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Daily Bell Schedule

7:50 – 8:45 1\textsuperscript{st} period  (55 minutes)
8:45-8:55  \textit{Grab & Go Breakfast} (10 minutes)

8:55 – 9:50 2\textsuperscript{nd} period  (55 minutes)
9:55 – 10:50 3\textsuperscript{rd} period  (55 minutes)

10:55 – 11:25 \textit{College & Career Readiness Period}
(30 minutes) Interventions, College and Career Readiness
Programs, & Enrichment Opportunities

11:30 – 12:50 4\textsuperscript{th} period  (80 minutes to allow for lunch: 55 minute class
period, & 25 minute lunch period.)

\begin{itemize}
  \item 1\textsuperscript{st} lunch 11:25 – 11:50
  \item 2\textsuperscript{nd} lunch 11:55 – 12:20
  \item 3\textsuperscript{rd} lunch 12:25 – 12:50
\end{itemize}

12:55 – 1:50 5\textsuperscript{th} period  (55 minutes)

1:55 – 2:50 6\textsuperscript{th} period  (55 minutes)

\textbf{Alternative Schedules}

<table>
<thead>
<tr>
<th>AM Assembly Schedule</th>
<th>PM Assembly Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 – 8:45</td>
<td>7:50 – 8:45</td>
</tr>
<tr>
<td>8:45-8:55</td>
<td>8:45-8:55</td>
</tr>
<tr>
<td>8:55-9:50</td>
<td>8:55-9:50</td>
</tr>
<tr>
<td>9:55-10:50</td>
<td>9:55-10:50</td>
</tr>
<tr>
<td>11:30-12:50</td>
<td>11:30-12:50</td>
</tr>
<tr>
<td>12:55-1:50</td>
<td>12:55-1:50</td>
</tr>
<tr>
<td>1:55-2:50</td>
<td>1:55-2:50</td>
</tr>
</tbody>
</table>

11:30 – 12:50 4\textsuperscript{th} period  (80 minutes to allow for lunch: 55 minute class
period, & 25 minute lunch period.)

\begin{itemize}
  \item 1\textsuperscript{st} lunch 11:25 – 11:50
  \item 2\textsuperscript{nd} lunch 11:55 – 12:20
  \item 3\textsuperscript{rd} lunch 12:25 – 12:50
\end{itemize}

12:55 – 1:50 5\textsuperscript{th} period  (55 minutes)

1:55 – 2:50 6\textsuperscript{th} period  (55 minutes)
EHS Afternoon Bus Runs

NOTE: All arrival times are approximate. In addition, bus numbers may change due to unforeseen circumstances.

<table>
<thead>
<tr>
<th>Early Busses</th>
<th>Approximate Arrival Time / Listed in Approximate Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>#6</td>
<td>2:55 – 3:00 pm</td>
</tr>
<tr>
<td>#16 (West Point)</td>
<td>2:55 – 3:00 pm</td>
</tr>
<tr>
<td>#14</td>
<td>2:55 – 3:00 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Early / Special Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>#7</td>
</tr>
<tr>
<td>#26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Late Busses</th>
<th>Approximate Arrival Time / Listed in Approximate Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>#11</td>
<td>3:10 pm</td>
</tr>
<tr>
<td>#8</td>
<td>3:15 pm</td>
</tr>
<tr>
<td>#2</td>
<td>3:20 pm</td>
</tr>
<tr>
<td>#5</td>
<td>3:20 pm</td>
</tr>
<tr>
<td>#15</td>
<td>3:20 pm</td>
</tr>
<tr>
<td>#9</td>
<td>3:20 pm</td>
</tr>
<tr>
<td>#30</td>
<td>3:25 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students connecting to TKS from EHS must board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon arriving at TKS - board #3, 4, or 373</td>
</tr>
<tr>
<td>#6</td>
</tr>
<tr>
<td>#14</td>
</tr>
</tbody>
</table>
## Username and Passwords

<table>
<thead>
<tr>
<th>Website</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Login</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webmail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infinite Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parchment (transcripts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.kheaa.org">www.kheaa.org</a> (KEES money)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.actstudent.org">www.actstudent.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.collegeboard.org">www.collegeboard.org</a> (SAT, PSAT, AP)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EHS Tradition of Excellence
Monitoring and Meeting our College Readiness Benchmarks

Name: ____________________________________________

What are YOU doing to be college ready?

(Meeting benchmarks in ACT or KYOTE in English, Math, and Reading = College Ready)

<table>
<thead>
<tr>
<th>BENCHMARK</th>
<th>ACT (11th)</th>
<th>KYOTE (12th)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>18</td>
<td>6</td>
</tr>
<tr>
<td>Math</td>
<td>19</td>
<td>22</td>
</tr>
<tr>
<td>Reading</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Science</td>
<td>23</td>
<td></td>
</tr>
</tbody>
</table>

Keeping track of YOUR ACT progress

<table>
<thead>
<tr>
<th></th>
<th>ACT Score (11th)</th>
<th>Add’l ACT Test</th>
<th>KYOTE</th>
<th>Met Benchmark? (Check)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composite</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

KEES BONUS MONEY For YOUR ACT score

<table>
<thead>
<tr>
<th>ACT Score</th>
<th>Amount of Money Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>$36</td>
</tr>
<tr>
<td>17</td>
<td>$107</td>
</tr>
<tr>
<td>19</td>
<td>$170</td>
</tr>
<tr>
<td>21</td>
<td>$250</td>
</tr>
<tr>
<td>23</td>
<td>$321</td>
</tr>
<tr>
<td>25</td>
<td>$393</td>
</tr>
<tr>
<td>27</td>
<td>$464</td>
</tr>
<tr>
<td>28 +</td>
<td>$500</td>
</tr>
</tbody>
</table>

Tracking YOUR GPA

<table>
<thead>
<tr>
<th>GPA</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cumulative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

KEES Money for Your Cumulative GPA

<table>
<thead>
<tr>
<th>GPA</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5</td>
<td>$125</td>
</tr>
<tr>
<td>2.75</td>
<td>$187</td>
</tr>
<tr>
<td>3.0</td>
<td>$250</td>
</tr>
<tr>
<td>3.3</td>
<td>$325</td>
</tr>
<tr>
<td>3.5</td>
<td>$375</td>
</tr>
<tr>
<td>4.0</td>
<td>$500</td>
</tr>
</tbody>
</table>

My Total KEES Money Available:

Freshmen GPA + Sophomore GPA + Junior GPA + Senior GPA + ACT Bonus = My KEES Money

For additional information on KEES go to: www.kheaa.com
Career Ready Courses

Earn 3 credits in a Career Pathway AND pass an industry certification or a KY Occupational Skills Standards Assessment

**Business Management & Entrepreneurship**
- Digital Literacy
- Business Management**
- Financial Literacy
- Business Education Co-op
- ROSSA in Business Management
- ASK Business Fundamentals

**Finance**
- Digital Literacy
- Financial Literacy
- Financial Services I & Banking**
- Business Education Co-op
- ROSSA in Finance
- ASK Concepts of Finance

**Administrative Support**
- Digital Literacy**
- Medical Business Office
- Business Management
- Financial Literacy
- Business Education Co-op
- ROSSA in Administrative Support
- Microsoft Office Specialist

**Early Childhood Education**
- FACS Essentials
- Early Literacy Development**
- Child Services I**
- Child Services II
- Principles of Teaching
- ROSSA in Early Childhood Ed
- CCRBS Child Care Credential & KY Early Care Ed Orientation Cert

**Fundamentals of Teaching**
- FACS Essentials
- Child Services I
- Early Literacy Development
- Principles of Teaching**
- AAFCS Pre-PAC Education Fundamentals

**Foundational Courses**
Co-op courses must be taken in conjunction with another pathway course. See the Course Selection Manual for other requirements.

---

pick 3

for the key to Success

---

ACES Elizabethtown Independent Schools
Achieving College/Career Excellence in Students
# EHS Athletic Programs

<table>
<thead>
<tr>
<th>SEASON</th>
<th>TEAM</th>
<th>HEAD COACH</th>
<th>SEASON BEGINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Cheerleading</td>
<td>Joella Nall</td>
<td>July 15th</td>
</tr>
<tr>
<td>Fall</td>
<td>Cross Country</td>
<td>Jack Breunig</td>
<td>July 15th</td>
</tr>
<tr>
<td>Fall</td>
<td>Football</td>
<td>Mark Brown</td>
<td>July 15th</td>
</tr>
<tr>
<td>Fall</td>
<td>Golf – Boys</td>
<td>Bobby Thompson</td>
<td>July 15th</td>
</tr>
<tr>
<td>Fall</td>
<td>Golf - Girls</td>
<td>Jimmy Schmidt</td>
<td>July 15th</td>
</tr>
<tr>
<td>Fall</td>
<td>Soccer – Boys</td>
<td>Corey Yates</td>
<td>July 15th</td>
</tr>
<tr>
<td>Fall</td>
<td>Soccer – Girls</td>
<td>Pat Black</td>
<td>July 15th</td>
</tr>
<tr>
<td>Fall</td>
<td>Volleyball</td>
<td>Bart Catlett</td>
<td>July 15th</td>
</tr>
<tr>
<td>Winter</td>
<td>Bowling</td>
<td>Tanya Major</td>
<td>October 1st</td>
</tr>
<tr>
<td>Winter</td>
<td>Archery—Boys &amp; Girls</td>
<td>Daniel Thorn</td>
<td>October 15th</td>
</tr>
<tr>
<td>Winter</td>
<td>Basketball – Boys</td>
<td>James Haire</td>
<td>October 15th</td>
</tr>
<tr>
<td>Winter</td>
<td>Basketball – Girls</td>
<td>Donnie Swiney</td>
<td>October 15th</td>
</tr>
<tr>
<td>Winter</td>
<td>Swimming</td>
<td>Rusty Bernstein</td>
<td>October 15th</td>
</tr>
<tr>
<td>Spring</td>
<td>Baseball</td>
<td>Don Pitts</td>
<td>February 15th</td>
</tr>
<tr>
<td>Spring</td>
<td>Softball</td>
<td>Jimmy Schmidt</td>
<td>February 15th</td>
</tr>
<tr>
<td>Spring</td>
<td>Tennis – Girls</td>
<td>Karen Henson</td>
<td>February 15th</td>
</tr>
<tr>
<td>Spring</td>
<td>Tennis—Boys</td>
<td>Roger Henson</td>
<td>February 15th</td>
</tr>
<tr>
<td>Spring</td>
<td>Track – Boys &amp; Girls</td>
<td>TBD</td>
<td>December 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>Fishing</td>
<td>Bart Catlett</td>
<td>February 15th</td>
</tr>
<tr>
<td>CLUB/ACTIVITY</td>
<td>SPONSOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Team</td>
<td>Mr. Hanson &amp; Mrs. Lively</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Club</td>
<td>Ms. Dye</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band</td>
<td>Mr. Tucker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beta Club</td>
<td>Mrs. Mabe &amp; Mr. Ernst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chorus</td>
<td>Mrs. Bennett</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code Etown</td>
<td>Mr. Hayes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drama</td>
<td>Mrs. Riley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earth Club</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fellowship of Christian Athletes (FCA)</td>
<td>Mr. Line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future Business Leaders of America (FBLA)</td>
<td>Mrs. Pennington</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flag Corp</td>
<td>Mr. Greenwell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friends of Rachel Club</td>
<td>Mrs. Deon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gay Straight Alliance (GSA)</td>
<td>Mrs. Bennett</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Careers Club</td>
<td>Mrs. Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School Democrats</td>
<td>Mrs. Thompson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Muslim Student Association</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Otaku Culture/Gaming Club</td>
<td>Mrs. Middleton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paintball Club</td>
<td>Ms. Pullen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pep Club</td>
<td>Mrs. Housh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ping Pong Club</td>
<td>Mr. Parsons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political Action Club</td>
<td>Mr. Yates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Club</td>
<td>Mrs. Ryan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Club</td>
<td>Mrs. Barcenilla</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech Team</td>
<td>Mrs. Dodson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Council</td>
<td>Mrs. Lunsford</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students Against Destructive Decisions(SADD)</td>
<td>Mrs. Skees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VEX Robotics Club</td>
<td>Mr. Line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winterguard</td>
<td>Mr. Tucker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Percussion Ensemble</td>
<td>Mr. Tucker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women in Science</td>
<td>Mrs. Ryan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y Club (KUNA &amp; KYA)</td>
<td>Mr. Thompson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yearbook/Newspaper Advisor</td>
<td>Mr. Swiney</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dear Students and Parents:

Welcome to Elizabethtown High School. We are very excited about the upcoming school year and are glad you will be a part of it. We hope you had a restful, enjoyable, and pleasant summer.

This handbook will be a useful tool which will help you be successful this year at Elizabethtown High School. It contains very important information regarding the goals, expectations, and policies of Elizabethtown High School. Although all policies and procedures cannot be addressed, it is intended to be as informative as possible. We hope that you will take time to review and become familiar with the contents of this handbook during the first few days of school.

Elizabethtown High School has a longstanding tradition of Excellence in virtually every aspect of our school community – academics, athletics, clubs, and extra-curricular activities. Elizabethtown High School promotes a team-oriented learning community for our students, teachers, counselors, administration, and staff so that they may work together to maximize learning for every student.

An on-going, consistent focus on instruction is central to the academic success of Elizabethtown High School. The attention and discipline the students develop in their academic pursuits carry over to the athletic field as well. EHS is home to numerous State Championships to include Football, Girls’ and Boys’ Basketball, Baseball, Boys’ Track and Cross Country, Cheerleading, Girls’ and Boys’ Swimming, as well as Girls’ Golf. The school climate at Elizabethtown High School is exceptional.

Elizabethtown High School implements PBIS (Positive Behavior Intervention System) for its students. PBIS is a systematic approach for establishing the social culture and individualized behavioral supports needed for schools to achieve both social and academic success for all students. Throughout the school year, we will teach, develop, promote and celebrate students who demonstrate the characteristics of our Panther Pride guidelines for success.

Our positive school climate is driven by the tradition of excellence of our students, alumni, and community members. Students take pride in their school, their academic pursuits, their behavior, and their sportsmanship. High expectations govern the discipline of students both in and out of the classroom. In addition, Elizabethtown Panthers continuously seek to improve and to distinguish themselves in outstanding personal and civic achievement throughout the history of our school.

PANTHER CODE

GUIDELINES FOR SUCCESS

🌿 P- Promote Positivity
🌳 A-Accept Responsibility
مدرسة W-Work Hard
🕊️ S-Show Respect
Philosophy of Elizabethtown High School

Realizing the sacredness of the human personality and the importance of the dignity of each individual, we believe that the purpose of the school is to promote the development of each individual for personal, social, and economic living as a responsible member of society.

We believe in the statement “For every child, all that he is capable of becoming.” We interpret this to mean that we will communicate with the student at his/her level of learning and challenge him/her to continue to pursue his potential.

We believe the curriculum should be sufficient to provide each student the preparation he/she will need for the years ahead. The curriculum should be expanded as needed to meet the cultural needs and personal aspirations of each student and our community.

We believe every classroom should provide a challenging learning environment for every student in it.

We believe every student should be evaluated according to his or her ability and the progress he or she has made.

We believe there should be extra-curricular activities such as varsity athletics, intramural and club activities for all students. These are a vital part of our educational process and are instrumental in developing spirit, morale, and unity among our students.

We believe that the making of decisions and the setting of policies rest with the school board, SBDM Council, administration, and faculty, each group in its sphere of influence, but that the community and students should be involved.

### EHS Mission Statement

Through a culture of Excellence, Elizabethtown High School provides the knowledge and resources for **ALL** students to achieve their highest level and become productive citizens in a global society.

### EHS Vision

Making A Difference: Every Day, Every Student.

### EIS District Vision Statement


### EIS District Mission Statement

The vision of Elizabethtown Independent Schools is to ensure the following:

**Students** who are motivated, challenged, and empowered to be lifelong learners prepared to succeed in a changing, diverse society.

**Parents** who are active partners, equipped to participate in the learning process of each student.

A **School District** that is willing to do whatever it takes to meet the needs of each student and ensure each child’s educational and personal success.

A **Community** that is an active partner in securing resources and tools that will assist each child in discovering his or her greatest potential.
Elizabethtown High School Office Staff

Steve Smallwood - Principal
BJ Henry – Assistant Principal
Melissa Butler - Guidance Counselor
Rex Hanson - Guidance Counselor

Email/Faculty & Staff

The general email address for all EHS faculty and staff is the person’s first name.lastname@etown.kyschools.us For example, john.doe@etown.kyschools.us

Email/Students

The general email address for students is the person’s first name. last name@stu.etown.kyschools.us

School Information

Elizabethtown High School
620 N. Mulberry
Elizabethtown, KY 42701

Telephone: (270) 769-3381
Fax: (270) 769-2539

Main Office Hours: 8:00 am - 4:00 pm
Guidance Office Hours: 7:30 am - 3:30 pm
School Hours: 7:50 am - 2:50 pm
Elizabethtown High School offers a variety of ways to keep up with important news and information on our school district:

**Web Site:** The district’s site offers a wealth of information about the district. Make sure that you regularly visit [www.etown.kyschools.us](http://www.etown.kyschools.us) Visit the Elizabethtown High School site[@http://www.etown.kyschools.us/Schools/ehs.htm](http://www.etown.kyschools.us/Schools/ehs.htm) for news and information specifically pertaining to EHS.

**Publications:**

1. The Guidance Office publishes a weekly or bi-weekly *Guidance Glimpse* for all juniors and seniors. The Guidance Glimpse is accessible on the EHS Guidance website and provides valuable information on programs, college planning, scholarships, and financial aid as well as other important announcements from the Guidance Office. The link for the Guidance Glimps can be found on the EHS website: [http://etown.kyschools.us/sch_EHS/defaultEHS.htm](http://etown.kyschools.us/sch_EHS/defaultEHS.htm)

2. *The Panther Edition* is an award-winning district newspaper that is distributed to Elizabethtown and the surrounding communities by *The News-Enterprise*. This newspaper is also offered on our website as a PDF at: [http://www.etown.kyschools.us/Publication/index.htm](http://www.etown.kyschools.us/Publication/index.htm)

3. The district brochure is on the web. Hard copies are available at all schools and the Central Office.

4. The local newspapers are forwarded news releases and weekly information about school news.

**School – Community Organizations**

Elizabethtown High School has four active organizations that work to benefit the students which include:

1. Athletic Boosters
2. Band Boosters
3. PTO/C.A.S.T. (Concerned Adults, Students & Teachers)
4. Elizabethtown Educational Foundation

For more information about these organizations, please call the front office at (270) 769-3381.
EHS Fight Song

Stand up and cheer
We're gonna fight for dear old E'town
For today we raise
The purple and gold above the rest
Rah, rah, rah!

Our boys/girls are fighting
And we are bound to win this fray
We've got the team, rah, rah
We've got the steam, rah, rah
For this is dear old E'town's day

Rah, rah, rah, rah, rah!
Rah, rah, rah, rah, rah!
Rah, rah, rah, rah, rah!

GO BIG E!
Achievement

Teachers shall maintain detailed, systematic records of the achievement of each student. A student's grade shall not be lowered as a disciplinary action.

Grading

GRADE REPORTS
Students in grade kindergarten through twelve (K-12) shall receive progress/grade reports every nine (9) weeks.

MID-TERM REPORTS
Mid-term reports shall be issued for all students in grades 4-12.

STUDENT PROGRESS
The progress of kindergarten students shall be reported using S (Satisfactory progress) and N (Needs further development).

Progress reports for elementary students in grades 1-5 will indicate if a student is working above grade level, at grade level, or below grade level in the basic skills subject areas. The following scale shall be used to report academic progress for students in grades four through twelve (4-12) to parents:

<table>
<thead>
<tr>
<th>LETTER</th>
<th>SCORE RANGE</th>
<th>PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100 - 99</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>98-97</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>96-95</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>94 - 93</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td>92-90</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>89-88</td>
<td>Above Average</td>
</tr>
<tr>
<td>C+</td>
<td>87 - 86</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>85-79</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>78-77</td>
<td>Average</td>
</tr>
<tr>
<td>D+</td>
<td>76 - 75</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>74-72</td>
<td>Below Average</td>
</tr>
<tr>
<td>D-</td>
<td>71-70</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>69 - 0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Grades earned on end-of-course exams required for high school courses designated by Kentucky Administration Regulation shall count as twenty percent (20%) of a student’s final grade in a course for the school year.

For secondary students grades 8-12, the following shall be used to assign a grade point to a numeric grade:
Grading

**STUDENT PROGRESS (CONTINUED)**

<table>
<thead>
<tr>
<th>Numeric Grade</th>
<th>Grade Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>4.00</td>
</tr>
<tr>
<td>94</td>
<td>3.86</td>
</tr>
<tr>
<td>93</td>
<td>3.71</td>
</tr>
<tr>
<td>92</td>
<td>3.57</td>
</tr>
<tr>
<td>91</td>
<td>3.43</td>
</tr>
<tr>
<td>90</td>
<td>3.29</td>
</tr>
<tr>
<td>89</td>
<td>3.14</td>
</tr>
<tr>
<td>88</td>
<td>3.00</td>
</tr>
<tr>
<td>87</td>
<td>2.91</td>
</tr>
<tr>
<td>86</td>
<td>2.82</td>
</tr>
<tr>
<td>85</td>
<td>2.73</td>
</tr>
<tr>
<td>84</td>
<td>2.64</td>
</tr>
<tr>
<td>83</td>
<td>2.55</td>
</tr>
<tr>
<td>82</td>
<td>2.45</td>
</tr>
<tr>
<td>81</td>
<td>2.36</td>
</tr>
<tr>
<td>80</td>
<td>2.27</td>
</tr>
<tr>
<td>79</td>
<td>2.18</td>
</tr>
<tr>
<td>78</td>
<td>2.09</td>
</tr>
<tr>
<td>77</td>
<td>2.00</td>
</tr>
<tr>
<td>76</td>
<td>1.86</td>
</tr>
<tr>
<td>75</td>
<td>1.71</td>
</tr>
<tr>
<td>74</td>
<td>1.57</td>
</tr>
<tr>
<td>73</td>
<td>1.43</td>
</tr>
<tr>
<td>72</td>
<td>1.29</td>
</tr>
<tr>
<td>71</td>
<td>1.14</td>
</tr>
<tr>
<td>70</td>
<td>1.00</td>
</tr>
<tr>
<td>69 and below</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Exceptions to the above scales may be allowed for special education students if the parent/guardian and school personnel agree to an exception and so state in the student’s IEP.

Students enrolled in Honors or Advanced Placement classes shall receive a converted grade at the end of each nine-week (9) and semester exam. Students in Honors classes shall have the final nine-week (9) grades and semester exam multiplied by 1.05, and those enrolled in Advanced Placement classes shall have their final nine-week (9) grades and semester exam multiplied by 1.08. These grades shall appear on report cards and transcripts.

Any course utilizing an ACT Quality Core – End-of-Course Exam, will not utilize a multiplier for the semester exam.

**REFERENCES:**

- KRS 158.140
- KRS 158.645
- KRS 158.6451
- KRS 158.860
- KRS 160.345
- KRS 161.200
- 703 KAR 004:040
- 703 KAR 005:200

**RELATED POLICIES:**

- 08.113
- 08.22
- 08.222
- 08.5

**ADOPTED/AMENDED:** 8/19/2013

**ORDER #:** 14354
Grade Classification

The number of credits a student has earned determines the student’s grade classification.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Freshman Less than 4 (completed 8th grade)</td>
</tr>
<tr>
<td>10</td>
<td>Sophomore At least 4</td>
</tr>
<tr>
<td>11</td>
<td>Junior At least 10</td>
</tr>
<tr>
<td>12</td>
<td>Senior At least 16</td>
</tr>
</tbody>
</table>

Student grade levels are assigned in August of each year.

Grade Reporting

Every effort is made by the school to inform parents of student progress. Mid-Term Progress Reports are sent home approximately 4 ½ weeks into each grading period and reports cards are sent home approximately one week after the end of each nine weeks. Please check the school calendar for the dates of grade reporting. If a student or parent has a question about any of his/her grades, the student or parent should first consult the teacher of the specific course.

Class Level Placement

Scores from standardized tests will be used in conjunction with class performance, grades and teacher recommendations to determine the appropriate placement of students.

II. Academics and Student Services

ACT/SAT TESTING

ACT/SAT/CEEB Code: 180-740
ACT Test Center Code: 176-440
SAT Test Center Code: 18130

ACT Test Dates:
- September 9, 2017
- October 28, 2017
- December 9, 2017
- February 10, 2018
- April 14, 2018
- June 9, 2018

SAT Test Dates:
- August 26, 2017
- November 4, 2017
- December 2, 2017
- March 10, 2018
- June 2, 2018

Contact the Counselors Office for complete details and registration deadlines
Elizabethtown High School has partnered with Advance Kentucky to expand access to participation and success in rigorous college level work in high school, particularly among student populations traditionally underrepresented in these courses.

With this partnership, PreAP & AP courses now have open enrollment. Teachers have made recommendations to guide parents and students, but the final decision rest with the parent and students. In regards to open enrollment, EHS administration, counselors and teachers have adopted the following policy in regards to dropping a PreAP or AP course:

**What if I want to drop a PreAP or AP course?**

- Students are not allowed to drop PreAP or AP courses during 1st quarter. Why?
  Because sometimes students panic a little in the first few weeks of school and wonder if they’re in over their head. But in most cases, some conversation with the teacher and some time spent after school resolves the issue and the student goes on to succeed the rest of the year.

- After 1st Quarter: Decisions to allow a student to drop a PreAP or AP course are made on a case-by-case basis after a conference takes place with the parent, teacher and administrator. Generally, students have been allowed to drop a course only after demonstrating that they have made significant efforts to get help (staying after school, conferences with the teacher, etc) and are still not capable of succeeding in the class. When a student is allowed to change classes, the grade of the class will transfer with the student.

Bottom Line: Try your best and the school will help you!

If the course is a non-elective AP course, student will not be permitted to drop the AP class if there is no space available in another lower level course.

### Graduation Requirements

All candidates for graduation must complete 22 units of credit. Responsibility to complete courses and for credits awarded is solely the responsibility of the student. All students must be enrolled full time. Seniors students may fill out an application to request to be a teacher’s aide or office aide for one period with no credit given. Applications may be obtained from the Guidance Department. Students need to select courses from the Course Selection Manual, which contains descriptions and prerequisites for all courses. Students may not earn more than one credit in the same class. Students may not repeat classes in which they have already received credit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units of Credit Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts (English I, II, III, &amp; IV)</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics (Algebra I, Geometry, &amp; Algebra II)</td>
<td>3</td>
</tr>
<tr>
<td>The Kentucky Department of Education requires students to take a math class for all 4 years of high school.</td>
<td></td>
</tr>
<tr>
<td>Science (Biology, Introduction to Science, &amp; Choose either: Physics or Chemistry)</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies (Survey of the Social Sciences, World Civilizations or AP World History, &amp; U.S. History or AP U.S. History)</td>
<td>3</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>22</td>
</tr>
</tbody>
</table>
Course Repeat Policy

Students may only repeat a course that they have failed. Repeated course grades will not “replace” previous failing grades - all grades for courses taken by a student will appear on the transcript and be used in determining rank and GPA.

Credit Earned Below the Ninth Grade

Review SBDM Policy 2.06 at the website below, or a hard copy may be obtained at any time from the school secretary upon request.
http://www.etown.kyschools.us/

Credit Retrieval

What is Credit Retrieval?

Credit retrieval is an intervention strategy that enables students to retake a class through Independent Study. Quick Facts about the program:

- A student may participate in credit retrieval only if the student has failed a class (exceptions to this can be made by the administration).

- Enrollment is limited. Placement is based on those behind grade level with top priority given to upper classmen.

- The student must be able to work independently and have adequate reading and comprehension skills.

- Participation requires a commitment to attendance and a motivation to succeed.

Varieties of courses are now available on-line.

When is Credit Retrieval offered?

- This program may be offered during the school day for those severely behind in credits.
- A student may apply and be considered for placement in the summer program. Space is limited.

Parents needing more information about Credit Retrieval may contact the Guidance Department at Elizabethtown High School.
Elizabethtown Community & Technical College  
(ECTC) Courses

Review SBDM Policy 10.03 at the website below, or a hard copy may be obtained at any time from the Guidance secretary upon request.

Students in the SEEK program do not pay tuition but are responsible for books and fees. Those that are taking general academic courses are paying tuition and books. If you have any questions, please contact the Guidance office at Elizabethtown High School.

Early Graduation

Early Graduation will be possible for students who intend to move on an accelerated timeline through high school and graduate college ready before the typical four years of high school or age 18. To qualify for early graduation, students must meet benchmark on all four End of Course Exams and on the English, Math & Reading sections of the ACT. Interested students need to contact their guidance counselor or the Gifted Coordinator.

For additional information go to: http://www.etown.kyschools.us/

Enrollment Information

Parents of new students should contact the Guidance Office at 270-769-3381 to schedule an appointment to complete registration. A student must be accompanied by his/her parent or legal guardian to enroll. New students and their parents should first conference with the principal and then register in the Guidance Office.

New enrollees/transfers will be required to present, at the time of enrollment: official transcript and/or in-progress grades from previous school, birth certificate, immunization certificate, social security number, IEP or 504 documentation, preventative health care examination (physical), and social security card. See the District website for more information.

INFORMATION FOR PARENTS REGARDING HOMELESS SERVICES

If your family lives in any of the following situations—in a shelter, motel, vehicle or campground; on the street; in an abandoned building, trailer or other inadequate accommodation; or doubled up with friends or family because you cannot find or afford housing—then your preschool-aged and school-aged children have certain rights and protections under the McKinney-Vento Homeless Education Assistance Act.

Your eligible children have the right to: receive a free, appropriate education; enroll in school immediately, even if lacking documents normally required for enrollment; enroll in school and attend classes while the school gathers needed documents; enroll in the local school, or continue attending their school or origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible; if the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision; receive transportation to and from the school or origin, if you request this; receive educational services comparable to those provided to other students, according to your children’s needs.

If you find your children may be eligible, contact the local liaison, Nate Huggins, Assistant Superintendent for Student Services and Support, at 270-765-6146, to find out what services and supports may be available. Assistance can also be obtained from the Family Resource/Youth Services Center, 270-765-7649. located at Panther Academy, 634 N Mulberry, Elizabethtown, KY
Change in Residency:

If residency is changed outside the city school district lines during the course of the school year, the following two options exist:

1. Withdraw from the Elizabethtown School District and enroll in the appropriate school district where the new residence has been established.

2. Pay the non-contract tuition rate for your child/children to remain in the Elizabethtown School District. The non-contract tuition rate can be obtained by calling Central Office at 765-6146. The daily tuition fee will be pro-rated according to the number of instructional days remaining in the school year.

Family Resource and Youth Services Center (FRYSC)

Through the FRYSC, a variety of programs and services are made available to students and their families free of charge. Qualified professionals provide some of the services at the schools, such as individual and group counseling, and parent education programs. Other needs are met by connecting you to existing resources in the Elizabethtown area. The Family Resource and Youth Services Center is located at Panther Academy. Some of the types of assistance available through the FRYSC are:

- **Education** - You will be directed to adult learning opportunities, GED classes, job readiness seminars, and parenting skills training.
- **Health** - You will be directed to appropriate health care and given information about available medical assistance.
- **Employment** - You will be assisted with employment counseling, training, and placement. Summer and part-time job development is also included.
- **Child Care** - You will be directed to affordable, quality childcare and information on accessing financial assistance for those who qualify.
- **Counseling** - You will be assisted with drug and alcohol abuse, family crisis, and mental health counseling. Free assessments and evaluations will be provided. Qualified professionals at the schools offer some individual and group counseling.
- **Emergency Aid** - You will be directed to assistance for unusual crisis situations.

Graduation Announcements, Caps, Gowns, and Invitations

Students classified as graduating juniors and seniors will place orders for graduation announcements, caps, gowns, invitations, and other related materials in the spring of their senior year. *Students who place orders enter into a legal contract with the provider and will be responsible to the provider for all materials ordered.* This includes students who fail to graduate on schedule with their respective class.

Guidance Counseling

Two counselors and an assistant are available to work with Elizabethtown High School students. Should a student desire to talk with a counselor, he/she should make an appointment in the Guidance Office in advance, unless it is of an “emergency” nature. Counselors will then call students to the guidance office at an appropriate time. A student might want to see a counselor concerning the following:

Schedule of courses, personal problems, career information, high school programs, college information, credit retrieval, test information, transcript requests, study help, financial aid, job opportunities, and other concerns.
Statement of Confidentiality

School counselors are trained to help students with educational planning, career decisions, understanding test scores, and personal concerns. Certain information of a personal nature that the student might share with a counselor is confidential (private) and told to no one else without the student’s permission. Some exceptions to this that a counselor must report are: child abuse, child neglect, sexual molestation, planned, attempted, or perpetrated criminal activity, or situations involving a clear and present danger to student or others.

In addition, the counselor will have to testify or give information when ordered to do so by a court or when ordered to testify in any judicial or administrative hearing. In addition, if the counselor makes a referral to a health care provider (psychiatrist, physician, psychologist, etc.), some information will be given. Such situations are rare. Be assured that Kentucky law generally requires the counselor to keep certain information confidential, unless one of the legal exceptions applies or you give permission for the counselor to reveal such information.

Communication

It is the goal of the guidance office to keep parents and students informed of programs, meetings, and various other activities of importance. Listed below are ways our information is communicated:

- EHS Website @ http://www.etown.kyschools.us
- Emails to parents and students in guidance distribution list
- One Call System
- Letters mailed home
- Guidance Glimpse—weekly/bi-weekly newsletter for juniors and seniors on the homepage of the EHS website.
- Handouts given to students in classes
- Guidance Bulletin Board
- Announcements in “School News” section of News Enterprise
- EHS Guidance Website
- Individual and small group conferencing

Senior Guidance Services

The following is a brief overview of services offered to students in their senior year:

- Senior Conference – Counselors meet with senior CCR classes to briefly discuss graduation requirements, future plans, college information, financial aid, etc. The Lack Card will be given to the student at this conference.
- Lack Card – The Guidance Office provides a free Lack Card indicating what courses the student has completed and still must complete to graduate. In addition, the student indicates what name he/she wants printed on his/her diploma via the Lack Card. The student and parent or guardian should sign and return the Lack Card to the Guidance Office. A replacement card will cost $1.00.
Homebound Program

The Homebound Program is available for students who have a homebound application completed by a physician, psychiatrist or psychologist verifying a student’s health condition renders it unadvisable to attend school for an extended period of time. Applications are available from the Central Office.

Homework

Students will have tasks such as research, special projects, etc. to complete at home. It is the responsibility of the student to write all assignments due in his/her agenda. Parents should monitor homework and encourage completion. This monitoring of homework shows interest/concern in the child’s education.

Honor Graduates

Review SBDM Policy 2.10 at the website below, or a hard copy may be obtained at any time from the school secretary upon request.
http://www.etown.kyschools.us

Honor’s Day (Underclassmen)

Honor’s Day for underclassmen is typically held the last day of school for the year. Academic, as well as other awards are given at this time.

Honor’s Night (Seniors)

Seniors will be recognized for college, university, military, and local scholarships as well as other academic awards.

Academic Letter and Bar

Each year students can earn an Academic letter or bar by maintaining a 3.8 GPA or higher.

KEES Scholarship Program

The Kentucky Educational Excellence Scholarship (KEES) offers scholarships for Kentucky students to Kentucky colleges or technical schools based on grade point average and gives bonus amounts for scores on the ACT and/or SAT. There is no application. Elizabethtown High School reports GPA and test scores to the State Department at the end of each school year. Students are advised to check their KEES account to insure accuracy. You may find more information at http://www.kheaa.com

Make-Up Work

When a student has an excused absence, it is the student’s responsibility to make arrangements with the teacher to make up the work missed. Parents may request a daily homework sheet for each class by calling the front office. Students with unexcused absences or suspensions may request a homework sheet; however, it is at a teacher’s discretion whether to assign missing work.

The period for make-up work is at a minimum one (1) day for each day absent for excused absences. If a student knows ahead of time that he/she will be absent (field trip, competition, etc.) he/she must inform the teacher prior to the absence in order to arrange for make-up work.

Previously announced quizzes, tests, assignments, etc., will be required to be taken/submitted within a reasonable amount of time upon return to school (example 3 days). No additional days will be granted for planned activities when absence is for Educational Enhancement Opportunities. Students who fail to bring documentation for absences will receive no credit for work missed and may be assigned school discipline for truancy.
Panther Rewards Program

Elizabethtown High School believes in rewarding academic achievement and outstanding behavior. Each year we raise funds to pay for fun activities for students who have demonstrated academic excellence in the classroom and that have avoided multiple & major discipline infractions. We use this money to fund things like a trip to the movies, pizzas or ice cream, and drawings for prizes.

The number of reward activities, as well as the extent of the reward, depends on the amount of money raised. So, be on the lookout for information about this year’s fundraiser to benefit the Panther Rewards Program.

Panther Bank

The purpose of the First Panther Bank is to educate the students about how a bank operates and to provide savings and loan services to the student body. It is located near the front office in the commons area. The bank is open everyday during lunch, except Mondays.

Parent-Teacher Conferences

Parents are encouraged to communicate regularly with their student’s teachers through E-mail and/or phone conversations. Parents may request a conference with their student’s teacher by contacting the Guidance Assistant at 270-769-3381. Conferences are usually scheduled for Tuesdays or Thursdays at 3:00 p.m.

Schedule Changes

Review SBDM Policy 5.02 at the website below, or a hard copy may be obtained at any time from the Guidance secretary upon request.

Students and parents meet with their Power Pact Advisor during Power Pact in March of each year to determine the student’s course requests for the following school year. The Master Schedule is then created based on staffing and student requests. Students are assigned to classes based on graduation requirements, level of class needed, teacher recommendation, and availability of classes. Schedule changes will be minimal. Therefore, parents and students should give their course selection serious consideration. Students can request schedule changes during the first two (2) weeks of school. Student schedules will be ready for pick up on Registration Day held near the end of July. Students and parents should check schedule for any errors or omissions. Requests are handled at this time by taking senior requests first, then junior, and so on through the freshman class. Class changes are based on graduation requirements; level of class needed, and class availability. Schedule changes may occur for the following reasons:

A. Graduation requirements
B. Computer error changes
C. Changes necessitated by failures
D. Physical limitations
E. Class balancing (guidance and administrative)
F. Subject-level changes (teacher recommendation)
G. Administrative recommendation (teacher/guidance)
Schedule changes (continued)

Pursuant to SBDM Policy, class changes at mid-term or at the end of the first semester can only be made for the following reasons:

A. The student is failing a course and it appears there is little or no chance of the student receiving credit in the course, and the teacher recommends the student drop the course.

B. The student needs another course for graduation.

C. The student has finished the credit needed in a course and does not need the second semester credit for graduation.

D. The teacher recommends the student be released from the course or needs a different level of the course.

If a student or parent wishes to appeal the denial of a schedule change, he/she will need to contact the principal. The principal will then notify the counselor of the decision. A student who changes his/her schedule is responsible for making up work missed in the newly acquired class or subject.

School Publications

Elizabethtown High School offers two publications:

- *The Panther Prowler* is created by a staff of journalism students and published for the students and staff of Elizabethtown High School.

- *The Etonian*, the school yearbook, is a yearly publication that is staffed by members of the journalism class. It is created throughout the school year and received by students the following fall semester.

Final Exams

Final exams are scheduled at the end all courses except for courses that require the completion of a state mandated end of course exam. The final exam counts 20% of the final grade in each course. Students may receive exemptions to be used for final exams according to policy on page 60 in this agenda.

Students should make every effort to be at school during final exams. Should an emergency occur, makeup tests may be scheduled, but will require an excused absence and advance notification from parent/guardian.

EOC classes

End of course exams are required by the state of Kentucky in the following classes: Biology, English II, US History and Algebra II. The EOC score on the multiple choice portion of the exam will count 20% of the students grade for the year.

Summer School

Elizabethtown High School anticipates offering a two (2) week opportunity for students to retrieve credits they may have failed during the school year. Students may be referred by teachers, parents, counselors or themselves. Priority is given to upper classmen to facilitate timely graduation. Transportation is typically not provided for summer school.
Transcript Requests

In accordance with federal law, academic records are confidential and may be released only with the written consent of the student or parent/guardian if the student is less than 18 years old. Phone or email requests will not be accepted. Students desiring a copy of their transcript should make their request through Parchment (www.parchment.com). Please allow at least 2 school days for requests to be processed.

Valedictorian, Salutatorian

Review SBDM Policy 2.05 at the website below, or a hard copy may be obtained at any time from the Guidance secretary upon request.

Class Rank Information

Determination of Class Rank: Class rank is determined by the unweighted numerical average.

III. PROCEDURES AND ROUTINES

After School Transportation

It is the responsibility of parents to transport their children to after school activities.

Assemblies

Assemblies held during the school day may result in the altering of the daily schedule. This will depend on the time and location of the program. Seats are assigned for most assemblies and students are expected to sit in the area designated for their CCR groups. During an assembly, all students should behave in a manner appropriate for the activity. Students are encouraged to show school spirit during pep rallies, but horseplay will not be tolerated.

Before School Hours

Elizabethtown High School is in session from 7:50 am until 2:50 pm. 7:00 am is the earliest a student/parent may arrive on school grounds. Students arriving before 7:40 am are to wait in the commons area until the first bell rings. No student should be in any other area of the building without permission.

After School Hours

At the end of the school day, students must exit the building and grounds unless under the supervision of a teacher, coach, or activity sponsor. Except for school sponsored events, parents and students should not be on school grounds after 3:30.

Bus Passes

A written request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. The written request must be turned in to the principal’s office in the morning. If a student does not have a bus pass, he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than Board-approved bus stops.

Dances and Other School Functions

Dances may be held throughout the school year for Elizabethtown High School students and their dates/guest only. School administration may limit participation in these activities to EHS students only. Admittance to the dance may require valid student identification cards. All students are subject to the high school code of conduct. Students are to conduct themselves properly at all school events and should especially be careful not to create disturbances, which would reflect on the good name of the school or the reputation of the student body. Students are to remember that, regardless of where they are, in the public eye they are representatives of Elizabethtown High School. Students should accept this responsibility with pride and conduct themselves at all times as worthy representatives of the school. School policies and disciplinary actions apply to students at school-sponsored events, both home and away.
Drills – Fire and Disaster

State law requires regular fire and disaster drills. These drills are necessary for the safety of all students and staff. Instructions for drills are posted in each classroom and every student and teacher should be familiar with the drill procedures of any room they occupy. It is essential that when the signal is given, everyone promptly move to the designated areas where attendance is being taken.

Emergencies and School Closings

When a school must be closed, opened later than usual, or dismissed early, a radio announcement will be broadcasted, as well as a One-Call made to the home telephone number listed on your child’s personal information sheet. Radio stations - FM – WQXE 98.3; WULF 94.3; WLVK 105.5; WASE 103.5; WIEL 1400; WXAM 1430. Notices will also be placed locally on HCEC-TV Channel 2 as well as Louisville TV stations (FOX 41; WAVE 3; WLKY 32, and WHAS 11).

On weekday mornings during bad weather, local radio stations will receive closure notices prior to 6:00 AM. To keep phone lines open, please do not call the stations, the school, or school official’s home. No announcement will be made when the school is operating on schedule except to announce the re-opening of school following an extended closure because of emergency situations.

On days of snow and ice, all pedestrian traffic should be centered to the following areas:

1. Sidewalk located on the main entrance in front of the school.
2. Sidewalk located on the main entrance in the back of school.
3. Sidewalk located on the side entrance adjacent to the new gym.

Student Emergency

When a student gets seriously ill or injured at school, the parent or guardian will be called as soon as possible. Therefore it is extremely important to make sure that the school has updated home, work, and cell phone numbers. If there is a family emergency, the parent or guardian should contact the principal’s office to arrange for the student to leave school.

First Aid

The school can provide only limited first aid service; please notify a staff member immediately if you or someone you know is involved in an accident at school. Every student is required to complete and return an Emergency Medical Release form, which is kept in the student’s permanent records in the main office.

Graduation Procedures

Students who have completed the graduation requirements for graduating at Elizabethtown High School are eligible for a diploma.

Graduation exercises and the issuing of diplomas shall occur only once a year at the end of the school term. Only those students who have fully completed the requirements for graduation will be allowed to participate in the graduation ceremony. The Elizabethtown High School graduation ceremony is a privilege granted to seniors who have fulfilled the requirements as put forth by the Board of Education. The privilege to participate in or attend the graduation ceremony may be revoked at any time by the principal.

Hall Passes

Students are not permitted to be in the hallways during instructional time unless they are accompanied by a teacher or have a valid pass in their possession.

Immunizations

Kentucky law requires that any student enrolled in public school must have a valid certificate of immunization. In compliance with the law, any child enrolling in the Elizabethtown Independent School district must have a valid immunization certificate on file or present one to the local school on the day of enrollment.

Library/Media Center Guidelines

Books may be checked out for two weeks with an extension on one week if needed, to complete an assignment. If a book is not returned, or if returned in a damaged condition, the cost of replacement will be the responsibility...
of whoever checked out the book or the material.

No games, chat rooms, or inappropriate surfing are allowed in either of the computer rooms. Students must comply with the Acceptable Usage Policy, which a student signs and returns in at the beginning of the year (before having the agenda stamped). The student agenda book with the stamped page showing must accompany the student in the lab.

Printing from computers is limited to ten (10) pages. Colored printing is $.25 per page.

No food or drink are allowed anywhere in the Media Center.

When students are in the library, or just passing through, a quiet tone is expected.

Library hours are from 7:15 AM – 3:00 PM on Monday—Friday.

**Locker/Locker Assignments**

Lockers are school property. Students have the privilege of using lockers for their convenience. School personnel have the authority to conduct a reasonable search of all lockers. His or her homeroom teacher will assign each student a locker at the beginning of the school year. Lockers are school property. The students will be responsible for cleaning and maintaining the locker. Problems with lockers should be immediately reported to the office. Students must use the locker and lock that is assigned to them by their homeroom teacher or forfeit the use of a locker. Disciplinary consequences may also be given for not using your assigned locker. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Do not share lockers or combination numbers! School personnel have the authority to conduct a reasonable search of all lockers.

**Lost and Found**

Personal property lost or found in the school should be reported to the principal’s office. Found items not claimed within 30 days will be donated to charity.

**Lunch Procedures**

Nutritionally balanced lunches are available in the school cafeteria. The Nutrition Service Staff prepares rotating menus. Lunch will be served during 4th period from 11:30-12:55. All students will report to the cafeteria whether they buy, bring, or do without lunch.

Students shall proceed to the cafeteria by way of the hall next to the administrative offices. Students shall use restrooms nearest the commons are during lunch. Students must have permission to go to the parking lot or down the hallways during this period. Food and drink purchased during lunch must be consumed in the cafeteria. Students are not allowed to eat in classrooms. Students are not permitted to order or to receive food from commercial establishments. Students are not allowed to leave campus during lunch.

**2017-2018 Cafeteria Prices**

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Price</td>
<td>$1.25</td>
<td>$2.25</td>
</tr>
<tr>
<td>Reduced Price</td>
<td>$.30</td>
<td>$.40</td>
</tr>
</tbody>
</table>

*Free and reduced lunches are available for eligible students.
Application forms are available in the front office.*

**Personal Property and Equipment**

Students shall not use personal equipment such as CD players, MP3 players, gaming devices, or any other portable electronic devices during instructional time. If found, the device will be confiscated and turned in to the Principal or designee. 1st offense is a 3-school day confiscation; 2nd offense is a 10-school day confiscation; 3rd offense is for the reminder of the school year. Multiple offenses may have more severe consequences. The school assumes no responsibility for loss or damage to a student’s personal equipment.

*Cell Phone Policy:* Refer to page 40 Under Discipline for all rules regarding cell phone usage.
Landline Telephone Use

Students will be called to the phone in emergency situations only. Messages of an urgent message only will be delivered to students. The school cannot guarantee messages will be delivered. The following guidelines will be followed:

1. Students may use teacher/coach landline phones only with teacher/coach permission and direct teacher/coach supervision. The phone in the office may be used during the day - students must obtain permission from their teacher and the office staff prior to use.

2. **Landline** Phones should be used only before and after classes or during lunch – not during class time

3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the district’s Acceptable Use Policy or procedures or its’ Code of Acceptable Behavior and Discipline.

Prescribed or Over the Counter Medication

For school personnel to administer any type of medicine to your child at school, we must have signed permission on file. The medicine must be brought to school with complete instructions and in its original container with the prescription label attached. Students cannot keep prescribed or over the counter medication in their possession unless granted special permission by the Principal. Permission forms require a parental signature and are located in the front office.

Sales and Fundraising

Students are allowed to sell only the materials approved for school sponsored fundraising activities. Selling for non-school groups or organizations, such as churches, clubs, etc. is not permitted. Door-to-door sales campaigns are prohibited. Students who accept approved material for school sales are responsible for turning in either money or items to the teacher in charge.
School Fees

Your personal check is welcome at our school to pay fees and purchase student items. In the event your check is returned unpaid, you understand and agree that your check maybe electronically re-deposited. There is a $25.00 returned check processing fee as allowed by state law. No report cards, records, transcripts, or diplomas will be issued until all fees are paid. Students must pay the following fees:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Course</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook Rental Fee</td>
<td>$25.00</td>
<td>AP Social Studies</td>
<td>$10.00</td>
</tr>
<tr>
<td>Agenda Fee (only if lost initial agenda given)</td>
<td>$5.00</td>
<td>Band</td>
<td>$250.00</td>
</tr>
<tr>
<td>Lock Fee (only if initial lock is lost)</td>
<td>$5.00</td>
<td>Percussion</td>
<td>$250.00</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$15.00</td>
<td>Winter Guard</td>
<td>$200.00</td>
</tr>
<tr>
<td>Physical Education</td>
<td>$5.00</td>
<td>Chorus (Dry Cleaning)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Science Lab Fee</td>
<td>$10.00</td>
<td>IT/Computer Science Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>(Biology and Introduction to Science)</td>
<td></td>
<td>Technical Education/PLTW</td>
<td>$10.00</td>
</tr>
<tr>
<td>Chemistry I</td>
<td>$15.00</td>
<td>Online Algebra Class Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>$20.00</td>
<td>Athletic Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Physics</td>
<td>$20.00</td>
<td>Online Algebra Class Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>AP Chemistry</td>
<td>$20.00</td>
<td>Athletic Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>AP US History</td>
<td>$10.00</td>
<td>Athletic Fee</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Student Drop-Off/Pick-Up

Students may only be dropped off/picked-up in front of the school in the designated zone no earlier than 7:00 am. Parents may NOT drop off or pick up students from any other location until after 4:00 pm.

Textbooks

The Board of Education furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for all textbooks loaned to him/her and is expected to return each book at the end of his/her participation in the course or pay for any book lost, destroyed, stolen, or mutilated. Charges for damage to a textbook are determined by the extent of the damage, and are made on a prorated basis. No report cards, records, transcripts, or diplomas will be issued until all books are turned in and/or fees paid. Student should immediately write their names in all textbooks issued to them in the space provided inside the front cover. Lost textbooks will be returned to the appropriate teacher.

Visitors

All persons who are not regular members of the school personnel must report to the Main Office, state their reason for being on school grounds, or in the building, and obtain a visitor’s pass. As to whether the person can remain, is entirely up to the school administration. This is for the protection of the students and staff and will be enforced. Bringing visitors to school is discouraged. However, if there is a valid reason why a visitor must come to school with one of our students, this will be considered by the principal or principal’s designee prior to the visit.

Procedures for Entering the Building

A. A visitor will enter at the front office & sign visitor’s log in sheet located at the front desk
B. He/she will be required to turn in keys OR a picture ID (ex. Driver’s license) to the front office staff. The keys or ID will be safely secured in the school resource officer’s office
C. The visitor will be issued a numbered lanyard to wear. Please wear this lanyard at all times when in the building.

Procedures for Exiting the Building

A. Return the lanyard to the front office.
B. Sign out of the visitors log in sheet.
C. Keys or identification will be returned to the owner.
IV. Attendance

Attendance

Elizabethtown High School is in session from 7:50 a.m. until 2:50 p.m. Students arriving before 7:40 a.m. are to wait in the commons area. No student should be in any other area of the building without permission. Attendance is a student and parent/guardian responsibility. The progress of a student depends upon the punctuality and regularity of attendance. Therefore, unless prevented by sickness, accident, or other avoidable causes, a student is required to attend classes every time they are scheduled.

Perfect Attendance

Perfect Attendance is defined to be any student who has no EXCUSED or unexcused tardies, no excused half days or full days and no unexcused half days or full days.

Absence Guidelines

- **Extra-Curricular Participation**
  In order for a student to participate in any extra-curricular activity, the student must be in school at least four full periods, not including lunch period.

- **Doctor Appointments/Court Appearances**
  Under normal circumstances, no more than one-half (1/2) day will be excused for appointments/appearances. Doctor/dental appointments should be scheduled outside the school day when possible.

- **Students should never leave the building without permission or without signing out in the Attendance Office.**

Early Dismissal

Students must never leave the school building without permission and/or without “signing out” in the Front Office with parent approval. Failure to follow this procedure may result in school discipline.

Legitimate reasons for early dismissal from school will be accepted, providing a note signed by a parent is presented at school. A student must also submit a parental note to the Attendance Office upon returning to school the next day.

Students seeking an early dismissal should report to the Attendance Office before first period with a note stating the reason and time to be excused. The student will be given a pass that should be shown to the classroom teacher before leaving. The student must sign out in the Attendance office before leaving the building. Failure to sign out may result in school discipline. The reason for early dismissal must be explicit in order to be considered excused.
Statement of Policies and Procedures

1. It is the parent/guardian's responsibility to keep up with causes for student absences. Failure to follow attendance guidelines may result in school discipline.

2. When a student must be absent from school, it is the responsibility of the parent/guardian to contact the school before 8:30 a.m. on the day of the absence and report why the student is absent. The primary purpose for calling is to make the school aware that the parent/guardian is aware the student is not in school. The telephone call alone does not mean the student will receive an excused absence. In order for an absence to be considered excused, it needs to meet one of the following criteria - student illness (doctor's note required after the sixth absence including check out time of appointment), family emergencies (administrator must be notified), death or severe illness in student's immediate family, religious holidays and practices, court appearances, driver's license exam, college day (seniors only), prearranged absences approved by principal, or other valid reasons as determined by the principal. Examples of unexcused absences are truancy, working, missed ride, missed or suspended from bus, overslept, and out-of-town. If the parent/guardian does not call the school, the student will receive an unexcused absence.

3. After the 6th absence, (whether the previous absences have been excused or unexcused) all subsequent absences for a student will be unexcused unless the student presents a doctor's note and/or appropriate legal documentation.

Upon return to school, a student has a 3 day window to provide proof of an excused absence. The day of return is considered Day 1. For a parent note to be excused it should contain the following:

1. The date(s) of absence(s).
2. The reason for the absence(s).
3. The parent or guardian's signature.
4. The parent/guardian phone number.

Illness While at School

If you should become ill during school, ask your teacher for a pass to the front office. The school must obtain parental permission in order for a student to be released from school due to illness. Students must still sign out in the front office to go home and provide a parental note upon return. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class(es). Should you be too ill to report to the front office, send word to that effect to the office.
Special Absences

College Visits:

Prior approval is required to take a college visit. Students must pick up a College Visitation Request/Permission Form from the Guidance Office at least one week prior to the visit. Upon approval (passing all classes and less than 6 unexcused absences) a student will receive a college visit form which must be completed by an official at the college. The student must return this form to Mrs. Dones the following day.

Students are not allowed to make a college visit during the last two weeks of school or during final examinations. The student does not need to inform the Guidance Office or obtain approval for college visits made on a school break or on a weekend.

A junior or senior student may take one (1) college visit that does not count as an absence from school. After that, he/she may take four (4) additional visits per year that will count as excused absences from school (unless they have already missed more than six (6) unexcused days of school). Any request to make more than five college visits during the junior and/or senior year will require prior approval by the principal.

Educational Enhancement Opportunities:

Elizabethtown High School recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience.

If approved, school absences due to an Educational Enhancement Opportunity will be considered excused and schoolwork missed during the experience may be made up. Teachers will not be required to give homework assignments prior to the Educational Enhancement Opportunity; however, the student must arrange for the make up work completion prior to the absence.

Upon receiving an Educational Enhancement Opportunity request, the building administrator will do one of three things:

1. Approve the Educational Enhancement Opportunity Form
2. Give conditional approval to Educational Enhancement Opportunity
   Requests may be conditionally approved by the building administrator pending the student satisfactorily completing all academic course work prior to the absence.
3. Deny the Educational Enhancement Opportunity
   If denied, the absence will be unexcused and work may not be made up.

To be granted an Educational Enhancement Opportunity, the student will meet all the criteria listed below.

1. Submit a request on the designated form one week prior to the beginning date of the experience. This form is available on the site as well as in the main office.
2. Not have a cumulative "D" or "F" average in any course.
3. Must have at least 95% attendance for the quarter at the time of the request.
4. Document a valid learning content to the enhancement opportunity.

Educational Enhancement Opportunity may not be approved for:

1. Application submitted after the absence.
2. Absence during State testing windows or Semester Exam week.
Tardy Policy

This policy refers to those students who have unexcused tardies to school for each 9 weeks. Violators shall be penalized as follows:

- **Third Tardy:** After school detention is assigned.
- **Fourth Tardy:** After school detention is assigned.
- **Fifth Tardy:** one-half (½) day of Saturday School is assigned.
- **Sixth Tardy:** one-half (½) day of Saturday School is assigned.

*Every tardy after the sixth (6th) is a full day of Saturday School.*

Students tardy between classes will receive a lunch detention. Multiple tardies between classes will result in additional consequences.

Truancy

KRS 159:150 states that any child who has been absent from school without valid excuses for three (3) or more days or tardy three (3) or more days is considered truant. Habitual truancy is when a student is reported as a truant (2) or more times.

Truancy Diversion Program

EHS has entered into a collaborative endeavor with the Circuit Court’s Family Court Division to implement a program aimed at eliminating truancy in our school. Habitual truancy is defined as having 6 unexcused absences. When a student accumulates 3 unexcused absences they will send a notification letter to their home – if 3 additional unexcused absences then occur, a follow up letter will be sent home and the family will be given the option of participating in the Truancy Diversion Program or having a truancy charge filed through the Court Designated Worker’s Office.

Withdrawal from School

Upon withdrawing from Elizabethtown High School, a student must report to the front office to receive a withdrawal sheet. This sheet is presented to each teacher, who assigns a grade and initials the form when all fees, work and books have been accounted for. A copy of the withdrawal sheet is given to the student to take to his/her new school. Under no circumstances will a teacher sign the slip or assign a grade if any of the following are not complete:

1) Fees paid, including library fines, etc.,
2) Books returned in satisfactory condition,
3) Work completed.

A parent/guardian must be present during withdrawal, and sign associated paperwork. *All debts must be cleared with the school before transcripts, report cards or diplomas will be released.*

V. Discipline

Search and Seizure

Lockers are property of the school and are subject to the board’s regulation and supervision. Locker inspection or searches are not carried out as a harassment technique but as duty with the health, safety, or welfare of students is involved. Subject to the following conditions, the Administration may authorize the use of trained dogs to locate controlled substances on school grounds. The Principal or designee shall be present. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.
Smoking or Possession of Tobacco Products

Students shall not smoke or possess tobacco products, examples include but not limited to: Cigarettes, Hookah Pens, or Electronic Cigarettes (E Cigarette) on school property during the school day or at school sponsored activities. Violators shall be penalized as follows:

- First Offense: Full day of Saturday School
- Second Offense: Two (2) full days of Saturday School
- Third Offense: Three (3) days suspension and a parent conference.
- Fourth Offense: The parents and student must appear before the Board of Education for possible expulsion actions.
- Confiscated items, such as hookah pens, e cigarettes, etc. will not be returned.

The Gun-Free Schools Act of 1994 and KRS 158.150

Law prohibits the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. The Gun-Free Schools Act of 1994 requires the expulsion from school for at least one calendar year of any student who brings a weapon on school property. The Board of Education may modify the length of the expulsion on a case-by-case basis. To comply with the existing requirements of The Individual with Disabilities Act (IDEA) regarding discipline of students with disabilities, our Board will modify the expulsion requirements on a case-by-case basis, for IDEA-eligible students. District employees must also report to law enforcement official if they know or have reasonable cause to believe that this conduct has occurred.

ELIZABETHTOWN HIGH SCHOOL
COUNCIL POLICY
POLICY NUMBER: 2.07

POLICY TOPIC: INSTRUCTIONAL PRACTICES
CHEATING

Elizabethtown High School will enforce a zero tolerance policy for cheating. The consequences for cheating will be a grade of zero on the assignment, test or project. Any student found cheating will be required to complete an alternative yet equivalent assignment in Detention or Saturday School to demonstrate learning. Additional consequences for more severe actions not listed above may be determined by administration.

Cheating shall be defined as:

1. Plagiarism, i.e., using any method to get/give information presented as original work—representing another’s work as your own for the purpose of receiving a grade.
2. Obtaining a test or quiz materials or discussing information about a quiz, test or assessment without the instructor’s knowledge.
3. Inappropriate use of computing devices (i.e., graphing calculators, cell phones, and other computer or electronic devices).
4. Forging or altering the teacher’s records.
5. Failure to follow additional guidelines on cheating as established by a department, c
**Alcohol and/or Drug Possession**

Use of Alcohol, Drugs, and other prohibited substances to include but not limited to: Alcohol, synthetic/non synthetic drugs, Look-Alikes, prescription drugs, over the counter drugs and inhalants.

It is a behavior violation for students to be under the influence, to use, possess, sell, transmit, distribute or transfer controlled substances, look-alikes, spice, bath salts, laboratory produced marijuana, drug paraphernalia or alcohol on the school premises or during a school related event. Prescription drugs and over the counter medications are not to be sold, transmitted, distributed or transferred by students. Prescription drugs are to be used and possessed only by the person named on the prescription. It is a behavioral violation for students to consume substances for the purpose of obtaining a mood altering effect.

The Administration shall determine whether there is a violation of the Drug and Alcohol Policy. Once the violation has occurred, the Principal shall contact the Parents/Guardians, and local law enforcement when deemed appropriate.

The student may receive up to a 10 day suspension and a petition may be filed with a Court Designated Worker, Police, or a complaint filed with the County Attorney. In addition, the student may lose the privilege of participating in extracurricular activities including attendance of school social or athletic functions (example: homecoming, proms).

After the suspension is completed the student will be referred to Elizabethtown Alternative Center (EAC).

**Sale, Distribution, or Transfer**

The student will be suspended and referred to EAC. Due process procedures for suspension and expulsion shall apply. A petition may be filed with the Court Designated Worker or a complaint filed with the County Attorney.

**Look-Alikes**

A student in possession of, attempting to sell or transmit a substance represented as or looking like an illegal or controlled substance may be treated as if it is such a substance, even if it is later found to be a look-alike. Disciplinary action up to and including dismissal from athletic teams and/or school sponsored activities, suspension and expulsion may be taken. Due process procedures for suspension and expulsion shall be followed. The Title IV Coordinator will be notified.

**Prescription Drugs**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered a violation of this policy. Prescription drugs are to be administered through the front office, a permission form must be completed and kept on file.
Over the counter Medications

Over the counter medications are not to be sold or transmitted by students. If the principal or principal’s designee determines that over the counter medications were sold, transmitted, or used for the purpose of obtaining a mood-altering effect (i.e. mini-thins, diet pills, products containing ephedrine) or in an amount that exceeds the labeled dosage, this shall constitute reason for disciplinary action up to and including dismissal from athletic teams and/or school sponsored activities, suspension or expulsion.

Inhalants

The inhaling of substances for the purpose of obtaining a mood altering effect is prohibited (e.g. butane, nitrous oxide, glues, whiteout, gasoline, etc.)

Cell Phone Policy

Pursuant to KRS 158.165 and the Board Policy, while on school property or attending school sponsored or school related activities, students shall be permitted to possess and use personal telecommunications devices (cell phones) provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual, unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do so. Otherwise, devices shall be turned off during regular school hours. (7:00 a.m.-2:50 p.m.)

   Students violating this prohibition, will be subject to the following disciplinary action. 1st offense is a 3-school day confiscation; 2nd offense is a 10-school day confiscation; 3rd offense is for the remainder of the school year. In addition, an administrator may confiscate the device, which shall only be returned to the student or the student’s parent/guardian, as appropriate. (Current policy under review)

2. Students are responsible for keeping up with devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.

3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the district’s Acceptable Use Policy or procedures or its’ Code of Acceptable Behavior and Discipline.

5. Students that attempt to video tape another student or group of students with their phone without administrative permission will have their phone confiscated for the remainder of the school year.

Cell phone usage is permitted before 7:40 am, during designated lunch times and after 2:50 pm. However, a staff member may allow students to use cell phones for instructional purposes. Cell phone usage not allowed in the hallways.
**Dress Code Policy**
Elizabethtown High School
Council Policy

**POLICY NUMBER:** 6.02
**POLICY TOPIC:** DISCIPLINE AND CLASSROOM MANAGEMENT

**STUDENT DRESS CODE:**
To promote a better educational environment, students are expected to arrive dressed appropriately for the school day. Further, other school-related events are at the discretion of the supervising teacher, sponsor, coach, or administrator.

The student's complete attire, including clothes, ornaments, or jewelry shall conform to proper school standards. The faculty and administration at EHS, along with the SBDM council, establish these standards. Students should avoid attire that would tend to cause any distraction, disturbance, disruption, or disorder that could in any way inhibit the educational process.

The educational process of all students at EHS comes before any one student's individual right to freedom of expression.

No clothing, jewelry or accessories shall display offensive graphics or messages, which include writings, or logos promoting racism, intolerance, alcohol, tobacco, illegal drugs, vulgarity, violence, sexual suggestions, or offensive wording in any language.

A dress code policy cannot be written to address every situation presented. This policy is not intended to be an exclusive list of permitted or prohibited items of dress. If a student's attire and appearance is, in the opinion of school authorities, inappropriate for our school environment, the student will be instructed to correct the problem before attending class.

If a teacher, staff member, or administrator feels that a clothing style is in violation of dress code policy, or substantially disruptive to the education process, he/she will follow the procedures outlined under the discipline policies of Elizabethtown High School. This will involve having the student alter the style or call the parents for a change of clothing. The right to wear particular types of clothing may be taken away from students who violate the dress code policy. Our dress code is based on common sense and reason. If you are in doubt concerning what may or may not be worn to school, as a teacher, a counselor or an administrator and they will be glad to help.

Administration reserves the final right to determine the appropriateness of clothing/apparel or body modifications.
**Dress Code Policy is currently under review.**

<table>
<thead>
<tr>
<th>Clothing Item</th>
<th>Males/Females</th>
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<tbody>
<tr>
<td>Pants</td>
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<td>• Pants are worn at waist level.</td>
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<td>• No sagging/bagging, wide legs or hanging on the floor</td>
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<td>• Undergarments may not be exposed.</td>
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<td>• No holes or rips, exposing skin</td>
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<tr>
<td>• Not more than one size too big or too small and must fit appropriately.</td>
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<td>• No sweat pants</td>
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<td>• Yoga pants/spandex are not acceptable</td>
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<tr>
<td>Clothing Item</td>
<td>Males</td>
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</tbody>
</table>
| Shirts, Tops & Blouses | - Not more than one size too big and fit appropriately  
- Shirts must have full sleeves | - Tank tops/shells may be worn under shirts; however, only the bottom lace/trim may be visible  
- No halter tops  
- No tops that show cleavage  
- Full bodied sleeveless shirts are acceptable (i.e. Sleeveless shirts that come out to the shoulder)  
- No shirt that exposes any back or stomach area  
- Tunic/baby doll style shirts are acceptable  
- Undergarments may not be exposed/bra straps  
- Shirts over leggings/jeggings must be fingertip length |
| Skirts & Dresses | N/A                                                                   | - Skirts and dresses must be fingertip length.  
- Full bodied sleeveless dresses are acceptable (i.e. Sleeveless shirts that come out to the shoulder) |
| Shorts | - Shorts must be fingertip length.  
- No boxers, mesh shorts, soccer shorts, athletic shorts, cutoffs, nylon shorts, or swim shorts  
- Dress shorts, jean shorts, khaki shorts, or other similar shorts are acceptable  
- No sagging or bagging  
- No holes or rips exposing skin | |
| Warm-Ups & Team Jerseys | - EHS warm-ups are acceptable only when approved by the team coach and the administration in advance  
- Nylon, cotton, terry cloth, or velour sweatpants are to be worn to school only with administrative approval. | |
| Other | - Non-distracting piercings are acceptable. No visible lip, face, or eyebrow piercings. No nose hoops.  
- No unnatural or extreme colored eye contacts  
- Ear piercings and Ear Gauges are not to exceed 1/8 of an inch diameter  
- No wallet chains, choker chains or spiked accessories are to be worn  
- Trench coats are not to be worn in school. Any such coat is to be placed in the student's locker during the school day.  
- No head coverings such as hats, caps, do-rags or bandannas.  
- No unnatural hair colorings or Mohawks  
- House shoes and lounge shoes are not acceptable  
- Attire promoting only Elizabethtown High School, or schools within the Elizabethtown Independent District, is acceptable (College and professional attire is acceptable) | |
<table>
<thead>
<tr>
<th>LEVELS OF MISCONDUCT</th>
<th>EXAMPLES</th>
<th>DISCIPLINARY RESPONSE PROCEDURES</th>
<th>RESPONSE OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</td>
<td>• Classroom disturbance  • Classroom rudeness  • Abusive language  • Non-defiant failure to complete assignments or carry out directions  • Dress code violation  • Telecommunications device violation</td>
<td>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference. The counselor or director or principal convene to hear the case. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</td>
<td>• Verbal reprimand  • Special assignment  • Behavior contract  • Counseling  • Withhold of privileges  • Strict supervision  • Detention  • Temporary removal from school  • Temporary confiscation of telecommunications device</td>
</tr>
<tr>
<td>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</td>
<td>• Continuation of unmodified LEVEL I misconduct  • Truancy  • Possession or sale of tobacco or alcohol on school grounds or school property  • Using forged notes or excuses  • Disruptive classroom behavior  •Cutting class  • Willful disobedience  • Abusive language  • Sexual Harassment  • Leaving school grounds  • Harassment  • Intimidation  • Bullying  • Cyber bullying</td>
<td>The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student or teacher or both and decides the most appropriate response. The teacher is informed of the administrator’s action. The administrator maintains a proper and accurate record of the offense and the disciplinary action. A parent conference is held. Prior to student suspension, the principal or assistant principal shall administer due process procedures.</td>
<td>• Teacher or schedule change  • Saturday School  • Detention  • Counseling  • Alternative Instruction  • Suspension  • Expulsion</td>
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<td>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These infractions, which usually result from the continuation of LEVEL II misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL II disciplinary options has failed to correct the situation. These acts might be considered criminal but must frequently be handled by the disciplinary mechanisms in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school’s resources for resolving the situation in the best interests of all students.</td>
<td>• Unmodified LEVEL II misconducts  • Fighting  • Vandalism (vandals)  • Furnishing or selling or possessing or using unauthorized substances  • Stealing  • Threats to others  • Sexual Harassment</td>
<td>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent/guardian about the student’s misconduct and the resulting disciplinary action. The administrator maintains a proper and accurate record of offenses and disciplinary actions. Prior to student suspension, the principal or assistant principal shall administer due process procedures.</td>
<td>• Temporary removal from class  • Alternative Instruction  • Suspension  • Expulsion  • Saturday School  • Report behavior to law enforcement agencies as required by law</td>
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<td>IV. Acts which result in violence to another’s person or property or which pose a direct threat to the safety of others in the school. These infractions, which usually result from the continuation of LEVEL III misconducts, require the intervention of personnel on the administrative level because the execution of LEVEL III disciplinary options has failed to correct the situation. These acts are clearly criminal and are so serious that they always require administrative action which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of education.</td>
<td>• Unmodified LEVEL III misconducts  • Extortion  • Bomb threat  • Possession or sale or transfer of dangerous weapons  • Assault or battery  • Vandalism  • Theft or possession or sale of stolen property  • Arson  • Furnishing or selling or possessing or using unauthorized substances  • Sexual Harassment</td>
<td>The administrator verifies the offense, confers with the staff person(s) involved and meets with student. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting the offender. Prior to student suspension, the principal or assistant principal shall administer due process procedures. A complete and accurate report is submitted to the superintendent for possible board action. The student is given a full due process hearing before the board. If expulsion is recommended...</td>
<td>• Alternative Instruction  • Suspension  • Expulsion  • Report behavior to law enforcement agencies as required by law</td>
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<tr>
<td>Responses to High School Behavior Violations</td>
<td>Suggestions for Supporting Positive Behavior</td>
<td>Guidelines for Disciplinary Consequences</td>
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<td>Alternative Placement Recommendation</td>
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**BOARD VIOLATIONS**

- **Bus Disturbance**
- **Cheating, false note, false report**
- **Damaging Property**
- **Dangerous Instrument, laser pointer, fireworks, or ammunition, Possession of**
- **Disruptive Behavior**
- **Failure to Attend Detention**
- **Failure to Obey/Failure to Follow Staff Instructions**
- **Fighting**
- **Gang Activity, Promoting**
- **Harassment/Harassing Communications, bullying, intimidation, hazing, threatening, verbal abuse**

* ✓: Suggested action
  ✓: Disciplinary consequence
### Responses to High School Behavior Violations

<table>
<thead>
<tr>
<th>BOARD VIOLATIONS</th>
<th>Out of Assigned/Designated Area</th>
<th>Over-the-Counter Drugs/Sharing of</th>
<th>Personal Telecom Device/Possession</th>
<th>Physical Aggression</th>
<th>Profanity/Vulgarities</th>
<th>Repeated Suspensions/Misbehaviors</th>
<th>Skipping School</th>
<th>Stealing</th>
<th>Tobacco products, Possession of</th>
<th>Tobacco products, Use of</th>
<th>Truancy</th>
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<td>Expulsion/Restoration</td>
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### Guidelines for Disciplinary Consequences

- Restitution/Restoration
- After School Detention/Saturday
- In-School Suspension
- In-School Alternative Placement/In-School Suspension
- Expulsion Recommendation

### Suggestions for Supporting Positive Behavior

- Student-Teacher Behavioral Conference/Behavioral Instruction
- Behavioral Contract/Intervention Plan
- Referral to School Counselor/FRYSC/Social Worker
- Mental Health Agency/Service
- Referral

### Board Violations

- Out of Assigned/Designated Area
- Over-the-Counter Drugs/Sharing of
- Personal Telecom Device/Possession
- Physical Aggression
- Profanity/Vulgarities
- Repeated Suspensions/Misbehaviors
- Skipping School
- Stealing
- Tobacco products, Possession of
- Tobacco products, Use of
- Truancy

- ✓: Violation occurs
- ☑: Violation does not occur
- ✓: Violation is under investigation
- ☑: Violation is not under investigation
<table>
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<tr>
<td>Law VIOLATIONS</td>
<td>Long-Term Suspension (6-10 Days)</td>
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<td>Arson</td>
<td>Short Term Suspension (1-5 Days)</td>
</tr>
<tr>
<td>Assault or physical abuse of a staff member</td>
<td>School Suspension</td>
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<tr>
<td>Deadly Weapons, Possession of Mandatory 10 Day Suspension and Expulsion Recommendation</td>
<td>In-School Alternative Placement/In-School Suspension</td>
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<tr>
<td>Deadly Weapons, Possession of look-alike or toy</td>
<td>Classroom Discipline (Teacher imposed)</td>
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<tr>
<td>Disorderly Conduct</td>
<td>Classroom Discipline (Teacher imposed)</td>
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<tr>
<td>Drug paraphernalia, Possession, sale or transfer of*</td>
<td>Classroom Discipline (Teacher imposed)</td>
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<tr>
<td>Offenses committed off school grounds other than school activities and traveling to/from school</td>
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<tr>
<td>Sexual Abuse/Sexual Assault</td>
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<tr>
<td>Terroristic Threatening (includes verbal, bomb, chemical, bio-nuclear)</td>
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<tr>
<td>Theft/extortion/burglary-possession of stolen property</td>
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<tr>
<td>Vandalism</td>
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<tr>
<td>Wanton Endangerment</td>
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</tbody>
</table>

- ✓: Suggestions for Supporting Positive Behavior
- u: Guidelines for Disciplinary Consequences

Legend:
- ✓: Suggested action
- u: Recommended action

Note: The table contains a list of actions and consequences for different types of school behavior violations.
Detention

As an alternative disciplinary method, a detention period will exist two (2) - three (3) days per week, from 3:00-4:00 p.m. This period will serve those students involved in the Levels I and II disciplinary infractions in the handbook.

After the misbehavior is reported to the principal’s office, detention will be assigned and students will be responsible for notifying parents of detention. An additional day of detention may be added for the following infractions:

1) Late for detention – expected to be in room when bell rings.
2) Disruptive during detention.
3) Makes no attempt to carry out the assignment issued to them.
4) Does not attend on the date assigned.

In-School Detention Program

The In-School Detention Program (ISD) will be run according to following regulations. Your child will be held accountable to these regulations while serving their assignments.

Purpose: The ISD provides a disciplinary alternative other than suspension from school by modifying student behavior and providing disciplinary action that does not stop the learning process.

Procedure: School administrators will assign students to ISD. Additional days may be assigned under the discretion of the administration. Classroom teachers will provide assignments to the alternative teacher. The alternative teacher will work with the students so that class assignments are completed and students do not fall behind in their studies. These assignments must be worked on and turned in by the end of each day to the alternative teacher, who will return them to the classroom teacher to be graded and recorded. Self-help learning packets will be available and may be assigned to a student. These packets must be returned to the alternative teacher who will forward them to the counselor. Students are expected to be actively involved with their assigned work for the duration of the day.

The ISD will run from 7:50 am to 2:50 pm. Students must leave school immediately after their release. Students will be allowed a morning and afternoon restroom break. Additional restroom breaks will be under the discretion of the alternative teacher. Students will eat lunch separately from the remainder of the student body. Students will not be allowed to participate in an extracurricular activity and/or athletic practice on days they are assigned to ISD.

Examples of Offenses:

Offenses that could cause a student to be assigned to the ISD include, but are not limited to: missing, or being sent home from Saturday School, classroom disruption, insubordination, fighting, truancy, tardiness, dress code violations, and violations according to the school handbook.

Reasons to Add Additional Days:

1. Unexcused absence
2. Tardy
3. Nonproductive behavior
4. Disruptive behavior
5. Breaking any following ISD rules:
   A. No talking
   B. No snacks
   C. No sleeping
   D. Must stay seated, unless directed otherwise
   E. All work must be turned in at the end of the day.
In School Detention (Continued)

Conditions for Release:

1. All regular classroom assignments and any additional assignments must be complete.
2. Must complete the number of days assigned.
3. Demonstrate a cooperative attitude during all assigned days.

Refusal to Serve: Refusal to serve the ISD as assigned or misconduct during their stay in ISD will result in suspension from school until the student is brought to a conference by a parent or guardian. At this time, arrangements will be made to complete the original assignment and additional assignments will be made. Failure to appear at that assignment will result in suspension until they serve in the ISD. Continued failure to serve could result in court referral and/or expulsion. Students who are assigned to several ISD’s without correction of the problem may be considered beyond control and thus eligible for suspension or expulsion. Days of attendance must be consecutive. Days absent will not count as part of the assignment.

Saturday School

The purpose of Saturday School is to provide a constructive and meaningful alternative to the standard out-of-school suspension. By requiring students to correct their misbehaviors on their own time rather than taking time away from school, Saturday School will serve as a deterrent. Principals have the prerogative to assign a half-day, full day, or more than one day, depending on the severity of the student’s offense. A half-day is 8:00 - 11:30 am, and a full day is 8:00 am - 2:30 pm. The monitor will coordinate a morning and afternoon break.

Transportation to Saturday School is the responsibility of the student and their parents. Students are not allowed to use the telephone except in an emergency. Students assigned a full day Saturday School are responsible for bringing their own lunches. Visitors are not allowed during Saturday School. Snacks and/or drinks are not permitted during class hours. Students must adhere to the dress code.

Students asked to leave because of misconduct will be given an additional day, suspension, or assignment to the ISD room. The principal will decide whichever action is deemed appropriate. Sleeping, talking, not having assignments, or actions deemed inappropriate by the monitor would be examples of misbehavior. Offenses that could cause a student to be assigned Saturday School include, but are not limited to excessive tardiness, unexcused absences, cutting classes, leaving school grounds without permission, fighting, insubordination, class disruption, smoking, or possessing tobacco, refusal to serve detention, not having daily homework assignments, and other violations according to the school handbook.

The following are valid reasons for absence from Saturday School:

1. Family death.
2. Illness of the student verified by a doctor's note for that specific day.
3. Other absences, approved in advance, by school officials.

The following are unexcused reasons for absence from Saturday School:

1. Not having transportation.
2. Oversleeping.
3. Weather.
4. Work – adequate time will be allowed for a student to arrange for a substitute on his/her job.
5. School related or non-school related extracurricular activities such as, but not limited to athletic practices or games, band practice or contests, speech and drama, church activities, etc.
6. Other.

Refusal to serve assigned Saturday School or misconduct during Saturday School will result in ISD placement or suspension, and/or conference with the parent/guardian. At this time, arrangements will be made to complete the original Saturday School assignments. Failure to appear at that assignment will result in further suspension until the Saturday School is served. Continued failure to serve could result in placement at EAC, court referral and/or expulsion. If students are issued several Saturday detentions without correcting the problem, they may be considered beyond control and thus eligible for suspension or expulsion.
Suspension
A principal or assistant principal may deny a student the right to attend school or to take part in any school function. Suspension shall be made solely after the principal or assistant principal has: made an investigation thereof, notified the student of the charge(s), explained to the student the evidence against him or her, giving the student a chance to explain his or her position, and determined that such suspension is necessary to help any student to further school purposes, or to prevent an interference therewith. Within twenty-four hours, or such additional time as it is reasonably necessary following such suspension, the principal or assistant principal shall send a written statement to the student’s parent or guardian describing the student’s conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal or assistant principal shall make a reasonable effort to hold a conference with the parent or guardian before, or at the time the student returns to school.

Suspension: Due Process:
A student shall not be suspended from school until the following due process procedures have been provided:

1. The student has been given an oral or written notice of the charge(s) against him or her, which constitute cause of suspension.
2. The student has been given an explanation of the evidence of the charge(s) if the student denies the charge(s).
3. The student has been given an opportunity to present his or her version of the facts relating to the charge(s).

Expulsion
All students admitted to the schools shall comply with the lawful regulations for the government of the schools. KRS 158.150 provides for suspension or expulsion of a student for the following reasons: willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities.

Elizabethtown Alternative Center
The Elizabethtown Board of Education has developed the Elizabethtown Alternative Center as a placement for students who are having trouble functioning in their regular schools. The EAC is available for all students in the Elizabethtown Independent School District, grades 6 -12. Placement in the EAC may be recommended as a disciplinary measure by a building principal for any suspension or expulsion offense. An Admissions and Release Committee for students with disabilities who need an alternative program to achieve success in school may also recommend placement. The EAC is not a guaranteed placement when students have committed an expulsion offense. Principals retain the right to bypass placement in the EAC if they feel expulsion is the appropriate recommendation.

Actual placement of any student will not occur until the Assistant Superintendent for Student Services receives a recommendation from the principal and a meeting has been held. Those in attendance should include the Assistant Superintendent for Student Services, principal/assistant principal, EAC teacher, and parents. Placement of any special education student will require an appropriate Admissions and Release Committee meeting. A committee made up of the representatives listed above may give special consideration for inclusion of students in grades 4 and 5.

While in the program, students will continue their regular academic studies. Counseling services, conflict resolution instruction, and a regular physical activity will also be part of each student’s program. Students with disabilities will receive specially designed instruction provided by an appropriately certified special education teacher as per each student’s individual education plan.

A student that has attended and exited the EAC will be eligible for expulsion or re-entry into the program on the first suspension/expulsion offense after returning to the regular school program.

If a student commits a suspension/expulsion offense while assigned to the EAC, a recommendation for suspension/expulsion may come from the EAC teacher to the home school principal.
| Tier 1 | Consequences: Verbal or written warning. Repeated violations may result in suspension from the bus for 1-5 days |
| Tier 2 | Consequences: **First Suspension**: Suspension from bus for 1-5 days depending on nature of infraction.  
**Subsequent Suspension**: Suspension from bus or school for 3-10 days depending on nature of infraction.  
For all Tier 2 offenses, bus driver issues written disciplinary report to administrator. School administrator will issue warning to student and contact parent/guardian. |
| Tier 3 | Consequences: **Possible Suspension** from bus or school for 1-10 days depending on nature of infraction. Possible loss of bus privileges for remainder of school year. Possible school expulsion. Notification of proper authorities (e.g., police department).  
School administrator will issue warning to student and contact parent/guardian. |

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<tr>
<th>Offense/Possible Examples</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
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<tr>
<td>Loud, rowdy or distracting behavior</td>
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<td>Eating, drinking or gum chewing on the bus</td>
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<td>Gross misconduct</td>
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<td>Littering</td>
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<td>Moving around on the bus</td>
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<td>Improper use of bus safety equipment</td>
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<td>Throwing objects inside or outside the bus</td>
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<td>Profanity, Abusive Language</td>
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<td>Blocking aisles</td>
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<tr>
<td>Bullying, physical and/or verbal</td>
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<tr>
<td>Fighting</td>
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<td>Sexual Harassment</td>
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<td>Use/Possession Tobacco Products/Lighter</td>
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<tr>
<td>Use/Possession Alcohol/ Illegal Substances</td>
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<td>✔</td>
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</table>
STUDENT PARKING PRIVILEGES: Elizabethtown High School students who are licensed drivers will be able to drive their vehicles to school and park in the front student parking lot according to the following guidelines:

1. Students wishing to drive must pay a fee to obtain a parking permit. The permit will be in effect for one (1) school year. Students may buy multiple permits if driving more than one (1) vehicle. Students must have permit in car at all times. Temporary permits can be issued at no cost for short-term vehicle use.
2. Students not having permits, outdated permits, or invalid permits will lose parking privileges for a period of time and/or be fined.
3. SBDM council will establish the cost of the parking permit and the cost of fine before the beginning of each year.
4. Students must park in the marked parking spaces. Students not parking in the correct areas, will be asked to move the vehicle and receive an unexcused tardy for being late to class.
5. Students must plan their time so that they arrive to school on time. This means allowing for congested roads leading to the school and allowing plenty of time to arrive so that they can be in class at 7:50 AM.
6. Vehicles in continuous violation could be towed or removed at the discretion of the school administration.

Student Parking Privileges
Motor Vehicles

Students must obey four rules regarding motor vehicles on school property:

1. No parking in unauthorized areas.
2. No sitting in parked cars.
3. No one shall be in the parking lot during school hours without permission of school personnel.
4. No speeding, squealing of tires, or any exhibition of unsafe driving.

Violators are subject to a warning or revocation of driving privileges on school property as well as to possible suspension or expulsion from school.

No Pass/No Drive: KRS 159.051 and KRS 186.470

(1) When a student age sixteen (16) or seventeen (17) drops out of school or is declared academically deficient, the school administrator or his designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports shall be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student shall be deemed to have dropped out of school when he has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. A student shall be deemed academically deficient when he has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. The local school board shall adopt a policy to reflect a similar standard for academic deficiency for students in alternative, special education, or part-time programs.
In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

**Actions not Tolerated**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

**House Bill 91 (Student Communication)**

KRS 525.080

A person is guilty of harassing communications with the intent to intimidate, harass, annoy, or alarm another person when he or she:

Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

**Bullying Defined by Board Policy 09.422**

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

**Definition of Bullying**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
VI. Athletics/Extra-Curricular Activities

Admission to Athletic Events

Children under the age of five (5) are admitted free.
Coaches Cards are good for the holder plus one.
No passes will be accepted for any Fundraiser Event or post-season tournament play held at EHS.
All-Season Passes can be purchased for an entire year.
Adult passes are $75.00 each and student passes are $50.00 each.

Athletic Eligibility

According to the Kentucky High School Athletic Association (KHSAA), for a student to be eligible, he/she must be at his/her proper grade level before the first day of school. In addition, on a weekly basis, he/she must be passing at least two-thirds (2/3) of the subjects in which he/she is currently enrolled (four of the six classes). For more information, please visit the KHSAA website at www.khsaa.org

Athletic Fees / Fundraising

Students athletes will be required to pay a $100 athletic fee. Athletes may sell $100 worth of all-season passes to cover the cost of their athletic fee. This involves selling either one adult pass @ $75 each and a balance of $25, or two student passes @ $50 each. Student athletes who are on the Free and/or Reduced Lunch Program will be required to pay $50, or sell one student pass. The money should be turned in to the head coach prior to the first athletic contest.

Any questions about this policy may be directed to the Athletic Director.

Drug Testing of Athletes

All students, grades 6-12, wishing to participate in interscholastic athletics, together with the parents or guardians, shall sign a form consenting to drug testing of the student athlete. A copy of Policy 09.313 detailing the specifics of how, when and who will be tested is available in the principal’s office.

The Athletic Department policy is not designed to supersede the school policy. Its application is restricted to all situations not directly covered by the school policy.

Drug Usage / Possession / Distribution

The High School drug policy calls for the automatic suspension from school and placement at our Alternative School for any student who, while at school, traveling to or from school, or while attending or participating in any school sponsored activity, is in possession of drugs for use or distribution.
Expectations of Student Athletes

As representatives of Elizabethtown High School, and EHS athletics, students should understand the following:

1. All athletes shall abide by the code of conduct, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unaccepted conduct such as, but not limited to, theft, vandalism, disrespect, immorality, drug, alcohol, and/or tobacco use, or violations of the law tarnish the reputation of everyone associated with the school and will not be tolerated.

2. We believe that the responsibility of an athlete to his/her fellow athletes is a year-round commitment and does not end with the season. Therefore, the Code of Conduct is in effect for all four years of a student’s high school career or all years of a student’s middle school career, is enforced all 12 months of the year, and may carry over to the next season of participation. Consequences will be cumulative during middle school years and high school years.

3. Both in and out of season violations of the expectations and Code of Conduct will result in consequences to be determined by the head coach and athletic director and may include, but not limited to, game suspension and/or removal from the team for a period of one year. Subsequent violations may result in the student losing privilege of athletic participation for his/her entire high school career.

Extra-Curricular Activities

Extra-curricular activities are available to high school students who meet eligibility requirements. Students should be alert for announcement of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct.

Hazards of Participating in Athletics

The student athlete and the parent/guardian should be aware that playing, practicing, or participating in any manner in any sport could be a dangerous activity involving many risks of injury.

The dangers and risks include, but are not limited to; 1) death, 2) serious neck, head, and spinal injuries which may result in complete or partial paralysis, 3) brain damage, 4) serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the musculoskeletal system, as well as 5) serious injury or impairments to other parts of the body, general health and well-being. Because of the dangers of participating in sports, the student should recognize the importance of following the coach’s instructions regarding playing techniques, training and other team rules and obey each instruction.

The Elizabethtown Board of Education provides supplemental insurance coverage for student athletes. Insurance claim forms maybe obtained from the Main Office. The school assumes no responsibility for filing or paying insurance forms.

NCAA Clearinghouse Information

The NCAA initial Eligibility Clearinghouse is an organization that works with the NCAA to determine a student’s eligibility for athletics participation in his or her first year of college enrollment. More information about eligibility requirements can be found at www.ncaaclearinghouse.net
Elizabethtown Independent Schools

Notification to Parents of Professional Qualifications
Compliance with P.L. 114-95

TO: Parents/Guardians of Elizabethtown Independent Schools Students

FROM: Mr. Jonathan N. Ballard
Superintendent, Elizabethtown Independent Schools

DATE: 2017-2018 School Year

SUBJECT: Notification to Parents of Professional Qualifications
Compliance with P.L. 114-95

The Federal Every Student Succeeds Act of 2015 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers and paraprofessionals, if applicable, who instruct their child.

As a recipient of these funds, Elizabethtown Independent Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child’s classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher. Whether paraprofessionals provide services to your child and, if so, their qualifications.

Elizabethtown Independent Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child’s teacher, please contact the Director of Personnel and Public Relations at 270-765-6146.
Suicide Prevention & Awareness

Suicide is the second leading cause of death for youth and young adults in Kentucky. According to the Kentucky Youth Risk Behavior Survey, 15 percent of Kentucky high school students (1 in 7) reported having seriously considered suicide within a 12-month period. In addition, 17.4 percent of Kentucky middle school students (nearly 1 in 5) reported that they had seriously considered killing themselves at some point in their lives. However, experts say that suicide is preventable. When educators, students and communities learn warning signs and how to take action when a young person might be at risk of a suicidal crisis, lives can be saved.

In response to new Kentucky legislation regarding suicide prevention training and awareness for middle school and high school staff and students, the Department for Behavioral Health, Developmental and Intellectual Disabilities has prepared information about programs, training and materials:

SB 65 - Suicide Prevention Education for Middle and High School Staff. *Signed by Kentucky's Governor on April 13, 2010*
Amends KRS 158.070 to require all high school and middle school principals, guidance counselors and teachers to complete a minimum of two hours of self-study review of suicide prevention materials each school year. Also amends KRS 161.011 to permit suicide prevention training for classified employees.

HB 51 - Suicide Prevention Information for Middle and High School Students. *Signed by Kentucky's Governor on March 4, 2010*
Amends KRS 156.095 to require the Cabinet for Health and Family Services to post suicide prevention awareness and training information on its Web page by August 1, 2010; requires every public middle and high school administrator to disseminate suicide prevention awareness information to all middle and high school students by September 1, 2010, and September 1 of each year thereafter.

Risk factors are often confused with warning signs of suicide, and frequently suicide prevention materials mix the two into lists of “what to watch out for.” It is important to note, however, that factors identified as increasing risk are not factors that cause or predict a suicide attempt. Risk factors are characteristics that make it more likely that an individual will consider, attempt, or die by suicide. Protective factors are characteristics that make it less likely that individuals will consider, attempt, or die by suicide.
Risk Factors for Suicide

- Mental disorders, particularly mood disorders, schizophrenia, anxiety disorders and certain personality disorders
- Alcohol and other substance use disorders
- Hopelessness
- Impulsive and/or aggressive tendencies
- History of trauma or abuse
- Major physical illnesses
- Previous suicide attempt
- Family history of suicide
- Job or financial loss
- Loss of relationship
- Easy access to lethal means
- Local clusters of suicide
- Lack of social support and sense of isolation
- Stigma associated with asking for help
- Lack of health care, especially mental health and substance abuse treatment
- Cultural and religious beliefs, such as the belief that suicide is a noble resolution of a personal dilemma
- Exposure to others who have died by suicide (in real life or via the media and Internet)

Protective Factors for Suicide

- Effective clinical care for mental, physical and substance use disorders
- Easy access to a variety of clinical interventions
- Restricted access to highly lethal means of suicide
- Strong connections to family and community support
- Support through ongoing medical and mental health care relationships
- Skills in problem solving, conflict resolution and handling problems in a non-violent way
- Cultural and religious beliefs that discourage suicide and support self-preservation

The National Suicide Prevention Lifeline:

No matter what problems you are dealing with, we want to help you find a reason to keep living. By calling **1-800-273-TALK** (8255) you’ll be connected to a skilled, trained counselor at a crisis center in your area, **anytime 24/7**.
VIII. REQUIRED STUDENT FORMS

Attendance Requirements and the Potential Impact on School Activities
In order to participate in various school activities, EHS students must maintain a commitment to regular attendance throughout the school year. Attendance and academic achievement go hand in hand for student success. This attendance policy is designed to ensure that students are demonstrating integrity and dedication by their presence in the classroom. Excessive absences will result in consequences outlined below, including students being prohibited from participating in certain field trips, dances, and graduation activities as noted. EHS will not be responsible for financial loss incurred by students as a result of these attendance policy consequences. Extenuating circumstances will be reviewed on a case-by-case basis, with the principal making the final decision. Students are expected to attend school for 420 minutes per day.

Every Minute Counts.
Calculation of Daily Attendance (Whole Day/Half Day) and Tardies
In accordance with 702 KAR 7:125
A. Daily attendance is represented as 0%, 50%, or 100%.
B. Based on the Kentucky Department of Education (KDE) definitions, a student who misses between 0 and 147 minutes of the school day shall be considered Tardy. A Tardy is missing 35% or less of the school day.
C. Based on the KDE definitions, a student who misses between 148 and 356 minutes of the school day shall be considered Half-Day Absent. A Half-Day Absent is missing 36-84% of the school day.
D. Based on the KDE definitions, a student who misses between 357 and 420 minutes of the school day shall be considered Whole-Day Absent. A Whole-Day Absent is missing 85-100% of the school day.
E. Two unexcused half days will accumulate to a whole day unexcused.

Examples of excused absences include but are not limited to illness with a dr. note, college visit, court appearance, and driver’s license exam
Examples of unexcused absences include but are not limited to truancy, missed ride, overslept.
Please refer to Student Handbook for additional information regarding excused/unexcused absences
See page 35 for school policies and procedures regarding student absences.

Attendance Procedures / Consequences
Three (3) unexcused absences—School sends notice to guardian
Six (6) unexcused absences—Central office sends notice to guardian
Eight (8) (or more) unexcused absences—student is unable to attend school dances (Snowball, Belle) and/or field trips, unable to job shadow
Ten (10) (or more) unexcused absences—student is unable to attend prom, senior trip, and/or senior walk
Twelve (12) (or more) unexcused absences—student is unable to attend graduation and/or project graduation

See page 37 for our tardy policy, definition of truancy and information about our truancy diversion program.

I have read and understand the criteria for Attendance Requirements and the Potential Impact on School Activities
CRITERIA FOR FINAL EXAM EXEMPTIONS
SPRING SEMESTER
Grades + Attendance = Exam Exemptions

For Students in Grades 9-12:
*Teachers may grant exemptions to students having 95% grade average
AND
No more than 8 unexcused absences.

For High School Juniors:
*Juniors are exempt from their Spring Final Exams in Non-EOC classes if they have met or exceeded the benchmark score (See Below) on the STATE ACT that is administered in MARCH
AND
No more than 8 unexcused absences

Math Benchmark = 19
A 19 or higher on the Math TEST would result in an exemption from their final exam in their math class.
Science Benchmark = 20
A 20 or higher on the Science TEST would result in an exemption from their final exam in their science class.
English Benchmark = 18 + Reading Benchmark = 20
An 18 or higher on the English TEST and a 20 or higher on the Reading TEST would result in an exemption from their Final Exam in their English Class.

For High School Seniors:
*Seniors are exempt from their Spring Final Exams in Non-EOC classes if they are College and/or Career Ready
AND
No more than 8 unexcused absences

* Dual Credit and AP Classes will be at Teacher’s discretion.
**Consent to Publish**

Dear Parent/Guardian:

At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness purposes.

Under 09.14 AP.12, the District has designated student photographs as “directory information”. Consistent with that annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indicating that they do not wish photographs of the student to be released.

Beyond the release of “directory information”, this form (09.14 AP.251) covers permission for the District to record and use the recorded image, voice, or work of the student, whether audio or video taped, photographed, filmed, or digitally recorded for public awareness purposes, including publication on the school and/or District’s website.

Please review this form carefully, sign and date the form and submit the form to the school.

Once signed and dated, this form shall remain in effect for your child’s enrollment in the District schools. However, at anytime during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

_______________________________________________________________________

As the parent(s)/guardian(s) of_________________________________________, I/we Student’s name
give the Elizabethtown Independent School District permission to release my/our child’s name, photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.

Name of Parent(s)/Guardian(s) (Please print)___________________________________

_________________________________________________           ________________

Parent/Guardian’s Signature                  Date
Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for

Student’s Name

Following is a list of items that the District considers student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released.

*If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent. If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.*

<table>
<thead>
<tr>
<th>Section I: Third Parties, Including Institutions of Higher Education &amp; Potential Employers (Parent or student 18 or older may sign below to direct the District to withhold information in this section.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one of the Options below:</td>
</tr>
<tr>
<td>o Option 1: The District MAY NOT RELEASE ANY information listed below.</td>
</tr>
<tr>
<td>o Option 2: The District MAY RELEASE ONLY the information checked below.</td>
</tr>
<tr>
<td>If you choose Option 2, check the item(s) of information listed below that the District may release.</td>
</tr>
<tr>
<td>o Student’s name</td>
</tr>
<tr>
<td>o Information about the student’s participation in officially recognized activities and sports</td>
</tr>
<tr>
<td>o Student’s weight and height (if a member of an athletic team)</td>
</tr>
<tr>
<td>o Student’s photograph/ picture</td>
</tr>
<tr>
<td>o Grade level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II: Armed Forces Recruiters (Parent or secondary school student, regardless of age, may sign below to direct the District to withhold information in this section.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one of the Options below:</td>
</tr>
<tr>
<td>o Option 1: The District MAY NOT RELEASE ANY information listed below.</td>
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<tr>
<td>o Option 2: The District MAY RELEASE ONLY the information checked below.</td>
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<tr>
<td>If you choose Option 2, check the item(s) of information listed below that the District may release.</td>
</tr>
<tr>
<td>o Student’s name</td>
</tr>
<tr>
<td>o Student’s address</td>
</tr>
<tr>
<td>o Student’s telephone number (if listed)</td>
</tr>
</tbody>
</table>

NOTE: If a student’s name, grade level, or photograph is to be withheld, the student will not be included in the school’s yearbook, program events, or other such publications.

______________________________          __________________
Parent/ Student Signature                                                         Date

Review/Revised: 6/2/10
Electronic Access/Individual Use Agreement

Please check if you are a:  __Student   ___ Certified employee  ___Classified employee  
                                       ___ Member of  the community

As a user of the Elizabethtown Independent School District’s computer network, I hereby agree to comply with the District’s Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User’s Name (Please print)_________________________________________________

_______________________________________________________________________

User’s signature                     Date

PRIOR TO THE STUDENT’S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE.

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE OF LIVE@EDU

The Outlook Live e-mail solution is provided to your child by the District as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child’s rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to terms and conditions set forth in District policy/procedure as provided, and that the data stored in such Live@edu services, including the Outlook Live e-mail service, is managed by the District pursuant to policy 08.2323 and accompanying procedure. You also understand that the Windows Live ID provided to your child can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft’s standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Name of Parent/Guardian (Please print)_______________________________________

_______________________________________________________________________

Signature of Parent/Guardian                     Date

Daytime Phone number:________________ Evening Phone Number: ________________

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS
Parchment Parent Consent Form

Current students use Parchment (www.parchment.com) to request transcripts to be sent to colleges, scholarship organizations, NCAA, etc. To request a transcript through Parchment, parent consent must be given.

Federal regulations require that Parchment receives parent or legal guardian's signature before Parchment can process transcript requests. Parent (or legal guardian's) authorization will allow transcripts to be delivered to destinations that are designated that are not included in Parchment’s database of authorized destinations. Once authorized, Parchment can process all of your transcript requests.

Parchment will keep the authenticated form on file and the parent will not be required to sign it again when you place additional requests for transcripts from this school. Of course, you or your parent will be able to withdraw this authorization at any time by signing into your Parchment account and accessing preferences.

Student Name: ____________________________

Student’s Date of Birth: ____________________

I authorize Parchment Inc. as the authorized representative for Elizabethtown High School to release complete academic transcript to destinations selected through the student’s Parchment account.

X ___________________________________
Parent/Guardian Signature

______________
Date

STUDENTS – KEEP THIS FORM IN YOUR AGENDA BOOK. GUIDANCE COUNSELORS WILL COLLECT THIS FORM FROM SENIORS WHEN THEY VISIT SENIOR ENGLISH CLASSES TO SET UP PARCHMENT ACCOUNTS
REQUESTING A NEW PARENT PORTAL ACCOUNT

Email parent.portal@etown.kyschools.us with the following information:

1. Your name

2. Your student’s name

Please allow 3 days to receive notification that your request has been received and a login and temporary password has been created for your use.

Thank you!

ACCESSING THE PARENT PORTAL – NEW USERS

Go to the E’town website: http://etown.kyschools.us

2. Click PARENTS/STUDENTS on the menu bar.

3. Select INFINITE CAMPUS PORTAL LINK.

4. Read the Parent Portal User Agreement and click the I AGREE button.

5. The Infinite Campus Portal screen appears.

6. Log in using the username and password that you have been given.

7. Please take a few minutes to check the data that has been entered. If there are errors, please contact parent.portal@etown.kyschools.us and we will answer your question/make the needed change as soon as we can!

There is a mobile app available.

PREVIOUS PORTAL USERS – forgotten login and/or password

If you have forgotten your username and/or password, please contact parent.portal@etown.kyschools.us with the request to reset the account. We can view the username, but we cannot access the password and will need to issue a new one. Thank you!
Reunification Procedures

Emergency/Reunification Procedures are to be used in the event of an evacuation of the school due to an emergency situation.

The following steps will be taken should a crisis occur:
A. First responders will close off the campus. Parents WILL NOT be allowed on school grounds to pick up students.
B. Students AND staff will not be allowed to leave by car but will be transported by busses to a designated reunification site.
C. Parents will receive emergency information and where the reunification site will be housed by a one call sent through Infinite Campus as well as information through WQXE (98.3) radio.
D. Once students arrive at the reunification site students will be released ONLY to parents/guardians who are documented as emergency contacts and who present a picture ID such as a driver’s license, military ID or passport.

The reunification process can be time consuming so parents are urged to be patient.

Handbook Awareness Statement and Acknowledgement

We, the undersigned, acknowledge that we have received and read the Elizabethtown High School Student Handbook which includes code of acceptable behavior and discipline, bus safety code of acceptable behavior and discipline, dress code policy and EHS cell phone policy. We, the undersigned, also acknowledge that there may be an occasion during the school year when students in particular grades may be asked to provide information in survey form which will be used for the design of instructional activities. Our signature indicates our permission for such survey to be administered.

Parents should inform the school of changes in residence, custody, phone, work and emergency telephone numbers.

Policies and Procedures are subject to change due to possible revisions after the printing date of the Student Handbooks in June 2017. A copy of all current Board of Education Policies and Procedures are available in the Superintendent’s Office, each school office, or they may be found on the School district website at www.etown.kyschools.us under District—Board of Education—Links.
EHS SBDM Policies are available in our school office, or they may be found on the school website.
EHS Signature Page
We, the undersigned, acknowledge that we have received and read the forms listed below. Please return this form to your CCR teacher

CCR Teacher ___________________________ Grade __________

Student’s name (print) ___________________________ (Last) (First)

Student’s Signature ___________________________ Date __________

Parent’s name (print) ___________________________

Parent’s Signature ___________________________ Date __________

<table>
<thead>
<tr>
<th>Student Initials</th>
<th>Parent Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance Requirements and the Potential Impact on School Activities (REQUIRED) Page 59</td>
<td></td>
</tr>
<tr>
<td>2. Criteria for Final Exam Exemptions (REQUIRED) Page 60</td>
<td></td>
</tr>
<tr>
<td>3. Consent to Publish (Initials are REQUIRED to release student name, photograph, work, audio/video reproduction for school functions such as academic, Athletic, yearbook &amp; media publications) Page 61</td>
<td></td>
</tr>
<tr>
<td>4. Student Directory Information Notification—Page 63 Form is REQUIRED to be signed, completed and returned to your CCR teacher</td>
<td></td>
</tr>
<tr>
<td>5. Electronic Access/Individual Use Agreement— Page 65 Required to be signed &amp; completed. To removed by Media Specialist.</td>
<td></td>
</tr>
<tr>
<td>6. Parchment—for Transcript request (For Juniors and Seniors ONLY to be removed by Guidance Office) Page 67</td>
<td></td>
</tr>
<tr>
<td>7. Request for Parent Portal Account (Read Only) Page 69</td>
<td></td>
</tr>
<tr>
<td>8. Emergency &amp; Reunification Information (Read Only) Page 70</td>
<td></td>
</tr>
<tr>
<td>9. Handbook Awareness Statement and Acknowledgement (REQUIRED) Page 70</td>
<td></td>
</tr>
</tbody>
</table>

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