# Highlands High School Calendar of Events 2018-2019

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<td>21</td>
<td>Martin Luther King Day - No School</td>
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<tr>
<td>23</td>
<td>One Hour Late Arrival Day</td>
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*PLEASE NOTE: THERE ARE SIX (6) ONE-HOUR LATE ARRIVAL DAYS IN THE SCHOOL CALENDAR: SEPTEMBER 19, OCTOBER 24, DECEMBER 12, JANUARY 23, FEBRUARY 20 AND MARCH 20.
# Highlands High School

**Telephone / Direct Dial List**
*(859) 781-5900 ph*
*(859) 441-9371 fx*

**Attendance Hotline (859) 815-2699**

[WWW.FORTTHOMAS.KYSCHOOLS.US](http://WWW.FORTTHOMAS.KYSCHOOLS.US)

## High School Offices

<table>
<thead>
<tr>
<th>Office Name</th>
<th>D.D.</th>
<th>Office Name</th>
<th>D.D.</th>
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<tbody>
<tr>
<td>Principal</td>
<td>815-2600</td>
<td>Media Center</td>
<td>815-2613</td>
</tr>
<tr>
<td>Asst Principal</td>
<td>815-2602</td>
<td>Nurses' Office</td>
<td>815-2610</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>815-2607</td>
<td>Resource Officer</td>
<td>815-2696</td>
</tr>
<tr>
<td>Guidance Office</td>
<td>815-2606</td>
<td>Cafeteria</td>
<td>815-2609</td>
</tr>
</tbody>
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## High School Direct Dial Numbers

<table>
<thead>
<tr>
<th>Name</th>
<th>D.D.</th>
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<tbody>
<tr>
<td>Agard, Pat</td>
<td>815-2616</td>
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<tr>
<td>Auch, Tim</td>
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</tr>
<tr>
<td>Barton, Marlee</td>
<td>815-2649</td>
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<tr>
<td>Becker, Jean</td>
<td>815-2632</td>
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<tr>
<td>Beiting, Sue</td>
<td>815-2662</td>
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<tr>
<td>Boimann-Hennies, M</td>
<td>815-2643</td>
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<tr>
<td>Booth, Kelly</td>
<td>815-2677</td>
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<tr>
<td>Brubaker, Beth</td>
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<tr>
<td>Burgess, Jason</td>
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<tr>
<td>Burnett, Rachel</td>
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<tr>
<td>Burns, Kennon</td>
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<tr>
<td>Carelock, Katie</td>
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<tr>
<td>Carter, Elise</td>
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<tr>
<td>Clascens, Melissa</td>
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<tr>
<td>Code, Mike</td>
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<td>Deaton, Zach</td>
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<td>Donnelly, Kristine</td>
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<td>Dowling, Brady</td>
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<td>Duncan, Lori</td>
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<td>Eckerle, Andy</td>
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<td>Ehemann, Daniela</td>
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<td>Eide, Tonya</td>
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<td>Epperson, Colleen</td>
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<td>Ewald, Matt</td>
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<tr>
<td>Faulbush, Beth</td>
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<tr>
<td>Fischer, Sonja</td>
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<td>Franz, Adam</td>
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<tr>
<td>Gintonio, Angelina</td>
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<td>Grillot, Kimberly</td>
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<thead>
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<tr>
<td>Haffey, Emily</td>
<td>815-2645</td>
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<tr>
<td>Heis, Amy</td>
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<tr>
<td>Henson, Shannon</td>
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<td>Hils, Michael</td>
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<td>Hoffstedder, Shelly</td>
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<td>Johnson, Jody</td>
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<td>Kampschmidt, Kevin</td>
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<td>Kears, Nina</td>
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<td>Kemp, Robin</td>
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<td>Listerman, Kevin</td>
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<td>Lykins, TJ</td>
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<td>McCormack, Megan</td>
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<td>Meadows, Krista</td>
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<td>Murray, Carrie</td>
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<td>Nash, Jennifer</td>
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<td>Poff, Bill</td>
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<td>Richey, Jaime</td>
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<td>Roel, Ron</td>
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<td>St. Martin, Chelsey</td>
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<td>Stewart, Katie</td>
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<td>Turner, Scott</td>
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<td>Wagner, Ahren</td>
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<td>Wilson, Kristin</td>
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<tr>
<td>Young, Jacob</td>
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Mission Statement

Rich in tradition and committed to 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 Statements

* Our students are engaged 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 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 encouraged to be active participants in their child’s education, investing 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 culture/climate is welcoming and allows all stakeholders to feel safe, encouraged, nurtured, and challenged to achieve at high levels.

Fort Thomas Independent Schools
Rich in Tradition, Committed to the Future
HIGHLANDS HIGH SCHOOL

Philosophy

Highlands High School accepts the responsibility of perpetuating the democratic way of life by educating its youth to become informed and useful citizens and by encouraging them to develop mental and moral understanding so that they may add their own unique contributions to society.

To accomplish these goals, a faculty which is well prepared in subject matter fields and which is professional and ethical in dealings with students, parents, and other staff members has been chosen. Keeping abreast of changes in educational theories, developments within their academic disciplines, and of the needs of this community is expected as a part of the continuing development of this faculty.

Helping students meet changing conditions, think reflectively, and acquire and develop desirable attitudes toward learning is of utmost importance. The total development of students requires the encouragement of high ideals and cultural appreciation as well as general knowledge, habits and skills.

Curriculum and activities have been planned to provide for individual differences as well as common experiences. In the classroom, courses encourage students to gain a desire for learning, to have command of the fundamental skills, and to accomplish as high a level of proficiency in a skill as that person’s ability permits. Both students and faculty develop the activity program with the students providing the leadership and the faculty the guidance.

In both classroom and student activities, students are encouraged to develop self-discipline, to be sensitive to the needs of others, to learn and use democratic principles in social relationships, to learn skills that will enable them to acquire economic independence, to encourage them to find satisfaction in doing a job well, and to help them develop and maintain a healthy body.
Objectives
Highlands High School endeavors to implement its philosophy by utilizing the following objectives:

- In scholastic achievement, we encourage students to develop a desire for learning, to gain command of fundamental processes, and to achieve results commensurate with their abilities.
- In self-discipline, we compel students to utilize their opportunities, to cultivate the ability to make responsible judgments relative to value decisions, to accept responsibility as an adjunct of rights and privileges, and to use leisure time in a beneficial manner. In social relationships, we urge students to be sensitive to the needs of others, to cooperate with others, and to employ democratic principles in all social relationships.
- In civic responsibility, we challenge students to recognize and attempt correction of social injustices, to be tolerant, to be law-abiding, to recognize that there must be individual sacrifice for the general welfare, and to accept duties and responsibilities in a democratic society.
- In vocational choice, we counsel students to seek job satisfaction, to make vocational choices relative to their abilities, and to recognize the importance of economic independence and intelligent participation in the solution of economic problems.
- In physical fitness, we encourage students to develop a sound body, to attain knowledge of health problems and physical fitness, to acquire and appreciate of spectator sports and physical skills, and to develop fair and impartial sportsmanship traits.

Goals
- To offer a sequential academic program that will continue the emphasis of the elementary and middle school curricula and will lead to the mastery of skills necessary to realize fulfillment in future learning and living.
- To create a democratic atmosphere in a cooperative effort among students, teachers, and administrators that will lead to an acceptance of individual responsibility, a respect for differences, and a desire for equality of opportunity.
- To provide the opportunity for acquisition of skills necessary for making realistic choices in areas of vocation, personal development, family and community.
- To develop the individual worth that will enable the student to maintain self-confidence and personal identity in the structures of global technology.

Notice of Nondiscriminatory Policy
As required by federal law, the District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated groups.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.
HIGHLANDS HIGH SCHOOL

SCHOOL EMBLEM
Bluebird

SCHOOL COLORS
Blue and White

SCHOOL SONGS

Fight Song
Oh hail, Highlands team
Oh hail, Highlands team
They're blue and white
They're full of fight
They're not afraid to
Hit that line!
Oh hail, Highlands team
Oh hail, Highlands team
They'll go up and down that field
And fight, fight, fight to the end!
Oh hail, Highlands team
Oh hail, Highlands team
They'll go up and down that field
And fight, fight, fight to the end!

Alma Mater
Hail, Alma Mater
Thy sons do call.
We're here to praise thee,
Dearest friend of all.
We're here to show thee
Our love is strong.
Hail, Alma Mater, Highlands,
Hear our song.
ACADEMIC POLICIES

Academic Grade
A student's academic grade shall not be lowered because of poor conduct (Board Policy 08.221).

Academic Honors and Awards
Senior Class Valedictorian - The graduating senior student with the highest cumulative grade point average at the end of the eighth semester (as determined by the weighted scale and method described under Class Rank) shall be designated as class Valedictorian (Board Policy 08.2211).

Senior Class Salutatorian - The graduating senior student with the second highest cumulative grade point average at the end of the eighth semester (as determined by the weighted scale and method described under Class Rank) shall be designated as class Salutatorian (Board Policy 08.2211).

Any graduating senior who has achieved the grade of "A" in all classes for eight consecutive semesters of high school shall be given special recognition during the graduation ceremony (Board Policy 08.2211).

Any graduating senior who has had perfect attendance (no absences and no tardies) for all four years of high school shall be given special recognition during the awards program or graduation.

Academic Integrity
A violation of the Highlands’ standard for Academic integrity includes any of the following behaviors or practices:

• Copying work from another source or student including papers, homework, quizzes or tests.
• Committing plagiarism; the act of using another source without providing appropriate citation. Plagiarism done intentionally or indirectly is a violation of academic integrity.
• Use of technology i.e. texting to submit work that is not that of the student.
• Aiding or assisting another student with a test or quiz that had been previously taken or providing non-verbal or indirect assistance (i.e. allowing another to use homework or glance at a test or quiz).
• Using notes, prepared materials, or another student’s work during a test or quiz.
• Altering grades or defrauding a teacher for the purpose of impacting a grade.
• Other acts that may be interpreted as providing work that does not originate with the student being assessed or is not a true representation of the student’s knowledge of material.
Academic Integrity violations will be dealt with as follows:

1. First Offense: The teacher will notify the student, parents and Assistant Principal of the incident as well as the behavioral consequences as outlined in classroom policy. Teachers may confer with building administration as to the appropriate course of action as outlined in their classroom policy.

2. Second and Subsequent Offense: Parents will be notified by a formal letter that will include a report written by the faculty member describing the instance of cheating and an explanation of the consequences that will result from the practice of cheating and/or plagiarism. Repeated incidents of cheating/plagiarism may result in additional school consequences.

All teachers will have a detailed classroom policy included in their course syllabus explaining procedures for academic integrity instructions.

When a teacher determines that a student has committed a violation of Academic Integrity, the teacher shall submit to the assistant principal a referral detailing the nature of the offense and behavior consequences levied. The assistant principal shall then document the offense and notify National Honor Society (NHS By-laws page 2).

Violations accrue over a student’s entire academic career at Highlands High School and consequences must take effect within ten school days of the assistant principal’s determination of the offense.

**Academic Load**
All students at Highlands must carry six academic subjects daily.

**Academically Accelerated Students**
Any academically accelerated student at Highlands High School who plans to enroll in a college or university after completing the current school year but is unable to complete the required state and local board requirements for graduation as described in Board Policy 08.32 shall be eligible for placement in a senior status. This placement is contingent upon the parent or guardian of the academically accelerated student making a written request for senior placement to the high school principal. Also, the letter must contain a statement indicating that the student plans to enroll in a college or university at the beginning of the next school year.

The academically accelerated student who is unable to complete the requirements for graduation shall not be ranked in the senior class for purposes of determining the Valedictorian and Salutatorian (eighth semester transcript). However, such a student shall be ranked according to currently accumulated credits for purposes of completing appropriate documents that are sent to colleges and universities and that request student rank.
For the purposes of this policy, an academically accelerated student is one who is taking or has taken course work, which is normally taken at a higher grade level. Identification of students for purposes of acceleration is determined by but not limited to:

1. Scores earned by students on the following components of the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT) administered in conjunction with the Talent Identification Program:
   - Critical Reading
   - Mathematics
   - Writing Skills
2. Scores earned by students on the:
   - PLAN/ACT Explore
   - Iowa Test of Basic Skills
3. Teacher recommendations
4. Grade point average
5. Prior participation, if any, in a program for academically gifted students
6. Parental input

**Advanced Placement**

Students in Advanced Placement courses must sit for the College Board AP exam in the spring. Students who do not take the exam will receive regular course credit toward their GPA – not Advanced Placement or Advanced course credit. Should the student receive regular course credit, AP designation will be removed from the course title on their transcript. Further, not taking the Advanced Placement exam and earning Advanced Placement credit would result in the course not fulfilling the requirements for the Commonwealth Diploma. The exception to this policy would be students who have elected the dual credit option (if offered) for an Advanced Placement course. Students who elect the dual credit option are not required to sit for the AP exam.


Advanced Courses include the following:

**English:** Pre-AP English I, Advanced Senior Seminar
**World Language:** IV & V, Spanish III, IV & V, German III, IV & V
**Business:** Accounting II
**Mathematics:** Algebra II Advanced, Geometry Advanced, Pre-Calculus Advanced, Advanced Computer Science II
**Science:** Physics I, Biology I Advanced, Chemistry I Advanced, Anatomy & Physiology Advanced
**Social Studies:** Introduction to Education, We The People
Class Rank and GPA Calculation

Individual class rank and grade point average (GPA) shall be calculated for students in grades nine through twelve (9-12) at the end of the fourth, sixth, and eighth semesters based on all courses taken. GPA shall be reported as either Weighted or Unweighted.

Quality points shall be assigned as follows:

<table>
<thead>
<tr>
<th>College-level Courses</th>
<th>Advanced Courses</th>
<th>*Regular Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ = 5.25</td>
<td>A+ = 4.75</td>
<td>A+ = 4.25</td>
</tr>
<tr>
<td>A = 5.00</td>
<td>A = 4.50</td>
<td>A = 4.00</td>
</tr>
<tr>
<td>B+ = 4.25</td>
<td>B+ = 3.75</td>
<td>B+ = 3.25</td>
</tr>
<tr>
<td>B = 4.00</td>
<td>B = 3.50</td>
<td>B = 3.00</td>
</tr>
<tr>
<td>C+ = 3.25</td>
<td>C+ = 2.75</td>
<td>C+ = 2.25</td>
</tr>
<tr>
<td>C = 3.00</td>
<td>C = 2.50</td>
<td>C = 2.00</td>
</tr>
<tr>
<td>D = 2.00</td>
<td>D = 1.50</td>
<td>D = 1.00</td>
</tr>
<tr>
<td>F = 0.00</td>
<td>F = 0.00</td>
<td>F = 0.00</td>
</tr>
</tbody>
</table>

The Weighted GPA will be used to determine Class Rank and Valedictorian/Salutatorian Honors.

*Used for unweighted GPA calculation.

The “Unweighted” GPA will be used for KEES scholarship reporting requirements.

To arrive at a semester average for an academic subject, add the two quarter grades together, double that value, add the semester exam grade and divide by five.

To arrive at a yearly average for academic subjects, add the two semester grades, and divide by two.

Correspondence Courses/Alternative Credit Options

In addition to regular classroom-based instruction, high school students may earn a maximum of two (2) elective credits toward graduation through correspondence courses or through virtual on-line courses. Except as noted below, the Board shall only award credit for those courses that qualify as an elective for the student.

Only courses offered by agencies and institutions recognized by the Board will be accepted. The express approval of the Principal/designee shall be obtained before the course is taken and an official record of the final grade must be received by the school before a diploma may be issued to the student. Under ordinary circumstances, students or their parents/guardians shall pay for approved courses the student chooses to take.

All correspondence or online coursework must be completed outside the regular school day and off the school campus.
VIRTUAL/ONLINE COURSES

As determined by school/council policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment.

Credit from an online or virtual course may be earned only in the following circumstances:

1. The approved elective course is not offered at the high school;
2. Although an elective course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict;
3. The course will serve as a supplement to extend homebound instruction;
4. The student has been expelled from the regular school setting, but educational services are to be continued; or
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.

Students who, because of an expulsion, must be provided with educational services by the District may enroll in correspondence or virtual/on-line courses to meet graduation requirements. In such instances, the Board shall pay the most economical fee for expelled students who are permitted to enroll in approved courses.

Course Credits and Failing

If a course is failed the second semester, the course is failed for the year no matter what the first semester grade.

Course Selection Decisions

Each student will confer individually with his/her counselor regarding the choice of subjects for each year. Once the student has made a decision and this decision is approved and signed by the parents, that decision on the part of the student is final; no schedule changes will be made except in special circumstances and with approval from the principal.

Cum Laude Society

The Cum Laude Society honors students who excel in academics. Highlands is the only public high school in Kentucky to have a chapter in the Cum Laude Society. Any senior having a cumulative grade point average of 4.0000 or higher (weighted) at the end of the sixth semester (as determined by the method of calculating grade point averages described in Class Rank) may be eligible for membership in the society. The top ten percent of the senior class will be awarded membership in the society during the fall awards program.
Directory Information
Directory information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed may include the following:

- Student’s name and address
- Student’s telephone number
- Student’s date and place of birth
- Student’s major field of study
- Information about the student’s participation in officially recognized activities and sports
- Student’s weight and height, if a member of an athletic team
- Student’s dates of attendance
- Degrees and awards the student has received
- Most recent educational institution attended by the student
- Student’s photograph along with name

This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for the data is connected with student activities. The parent, guardian or eligible student may request all or part of directory information to be withheld. The request must be in writing, specifically stating the information to be withheld, and be received by the school no later than 30 days after the first day of the school year or the date of the student’s enrollment. Parents may contact the school principal for an official copy of the Student’s Directory Information Notification form.

Dropping From Class
No pupil who has enrolled in a course at the high school shall be permitted to drop a course without parent and teacher consent and approval of the principal or his designee (Board Policy 08.1).

Dropping Out of School
All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned. Written permission for withdrawal shall not be required after the child’s eighteenth birthday. Each school district shall contact each student between the ages of sixteen (16) and eighteen (18) who has voluntarily withdrawn from school under subsection (2) of this section within three (3) months of the date of withdrawal to encourage the student to reenroll in a regular program, alternative program, or GED preparation program. In the event the student does not reenroll at that time, the school district shall make at least one (1) more attempt to reenroll the student before the beginning of the school year following the school year in which the student terminated his or her enrollment. (Board Policy 09.122) (KRS 159.010).
Dual Credit

Dual credit is awarded when a high school and a postsecondary institution give credit to a high school student for the same course. The objective of dual credit courses is to offer high school students an opportunity to take affordable, high-quality college courses. Through a cooperative agreement with Thomas More College, Western Kentucky University and Northern Kentucky University, students may enroll in a dual credit course that generally transfers to the college or university. For purposes of grade point average, dual credit classes taken simultaneously as an AP course will be factored as an AP course. Thomas More College, Northern Kentucky University and Western Kentucky University will assess students a reduced tuition payable each semester. Questions about dual credit may be addressed to the Director of Teaching and Learning.

ON-CAMPUS COURSES

High school students may be permitted to take on-campus college/dual credit courses that count as secondary school credit, provided the following conditions have been fulfilled:

1. Recommendation and approval from the high school Principal and the chair of the high school guidance department are required.
2. Courses will count toward graduation requirements and be used in calculating grade point average (GPA).
3. Costs associated with dual credit courses are the responsibility of the parent/guardian.

Important Note: It is the student's responsibility to check with the college or university to which he/she plans to enroll about the acceptance and transferability of dual credit courses. There is no guarantee on the part of Highlands High School that these courses will be accepted or transferred to other colleges and/or universities.

OFF-CAMPUS COURSES

High school students also may be permitted to take college/dual credit courses off-campus that count as secondary school credit, provided the following conditions have been fulfilled:

1. In order to be eligible to take an off-campus course, students must be making normal progress toward graduation and maintain at least a 3.0 grade point average.
2. Students may only take elective courses not offered by the District. No required courses may be taken off-campus.
3. A written request for permission and a signed release from the parent or guardian of a high school student and written documentation of course enrollment from the college or university must be provided to the high school Principal each
semester. Students must agree to enroll in a three (3) credit hour course both semesters.

4. Each three-hour college course completed will equal ½ unit of high school credit.

5. Students taking college courses may not earn more than one (1) credit toward graduation each year, which will require successful completion of two (2) three-hour college courses.

6. Recommendation and approval from the high school Principal, the high school guidance department and the chair of the appropriate department at the high school are required.

7. Qualifying courses will count toward graduation requirements, but will not be used in calculating grade point average (GPA).

8. The parent or guardian must provide information as to how the student will be transported to and from the college or university.

9. The course taken at a college must be at a time that coincides with the last period at the high school; i.e., the student may leave early (for one period), but will not be permitted to arrive late or come and go within the school day.

10. Transportation, college tuition, and other associated costs are the responsibility of the parent/guardian.
Exam Exemption

ALL STUDENTS grades 9-11 are required to take exams (midterm and final) for ALL CLASSES.

Senior 1st Semester Exam Exemption Incentive:

If the current Junior Class increases existing ACT composite scores as compared to the previous Junior Class or if their ACT composite score is number one in the Commonwealth of Kentucky, ALL SENIORS who maintain a grade of at least 80% for both quarters (1st and 2nd) will be exempt from the 1st semester exams.

If the current Junior Class does not increase existing ACT composite scores as compared to the previous Junior Class or if their ACT composite score is not number one in the Commonwealth of Kentucky, ALL SENIORS will be considered for exemption in accordance with the exemption chart below:

MAINTAIN A GRADE OF AT LEAST 80% FOR BOTH QUARTERS (1st AND 2nd) PLUS
ACT SCORE MUST BE FROM MARCH STATE ADMINISTRATION ACT OR COMPARABLE ASSESSMENT WILL BE CONSIDERED FOR TRANSFER STUDENTS

<table>
<thead>
<tr>
<th>ACT Score</th>
<th>Exemption Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEET or EXCEED CLASS composite</td>
<td>2 Elective Classes Exempt, 3 Elective Classes if in Early Bird</td>
</tr>
<tr>
<td>MEET or EXCEED MATH benchmark (22)</td>
<td>Math Exempt</td>
</tr>
</tbody>
</table>

16
EXAM DAYS. FAILURE TO BE IN ATTENDANCE WILL RESULT IN THE SENIOR TAKING AN EXAM OR RECEIVING A “0” FOR EXAM GRADE.

EXEMPT SENIORS WILL STILL NEED TO BE IN ATTENDANCE ON EXAM DAYS. FAILURE TO BE IN ATTENDANCE WILL RESULT IN THE SENIOR TAKING AN EXAM OR RECEIVING A “0” FOR EXAM GRADE.

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Middle School Courses for High School Credit
Middle school students may take designated courses that will count toward graduation requirements. However, the following requirement shall apply:

1. Middle school student taking such courses must earn at least a C average and pass the final exam in the class for the course to count toward graduation.
2. Grades earned in those courses shall not be used to calculate a student’s high school grade point average (GPA).

Grading Scale
Grades A, B, C, and D are passing. The grade given at the end of the semester is a cumulative grade for that semester and is recorded.

Guidance
Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, individual graduation plan, study help, help with personal, school and/or social concerns, or any questions the student may feel he or she would like to discuss with the counselor. Developmental activities for all students are scheduled during the year. Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment.

Homebound Instruction
A student who resides in the Fort Thomas school district is eligible for enrollment in a homebound instructional program if a medical doctor, psychologist, psychiatrist, or health officer states:

The student will be out of school for 5 days or more due to medical disability. The student does not have a communicable disease. (This does not apply in those instances where telephone service is utilized.)

There are three alternative programs that will be considered for the student qualifying for homebound instruction. They are:

• Procure the services of a homebound teacher from a neighboring school district with such a program.
• Secure the services of a certified teacher to assist the student.
• Utilize the services of the telephone company. The Board would be responsible for the initial cost of the hook-up. The parents or guardians would be responsible for the monthly bills for the telephone service.

The building principal and the assistant superintendent for pupil personnel services shall administer this policy (Board Policy 08.1312).

Homework
The Board believes homework used in a practical and sensible manner can be a useful tool in the learning situation. Homework assignments should be purposeful and related to current work. They should not be used as punishment. When appropriate, homework assignments should
be individualized according to the needs and skills of the pupil. Teachers should make every effort to allocate time for students to begin the homework assignments under their supervision. In those instances, where homework assignments are to be graded, this should be done and the work returned within a reasonable time. The building principal shall administer this policy (Board Policy 08.211).

**Honor Roll and Honor Pins**

In order for a student to qualify for the Honor Roll, he or she must have earned a grade point average of 3.00 or better in his or her academic classes, with no semester average below a “C”. A student will qualify for the Super Honor Roll if he or she has earned a grade point average of 3.50 or better in his or her academic classes, with no semester average below a “C”. An “F” as a quarter grade in any subject disqualifies a student. Co-op grades count, and grades from vocational school count if the student meets the minimum per semester hour requirements. (One unit of credit equals one grade.)

Advanced courses are not upgraded when honor roll averages are computed; these are used only when computing class rank.

Silver honor pins will be given to those students who have been on either honor roll for four consecutive semesters. A student who has been on either honor roll for eight consecutive semesters (grades 9-12) will receive a gold honor pin and special recognition during the Commencement program.

**Parent/Student Portals: Infinite Campus/Schoology**

In an effort to improve communication between home and school, parents are encouraged to establish an account with Infinite Campus, the state required student information system, as well as Schoology, the Learning management system used at HHS. These tools for parents and students are used to access instant, online, timely and secure student information: class schedule, assignments, attendance, report cards, transcripts and course registrations for next year.

All parents and students have the capability to access a secure website using a specific user ID and password to gather student information. Students will create their own account which will allow access to their information only. Parents will create a separate account which will allow access to all children in the family enrolled in a Fort Thomas Independent School. Both custodial and non-custodial parents/guardians will be allowed to create an account, unless a court order prohibits rights to student information.

Instructions on how to establish an account will be provided upon enrollment or at the beginning of each school year for individuals who have not activated an account. Once an account has been established it is not necessary to reactivate it annually.
The online grading/student reporting feature will be disabled the last week of school each year, as students are required to pick up final grades and report cards from the guidance office. Questions about student progress during this time should be directed to the particular teacher.

**Progress Reporting**
Midway through the grading period, progress reporting will become available to parents through Infinite Campus. Notification of progress reporting will be distributed in advance by the principal or designee.

**Repeating Courses**
Students may repeat courses; however, both grades will be used to calculate the GPA. The repeat option would allow a student to gain a better grasp of material or to meet a pre-requisite. The student must be aware that credit can only be earned once for a course, even if it is repeated. Although both grades will count in the overall GPA, credit will only be awarded once.

**Report Cards**
Report cards are issued at the end of each quarter or nine-week session. Letter grades are used to designate a pupil's progress. Report card envelopes should be signed by the parent and returned to the school within three (3) days.

**Student Classification**
The grade level and homeroom placement of each student is determined by the number of credits that have been completed preceding the opening of school.

- 5 credits for sophomore classification
- 10 credits for junior classification
- 16 credits for senior classification

**Summer School**
A high school student will be permitted to take a required course in summer school to fulfill his graduation requirements if he plans to enter college early. In some instances, the fourth year English requirement could be completed during the first year of college studies. In either instance, prior written approval must be secured from the high school principal (Board Policy 08.136). Only one (1) credit per year can be obtained through summer school.

In order to be permitted to enroll in a summer school program to make up for a failed course, a student must have earned an average of 60% or higher (50% in a Chicago Math course). A yearly average of less than 60% (50% in a Chicago Math course) will result in the class being repeated in the following year.
Vocational School
Students at Highlands have the valuable opportunity to enroll as part-time students at a Northern Kentucky area vocational school. Students so enrolled will be able to earn a diploma from Highlands. Three (3) credits per year may be earned at the vocational center for transfer to Highlands High School. The student must qualify for the particular vocational area of interest. A conference with the Highlands counselor and the vocational school counselor and recommendation of the administration, as well as written parental permission, are required before a student can be admitted to the program. A student must be sixteen years of age to enter this program, and must have completed the sophomore year. The center serving our students is:

- Campbell County Area Technology Center
  909 Camel Crossing
  Alexandria, KY  41001
  (859) 635-4101

Applications and lists of courses available through this program are in the Guidance Office.

Writing Portfolio Policy (Seniors)
Students must be accountable for the completion of acceptable writing portfolios. Therefore, an Apprentice portfolio is mandatory for passing the senior English requirement, regardless of the course average. After the scoring process is completed, any student with a Novice portfolio must attend assigned ESS sessions until his/her portfolio reaches an apprentice level or the ESS teacher verifies that the student has exhibited a sustained effort resulting in a significant improvement. The student will have until one week before graduation to meet the requirement. Students who do not fulfill this obligation will receive an incomplete in their senior English class and will be required to attend summer school to complete the requirement.

AP English and advanced students will be required to produce a Proficient portfolio. The regular and workplace communications students will be required to produce an Apprentice portfolio. Any student not producing the required level will attend ESS sessions as stated above.

The following guidelines apply:

Students who are enrolled in AP English or Advanced English IV must earn a minimum score of "Proficient" on the writing portfolio as scored by the faculty as the accountability score of record in order to receive credit for the specified course.

Students who are enrolled in English IV must earn a minimum score of "Apprentice" on the writing portfolio as scored by the faculty as the official accountability score of record in order to receive credit for the specified course.
Students who do not earn these performance levels, must attend a series of writing remediation and tutorial sessions (not during school hours) as determined by the Literacy Leader and make significant improvement on the writing portfolio in order to receive credit.

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.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and others expressly authorized by the Board of Education. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district’s technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student behavior standards, including those prescribed in applicable Board of Education policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the Fort Thomas Independent Schools Responsible Use Policy and Student Code of Conduct.

Before using school district technological resources, students and parents/guardians must sign a statement indicating that
they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including, but not limited to, revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited.

2. School district technological resources are installed and maintained by members of the Technology Department. Students shall not attempt to perform any installation or maintenance without the permission of the Technology Department.

3. Under no circumstance may software purchased by the school district be copied for personal use.

4. Students must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.

5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.

6. The use of anonymous proxies to circumvent content filtering is prohibited.

7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

9. Users must respect the privacy of others. When using e-mail, blogs or other forms of electronic communication, students
must not reveal personally identifiable information, or information that is private or confidential, such as a home address or telephone number, credit or checking account information or a social security or student ID number.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.

11. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

12. Users are prohibited from using another individual’s ID or password for any technological resource.

13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.

14. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator.

15. Views may not be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district without prior approval by the superintendent or designee.

16. Connection of personal devices are permitted but not supported by FTIS technical staff. The Board of Education is not responsible for the content accessed by users who connect to the Internet via their personal mobile technology (e.g., 3G, 4G, LTE service).

17. Users must back up data and other important files regularly.

18. Those who use district-owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.

19. Students who are issued district-owned and maintained devices must also follow these guidelines:
   a. During any transport, the device must be secured in a manner that will avoid damage caused by jostling or dropping.
   b. Keep the device secure and damage free.
   c. Do not loan out the device, charger or cords.
d. Do not leave the device in a vehicle.
e. Do not leave the device unattended.
f. Do not eat or drink while using the device or have food or drinks in close proximity to the device.
g. Do not allow pets near the device or any parts of the charger.
h. Do not place the device on the floor or on a sitting area such as a chair or couch.
i. Do not leave the device near table or desk edges.
j. Do not stack objects on top of the device.
k. Do not leave the device outside.
l. Do not use the device near water such as a pool.
m. Do not check the device as luggage at the airport.
n. Back up data and other important files regularly. FTIS will at times perform maintenance on devices by imaging. All files not backed up to cloud-based storage space or other storage devices may be deleted during this process.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Board of Education recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The Board of Education is not responsible for the content accessed by users who connect to the Internet via their personal mobile technology (e.g., 3G, 4G. LTE service).

D. PARENT/GUARDIAN CONSENT

The Board of Education recognizes that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student’s parents/guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parents/guardian and student must consent to the student’s independent access to the Internet and
to potential monitoring of the student’s e-mail communication by school personnel.

In addition, in accordance with the Board of Education’s vision for technology, students may require accounts in third party systems for school-related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. By signing the Responsible Use Policy, parents/guardians acknowledge permission for their child to access and possibly post information to Web 2.0/3.0 websites. Such postings may include a picture and/or video, as long as neither personally identifies the child.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with Board of Education policy and applicable laws and regulations. School district personnel reserve the right to monitor online activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the Board of Education may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the Board of Education, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

F. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority. Unauthorized attempts to log onto any school system computer on the Board of Education’s network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for district-owned devices while under
their control. The school district is responsible for all routine maintenance to school system devices.

G. STOLEN/LOST DEVICE OR CHARGERS

If a device is stolen, the parent/guardian must report the theft to a local police department and a copy of the police report should be filed with the FTIS Technology Department. If you believe the device is lost, you should report the loss to the Help Desk immediately. The District has technological services in place to help find devices that may have been misplaced. If the device is not found within 48 hours, the device will be considered stolen, and a police report must be filed and submitted to the FTIS Technology Department for a replacement device to be issued. An additional technology fee may be assessed.

Lost or stolen chargers must be replaced with identical model chargers at the expense of the parent/guardian.

H. PERSONAL WEB CONTENT

The superintendent may use any means available to request the removal of personal web content that substantially disrupts the school environment or that utilizes school district or individual school names, logos or trademarks without permission.

Though school personnel do not monitor students’ Internet activity conducted on non-school district devices during non-school hours, when the student’s online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board of Education policy. (Board Policy 08.2323 and 08.2323 AP .21)

I. FTIS DIGITAL CONVERSION DEVICE CARE AGREEMENT

Beginning with the 2016-17 school year, FTIS will insure all devices. The first incident of damage per device not covered by Apple Care will be covered using the District’s insurance. A second incident of damage to a device assigned to a student will result in parents’ paying $50 to have the device repaired. Third and subsequent incidents of damage will result in FTIS’s holding the parent/guardian responsible for damages. These damages include, but are not limited to

- consumable parts
- cosmetic damage, including, but not limited to, scratches, dents and broken plastic on ports
- damage caused by use with another product
- damage caused by liquid contact, fire or other external cause
• damage caused by operating the device outside Apple’s published guidelines
• damage caused by service (including upgrades and expansions) performed by anyone who is not a representative of the FTIS Technology Department
• a device that has been modified to alter functionality or capability without the written permission of FTIS Technology Department
• a device from which any serial number or identifying information has been removed or defaced from the device.

If a device is determined to be lost or stolen, and student is assigned another device, parents will be required to pay another rental fee before the device will be issued.

**GRADUATION REQUIREMENTS, RECOGNITION, AND HONORS**

Graduation Requirements for Class of 2012 and Beyond

In order to fulfill requirements for graduation from Highlands High School, a student must earn a minimum of 22 Carnegie units of credit. Of the 22 units required for graduation, 15 specific requirements are hereby established.

**ENGLISH**

4 CREDITS

Choose one from each bullet:
- English I or Pre-AP English I Advanced
- English II or AP Seminar English II
- English III or AP English Language
- English IV or AP English Literature

**MATHEMATICS**

4 CREDITS

(ALL OF THESE MUST BE TAKEN DURING HIGH SCHOOL) STUDENTS MUST TAKE A MATH COURSE EACH YEAR, GRADES 9-12.

CHOOSE ONE OF THE FOLLOWING OPTIONS:

A. Algebra I (B), Geometry, Algebra II, Elective
B. Algebra I (AB), Geometry, Algebra II, Elective
C. Applied Algebra I, Applied Geometry, Applied Algebra II and one elective
D. Geometry, Algebra II, Pre-Calculus and one elective
E. Algebra I (AB), Geometry, Algebra II and Technical Applied Math or Medical Math as offered by McCormick Vocational School
F. Algebra II, Pre-Calculus, AP Calculus and AP Statistics or Calculus BC**
SCIENCE 3 CREDITS

Choose one from each bullet:
• Introduction to Physics, or Physics I Advanced
• Biology or Biology I Advanced
• Chemistry I, Chemistry I Advanced or one Science elective as offered by McCormick Vocational School

SOCIAL STUDIES 3 CREDITS

Choose one from each bullet:
• World Civilizations or AP World History
• US History or AP American History
• Government or AP Government or We The People

HISTORY & APPRECIATION OF VISUAL & PERFORMING ARTS 1 CREDIT

Choose any one of the following courses:
• Art I/Foundations in Art
• AP History of Art
• Introduction to Theatre
• Foundations in Technical Theatre
• Sinfonia Strings Orchestra
• Chamber Strings Orchestra
• Percussion Ensemble
• AP Music Theory
• Highlands Chorale
• Treble Choir
• Instrumental Music
• Music Appreciation
• Film
• Fashion Design I

HEALTH AND PHYSICAL EDUCATION 1 CREDIT

Health AND Physical Education or completion of Foundations of Exercise, Health and Wellness (Early Bird)

ELECTIVES 6 CREDITS

For students who wish to complete Kentucky’s Pre-College Curriculum, two credits in the same World Language are required.

Other Requirements
The Fort Thomas Board of Education approved in 1994 the following additional requirements:
Students must successfully complete requirements of the State Accountability Assessments.
Successful completion of the State Accountability Assessments will be based upon (a) taking sufficient time to do a reasonable job and (b) writing answers related to the content of the question.
Successful completion of portfolios shall be determined by (a) completing the portfolio. A complete portfolio is one that has all the required pieces and fulfills the intended purpose.

Commencement
Participation in commencement ceremonies is a privilege not a right and is contingent upon completion of graduation requirements prior to the date of the ceremony. All student fees and fines must be paid in full for participation. Students completing the Fort Thomas educational program at an alternative school will have a separate graduation program at the alternative site.

Serious violations of the student code of conduct may result in the restriction of participation in commencement ceremonies.

KENTUCKY’S PRE-COLLEGE CURRICULUM
The Council on Higher Education has established the following pre-college curriculum:

- Twenty-two (22) or more total units in high school
- Four (4) units of English, specifically English I, II, III, and IV (or AP English)
- Four (4) units of mathematics, specifically Algebra I, Algebra II, and Geometry*
- Three (3) units of science that includes life science, physical science, and earth/space science (at least one of them must be a lab course)
- Three (3) units of social studies that includes content from U.S. History, Economics, Government, World Geography, and World Civilization
- One-half (1/2) credit in health
- One-half (1/2) credit in physical education
- One (1) unit in the history and appreciation of visual and performing arts
- Two (2) units of nonnative (world) language
- Five (5) units of elective credit. At least one course that develops computer literacy is strongly recommended. Three of the five elective units must be rigorous**.

*In 2002, a student may substitute an integrated, applied, interdisciplinary, or higher level course within a program of study if the substituted course offers the same or greater academic rigor and the course covers or exceeds the minimum required content.

**Rigorous electives should have academic content at least as challenging as that in courses required in the minimum high school graduation requirements. These electives also should be in social studies, science, math, language arts, arts and humanities, nonnative language, and, above the introductory level, in agriculture, industrial technology, business, marketing, family and consumer sciences, health sciences, and technology education and career pathways. Electives in physical education and health are limited to 1/2 unit each.
Highlands High School Advanced Curriculum

For those students who want to pursue at least a four-year college program, the following curriculum is recommended.

- Completion of all the requirements of Kentucky’s Pre-College Curriculum.
- Completion of at least 10 “Advanced”-level courses. Advanced courses are indicated in the Program of Studies/Course Catalog and in the title of the course. (Note: additional Advanced Placement (AP) courses may substitute for advanced courses.
- Completion of at least two “Advanced Placement (AP)” courses. AP courses are indicated in the Program of Studies/Course Catalog and are in the course title.
- A minimum overall grade point average (GPA) of 3.75 on the weighted scale.

Students who complete the requirements of this diploma will be awarded a seal on their diplomas indicating they have fulfilled the requirements of an advanced course of study. Additionally, students who complete this program will be noted in the Graduation Program.

MAJOR OF INTENSIVE STUDY
(Beginning with the Class of 2006)

Students who wish to declare a graduation major with honors recognition must complete the following requirements:

- Successful completion of a presentation and defense of a senior thesis project as determined by a panel of examiners comprised of three persons, including the student’s adviser, a professional in the field, and another teacher or community member.
- Completion of a course entitled, Senior Seminar or AP Research, where students learn the basics of proposal design, research methodology, and presentation skills. Additionally, this course will allow for independent study, shadowing, mentoring, and research.
- Completion of at least four courses in the intended area of study with a minimum average of “B” (85%).
- Completion of Kentucky’s Pre-College Curriculum.

Students who achieve this honor will wear an Honor CORD during Commencement in the color that corresponds with the college major. This distinction will be noted on the diploma and on the final transcript.

ADVANCED PLACEMENT CAPSTONE DIPLOMA
(Beginning with the Class of 2019)

Students who wish to earn the Capstone Diploma must complete the following requirements:
• Completion of the requirements of Kentucky’s Pre-College Curriculum.
• Complete the College Board courses titled AP Seminar and AP Research and complete the accompanying exams.
• Complete and earn a passing score of 3 or better in 4 additional Advanced Placement courses.

Students who meet the above criteria will be awarded the Capstone Diploma and be recognized at the Highlands High School Commencement. Students who earn a 3 or better in both AP Seminar and AP Research as well as a 3 or better in 4 additional AP courses will be awarded the AP Capstone Diploma through the College Board. Those who meet the requirements but not on 4 additional courses will earn a Capstone Certificate through the College Board.

CAPSTONE PROGRAM
Highlands High School offers a Capstone learning experience in the areas of Mass Communications and Performing Arts (Music or Drama). The courses within the Capstone Program are designed to allow students to concentrate on a specific area of interest while earning dual credit through partnerships with post-secondary institutions. Capstone courses will be taught by Highlands High School faculty, university faculty members, and other professionals experienced in the field of study. Capstone students are expected to complete a field experience during their senior year which will allow them to put the practices they have learned throughout their chosen program of study into action through the infusion of mentors and public performances.
ATTENDANCE

Announcements

All announcements must have a teacher’s signature and sent to the principal’s office for approval before they will be read.

Standard Bell Schedule

<table>
<thead>
<tr>
<th>7:00</th>
<th>7:55</th>
<th>Early Bird</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>9:00</td>
<td>1st period</td>
</tr>
<tr>
<td>9:04</td>
<td>10:00</td>
<td>2nd period</td>
</tr>
<tr>
<td>10:04</td>
<td>11:00</td>
<td>3rd period</td>
</tr>
<tr>
<td>11:04</td>
<td>12:45</td>
<td>4th period (includes lunch and Homeroom)</td>
</tr>
<tr>
<td>12:49</td>
<td>1:45</td>
<td>5th period</td>
</tr>
<tr>
<td>1:49</td>
<td>2:45</td>
<td>6th period</td>
</tr>
</tbody>
</table>

Focus Period Bell Schedule

<table>
<thead>
<tr>
<th>7:00</th>
<th>7:55</th>
<th>Early Bird</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>8:51</td>
<td>1st period</td>
</tr>
<tr>
<td>8:55</td>
<td>9:46</td>
<td>2nd period</td>
</tr>
<tr>
<td>9:50</td>
<td>10:41</td>
<td>3rd period</td>
</tr>
<tr>
<td>10:45</td>
<td>11:15</td>
<td>Focus Period</td>
</tr>
<tr>
<td>11:19</td>
<td>12:55</td>
<td>4th period (includes lunch and Homeroom)</td>
</tr>
<tr>
<td>12:59</td>
<td>1:50</td>
<td>5th period</td>
</tr>
<tr>
<td>1:54</td>
<td>2:45</td>
<td>6th period</td>
</tr>
</tbody>
</table>

Late Arrival/Hour Delay Schedule

<table>
<thead>
<tr>
<th>9:00</th>
<th>9:42</th>
<th>1st period</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:46</td>
<td>10:28</td>
<td>2nd period</td>
</tr>
<tr>
<td>10:32</td>
<td>11:15</td>
<td>3rd period</td>
</tr>
<tr>
<td>11:19</td>
<td>1:05</td>
<td>4th period (includes lunch &amp; Homeroom)</td>
</tr>
<tr>
<td>1:09</td>
<td>1:55</td>
<td>5th period</td>
</tr>
<tr>
<td>2:00</td>
<td>2:45</td>
<td>6th period</td>
</tr>
</tbody>
</table>
College Visits
Juniors or Seniors will be permitted two “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. The student will also need to sign out as a Special Excuse prior to the day of the college visit. Failure to do either of these could result in an unexcused absence. College visits will NOT be granted under the following circumstances:

- 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.

Excused and Unexcused Absences

Excused Absence:

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,*
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

UNDER NO CIRCUMSTANCES IS A STUDENT TO LEAVE SCHOOL WITHOUT RECEIVING PERMISSION FROM THE OFFICE OF THE PRINCIPAL, ASSISTANT PRINCIPAL, OR SCHOOL NURSE. A STUDENT WILL NOT BE SENT HOME FOR ANY REASON DURING THE SCHOOL DAY WITHOUT FIRST GETTING PERMISSION FROM THE PARENT OR GUARDIAN. IF THE STUDENT IS TO BE PICKED UP EARLY, THE CUSTODIAL PARENT/GUARDIAN OR DESIGNEE SHALL REPORT TO THE ASSISTANT PRINCIPAL’S OFFICE AND SIGN FOR THE STUDENT’S RELEASE (BOARD POLICY 09.1231).

In the event a student becomes ill at school, parents will be contacted by the Nurse’s office to arrange for the student to be picked up at school. Students are not permitted to contact parents to pick them up from school due to illness without first being evaluated by the Nurse’s office. When a student signs out through the Nurse’s office, they will be required to bring a parent/Doctor’s note upon returning to school. Any student who has been absent from school MUST bring a note from home explaining the reason for the absence. Prior to 8:00 AM on the day the student returns to school, the student should take that note to the assistant principal’s office where an admit slip will be issued. The student then should take the admit slip to each class, leaving it with the sixth period teacher at the end of the day. If a student fails to sign in before 8:00 AM, they may face disciplinary action.

- 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). All excuse notes must be sent to your child’s school within 2 weeks of the absence.
- Absences will be recorded as unexcused, without an excuse note.
- AFTER 2 WEEKS, NO CHANGES can be made to your child’s attendance record.
- Tardies: Your child will be counted tardy if he/she is not present in class when bell rings (7:00/8:00 am). If your child is tardy he/she must sign in at the Assistant Principal’s office.

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) (Board Policy 09.123).

State regulations require that students participating in non-instructional extra-curricular activities, such as sporting events, are to be counted absent while attending such events. They will be determined excused or unexcused at the discretion of the principal/assistant principal. School sponsored participation will not result in loss of perfect attendance recognition.
**Unexcused Absence:**

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 they are completed in Saturday School (Board Policy 09.123).

Suspensions are considered unexcused absences; please reference Suspension and Student Work section in handbook.

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

All school work will be permitted to be made-up as long as the absence has been excused (illness of student, death or severe illness in the immediate family, religious holiday, medical and dental appointments which cannot be scheduled outside of the regular school day, special cases excused by the principal or his designee including college visits). All of these excuses will need to be accompanied by a note from home within 48 hours of the absence (see Excused and Unexcused absences). 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. With the exception of suspension, teachers may allow work during an unexcused absence to be made up in Saturday detention or acceptable after school detention.

**Make-Up Work (Summer School)**

In case of failure, the credit may be made up through approved summer session work, arrangements for which must be made through the counselor with the approval of the principal. It is strongly recommended that a student who fails one or more subjects attend summer school to avoid academic deficiencies in his or her program and the possibility of not graduating with his or her class. A maximum of one credit may be earned during summer school. See also Summer School.

**Passes**

Students are not permitted in the corridors during class periods unless they area accompanied by a teacher or have a pass from an authorized staff member.

**Student Errands**

Students may not be sent on errands for school personnel except to areas on school property (Board Policy 09.221).
Tardies

Students arriving in the Ft. Thomas schools after the scheduled starting time of 8:00AM and before 9:00AM shall be marked tardy. Students who arrive after 9:00AM 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.

In cases of excessive absences/tardies due to personal illness, the Principal, Assistant Principal or Assistant Superintendent for Student Services may, at his/her discretion, require that any subsequent tardies due to personal illness be verified by a signed physician’s statement. 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 (Board Policy 09.123). Each subsequent tardy will result in more school consequences.

Any student who is tardy must report to the principal or his designee immediately upon 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 assigned in “Academic Saturday”).

Students enrolled in grades 9-12 who have three unexcused tardies during the school year shall be sent to detention hall for 45 minutes on the fourth unexcused tardy. Additional tardies may result in multiple detentions, Saturday Detention, and/or Alternate School. 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 (Board Policy 09.123).

Tardies Between Class

Students who are late arriving to one class from the previous class, shall be marked tardy 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.

Early Bird Attendance

Early Bird classes begin promptly 7:00 am and end at 7:55 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/documenting excuse.
Perfect Attendance

Perfect Attendance is defined as being present at school each 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
- Funerals
- Tardies Exceeding 1 hour
- Other, as determined by assistant principal

CONDUCT/DISCIPLINE ISSUES

Rights and Responsibilities of Students, Parents and Educators

Under the United States Constitution, certain individual rights are provided for the protection of all people. In any relationship, individual responsibilities are inherent in all rights. The following, therefore, is set down as the code of rights and responsibilities.

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.
Corporal Punishment

Corporal punishment is not used as a means of correcting behavior at Highlands High School. Board Policy 09.433 prohibits the use of corporal punishment.

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.

Detention

Detention is held each day from 2:50 PM to 3:30 PM. The detention hall is monitored by teachers, and students are required to bring books and homework. If a pupil cuts detention hall without being excused, Saturday detention or additional daily detention will be added. A student who cuts a second time will receive Saturday detention. A student who cuts a third time will receive Alternate School and any further cuts will result in suspension. Detention hall is assigned by the principal or assistant principal. Teachers are not to assign students to the detention hall for failure to do homework or for any infraction of discipline within the classroom. For such offenses, teachers will have the pupils report back to their rooms rather than to the detention hall. Teachers may have a student report to their rooms at 2:50 PM or 7:30 AM for thirty minutes. Failure on the part of a pupil to report to teachers for adjustment of such infractions should be brought to the attention of the assistant principal, and detention may possibly follow as part of the action taken in connection with the case.
Saturday School/Detention Program

The Saturday School/Detention Program at Highlands High School will be operated in accordance with these regulations. Any student assigned to the detention program will be expected to abide by them.

Purpose: 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, the Saturday School Detention Program is expected to serve as a deterrent to unacceptable behavior while at school. Hours: 8:00 AM to 11:30 AM on Saturday represents one day of detention. The principal or assistant principal at Highlands High School has the prerogative to assign more than one day in the Saturday School Detention Program, depending on the severity of the student’s offense. A student assigned to the Saturday School Detention Program will not be admitted after 8:00 AM. Failure to arrive on time will result in serving one-day Alternate School and making up the Saturday the following week.

Assignments for Saturday Detention are secured by the Assistant Principal’s Office. Assignments will consist of “enrichment” activities related to the classes in a student’s schedule. Failure to complete assignments will result in additional Saturday Detention along with the possibility for more school consequences.

Teachers may also assign “make-up” assignments to students in Saturday Detention to replace “enrichment” activities.

The supervising teacher will coordinate a morning break of no more than ten minutes. Students will be released on an individual basis.

Snacks and/or drinks are not permitted in the Saturday School Detention Program classroom at any time. Talking is not permitted except with the permission of the supervising teacher.

Examples of Offenses:

Offenses which could cause a pupil to be assigned to the Saturday School Detention Program include, but are not limited to the following: excessive tardiness, unexcused absences, cutting classes, unacceptable language, insubordination, class disruption (severe or repeated cases), refusal to attend the after-school detention hall, and not having daily homework assignments.

Misbehavior:

Students asked to leave the Saturday School Detention Program because of their conduct will be given an additional day of Alternate School and will be held accountable for their current detention. Examples of unacceptable conduct during Saturday detention:

- Not having class assignments;
- Sleeping while serving detention;
- Talking while serving detention;
- Other action deemed inappropriate by the supervising teacher.
Valid Reasons for Absence:
• Family death or emergency;
• Illness verified by doctor or dentist on the scheduled detention date;
• Other circumstances approved in advance by school principal/assistant principal.

Unexcused Reasons for Absence:
• Not having transportation;
• Oversleeping;
• Weather;
• Extracurricular activities;
• Other circumstances not approved in advance by the school principal or assistant principal.

Students with Saturday Jobs:
At the request of parents or guardians, adequate time will be allowed for a pupil to arrange for a substitute on his or her job. Working, however, is not an acceptable excuse for missing Saturday detention.

Disciplinary Action for Refusal to Serve:
Refusal to attend the Saturday School Detention Program as assigned or misconduct during the program, will result in Alternative School. Failure to appear at that assignment will result in suspension until the Saturday School is served. Students not putting forth an appropriate “good faith effort”, as determined by the Saturday Detention monitor, will be assigned additional detentions until assigned work is complete. Continued failure to serve could result in court referral and/or expulsion from school. Students who are issued several Saturday detentions without correction of the problem may be considered beyond control and thus eligible for suspension or expulsion.

Alternative School:
If a student’s conduct has not been corrected by detention, the student could receive Alternative School. Students assigned to Alternative School will attend school, but will work in a room away from the student body. Students will be doing work that would have been assigned to them during that school day, or any other assignments that the classroom teacher considers appropriate. At the end of the school day, students leave like other students. Alternative School students will eat lunch in the Alternative School room. Students may purchase a standard lunch or bring a packed lunch from home. However, having a “carryout” lunch delivered to the student will not be permitted (i.e. McDonald’s, etc.). Hours for Alternative School are 8:00 AM to 2:45 PM.

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.
Restriction, Suspension, Expulsion of Students

In any situation wherein the conduct of a student enrolled in the Fort Thomas Public Schools could have detrimental or harmful effects upon the school system’s educational program, the discipline of students, or interfere in any way with the general welfare of the school or of fellow students or with extracurricular activities in which fellow students are participants, the superintendent, principal, or assistant principal shall have the authority to:

1. restrict the student’s participation either as a spectator or actual participant in the extracurricular activity. The restriction could be for a minimum of one day or through the remainder of the current school term. It could be for one specific extracurricular activity or for all extracurricular activities; and/or
2. suspend the student from school for a period of up to ten (10) school days.

As used in this policy, the term “extracurricular activity” applies to those activities that take place outside the regular classroom, often after regular school hours, and for which the participants do not receive academic credit. It includes any activities engaged in by students who are enrolled in the Fort Thomas public schools. Such activities could occur at a Fort Thomas public school or at another location away from the Fort Thomas public schools where Fort Thomas public school students are participants in a school-sponsored activity.

For students who are participants in, or spectators at, regular school activities, or at extracurricular activities, conduct which constitutes cause for restriction, suspension or expulsion shall include, but is not limited to, the following:

- Willful disobedience or defiance of the authority of teachers or administrators.
- Use of profanity or vulgarity.
- Assault or battery or abuse of school personnel or other students.
- Threat of force or violence or intimidation of school personnel, students enrolled in the Fort Thomas public schools or other persons attending extracurricular activities in Fort Thomas public school property or at other locations where Fort Thomas public school students are participants.
- Use or possession of alcohol or drugs.
- Stealing or defacing or destruction of school property or personal property belonging to school personnel, other students, or to any property at a location where Fort Thomas public school students are engaged in an extracurricular activity.
- Repeated truancy or cutting detention hall.
- Possession or use of weapons or dangerous instruments.
- Un-authorized use of a car during school hours.

Pursuant to Policy 05.48 the penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435.

Should the superintendent, principal, or assistant principal decide a student’s behavior warrants suspension from school for a period of up to
ten days, or restriction as a spectator or participant in an extracurricular activity, said student shall be given verbal or written notice of the charge or charges. The superintendent, principal, or assistant principal shall provide the student an opportunity to present his or her version of the fact relating to the charge or charges. This shall be done prior to the student’s suspension or restriction. The hearing requirement can be satisfied by holding same in the office of the superintendent, principal, or assistant principal with the student present. A short written record of any such hearing shall be kept by the superintendent, principal, or assistant principal.

Those students whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process or the extracurricular activity, may be immediately suspended from school. Should this become necessary, the due process procedure described above shall be carried out within three school days after the suspension.

The action taken by the superintendent or principal in suspending a student or restricting his or her participation in or attendance as a spectator at an extracurricular activity shall be reported in writing immediately to the superintendent and to the parent, guardian, or other person having legal custody or control of the pupil. The charge or charges against the student shall be included in the letter. The letter to the parent, guardian or other person having legal custody or control of the pupil shall be sent by mail.

Conduct, as set forth above shall also constitute grounds for expulsion. Should the Board consider the expulsion of a student for misconduct as defined in this policy, such action shall not be taken until the parent guardian, or other person having legal custody or control of the student has had an opportunity to have a hearing before the Board (Board Policy 09.434, 09.4341, 09.435).

**Suspension and Student Work**

Students who have been suspended shall not be allowed to make up daily work, tests or quizzes, unless, as determined by the Principal/designee, they are permitted to complete it either during or through Academic Saturday(s). (Board Policy 09.123)

Students who are suspended will only have access to work that was missed in Saturday school and the highest they may score is 70% for the work and is arranged by the teacher.

Students who have been suspended may make up end of grading period or semester exams at a later date as arranged by the Principal or assistant Principal. Any long-term project due on a date during the suspension shall be accepted on the first day back to school for less than full credit. (Board Policy 09.123)
Use of Alcohol, Drugs and Other Prohibited Substances

Illegal and/or inappropriate use of alcohol and drugs constitutes a hazard to the positive development of students.

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, in anticipation of, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.
**Penalties**

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

Violation of the District “Use of Alcohol, Drugs and Other Prohibited Substances” policy (09.423) will constitute reason for suspension of up to ten (10) days and/or expulsion. The local police department and/or the County Juvenile Service authorities shall be involved in every incident involving that policy.

In addition, they shall not be permitted to participate in extracurricular activities for thirty (30) calendar days, which shall include weekend activities that fall within that period. During this time period, if the student meets other participation requirements, i.e. academic eligibility, they may continue to practice during their extracurricular activity but may not attend or participate in games, competitions, and/or performances.

The thirty (30) day participation suspension may be reduced by half (1/2) if the student completes an approved drug and/or alcohol counseling program. The number of days can also be reduced one (1) day for each hour of community service performed by the student. The counseling program and/or community service must receive prior approval from the Principal/designee.

Students that violate the “Use of Alcohol, Drugs and Other Prohibited Substances” policy involving the sale, transfer or distribution of prohibited substances, or the attempt to carry out such actions, may be subject to an alternative placement or a recommendation for expulsion.

**Reporting**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

**Prevention Program**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;

   Instruction shall be offered to educate students about the problems resulting from the periodic, habitual, and chronic use of alcohol and drugs. Such instruction shall be part of the health and science curricula at each level, and, at the
middle and senior high school levels may be addressed in other areas of study, as well.
A climate shall be created whereby students may seek and receive counseling about drugs and related problems without fear of reprisal.

2. The District's policies and related procedures on drug-free/alcohol-free schools;

3. The requirement for mandatory compliance with the District's established standards of conduct;

4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and

5. Penalties that may be imposed upon students for violations of this policy.

**Smoking**

- Smoking, including vapor products, (KRS 438.305) will not be tolerated by the Ft. Thomas Board of Education either to or from school, at lunch, or at school sponsored activities.

**WEAPONS**

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property. When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. (The Gun-Free Schools Act of 1994 and KRS 158.150) District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.
It shall be the policy of the Fort Thomas Independent School District that school officials will notify the proper legal authorities of any violation of the Kentucky Criminal Code deemed serious enough for action.

Special Education Students

Special education students who create a dangerous or disruptive situation may be suspended from school. The due process procedures to be followed for short-term suspension are the same for all students. The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement should be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment, and consequences should become a part of the Individual Education Plan (IEP) for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student’s program, which might result in more appropriate behaviors.

Administrative procedures for suspension and/or expulsion of special education students are as follows:

- A student with disabilities may be suspended temporarily without an educational change of placement procedure.
- A student with disabilities may be expelled as long as appropriate Admission and Release Committee (ARC) procedures are followed, with a committee determination that the child’s disruptive behavior was not a result of the disabilities. The burden of proof in such hearings must lie with the district.
- A student with disabilities may not be expelled if the committee determines that the child’s disruptive behavior was a result of the disabilities.
- Even if a child is expelled through the appropriate procedures, there must not be a complete cessation of educational services. Therefore, if a student with disabilities is expelled, alternative services must be provided.

School Atmosphere

The atmosphere at Highlands is one that is conducive to learning. Mutual respect among students, faculty and the administration is expected. It is impossible for teaching and learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well. Behavior below these standards will not be tolerated. Levels of behavior and responses to those behaviors are as follows:

Levels of Behavior and Responses:

Inappropriate Behaviors

General Note: The enumerated inappropriate behaviors listed here are applicable at all times while students are on school property as well as off school property at school sponsored trips and activities. (KRS 161.180 and KRS 158.150).
Level I Offenses (Not limited to)
1. Classroom Disruption: an intentional act, behavior, or conduct in the classroom/labs, in the school building, upon school grounds or on field trips which disrupts the educational process.
2. Lack of Cooperation: failure of a student to comply with teacher instructions or to complete assignments, or refusal to abide by any teacher-made rule within the framework of general school policy.
3. Insubordination
4. Student Dishonesty: willful lying or cheating.
5. Tardiness: the failure of a student to report to assigned classrooms or other instructional areas at the beginning of class without an acceptable excuse.
6. Loitering: failure to be in an assigned area at the proper time.
7. Gambling: the act of betting either monetarily or otherwise. Examples include, but are not limited to, flipping for coins, playing cards, rolling dice, or other like games.
8. Selling or trading of Items: buying, selling and/or trading of items not previously approved by the building principal or designee.
9. Inappropriate Clothing: clothing that violates the school dress code policy.
10. Electronic Media/Internet Misuse: Violation of the Acceptable Use Policy
11. Use of Profane Language: language, act, expression, or remark which is offensive to modesty or decency.
12. Public Display of Affection: Inappropriate physical contact, such as hugging, kissing, and caressing.
13. Verbal Abuse and/or Threats: Intentional or willful maligning or gross insult of another

Disciplinary Actions - Level I (Not listed in any order)
A. Conference/reprimand
B. Parent/guardian Contact
C. Detention and/or written assignments
D. Office Referral
E. Demerits
F. Work Assignment
G. Restrictions
H. Saturday School

Level 2 Offenses (Not limited to)
1. Habitual or repeated acts of Level I Offenses
2. Fighting: any physical conflict between two or more students.
3. Theft: taking or possessing the property of another.
4. Vandalism of Property: willful or malicious destruction or defacement of property.
5. Skipping Class: failure to report to class without consent of proper school authority (includes skipping "Early Bird" classes).

7. Disrespect Shown to Teacher: words or actions by a student that shows a lack of regard for the teacher’s personal or professional dignity.

8. Verbal Abuse and/or Threats: intentional or willful maligning or gross insult of another.

9. Leaving Assigned Area Without Permission

10. Refusing to Accept Discipline by the Teacher: action that constitutes defiance.

11. Failure to Comply with Attendance Procedures as defined by policy. Once a student has been placed on a required "Doctor’s note" for an absence, each absence not excused by a Doctor will result in the assigning of after school detention.

12. Inappropriate Behavior at school functions as defined by policy

13. Forgery: act of falsely using the name of another person, or falsifying documents or any correspondence (absences-excuses) from or to the school. Examples include, but are not limited to, detention notices, doctor notes, notes from home and use of another student’s work.

14. Extortion: solicitation of money, or something of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.

15. Harassment: as defined in Board Policy 09.4281.

16. Smoking/Smoking Paraphernalia: The use and/or possession of tobacco products and possession of smoking paraphernalia (lighter, matches, cigarette packs, tobacco containers, etc.) is prohibited.

17. Indecent exposure: mooning or like activities.

18. Inappropriate use of social media.

19. Insubordination

20. Bullying: 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.

Disciplinary Actions - Level 2 (Not listed in any order)

A. Conference - Parent/guardian notification

B. Detention

C. Suspension***

D. Work assignment

E. Loss of activities, related privileges

F. In-school alternative placement

G. Restrictions

H. Saturday School

I. Expulsion
Level 3: Serious Offenses (Not limited to) - REQUIRE ADMINISTRATIVE ACTION, ATTENTION OF THE SCHOOL BOARD AND/OR APPROPRIATE LAW ENFORCEMENT OFFICIALS

1. Habitual and repeated acts of Level 1 and 2 Offenses
2. Destruction of School Property, Including Arson to Damage School Property.
3. Possession, Use, Under the Influence, or Distribution of a Controlled Substance, Including Alcohol, Marijuana, Drugs, Drug Paraphernalia, or Look-Alike Substances.
4. Assault of School Personnel or Student: the intentional striking of a school employee or student as defined by KRS 218.
5. Incorrigibility is the persistent violation of the Code of Conduct as defined by KRS 158.150.
6. Endangering the Safety of Others: behavior that endangers another person such as throwing objects, shooting fireworks, making unnecessary emergency calls, etc.
7. Commission of Sexual Acts: commission or attempted commission of sexual intercourse, rape, or sodomy.
8. Abuse of Fire Alarms or Extinguishers: unjustified use of alarms or extinguishers as defined by KRS 438.200.
9. Possession or Use of Any Object, Weapon, or Look Alike Weapons
10. Prescription/"Over the Counter" Drugs/Non-Prescribes Drugs: possession of prescribed and over the counter medications at school without proper authorization in accordance with school policy.
11. Terroristic Threatening: threat to commit a crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage; intentionally makes false statements for the purpose of causing evacuation of a building or place of assembly.
12. Persistent inappropriate use of social media.
13. Persistent and on-going insubordination.
14. Persistent and on-going harassment

Disciplinary Actions - Level 3 (Not listed in any order)
A. Conference and notification of parent/guardian
B. Suspension (long-term or short-term)***
C. In-school alternative placement
D. Off-campus alternate placement
E. Expulsion
F. Notification of proper legal authorities
G. Restitution
H. Medical and/or psychological evaluation at the student’s expense by a board designated professional
I. Saturday School
J. Restrictions
Students with Disabilities
To comply with federal and state statutes and regulations related to the Individuals with Disabilities Education Act (IDEA), the discipline of eligible students with disabilities will be applied on a case-by-case basis. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguards required by IDEA and KRS 158.150 are followed.

These levels of behavior and responses are general in nature and meant to serve as a guide. Persons administering the responses listed for that level of conduct as they may deem appropriated under the circumstances.

***Required parental meeting for all students before re-admittance to school after an out of school suspension.

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.

School Lockers and Desks
School lockers and desks in the Fort Thomas public schools are school property and are under the ultimate control and custody of the Board of Education. The Board hereby declares it to be a matter of public policy that it reserves the right for school officials to inspect the contents of school lockers and desks.

The following guidelines are to be followed before a school official searches the contents of school lockers and desks:

- The search is based on reasonable suspicion for believing that something contrary to school policy or significantly detrimental to the school and its students will be found in the locker or desk.
- The school officials have attempted to notify all students by written word and public announcement that school lockers and desks are school property and are subject to search for contraband, stolen articles, controlled drugs, alcoholic beverages or dangerous weapons, or any property belonging to the Board which is not property in the possession of the student.
- The school officials have attempted to notify all students by written word and public announcement that school officials have keys or combinations to the school lockers and that the Board reserves the right for school officials to search the lockers and desks.
The primary purpose of the search bears a rational relationship to a legitimate education interest and is to secure evidence of student misconduct for school disciplinary purposes. However, in certain circumstances the evidence could be made available to a law enforcement official. If evidence of a crime or grounds for a juvenile proceeding is lawfully obtained by a school official, it may be turned over to a law enforcement officer for his use.

Any search of student lockers or desks shall be, when possible, conducted by the school official in the presence of the student(s) whose assigned locker(s) will be searched.

Administrative Searches of School Lockers and Desks
School officials are permitted to conduct an administrative search of all school lockers and desks. Such a search must be neither personal in nature nor aimed at the discovery of evidence of crime. An administrative search shall be a general search of all student lockers and/or desks for the purpose of enforcing school policies or regulations for health, safety or educational order. Examples of an administrative search of all lockers and/or desks would be to locate rotting food, missing library books, or to monitor overall cleanliness.

If, during an administrative search, a school official does inadvertently discover contraband, stolen articles, controlled drugs, alcoholic beverages, or dangerous weapons, such would not void the search of its special characteristics. Thus, any such unlawful item found could stand as evidence and as a basis for cause in a suspension or expulsion hearing. The following guidelines are to be followed before a school official conducts an administrative search of school lockers and desks:

- The school officials have attempted to notify all students by written word and public announcement that school lockers and desks are school and are subject to an administrative search.
- The school officials have attempted to notify all students by written word and public announcement that school officials have keys or combinations to the school lockers and the Board reserves the right for school officials to conduct administrative searches of school lockers and desks.
- The primary purpose of the administrative search bears a rational relationship to the legitimate education interests of the school system.
- The school officials have attempted to notify all students by written word and public announcement that if, during an administrative search, the school official does discover contraband, stolen articles, controlled drugs, alcoholic beverages, or dangerous weapons, such unlawful items found could stand as evidence and as a basis for cause in a suspension or expulsion hearing.

Search of a Student’s Person or Personal Belongings
School officials may search a student’s clothing, accessories (purse, wallet, book bag, notebook, gym bag, etc.), or his/her body, if there is reasonable cause to believe the student has in his/her possession contraband, stolen articles, controlled drugs, alcoholic beverages, or dangerous weapons. Searches of the student’s body shall be limited to a
“pat down” of the exterior of the student’s clothing. Such a search of the person of a student (“pat down”) shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible. Such notification should be by telephone. If the parent or guardian cannot be reached by telephone, a letter shall be mailed with return receipt requested.

Should the school official not be of the same sex as the student to be searched, said school official shall designate a staff member to conduct the “pat down.” Other staff members that could be designated for this purpose includes but are not limited to, the school health nurse or a guidance counselor. Witnesses designated by the school official could be classroom teachers. No school official shall conduct a strip search of any student enrolled in the Fort Thomas public schools. The following guidelines are to be followed before a school official conducts a search of a student’s person or personal belongings:

- The search is based on a reasonable suspicion for believing that something contrary to school rules or significantly detrimental to the school and to students will be found in the student-operated vehicle.
- The school officials have attempted to notify all students by written word and public announcement that student-operated motor vehicles on school premises are subject to search by school officials for contraband, stolen articles, controlled drugs, alcoholic beverages, or dangerous weapons.
- The primary purpose of the search bears a rational relationship to a legitimate education interest and is to insure evidence of student misconduct for school disciplinary purposes.

**Law Enforcement Officer**

A school official may request the assistance of a law enforcement officer to:

- Search any area of the school premises, any student, or any motor vehicle on school premises; or identify or dispose of anything found in the course of a search conducted in accordance with this policy.
- When a law enforcement officer responds to such a request, he/she will be assisted by the school official in conducting the search.

**Disposal of Anything Found in the Course of a Search**

Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the applicable Board policy may be:

- Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized, and kept in a secure place by the school official until it is presented at the hearing;
• Returned to the parent or guardian of the student from whom it was seized; or
• Destroyed if it has no significant value.

Reports to Law Enforcement Officials
When principals have reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

- Assault resulting in serious physical injury
- A sexual offense
- Kidnapping
- Assault involving the use of a weapon
- Possession of a firearm in violation of the law
- Possession of a controlled substance in violation of the law; or
- Serious damage to school property

Definitions of Terms Used in this Policy
As used in this policy statement, the term “reasonable suspicion” means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

- Evidence of a violation of the student conduct standards contained in the Board policy statements or student handbook;
- Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.

A search is made if the school official, or his designee, compels a student to produce or at least expose matter otherwise covered from the plain view of the school official or his designee.

The term “school official” applies to any school administrator employed by the Board. The term does not include teachers, secretaries, aides, custodians, substitute personnel, or volunteers. The term “school premises” refers to property under the control of the Board (Board Policy 09.436).

Student Discipline and Supervision
Each administrator and teacher shall hold students under their supervision to a strict account for their conduct on school premises, to and from school, and on school-sponsored trips and activities. This policy governing disciplinary action shall be followed for students in special education units. The Admission and Release Committee shall note any exception to this policy on the individual Education Plan (IEP).
DRESS CODE
We expect students to maintain that type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents are primarily responsible for the appearance of their child. As such, parents will be contacted when the dress or appearance of their child is deemed inappropriate. When a student’s appearance is judged to be detrimental, a parent conference will be arranged or disciplinary action will be taken.

Objectives
1. To provide an educational environment that promotes good teaching and learning.
2. To allow students to dress comfortably within limits to facilitate learning.
3. To allow individual freedom in dress without infringing upon the rights of other students or faculty members.

Guidelines
1. Normal seasonal articles of clothing worn in good taste are acceptable.
2. Articles of apparel, clothing, or accessories that present a hazard to the individual or to other people will not be permitted.
3. Clothing or accessories that promote the use of drugs or alcohol are generally not acceptable.
4. Shorts (and skirts for female students) are permitted to be worn from the opening of school until the close of school. They, however, should be kept to a length that is not distracting and/or inappropriate.
5. Excessive visible body piercing is not to be worn at school or school activities.
6. Unnatural hair style that is distracting to the educational process is not permitted.
7. Clothing that is designed or worn to expose the midriff or underwear is not acceptable.
8. Hats, bandannas and scarves are not to be worn in the building and should be placed in the student’s backpack or locker upon entry to school.
9. Clothing that is designed to be strapless or spaghetti straps are not acceptable.
10. Male students should wear shirts with sleeves in the academic facility.
HEALTH ISSUES
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).

**EMERGENCY/DISASTER PLANS**

Emergency/Disaster Plan

When the superintendent notifies the principal or the principal’s representative of severe weather or other disaster, the following will be done immediately. **Students will not be sent home.**

Upon receipt of a severe weather alert, the principal shall notify faculty members in an inconspicuous manner so that they can be alerted to the
situation and be prepared to act immediately upon receipt of the tornado warning.
When the principal has been notified that a tornado has been sighted, he or she will notify all in the building over the public address system, saying simply and calmly that a tornado has been sighted, and for all to go immediately to pre-assigned locations that are posted in each room. Teachers should open windows in order to equalize air pressure and thus limit destruction. The last person to leave (if leaving the room) shall see that the door is left open. Students shall be instructed to leave all books and belongings at their seats and not try to get clothing or handbags, which they may have at their desk or seat. No student will be allowed to go after belongings once the alarm has been sounded. During the process of moving to the pre-assigned areas there shall be no talking; lines will move quickly and in orderly fashion to the assigned area that is specified in the evacuation plan which is posted in each room. In all cases the assigned area which is posted in the room shall be used, except when the exit is blocked, or when other reasons are announced over the public address system. If time does not permit going to the previously assigned areas, students and instructors should get near the inside wall of the room, farthest away from any opening, window or door, making sure to stay on the southwest side of the room, provided no windows are in this area. Lying prone on the floor, face down, with hands or an open book covering the head is generally the safest position. Everyone will remain in the assigned area until given the all-clear or other specific instruction.

Fire Evacuation Plan
The fire alarm signal will be one continuous ring on the fire alarm system. When the alarm sounds, students, faculty, and others in the building will evacuate the building immediately upon hearing the signal. Each faculty member will have prearranged with one or more students to lead the group out over the route previously assigned and posted for that room. The instructor will follow at the rear of the group. Windows in the room should be closed and door should be closed but not locked. Faculty members should take their teacher’s register and grade books with them whenever a drill is performed.
Students shall be instructed to leave all books and other belongings at their seats and not try to get clothing or other belongings, which may be at their seats or desks. No student will be allowed to go after belongings once the alarm has been sounded, or be allowed to return to the building once it has been vacated until authorized to return to the building.
At the time of the evacuation of the building, there will be no talking; lines will move in an orderly manner and quietly to the exit previously assigned. The occupants of each room will move to the exit specified in the evacuation plan, which is posted in the room. Change of exit will be made only if an exit is blocked or upon instructions announced over the public address system.
Faculty members should know the location of fire extinguishers and how to use them, especially the ones in their immediate teaching areas. Sounding the alarm and evacuating the students from the building shall be their first concern and responsibility.
**Campus Visitors**
All visitors are required to sign in at the AP office, display the ID sticker provided to visitor, only go to location admitted to, and sign out in AP office at the conclusion of their visit.

**Safety Alert**
During an “Alert” code, all students and teachers are to immediately report to their designated areas until further notice.

**EXTRA & CO-CURRICULAR ACTIVITIES**

**Student Activities**
At Highlands High School the opportunity to belong to an organization, participate in an activity, or be involved in athletic competition exists for all students. Each individual may choose whether or not to exercise these options. Every activity is sponsored or coached by a certified employee of the Fort Thomas Board of Education. Activities include, but are not limited to:

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Student Council

The Student Council is an organization through which students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative, and self-control among its members.

Each spring students will elect officers for the following year. Senators and Representatives will be chosen in the fall as outlined in the Student Council Constitution. It is the duty of these representatives to bring to the council’s attention complaints and suggestions from their classmates and to communicate council actions.

Eligibility Requirements

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. 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 all school dances and dance related activities (see previous paragraph). There is also an age restriction (must be under 21 and/or in high school) to attend dances.

Any student amassing 9 or more unexcused absences collectively during the school year will not be permitted to attend 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. 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.
No Pass/No Drive
Highlands students will be held accountable to the "No Pass/No Drive" statute as determined by KRS 159.051.

Fraternities and Sororities
The Board does not sanction or recognize fraternities or sororities or similar social groups as a part of the educational program. All activities or such groups shall be entirely separate and apart from the school program approved by the Board (Board Policy 09.32).

Fund Raising
All fund raising projects by school clubs or classes must be approved by the building principal and proceeds from such projects must be recorded in the internal account of the school. Such projects which involve selling merchandise to residents of the community are to be limited (Board Policy 09.33).

FACILITIES
Cafeteria
Each person has the opportunity to enjoy lunch in the cafeteria. With only thirty minutes allotted for lunch and return to class, cooperation from each individual becomes very important. Cooperation begins when a student refrains from cutting line or tolerating those who do. Food may only be eaten in the Cafeteria or other designated areas. It is also necessary to return trays and trash to the designated area when the meal is finished. Students are expected to help make the cafeteria an enjoyable place for all. Students may leave the campus during their lunch period. However, students are not permitted to be in a car at lunch without permission from the Principal or Assistant Principal. If a student is caught violating this policy, he/she will be suspended from school for a period of 2 days and be restricted to the cafeteria until notified by the Principal or Assistant Principal. This restriction could go up to one (1) school year. Smoking anywhere during lunch is prohibited and will result in restriction and discipline.

Lockers
Each student is assigned a locker for the storage of books and equipment. It is the student’s responsibility to see that his or her locker is kept locked and in order at all times. Due to the current large enrollment, it may be necessary to assign two students per locker. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Students should get study materials for their morning classes on arrival in the morning, and materials needed for afternoon classes during the lunch period. Students should not leave class to go to their lockers except with special permission. Students will be held accountable for any damage or graffiti to lockers including cost of repair.
Student Elevator Use
Students requiring elevator access, due to a physical condition, must obtain a student elevator pass through the Nurse’s office. Any student found using the elevator without a pass will receive disciplinary consequences.

Lost and Found
Inquiries about lost articles should be made in the assistant principal’s office. Articles found should be turned in at the same location.

Parking Lot
The school parking lot (including “visitor” spaces) is off limits to all students between 8:00 AM and 2:45PM. Any student exceptions to parking must be approved by the Assistant Principal’s office.

School Property
The faculty, students and community are very proud of our school facilities. Unfortunately, when a few individuals show disrespect toward our school, the task of keeping it in top shape becomes monumental. To do your share in helping our school to remain beautiful, please make the extra effort needed to dispose of all trash in the receptacles and refrain from any form of vandalism. Remember, Highlands is your school. Let’s keep it #1.

FINANCIAL RESPONSIBILITIES
Fees
Students in Fort Thomas schools are assessed a general fee in grades K-12. The high school general fee is $20.00 (includes student insurance). The general fee does not include workbooks or consumable materials for classes that require such. In addition, there will be a $75.00 user fee for the MacBook Air (includes insurance for the device).

Fines
Any student who destroys school property shall be assigned a fine not to exceed the cost of repair or replacement. The term “school property” shall include, but not be limited to, such items as window glass, furniture and equipment, library books and ceiling tile. The principal shall administer this policy (Board Policy 09.421).

*Participation in Graduation Ceremony is contingent on full payment of fees and fines.
HARASSMENT/DISCRIMINATION/EDUCATIONAL COMPLAINT PROCEDURES

Educational Grievance Procedure
Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:
1. From Student to Teacher;
2. From Teacher to Principal;
3. From Principal to Superintendent;
4. From Superintendent to Board;
The order of appeal shall not be construed to mean that students 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.

Sexual Harassment
No student will engage in any type of sexual harassment. Should this occur, the student will be subject to disciplinary action. Sexual harassment is defined as any repeated and unwanted sexual comments, suggestions or physical contact that is found objectionable or offensive and causes discomfort at school or on the job.

Bullying/Hazing
As referenced in board policy 09.422 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 to the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

Bullying refers to 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.

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.

Students wishing to report the act of bullying/hazing or any violation of the Code of Acceptable Behavior and Discipline may report it to any classroom teacher at their school, who shall take appropriate action as defined by board policy. The teacher shall refer the report to the principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law
enforcement and documentation required covering federally protected areas.

The principal and/or his designee will be responsible for investigation, reporting and appropriate disciplinary action if required.

**Student Complaint Procedure**

Students who feel they have been victims of discrimination/harassment because of their **race, color, national origin, age, religion, marital status, sex or handicap** have the right to file an informal and/or a formal complaint.

**Informal Complaint Procedure**

Step 1. If a student feels he/she has been discriminated against, the student would first bring the problem to the attention of the teacher/counselor within five (5) days of the knowledge or alleged cause for complaint.

Step 2. The student, teacher/counselor will work informally to negotiate a solution within five (5) school days.

Step 3. If the complaint cannot be satisfactorily resolved through this informal procedure, the student may wish to proceed with filing a formal complaint.

**Formal Complaint Procedure**

General provisions regarding formal complaint procedures (KAAR 1:170):

- Any full or part-time student, who believes he/she has been subjected to unfair, discriminatory, or abusive treatment may request that an investigation be carried out without delay. The student shall be assured of a prompt, orderly, and fair response in writing.
- The student is entitled to file his/her complaint without interference, coercion, discrimination, or reprisal.
- At any point in the complaint process, a student has the right to call the Equal Educational Opportunities Coordinator in Frankfort at (502) 564-6916. This person would only act as a consultant.
- At any step in the informal or formal process, the student has the right to call the Office for Civil Rights. The school authorities shall inform all students, staff, and parents of the provisions of this regulation and any modifications. This must be done once a year.

**Formal Complaint Process**

**Level 1:** A complaint shall be filed in writing with a teacher/counselor within fifteen school days of the knowledge or alleged cause. The student shall set forth in writing the nature of the violation and the dates it occurred. The student making the complaint shall sign the statement.

**Response**

The teacher/counselor shall notify the complainant in writing within three (3) school days from the date of the written notice what (if
any) action was or will be taken. A written report of findings shall be completed within thirty (30) calendar days. Note: If the teacher/counselor does not resolve the complaint to the satisfaction of the student, the student may appeal to the next level.

Level 2: The student (complainant) may appeal in writing to the principal within five (5) school days of the date of the Coordinator’s response in Level 1. This written notice must contain all written information from the student and the teacher/counselor’s response.

Response
The principal of the school will notify the complainant in writing within five (5) school days from the date of the appeal as to what action will be taken.

Level 3. If the student (complainant) is not satisfied with the action taken by the principal in Level 2, the complainant may notify, in writing, within five (5) school days of the response, the Complaint Coordinator (Title IX, title VII, Section 504 Coordinator). This written notice must identify the complaint and dates, and must include all written information and responses from all previous levels.

Response
The Complaint Coordinator will notify the complainant in writing within twenty (20) school days of the date of the appeal letter in Level 3 as to what action will be taken.

Level 4. If the student (complainant) is not satisfied with the action taken by the Complaint Coordinator, he/she must present his/her written complaint to the office of the Superintendent for transmittal to the Board of Education. The written complaint must be presented to the office of the Superintendent within ten (10) days of the disposition of the complaint from Level 3. The complaint will be presented at the next regularly scheduled meeting of the Board of Education; provided that it is received no later than five (5) school days prior to said regularly scheduled meeting of the Board of Education. If the complaint at Level 4 is received within five (5) school days of the next meeting of the Board of Education, the complaint will be presented at the subsequent regular meeting of the Board of Education.

The Board, at its sole discretion, will determine if a verbal presentation by the student or any other person will be helpful. If the Board determines that a presentation by the student or any other person is desired, the student or other person(s) identified by the Board will be afforded an opportunity to appear before the Board for discussion of the complaint. If the student does not wish to make a verbal presentation, the student’s decision to refrain from such presentation will be honored by the Board.

Note: Board policy allows the opportunity to address the complaint to a higher level of authority if the level investigator is an alleged party in the complaint.
This process is conducted through the Title IX, Title VI, and Section 504 Coordinator. This person in our school system is:

Complaint Coordinator
Jamee Flaherty
28 N. Ft. Thomas Avenue
Ft. Thomas, KY 41075
(859) 781-3333

**RESOURCE CENTER**

Hours: The Resource Center is open from 7:00-5:00 Monday through Thursday and 7:00-3:30 on Friday. Students may use the library before school, during lunch, and after school or come from a class when arranged by teachers.

Facilities: The Resource Center, housed on the second floor of the building has two large seating areas, a leisure reading area, a collaboration studio, student study carrels with power, a workroom and an office.

Etiquette: Students using the center should be considerate of others by:

- Not disturbing others using the center;
- Checking out all library materials which they take from the center;
- Returning materials when due or no longer needed, or renewing materials when due if they are needed for a longer period of time;
- Returning Resource Center materials found in classrooms or elsewhere to be the center;
- Taking care of the furniture, equipment, facilities, and materials.

Services: A certified librarian and clerk, assisted by student aides, work together to provide students and teachers with materials and services. The Resource Center has a collection of approximately 14,000 books in addition to current and past issues of periodicals, daily newspapers, a wide variety of audio-visual materials and equipment, Internet access and online databases.

Student and faculty recommendations and suggestions concerning the resource center materials and services are welcome.

Location of materials:

1. **Arrangement of books**
   a. Books are arranged by the Dewey Decimal classification system
2. Periodicals (magazines) and Newspapers
   a. The library has access to periodicals in print or on computer databases are available in school as well as home.
   b. Current issues of newspapers are kept in the leisure reading area.
3. AV materials and equipment are stored in the AV area. Check with librarian or clerk to use these materials.
4. Electronic Card Catalog: Books, AV materials are listed by author, title, keyword and subject in the computer terminals throughout the school.

Circulation Procedure: Resource Center materials circulate as follows:
   a. Two weeks: all books except reference books. These books may be renewed for an additional two-week period. A fine of ten cents per day is charged for each overdue book.
   b. Overnight: Reference materials may be checked out overnight, they must be checked out after school and returned before the tardy bell the next school day. A fine of twenty-five cents is charged for each item not returned on time.

Students who lose or damage books or other materials are responsible for the cost of the book or material. Students are also responsible for damage to equipment.

**RESTRICTED ITEMS**

**Prohibited Articles**
Problems arise each year because students bring articles, which are hazardous to the safety of others or interfere in some way with school procedure. Such items as skateboards, toy guns, laser pens, walkie-talkies, etc., will be impounded and returned to the student’s parent upon request. Items, which are dangerous to other students, such as guns, knives, alcohol, etc., may be cause for expulsion. Parents are requested to help students understand the necessity for such regulations.

**Telecommunication Devices/Electronic Devices**
Cell phones, I-Pods, and/or other unapproved devices may not be used in the classroom setting other than for instructional purposes. Students who violate this policy will face the following disciplinary action which will include but may not be limited to:

**First Offense:** One day of Detention and retrieval by Parent
**Second Offense:** Saturday Detention and retrieval by Parent
**Third Offense and Subsequent Offenses:** Saturday Detention and retrieval by Parent or Multiple Saturday Detentions and retrieval by Parent
Students who refuse to give a teacher their cell phone/i-Pod, etc. will automatically receive a Saturday Detention or may face suspension for insubordination.

* In emergency cases, the Assistant Principal may allow a person listed on the emergency contact list to retrieve a phone if the parent is not available.

**TRANSPORTATION**

**Private Vehicles**
The use of private vehicles to transport students participating in school-sponsored activities is not permitted unless approved by the superintendent (Board Policy 09.36).

**Bicycles**
Students riding bicycles to school are reminded to wear safety equipment (including helmets) and observe safety rules. Also, it is recommended that bicycles be securely locked to the bicycle racks provided in front of the gymnasium.

**MISCELLANEOUS ITEMS**

**Pledge of Allegiance**
Each student in the Fort Thomas District shall be given the opportunity to participate in the pledge of allegiance to the flag of the United States at the beginning of each school week. However, such participation shall be voluntary, and no school employee shall attempt to persuade, coerce or influence any student either to participate against the student’s will.

The principal of each school shall develop procedures, which will provide:
- for the explanation to all students of the meaning and significance of the pledge of allegiance to the flag;
- that all students be informed that they are free to either participate or not participate in the pledge of allegiance, according to their own conscience;
- that, at the beginning of each school week, those students who wish to participate in the pledge be given the opportunity to do so, under the direction of the certified staff (Board Policy 08.1351).

**Release of Lists of Pupils, Parents or School Employees**
List of pupils, parents, or school employees shall not be released to any organization or individual without prior written approval of the Board or superintendent (Board Policy 09.14).

**Telephone Use/Messages**
Office telephones are for school business and may not be used by students for personal reasons. Messages for students will be taken only for emergency situations. Deliveries from home should be brought to the office. Students will be called out of class only in an emergency.
Hall Decorum
Students are not permitted to sit on the floor in the halls or on steps prior to or during school hours. Students wishing to study or be seated at these times must do so in the cafeteria or library. **Open food or drink containers are not permitted in the hallways.** Students are not permitted to loiter in hallways in which classes are convening during the lunch period.

Field Trips
All students wishing to participate in an approved field trip must obtain the appropriate form from the sponsor. This form will be used to get approval from all 6 (six) teachers. Failure to get approval from 2 (two) teachers (due to potential negative impact on academic progress) will result in the student remaining at school during the trip. Forms must be completed at least 24 hours prior to the trip. Alternate assignments shall be given to these students.

Asbestos Notification
In accordance with applicable AHERA regulations, the Ft. Thomas Board of Education's updated Asbestos Management Plan is on file at the Board of Education Office located at 28 N. Ft. Thomas Avenue, Ft. Thomas, Kentucky. Office hours are 8:00 a.m. – 4:00 p.m.

Integrated Pest Management
The Ft. Thomas Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. If you wish to be notified 24 hours in advance of a planned pesticide application or as soon as possible when an emergency application is necessary, please register by phone by calling Central Office at (859)781.3333.