

Highlands High School



Student Handbook
2021-2022

District Leadership

Mr. Brian Robinson, Superintendent

Ms. Jamee Flaherty, Asst. Superintendent for Student Service

Mr. Bill Bradford, Asst. Superintendent for Teaching and Learning

Mr. Mark Goetz, Director of Pupil Personnel

School Leadership

Mr. John Darnell, Principal

Mr. Jeffrey Schneider, Asst. Principal

Mr. Wes Caldwell, Athletic Director

Site Based Decision Making Council

Mr. John Darnell, Chair

, Teacher Representative

Mr. Matt Ewald, Teacher Representative

Ms. Jaime Richey, Teacher Representative

Mr. David Russell, Parent Representative

Mr. Eric Strange, Parent Representative

Table of Contents

Mission and Vision Statement

Portrait of a Graduate

Rights and Responsibilities

- Students, Parents and Educators

Attendance Procedures

- Bell Schedules
- Early Bird
- Excused Absences
- Unexcused Absences
- Verified Absences
- Returning to School After Absence
- Signing Out of School
- Make-Up Work
- Tardy to School/Class
- College Visits
- Doctor's Note Requirement
- Truancy
- No Pass, No Drive
- Perfect Attendance

Discipline Procedures

- Definition of Consequences
- Infractions and Resolutions
- Criminal Violations
- Due Process
- Appeal Process
- Search and Seizure

Eligibility and Extracurricular/Activities Participation Procedures

District Issued Technology

School Facilities

- Cafeteria/Lunch
- Lockers
- Parking
- Hallway Advertising
- School Use (during/after hours)

Health Issues

- **Dispensing of medication**
- **Immunization**



Mission

Rich in tradition and focused on the future, the Fort Thomas Independent School District provides engaging and challenging learning experiences which foster creativity, curiosity and innovation, while inspiring all students to pursue lifelong learning and become productive members of the global community.

Vision

❖ ***Our students*** engage in a variety of experiences that foster creativity and curiosity, demonstrating the skills and dispositions needed to solve real-world problems and to become caring and productive members of the global community.

❖ ***Our teachers*** exhibit a student-centered passion for teaching and a deep understanding of content, utilizing research-based strategies to challenge and meet the needs of all learners.

❖ ***Our support staff*** plays a crucial role in student achievement, contributing to all aspects of the educational process.

❖ ***Our leadership*** maintains high expectations, works collaboratively with all stakeholders, focuses on a shared mission and demonstrates a commitment to individual student growth and achievement.

❖ ***Our parents*** are an important resource in their child's education, serving as essential participants in a partnership of mutual respect.

❖ ***Our community***, as a valued partner, reciprocates our desire to develop a highly-skilled workforce that demonstrates civic pride, global citizenship and service to others.

❖ ***Our instruction*** focuses on individual student growth toward mastery of college and career readiness standards and instills a passion for lifelong learning.

❖ ***Our technology*** is utilized by teachers and students in transformative ways to enhance student achievement and to make real-world global connections.

❖ ***Our District's culture*** welcomes all stakeholders and allows students to feel safe, encouraged, nurtured and challenged to achieve at high levels.

Fort Thomas Independent Schools

Portrait of a Graduate



Rights and Responsibilities of Students, Parents and Educators

Students have a right to:

- An appropriate public education that will prepare them, within the limits of their abilities, to reach maximum potential for contributing to their own welfare and that of society.
- Receive academic evaluation based solely on their academic performance.
- Make up work after returning from an excused absence.
- Be represented by students in the decision making process on matters which relate to standards of achievement, conduct, elections, and participation where system-wide committees are appointed to address these matters.
- Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
- Request a conference, present complaints, or file grievances of disciplinary action or the matters in a reasonable length of time.
- Freedom of speech and expression.
- Protection of person and property.
- The respect of other students and school personnel.
- Participate in any school-related program and activity, within the limits of their capabilities, without regard to race, creed or sex.
- Confidentiality of all their personal school records.
- Integrity in relationship to spoken words or written assignments.
- Be afforded due process in any disciplinary action, including the right to hear charges, present their side, and appeal decisions to higher authority.
- Be secure from unreasonable searches of their person and personal property, and from unreasonable seizure of property.

Students have a responsibility to:

- Show respect for the educational process by attending school regularly and taking advantage of every opportunity offered to further their education, and not to interfere with the rights of fellow students to an education.
- Fulfill academic requirements.
- Be informed of and adhere to reasonable rules and regulations by local boards of education, implemented by school administrators and teachers.
- Obey the rules and regulations of the Board of Education and/or school administration, and to question them only for explanation and not in an argumentative context.
- Exercise courtesy and reason at all times, accept just punishments, avoid unreasonable appeals, and refrain from making false accusations.
- Refrain from actions which endanger self or others; this includes fighting, abusive language, and/or using threats or intimidation against other persons.
- Respect the human dignity and worth of every individual.
- Make the best contribution possible with their individual abilities, support the school in all phases of its programs or activities, be punctual and present regularly in the program or activity, and behave in such a way that their participation will be contribution and not a detriment.
- Follow established procedures in requesting the release of their records.
- Represent the truth in all school matters, complete all assignments in accordance with their teachers' instructions, and refrain from cheating in any school activities.
- Exercise courtesy and reason at all times, and accept just punishment.
- Refrain from bringing any controlled substances, contraband or dangerous items to school, school programs, or school activities.

Parents have the right to:

- Send their children to schools with a positive educational climate.
- Expect that disruptions will be dealt with fairly, firmly, and quickly.
- Enroll their children in regularly scheduled classes with minimal interruption.
- Expect the school to maintain high academic standards.
- Be informed of and to review the academic progress of their children, as well as other pertinent information which may or may not be contained in a student's personal records.

Parents have the responsibility to:

- Prepare their children both physically and mentally to be receptive to education. This includes informing the child of the value of an education and a sense of respect for educators.
- Know and support the rules and disciplinary procedures of the school, and emphasize the importance of following the same.
- Insure their children's regular and prompt attendance, understanding that unnecessary absences affect the educational program for all students.
- Familiarize themselves with the educational program and the procedures.
- Initiate requests for conferences with teachers, counselors, or administrators to review academic progress or other matters.

Educators have the right to:

- Work in an environment free from excessive disruptions.
- Implement appropriate disciplinary procedures with administrative guidelines.
- Expect all assignments to be completed and turned in within acceptable time limits.
- Take disciplinary and/or legal action against physical harm or verbal abuse on school property or in attendance at school functions.
- Provide input in the formulation of policies related to students and school personnel.
- Expect students to exhibit good conduct, neatness, cleanliness, personal dress, and hygiene.
- Expect the support and respect of fellow educators, students, and parents.

Educators have a responsibility to:

- Maintain a positive learning atmosphere.
- Assist in the administration of such discipline as is necessary to maintain order throughout the school and to be aware of disciplinary policies and laws.
- Make assignments clearly understood by students, and to evaluate and return student assignments within a reasonable time.
- Practice good judgment in antagonistic confrontations.
- Support and administer the policies.
- Provide a good example of conduct, neatness, cleanliness, personal dress, and hygiene.
- Exhibit an attitude of respect for students and to develop and exhibit professional competence.

Attendance Procedures

Standard Bell Schedule

1st-7th

7:05-7:56	Early Bird
8:00-8:52	1st Period (2nd-7th students do not attend 1st)
8:56-9:48	Second Period
9:52-10:44	Third Period
10:48-11:18	Focus Period
11:22-12:53	Fourth Period (includes lunch)
12:57-1:49	Fifth Period (includes announcements)
1:53-2:45	Sixth Period

Hour Delay Schedule

	No Early Bird
9:00-9:43	First Period
9:47-10:30	Second Period
10:34-11:17	Third Period
11:21-11:36	Focus Period
11:41-1:11	Fourth Period (including lunch)
1:15-1:48	Fifth Period (including announcements)
2:02-2:45	Sixth Period

Early Bird Classes

Early Bird classes begin promptly at 7:00 am and end at 7:50 am. Students will be held to the same attendance requirements/procedures as students only participating in a 6 period day. Early Bird teachers will review attendance policies with their classes on the first day of school. Not attending Early Bird will be considered “skipping class” unless accompanied by an acceptable/documented excuse.

Early Bird classes will automatically cancel if Fort Thomas Independent Schools issue a One Hour Delay. Early Bird teachers will determine if class meets on Late Arrival Days, Exam Days and Standardized Testing Days.

Excused Absences (09.123)

PARENTS NEED TO CALL THE ATTENDANCE HOTLINE IF THEIR CHILD IS GOING TO BE ABSENT FROM SCHOOL (859.815.2699). THE SCHOOL WILL CALL TO VERIFY YOUR CHILD'S ABSENCE IF SCHOOL IS NOT NOTIFIED BY 8:15 A.M.

Excused pupil absences for which work may be made up include the following:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil (when a student exceeds the cumulative limit for absences as stated in Policy 09.123, a doctor's statement shall be required to certify the total days missed, and that the student was unable to attend school due to illness).
3. Religious holidays and practices, (prior approval of Principal or designee required),
4. Medical and dental appointments which cannot be scheduled outside regular school hours,
5. College visitations by seniors, as approved in advance by the Principal,
6. One (1) day for attendance at the Kentucky State Fair,
7. Documented military leave,
8. One (1) day prior to departure of parent/guardian called to active military duty,
9. One (1) day upon the return of parent/guardian from active military duty,
10. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
11. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
12. Other valid reasons as determined by the Principal or designee, including trips qualifying as educational enhancement opportunities
13. Each student may have up to nine (9) absences excused with a parent/guardian note, provided the note is received within two (2) days after the student returns to school.

Unexcused Absences (09.123)

Absences for any reasons other than those listed above are unexcused. Any student's absence from school on the day immediately preceding or immediately following a holiday, vacation period, in-service day or professional day, as contained in the school calendar shall be counted as unexcused unless a parent's, guardian's, or physician's (if such has been required) signed statement is provided indicating that the student was ill on the day(s) missed. A student who has an unexcused absence under the provisions of this policy shall not be permitted to make up any tests/assignments missed on said days unless in Saturday School at 50% credit.

Suspensions are considered unexcused absences; please refer to **Suspension** section in handbook.

Returning To School After An Absence (09.123)

Excuse notes, including doctor notes, should be sent to school the first day your child returns to school after an absence (this also includes Early Bird Classes).

Absences will be recorded as unexcused, without an excuse note and/or parent phone call.

AFTER 48 HOURS, NO CHANGES will be made to your child's attendance record.

Signing Out of School (09.123)

Students needing to be excused during the school day (i.e. illness, appointment, etc.) must be signed out through the Asst. Principal's/Nurse's Office by a guardian or another adult approved by a guardian. Regardless of student's age, they must be signed out in order to leave campus for any reason. Students leaving ill from school must first be evaluated by the school nurse/nurse asst. and then guardians will be contacted by school staff.

Make-Up Work (Due to Absences) (09.123)

All school work will be permitted to be made-up as long as the absence has been excused (see list of approved excused absences). All of these excuses will need to be accompanied by a note from home and phone call. The student will then need to make arrangements with each teacher as to when this should be made up. The student has up to ten days to make up missed work, but the teacher will schedule when this can be done, with no exceptions. Teachers will allow work during an unexcused absence to be made up in Saturday School at 50% credit.

Tardy To School/Class (09.123)

Students arriving in the Ft. Thomas schools after the scheduled starting time of 8:00AM and before 8:30AM shall be marked tardy. Students who arrive after 8:30AM and who remain at school for the remainder of the school day shall be recorded as absent for a percentage of the day. Students who are in attendance for the morning session but who leave before 2:00PM shall be recorded as absent for a percentage of the day. Parents will receive a written notice if we feel their child's absences/tardies are excessive. Students in grades nine through twelve (9-12) who accumulate three (3) unexcused tardies during each semester shall be subject to consequences outlined in the Highlands High School Discipline Code for each unexcused tardy. Each subsequent tardy will result in more school consequences.

Students participating in extracurricular activities missing school due to illness need to be at school for at least ½ the school day (before or after 11:00 is the cut-off time).

Any student who is tardy must report to the principal or his designee immediately upon arriving/returning to school. The student shall present to the principal or his designee a written statement from his parents or guardian stating why he was tardy. The student shall be informed immediately as to whether it was an excused or an unexcused tardy. Class work missed due to an unexcused tardy may not be made up (unless in Saturday School at 50% credit). The principal or his designee will determine if a tardy is excused or unexcused. A student who is tardy for one or more of the following reasons shall be excused:

personal illness	death of a family member or close friend
family emergency	illness in the immediate family

In cases of excessive tardiness due to personal illness, the principal or assistant principal or director of pupil personnel may, at his/her discretion, require that any subsequent tardies due to personal illness be verified by a signed physician's statement.

Tardies Between Class

Students who are late arriving to one class from the previous class, shall be marked ABSENT by the classroom teacher. A 3rd tardy will result in a referral to the assistant principal. Students late from lunch must report directly to the assistant principal's office.

College Visits

Juniors or Seniors will be permitted four “college days” (cumulative over 2 years, not each year) during the school year in order to visit prospective schools. The student should come to the Assistant Principal’s office **prior to the college visit** and pick up the form. This form will need to be signed by the student, parent or guardian, college admissions counselor or a designee, and the assistant principal. College visits will **NOT** be granted under the following circumstances:

- At least 24 hours of notice
- Before or after any school holiday (e.g., KEA, Thanksgiving, Christmas, President’s Day, and spring break).
- After spring break (most colleges have already sent out their letters of acceptance by this time).

Visits to local colleges such as NKU, Thomas More, UC, Xavier, etc. will be excused however it is encouraged that these visits are utilized during scheduled off days on the school calendar. College visits do count as excused absences from school.

Doctor’s Note Requirement (09.123)

After a total of ten (10) days of absence due to illness, students are required to present a written statement from a physician for each additional absence for the school year in order to be excused.

Exception to 10-absence Rule: Parents/guardians of students with a chronic illness or disability shall notify the school in writing, accompanied by a physician’s verification. Special consideration may also be considered for (1) death or severe illness in the immediate family or (2) required court appearances.

All other absences and tardies shall be considered unexcused absences for which no make-up of work shall be allowed unless in Saturday School at 50% credit.

At the discretion of the principal, assistant principal, or director of pupil personnel, a physician’s statement may be required for verification of illness (this also includes excessive absences to Early Bird Classes).

Each absence not accompanied by a Doctor’s Note will result in Saturday Detention.

Truancy

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student reported as a truant two (2) or more times is a habitual truant.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

No Pass/No Drive (09.4294) (KRS 159.051)

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.¹

ACADEMIC AND ATTENDANCE DEFICIENCIES

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

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

REINSTATEMENT OF DRIVING PRIVILEGE

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

Eligibility and attendance requirements will be a factor for participation in senior graduation, all school dances and dance related activities (see previous paragraph).

Any student amassing 9 or more unexcused absences collectively during the school year will not be permitted to attend Homecoming, Sweethearts or Prom/Prom Activities. Any student that failed two or more classes in the first semester will not be permitted to attend Prom/Prom Activities. Any student failing two or more classes during the eligibility week of Prom will not be permitted to attend Prom/Prom Activities. Seniors not meeting the approved deadline for Writing Portfolio completion will not be permitted to attend Prom/Prom Activities. Any students that have failed to meet assigned disciplinary consequences by the weekend of the Prom will not be permitted to attend Prom/Prom Activities.

Seniors with 9+ unexcused absences will not be allowed to participate in graduation services.

Perfect Attendance

Perfect Attendance is defined as being present at school each, for the entire school day for the entire school year. The following absences **will not** count against Perfect Attendance:

- School Testing
- School Sponsored Field Trips
- School Sponsored Athletic Events

The following examples (not limited to) **will** count against Perfect Attendance:

- College Visits
- Driver's Test
- Tardiness
- Other, as determined by assistant principal

Student Discipline:

Definition of Consequences:

- Verbal Reprimand/Warning: Assigned by classroom teacher or administration. Does not result in a consequence.
- Teacher Detention: Assigned by the classroom teacher. Will not last past 3:15.
- After School Detention: Assigned by administration. 2:50-3:35.
- Lunch Detention: Assigned by administration. Last for 30 minutes of students lunch time in the cafeteria/AP Office.
- Saturday Detention: Assigned by administration. 8:00-11:30 (possible alternate days around scheduled school holidays).
- Area Restriction: Assigned by administration. 8:00-2:45 in AP Office.
- Out of School Suspension: Assigned by administration. 8:00-2:45 (7:00-2:45 for Early Bird). Students not permitted to participate in any school activities before, during, or after the school day. Missed work may be completed in Saturday Detention at 50% credit. An administration/parent re-admittance meeting is required for the student to reenter school setting.
- Expulsion: Assigned by Local Board of Education.

Infractions and Resolutions:

Administrators may deviate from established code as situations warrant.

Attendance Violations (tardiness, skipping class/school, doctor's note requirement, etc.)

- Tardy 1-3 = warnings
- Tardy 4-5 = 1 after school detention
- Tardy 6-7 = 2 after school detentions
- Tardy 8-9 = 3 after school detentions
- Tardy 10+/Excessive Tardiness = Saturday Detention/Required Doctor's Note
- Tardy to 1st period by 30+ minutes = detention
- Skipping class 1 = 1 after school detention
- Skipping class 2 = 2 after school detentions
- Skipping class 3 = 3 after school detentions
- Skipping class 4 = 1 Saturday Detention
- Skipping class 4+ = 2 Saturday Detentions (considered skipping school)

- Skipping School = 2 Saturday Detentions

- Missing school while required to have a doctor's note = 1 Saturday Detention for each day out.

Insubordination (i.e. refusal to follow directions, skipping detention, etc.)

- Teacher Detention
- After School Detention
- Saturday Detention
- Area Restriction
- Out of School Suspension

Disruptive Behavior (i.e. interfering with classroom instruction, sent out of class, class tardy, foul language, horseplay, etc.)

- Teacher Detention
- After School Detention
- Saturday Detention
- Area Restriction
- Out of School Suspension

Dress Code Violations

(Must have sleeves, no midriff, shorts/skirts above mid-thigh or fingertip length (whichever longer), inappropriate message on clothes/revealing/hair style/headwear (including hats and hoods)/or anything deemed to be inappropriate)

- Parent notified/appropriate clothing brought to school
- After School Detention
- Saturday Detention
- Area Restriction
- Out of School Suspension

Academic Integrity (All teachers have a detailed policy in syllabus and review with all students. Events accrue over an entire academic career)

First Offense

- Teacher will notify the student, guardians and assistant principal of the incident as well as the behavioral consequences as outlined in classroom policy. Teacher may confer with building administration as to the appropriate course of action as outlined in their classroom policy.

Second/Subsequent Offenses

- Parents are notified by a formal letter including a report written by the faculty member describing the instance of cheating and an explanation of the consequences resulting from the infraction.
- National Honor Society notified by administration
- School issued consequences will be issued accordingly with the extent of violation.

Disrespectful/Rude Behavior (directed to any adult or fellow student in the building)

- Teacher Detention
- After School Detention
- Saturday Detention
- Area Restriction
- Out of School Suspension

Parking Violations (legal street parking is available to students)

- After School Detention
- Saturday Detention
- Area Restriction
- Out of School Suspension

Drugs, Alcohol And Other Prohibited Substances (board policy 09.423)

- Up to 10 days out of school suspension or expulsion
- 30 day extracurricular restriction
- Participation in drug/alcohol class
- Contact to law enforcement

Tobacco/Nicotine Product Possession/Use

Possession

1. 1 day out of school suspension, 2 weeks lunch detentions, confiscation
2. 2 day out of school suspension, 1 month lunch detentions, confiscation
3. 3 day out of school suspension, 1 semester of lunch detentions, confiscation

Use

1. 2 days out of school suspension, 1 semester lunch detention, confiscation
2. 3 days out of school suspension, 1 year lunch detention, confiscation

Weapons Possession (as defined by law enforcement)

- Out of School Suspension
- Contact Law Enforcement

Bullying (09.422), Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.
 - Teacher Detention
 - After School Detention
 - Saturday Detention
 - Area Restriction
 - Out of School Suspension
 - Law Enforcement Contact

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Harassment, Threats, Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

- Teacher Detention
- After School Detention
- Saturday Detention
- Area Restriction
- Out of School Suspension
- Law Enforcement Contact

Theft (taking of another's property without their consent)

- Out of School Suspension
- Contact Law Enforcement

Vandalism

- Retribution
- Out of School Suspension
- Contact Law Enforcement

Inappropriate Use of Technology/Personal Devices (cell phone, smart watch, etc.)

- Teacher Detention
- After School Detention/Parent will need to retrieve cell from AP Office
- Saturday Detention/Refusal to give to teacher/Parent will need to retrieve cell from AP Office
- Area Restriction/Parent will need to retrieve cell from AP Office
- Out of School Suspension/Refusal to give to AP/Parent will need to retrieve cell from AP Office
- Technology Restriction/Day User/Paper and Pencil

Fighting

1. 1-3 days of out of school suspension
2. 5 days out of school suspension

Criminal Violations

Students are accountable to their role as students, as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and local school board policy. Criminal offenses are acts that result in violence to another person or their property or which pose a direct threat to the safety of others in the school.

Administrative Procedures

1. Due to the seriousness of criminal offenses, the possible threat to other persons, and the negative impact on the general morale of the school, verified criminal misconduct should result in the immediate removal of the student from school, pending a hearing before the Board.
2. School officials shall report these offenses to the appropriate law enforcement agency and assist these agencies in investigation and prosecution of the offender.
3. A student charged by school officials or law enforcement officials with criminal misconduct shall be given opportunity for a due process action.

Due Process

Students shall be afforded the right of due process whenever applicable. This means whenever altercations occur, students will be provided an opportunity to tell their side of the story.

Appeals Process

Any student/guardian who wishes to express an educational/disciplinary concern or grievance shall observe the following order of appeal:

1. Student to teacher
2. Teacher to principal
3. Principal to superintendent
4. Superintendent to board of education

The order of appeal shall not be construed to mean that students/guardians are not free to confer with the superintendent or board whenever they so wish.

Exception: Harassment/discrimination allegations shall be governed by Policy 09.42811.

Search and Seizure

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board Policy 09.436. Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

Areas that may be searched:

- Lockers/desks/Person/personal belongings
School administration may request the assistance of law enforcement when conducting searches.

Eligibility and Extracurricular/Activities Participation Procedures

In order for students at Highlands High School to participate in any extracurricular activity (including, but not limited to, drama, football, basketball, musical productions, cheerleading, track), they must meet all of the following eligibility requirements:

- Students must be making normal progress toward graduation. This is interpreted as having five (5) credits at the end of the freshman year, ten (10) credits at the end of the sophomore year, and fifteen (15) credits at the end of the junior year.

- To participate in extracurricular activities during the first semester, a student could not have failed more than one subject (1 credit for high school) during the immediate preceding school year.
- To participate in extracurricular activities during the second semester, a student could not have failed more than one subject during the immediate preceding semester.

To remain eligible for participation in extracurricular activities, a student cannot be failing more than one subject at any time. If a student is found to be failing more than one subject, he or she will not be permitted to participate in any way in any activities for at least one week (Tuesday-Tuesday). At the end of that time the student's eligibility will be re-checked and his or her eligibility determined at that time.

Eligibility and attendance requirements will be a factor for participation in senior graduation, all school dances and dance related activities (see previous paragraph).

Any student amassing 9 or more unexcused absences collectively during the school year will not be permitted to attend Homecoming, Sweethearts or Prom/Prom Activities. Any student that failed two or more classes in the first semester will not be permitted to attend Prom/Prom Activities. Any student failing two or more classes during the eligibility week of Prom will not be permitted to attend Prom/Prom Activities. Seniors not meeting the approved deadline for Writing Portfolio completion will not be permitted to attend Prom/Prom Activities. Any students that have failed to meet assigned disciplinary consequences by the weekend of the Prom will not be permitted to attend Prom/Prom Activities.

Seniors with 9+ unexcused absences will not be allowed to participate in graduation services.

TECHNOLOGY RESPONSIBLE USE

The Board of Education provides students and staff access to a variety of technological resources, including laptop computers. The laptop computer issued to each student by the Board of Education is a mandatory class material at HMS and HHS. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Board of Education intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use.

School Facilities

Cafeteria/Lunch

- 30 minute lunch period
- Food may only be eaten in the cafeteria, bistro area, and gymnasium
- Trays/trash to the designated areas
- teachers will escort students to designated area

Lockers Each student is issued a school locker through Advisory

- Students are responsible for any damages done to lockers
- Report theft to the AP Office

Parking

- There is no student parking on campus
- Students have access to street parking only

Hallway Advertising

- All hallway advertising needs to be approved by principal
- Approved advertising must use cork strips in hallways or blue painter's tape

School/Facility Use

- Students must be supervised on school grounds before or after school. Students are to arrive no earlier than their established arrival window. Unsupervised students must leave campus following dismissal.

Health Issues/Medicine

Dispensing of Medication

We ask that parents arrange medication schedules to allow a child to take medication at home if possible. If it is necessary for your child to receive medication during school hours, the following procedures must be followed:

1. Students are not permitted to keep any medication in their possession during school hours (Board Policy 09.2241). Medication is to be brought to the nurse's office before the school day begins.
2. All Prescription medication is to be in the original container. If it is a prescription medication, the label should include the student's name, date, medication dosage, strength and directions for use, which includes frequency, duration and mode of administration, prescriber's name and pharmacy.
3. The student is responsible for reporting to the nurses' office at the proper time to receive the medication.
4. In the event that a student is required to carry medication on or with him/her during school hours, i.e.: inhaler, the doctor and parent must complete an Administration of Medication Form.

Please keep in mind that school is not the best place to administer medication-doses can be forgotten by children during a busy school day.

If your child's medication dosage can be altered to avoid school hours, please do so.

If it is impossible to avoid the administration of medication during the school day, the following procedures will be implemented:

1. All medication, prescription or non-prescription, must be given to the secretary or nurse upon the student's arrival at school.
2. An **Administration of Medication Form** must be completed and signed by you and your child's physician. This form is available from the school office and is necessary to administer any medication at school.
3. Medication must be in original container and if it is a prescription medication, it must have the child's name on the label. If the label is altered in any way, it will not be accepted.
4. Non-prescription medication will be administered no more than three (3) consecutive days without a physician's order. The medication must be in the original container with a signed note from the parent/guardian stating the name of medication, the dosage to be given, the time your child should

receive it and length of time your child will be receiving the medication. Example: *Mary Smith has my permission to take Tylenol one 200mg tablet for complaints of ear pain at noon today and tomorrow. Mrs. Sally Smith*

5. **Telephone permission to administer medications will not be accepted.**
6. Medications containing narcotics or sedation for pain relief will not be administered at school. For their own safety, children requiring this type of medication should remain at home until this medication is no longer required during school hours.
7. If your child needs to carry his or her inhaler or EPI-PEN with them, an **ADMINISTRATION OF MEDICATION** form must be completed and signed by you and your physician.
8. For school related trips, (including overnight), students may carry and independently take their own prescription medication with written authorization of both the student's physician and parent/guardian. Students may also carry and independently take non prescription medication with written authorization of parent/guardian on school related trips.
9. Students are not permitted to carry any medication with exception of #7 and #8. Any medication found in your child's possession may result in disciplinary action.
10. Medication must be sent in the form that it is to be given. School staff will not divide tablets.
11. No medication will be sent home with a student under age 18. The parent/guardian must pick the medication up from school.

Medical Examinations and Immunizations of Students

Each pupil entering the Fort Thomas Independent Schools for the first time is required to have a complete physical examination by a physician. A record of this examination shall be sent to the principal at the school where the student is enrolled.

A minimum of two medical examinations will be required during the thirteen-year period a child is in school. Students enrolling in kindergarten and sixth grades are due to bring in a record of a recent physical examination.

An annual medical examination is required for each student who engages in a strenuous activity. The costs for all medical examinations are to be borne by the students' parents or guardians, and not by the Board.

All students are required to present a valid Kentucky immunization certificate upon enrollment in school, and a valid up-to-date Kentucky immunization certificate shall be on file in the nurse's office for all students. Kentucky immunization certificates can be obtained from the Northern Kentucky Health Department or private physicians. All students entering the sixth grade must have a second MMR (measles, mumps, and rubella) vaccine.

This policy shall not apply to a student where, in the written opinion of the student's physician, such immunization would be injurious to the student's health, or if the student's parents object by a written, sworn statement to the immunization on religious grounds.

The school nurse shall carefully monitor student adherence to this policy (Board Policy 09.211).