciding upon a four-year plan of study, students should consider the following:

- Only those seniors enrolled in zero block, work block, or college courses are allowed to leave school early.
- To qualify for KEES scholarship money, students must take a minimum of five classes each academic year. Work block and college courses may be counted.

### **Summer School and Credit Recovery**

Students who fail a course may be eligible to make-up the course in summer school or they may register for credit recovery courses for the following school year. Because spaces are limited, seniors are given first priority for credit recovery courses. Students must successfully complete the required modules of Edgenuity to receive credit. Students making up credits in this manner will receive a D- for the course.

### **EJHS ACE (Academic Center for Enrichment) Program**

EJHS offers students the Academic Center for Excellence as a way to make-up assignments, get tutoring, or any other academic help. Students may make an appointment online to attend ACE. Teachers may also make appointments for students to attend ACE. Assistance is offered before, after, or during the school day.

## JCS High School Shared Grading Policy and Practices

### Common Beliefs

As a district, we hold these common beliefs around grading practices:

1. Grades and grading practices should provide meaningful feedback to students, document their progress, and help teachers make decisions about what instruction a student needs next.
2. Grades should have a multi-dimensional focus that measures and reports both academic and non-academic, with an emphasis on student mastery of standards.
3. A system must be in place across all schools so that grading practices are consistent and fairly assess the student's mastery.
4. Grading should allow for students that learn at different rates to still be successful.
5. What is graded must be taught.

### Graded Academic and Non-academic Factors

There are two broad categories for which we assign grades: academic factors, which relate directly to student mastery of standards and skills taught, and non-academic factors, which relate to the academic enablers, or the student behaviors that allow them to be involved in and benefit from education. **The chart below shows the academic and non-academic factors that are graded in Jessamine County high schools:**

<i><b>Graded Academic Factors</b></i>	<i><b>Possible Examples</b></i>
Summative assessment of academic and occupational content (CTE) standards	<ul style="list-style-type: none"> <li>● Unit tests</li> <li>● Summative projects - academic and occupational content components</li> <li>● Summative performance tasks/CTE skills assessments</li> </ul>
Formal formative assessments (provides recordable information for each student; graded for accuracy)	<ul style="list-style-type: none"> <li>● Quizzes</li> <li>● Formative projects - academic and occupational content components</li> <li>● Formative performance tasks/CTE skills assessments</li> </ul>
<i><b>Graded Non-Academic Factors:</b></i>	<i><b>Mastery Descriptors (see non-academic factors rubric)</b></i>
Collaboration	<ul style="list-style-type: none"> <li>● Usually listens to, shares with, and supports the efforts of others; sometimes steps into leadership roles.</li> </ul>
Participation (Academic Perseverance)	<ul style="list-style-type: none"> <li>● Usually focuses on in-class work and what needs to be done. Mostly self-directed.</li> </ul>
Responsibility*	<ul style="list-style-type: none"> <li>● Completes most assignment(s).</li> </ul>

\*Homework and NTI work completion will fall in this category.

### **Frequency of Grading**

Teachers will update grades each week with at least one grade, academic or non-academic.

For each 9-week window, each weighted category should have multiple grade entries except for the Cumulative Assessments category, which may only have one grade entry per 9 weeks.

### **Weighting of Grades**

All high school grade books shall be set up with the following categories and weighting system:

<b><u>Category:</u></b>	<b><u>Weight:</u></b>
Summative	70%
Classwork (Formal Formative)	10%
Non-Academic	10%
Cumulative Assessments (i.e., mid-terms, finals, benchmarks)	10%

Dual Credit grades will be assigned and weighted based on the policy of the awarding post-secondary institution, not on the cooperating high school.

## Grading Scale

Jessamine County high schools use a five-point scale for communicating student performance on both academic and non-academic measures. To promote accuracy of grading and communication, teachers can award .5 between each of the points to show high level work within a specific category. Mastery, as defined by Jessamine County teacher leadership, is when a student can consistently and independently (with IEP/PSP/504 accommodations as needed) demonstrate complete understanding of the entire standard or skill, while proficiency denotes the point at which a student can demonstrate understanding of the standard or skill most of the time, but may not yet be consistent. This scale shall be used to grade all academic factors and to determine final grades.

5	A	Exceeding mastery/Exceptional
4.5	A	
4	A	Mastery
3.5	B	
3	B	Meets expectations/Proficiency
2.5	C	
2	C	Approaching expectations/Developing
1.5	D	
1	F	Below expectations/Limited demonstration of knowledge/skills
0.5	F	
0	F	No evidence of knowledge/skills

Final grades should be calculated as follows:

A: 4-5

B: 3-3.99

C: 2-2.99

D: 1.5-1.99

F: 1.499 and below

Non-academic factors are graded with the following rubric:

Factor	5 Exceeds Mastery	4 Mastery	3 Proficiency	2 Developing	1 Below Expectations	0 No Evidence
Collaboration	Consistently listens to, shares with, and supports the efforts of others; exhibits leadership.	Usually listens to, shares with, and supports the efforts of others; sometimes steps into leadership roles.	Often listens to, shares with, and supports the efforts of others; good team member.	Often listens to, shares with, and supports the efforts of others; sometimes is not a good team member.	Rarely listens to, shares with, and supports the efforts of others; often is not a good team member.	No evidence of listening to, sharing with, or supporting the efforts of others; no evidence of attempt to be a good team member.
Participation (Academic Perseverance)	Consistently stays focused on in-class work and what needs to be done. Very self-directed.**	Usually focuses on in-class work and what needs to be done. Mostly self-directed.**	Focuses on in-class work and what needs to be done most of the time with few reminders or redirects.**	Focuses on the task and what needs to be done some of the time. Often must be reminded by the teacher about staying on task.**	Rarely focuses on class work and does not complete in-class assignment(s) in a timely manner.**	No evidence of focus on classwork and/or no evidence of work completion.**
Responsibility	Completes all assignment(s)*.	Completes most assignment(s)*	Completes some assignment(s), but has some gaps that do not interfere substantially with communication of student work.*	Completes some assignment(s), but has gaps that interfere with communication of student work.*	Does not complete the majority of assignment(s) OR rarely completes assignments.*	No assignment(s) completed.*

\*\*For students with an 504 or IEP with prompting and cueing, the rubric would include students getting these prompts and cues for the rubric descriptors to be valid.

\*For students with 504 or IEP, assignment timeline modifications apply.

## Retake Procedures

Providing students with opportunities to retake assessments and redo activities is sound educational practice that is in the best interest of our students. We recognize that all students learn at different rates and should be granted opportunities to correct mistakes and demonstrate their learning.

Retake Guidelines	Rationale and Clarifications
<p>Only summative assessments are eligible for retakes. Cumulative assessments (i.e., end-of-term, finals, benchmarks) are not eligible for retakes.</p>	<p>Summative assessments typically happen at the end of a unit and measure a student’s independent mastery of the course standard(s) for that unit.</p> <p>The objective of cumulative exams is to promote and measure retention of course content over time and do not lend themselves to a retake.</p>
<p>Long term summative assignments that have segmented multiple due dates, such as research papers, are only eligible for a retake if the student has completed the formal formatives related to the summative (i.e., outline, rough draft, peer review). For this type of assignment, the eligibility for retake must be communicated in writing when the assignment is given.</p>	<p>It is not feasible for students to complete and receive feedback on formal formatives for a long term project within the 10 school-day retake window.</p>
<p>All students attempting a retake must complete the JCS Remediation and Retake Contract with the teacher. The student should initiate the request for the contract.</p>	<p>The contract makes clear to everyone what the expectations are for the retake so there is no confusion.</p>
<p>At a minimum, students must complete formal formatives assigned by the teacher to be eligible for a retake; additional remediation and reteaching activities may be required and assigned by the teacher on an individual basis. These should be outlined in the remediation and retake contract.</p>	<p>Formal formatives are assignments or interim assessments given throughout a unit of study that provide recordable information regarding each student’s individual progress toward mastery of the standard and are graded for accuracy. Examples of these include, but are not limited to, quizzes, checks for understanding, formative projects and performance tasks, interim CTE skills assessments, and independent classwork.</p> <p>Formative practice and feedback is necessary in order to successfully master content prior to a summative test. Therefore, this requires students to complete this formative practice to emphasize the importance of these tasks as a part of preparing for a summative assessment.</p>
<p>Students should not be denied the opportunity for a retake for disciplinary reasons. Students who abuse the retake policy may be referred to administration for a conference and possible disciplinary interventions.</p>	<p>Behavior and academic performance should be considered separately. If the purpose of the summative grade is to measure and communicate the student’s knowledge of the standard(s), then behavior penalties</p>

	would distort or mask the student's actual performance level. It is expected that behavioral issues will be dealt with through disciplinary interventions and through the non-academic grading factors.
Students have 10 school days from the day a test is returned to complete the work outlined in the remediation contract once the initial summative assessment or retake assessment is returned to the student.	Often, course content scaffolds and builds on prior learning over time, so this guideline is in place to prevent students from falling behind in their learning. This guideline provides students ample time to complete reteaching and remediation activities to prepare for the retake.
Assessments are generally broken into sections around the standards being assessed. Students may not need to retake an entire assessment. Students will complete the sections of the assessment in which they did not achieve proficiency or wish to improve.	It is not necessary for students to demonstrate skills and content knowledge that they have previously attained on the original assignment.
Retake assessments should always assess the same skills and standards as on the original assessment, but they may take a different format.	Administering the exact same test to a student within a short window of time could potentially lead to inflated grades simply because of familiarity with the format, not the content. To guard against this, a teacher may choose to utilize a different format for the retake test.
Upon completion of the retake, the highest grade for each standard assessed will be entered in IC.	Learning is an on-going process. Students learn at different rates and do not always perform at expected levels on their first attempt, in a set time, or on one method of assessment. If the purpose of the summative grade is to measure and communicate the student's knowledge of the standard(s), then grade penalties would distort or mask the student's actual performance level.



## Transfer Grades

<b>Transfer Grade Conversion</b>			
<b>Grade from Sending School</b>	<b>Grade Assigned in Jessamine County</b>	<b>Grade from Sending School</b>	<b>Grade Assigned in Jessamine County</b>
100	5.0	72	1.85
99	4.9	71	1.80
98	4.8	70	1.75
97	4.7	69	1.70
96	4.6	68	1.65
95	4.5	67	1.60
94	4.3	66	1.55
93	4.1	65	1.50
92	4.0	64	1.45
91	3.9	63	1.40
90	3.8	62	1.35
89	3.7	61	1.30
88	3.6	60	1.25
87	3.5	59	1.20
86	3.3	58	1.15
85	3.2	57	1.10
84	3.1	56	1.05
83	3.0	55	1.0
82	2.9	50	0.9
81	2.8	45	0.8
80	2.7	40	0.7
79	2.6	35	0.6
78	2.5	30	0.5
77	2.3	25	0.4
76	2.2	20	0.3
75	2.1	15	0.2
74	2.0	10	0.1
73	1.9	0	0

## Attendance Policies and Practices

### **Student absences**

Students are required to be in attendance every day that school is in session as per state law and Jessamine Board of Education Policy. However, there are circumstances that will require a student to be absent. To be appropriately excused, one of the following documents must be received in the attendance clerk's office no later than five days past the date of the absence:

- Notes from a physician's or dentist's office for the date of visit and/or prescribed length of absence. No faxed notes will be accepted for this purpose.
- Parent notes may be accepted for up to six (6) days of absence per year for illness, funeral, or religious observance.
- Parent/guardian emails will be accepted but must be accompanied by a phone call for verification.

### **Make-Up Work**

Opportunity for make-up work will be given for all student absences.

- It is the responsibility of the student and/or parent to contact teachers about missed assignments and/or assessments.
- The number of days allowed to complete make-up work will be noted in each teacher's syllabus.

### **Educational Enhancement Opportunities**

If your student requires a leave from school that is educational in nature (job shadowing, educational trip, etc.) they can pick up an EHO (Educational Enhancement Form) to fill out in the front office. The forms are to be turned in to the attendance clerk when completed and **MUST BE TURNED IN PRIOR TO THE ANTICIPATED ABSENCE**, or the absence will be denied. If these forms are approved, by the assistant principal over attendance, then the days the student misses will be excused. If not, then we will reach out to you and inform you of the denial.

### **Late Arrivals**

Students marked absent for 1<sup>st</sup> block are automatically marked absent for the full day so **it is important that students arriving to school late sign-in in the front office**. Students that sign in without a Parent/Doctor's note will be marked as an unexcused Tardy or Absence.

### **Tardies**

When issued a tardy, a student has 5 school days to serve a thirty minute detention before school (in the front office), during lunch (in the STEP room), or after school (in the front office). After the five day window, if the detention hasn't been served, a Friday School will be issued.

### **Procedure for Early Dismissals**

When leaving school early all students must be signed out in the front office of any JCS hub location (EJHS, JCTC, or WJHS) by a parent or guardian or a person listed on the student's emergency card.

- Students who leave school early for work block, College Block, or Elementary Helper must sign out.
- Students will not be allowed to sign out with a parent phone call. A student may be signed out with a parent note and/or email sent to our attendance clerk.
- **Any student who doesn't properly sign-out will be issued a Friday School for skipping.**

## Truancy Diversion Program

East Jessamine High School will work with the TDP to identify ninth graders who have excessive unexcused absences and are at risk of being referred to Family or District Court for truancy charges. The TDP review team includes the court designated worker, director of pupil personnel, and school personnel. The TDP team has weekly meetings with students referred to the program and their parents to monitor attendance, grades, and behavior.

## Prom Policy Specific to Attendance

Any student who has 10 or more UNEXCUSED absences or more than 5 behavior referrals, will not be permitted to attend East Jessamine High School prom. Students will have the option to file an appeal to explain special circumstances.

The appeal application process will begin the Monday after Spring Break. Applications will be due 7 schools days later on the following Friday. The appeal committee will meet within a week after applications are due to make a decision.

- Students who are allowed to attend prom based on their appeal will:
  - Be placed on an Attendance Contract until the Friday before Prom.
  - Not be eligible to purchase a ticket until the Friday before Prom.
  - Be made aware that any unexcused absences or unexcused tardies in the agreed time frame will make the student ineligible to attend EJHS Prom.
- Students who become ineligible during the span of time after the appeal process until tickets for Prom go on sale:
  - will need to see an Administrator for an Attendance Contract before purchasing a ticket or having one purchased in their name.
  - will be made aware that any Unexcused absences or tardies in the agreed time frame will make the student ineligible to attend EJHS Prom.

## Attendance/Driving Policy

Students with **6 unexcused absences or 6 unexcused tardies per semester may have their EJHS driving permit revoked, or other disciplinary consequence.** The permit may be purchased back at the beginning of the next semester for the remainder of the semester. Permit fees are non-refundable. Vehicles on campus without permits are subject to be towed at the driver's expense.

Student driving privileges will be subject to the following attendance expectations:

- 4 Unexcused absences- warning
- 6 Unexcused absences- parking pass revoked for 2 weeks
- 8 Unexcused absences- parking pass revoked for 4 additional weeks
- 10 Unexcused absences- parking pass revoked for 6 additional weeks
- 12 Unexcused absences- parking pass revoked for the remainder of the school year

Students may also have their parking pass revoked temporarily for 6 or more tardies to school. Any student who parks on campus during the period that a pass has been revoked is subject to towing at driver's expense. Student attendance for parking will be monitored by the bi-weekly Attendance Team (TDP). Permit fees are non-refundable.

## Athletics

### **Attendance Requirements for Athletics**

Student athletes must attend school all day to practice or play during the offseason/season unless they have prior approval from the athletic director or principal. Doctors notes and legal documentation, as identified in the Jessamine County Schools Code of Conduct (Documentation Sources 7 and 8), will excuse the students and allow them to participate. Parent notes do not excuse students from this policy.

### **Guidelines for Athletes**

According to the Kentucky High School Athletic Association By-Laws, the following rules apply to eligibility:

- To be eligible for athletic competition in grades 9-12, a student must be at his/her proper grade level.
- To be at the proper grade level, a student must have earned 20 percent of the credits accepted toward graduation prior to the beginning of his/her second year (grade 10) to be eligible during the second year; 45 percent prior to the beginning of his/her third year (grade 11) to be eligible during the third year; and 70 percent prior to the beginning of his/her fourth year (grade 12) to be eligible during the fourth year.

Students must be in their appropriate grade level the first day of school to be eligible for sports.

### **Class Minimum Requirements**

Sophomore	5.5 credits and 1 year in high school
Junior	12 credits and 2 years in high school
Senior	18.5 credits and 3 years in high school

- Any student using insulting language to another player or to any official in any interscholastic contest, or who has been ruled out of such a contest because of foul tactics, shall be disqualified from athletic competition until reinstated by the Commissioner of the KHSAA. The name of the player shall be reported to the Commissioner by the principal of the school which that player attends. When an official disqualifies a player, the official shall report the disqualification to the principal or his representative. If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified. (By-Law 6).
- Any student who is under penalty of discipline or whose character or conduct is such as to reflect discredit upon the school is not eligible. (By-law 7)
- A student-athlete must be present for the entire school day when he/she is to compete in a competition/game. If the student-athlete is absent on a school day prior to a scheduled school break, he/she will be ineligible for the next competition/game. Absences due to pre-scheduled dental or doctor appointments or attendance at a funeral may be considered by the principal or the athletic director, allowing the student-athlete to participate in the competition/game.
- Weekly grade checks will be conducted. A student-athlete must be passing 4 of the classes (4 hours of instruction) in which the student-athlete is enrolled to be eligible for competition/game for the next competition week. The student-athlete shall be ineligible for the next week of competition/games and will remain ineligible until they are passing 4 classes in which they are enrolled at the next weekly grade check. NO special grade checks shall be made to accommodate a student-athlete that is failing.

## **JCTC (Hub System) Transportation Guidelines**

JCTC offers many high level, rigorous courses for students to complete a career major in one of fourteen career cluster areas. Shuttle buses transport students to and from JCTC Central and JCTC West Campus. Please refer to the following guidelines for attending classes at JCTC.

- Students that have an EJHS parking tag and want to drive to JCTC Central or JCTC West Campus, must complete a JCTC student transportation agreement, including detailed information regarding the vehicle, and receive a JCTC parking tag. There is no charge for the JCTC parking tag.
- Student drivers may drive to JCTC Central or JCTC West Campus.
- Student drivers **may not transport other students to and from JCTC Central or JCTC West Campus** except in the following situations:
  - Students driving directly from home to a first period class at the same JCTC campus. Once at the JCTC campus, the passenger must ride the shuttle bus back to their home school after classes end at the JCTC campus.
  - Students going home from a sixth period class at JCTC.
  - **NOTE: Disciplinary action will occur for both driver and rider if this policy is violated.**
- Students should report to the front of the building as soon as the bell rings to end class to get on the shuttle bus for their next class at JCTC Central or JCTC West Campus.
- Upon returning from JCTC Central or JCTC West Campus, students should report directly to class. An announcement will be made each time buses arrive to give a time that students should be in class.
- Students arriving late to JCTC Central or JCTC West Campus must sign in at the office at the respective location. Likewise, students who must leave JCTC Central or JCTC West Campus early must sign out at the respective campus.
- Students who miss the shuttle bus must report to the front office and will serve the period in STEP

## **Library and Media Center Use**

For all library questions, contact Mrs. Cooper, EJHS Librarian, at extension 3134. Please adhere to the following guidelines to insure the best use of our resources:

### **Book Check-Out**

Students may check out up to three items unless approved by Mrs. Cooper. Books are checked out for a three-week period.

1. Any student with an overdue book will not be allowed to check out any other library materials until the book is returned, unless approved by Mrs. Cooper.
2. If the student declares the book lost, library check-out privileges will resume upon reimbursement for the book.
3. Failure to return overdue items by the cut off date will result in material being declared lost and policies regarding unpaid fees and fines will apply.

### **Library Passes**

All students entering the library must have a library pass from their teacher with the departure time from class noted on the pass. Teachers expecting a student back before the end of the class must also state the expected departure time from the library on the pass. Those on errands for teachers may enter on a teacher's pass. Students on their own time (before and after school, and between classes) do not need a pass to use the library.

**No food or drinks are allowed in the library.** Please dispose of or consume these items before entering or place them in the library workroom, office, or refrigerator upon entering.

## Vehicle Use Policy

***Parking at EJHS is a privilege. Students must meet attendance, grades and discipline expectations as well as submit to random drug testing in order to be eligible to park on EJHS campus grounds.***

### **Cost**

The EJHS parking pass costs \$50 for all students.

### **OR**

Any student who makes a \$30 donation to the EJHS Chromebook 1:1 Program will receive a FREE EJHS parking pass. This donation is separate from EJHS School Fees.

### **OR**

Students with less than one (1.0) unexcused absences from the previous school year will receive a FREE parking pass.

### **Attendance**

Student driving privileges will be subject to the following attendance expectations:

- 4 unexcused absences - warning
- 6 unexcused absences - parking pass revoked for 2 weeks
- 8 unexcused absences - parking pass revoked for 4 additional weeks
- 10 unexcused absences - parking pass revoked for 6 additional weeks
- 12 unexcused absences - parking pass revoked for the remainder of the school year

Students may also have their parking pass revoked temporarily for 6 or more tardies to school. Any student who parks on campus during the period that a pass has been revoked is subject to towing at the driver's expense. Student attendance for parking will be monitored by the bi-weekly Attendance Team (TDP). Permit fees are non-refundable.

### **Grades**

Minimum of a passing grade of 2.0 in 5 out of 6 classes. For seniors with fewer classes, the guidelines will be 3 out of 4 classes and 3 out of 3 classes.

### **Behavior**

Must have served all detentions, Friday Schools and SAFE placements prior to receiving a tag.

### **Drug Testing**

Since 2007, Jessamine County Board of Education has approved random drug testing for all student drivers. By signing the parking application, you agree to submit your name for participation in the random drug testing program. The school district drug testing pamphlet is provided and the consent form in the back of the pamphlet must be signed and submitted with this application. Consequences for positive results are outlined in the pamphlet.

### **Parking Expectations**

1. Student drivers must conform to all Kentucky state laws concerning operation of a motor vehicle.
2. Student drivers will drive no faster than the posted 15MPH speed limit while on school property.
3. No car will pass a school bus while it is loading or unloading and/or when the STOP sign is extended on the bus.
4. All cars on EJHS property are subject to search personnel and/or law enforcement officials at any time.
5. All students park at their own risk. Any damage to vehicles is the responsibility of the owners.
6. Student drivers must display a valid parking permit for EJHS. Tags must be clearly visible through the front window either on the rear view mirror OR in the lower front corner of the dashboard in front of the driver. **Cars without a tag displayed or parked anywhere other than their designated space may be ticketed or towed at the owner's expense without warning.**

7. Parking for students is permitted ONLY in spaces that are NOT marked STAFF. The parking lot in front of the main front offices is primarily for students with some overflow into the other parking lot.
8. Students may not share, loan, trade or duplicate parking tags.
9. Students must enter the building as soon as their car is parked. No loitering in the parking lot before, during or after school.
10. Students still need parent permission to check out of school during the school day.
11. Students may not leave campus during lunch.
12. Student drivers may not transport other students off campus for any reason during the school day.
13. Students must submit a copy of their driver's license and valid proof of insurance upon application.
14. Students who park in the north lot (to the right when entering on the driveway in front of the band room) must move their vehicles from the lot by 3:55pm during fall band season.
15. Student drivers may drive to JCTC, however, they may not transport any other students to JCTC.
16. Students are expected to drive from EJHS to JCTC without any stops in between, unless an extenuating circumstance exists approved by administration.
17. Student drivers will sign in and out of the front office of EJHS when leaving and returning from JCTC.
18. Students driving to and from JCTC are expected to immediately check-in with their assigned classroom teacher once they have arrived at their destination and have signed in.

**VIOLATIONS OF THE ABOVE REGULATIONS ARE CAUSE FOR DISCIPLINARY ACTION WHICH CAN INCLUDE A COMBINATION OF ANY OF THE FOLLOWING:**

- Loss of parking privileges from one week to end of semester or for remainder of the year
- After or Before School detention and Friday Evening School
- Suspension from school if the violation is part of a bigger disciplinary problem.

## **East Jessamine High School Dance/Prom Policy**

The East Jessamine High School SBDM Council believes that students should be required to exhibit socially acceptable behavior and to that end, establishes the following policy for school-sponsored dances:

1. Each EJHS student will be allowed to bring (1) one guest to dance. **A guest at least be in 9<sup>th</sup> grade and no older than 20 years of age.**
2. A non-EJHS student will only be allowed to attend if he/she is a guest of an EJHS student.
3. If an EJHS student is bringing a non-EJHS guest, he/she must register their guest at least three school days in advance of the dance and must be approved by the administration. In the event of an emergency school closing, the administration will have the option to adjust the "registration of guest requirement." Any guest not registered before the three-day window may be admitted at the discretion of an administrator only.
4. One member of law enforcement and a minimum of six chaperones (including the organization's sponsor) must be present during the event.
5. Every dance will have a minimum of one paid security officer and custodian. The security officer and custodian will be paid by the organization sponsoring the dance. If the School Resource Officer is unable to attend, the school will designate a law enforcement agency to provide security.
6. Once a student enters the dance, he/she will not be permitted to leave and reenter unless accompanied by a school-designated chaperone.
7. Students' dress should conform to the guidelines established by the dance sponsor. Failure to do so will result in the student and/or guest not being permitted to the dance. Specifically, the prom will require formal attire.
8. No alcohol, drugs, or tobacco are permitted as stated in the Jessamine County Student Code of Conduct. In addition, all students going to prom will perform a breathalyzer test before entering. Non-students violating this rule will not be allowed to attend any future dances.
9. The dance sponsor shall advertise at least two weeks in advance in order to ensure the proper amount of time to register guests for the dance.
10. In order to attend any dances during the Fall semester, at least 50% of all school fees must be paid. For students wanting to attend dances during the Spring (to include Prom), 100% of all school fees must be paid. Note: fees are cumulative. In other words, if a student has not paid school fees from the year before, those fees would be added on to the following school year.
11. If a student is suspended from school any day during the week of the dance, said student will not be permitted to attend the dance. If a student does not serve an Extended Detention the week of the dance, the student will not be allowed to attend the dance.

### **Specifically for Prom**

Any student who has 10 or more UNEXCUSED absences or more than 5 behavior referrals will not be permitted to attend East Jessamine High School prom. (Students will have the option to file an appeal to explain special circumstances.)

The appeal application process will begin the Monday after Spring Break. Applications will be due 7 schools days later on the following Friday. The appeal committee will meet within a week after applications are due to make a decision.

Students who are allowed to attend on appeal will:

- be placed on an attendance contract until the Friday before prom.
- not be eligible to purchase a ticket until the Friday before prom.
- be made aware that any unexcused absences or unexcused tardies in the agreed time frame will make the student ineligible to attend EJHS prom.

Students who become ineligible during the span of time after the appeal process until tickets for prom go on sale:

- will need to see an administrator for an attendance contract before purchasing a ticket or having one purchased in their name.

- will be made aware that any unexcused absences or tardies in the agreed time frame will make the student ineligible to attend EJHS prom.

## **Technology**

At EJHS technology is viewed as an integral part of the learning process. However, access will have its measure of responsibility. Please read the following regulations carefully as your rights to services depend on your compliance.

Students will be assigned a Chromebook that will be their responsibility while attending EJHS. This device should be used for instructional purposes at EJHS. **Personal computers should not be used in place of the school issued Chromebook during class and will not be allowed at EJHS.**

Students should comply with all procedures of the EJHS 1:1 initiative.

### **Network and Internet Regulations**

Technology in Jessamine County Schools must be in support of education and consistent with the educational objectives of the Jessamine County School District.

- You may not give your password or offer Internet access to anyone via your account.
- You may not use or alter anyone else's Internet account.
- You may not break in or attempt to break into another computer network.
- You may not destroy another person's data.
- You may not create or share computer viruses.
- You may not monopolize the resources of the Jessamine County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using system resources for games.
- You may not use MUD (multi-user games) on the Jessamine County network.
- You are not permitted to get from the network any copyrighted material, including software, or any threatening or obscene material.
- Purposefully annoying other Internet users, on or off the Jessamine County network, is prohibited.
- As a user of this community system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties. This notification may be done anonymously.
- No illegal activities may be conducted via the network.
- All communications and information accessible via the network should be assumed to be private property.

### **Electronic Mail/Interactive Website Regulations**

There is an expectation of appropriate behavior while using school network services. All Code of Conduct rules apply. Note that electronic mail is not guaranteed to be private. People who operate the system have access to all email accounts. Messages relating to or in support of illegal activities may be reported to authorities. A number of groups have been set up for ease of sending email to groups. Please remember to follow all email regulations as well as board policies. These include a prohibition on:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computer systems or computer networks.
- Violating copyright laws.
- Trespassing in another's folder, work, or files.
- Intentionally wasting limited resources
- Using the network for commercial purposes.

## Violations of Policy

Students will be notified by an administrator after an infraction has occurred. A disciplinary continuum regarding the infraction will be used to determine the consequence. Depending upon the infraction, students may be assigned ISS, lose internet privileges and/or network privileges from the minimum of three months to one year.

**No food or drinks are allowed in the technology lab**--- Please dispose of or consume these items before entering.

## School-Issued Chromebook Expectations and Guidelines

Except for normal wear and tear as determined by EJHS, Chromebooks are to be returned as received at the conclusion of each school year or when requested by any school official. The East Jessamine High School Student Handbook outlines the internet/technology rules for our school/district. These rules apply to all students when they are using school-issued Chromebooks regardless of location. The assignment and use of a Chromebook is a privilege. Inappropriate use or neglect of a Chromebook, charger, the internet, and/or any installed software could result in the loss of Chromebook privileges. Loss of privileges will not change classroom expectations and/or assignment completion.

## Expectations for the Use of Student Chromebook Computers

Every student is responsible for the appropriate use of his or her Chromebook both at school and at home. Students who withdraw, are expelled, or terminate enrollment from East Jessamine High School for any reason must return their school-issued school device and power adapter/charger in damage-free, working condition on the date of their withdrawal.

Failure to return the device and/or accessories (when collected or upon the termination of enrollment from East Jessamine High School), may result in a theft report being filed with the police department and the student/guardian will be subject to criminal prosecution and/or civil liability. The student/guardian will be financially responsible for the replacement cost of the device and any related accessories.

● Students are responsible for keeping track of the Chromebook and taking precautions to keep it safe. Make certain your locker is completely closed and locked when storing your Chromebook. If you store the Chromebook in a backpack, make certain the backpack is never left unattended.

● It is expected that students will bring their Chromebook to school with them EVERY DAY. It is expected that all Chromebooks will be fully charged at home (or the student brings their charger to class) for the start of the school day. Failure to charge the Chromebook is equivalent to not being prepared for class. The following structure will be in place for those students who do not bring their school-issued Chromebook to school:

- First Occasion: Warning and parent contact made
- Second Occasion: Thirty-minute detention issued
- Third and Each Subsequent Occasion: Friday School

● The device has an asset tag and label which should not be removed or covered. Chromebooks should not be altered. The use of markers, pencils, paint, nail polish, etc. on the device or accessories will not be permitted. Stickers will be allowed on the device with the understanding that they must be school appropriate and can be easily removed if necessary. Chromebook skins and covers are acceptable and encouraged and can be useful to distinguish Chromebooks from each other.

● Jessamine County School's network filters must be applied and shall not be bypassed, including connecting to hotspots while at school. Students are allowed to connect Chromebooks to networks off school grounds, noting that Chromebooks may continue to be filtered when off-site, and browsing history will never be deleted.

- Students should not loan the Chromebook to anyone (including family members) and should not share login or password information for any website or services.
- If a student notices the Chromebook is running slow or functioning in an abnormal manner, report this to the help desk in the tech lab.
- Inappropriate language and materials used as screensavers and/or desktop images are not permitted on Chromebooks. *The device and its content are the property of EJHS until graduation and it may be inspected at any time.*
- The use of a school-issued device is a privilege, **not** a right. Repeated or recurring damages may result in additional fees above the cost of repair. If the fees associated with the repair or replacement of the device are not paid, the student may not be allowed to participate in graduation, prom, or any other “special” events at East Jessamine High School.

## Personal Telecommunication/Electronic Devices

### **Rationale**

East Jessamine High School seeks to achieve a balance that recognizes student wishes to have reasonable access to personally owned devices (PODs) (cell phones, smart phones, tablet devices, laptop computers, MP3players, Kindles, etc.) while maintaining a strong educational focus in classrooms. In an era of rapidly expanding technology, we recognize that part of our mission is to teach responsible use of these technologies (digital citizenship). This involves defining times in which these devices may and may not be used and also providing opportunities for using these devices in ways that enhance learning.

### **Guidelines**

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

This policy shall also apply to such items as a personal digital assistant, iPod, MP3 Player, cameras and photographic devices.

During all non-instructional time, personal electronic devices MAY be used in a **responsible** manner. Non-instructional time is defined as before 8:50, after 3:50, during class change, and during lunch in the cafeteria. The use of such devices during these times must not result in, or contribute to, the disruption of the school environment or educational mission.

Devices may not be used to broadcast music. If students are found to be using their device irresponsibly, the device will be confiscated.

During all instructional time, personally owned electronic devices may only be used for **academic purposes** with specific permission from the teacher. All such devices must be turned off and kept out of sight in the student's backpack, purse, pocket, etc. Students in violation (devices that are seen, in use, or heard) will be subject to the consequences that are outlined below. Students who have their device out during a test or quiz are subject to receiving consequences under plagiarism.

Students are responsible for the devices they bring to school. East Jessamine High School and the school district shall not be responsible for loss, theft or destruction of devices brought on to school property.

Students shall not use personal telecommunication or similar electronic devices in a manner that would violate the District's Acceptable Use Policy or procedures in the District's Student/Parent Handbook.

- **1<sup>st</sup> offense:** The electronic device is confiscated by the teacher and turned into the office. The teacher writes a referral and contacts the parent/guardian. The device is returned to the student at the end of the following school day at the school that confiscated the device.
- **2<sup>nd</sup> offense:** The electronic device is confiscated by the teacher and turned into the office. The teacher writes a discipline referral. The device is returned to the student or guardian at the end of three school days (including the day of confiscation). A parent or guardian is to have a conference with an administrator about future violations of the policy and consequences, prior to the return of the device.

- **3rd offense:** The electronic device is confiscated by the teacher and turned into the office. The teacher writes a discipline referral. The device is confiscated in the office for the remainder of the semester. The student may retain the SIM card. If the student continues to bring a personal electronic device, it will be considered a defiance of authority and addressed by administration.
- This policy applies to each semester individually and will reset for each student at the beginning of the spring term.

**Failure to turn over an electronic device:**

If a teacher attempts to confiscate an electronic device and the student refuses, the teacher should contact an administrator at the earliest convenience. The administrator will remove the student from the class, attempt to confiscate the device, and assign additional consequences as warranted for defiance of authority. If the student refuses to turn the device over to the administrator or the device is returned before the duration of the consequence is complete, the following consequences will apply:

- 1st Offense- OCS- 2 days
- 2nd Offense- Out of School Suspension- 2 days
- 3rd Offense or more- Out of School Suspension- 3 days or more

## **EJHS Student Conduct Regulations**

### **The desired outcomes of East High's Expectations:**

1. consistency in enforcement of behavior expectations
2. decrease in office discipline referrals
3. increase in instructional time
4. increase in positive interactions between staff and students
5. increase in school safety/climate

**Students will know exactly what is expected of them and exactly what consequences will result based upon students' chosen actions. *Consequences are not punishments. The issue is CHOICE!* Students who behave in a positive manner will be recognized and reinforced in a variety of ways.**

All students are expected to comply with the school-wide expectations for behavior. We want all students to work and learn in a comfortable environment with fair and appropriate limitations focused on safety and maximum educational opportunity for every student.

### **EJHS Dress Code**

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

All students are expected to adhere to common practices of modesty, cleanliness, and neatness, and to dress in such a manner as to contribute to the academic atmosphere. Any clothing, object, or writing on clothing that refers to alcohol, tobacco, drugs, gangs, sexual innuendos, foul language, or is otherwise disruptive to the educational process is prohibited. Examples include, but are not limited to: the Confederate Flag, depictions of guns, profanity or nudity.

#### **Pants**

Students may wear jeans, khakis, slacks, yoga/stretch pants, and sweatpants of any color. Pants must conform to the following:

- Any rips or tears that expose skin (including designer jeans that have been intentionally ripped) must be below thumb-length. Any rips or tears ABOVE thumb-length should be patched or covered as to show no skin.
- Must cover underwear/undergarments and backside at all times, regardless of movement

#### **Shorts/Skirts/Skorts**

Shorts and skirts must:

- Be thumb-length or longer; unless accompanied by tights or leggings. *This will be measured by hands at side in proper standing posture. If the thumb touches skin - they are too short.*
- Cover underwear and backside during all bodily movement
- Be free of any rips or tears that expose any skin above thumb-length.
- Be composed of nontransparent material at least to thumb-length.

## Shirts

All shirts/tops must meet the following criteria:

- Sleeves must have a measurable underarm seam. **No tank top, strapless, or halter tops shall be worn.**
- Must be able to be tucked in even during movement (although does not have to be tucked in) which means midriff should remain covered at all times.
- No sheer or see-through garments will be permitted unless worn over a shirt that meets dress code guidelines.
- Shirts must have coverage of undergarments.

## Footwear

Footwear must be worn at all times.

## Accessories

No dangerous jewelry such as dog collars, belt chains, spike jewelry, etc is permitted. **Hoods are not to be worn from 8:50-3:50.** Sunglasses are not to be worn inside the building unless ordered by a physician. Students are not permitted to bring blankets to school.

## Enforcement

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

## Consequences

Students who fail to comply with the dress code may be sent home when deemed appropriate by school administrators and are subject to disciplinary action. Clarification regarding apparel should be obtained from the school administration PRIOR to wearing the apparel to school.

If a dress code infraction exists AFTER the start of 2<sup>nd</sup> period, the following consequences will be applied:

**1<sup>st</sup> offense:** Students will be assigned to STEP for the remainder of the day.

**2<sup>nd</sup> offense:** Students will be assigned to STEP for the remainder of the day and the following school day.

**3<sup>rd</sup> offense:** Students will be assigned to STEP for the remainder of the day and the following 2 school days.

\*Any subsequent offense could result in more STEP assignments, suspension, and/or loss of privileges

## Hall Passes

When a teacher gives permission for a student to use a hall pass. The student should sign the sign out sheet and receive a blue note from their teacher. Any student found in the hall without a hall pass is subject to disciplinary action.

**Students who abuse hall pass privileges, are excessively tardy, or have other behavior infractions, may be added to a "No Pass" list. These students will require an escort from class.**

## **Inappropriate Items at School**

Any item that could potentially cause a disruption of the learning environment is deemed inappropriate for school and will be subject to confiscation.

## **Student Discipline**

Students who exhibit misconduct are subject to a variety of discipline consequences based on the severity of the offense. Discipline policies are in effect any time students are on campus for classes and extracurricular events, or during any activity that is related to our school that takes place off campus (i.e. athletics, music, field trips).

Administrators will assign consequences using the following options:

- Warning
- Detention
- Friday School
- Community service
- Successful Teamwork for Educational Progress (STEP)
- Off-Campus Suspension (OCS)
- Out of School Suspension (OSS)
- Recommendation for administrative hearing
- Recommendation for expulsion

### **Warning**

At the administrator's discretion, a warning may be given and will be documented.

### **Detention**

Detention will be held in the mornings from 8:20-8:40, in the afternoons from 4:00-5:00 and during lunch. Teachers may assign detentions to students for minor offenses that do not warrant an office discipline referral. Administrators may also assign one or more detentions as a discipline consequence. Failure to serve a detention in a 5 day window will result in a Friday School.

### **Friday School**

East Jessamine High School has adopted an extended school detention program for students who are experiencing problems in school. This detention is held every Friday from 4:00-6:00 at the school on the date indicated. Parents are responsible for transportation from the detention-meeting place. The student must bring his/her schoolwork to detention and is to be on task the entire assigned time. Otherwise, material may be given by the staff in charge of Extended School Detention.

### **Community Service**

Students will be assigned a period of after school work assignments in conjunction with the school custodial staff. Jobs will range from sweeping or mopping to window cleaning or general trash clean up. Community service will be assigned in conjunction with parents to ensure proper transportation home.

## **STEP**

Students assigned to STEP will report to room 201 on the day of assignment. **At that time students will place cell phones and other electronic devices in a secure location.** Students assigned to STEP should bring assignments from each of their classes to complete while in STEP. Students assigned to STEP will eat lunch separately from the rest of the student body. Parents will be notified of this assignment. If a student is removed from STEP for not following expectations, a parent will be notified to pick up the student and the day of STEP will be reassigned.

## **Off-Campus Suspension**

OCS is an alternative to out of school suspension. Students assigned to OCS should bring assignments from each of their classes to complete while in OCS. Students placed in OCS report to East High and then are transported to the Providence School for the entire school day. Under no circumstances may students drive to OCS. Students will be placed in isolated work areas and will complete assignments under the management of the OCS monitor. Students will return to East High at the end of the school day to catch their bus, ride, or to drive home. Parents will be notified of this assignment.

## **Out of School Suspension**

OSS is the most serious level of consequence and will be assigned for major violations, including but not limited to; fighting, aggressive misbehavior towards a school employee, drug or alcohol violations, threatening, bullying, or hazing of any kind. Students with excessive OSS assignments are subject to an administrative hearing or a recommendation for expulsion.

## **Recommendation for Administrative Hearing**

An administrative hearing is convened when a student has reached the limit of tolerable discipline interventions. The administrative hearing will be chaired by a District Office representative and will include:

- the administrator making the recommendation
- the student and his/her parents
- the JCBOE Director of Pupil Personnel
- the Superintendent or designee

Possible outcomes include, but are not limited to, a recommendation for an alternative placement, removal to home services, behavior contracts, or a recommendation that a student be placed before the School Board for expulsion.

## **Recommendation for Expulsion**

In serious cases, students may be directly recommended to the School Board for expulsion. Any situation where student or staff safety is put at risk will result in a recommendation from East Jessamine High School that the offending students be expelled. At its discretion, the School Board may expel a student for up to one calendar year.

All administrative decisions are subject to appeal as outlined in the Jessamine Code of Conduct.

**\*\*\* Consequences may be subject to change per administrative evaluation.  
(All other disciplinary actions can be found in the district code of conduct.)\*\*\***

<b>Event Name</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Alcohol Distribution/Possession/Use</b>	10 days suspended. Can be reduced to 5 if 1st offense, no distribution, and if a student takes a drug dependency course.		
<b>Dress Code Incident</b>	1 day of STEP	2 days of STEP	3 days of STEP
<b>Drug Distribution/Paraphernalia/Use</b>	10 days suspended. Can be reduced to 5 if 1st offense, no distribution, and if a student takes a drug dependency course.		
<b>Leaving Campus</b>	2 days of STEP	2 days of STEP	2 days of STEP
<b>Skipping Class</b>	1 class = 1 Friday School, 2 classes= 2 Friday School, Half Day Skipped = 1 Day STEP, 1 Day Skipped = 2 Days STEP	1 class = 1 Friday School, 2 classes= 2 Friday School, Half Day Skipped = 1 Day STEP, 1 Day Skipped = 2 Days STEP	1 class = 1 Friday School, 2 classes= 2 Friday School, Half Day Skipped = 1 Day STEP, 1 Day Skipped = 2 Days STEP
<b>Tardy to Class</b>	30 minute detention. Failure to serve = 1 Friday School.	30 minute detention. Failure to serve = 1 Friday School.	30 minute detention. Failure to serve = 1 Friday School.
<b>Tobacco Distribution/Possession/Use</b>	2 days of STEP or more based on volume, student attitude, and use location. An education component will be layered into the consequence which will be sent on to the guardian.	2 days OCS, submit to random searches at any time for the remainder of the school year.	5 days suspension, reduced to 3 if dependency class is taken.
<b>Violation of Personal Electronic/Telecommunication Device Policy</b>	Returned at the end of next school day, failure to comply 2 days OCS	Returned at the end of 3 school days, failure to comply will result in suspension for 2 days.	Returned at the end of the semester. Failure to comply will result in suspension for 3 days.

**\*\*\* Consequences may be subject to change per administrative evaluation.  
(All other disciplinary actions can be found in the district code of conduct.)\*\*\***