

SOUTH LAUREL HIGH SCHOOL



Student Handbook 2016 – 2017

The South Laurel High School Student Handbook can be found online at the South Laurel High School web site.

Table of Contents

SOUTH LAUREL HIGH SCHOOL.....	4
Administrative Staff.....	4
School Based Decision Making Council (SBDM).....	4
2015-2016 School Calendar.....	4
Mission Statement.....	6
School Wide Expectations.....	6
Course Sequense And Program of Studies.....	6
Graduation Components.....	6
Graduation Requirements.....	10
Advanced placement course length and sequence Policy.....	10
Honors Diploma/Honors with Distinction Diploma.....	11
Career Major Clusters & High School Program of Study.....	12
Additional Course Work.....	12
Dual Credit/Dual Enrollment Policy.....	12
Laurel County Schools Student Progress Reporting.....	12
Grade Point Average (GPA).....	12
Extra-Curricular Eligibility.....	13
South Laurel High School Credit Recovery Policy.....	13
Student Policies.....	14
Medication Policy.....	14
Food Delivery Policy.....	14
Homework Policy.....	14
Academic Honesty Policy.....	15
Make Up Work Policy.....	15
South Laurel High Attendance Policy.....	16
School Attendance/Eligibility for Extracurricular activities.....	16
Policy on School attendance and eligibility for extra-curricular events and driving privileges.....	16
Leaving School (Check Out Policy).....	16
Checking In Late & Checking Out Early.....	17
Student Drivers.....	17
Excused Absences.....	18
Qualifying Excused Absence.....	18
Absenteeism Limits.....	19
Excessive Medical Excuses.....	19
Limit on Doctor Excuses.....	19
Court Ordered Students.....	20
Unexcused Absences.....	20
Student Drop-off and Student Pick-up.....	20

Tardiness	20
10/10 Rule	20
Hall Passes	20
Visitors Policy	20
In-School Suspension.....	21
Articles Prohibited at School.....	21
Collection of Debts	21
Changing a Schedule.....	21
Leaving School Grounds	21
Student Publications.....	21
Textbooks	22
Use of Locker Areas	22
Illness at School.....	22
Public Property.....	22
Seniors.....	22
Telephone Calls.....	22
CARDS for the Computer Lab	23
South Laurel High School Internet Acceptable Use Policy	24
Amended Policy Statement of Laurel County Board of Education Respecting First Amendment Activities	25
Dress Code.....	25
Business & Office Cooperative Education Career Work Experience Cooperative Education	26
Criteria For Acceptance And Continued Participation in a Cooperative Vocational Education Program Is Based	26
Cafeteria Information	27
Library Information	28
Lost & Found	29
Guidance & Counseling	29
Reporting Bullying and/or Harassment	29
Suicide Prevention – House Bill 52 and Senate Bill 65.....	29
Gifted and Talented Program	30
Infinite Campus: Parent Portal	30

SOUTH LAUREL HIGH SCHOOL

201 S Laurel Road
London KY 40741
Phone: (606) 862-4727
Fax: (606) 862-4728

ADMINISTRATIVE STAFF

PRINCIPALS:

Principal -
Assistant Principal –Crystal Cox
Assistant Principal – Mark Huff

EMAIL ADDRESS

crystal.cox@laurel.kyschool.su
mark.huff@laurel.kyschools.us

COUNSELORS:

Kim Fields
Brandi Anderson

kim.fields@laurel.kyschools.us
brandi.anderson@laurel.kyschools.us

YOUTH SERVICE CENTER:

Caprecia Sizemore

caprecia.sizemore@laurel.kyschools.us

SCHOOL BASED DECISION MAKING COUNCIL (SBDM):

Administration:

Teacher members:

Tammi Chandler
Wynn Harris
Col. Mark Jones

tammi.chandler@laurel.kyschools.us
winston.harris@laurel.kyschools.us
mark.jones@laurel.kyschools.us

Parent members:

Robb Morris
Shawn Sizemore

robb.morris@pfizer.com
shawn.sizemore@laurel.kyschools.us

2016-2017 SCHOOL CALENDAR

The school day will begin at 8:15AM and end at 3:05PM

Classes Begin	August 10th
LABOR DAY - No School	Sept. 5th
Parent Teacher Conference	Sept. 13th
PD (MANDATORY) - No School	Sept. 23rd
End of 1st nine weeks	Oct. 12th
Fall Break	Oct. 20th-21st
Election Day - No School	Nov. 8th
Parent Teacher Conference	Nov. 17th
Flexible PD – No School	Nov. 23rd
THANKSGIVING HOLIDAY - No School	Nov. 24th -25th
End of 2nd nine weeks	Dec. 20th
CHRISTMAS BREAK - No School	Dec. 21st – Jan. 1st
Classes Resume	Jan. 2nd
Martin Luther King Day (No School)	Jan. 16th
Parent Teacher Conference	Feb. 6th
Flexible PD-President’s Day (Possible Makeup)	Feb. 13th
End of 3rd nine weeks	March 7th
SPRING BREAK - No School	April 3rd-5th
SPRING BREAK -No School (Possible Makeup)	April 4th- 6th
Last Day for Students / End of 4th nine weeks	May 16th
Closing Day for Staff	May 17th
Graduation	May 20th

SLHS CLASS SCHEDULE

Daily Schedule Schedule A

Period	th 9 – th 12 Grades
1st	8:15-9:15
2nd	9:22-10:15
3rd	10:22-11:15
4th	<i>11:22 – 1:03 Lunch</i>
5th	<i>1:10-2:04</i>
6th	2:11 – 3:05

CARDS/Clubs Schedule B

Period	th 9 – th 12 Grades
CARDS	8:15-8:40
1st	8:47-9:31
2nd	9:38-10:23
3rd	10:30-11:15
4th	<i>11:22-1:03 Lunch</i>
5th	<i>1:10-2:04</i>
6th	2:11 – 3:05

CARDS/Clubs Schedule C

Period	th 9 – th 12 Grades
1st	8:15-9:15
2nd	9:22-10:15
3rd	9:22-11:15
4th	11:22-1:03 Lunch
5th	1:08-1:47
6th	1:54-2:33
CARDS	2:40 – 3:05

MISSION STATEMENT

Success in Life through High achievement and Self-worth for ALL STUDENTS.

SCHOOL WIDE EXPECTATIONS

Commitment
Accountability
Respect
Determination
Safety

COURSE SEQUENCE AND PROGRAM OF STUDIES

Each semester earns ½ credit. One credit courses are 2 semesters.

Ninth Grade

Required

English I or Pre-AP English I (1 credit)
Algebra I A, Algebra I, Pre-AP Algebra I, or Pre-AP Geometry (1 credit)
Integrated Science I or Pre-AP Integrated Science I (1 credit)
Civics or Pre-AP Civics (1 credit)

Electives

2 full credits

Tenth Grade

Required

English II or Pre-AP English II (1 credit)
Geometry AB, Geometry, Pre-AP Geometry, or Algebra II (Pre-AP Geometry prerequisite)
(1 credit)
Biology, AP Biology, or Pre-AP Biology (1 credit)
World History or AP European History (1 credit)

Electives

2 full credits

Eleventh Grade

Required

English III or AP English III (1 credit)

Algebra 1.5, Algebra II, Pre-AP Algebra II, or Pre-Calculus (Prerequisite-- Pre-AP Algebra II) (1 credit)

Chemistry, AP Chemistry, Pre-AP Chemistry, CFI Tech. Course, or Earth Science (1 credit)

U. S. History or AP US History (1 credit)

Electives

2 full credits

Twelfth Grade

Required

English IV or AP English IV (1 credit—full year)—If a student has met ACT benchmark in English and Reading as a Junior, the student may take a full year of AP English IV or 1 semester of English IV and 1 semester of Cinematic Literature.

TA Algebra II, TA Algebra III, Pre-Calculus, AP Calculus (Prerequisite--Pre-Calculus) (1 credit), or

College Algebra for dual credit (student will receive ½ credit). If a student has completed Algebra II prior to the senior year and has met ACT benchmark in Math as a junior, the students may take a full year of AP Calculus or one semester of TA Algebra III or College Algebra for dual credit. If a student does not meet ACT CPE benchmark in Math as a junior, the student will take a full year of TA Algebra III (transition).

Electives

4 full credits

Career Tech

Agriculture

Horticulture (4 credits to be a completer)

Required: (select 4)

Principles of Agriculture (Prerequisite for other courses) (1 credit)

Agriscience (1 credit)

Greenhouse (1 credit)

Plant/Land Science (1 credit)

Animal Science (4 credits to be a completer)

Required: (select 4)

Principles of Agriculture (Prerequisite for other courses) (1 credit)

Agriscience (1 credit)

Animal Science (1 credit)

Animal Technology (1 credit)

Family and Consumer Science

Culinary & Food Services (4 credits to be a completer)

Required: (select 3)

Foods & Nutrition (1 credit)

Culinary I (1 credit)

Culinary II (1 credit)

Electives:

FACS (1 credit)--first course offered in Culinary & Food Services

Early Childhood Education (4 credits to be a completer)

Required: (select 3 or 4)

Child and Human Development (1 credit)

Parenting (1 credit)

Child Services I (1 credit)

Child Services II (1 semester, 1/2 credit)

Electives:

FACS (1 credit) --first course offered in Early Childhood

Education Relationships (1/2 credit)

Marketing (4 credits to be a completer)

Required: (select 3)

Principles of Marketing (1 credit)

Sports/Event Marketing (1 credit)

Advertising (1 credit)

Advanced Marketing (1 credit)

General Business (4 credits to be a completer)

Required: (select 3)

Computer App (1 credit)

Business Law (1 credit)

Accounting (1 credit)

Business Management (1 credit)

AFJROTC (4 credits to be a completer)

AFJROTC I, II, III/IV (1 credit for each course—1/2 for each semester)

** 1 credit exempts a student from Physical Education.

Fine Arts

Choral Music:

Chorus 9th, 10th, 11th, 12th (1 credit each)

Piano I, II (1/2 credit each)

AP Music Theory (1 credit)

Band

Freshmen Band (1 credit)

Band 10, 11, 12 (1 credit each) *1/2 credit in Marching Band exempts a student from Physical Education

Visual Arts

Art I (1 credit)

Art II, III (1 credit each)

Art IV, Studio, AP Art (1 credit each)

Set Design (1 credit—1/2 for each semester)

1/2 Credit Required Courses

Health (9, 10, 11, 12)

Physical Education (9, 10, 11, 12)

1/2 Credit Elective Courses (1 semester each):

Geography (9, 10, 11, 12)

Psychology (11, 12)

Sociology (11, 12)

Ecology (9, 10, 11, 12)

Forensics (11, 12)
 Driver Education (11, 12)
 Piano I (10, 11, 12)
 Reading for College Readiness (9, 10)
 Piano II (10, 11, 12)

Piano II (10, 11, 12)
 Relationships (9, 10, 11, 12)

Full Credit Elective Course (2 semesters):

AP Environmental Science (11, 12)
 AP Chemistry (11, 12)
 AP Calculus (11, 12)
 Spanish I (9, 10, 11, 12)
 Spanish III (11, 12)
 Art II, III, Studio, AP Art (10, 11, 12)
 AP World History (11, 12)
 Band/Instrumental Ensemble (10, 11, 12)
 Anatomy (11, 12) (prerequisite: Biology)
 Fine Arts courses (see majors)
 Arts & Humanities (9, 10, 11, 12) (1/2 or 1cr.)
 Advanced PE

AP Biology (10, 11)
 AP Physics (Prerequisite—Alg. II) (11, 12)
 Set Design (10, 11, 12)
 Spanish II (10, 11, 12)
 AP Spanish (12)
 AP Political Science (12)
 Freshmen Band (9)
 AFJROTC I, II, III, IV (9, 10, 11, 12)
 CTE courses (see majors)
 AP European History (10)
 Visual Art I (9, 10, 11, 12)

Alternate Option Courses

Health, Physical Education, and Arts and Humanities may be taken as Alternate Option COMPASS Courses through the Credit Recovery Program. See the Guidance Department for more information. These courses will be Pass/Fail and will not affect GPA. (NOTE: Not recommended for Senior students. Need Principal permission)

Credits required for grade promotion/classification:

Class of 2016

Senior	18 credits
Junior	12 credits

Class of 2017

Senior	17 credits
Junior	11 credits
Sophomore	6 credits

Class of 2018 and beyond

Senior	16 credits
Junior	10 credits
Sophomore	5 credits

To meet credit requirements for promotion purposes, current high school students must have completed the minimum number of credits at the end of each school year, which would allow them to graduate on schedule with their class.

Credit requirements for students transferring to South Laurel High School during or after their freshman year will be dealt with on an individual basis by the principal/counselor. However, these students must still meet the state minimum requirements for graduation as applicable at that time.

Course credit will be awarded on a half credit basis. Courses that are one semester in length will be awarded a half credit per semester and courses that are one year in length will be awarded one half credit per semester.

SLHS will award Carnegie unit course credit for all courses. Each semester course will receive ½ credit based on a passing grade of 60% or higher.

For the 2016-2017 school year, Career Work Experience course will receive performance based credit of 1 credit per semester.

GRADUATION REQUIREMENTS:

Class of 2018 and Beyond

Language Arts	4 credits
Social Studies	3 credits
Mathematics *	3.5 or 4 credits
Science	3 credits
Health	½ credit
Physical Education	½ credit
Visual & Performing Arts	1 credit
Electives *	<u>6 or 6.5 credits</u>
Total	22 credits

Class of 2017

Language Arts	4 credits
Social Studies	3 credits
Mathematics *	3.5 or 4 credits
Science	3 credits
Health	½ credit
Physical Education	½ credit
Visual & Performing Arts	1 credit
Electives *	<u>7 or 7.5 credits</u>
Total	23 credits

Class of 2016

Language Arts	4 credits
Social Studies	3 credits
Mathematics *	3.5 or 4 credits
Science	3 credits
Health	½ credit
Physical Education	½ credit
Visual & Performing Arts	1 credit
Electives *	<u>8 or 8.5 credits</u>
Total	24 credits

Pre-College Curriculum requires a student to successfully complete two credits in a foreign language in addition to the requirements for graduation as listed above.

ADVANCED PLACEMENT COURSE LENGTH AND SEQUENCE POLICY

All Advanced Placement courses shall be one academic calendar year.

Students MUST fulfill all prerequisites before enrolling in any AP course*

Prerequisites: AP English III: English I & English II

AP English IV: English I, II, & III

AP Biology: Integrated Science I

AP Environmental Science: Integrated Science I, Biology or Honors Biology, and Algebra I

AP Chemistry: Integrated Science I, Biology or Honors Biology, and Algebra I & II

AP Physics*: Integrated Science I, Biology or Honors Biology, Chemistry or Honors Chemistry, Algebra I & II and Geometry with a B or higher in Math classes

AP American History: Civics/Economics or Honors Civics/Economics, World History, or AP European History
AP US Government & Political Science: Civics/Economics or Honors Civics/Economics, AP Euro & AP US History
AP Calculus AB: Pre-Calculus
AP Spanish: Spanish I & II & III
AP Studio Art: Art I, II, III, & IV
AP Music Theory: audition

- Withdrawal from an AP course may occur on or before the 2nd Friday of the academic calendar for year-long courses. The next available time to withdraw from an AP course will be the end of the fall semester.
- Upon completion of an advanced placement course, a student will be awarded quality points for the AP Course, provided a “C” average or higher is maintained. Upon withdrawal at midpoint of the course, the student will only receive ½ credit in a similar course title without the “AP” label, and the student will only receive quality points for the regular class.

*Students can opt out of a junior science class if they enroll in AP Physics as a junior.

HONORS DIPLOMA/HONORS WITH DISTINCTION DIPLOMA

Honors Diploma Requirements

- Successful completion of all the minimum unit requirements for high school graduation set forth in 704 KAR 3:305 or as specified by the local board of education.
- Successful completion of all minimum requirements of the pre-college preparation curriculum (includes 2 credits in a foreign language).
- Successful completion (i.e., receiving a grade of “C” or its equivalent) of 3 AP courses and take 2 AP exams to qualify for the Laurel County Schools Honor Diploma.

Honors Diploma with Distinction Requirements

- Successful completion of all the minimum unit requirements for high school graduation set forth in 704 KAR 3:305 or as specified by the local board of education.
- Successful completion of all minimum requirements of the pre-college preparation curriculum (includes 2 credits in a foreign language).
- Successful completion (i.e., receiving a grade of “C” or its equivalent) of 5 AP courses and take 4 AP exams to qualify for the Laurel County Schools Honors with Distinction Diploma.

GRADUATION COMPONENTS

Individual Learning Plan (ILP)

Students, with the guidance of parents and school personnel, will develop an individual learning plan. The planned course of study will enable the student to complete high school and be eligible for at least one of the following:

- College
- Vocational/Technical School
- The workforce or home as a workplace
- The military
- Community Service

The ILP may include the following:

- Four (4) year graduation plan
- Test scores (ACT, SAT, EOC)

- Current Transcript
- Resume/resume on disc

This plan will be updated yearly.

CAREER MAJOR CLUSTERS & HIGH SCHOOL PROGRAM OF STUDY

Each year you will be required to declare a career major and to update your four year IGP to meet specific recommendations for your selected major. You will be provided access to registration guides with sample program of study to assist you that will meet both your graduation and IGP requirements. Career Major Clusters are: Agriculture, Arts & Humanities, Business & Marketing, Construction, Practical Living, ROTC, Science & Mathematics, Social Sciences & Transportation

ADDITIONAL COURSE WORK

Correspondence and Kentucky Virtual High School courses and dual credit college courses are available for students who qualify. All correspondence, extension work, or additional course work must be approved by the Administration.

DUAL CREDIT/DUAL ENROLLMENT POLICY

If a student is interested in Dual Credit, consult a counselor for details.

LAUREL COUNTY SCHOOLS STUDENT PROGRESS REPORTING

The Grading Scale used by Laurel County teachers (grades 4-12) shall be as follows:

90-100	A	4 Quality Points
80-89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

Numbers refer to the percentage of accuracy at which the student completes assigned tasks. Honor roll distinction will be awarded to those students earning all A's and B's. Principal's List distinction will be awarded only to those students earning all A's.

GRADE POINT AVERAGE (GPA)

- *GPA* is the total number of quality points (see above) for high school classes divided by the number of high school classes attempted. If a student earns a C or higher in an AP course, the student will receive an extra quality point to be averaged in the weighted GPA.
- Class rank is calculated after the junior year, during the senior year and after completion of the senior year. Rank will be determined by GPA.
- Grades for classes taken at the middle school for high school credit will appear on the high school transcript, but will not be used in determining total quality points.
- Courses taken by Kentucky Virtual High School will count toward graduation requirements and will be considered in determining GPA and total quality points.
- Courses taken at participating colleges for dual credit will be considered in determining GPA. Courses taken during the regular school day will count toward GPA. Those taken after the regular school day will not.

EXTRA-CURRICULAR ELIGIBILITY

- Any Student who fails to achieve a “C” average for any nine (9) weeks grading period will be suspended from ALL extra-curricular activities for a period of ten (10) school days beginning the day after such grades become available to the sponsor/coach of the extra-curricular activity. During this time the student will be banned from ANY and ALL activities, including practice sessions and trips. If he/she has a “C” average at the end of ten (10) days, the student will be allowed to resume full participation in his/her extra-curricular activities. If the student has not achieved a “C” average by the tenth (10th) school day, however, that student will be banned from all participation in extra-curricular activities for the remainder of the nine (9) weeks grading period.
- If the student who regains a “C” average at the end of the ten (10) days, fails to maintain a “C” average by the end of the nine (9) weeks, that student will be suspended from participation in all extra-curricular activities for the following full nine (9) weeks grading period without any other probationary period.
- Any student who fails to achieve a “C” average during the fourth (4th) nine (9) weeks of school, will be allowed to participate in all extra-curricular activities held during the summer vacation. The student will be suspended, however, from extra-curricular activities for the first ten (10) days of school at the beginning of the next school year. His/her scholastic average will be evaluated by the same process as described above.
- Teachers of all students placed on the ten (10) day probation, shall, at the end of the probationary, meet with the Athletic Eligibility Committee [three (3) teachers, one (1) counselor, athletic director and principal]. The committee and the teachers of the probated student will determine the extra-curricular eligibility status of the student in question at the time of the committee meeting.
- No student shall be granted more than one (1) ten (10) day probationary period in middle school (7-8 grades), and/or one (1) ten (10) day probationary period in high school (9-12 grades).
- The school principal and athletic director shall be responsible for the implementation of this policy. The coach shall be responsible for verification of each athlete’s grades and notification to the student athlete.

SOUTHLAUREL HIGH SCHOOL CREDIT RECOVERY POLICY

Credit recovery shall be performance based.

- a. Any student recovering credit(s) through SLHS Credit Recovery program must demonstrate mastery by scoring 70% or above on the modules required/selected for a specific course. Upon completion of course being recovered the student will receive a grade equivalent to the lowest acceptable C for the whole or portion of the course being recovered. If the student is recovering the whole course, the student must complete the final exam for that course with the lowest acceptable D.
- b. A student shall be allowed to enroll in the SLHS Credit Recovery upon failing the course. The enrolled student will only be required to recover the failing nine weeks’ grade(s) that caused the course failure. Upon completion of the failed portion of the course, the student’s course grade will be averaged by the appropriate guidance counselor using the lowest possible C in replacement of the failing nine weeks’ grade(s). The previous grade of F will remain on the student’s transcript and will be computed as well into the cumulative GPA.

- c. Underclassmen (Grades 9-11): Upon enrolling in the SLHS Credit Recovery program, the student shall have one (1) calendar year to complete the course being recovered. If the student fails to recover the course in that time frame, the student must submit an appeal to the principal requesting to continue work to complete the course. The appeal must contain reason(s) why the work was not completed prior to the deadline and a plan for completion. If granted, the principal will determine the amount of time allowed in the extension.
- d. Seniors (Grade 12): For graduation purposes, all credit recovery courses must be completed and documentation presented to the senior guidance counselor at least one (1) week prior to the last day of school. Any student not completing at this time must submit an appeal requesting to continue to work to complete the course. The appeal must contain reason(s) why the work was not completed prior to the deadline and a plan for completion. If granted, course work must be completed one (1) day before graduation practice.
- e. Only two credits may be recovered per academic year (unless the student is a senior). Upon completion of one of those credits, the student may be enrolled in another as long as the number does not exceed two credits per the academic year.

STUDENT POLICIES

Conduct Code--A copy of the School Conduct Code adopted by the Laurel County Board of Education may be obtained upon request in the guidance office at South Laurel High School.

MEDICATION POLICY

All medications including prescribed and over the counter brought to school must be registered with Mrs. Gay in the library immediately upon arrival to school. Students in FMD program will be serviced through their teacher.

FOOD DELIVERY POLICY

Student food deliveries from businesses or parents are prohibited.

HOMEWORK POLICY

It is the policy of South Laurel High School that teachers will assign homework as appropriate on a regular basis, to all students capable of completing assignments and that homework will never be used as part of a system of punishment or reward.

- Homework assignments are reinforcements for classroom curricular areas and are assigned to support students as appropriate for the ability of the individual student. These assignments can serve as formative assessments in the classroom.
- Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
- Teachers shall evaluate and return homework assignments to students in a timely manner and shall periodically inform students and their parent of the student's academic progress and mastery of learning objectives.
- Teachers shall decide the degree to which homework affects the determination of a student's grade.
- Teachers shall provide clear, concise directions for the completion of homework assignments.

Student Responsibilities

Students are responsible for completing their homework and, with support from their parents, may want to follow some of the following practical suggestions.

- Write down assignments and due dates, ask questions and select necessary book and supplies before leaving school.
- Keep homework in the same place at home each day and take books and materials directly to this study area.
- Plan the best time to complete work.
- Complete work so that it is neat and legible.
- Return all work

Parent Support

Parents are urged to actively involve themselves with their children's schoolwork. Homework assignments offer an opportunity for valuable interaction between parents and child in support of learning. Parents can help in the following ways:

- Showing interest in the schoolwork their children bring home.
- Providing a suitable place to study, free from disturbances.
- Supplying needed materials for completing homework.
- Offering to clarify instructions and answer questions.
- Checking to see that work is completed.
- Encouraging their children to do their best work and praising a job well done.
- Assisting in use of time and monitoring the amount and type of television programming their children watch.
- Staying in close communication with teachers.
- Rewarding their children in appropriate ways to complete work.
- Become familiar with school policies.

Teacher Responsibilities

Teachers, with parental/guardian support and student effort, are responsible for relaying specific content knowledge to their students and making effective use of classroom time by implementing the following guidelines on a daily basis:

- All classes begin with an *opening/focusing activity* to actively engage the students.
- Daily lessons will stress core content using *varied instructional practices*.
- Each class will conclude with an *engaging, closing activity*.
- Students will be dismissed from class only in an emergency.
- Classroom teachers will have final say before a student will be allowed to miss his/her class for field trips, etc.

The italicized items mentioned above should provide ample opportunity for formative assessment within an instructional week and allow teachers to determine if students have mastered the necessary content before moving on.

ACADEMIC HONESTY POLICY

Students choosing to use unethical means to generate work from *any* prohibited source will be reprimanded:

Homework

All students involved will receive a zero on the assignment(s).

- Discipline: In School Suspension

MAKE UP WORK POLICY

No credit will be given for academic work missed due to an unexcused absence. All make-up work for excused absences must be done within the time frame established by the Laurel County Board of Education which is one day to make up work for each day missed after the return to school.

SOUTH LAUREL HIGH SCHOOL ATTENDANCE POLICY

The Laurel County School System recognizes the direct relationship between attendance and achievement. Further, it accepts the responsibility to teach not only subject matter but also to promote development of good habits in punctuality, self-discipline, and responsibility.

SCHOOL ATTENDANCE/ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students must attend at least one half (1/2) of the school day to be eligible to participate in any extra-curricular activity on the same day. This policy includes athletic events, non-athletic events, practices, and performances for all school-related teams, clubs, organizations or activities. If a student's absence is due to a school-sponsored event (ie, field trip) or other excused absence (ie, appointment, funeral) approved by a school administrator (Principal, Assistant Principal, Athletic Director), the student will be eligible to participate in the extra-curricular activity for that day.

POLICY ON SCHOOL ATTENDANCE AND ELIGIBILITY FOR EXTRA-CURRICULAR EVENTS AND DRIVING PRIVILEGES

A student will lose privileges to participate in special events and dances such as Snow Ball Dance, Homecoming dance and Prom, and a loss of parking privileges (parking permit) on school grounds if his/her behavior results in any of the following:

- Two (2) or more out of school suspensions
- Five (5) or more referrals that result in in-school suspension
- Attendance at Day Treatment at any time during the school year

Exceptions will be evaluated on an individual basis and be made by the Principal. Students and Parents/Guardians will be notified in writing by administrators when students equal or exceed one-half of any of the above criteria.

LEAVING SCHOOL (CHECK OUT POLICY)

Upon their arrival at school, by bus or other means (including personal vehicle), students may not leave the school property unless they have permission from one of the principals. Permission will be granted by the following:

1. Parent/guardian or designee who appears on a student's emergency card must come to school and sign for early dismissal. Students are to remain in class until parents arrive.
2. Students must leave the grounds immediately upon being signed out.
3. NO DISMISSAL BY PHONE
4. Parent or guardian or designee who appears on a student's emergency card must provide photo ID before the student will be released.
5. Co-op and college class students must sign out in the office and leave campus immediately following their last class and may not return during the school day!
6. 18 year old students must present a signed note from parent/guardian and the parent/guardian must call principal to verify note before student may leave if living with parent/guardian.

7. Student check-outs may be done **only** by person(s) listed on up-to-date emergency card.

CHECKING IN LATE & CHECKING OUT EARLY

Students who check in late and check out early must present excuses for those times or they will be counted as unexcused absences in those classes.

STUDENT DRIVERS

1. On campus parking is a privilege extended only to students who have a valid driver's license, current vehicle registration, and proof of insurance. Students violating parking policies are subject to disciplinary action to include complete revocation of parking privileges without a refund of parking permit fees.
2. Students meeting the above criteria may purchase a parking permit at any time during the school year for \$25.00. This fee covers the entire school year.
3. Students who park on campus without a valid parking permit will be assessed a \$25.00 debt that must be paid before graduation. A \$25.00 charge will be assessed each year a student parks without a valid parking permit.
4. A "Consent to Search" form must be signed by the student (and Parent/Guardian if student driver is under age 18) before a parking permit will be issued.
5. The parking permit must be displayed in student-driven vehicle in the manner prescribed by the administration (rearview mirror tag or window cling). Students are subject to disciplinary action if the permit is not properly displayed on the vehicle.
6. Students are to park in designated areas only. Disciplinary action will result from parking in unauthorized areas. Regular student parking permits are to park in the north student parking area. Vehicles parked in this area must be moved by 3:30pm each school day so the band can practice. Students participating in SEEK, Co-op and students with other student parking permits must park in the area near the tennis courts.
7. Students are to leave their vehicles immediately after parking and enter the school. Loitering in the student parking lots before, during, or after school is prohibited. Students may not return to their vehicles during the school day without prior approval from the administration.

Student parking permits will be sold as needed throughout the school year for \$25.00 regardless of when purchased. Permits are valid the entire school year and are subject to be revoked or suspended as mentioned in other sections of the handbook. Regular student parking permits are to be a single, distinctive color easily distinguishable from the faculty and staff parking permits and the SEEK, Co-op and other student parking permits. Parking policies are to be enforced. Students parking in inappropriate areas are subject to having their parking privileges revoked or suspended.

Students who drive to school and arrive late are subject to having their **parking permit revoked without refund** according to the following (Enforcement starts at the end of the first 9-weeks and each nine-week period subsequent):

- Five (5) or more unexcused absences for the entire school year
- Ten (10) or more unexcused tardies to/from school and/or unexcused early dismissals from school
- Two (2) or more out of school suspensions
- Five (5) or more referrals that result in in-school suspension
- Attendance at Day Treatment at any time during the school year

- Upon arriving late (unexcused) three (3) times – student will lose the parking permit for that nine week grading period.
- Upon arriving late (unexcused) six (6) times - parking permit will be revoked for the rest of the year.

EXCUSED ABSENCES

A student is expected to regularly attend school and to be punctual. If a student receives an excused absence; it shall be the student’s responsibility to ask for make-up work from the teacher. The student will have one day to make up work missed for each day of school missed. Students leaving school early shall have their absences excused only for reasons designated in this policy as excused.

Upon returning to school, a student must present a written excuse to the principal/designee within two (2) school days. The following information **MUST** be on the excuse:

- Student’s name and grade
- Date or dates absent
- Reason for absence (doctor’s excuse, parent note, etc.)
- Full signature of parent/guardian on written excuse

All excuses not presented during this time frame will be ruled unexcused.

QUALIFYING EXCUSED ABSENCE

The following rules and regulations do not take precedence over the truancy laws of the Commonwealth of Kentucky, but shall be considered for excused absences:

- Student illness, accompanied by a note from parent. Limit two (2) consecutive days only except for infectious disease. All Laurel County Public Schools will allow up to eight (8) days per year using Parent notes for absences designated “excused.” Forged parent notes may result in parent notes being disallowed. The principal/designee or Director of Pupil Personnel may make this ruling.
- Student illness for three (3) or more consecutive days shall be considered excused if the student has a doctor’s statement/hospital slip. In the case of chronic illness one doctor statement will suffice.
- Medical or dental appointments that cannot be made after school hours. The student must provide verification by a slip from the doctor confirming the date and time of the appointment. In the event an appointment is early or late in the school day, the entire day may not be excused.
- Serious illness in immediate household.
- Order of a court.
- Death in the immediate family. (Limit three (3) days except extenuating circumstances as determined by the Principal.)
- Natural disaster beyond control of student.
- Religious holidays and practices.
- Interviews for college or vocational school--Requires pre-approval by school official and verification of interview.
- School sponsored trips are excused absences as they relate to the Attendance Policy. Students participating in such trips are required to do work missed while out.
- Tests administered by school counselors or college personnel--Requires documentation of attendance.
- Driver’s license or permit (1/2 day for each).

- Documented military leave.
- One (1) day prior to departure of parent/ guardian called to active military duty.
- One (1) day upon the return of parent/ guardian from active military duty.
- Trips qualifying as educational enhancement opportunities, as determined and approved by the Principal.
- Illness that occurs at school and is determined and documented by school officials.

ABSENTEEISM LIMITS

- After a student has accumulated three (3) unexcused absences, the Principal/ Attendance Clerk will notify the parent(s) by mail.
- At six (6) unexcused absences, the Principal/Attendance Clerk shall notify the parent(s) and a referral shall be made to the Pupil Personnel Director.
- At nine (9) unexcused absences, the Principal/Attendance Clerk shall notify the parent(s) by MAIL and request the parent(s) schedule a conference at the school no later than three (3) days after the notification. The school will also notify the Pupil Personnel Director at nine (9) unexcused absences.
- Other interventions such as letters, calls, home visits, conferences, and court charges may be attempted in order to find solutions to the absenteeism.
- Upon request of the parent(s), the principal shall set up the time for conferences.
- The principal shall notify the parent(s) and Director of Pupil Personnel when a student has been absent (12) unexcused classes and/or accumulated days. The
- Director of Pupil Personnel shall notify the parents by certified mail.
- After a student has accumulated sixteen (16) unexcused classes/days during the year, the Principal/Attendance clerk shall notify the parent(s) by mail and a request that the parent(s) schedule a conference no later than (3) days after the notification. The school shall also notify the Pupil Personnel Director.

EXCESSIVE MEDICAL EXCUSES

Students submitting excessive doctor excuses may be investigated by Truancy Officials, and parents will be required to sign a Release of Medical Information to assist in the investigation. If a student is expected to miss 5 or more consecutive days due to illness or injury, the parent must contact the Home/ Hospital Instruction Office at 606 862-4688 to request an application be sent to the student's attending physician. Otherwise, any excessive days absent over five may not be excused, as determined by the Truancy Officials. During the investigation, Truancy Officials will consider the student's attendance history, information obtained from medical professionals, and any attempts made by the parent/ guardian to prevent disruption of the educational process.

LIMIT ON DOCTOR EXCUSES

Students (except those under a court order to attend school) will be allowed ten (10) absences per year with doctor/medical excuses. Any absence over the ten day limit will require the presentation of the Laurel County Public Schools' Medical Excuse Form before the absence will be excused. The Medical Excuse Form will be available at each school, the Board of Education, and at some medical facilities. If a student is required to miss five or more consecutive days due to medical reasons, parents are required to have the child's doctor contact the Home/Hospital Instruction Office at 606 862-4688 to request an application be sent to the student's attending physician. Otherwise, excessive consecutive absences may not be excused as determined by Truancy Officials.

COURT ORDERED STUDENTS

Parents of students under a District or Family

NOTE: Court Order to attend school are required to submit a Medical Excuse Form for every absence that is due to medical reason(s).

UNEXCUSED ABSENCES

If a student has an unexcused absence, the grade for that day in any class will be a zero.

Students may not make-up work, exams, tests, quizzes, assignments, etc., which would have been completed for credit in any class for any day in which an absence is unexcused except by waiver of a favorable attendance appeal. (See Appeals Provision Section)

STUDENT DROP-OFF AND STUDENT PICK-UP

- Students who are brought to school should not be dropped off any earlier than 7:30 am. Students must report to Cafeteria from 7:30 – 7:45.
- Students who are picked up in the afternoon should not be picked up any later than 3:30 pm. From 3:00 to 3:30 students should be in the front foyer or with a teacher.

TARDINESS

Students are considered tardy if they are not in their assigned place when the tardy bell rings or class begins. Students may be considered skipping class if they are more than 5 minutes late to class. A note from a teacher/counselor/principal/other staff is acceptable for admittance to class IF the student was detained and unable to change classes at the assigned time. Tardies are documented for each class and are combined throughout the entire school year for disciplinary action.

General disciplinary actions for tardies:

- 3 tardies= written warning – teacher submits disciplinary form
- 6 tardies= In School Suspension
- 9 tardies= In School Suspension
- Additional tardies will be dealt with on an individual basis

10/10 RULE

- The 10/10 rule is designed for students to begin class and end class in an effective manner.
- During the 10/10 rule, no students are to leave the classroom during the first 10 minutes and the last 10 minutes of class.
- If students are in the hall during the 10/10 rule, they will be escorted to the classroom.

HALL PASSES

Students are not permitted in the halls during instructional time unless they are accompanied by a teacher or have a valid hall pass. **Verbal permission is NOT acceptable.** Only one student will be allowed out of any class at any time. Hall passes issued by a classroom teacher will be documented and tracked by administration.

VISITORS POLICY

Due to safety concerns in the classroom, students may not have visitors.

IN-SCHOOL SUSPENSION

The In-School suspension (ISS) Program is operated strictly according to the rules and regulations adopted by the Laurel County Board of Education.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles, which are hazardous to the safety of others, or interfere in some way with school procedures. Such items include, but are not limited to: toy guns, water pistols, knives, radios, tape recorders, video games, curling irons, pagers, lighters, e-cigarettes, tobacco products and accessories, drugs and drug paraphernalia, laser lights and firecrackers. Those items will be taken from the student.

COLLECTION OF DEBTS

- Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Parents will be notified of debts when schedules are picked up for the academic year. The records of a student will be held if the student has a debt to the school for lost or damaged text books, instructional materials, or equipment, lost or damaged library material, lost or damaged athletic equipment, cafeteria charges club or organization materials or fund raising merchandise or money not turned in, damages to school property or buildings, or any other debt deemed to be legitimate by the Principal.
- Student's debt records will be carried until paid. No transcripts of Student Records will be issued or release of grades be allowed until ALL DEBTS ARE PAID IN FULL. In addition, no senior will be permitted to participate in the graduation ceremony unless ALL DEBTS ARE PAID IN FULL by **4:00 pm** on the day **PRIOR** to graduation practice.

CHANGING A SCHEDULE

Students may request schedule change prior to the opening of school. Guidance Counselors are available for schedule changes during the summer. To request a schedule change, complete a Schedule Change form. Students will not be permitted to change a class after the third day of school. A student may drop an AP course within the first two weeks of school or at the end of the first semester provided there is space available in an alternate course. All schedule changes must be approved by a principal.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave school grounds after arriving. This means they may not go to McDonald's, Bojangles, Dairy Queen, Wendy's or neighboring establishments. Also, students may not leave campus at any time, including but not limited to visiting South Laurel Middle School. Students are at no time during the school day allowed in South Middle School unless they have written permission from a principal or their designee.

STUDENT PUBLICATIONS

The preparation and publication of magazines, newspapers, and other works are an important part of the learning process both from a standpoint of journalism and English. Faculty advisors shall serve as consultants of style, grammar, format, and suitability of materials. Distributions of publications, which are obscene or disruptive, are prohibited within the school or school property. The principal has full discretion over all published materials.

TEXTBOOKS

It is the responsibility of students and their parents to see that the books are not defaced, damaged, or lost. If students damage or lose a textbook, they will be required to pay for the replacement of the book. Students should write their name inside the front cover of each book in the area designated for identification.

USE OF LOCKER AREAS

Lockers with built-in locks will be provided for all students. Locker assignments will be made during the first week of school. Because of the limited number, students may be asked to share lockers, **STUDENTS MUST NOT ASK TO CHANGE LOCKERS OR BE ASSIGNED ANOTHER.** They are not to give their combinations to anyone. Students are to remember that their lockers are the property of the school and are subject to search at any time. South Laurel High School is not responsible for lost or stolen items.

ILLNESS AT SCHOOL

Students who become ill during the school day should go to the office for assistance. They should not attempt to stay in the restroom unless they have permission from the principal.

PUBLIC PROPERTY

The respect of public property is an individual responsibility. Any willful destruction of public property will result in payment for the damage done and possible dismissal from school.

SENIORS

- Graduation Fee will be \$65.00. A \$10 discount will be available if a student pays the fee by February 1. Caps and gowns will be issued the day before graduation practice
- Any senior not at graduation practice **WILL NOT** be allowed to march in the Graduation procession.
- Diplomas will be issued by assigned advisor, immediately following the graduation exercises.
- Required dress for graduation:
 - Boys – Dress shirt, black dress pants, ties, black or brown dress shoes (no short pants allowed; no sneakers or flip flops).
 - Girls – Dresses or skirts/blouses (no sneakers or flip flops)
- Seniors must clear all debts to teachers or school. Caps and gowns will not be issued until all debts have been paid and all books returned. No senior will be permitted to participate in the graduation ceremony unless **ALL DEBTS ARE PAID** by 4:00 pm on the day prior to graduation practice.

TELEPHONE CALLS

Students **WILL NOT BE** given a pass during class for permission to use the telephone. They may receive only emergency phone calls during the school day. The phones in the school office **WILL NOT** be used by students except in cases of emergency. Students are not to use the phones in the classrooms.

CELL PHONES

While cell phones may be appropriate for use during extracurricular activities, they are not appropriate for use during the school day. Ringing phones, text messaging and phone photography

are disruptive to the instructional environment. While on school property during the instructional day (8:15 a.m. – 3:05 p.m.), students shall be permitted to possess personal communication devices/electronic devices given the following guidelines:

1. Students should secure a cell phone in a purse, pocket or locker and the phone should be turned off. Placing the phone on silent/vibrate is not acceptable. “Forgetting” to turn off the cell phone is not an excuse.
2. Devices may only be used before and after the instructional day (8:15 a.m. – 3:05 p.m.) with the exception of permissible use inside the cafeteria during a student’s designated lunch period (this does not include the trip to or from the cafeteria—devices seen en route will be confiscated).
3. Students are responsible for keeping up with devices they bring to school. South Laurel High School faculty and staff are not responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the district’s Acceptable Use Policy.
5. Any student who refuses to surrender a telecommunications device (such as a cell phone) when instructed by a member of the school staff will receive one day of ISS for not submitting the electronic device to the teacher and one day of suspension if it is not surrendered to a principal. The phone must be surrendered upon the return from the suspension and the cell phone must be surrendered when the student returns to school..

Any use of other cell phones during school hours or inappropriate use while on school property will result in the following disciplinary action:

- 1st Offense: Confiscation; phone returned to the student at the end of the school day.
- 2nd Offense: Confiscation and phone returned to the parent at the end of the school day
- 3rd Offense: Confiscation and phone returned to the parent at the end of the 5th school day.
- 4th Offense: Confiscation and phone returned to the parent at the end of the 10th school day.

Repeated and subsequent violations of this policy will result in stricter discipline measures and the confiscation of the phone for the remainder of the school year.

CARDS FOR THE COMPUTER LAB

- C**ommitment Always follow teacher directions.
- A**ccountability Keep login information confidential.
Always dispose of food/drink before entering lab.
Use your own login information when working on computers.
- R**espect Stay on task for class assignments.
Ensure that others stay on task.
Stay in computer lab with your teacher.
Stay at your own workstation.
- D**etermination Pick up all personal items: flash drives, backpacks, notebooks...
- S**afety Always stay on web sites pertinent to your assignment: no Myspace, Facebook, proxies...

SOUTHLAUREL HIGH SCHOOL INTERNET ACCEPTABLE USE POLICY

- Internet access is now available to students and teachers at South Laurel High School. Our goal in providing this service to teachers and students is to promote educational excellence by resource sharing, innovation, and communication.
- Parents and guardians of minors are responsible for setting and conveying the standards that their children are to follow when using media and information sources. The staff of SLHS is expected to provide guidance and instruction to students in the appropriate use of resources accessed via telecommunications. Students are responsible for good behavior when using computers just as they are in a classroom or on a school bus. General school rules for behavior and communications apply. Access to computer networks, both local and global, is a privilege, not a right, and is provided to students who act in a considerate and responsible manner, and may be denied to those students who do not.

THE FOLLOWING ARE NOT PERMITTED IN ANY OF THE LAUREL COUNTY SCHOOLS

- Sending, using or displaying offensive or obscene language, messages or pictures. Harassing, insulting, distracting, or disrupting other computer users.
- Damaging computer systems or computer networks including hardware and software.
- Violating copyright laws, licenses, or other software contracts.
- Using or trying to gain access to another user's accounts or passwords.
- Giving assigned accounts or passwords to other user's.
- Trespassing or vandalizing data in an unauthorized fileserver, program, folder, directory, or file. Intentionally wasting, degrading, or disrupting performances of limited resources.
- Using the network for personal gain, commercial, or financial purposes.
- Knowingly place on a computer system or computer network any viruses or any destructive type programs.
- Installing or using any unauthorized personal software or hardware to any computer system or network.
- Students will not reveal personal information to or establish any relationships with unauthorized person(s) or groups on the Network

Violations of usage rules will result in a loss of access for the guilty party. Additional disciplinary actions may result; the inappropriate behavior or language will be judged misbehavior and disciplinary action as spelled out in the Student Handbook and the Board Code of Conduct will apply. Network storage areas will be treated like school lockers, searched and cleaned out yearly. South Laurel High School and the Laurel County Board of Education make no warranties of any kind, whether express or implied, for the service it is providing and will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by it's on negligence or error or omissions. Use of any information obtained via South Laurel High School sources is at your own risk and South Laurel High School specifically denies any responsibility for the accuracy or quality of the information obtained through its services.

AMENDED POLICY STATEMENT OF LAUREL COUNTY BOARD OF EDUCATION RESPECTING FIRST AMENDMENT ACTIVITIES

This statement is intended as a clarification and an Amendment of the school Board's attorney, dated December 17, 1986. (Original Policy Statement)

Nothing in the original Statement was ever intended nor shall it be construed to prohibit the following activities:

- Religious activities of teachers and students during non-school hours
- Voluntary prayer or grace prior to meals if not done en masse and with classified or certified school personnel participation only in a non-leadership manner when students are involved
- The use of the Bible, religion in drama and music comparative and historical purposes of students
- Student initiated and student led prayer or study of the Bible or other religious material during school in which teachers are present only in a non-leadership manner.
- The display by students and teachers of religious symbols, buttons, or jewelry on their persons.
- Voluntary acts of Bible reading, prayer and communication of religious beliefs by and between students and by and between classified/certified school personnel on an individual basis during non-class time during school hours.

The listing of permitted activities above shall not necessarily be deemed all inclusive of constitutionally protected activities.

The legitimate right of the Board to maintain proper order and discipline in the schools is recognized and reserved and the enumeration of the above items shall not be construed to abrogate such rights.

South Laurel High School does not discriminate on the basis of race, color, national origin, age religion, marital status, sex, or handicap in employment, educational programs or activities.

DRESS CODE

The purpose of this dress code is to help ensure student safety and to remove any barriers or distractions to the learning process. Schools are educational institutions, and no extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance, or use of wearing apparel, which, in the judgment of school officials, is deemed to create a disruption of school discipline and routine. Good personal appearance is conducive to a positive learning environment. This dress code promotes proper grooming and hygiene, instills discipline, prevents disruption, conforms to safety guidelines, and teaches respect for authority. Proper dress by students and staff is expected at all times. All individuals are to come to school clean and neatly dressed. Apparel must meet with health and safety codes, be in good repair, and must not interfere with the educational process.

1. No shoes with cleats, spurs, nails, wheels or anything else that may create a safety hazard.
2. No bare feet.
3. No article of clothing, jewelry, body decoration, or hairstyle extreme enough to create distraction or disturb the normal routine of school shall be deemed inappropriate.
4. No halters, spaghetti straps, one-shoulder tops, low cut tops, or bare midriffs.

5. No hats, caps, overcoats or bandannas are allowed unless they are part of an approved educational activity. This includes Beanies, Hats, Hoods of Hoodies are not to be worn in building.
6. Shirts must cover the body to the waist and must come to the edge of the shoulder.
7. No articles of clothing with wording, pictures, symbols, or graphics that, either implied or suggested, contain inappropriate language, violence, obscene or sexual connotations, alcohol, narcotics, firearms, or tobacco messages.
8. Trousers/ slacks/ pants must be belted at the natural waist. Pants shall not be excessively long enough to cause a safety hazard.
9. No undergarments may be exposed.
10. Dark glasses, unless prescribed by a physician, are prohibited inside the building.
11. Any accessory or clothing article, deemed gang related, as determined by the administration, is prohibited.
12. Garments designed for outerwear must be hemmed or cuffed.
13. Tattoos that are vulgar or that display items related to drugs, alcohol, or gang symbols, or that are racially or sexually offensive are to be covered and non-visible at all times.
14. School-level administration shall determine any questionable attire.
15. No student shall wear nose, eyebrow, lip, or tongue rings, studs or piercings that create a distraction or a safety hazard.
16. Shorts and skirts must come to the top of the knee or be worn with opaque tights or leggings.

Violations of Appearance/ Dress Code

- 1st Offense Conference to expulsion
- 2nd Offense In school suspension to expulsion
- 3rd Offense Out of school suspension to expulsion

Additionally, unacceptable accessories, such as hats, are also to be confiscated by faculty.

- 1st Offense Student may pick up at end of school day in front office.
- 2nd Offense Parent must pick-up item.
- 3rd Offense Item confiscated for the completion of school year.

BUSINESS & OFFICE COOPERATIVE EDUCATION CAREER WORK EXPERIENCE COOPERATIVE EDUCATION

The Cooperative Education Programs at South Laurel High School are designed to provide senior students with the opportunity to obtain a minimum of 15 hours per week of supervised employment in addition to related classroom instruction. To accomplish this, it will be necessary for the student to meet and maintain specific requirements and accept certain responsibilities throughout the co-op experience.

CRITERIA FOR ACCEPTANCE AND CONTINUED PARTICIPATION IN A COOPERATIVE VOCATIONAL EDUCATION PROGRAM IS BASED ON THE FOLLOWING:

The related classes will be offered during 1st or 2nd Block. Co-op release time will take place during 4th, 5th and/or 6th periods. Students should keep this in mind when choosing and

scheduling classes. Business and Office Co-op students must have previously taken Accounting and Computer Applications. Career Work Experience students must have previously taken Business Principles.

Credit earned for each class:

- Related class—1/2 credit each semester
- Co-op Work Experience—1 credit each semester

Acceptance

- Application
- Teacher Recommendations (3)—One recommendation must be completed by your current Testing Group Advisor
- Interview—By co-op teacher as needed
- Attitude—Based on teacher recommendations and interview
- Reason for applying—Taken from application and interview
- School Records/Transcript

Continued Participation based on:

- GRADES- Must have and maintain a minimum 2.0 GPA.
- ABSENCES- May have no more than 3 unexcused absences per semesters.
- TARDIES- May have no more than 3 unexcused tardies per semester.
- SUSPENSIONS- No out-of-school suspensions allowed; In-school suspensions will be dealt with on an individual basis.
- TEST SCORES-Must have scored *Apprentice* or higher in at least one area of the State Assessment in the previous year.
- If outside work affects performance in other classes resulting in failing grades, the student may be removed from the Co-op program.
- CRIMINAL RECORD- No criminal record.

***NOTE:**

Participation in a co-op program at South Laurel High School is a privilege; therefore, co-op students will be selected by the co-op teacher/coordinator based on the above criteria. In addition, eligible co-op students will be expected to abide by all co-op regulations as well as all school rules outlined in the current Student Handbook and the Code of Conduct. Failure to do so could result in the student being removed from co-op and losing co-op credit for the semester in which the infraction occurs. Students will be released from school based on their daily work schedule and will be required to remain in a classroom setting unless they are reporting to their work site.

CAFETERIA INFORMATION

Students are encouraged to have a healthy breakfast and lunch. SLHS provides breakfast from 7:30AM to 8:10AM and lunch from 11:20AM to 1:03PM. Lunch consists of five items: a two ounce serving of meat, ¼ cup of fruit, ½ cup of vegetables, one serving of bread and ½ pint of milk. Please be aware that there are specific costs with each item of food or drink and extra items added to your tray will result in extra costs, even if you receive free or reduced lunch. You may also pre-pay for your child's meals by writing a check to the SLHS Cafeteria and giving it to the cafeteria director. The amount will be entered in the computer and deductions will occur with each purchase. **Free or Reduced Lunch Applications** will be provided by the CARDS teacher the first

day of school. You may also find these in the cafeteria or the Youth Service Center. Students are asked to be responsible for throwing away their trash and turning in their trays. This will benefit all by maintaining a clean and respectful eating environment.

Cafeteria Prices for the 2015-2016 school year are as follows:

Student Breakfast	.85
Student Reduced Breakfast	.30
Student Lunch	1.50
Student Reduced Lunch	.40
Adult Breakfast	2.25
Adult Lunch	3.00
Extra Milk/Juice	.30
Extra Meat	1.00
Extra Bread	.30
Extra Vegetable	.60
Extra Fruit	.60
Extra Dessert	.60
Extra Cheese	.30

CARDS FOR THE CAFETERIA

- Commitment** Be polite to cafeteria staff and others.
- Accountability** Pay for all items you take.
Use your own lunch number.
Maintain your place in the lunch line.
- Respect** Use proper table manners.
Speak courteously to all staff and peers.
Stand in line in an orderly manner.
Ensure that others around you clean up their area.
- Determination** Clean up your mess, including items you have dropped on the floor.
- Safety** Be orderly in all lines.

LIBRARY INFORMATION

The SLHS library is open from 7:45 am to 3:30 pm. You may visit before or after class times, with your teacher during class library visits, or with a valid pass from your teacher during instructional hours. You must have your pass signed upon entering the library and signed when you leave. Failure to follow proper procedures or improper conduct may result in loss of library privileges. Books, except reference books and encyclopedias, are available for students to check out. There is a two week check-out period before books are overdue, which will result in a .10 cent fine per day. Lost or damaged materials must be paid for by the student who signed them out.

CARDS FOR THE LIBRARY

- Commitment** Be polite to library staff and others.
- Accountability** Use your own library number.
Always dispose of food/drink before entering library.
Keep your library number confidential.
Login to a computer to access Destiny for book information.
- Respect** Stay on task for class assignments.
Ensure that others stay on task.

- Determination Stay in library with your teacher.
- Safety Pick up all personal items: library books, backpacks, notebooks... Always push chairs under tables when finished.

LOST & FOUND

Articles lost or found should be turned into the “Lost and Found” Tub by the YSC. These items will be held until the end of each 9 week period, after which they will be thrown away.

GUIDANCE & COUNSELING

SLHS offers a full service guidance department. Three counselors advise the students in areas of course selection, scheduling, vocational changes, college information, college applications, financial aid, recommendations and personal counseling.

REPORTING BULLYING AND/OR HARASSMENT

In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at South Laurel High School, the following student behaviors, as defined by law, will not be tolerated:

- Hazing
- Bullying
- Taunting
- Menacing
- Intimidating
- Threatening behavior
- Verbal or physical abuse of others
- Use of lewd, profane, or vulgar language

This extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

In the event a student is being bullied and/or harassed, he/she should immediately contact any of the following:

- School Administration
- Safety Resource Officer
- Staff

SUICIDE PREVENTION – HOUSE BILL 52 AND SENATE BILL 65

- House Bill 51 requires every public middle and high school administrator to disseminate suicide prevention awareness information to all middle and high school students by September 1, 2010, and September 1 of each year thereafter.
- Senate Bill 65 amends KRS 158.070 to require 2 hours of self-study of suicide prevention techniques in addition to the required 4 days of professional development for high school and middle school professional; and amends KRS 161.011 to permit suicide prevention training for classified employees to be accomplished through self-review of suicide prevention materials.

GIFTED AND TALENTED PROGRAM

The Laurel County Gifted and Talented Program will serve students in grades P-12. Gifted and talented students represent a group of pupils who have been identified as possessing demonstrated or potential ability to perform at an exceptionally high level in:

- General intellectual ability
- Specific academic aptitude
- Creative or divergent thinking
- Leadership skills
- Visual or performing arts

Nominations will be taken in the spring from certified personnel. A systematic collection of data will provide the targeted population of candidates for services the following fall. Parents may nominate their child for possible inclusion in the program by completing a questionnaire that is available at your child's school. Please return this parent nomination questionnaire to your child's principal or counselor at the school within the first two weeks of school. Parents should expect to receive a Gifted Services Plan and a progress report each semester.

INFINITE CAMPUS: PARENT PORTAL

Infinite Campus (IC) is a web based student management system that permits parents/guardians with Internet access to view their child's Schedule, Attendance, Progress Reports, and Discipline. For more information on accessing IC Parent Portal, please visit the district's website at www.laurel.kyschools.us and click on the **Parent Portal** tab.