

2026-2027
Allen County-Scottsville High School
Student Handbook

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I. INTRODUCTION AND MISSION

GREETINGS

Welcome to the 2026-2027 school year at Allen County-Scottsville High School. The Faculty and Staff of ACS wish to take this opportunity to welcome each of you back to begin what we anticipate will be an exciting, fulfilling, and beneficial year for you. As we go forward, we continue with our goal of providing an educational and activity-based environment designed to assist each student in developing the knowledge, skills, and interpersonal qualities needed for successful lives.

We urge each student to become involved in the total school program. We hope that you will actively participate in some sport, club, band, or other extracurricular activity while in school this year and lend your support to the development of true Patriot Pride. In whatever you do, strive to make this the most memorable and worthwhile year ever.

We want to continue working closely with students, parents/guardians, and community members. If you have questions or concerns, please feel free to call us at 270-622-4119 for information or to arrange a time to meet with school personnel.

Shane Humphrey-Principal, AC-SHS

HISTORY OF SCHOOL

In 1940, Allen County had four county high schools: Mt. Victory, Meador, Mt. Zion, and Petroleum. State regulations changed and because each school had a small enrollment, it became necessary to consolidate in order to have an accredited school. First, Meador and Mt. Victory merged in 1941 and then Mt. Zion and Petroleum were added in 1942. Thus, the origin of Allen County High was in 1941 with an enrollment of approximately 120 students and five faculty members. The first building used by Allen County High is the one used by the Core. In 1941, it contained five classrooms, a library, and a gymnasium.

In August 1970, Allen County High moved to new facilities on Highway 231. The enrollment was approximately 675 with 32 faculty members. On July 1, 1974, Scottsville School System merged with the Allen County School System. The high school is presently known as the Allen County-Scottsville High School. The building contains 59 classrooms, 8 large computer labs, a large library, and a gymnasium seating approximately 3,500, an auditorium seating 1,000, and other rooms and offices necessary for successful operation of the school.

MISSION STATEMENT

It is the mission of Allen County-Scottsville High School to ensure a safe, inclusive learning environment that fosters academic success and lifelong learning for each student.

AC-SHS PATRIOT FIGHT SONG

3 Cheers for Ole A-C-S
We are the Patriots, We are the Best
Fight, Fight, Fight, til the game is done
We are the Patriots, we're number 1!
We never stagger, we never fall,
We shall forever, stand proud and tall.
Our school marches forward on
We're fighting for Victory
A-C-S, A-C-S, A C S

- All students need to be problem-solvers, having the ability to find, use, and evaluate information.
- Cooperation is vital for a productive role in society.
- Learning is a lifelong process, requiring self-motivation, flexibility, and adaptability.
- High expectations are essential for individuals to achieve their potential.

NON-DISCRIMINATION STATEMENT

Students, their parents, employees, and potential employees of the Allen County Schools are hereby notified that the Allen County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment programs, career and technical education (vocational) programs, or activities set forth in compliance with the Office of Civil Rights Title VI, VII, IX, ADA and Section 504.

The Allen County School System offers the following career and technical education programs for students in grades 9-12: Agriculture, Auto Mechanics, Business and Office, Drafting, Family and Consumer Science, Health Science, Industrial Maintenance Technology, Marketing and Career Options.

Adult Education classes are offered to individuals pursuing a GED certificate. Adult programs are offered periodically based upon the demand for specific classes.

Any person having inquiries concerning Allen County Schools compliance with the Office of Civil Rights Law, Title VI, VII, IX, ADA and Section 504 is directed to contact Allen County Board of Education, 570 Oliver Street, Scottsville, KY 42164 (618-3181).

II. SCHOOL CALENDAR AND SCHEDULES

2026-2027 School Calendar

August 13	FIRST DAY OF SCHOOL
September 7	Labor Day
October 5-9	Fall Break
October 12	PLCDay-No School for Students
November 2	PLCDay-No School for Students
November 25-27	Thanksgiving Break
December 21-Jan 1	Winter Break
January 4	PLC Day - No School for Students
January 18	MLK Day
February 15	PLC Day-No School for Students
March 8	PLC Day-No School for Students
March 26	Good Friday
April 5-9	Spring Break
May 20	LAST DAY OF SCHOOL

GRADING PERIODS
2026-2027

October 3	End of First 9 Weeks
December 19	End of Second 9 Weeks - Semester 1
March 6	End of Third 9 Weeks)
May 22	End of Fourth 9 Weeks - Semester 2

Grade reports will be distributed to students approximately 7-10 days after each 9 weeks. All grades must be completed and recorded by the end of each nine weeks. If the work in any course is not completed by this time, it will be recorded as an F.

DAILY TIME SCHEDULE

AC-SHS
DAILY SCHEDULE

7:40-8:23	1st Period
8:27-9:10	2nd Period
9:10-9:18	2nd Chance Breakfast
9:18-10:01	3rd Period
10:05-10:48	4th Period
10:52-11:17	Advisory
11:21-12:29	5th Period
12:33-1:16	6th Period
1:20-2:03	7th Period
2:07-2:50	8th Period

Lunch Schedule

Lunch 1	11:17-11:42	Lunch 2	11:45-12:10
Lunch 3	12:33-12:48	Lunch 4	12:51-1:16
MSD Lunch	12:10-12:40	ISS Lunch	12:15-12:40

SCHEDULE CHANGES

There will be no schedule changes unless approved by the principal.

VISITORS

Anyone visiting Allen Co-Scottsville High School during school hours is asked to use the front entrance, must have a valid I.D. and sign in with the receptionist and leave I.D. with the receptionist.

PHONE / FAX NUMBERS

Allen County Scottsville High School	622-4119	622-5882
Allen Co. Career Technical Center	622-4711	622-7006
Guidance Office	622-4125	622-5882
Allen County Learning Center	237-4141	622-4706
Youth Services Center	622-3311	622-5882
Patriot Clinic	618-3094	

III. FACULTY & STAFF

Principal/ACCTC Director.....Mr. Shane Humphrey
Assistant Principal..... Mr.Jason Lemily
Assistant Principal …….. Mrs. Rhetta Roy
Assistant Principal ……..Mr. Chris Vernon
Guidance Counselor ..... ……. Mr. Brad Bonds
Guidance Counselor .....… Mrs. Ashley Tabor
Guidance Counselor…… Mrs. Bethany Minix
Instructional Coach…… Mrs. Kate Hendrix

AG.
Mrs. Towe
Mr. Weaver

ART
Ms. McMahon

AUTO MECH.
Mr. Daric Haney

BUSINESS/ MARKETING
Mr. Morgan
Mrs. Petty
Mrs. Stovall
Mrs. Trammel

Education
Mrs. Morrison

ENGINEERING/ Intro CAD
Mr. Stovall

ENGLISH
Mrs. Browning
Mrs. Cagle
Mr. Clifford
Mrs. Haynes

FOREIGN LANG.
Mrs.Sanchez

FAMILY& CONS. SCIENCE
Ms. Farris
Ms. Gaines

HEALTH SCIENCES
Mrs. Bewley
Mrs. Meador

INDUST. MAINT. TECH.
Mr. Spears

JROTC
Mr. J Simmons
Col. Walker

MATHEMATICS
Ms.Cook
Mrs. Harvey
Mrs. Meador
Mr.Pearson
Ms. Oliver
Ms. Whittemore

MediaSpecialist
Mrs. Renick

MUSIC
Mr.T. Cook

PHYSICALED
Mr.D Meador
Mr. Brewster

FOCUS& FINI/ISH

FULL TIME SUB
Mr. Higdon
Mrs. Parrish

SCIENCE
Mr.Graves
Mrs. Lambert
Mr. K.. Johnston
Mr. C. Cook
Ms. Stamps

SOCIAL STUDIES
Mr. Bray
Mr. Cagle
Mr. Garrett
Mr. Hood
Mr. J. Johnston

SPECIAL SERVICES
Mrs.Bandy
Mrs. Davis
Mrs.McPeak
Mr. Offutt
Mr. Reid
Ms. Rough
Ms. Russell
Ms. Swygart
Ms. A. Williams
Ms. T. Wilkie

CLASSIFIED TEACHERS
Mrs. Clark
Ms. Dyer
Mrs. Grimes
Mrs. Hand
Mrs. J. Loyd

YOUTH SERVICES
Mrs. Gray, Coord
Mrs.Palk, Ast..

ATTENDANCE CLERK
Mrs.Tabbert

BOOKKEEPER
Mrs. Foster

RECORDS CLERK
Mrs. Keltner

SECRETARIES
Mrs. B,Walker
Mrs. Taylor

CUSTODIAL
Mr. Ramsey
Ms. Huffine
Mr. Johnson
Mrs. Miller
Mr. Stinson

NOTIFICATION OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

The educators in the Allen County School District are committed to providing a quality instructional program for your child. This is just one way of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I programs as a part of No Child Left Behind (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher had met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status, through which state qualification or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by para-educators, and if so, their qualifications.

If you would like to request this information, please contact Kim Hawkins by phone at 618-3181 or by email at kim.hawkins@allen.kyschools.us Please include your child's name, the school they attend, the names of your child's teacher(s) and an address or phone number. Thank you for your interest and involvement in your child's education.

TESTING TRANSPARENCY

Sections 1112(e)(2)(A)-(B) of the Every Student Succeeds Act (ESSA) requires the following regarding testing transparency.

(2) TESTING TRANSPARENCY.—

(A) IN GENERAL. – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

(B) ADDITIONAL INFORMATION. – Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available

and feasible to report, assessments required districtwide by the local educational agency, including—

(i) the subject matter assessed
(ii) the purpose for which the assessment is designed and used;
(iii) the source of the requirement for the assessment; and
(iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.

Information about these requirements can be found on the Kentucky Department of Education's Assessments webpage (https://education.ky.gov/AA/Assessments/Pages/default.aspx). For further questions or to obtain a hard copy of this material please direct your inquiry to Kim Hawkins, District Assessment Coordinator at 270-618-3181 or kim.hawkins@allen.kyschools.us.

IV. ATTENDANCE

ALLEN COUNTY SCOTTSVILLE HIGH
ATTENDANCE POLICY

1. To participate in Class Night and Prom activities, students may not acquire more than 10 unexcused absences or the equivalent (4 tardies = 1 day).
2. Driving to school is a privilege: When students acquire more than 10 or more unexcused absences, Administrators have the discretion to remove this privilege.
3. To participate in the Co-op program at ACSHS, students may not acquire more than 10 unexcused absences or the equivalent. If this happens, the student could be pulled out of the class and possibly receive a failing grade.
4. To attend Club field trips (does not include class trips related to curriculum, i.e. Kentucky Repertory Theater, etc.), Students may not acquire more than 10 unexcused absences or the equivalent.

ALLEN COUNTY ATTENDANCE POLICY

The basic purpose of the attendance policy in the Allen County School System is to provide each student with meaningful experiences designed to enhance his/her development into a productive and responsible, functioning member of our society. In achieving this purpose, it is important that each student realize that perfect attendance is his/her primary responsibility. Any and all students shall follow the attendance guidelines listed in the handbook, regardless of age. We want to educate all students enrolled in this school system, and it all starts by "being there."

ABSENCES AND EXCUSES

Pupils are required to attend regularly and punctually the school in which they are enrolled.

Truancy Defined

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

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

Any student who has been reported as a truant two (2) or more times is a habitual truant.
Absence for less than sixty (60) minutes shall be considered tardiness.

Excused Absences

An excused absence or tardiness is one for which work may be made up, such as:

1. **Death in the pupil's immediate family** shall mean mother, father, spouse, brother, sister, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student,
2. **Illness of the pupil** The student shall submit a physician's statement, signed by the physician, indicating the student was under doctor's care and unable to attend school. The statement is to excuse only the absence of the student being treated by the doctor. This statement must be submitted within five (5) school days of the student's return to school, or the absence shall be deemed unexcused;
3. Court appearances A note of verification shall be required.
4. Driver's test for time it takes for the test
5. College visitation for seniors limited to one (1) day
6. Religious holidays and practices
7. Doctor and dental appointments
8. One (1) day for attendance at the Kentucky State Fair
9. Family emergencies approved by the Principal
10. Trips qualifying as educational enhancement opportunities, as determined by the Principal.

    Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee, whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

The Principal may accept two (2) parent notes per semester for excused absences. The Principal shall have the discretion to accept or decline the parent note as written.

Any student that accumulates more than 10 excused absences must see the attendance clerk to receive a Medical Excuse Form to be completed by the student's physician. A new Medical Excuse form must be completed for every day after 10 excused days that the student wishes to get excused. The student must turn the form in to the attendance office for the absence to be excused.

UNEXCUSED ABSENCES

The following absences shall be considered unexcused:

1. Work
2. Skipping school
3. Vacations
4. Missing the bus
5. Car trouble
6. Sleeping late
7. Baby sitting
8. Visiting out-of-town relative
9. Personal business
10. Job hunting

After accumulating three (3) unexcused absences/tardies, the student's parent/guardian may be asked to meet with an Attendance Review Committee to review the reasons for the unexcused absences. After a student has accumulated six (6) unexcused absences/tardies, the DPP will notify the parent/guardian that the student is a habitual truant. After the student has accumulated seven (7) unexcused absences/tardies, the sheriff will serve a Juvenile Petition on the parent/guardian requiring the parent/guardian and the student to appear before the judge in Juvenile Court or a summons will be issued to the parents/ guardians for violation of the attendance laws. Parents/guardians are subject to a fine of $100 for the first offense and $250 for a second offense. Each subsequent offense shall be classified as a class B misdemeanor.

STUDENTS OVER COMPULSORY ATTENDANCE AGE

Students between the ages of 18 and 21 are subject to the same attendance requirements, except that rather than going to court for excessive unexcused absence, these students may be withdrawn from school.

SCHOOL HANDBOOKS

Each school handbook shall include specific attendance requirements.

MAKEUP WORK

Each school shall determine its own procedures for verification of student absences and for makeup work when the student returns to school.

ATTENDANCE INCENTIVE
Each school shall decide if it will provide attendance incentives and how such incentives will be administered.

ATTENDANCE REVIEW COMMITTEES
The Attendance Review Committee at both the middle school and high school shall consist of the respective school Principals and assistant Principals, and the school counselor or the Principals' designee.
The Attendance Review Committees in each elementary school shall consist of the Principal, the assistant Principal, and the student's homeroom teacher or the Principal's designee.

SUSPENSION
Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall not be accepted.
REFERENCES:
KRS 36.396, KRS 40.366, KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294
KRS 159.035, KRS 159.150, KRS 159.180
702 KAR 7:125, 704 KAR 7:100
OAG 76566, OAG 7968, OAG 79539, OAG 9179, OAG 96-28
RELATED POLICIES: 09.122; 09.4281

NOTIFYING SCHOOLS ABOUT ABSENCES

A parent or guardian should call Allen County-Scottsville High School between 7:30 AM and 10:00 AM on the day a pupil is absent (School phone number is 622-4119) and tell the Assistant Principal or Attendance Clerk why the student is absent, or the parent should come by the high school the day of the absence to tell the school why the student was absent.

CALL BACK

Daily communications between the school and parent/guardian of all absent students does more to prevent truancy and to ensure the best possible attendance than any other single activity. This daily contact also serves to alert the parent/guardian of a child's unknown absence from school and thereby cuts down on the possibility of a child's skipping school and having an accident. Allen County-Scottsville High School has a school messenger service which each night automatically calls the homes of those absent students whose parents have not contacted the school. Home and emergency phone numbers for each student are required.

RETURNING TO SCHOOL FROM AN ABSENCE

Each student who has an excused absence or excused tardy to school (see Attendance Policy) must come by the lobby on the day he/she returns to school to obtain an admission slip to class. This admission slip should be obtained between 7:20 AM and the first bell at 7:35 AM. Failure to obtain an admission slip may result in an unexcused absence.

All parent notes, doctor statements or other items submitted for consideration of a student absence must be submitted within five (5) days of a student returning to school. After five (5) days, the notes or statements may not be accepted.

TARDIES AND ABSENCES

Students not in First Block by 7:40 AM bell will be reported as "missing." Students not in their room or seat by the time the tardy bell rings for each class will be considered tardy to class. A pupil absent for at least 65% of instructional time is recorded absent for one full day. These percentages are applicable regardless of the length of the scheduled instructional day. Any student arriving late to school is to sign in through the office.

EARLY DISMISSAL

The school asks that all early dismissals be very limited and that doctor, dental, and other appointments be made after or before school if at all possible. Any early dismissals from school will require a phone call in advance from a parent or guardian and permission from the principal or assistant principal. Any child leaving school early should sign out through the office.

Tardies and Early Dismissals

- Each school will decide how they will deal with tardies and early dismissals. Please remember that tardies, which includes being absent 60 minutes or less during a school day, are included in the definition of truancy. Tardies for any part of the day will be accumulated and used toward truancy.
- Each school will decide if they will provide incentives for attendance and how they will be administered.
- Notes and/or phone calls are encouraged when your child is absent from school. It is very important for both the parent/guardian and the school to know the whereabouts of the students at all times. However, these calls or notes do not excuse the absence. Please review the list of reasons listed in this policy for absences being excused.
- Each school will determine their own procedures for students entering school following an absence and how missed work will be made up.
- Students must have up-to-date immunization records before enrolling in school. Students must live with a parent or legal guardian to enroll in school.
- Parents may submit two (2) notes per semester for consideration of an unexcused tardy or absence.

UNEXCUSED TARDIES

Any student who has an unexcused tardy to class shall be referred to the office for assignment to early morning detention. If the student fails to serve this detention, an additional detention will be assigned. Repeated failure to serve detention makes a student liable for after school detention.

Unexcused Tardies to School

1. Parents/Guardians will be contacted after a student has accumulated no more than three unexcused tardies.
2. After a student has three (3) unexcused tardies, the parent may be asked to meet with an attendance review committee.
3. If the parent/guardian provides no further information that affects the (6) unexcused tardies, they will be informed that the next unexcused tardy will constitute an

infraction of Kentucky Law and the case will be turned over to the Director of Pupil Personnel (D.P.P. Attendance Officer).

4. After the student has accumulated his/her sixth (6) unexcused tardy, the D.P.P. will serve a final notice on the parent/guardian.
5. After the student has his/her seventh (7) unexcused tardy, a Juvenile Petition will be served on the parent/guardian by the sheriff. Parents/guardians and student must appear before the Judge in Juvenile Court.

An alternative to filing a juvenile petition would be to have a summons issued for parents/guardians for violation of attendance laws, which would subject them to a fine of $100 for the first offense, and $250 for a second offense. Each subsequent offense shall be classified as a class B misdemeanor.

In prior years, students have chosen a day of school in the spring and called it a Skip Day. This is not condoned by the school. In some cases, a student has skipped on this day, and it caused them to fail a subject. As far as the school is concerned, there is no such thing as a skip day. *It is unexcused and may be the reason for failure.*

It is the policy of Allen County-Scottsville High School that any student with unexcused absences shall be subject to the following:

1. Parents/Guardians will be contacted after a student has accumulated no more than three unexcused absences. After 3 unexcused absences within a semester, assignments missed cannot be made up.
2. After a student has three (3) unexcused absences, the parent/guardian may be asked to meet with an attendance review committee.
3. If the parent/guardian provides no further information that affects the six (6) unexcused absences, they will be informed that the next unexcused absence will constitute an infraction of Kentucky Law and the case will be turned over to the Director of Pupil Personnel (D.P.P. Attendance Officer).
4. After the student has missed his/her sixth (6) unexcused day, the D.P.P. will serve a final notice on the parent/guardian.
5. After the student has missed his/her seventh (7) unexcused day, a Juvenile petition will be served on the parent/guardian by the sheriff. Parents/guardians and student must appear before the Judge in Juvenile Court.

An alternative to filing a juvenile petition would be to have a summons issued for parents/guardians for violation of attendance laws, which would subject them to a fine of $100 for the first offense, and $250 for the second offense. Each subsequent offense shall be classified a class B misdemeanor.

V. DISCIPLINE

BOARD POLICY

All pupils permitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments ("look-alike" weapon/dangerous instrument), or other incorrigible bad conduct on school property as

well as off school property at school-sponsored activities constitutes cause for suspension or expulsion from school.

CODE OF CONDUCT
SCHOOL POLICY ON DISCIPLINARY PUNISHMENT AND RELATED MATTERS

Good discipline is essential for schools to be effective, and we need to upgrade our discipline policy. Disruptive behavior should **NOT** be allowed to interfere with the education process at Allen County-Scottsville High. Every child has the right to the least restrictive learning environment. We recommend that appropriate social skills be stressed. Students' best learn in a respectful and dignified learning environment. For this to occur, teachers need to communicate these expectations in more clear and simplified terms. By stressing good social skills such as respect, cooperation, and a good attitude, Allen County-Scottsville High will have a good learning environment for our children.

The discipline policy must emphasize that the majority of inappropriate behavior will be handled in the classroom. Teachers should document their attempts to resolve minor misbehavior within the classroom prior to any referral to the office. Classroom consequences for misbehavior might include parental contacts, use of Behavioral Improvement Form, isolation within the classrooms, time owed, and the effective use of the grading system. Each teacher should decide which consequences would be most appropriate for his/her class structure.

EXPULSION

SECTION 1. A NEW SECTION OF KRS CHAPTER 158 IS CREATED TO READ AS FOLLOWS:

1. If a student has been adjudicated guilty of an offense specified in this subsection or has been expelled from school for an offense specified in this subsection, prior to a student's admission to any school, the parent, guardian, or other person, or agency responsible for a student, shall provide to the school a sworn statement or affirmation, indicating on a form provided by the State Board of Elementary and Secondary Education that the student has been expelled from school attendance at a public or private school in this state or another state for homicide, assault, or an offense in violation of state law or school regulations relating to weapons or look-alike weapons, alcohol, or drugs.
2. If any student who has been expelled from attendance at a public or private school in this state for homicide, assault, or an offense in violation of state law or school regulations relating to weapons or look-alike weapons, alcohol, or drugs requests a transfer of his records, those records shall reflect the charges and final disposition of the expulsion proceedings.
3. If any student who is subject to an expulsion proceeding at a public or private school in this state for homicide, assault, or an offense in violation of state law or school regulations relating to weapons or look-alike weapons, alcohol, or drugs requests a transfer of his records to a new school, the records shall not be transferred until that proceeding has been terminated and shall reflect the charges and any final disposition of the expulsion proceedings.

4. A person who is an administrator, teacher, or other employee of a public or private school shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if:
   (a) The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
      1. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
         a. Carrying, possession, or use of a deadly weapon/look-alike weapon, or
         b. Use, possession, or sale of controlled substances, or
      2. Any felony offense under the laws of this Commonwealth, and
   (b) The conduct occurred 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.

5. A person who is an administrator, teacher, supervisor, or other employee of a public or private school who receives information from a student or other person of conduct which is required to be reported under subsection (1) of this section shall report the conduct in the same manner as required by that subsection.
6. Neither the husband-wife privilege of KRE 504 nor any professional-client privilege, including those set forth in KRE 506 and 507, shall be a ground for refusing to make a report required under this section or for excluding evidence in a judicial proceeding of making a report and of the conduct giving rise to the making of a report. However, the attorney-client privilege of KRE 503 and the religious privilege of KRE 505 are grounds for refusing to make a report or for excluding evidence as to the report of the underlying conduct.
7. Nothing in this section shall be construed as to require self-incrimination.
8. A person acting upon reasonable cause in the making of a report under this section in good faith shall be immune from any civil or criminal liability that might otherwise be incurred or imposed from:
   (a) Making the report, and
   (b) Participating in any judicial proceeding that resulted from the report.

SPECIAL EDUCATION DISCIPLINE POLICY

In cases where disciplinary action involves exceptional (special education) students, the following procedures should be followed.

If suspension is essential to protect persons or property or avoid disruption of the ongoing educational process, then, the student must first be granted an informal hearing and then may be suspended. As soon as practicable, the Admission and Release Committee (ARC) must be convened to determine whether the discipline problem is related to the student's handicapping condition.

If the discipline problem is determined to be related to the handicapping condition:

- The suspension is immediately lifted.
- The ARC must consider the appropriateness of the placement and/or the Individual Education Plan (IEP).

If the problem is determined to be unrelated to the handicapping condition, then the student will be disciplined according to the Discipline Code of Conduct in the Local District.

If a discipline problem does not require immediate suspension, the student remains in his/her current school placement and the principal must convene a School Based Admissions and Release committee (SBARC). The SBARC determines whether the discipline problem is related to the handicapping condition. The SBARC considers the appropriateness of the placement and/or the IEP. If it is unrelated to the handicapping condition, then the student will be disciplined according to the Discipline Code.

ABUSIVE/DEROGATORY/VULGAR or RACIST LANGUAGE

Tier 1 Level: Derogatory comments to students

- **1st Offense-**Warning/Reteach
- **2nd Offense-**Phone call to parent by teacher
- **3rd Offense-**After school detention (After school detention if from 3:00-4:00PM)

Tier 2 Level: Abusive Language

- **1st Offense-**1-3 days ISI
- **2nd Offense-**3-5 days ISI
- **3rd Offense-**10 or more days ISI
- **4th Offsens-**15-20 days ISI

Tier 3 Level: Vulgar, racist or abusive language directed toward a student, teacher or staff member.

- **1st Offense-**3 days ISI
- **2nd Offense-**5 days ISI
- **3rd Offense-**10 days ISI
- **4th Offense-**15-20 days ISI

Tier 3 Level: Vulgar Language

- **1st Offense-**10 days ISI
- **2nd Offense-**20 days ISI
- **3rd Offense-**25 days ISI
- **4th Offense-**Behavior Resolution Council Referral

ARSON

Immediate, automatic suspension with referral to Board of Education with recommendation of expulsion. Law officials will be notified.

ASSAULT /BATTERY

Immediate, automatic suspension with referral to Board of Education for recommended expulsion. Possible notification of law authorities or officials.

ASSAULT AND THREATS OF VIOLENCE

1st Offense: 5 days suspension
2nd Offense: Recommendation for expulsion.

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension, expulsion and/or referral to

appropriate law enforcement officials. Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

BOMB THREAT

Tier 4 Level:
Student will be referred to the Behavior Resolution Council to determine placement.

BULLYING

All forms of bullying are inappropriate and will not be tolerated at AC-SHS. All forms of bullying should be reported to teachers and administration for investigation. Consequences of this infraction will be left up to administrator discretion. Disciplinary action to include but not limited to I.S.I. or Out of School Suspension

CELL PHONES & ALL MEDIA DEVICES

Cell phone use is not permitted in the classroom. Upon arrival to class, all students will place their cell phones in an assigned location within the classroom or to be kept in lockers. Cell phones may be used in the cafeteria during lunch, before and after school. Cellphones may not be used to take pictures, videos, or audio without the consent of the individual being recorded. Air pods/headphones/gaming devices, etc are not allowed to be used during school hours.

The following consequences will be enforced for a student using cell phones and other personal devices in the classroom:

Tier 1 Level (Minors):

-1st offense: Teacher reminder to place cell phones and other personal devices in the assigned location within the classroom. Warning/reteach expectations.

-2nd offense: Teacher will call home to inform parents/guardians and document in +Infinite Campus/ABRE.

-3rd offense: Level 2 defiance. The teacher will complete a discipline referral and an administrator will assign appropriate consequences based on the ACSHS discipline matrix.

Tier 2 Level (Major):

- 1st Offense: 1-3 days ISI
- 2nd Offense: 5 days ISI
- 3rd Offense: 10 days ISI
- 4th Offense: 15-20 days ISI

❖ Students utilizing cell phones for cheating on any type of school assignment

shall be in violation of this policy and shall receive disciplinary action for both cheating and technology violation.

- ❖ **Allen Co.-Scottsville High School is not responsible for lost, stolen or damaged cell phones/electronic devices and will not pursue an investigation of such missing items.**

DEFIANCE OF AUTHORITY

Any willful disregard of school personnel instructions will not be tolerated. includes not bringing needed materials to class.

Tier 1 Level: (Minors)

- 1st Offense – Warning/Reteach Expectations
- 2nd Offense – Phone call to parent by teacher
- 3rd Offense – After School Detention (after school detention will be from 3:00-4:00PM

Tier 2 Level: (Majors)

- 1st Offense: 1–3 days ISI
- 2nd Offense: 3 to 5 days ISI
- 3rd Offense: 10 or more days ISI
- 4th Offense-Principal Discretion: 15 to 20 days ISI

DISRESPECTFUL BEHAVIOR

Tier 2 Level:

- **1st Offense:**-1-3 days ISI
- **2nd Offense-**3-5 days ISI
- **3rd Offense-**10 or more days ISI
- **4th Offense-**15-20 days ISI

DISRUPTIVE BEHAVIOR

Tier 1 Level: (Minors)

- 1st Offense:Warning/Reteach Expectations
- 2nd Offense:Phone call to parent by teacher
- 3rd Offense:After School Detention (after school detention from 3:00-4:00PM)

Tier 2 Level: (Majors)

*1st Offense:1-3 days ISI
*2nd Offense: 3-5 days IS
* 3rd Offense: 10 or more days ISI
*4th Offense: 15-20 days ISI

DRESS APPEARANCE (STUDENT)

Allen County-Scottsville High School feels a responsibility to educate students socially as well as academically, and student dress is an important component of social education. Schools are educational institutions, and high school students are expected to dress responsibly in preparation for adult business. Modesty and avoiding distracting influences are to be strongly considered in our dress code. Students should feel a responsibility to present a suitable appearance to reflect credit upon themselves, their family, AC-SHS, and the community. The wearing of clothing that might interrupt the school's order, safety, or decorum is prohibited. All students shall be decently dressed and practice personal hygiene.

Students must adhere to the following guidelines:

- No blankets allowed
- Students must wear shoes at all times.
- No tank tops, tube tops, single strap tops, no exposed midriff (belly), no shirts exposing underarms, no exposed cleavage, no visible undergarments or a lack thereof, and no see-through material.
- Shorts, skirts, and holes in pants **must be below fingertip length**(while standing), sit at the natural waist, and have no exposure of the behind.
- **NO Pajamas and no pajama pants or onesies.**
- **No hats**, caps, hoods, or sunglasses may be worn inside the building.
- No heavy chains, studded bracelets, dog collars and other articles that may be deemed to be potentially harmful to the students and/or could be used as weapons.
- Offensive items on clothing, patches, emblems, or other accessories will NOT be permitted. Offensive items include but are not limited to the following: obscenities, references to alcoholic beverages, tobacco products, illegal drugs, sexual and or racial innuendo, or explicit sexual content.

Gang/Satanic Activity or Association

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang/satanic related and would disrupt or interfere with school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff, and other employees;
- Create an atmosphere in which students or staff feel intimidated or threatened.
- Imply gang/satanic membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

Failure to observe the Dress Code may result in students being sent home to change and he/she will receive an unexcused absence from all classes missed.

Students found in violation will receive the following:

Tier 1 Level: (Minors)

- 1st Offense:Warning/Reteach
- 2nd Offense:Phone call to parent by teacher
- 3rd Offense:After School detention (after school detention from 3:00-4:00pm)
- 4th Offense- Level 2

Tier 2 Level: (Majors)

*1st Offense: 1-3 days ISI
*2nd Offense: 3 to 5 days ISI
*3rd Offense: 10 or more days ISI
*4th Offense-Principal Discretion: 15 to 20 days ISI

The administrative staff will have full discretion when interpreting this policy

These Guidelines were established by a committee of students, parents, and faculty members as directed by the Allen County Board of Education. On pre-announced days when circumstances warrant, students may be exempt from certain parts of the Dress Code. Also changes in Dress Code may be made if violations persist.

DRIVING VIOLATIONS ON CAMPUS

Possible loss of driving privileges or loss of parking privileges in the school lot.

DRUG TESTING PROGRAM

Students participating in extracurricular activities at the high school or middle school and students who wish to drive to and from school shall participate in the District's student random drug-testing program. Extracurricular activities include participation in school clubs or organizations not required by a class and athletic teams, included but not limited to baseball, basketball, cheerleading, cross-country, dance, football, golf, softball, swimming, tennis, track, soccer and volleyball. Each student athlete will be required to undergo drug testing at the beginning of each athletic season of the school year. While not required, other students may voluntarily participate in the District's random drug-testing program upon receipt of parental consent and completion of all appropriate forms.

Testing shall be accomplished by the analysis of urine specimens obtained from the student. Collecting and testing procedures shall be established, maintained and administered to ensure:

- Randomness of selection procedures;
- Proper student identification;
- Identification of each specimen with the appropriate student participant
- Maintenance of the unadulterated integrity of the specimen; and
- Integrity of the collection and testing process, as well as the confidentiality of test results.

USE OF ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES
DRUGS AND ALCOHOL

No pupil shall 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, or en route to or from school or a school-sponsored activity.

- Alcoholic beverages;
- Controlled drug substances and drug paraphernalia;
- 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.

Drugs Defined

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.020.

USE - ILLEGAL DRUGS, ALCOHOL & THC

Tier Level 4:

First Offense: They shall be removed from the class or activity where they will be isolated from others. The student's parents, guardians, or other responsible person will be notified and asked to come to school. Law enforcement officials will be contacted with the facts.

- Student will receive an immediate suspension from school and
- Student will be referred to the Behavior Resolution Council for a hearing to determine placement.

Second Offense: Same as first offense with the exception that the high school administration has the option of making a recommendation to the Superintendent for expulsion.

POSSESSION/TRANSFER/SALE/DISTRIBUTION - ILLEGAL DRUGS/ALCOHOL

Students in possession of illegal drugs or who sell or distribute illegal drugs will be subject to the following actions:

First Offense: They shall be removed from the class or activity where they will be isolated from others. The student's parents, guardians, or other responsible person will be notified and asked to come to school. Law enforcement officials will be contacted with the facts.

Tier 4 Level: Furnishing/Selling/Possession of an Unauthorized Substance

- First Offense: Behavior Resolution Council hearing to determine placement.
- A student may be suspended pending a Behavior Resolution hearing school hearing

SIMULATED CONTROLLED SUBSTANCES (LOOK-ALIKES)

- No student shall sell, possess, or transfer any substance with the representation or upon the creation of an impression that the substance which is sold
- or transferred is a controlled substance. No student shall possess for sale or transfer any substance designed in any manner to simulate a controlled
- substance.
- A concerted effort will be made to notify the parent(s)/guardian(s) of any student found with illegal drugs or counterfeit substance and/or is found
- to be using illegal drugs or counterfeit substances or if any student is observed behaving in an abnormal or unusual manner.
- If a staff member has reasonable cause to believe a student is using drugs, the student's parent(s)/guardian(s) will be notified by the principal or his designee and apprised of the belief. If any drug usage by the student is established, the student will be referred to the District discipline committee or recommendation for expulsion.

USE/POSSESSION/TRANSFER OF NON-PRESCRIPTION, OVER-THE- COUNTER MEDICATION

Any and all medication, prescription and non-prescription that students must take during the school day must be checked in with office personnel. Students found to be in use, possession, or transferring non-prescription medication including drugs such as, caffeine pills, max-alerts, and white crosses (ephedrine hydrochloride) will be subject to the following actions:

(1) Any remaining medication in the student's possession will be confiscated.
(2) The student's parent(s) or guardian(s) will be notified.

PENALTY

Violation of these policies shall constitute reason for disciplinary action including alternative program, suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities. *Students suspended, sent for alternative school placement(for disciplinary reasons), or expelled may not be on **any** school property other than Allen County Learning Center for any reason (including but not limited to school buses, sport activities, concerts, prom, graduation, and any other school-sponsored event) until their discipline term has expired. 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. *Board Policy

CLASS NIGHT/PROM POLICY

Class Night and Prom is a time honored tradition here at AC-SHS. Participation in the Class Night/Prom activities at AC-SHS is a privilege, not a right. Parents and student should be aware that some circumstances will lead to student's dismissal from this activity. For example:

- Any student who has acquired more than 10 unexcused absences or the equivalent will forfeit their Class Night/Prom privilege. Parents and students should be aware that tardies accumulate into unexcused absences. Each tardy is in essence equivalent to one-fourth of a school day. Four (4) tardies will equal an unexcused absence.
- Any student who is assigned to a short term or longer alternative placement at Patriot Academy; the students may not be on any school property other than Patriot Academy for ANY reason. School property includes but is not limited to school buses, sport activities, school concerts, prom, graduation and any other school sponsored event until their discipline term has expired.
- All fees, obligations, and technology devices must be met to participate in senior activities.

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.

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.

EXTORTION

Tier 4 Level:

Student will be referred to the Behavior Resolution Council to determine placement.

FALSE 911 CALL

Tier 4 Level:

Student will be referred to the Behavior Resolution Council to determine placement.

FALSE STATEMENT

Making a false statement, either spoken or written.

Tier 2 Level:

- **1st Offense:** 3 days ISI
- **2nd Offense:** 5 days ISI
- **3rd Offense:** 10 days ISI

- **4th Offense:** 15-20 days ISI

FIGHTING/PHYSICAL VIOLENCE

Students:
It is the policy of the Allen County-Scottsville High School that any student caught fighting on school property or at any school-sponsored function **will be cited by Law Enforcement officers with appropriate charges. In addition,** if, through investigation by school administrators, it can be determined the nature and instigation of the fight the following will apply:

Staff Members:
A student fighting or striking a staff member is an act so severe that the student will be immediately suspended, parents called to pick up the student and expulsion of the student recommended to the Board of Education.

Tier 3 Level: Fighting
***1st Offense: 10-15 Days ISI**
***2nd Offense: 20 Days ISI**
***3rd Offense; 25 Days ISI**
***4th Offense-Behavior Resolution Council**

Students videoing a fight will be subject to the following:
Tier 3 Level:
***1st Offense:** 10 Days ISI
***2nd Offense:** 20 Days ISI
***3rd Offense:** 25 Days ISI
***4th Offense-Behavior Resolution Council**

Any student promoting a fight will be subject to the following:
Tier 2 Level:
***1st Offense:** 1-3 Days of ISI
***2nd Offense:** 3-5 Days ISI
***3rd Offense:** 10 DaysISI
***4th Offense-Principal Discretion:15-20 Days ISI**

***Penalty**-violation for fighting shall constitute reasons for disciplinary actions.
Actions may include suspension, Patriot Academy (long or short stay), or expulsion.

FIRE ALARMS / MALICIOUS SETTING

- **First Offense: Behavior School Council Hearing.**

FORGED NOTES OR EXCUSES-HOME OR CLASSROOM

Tier Level 2:
- **First Offense**: 1-3 Days ISI

- **Second Offense**: 3-5 Days ISI
- **Third Offense**: 10 Days ISI
- **Fourth Offense-Principal Discretion**: 15-20 Days ISI

GAMBLING

No gambling at ACS including but not limited to dice or card playing.

- **First Offense**: 1-3 Days ISI
- **Second Offense**: 3-5 Days ISI
- **Third Offense**: 10 Days ISI
- **Fourth Offense-Principal Discretion**: 15-20 Days ISI

HARASSMENT/DISCRIMINATION DEFINITION

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

➢ Prohibition

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

➢ Disciplinary Action

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action:

Tier 3 Level:

- **1st Offense: 10 Days ISI**
- **2nd Offense: 20 Days ISI**
- **3rd Offense: 25 Days ISI**
- **4th Offense: Behavior Resolution Council**

➢ Procedures

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their teacher, guidance counselor or Principal of the incident.

➢ Notice To Individuals Complaining Of Harassment/Discrimination

The District prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the District's policy is attached for your information. Please be aware of the following provisions: If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact the Title IX Coordinator as follows: 570 Oliver Street, Scottsville KY 42164 (270) 618-3181

The District will investigate the allegations of harassment/discrimination that you have brought to its attention. Instructional Coordinator will conduct the investigation. If you have any questions of the District's investigator, you may contact him/her as follows: 570 Oliver Street, Scottsville KY 42164 (270) 618-3181
During the investigation, you have the right to:

1. Provide the District with information and documentation concerning the alleged improper conduct;
2. Advise the District of the identity and location of any possible witness(es); and
3. Exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in ensuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/ discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX Coordinator or the Investigator identified previously.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX Coordinator and/or the Investigator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct. Retaliation by anyone against an individual who has reported improper conduct, including sexual harassment/

discrimination, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Title IX Coordinator and/or the Investigator immediately.

➢ **Procedures For Reporting**

Level One: Teacher/Counselor
Student may file complaint with a teacher/counselor. Corrective action shall be taken within TEN (10) working days of receipt of the complaint at this level.
Level Two: Principal/Counselor
Corrective Action shall be taken within TEN (10) working days of receipt at this level.
Level Three: Superintendent/Designee
Corrective Action shall be taken within TEN (10) working days of receipt at this level.
Level Four: Board Of Education
Corrective Action shall be taken within TEN (10) working days of receipt at this level.

ALLEN COUNTY SCHOOL SYSTEM
SEXUAL HARASSMENT POLICY

I. POLICY

1. In assuring compliance with state and federal laws and Board policy and procedure it is the policy of the Allen County School System to maintain a learning and working environment that is free from sexual harassment. No employee or student shall be subjected to sexual harassment.
2. It shall be a violation of this policy for any member of the Allen County School System staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature.
3. Each administrator shall be responsible for promoting understanding and acceptance of, and governing sexual harassment within her or his school or office.

II. DEFINITION

1. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
   a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement of a student's participation in school programs or activities; or
   b. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or
   c. such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating, hostile, abusive work, or learning environment.
2. Sexual harassment may include, but is not limited to, the following:
   - verbal harassment or abuse
   - pressure for sexual activity
   - repeated remarks with sexual or demeaning implications
   - unwelcome touching
   - sexual jokes, posters, etc.

- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

III. PROCEDURES

1. Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to his or her immediate supervisor, building principal, or guidance counselor. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.
2. The right to confidentiality for both the accuser and the accused will be respected consistent with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

IV. SANCTIONS

1. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
2. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

V. NOTIFICATION

Notice of this policy will be in teacher and student handbooks. Staff members on an annual basis shall hold discussion on this policy and the prevention of sexual harassment for students.

LEAVING SCHOOL WITHOUT PERMISSION / SKIPPING SCHOOL DAY

Once on school grounds during a scheduled school day, students may not leave without checking out through the attendance office and must have permission from the student's parent /guardian or from an administrator.

Tier 2 Level:

- **1st Offense: 3 days ISI**
- **2nd Offense: 5 days ISI**
- **3rd Offense: 10 Days ISI**
- **4th Offense-Principal Discretion: 15-20 days ISI**

MISUSE OF THE COMPUTER

Any student caught accessing pornographic sites, installing, accessing, or copying software or files without permission, using another person's username or password, or any other misuse of the computer deemed inappropriate by the administration, will receive the following punishment:

- **1st Offense**: 1-3 Days ISI
- **2nd Offense**: 3-5 Days ISI
- **3rd Offense**: 10 Days ISI
- **4th Offense-Principal Discretion**: 15-20 Days ISI

INAPPROPRIATE SOCIAL BEHAVIOR (Public Display of Affection)

Public display of affection include behaviors such as: kissing, caressing, inappropriate touching, and body hugging. It is the policy of Allen County-Scottsville High School that any student caught kissing and cuddling on school property shall be subject to the following:

Tier 1 Level:

- **1st Offense**: Warning/Reteach Expectations
- **2nd Offense**: Phone call to parent by teacher
- **3rd Offense**: After school detention (after school detention from 3:00-4:00PM)

Tier 2 Level:

- **1st Offense: 1-3 days ISI**
- **2nd Offense: 3-5 days ISI**
- **3rd Offense: 10 or more days ISI**
- **4th Offense: 15-20 days ISI**

PROFANITY

Tier 1 Level: General Profanity

- **1st Offense-**Warning/Reteach expectations
- **2nd offense-**Phone call to parent by teacher
- **3rd Offense-**After school detention (After school detention if from 3:00-4:00 PM)

SCHOOL SECURITY/TRESPASSING

Anyone entering the school building or school grounds without permission. After school hours without permission or supervision from a school official. Aiding or involved in trespassing, will be subject to the following:

Tier 3 Level:

- **1st Offense:** 10 days ISI
- **2nd Offense:** 20 days ISI
- **3rd Offense:** 25 days ISI
- **4th Offense:** Behavior Resolution Council

SEXUAL ACTIVITY

Any students engaging in sexual behavior on school property or at any school-sponsored function shall be subject to the following:

Tier Level 3(Major):

- **1st Offense:** 10 Days ISI
- **2nd Offense:** 20 Days ISI
- **3rd Offense:** 25 Days ISI
- **4th Offense-Principal Discretion: Behavior Resolution Council**

*Violations for sexual behavior shall constitute reasons for disciplinary actions.

Actions may include suspension, Patriot Academy (long or short term), or expulsion.

SKIPPING CLASS

It is the policy of Allen County-Scottsville High School that any student caught skipping class shall be subject to the following:

Tier 2 Level:

- **1st Offense**: 1 day ISI
- **2nd Offense**: 3 days ISI & Loss of Hall Privileges for 9 weeks
- **3rd Offense**: 5 or more days ISI & Loss of Hall Privileges for Semester
- **4th Offense-Principal Discretion**: 10-15 Days ISI & Loss of Hall Privileges.

TARDY TO CLASS

Tier 1 Level:

- **1st Offense-**Warning/Reteach expectations
- **2nd Offense-**Phone call to parent by teacher
- **3rd Offense-**After school detention (After school detention id from 3:00-4:00 PM.)

Tier 2 Level

- **1st Offense-** 1 day ISI
- **2nd Offense-**3 days ISI & loss of hallway privileges for 9 weeks
- **3rd Offense-**5 or more days ISI & loss of hallway privileges for semester
- 10-15 days ISI & loss of hallway privileges for the school year

THEFT (POSSESSION/SALE OF STOLEN PROPERTY-SCHOOL OR PERSONAL)

Tier 3 Level:

- **1st Offense:** 10 days ISI
- **2nd Offense:** 20 days ISI
- **3rd Offense:** 25 days ISI
- **4th Offense-Principal Discretion: Behavior Resolution Council**

Tier 4 Level

- **Will result in an Behavior Resolution Council**

THREATS TO OTHERS

A threat to harm others is a statement or action that indicates an intent to inflict physical or mental harm, damage, or loss on someone else. This can include verbal, written, or non-verbal communications.

Tier 3 Level:

- **1st Offense:**10 days ISI
- **2nd Offense:** 20 days ISI
- **3rd Offense:** 25 days ISI
- **4th Offense: Behavior Resolution Council**

TOBACCO - USE/POSSESSION PROHIBITED

Students shall not be permitted to use or possess any tobacco products, ***including but not limited to cigarettes, e-cigarettes/vapor cigarettes, lighters, matches and other paraphernalia*** on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

Tier 2 Level (Major) : Smoking/Vaping/Dipping/Tobacco Product

- **1st Offense**: 3 days ISI
- **2nd Offense**: 5 days ISI
- **3rd Offense**: 10 or more days ISI (After the third offense, restroom and hall privileges will be taken away during instructional time.)
- **4th Offense-Principal Discretion**: 15-20 days ISI

The Pro-Children Act of 1994
A new section of KRS Chapter 438, KRS 438.050, OAG 81-295, KRS 160.290, KRS 160.340, KRS 161.180, OAG 91-137

The Allen County School District promotes healthy lifestyles of our students and encourages students, parents and the community to work in a coordinated, collaborated effort to accomplish this goal of Drug Free Schools and Communities. Students and parents needing preventative information, services, counseling, and or assistance may contact:

1. SCHOOL PERSONNEL including the counselor, the Family Resource/Youth Services personnel.
2. LIFESKILLS COUNSELING CENTER - LifeSkills Counseling Center is available upon referral or request to do drug abuse, or drug or alcohol counseling either by individual or groups. An assessment can be made and referred to Alcoholics Anonymous or in-patient treatment can be made. Your confidentiality is protected by Law and LifeSkills will guarantee it. You can call LifeSkills Counseling Center at 622-8188 for more information. LifeSkills Counseling Center is located at 512 Bowling Green Road, Scottsville, Kentucky.
3. CHAMPIONS AGAINST DRUGS - Training in a variety of prevention areas is being offered through the Champions Against Drugs Program initiated in September 1986. Regional Action Groups are working across the state to meet the needs of people who want to be involved in preventing drug abuse in their families, school, businesses, and communities. For more information about the Champions statewide or regional activities, contact the Drug Information Service for Kentucky (DISK) 1-800-432-9337.
4. DIVISION OF SUBSTANCE ABUSE - Department for Mental Health and Mental Retardation Services, 275 East Main Street, Frankfort, KY 40621, (502) 564-2880. Offers a variety of training opportunities for people working in both prevention and treatments of drug and alcohol abuse problems. The Division in involved with programs planning and coordination for the

Champions Against Drugs Program, operates the Drug Information Service for Kentucky (toll-free number above), and offers consultation on drug and alcohol abuse prevention efforts in schools, colleges, communities, businesses, and criminal justice systems.

5. REGIONAL MENTAL HEALTH/MENTAL RETARDATION BOARDS - Mental Health Centers throughout the state of Kentucky offer a variety of substance abuse services. Each regional office employs at least one prevention specialist, who is available to consult with school and community groups on prevention programs. To find out who the Prevention Director in your area is, contact the Alcohol and Drug Program Director at your local center (524-9883) or call the (DISK) toll-free number, 1-800-432-9337. AN ACT relating to report of specified incidents. Be it enacted by the General Assembly of the Commonwealth of Kentucky:
6.

TRUANCY

Tier 2 Level:

- **1st Offense-**1-3 days ISI
- **2nd Offense-**3-5 days ISI
- **3rd Offense-**10 or more days ISI
- **4th Offense-**15-20 days ISI

VANDALISM/DESTRUCTION OR DEFACEMENT OF SCHOOL OR PERSONAL PROPERTY/POSSESSION AND /OR USE OF ANY TYPE OF EXPLOSIVES, INCLUDING SMOKE AND STINK BOMBS

Tier 3 Level: (Minor) Pay Restitution

- **1st Offense:** 10 Days ISI
- **2nd Offense:** 20 Days ISI
- **3rd Offense:** 25 Days ISI
- **4th Offense-Principal Discretion: Behavior Resolution Council**

Tier 3 Level: (Major) Pay Restitution

- Any major vandalism will result in a Behavior Resolution Council Hearing

VIOLATING CONDITIONS OF SUSPENSION

A number of day(s) may be added to the original suspension time to be determined by the principal or assistant principal. If your child is caught on school property during this suspension they will be charged with trespassing through the local police department.

ALLEN COUNTY SCHOOL SYSTEM
WEAPON OR DANGEROUS INSTRUMENT POLICY

It is the policy of the Allen County School System to report any student who is determined to have brought a weapon/look-alike weapon, including but not limited to knives of any size, or firearm to a school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with existing

requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, our board of education will modify the expulsion requirements, on a case-by-case basis, for IDEA-eligible students. 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 is followed.

Non IDEA-eligible students will also have their expulsion requirements modified on a case-by-case basis by our Board of Education.

All students have the fundamental right to learn, all teachers to teach, all employees to fulfill their duties, and all parents/guardians to place their youngsters in a school where they will be free from fear of disruption, intimidation, or bodily harm. It is the intent of the school district to maximize the use of all applicable powers to ensure this right.

In the event that any such person possesses, exhibits, or uses a weapon or dangerous instrument ("look-alike" weapon/dangerous instrument) or threatens to exhibit or use a weapon or dangerous instrument ("look-alike" weapon/dangerous instrument) to interfere with the operations of a school or school related function, including athletic events, the school officials who observe the event shall, if at all possible, notify the principal. The principal or designee shall notify law enforcement. If the principal or designee is not available, then the school officials observing the activity shall notify law enforcement. If the principal observes the aforementioned, he shall notify law enforcement (National School Boards Association 1985, JFCJ-R).

A “weapon or dangerous instrument” ("look-alike" weapon/dangerous instrument) can be defined as any instrument that can be is used by one person to attack another person.

The criminal penalty (prohibiting the unlawful possession of a weapon or dangerous instrument on school property) shall not apply to those persons listed in KRS 527.070 (3).

Students having in their possession whether in their lockers, desks, vehicles, or elsewhere; any (“look-alike” weapon/dangerous instrument) will be arrested and charges will be filed against them. In addition, they will be subject to suspension and /or expulsion from school.

In an effort to enforce the policy pertaining to weapons or look-alike weapons and dangerous instruments, principals may authorize the following situations:

1. Unannounced inspections of students’ desks and lockers.
2. Inspections of students’ vehicles.
3. Inspections of the contents of pockets, bag, purses, etc., if a student is suspected of concealing weapons or dangerous instruments (“look-alike” weapon/instrument)

(National School Boards Association 1985, JFJC-R)

WEAPONS OR LOOK-ALIKE WEAPONS: (Possession/Use/Transfer)

Tier Level 4 (Major):

- Any Possession/use or transfer of a dangerous weapon will result in a Suspension and a Behavior Resolution Council Hearing

At the Administrator's discretion, if the discipline is a manifestation of a disability, alternative consequences may be administered.
*****At the Administrator's discretion, consequences may vary depending on specific circumstances.***

LEVEL I MISCONDUCTS

Classroom Disruption/Disrespect

Misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school can be handled by an individual staff member. Disruption will be handled in the following manner.

Teachers have the authority in their classroom. Each teacher will handle their classroom according to their rules, which have been communicated to all their students and are in written form to be referred to for consistency.

Possible Interventions: Warning/Reteaching of expectations,Phone call to parents/ lunch detention(s) and/or ISI

LEVEL II MISCONDUCT

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, may require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples: continuation of unmodified Level I misbehavior, school tardiness, truancy, smoking and use of other tobacco products, disruptive classroom behavior, Skipping class or school, forgery, vandalism, abusive language, profanity/vulgarity, fighting, gambling, leaving school grounds without permission, driving violations on campus.

Possible actions: ISI days, days at Patriot Academy, Suspension, Principal's decision

LEVEL III MISCONDUCT

Majority of the behaviors or acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.
These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism of the school. The majority of Level III acts require administrative action because of the seriousness of the act.

Examples: continuation of unmodified Level II misbehavior, smoking, and use of other tobacco products, lewd behavior, fighting, vandalism, stealing, threats to others, use, possession, or sale/use of fireworks, cutting classes, violating conditions of suspension, abusive language toward staff, driving violations on campus.

Possible actions: Days at Patriot Academy, Alternative school hearing, Suspension Principal's decision

LEVEL IV MISCONDUCT

Acts which result in violence to another person or property or which pose a direct threat to the safety of others in school. These acts are clearly criminal and are so serious that they always require administrative actions that may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the school Board of Education.

Examples: continuation of unmodified Level III misbehaviors, possession/use/ transfer of dangerous weapons or look-alike weapons, assault/battery, vandalism, theft/possession/sale of stolen property, arson, abusive violations on campus, smoking and use of other tobacco products.

Possible actions: Suspension and an Alternative School Hearing, Suspension, and/or recommendation for expulsion, Principal's decision

LEVEL V MISCONDUCT

These actions are so serious that expulsion will be recommended immediately.
Examples: fighting, striking staff members, use/possession/sale of drugs and alcohol.
Possible actions: Patriot Academy Referral or immediate suspension, subject to expulsion.

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

Riding the school bus is a privilege and is conditioned upon their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school, which the pupil attends for necessary corrective action.

1. The driver is in charge of the bus and pupils. Obey the driver promptly and cheerfully.
2. Be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Be at the bus stop 5 minutes before bus is scheduled to arrive.
3. Pupils shall ride their assigned bus and no other bus.
4. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray the full cost of repairs before riding privileges are restored.
5. Always cross in front of the bus and at a safe distance in front of the bus in order to been seen by the bus driver. (Minimum, 10-12 ft.) Cross only on driver's signal.
6. Do not run toward or run across the street in front of a school bus while it is in motion.
7. Never stand in the road while waiting for the bus. Wait in an orderly line off the highway or street.

8. Pupils shall board the bus and immediately take a seat without disturbing other passengers; ride three in a seat and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the bus and not in the doorway.
9. Pupils shall not try to get on or off the bus or move about within the bus while it is in motion.
10. Pupils shall not engage in any activity which might divert the driver's attention away from driving the bus and cause an accident, such as:
    - loud talking, laughing, or unnecessary confusion,
    - unnecessary conversation with the bus driver, or
    - extending any part of the body out of the bus windows or doors.
11. Pupils shall not engage in any activity which might damage or cause excessive wear to the bus or other property.
12. The following activities are prohibited at all times:
    - Improper behavior to include insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts,
    - smoking on the bus,
    - eating or drinking on the bus,
    - possessing knives or sharp objects,
    - bringing animals on the bus,
    - throwing articles or objects in or from the bus,
    - tampering with mechanical equipment, accessories, or controls of the bus,
    - placing musical instruments or other articles at the door by the driver,
    - obstructing the aisle in any manner,
    - occupying more space in a seat than required. (All items which students bring on the bus must be held by the student and will not be placed on the seats or in aisle.)
    - tracking mud and dirt onto the bus,
    - littering the bus, or
    - opening or closing windows without permission of driver.
13. No persons other than those assigned to the bus shall be allowed to ride a school bus. Your parents must call the principal explaining why you need to ride another bus.
14. Any pupil who persists in violating any of these rules or regulations shall be reported to the principal of the school, which they attend for disciplinary action. After due warning has been given, the principal shall withdraw the privilege of riding the bus for a specified period. Once the privilege of riding a school bus has been withdrawn for the second time, riding privileges can only be restored after the pupil has presented evidence that their behavior will improve.

PERMISSION TO RIDE DIFFERENT BUS

If a student must ride a different bus or get off his/her bus at a different place than normal, they must have a parent or guardian **call the high school by 1:30 p.m.**

	BEHAVIOR VIOLATION		DISCIPLINARY OPTIONS					
Mark Violation	*Principal may choose to use more than one action.	Warning And/Or Remedial Training	3 Days Off Bus	5 Days Off Bus	10 Days Off Bus	Handled Under Student Discipline Code	Referred For Possible Bus Expulsion	Driver Removes Student Immediately
	Physical Abuse of School Personnel					x	x	x
	Dangerous Weapon/Fireworks					x	x	x
	Drugs/Alcohol					x	x	x
	Fighting			x	x	x	x	x
	Use of Tobacco Products/Open Flame			x	x		x	
	Sexual Behavior/Abuse/Harassment		x	x	x		x	
	Verbal Abuse of School Personnel/Students		x	x	x		x	
	Profanity	x	x	x	x	x	x	
	Vandalism (restitution to be made before riding bus again)		x	x	x		x	
	Bullying	x	x	x	x		x	
	Refusing to Follow Instructions / Sit in Assigned Seat	x	x	x	x		x	
	Not Staying Seated/Pushing/Tripping	x	x	x	x		x	
	Screaming/Hanging Out Window	x	x	x	x		x	
	Eating/Drinking/Littering	x	x	x	x		x	
	Excessive Mischief/Annoying	x	x	x	x		x	
	Possession of Prohibited Items (glass, balloons, animals, etc.)	x	x	x	x		x	
	Not Riding Assigned Bus	x	x	x	x		x	
	Other (specify)	x	x	x	x	x	x	x

SPECIFIC SERVICES THAT MAY, UNDER CERTAIN CIRCUMSTANCES, BE PROVIDED WITHOUT PARENTAL CONSENT

- Mandated services such as abuse and neglect referrals to the Department of Social Services and/or the police (KRS 620) and Juvenile Justice Services (KRS 635)
- Advice, diagnosis, and/or treatment by a physician for minors (no age limit given) regarding sexually transmitted diseases, pregnancy, contraceptives, and substance abuse or addiction.
- Outpatient mental health counseling by a physician for individuals 16 years or older (Section 2, KRS 214.185)*
- Medical, dental, and other health services for a youngster of any age when, in the professional's judgment, the risk to the minor's health or life is
- such that treatment should be given without delay (Section 4, KRS 214.185)*
- Outpatient mental health counseling for anyone 16 years of age or older who is seeking that counseling as a result of abuse by a parent or legal guardian (KRS 210.410)*
- Other substance abuse treatment (no age limit given) (KRS 222.440)*
- Non-exempt AFDC recipients are required to participate in the Job Opportunity and Basic Skill Programs (JOBS) 45 CRF 250.30). Parental
- consent is not required for a non-exempt dependent child to participate in JOBS.
- Employment counseling, training, application, summer/part-time job development, vocational exploration, and development of job readiness
- skills do not require parental consent as there are no laws that address age limits or parental consent for these specific services. Please note,
- however, that intake and eligibility for JTPA do require parental consent.
- Employment for individuals 14 to 17 years of age as governed by U.S. and Kentucky Child Labor Law (information sheet on Kentucky Child
- Labor Law and Summary of Child Labor Provisions of the U.S. Dept. of Labor)
- Under most circumstances, mental health and substance abuse professionals are reluctant to treat minors without parental consent. This is to certify that
- I have read and understand the above and have received a copy of the same.

VI. POLICIES AND PROCEDURES

BAGS/ BACKPACKS

Bags and backpacks are to stay in the student's locker during school hours. They are prohibited in the classroom.

ABSENCES DUE TO HEAD LICE

The Allen County Schools operate under a NO NIT policy.

1. First occurrence - the parents will receive a letter outlining steps for correcting the situation.
2. Second occurrence - the family will receive another copy of the letter outlining steps for correcting the situation. They will also receive a note letting them know how their child/children can return to school once 'NIT FREE". They will be reminded that information and assistance is available through the Family Resource Center. Three days maximum excused per year - any days over 3 days will be unexcused. After a student has missed six (6) days of unexcused absences, we are required to notify the Director of Pupil Personnel for further action with regards to truancy.

Examples:

- Three (3) unexcused absences = Simple Truancy
- Two (2) occurrences of Simple Truancy (6 days unexcused) = Habitual Truancy.
- After the seventh (7) unexcused absence, the student's name will be referred to the Director of Pupil Personnel for further action.
- Tardies - Three (3) unexcused tardies will be counted as Simple Truancy. Two (2) occurrences of Simple Truancy (6 unexcused tardies) will be counted as Habitual Truancy. After the seventh (7) unexcused tardy, the students name will be referred to the Director of Pupil Personnel for further action.

CONTROL OF HEAD LICE IN SCHOOLS

School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent screening and follow-up program for all students.

Principals and school personnel shall adhere to the following guidelines:

1. When the students are observed/reported to have head lice any time during the school year:
   - The entire class will be checked for lice infestation as soon as possible.
   - Parents of students with an active case of head lice will be notified to pick the student up from the school.
2. Principals or school personnel shall offer parents of infected students:

- Visual evidence of lice and/or nits in the student's hair.
- Verbal and/or pamphlet information/direction for treatment and household disinfectants.

3. Students may return to school when:
   - First occurrence: they have been treated and all nits removed. School nurse/school designated personnel upon return to school will recheck them.
   - Second occurrence and any thereafter during that school year: Students may return to school after receiving "All Clear of Nits & Lice" from either their family physician, the Health Department or they may make an appointment with the school nurse/school designated personnel to be rechecked for re-admittance to school.
4. The Superintendent/designee shall:
   - Establish education/information programs on head lice control methods for school personnel, students and parents.
   - Provide each school with written materials on head lice control and prevention.

Students will be excused for three days maximum per year for head lice - any days over three will be unexcused. A physician's statement will not be needed or accepted.

ALLEN COUNTY SCHOOLS
ANNUAL NOTIFICATION TO PARENTS
Family Education Rights and Privacy Act (FERPA)

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Allen County School District's requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the act.

These rights are passed on to the student at age 18. For the purpose of this notice, the student 18 years or older, and the students who are married, will be referred to as the "emancipated" or "eligible" student. Parents, guardians and eligible students may review and inspect all education records relating to that student by making a request to the principal of the school where that student attends.

The ACSD will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation and divorce. Personally identifiable information is not related to another party unless there is written authorization from the parent or eligible student or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable information is on file in each school. The ASD has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory Information" is information contained on an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college

entrance committees or official organizations whose need for data is connected with student help activities. *In addition to the agencies listed above, "Directory Information" may be released to state and national armed services for recruitment purposes upon request.* "Directory Information" includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. *At some time during the school year, school/District personnel or other District-authorized persons may interview, audiotape, videotape, or photograph classroom activities or special events or projects in which your child participates during or after the school day. Such interviews, audiotapes, videotapes or photographs may be used for staff/student evaluative, educational, or public awareness purposes and may be viewed by other students and faculty/administrators, and/or placed on the District's School's Internet web site(s). Please note that student information posted on the District's school's web site is available to the general public. The school/District assumes no responsibility for videotapes, audiotapes, photographs, etc. that may be made by parents or other non-school personnel at public events.* The parent, guardian or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the principal of your child's school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulations concerning the release or transfer of education records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred. The Allen County Schools keeps child and youth records in a secure computer system and in locked files in each school and central office. Any parent or guardian of a student or any eligible student, may challenge the content or accuracy of any material or entries in the student's education records on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Request to amend the records are submitted to the principal of your child's school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The ACSD will destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. The ACSD retains for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed and year completed.

Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible" students) certain rights with respect to the student's educational records. These rights apply to all education records equally and FERPA does not distinguish between the records of students with disabilities and the records of other students. The rights afforded to parents and eligible students are:

1. *The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.*

   - Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
   - The District will presume that a parent has the authority to review and inspect records relating to his/her children unless the District has been provided with a court order, which provides that the parent does not have legal authority.

2. *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.*

   - Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
   - If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. *The right to contest to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.*

   - One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the district as an administration, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee; such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.
   - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   - Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
   - Parents may obtain upon receipt a copy of the records transferred. Directory information may be released by the schools or individual students unless specific instructions not to do so are presented to the principal or superintendent in writing by the parents of a student on or before September 30 of each year. Directory information includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent education institution attended by the student.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:*

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Child Find for Children with Disabilities in Need of Special Education or 504 Services

Child Find

The Allen County School District keeps educational records in a secure location in each school and Board office.

The Allen County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Allen County School District may destroy the educational records of a child without parent request 3 years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Allen County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children **in a public elementary and secondary education program** who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 150%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Allen County School District has an ongoing *"Child Find"* system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those

who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's *"Child Find"* system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Allen County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Allen County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Allen County School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Allen County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 270-618-3181 or send the information to:

Heather Harwood, Director of Special Education and Preschool Services or
Heather Harwood, Coordinator of Section 504

Allen County School District, 570 Oliver Street, Scottsville KY 42164 or 270-618-3181

If you know of a child who attends a private or homeschool within the boundaries of the Allen County School District, who may have a disability, and may need but is not receiving Special Education services, please call 270-618-3181 or send the information to:

Heather Harwood, Director of Special Education and Preschool Services

Allen County School District, 570 Oliver Street, Scottsville KY 42164 or 270-618-3181

"Child Find" activities will continue throughout the school year. As part of these efforts the Allen County School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through *"Child Find"* is maintained confidentially.

Written *Policies and Procedures* have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and *"Child Find"* activities. There are copies in the Principal's office of each school, and in

the Board of Education office. Copies of these *Policies and Procedures* may be obtained by contacting:

Trey Harper, Director of Pupil Personnel

Allen County School District, 570 Oliver Street, Scottsville KY 42164 or 270-618-3181

The District office is open Monday through Friday, from 8:00 a.m. to 3:30 p.m.

The Allen County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.
If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel,* the *Director of Special Education or the Section 504 Coordinator* at the address or phone number listed above for the Allen County Schools.

CHANGE OF ADDRESS

To help the school increase communications between home and school we ask that you inform the office if you change your address or your telephone number and complete a new census verification form.

CLASS PARTIES

There will be no school-sponsored parties during the school day. All parties connected with school must be approved by the principal a week in advance of the event. No food or drink will be taken to a classroom during the school day unless approved by the administration.

COLLEGE VISITATIONS

Senior students **only** will be permitted to visit a college or university 1 day during school time. Students are responsible for scheduling his/her visit. A parent must come to the guidance office and sign a permission sheet at least one day prior to a visit and return with a signed statement from the college, ensuring an excused absence. Failure to do so will be an unexcused absence.

Allen County Scottsville High
Electronic Resources Acceptable Use Procedures

We are pleased to offer the students and staff of Allen County Schools/Allen County Scottsville High access to the district computer network resources. Access to email and the Internet will enable students to explore thousands of libraries, databases, and instructional sites. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But

ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Allen County Schools support and respect each family's right to decide whether or not to apply for access.

Access to network services is provided for students to conduct research and communicate with others. The use of all technology at Allen County Scottsville High is not a right. **It is a privilege**. The school district and ultimately, parents--the taxpayers--want you to have access to all materials that will give students a well-rounded education. Towards that end Allen County Schools have tried to supply the best technology our limited budget can purchase. In order to offer our programs of education, we need every student's cooperation.

User Standards
The following standards are used as a general structure for student and staff member access to electronic resources.

Allen County Scottsville High Students
Student access to the Internet is available under direct supervision of a trained teacher or trained instructional assistant after the student has signed a student-user contract. Students may have independent access only after the parent/guardian has signed the student-user contract.

Students may have supervised access with the teacher setting specific bookmarks to choose specific sites for students. Students may have supervised searches for specific information.

Allen County Scottsville High students will use a personal "student" login and password if doing individual work or if a group activity is in progress the teacher password may be used. This type of user login allows student read-only access to instructional software. Email will only be available for certified and classified staff.

Certified and Classified Staff
For every staff person whose position requires network access, an account with appropriate rights will be established for work related purposes. This account includes access to electronic mail and a semi-private directory for files. (See Right to Privacy below.) The account is for educational purposes only. Staff members are under the same guidelines for use as are listed for students and are bound by the moral's code referred to in the standard teacher's contract.

Certified and classified staff access to the Internet is available upon request. Staff with Internet access must attend training session(s) and be certified by a network administrator or designee prior to being given the account.

Access privileges to Electronic Materials
At Allen County Scottsville High, access to electronic information resources can range from read-only access to electronic resources to full search capability of the Internet. This includes stand-alone machines, the local area network, the wide area network, and Internet resources. For these reasons, the administration of the Allen County School system maintains the right to limit access to software and/or documents via technical or human barriers.

Internet Access Software
When software is loaded on a workstation, the IP number (Internet Protocol) shall be recorded and filed with the network administrator and District Technology Coordinator. Internet access software can be loaded only on designated workstations with desktop security software. This means that access to the program is limited through password protection and requires assistance by a teacher, instructional assistant, or adult.

Proxy
Allen County Schools utilize Microsoft Proxy to safeguard users. Through use of the proxy, Allen County requires "user authentication" in order to access the Internet. With this regulation, the school system has the ability to view Internet locations that specific users have visited. The Superintendent shall designate specific persons to view proxy logs for security purposes. Proxy logs are kept on file for 30 days.

Right to Privacy
A network administrator or the District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to place confidential documents on district owned devices. Network management and monitoring software packages may be used for random access to student and staff monitors for the purpose of progress review and for security.

Terms and Conditions
Violations of the following terms and conditions by any users will result in immediate denial of network services including, but not limited to, the Internet, and may result in suspension, revocation of access to network services (see Loss of Network Services below), or legal action.

1. **Acceptable Use –** Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the Internet and is inappropriate. Illegal activities are strictly prohibited. Using an Internet account to play games (including Mud's or multi-user games) is not acceptable use. Employees are bound by the moral's code that is part of the teaching contract.

2. **Rights, Responsibilities, and Privileges –** This document must be signed by all who are allowed access to the Internet or requesting an email account. It is designed to enable all users to understand clearly their responsibilities as users of the Internet. If there are questions about these responsibilities, please contact the network administrator or the District Technology Coordinator.

3. **Network and Internet Regulations**
   The use of an account must be in support of education and research and consistent with the educational objectives of the Allen County School District. The following are <u>not</u> permitted.
   - Giving a password to anyone
   - Using another user's password
   - Trespassing in another users folder, work or files
   - Offering **unsupervised** Internet access to any individual

- Intentionally wasting limited resources
- Monopolizing resources by such things as (but not limited to) running large programs and applications over the network during the day or using system resources for games.
- Purposefully annoying other Internet users, on or off the system.
- Harassing, insulting, or verbally attacking others
- Sending or displaying offensive messages or pictures
- Using obscene language
- Employing the network for commercial purposes
- Breaking into or attempting to break into any computer network
- Creating or sharing computer viruses
- Destroying another person's data (All communication and information accessible via the network should be treated as though they were private property.)
- Getting from the network or putting onto the network any copyrighted material (including software), or threatening or obscene material.

  Violating copyright laws

  Conducting illegal activities via the network

  Circumventing the security software in any way.

  Using Chatting or Messaging software or services through the network (i.e. winpop, etc.)

Violation of the above is considered serious infractions and may result in a student's immediate suspension from school or an employee's suspension from employment. Users should notify a network administrator of any violations of this contract-taking place by other users or outside parties. This may be done anonymously.

Reliability – The Allen County Board of Education and /or Allen County Scottsville High will not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. In partial explanation: Allen County School System is not responsible for any damage that could be caused by the computer system not responding.

Security – Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on the Internet, s/he must notify a system administrator. The problem may not be demonstrated to other users.

Vandalism – Vandalism shall result in cancellation of privileges. The repair or replacement costs will be assessed to the individual(s) who caused the damage. Vandalism is defined as any attempt to harm or destroy data, operating system, applications, or any electronic resources software or hardware of another user or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Parents/Guardians should be aware that under Kentucky Law (KRS405.025) they are financially responsible for damages caused by minor children.

4. Electronic Mail Regulations

Electronic mail services are available for all students. However, students may only access electronic mail under the direct supervision and approval of a faculty member,

instructional assistant, or other trained adult volunteer. The email accounts are through the school's network only. Students will not be able to access outside email accounts such as hotmail, yahoo, etc.

All students will sign an electronic mail acceptable use form before being allowed onto electronic mail with adult supervision.

Be polite. Do not write or send abusive messages to others

Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.

Do not reveal the personal address, phone numbers or credit card numbers of any users.

Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities shall be reported to the school authorities. (The same penalties will apply for e-mail as apply for the network and Internet.)

Users are expected to remove old messages in a timely fashion. The system administrators may remove such messages if not attended to regularly by the user.

Loss of Network Services
The District Technology Coordinator or Allen County Scottsville High system administrator may suspend or close an account at any time as required. The District Technology Coordinator must notify the user in writing two weeks of the reason for suspension or termination of an account. The administration, faculty, and staff may also request the system administrator or District Technology Coordinator to deny, suspend, or revoke specific user accounts. A faculty or staff member may temporarily deny network privileges during the sponsoring class. This denial must be reported to the principal. Upon receipt of this report the administration and /or District Technology Coordinator may suspend or revoke services for a longer period of time.

Users (students, staff, or community members) whose accounts are denied, suspended or revoked do have the following rights:

1. To request (in writing) from the District Technology Coordinator, a written statement justifying the actions.

2. To submit a written appeal to the Superintendent and a committee he shall designate. Pending the decision of this committee, a user can make a final appeal to the Allen County Board of Education. The decision of the board of education is final.

References:
KRS 156.675
Kentucky Education Technology System (KETS)
701 KAR 5:120
Related Allen County School Board Policies:
08.1353
08:2322
08:2323
09:14

FOOD AND DRINK ALLOWANCES

Outside food and drinks are not permitted in the cafeteria at ACSHS.

Students may bring their lunch if so desired from home in an appropriate container (paper bag, lunch bag, lunch box etc.). However, at no time may food or drink be brought for lunch into the cafeteria from other outside sources such as fast-food restaurants.

Food and drink privileges outside the cafeteria will be monitored throughout the school year and may be amended at the desecration of administration.

HALL PROCEDURES

There should be no students in the hall during class time. If a need arises for a student to be out of class they must have a hall pass from their teacher. Students participating in activities will be in the hall only when passing to or from an activity. In passing between classes, all students keep to the right as much as possible. Teachers will not be allowed to let a student out of class to talk to another student.

INSURANCE

A policy is provided by the Allen County Board of Education that covers all students while at school, on school sponsored trips, and athletic contests (if the student is a participant). This policy is secondary in nature and will pay after parents' coverage has been exhausted

LOCKERS

Students who deface or otherwise damage their assigned locker will be held financially responsible for repairs. Students must use their own locker and are responsible for all items in their assigned lockers.

LIBRARY RULES

Books may be checked out for two weeks and may be renewed unless several members of a class are using the same book. The due date is stamped in the back of the book. Books marked "R" are reference books and may be checked out by special permission, one hour to classroom and the last period in the afternoon for overnight. They should be returned by the end of the first period of the following morning. Back issues of magazines may be checked out overnight. Vertical-file material and pamphlets may be checked out overnight. Students may check out material in his/her name only. Any class coming to the library should be scheduled in advance and should be accompanied by a teacher.

LUNCH INFORMATION

- The Allen County-Scottsville High School has a closed lunchroom program. No one is to leave the school to eat lunch. Parents' cooperation is greatly appreciated concerning this situation.
- All students are required to go to the cafeteria during the time provided for their lunch. A choice of hot and cold lunches is available in our cafeteria.
- The price of a student's **FIRST** lunch is free. Additional student lunch will be $2.00. Faculty/Staff/Visitor lunch is $4.65. Breakfast will be served each morning. The price of a student's **FIRST** breakfast is free. Additional student breakfast will be $1.25. Faculty/Staff/Visitor breakfast is $3.05.
- Extra lunches/breakfasts as well as individual food portions are also available to be purchased.
- Food and drink should be kept in the cafeteria only. Students may bring their lunch if so desired. However, at no time may food or drink be brought for lunch into the cafeteria from other outside sources such as fast-food restaurants.
- Students are responsible for cleaning their eating area by returning trays to the dish room window and by depositing trash in the appropriate containers.
- For the safety of all, throwing of food is not permitted.
- After a student has charged twice without repaying, they will be required to get a "permission to charge slip" from the Principal or his designee. This slip is given to the cashier who allows the student to charge. After the third "permission to charge slip" from the office, contact will be made with the parent/guardian via telephone or mail. (See Notice of Meal Charges Form).
- If parents cannot be reached or do not respond, a request will be made to the Family Resource Center to conference with parents.
- After all the above avenues have been exhausted and a student's lunch account reaches an amount of which it is felt cannot be resolved in a relatively short time, (one or two weeks) it shall be referred to Small Claims Court. Notice will be given at least 10 days before the suit is filed.
- At no time will any student be allowed to charge a la carte items.

MEDICATION POLICY

Students who must take medication during the school day MUST report such needs to the school nurse. Students will leave their medication with the school nurse and return at the correct time to take their medication. **THE MEDICATION MUST BE IN ITS ORIGINAL CONTAINER**. This policy is in place to protect our students, our faculty, and our staff.

Illicit use of alcohol and other drugs is wrong and harmful. No student shall possess, use, sell, or transfer alcoholic beverages, narcotics, drugs, controlled substances, counterfeit controlled substances, look-alikes (may include ephedrine hydrochloride commonly known as "white crosses"), and mood altering substances, such as inhalants and/or possess drug paraphernalia on or about school property or at any location of a school sponsored activity or en route to any location of a school sponsored activity or en route to or from any school sponsored activity. (This will include sporting events, dances, Conferences, conventions, club-sponsored activities, bus trips, but not excluding any other school activity).

Recommendation for Distribution of Medication to Students

Dispensing

1. Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate training and monitoring. Training can be provided by personnel such as, but not limited to: Registered Nurses, Physicians, Pharmacists, and/or Dentists.
2. Parents and health care providers shall complete the required forms before any person administers medication to a student or before a student self-medicates. The form shall include the following information: student's name, physician's name, address, and phone number, type of medicine, dosage, reason medication is to be administered, possible reactions to or side effects of medicine, release from liability and parent's telephone numbers at home and work as well as emergency contact and numbers, as appropriate. A separate authorization form must be completed for each medication.
3. Provided an authorization form has been completed by the parent/guardian, the school nurse / school personnel who dispense medication shall keep the medication in a safe place and arrange for the child to take the medication at the proper time.
4. Unless otherwise approved, students are to be supervised by a qualified individual with training in first aid when taking medication. The person supervising the administration of medication must keep a written record.

Self-Medication

A student may be responsible for taking his/her own medication (prescription or non-prescription) provided the parent/guardian has written approval on file with the school nurse. Such approval shall assure the school nurse that the child has been properly instructed in self administering the medication. Also, any medication brought to school during the school day to a student must be brought by a parent/guardian.

Prescription Medications

Prescription medication shall be administered only as prescribed on the physician's or dentist's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parents shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the physician's orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container, which includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, and mode of administration, prescriber's name, pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

Controlled/Scheduled Medications Policy

In addition to the guidelines for prescription medications, a parent who wishes for their child to take a controlled/scheduled medication during school hours must take into consideration these additional guidelines:

1. ONLY a parent or guardian may bring the medication to school or pick up the medication. Students will not be allowed to transport controlled/scheduled medications to and from school.
2. All controlled/scheduled drugs shall be stored in a lock x2 storage area at all times (room temperature or refrigerator).
3. Stock will be counted for inventory when a new supply is received, medication is given to student and medication is picked up. Each medication count will be witnessed.
4. Students that may operate machinery (such as driving a car, motorcycle or participate in special classes at school with machinery) will be required to have parent consent and waiver of liability for controlled/scheduled medications to be provided during school hours. Limitations to time of day medication may be taken may also apply. (School nurse, school employee and/or parental discretion).

Non-Prescription Medications

Non-prescription (over the counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without a physician's order. The approval of a physician or health care provider is recommended for use of non-prescription medication.

Emergency Medication

Emergency medication must be administered as per written directions approved and signed by a physician or local health care provider and the student's parent/guardian. Individual directions are needed to address those students with a history or systemic reaction to known allergens (anaphylaxis). Schools should develop emergency plans of action to address allergic reactions occurring in students with no previous history of anaphylaxis.

Storage Of Medication

All medications must be stored in secure, locked, clean containers or a cabinet accessible only to the school nurse or other responsible authorized school personnel.

Documentation Of Administration

All medication given must be documented on a medication log. Records must contain signature(s) of person(s) administering medication and dosage administered and kept on file in the student's cumulative folder. Documentation should be complete reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in policy 09.14 and accompanying procedures, medication recording sheets shall be filed in student's cumulative folder when completed or when the medication is changed/discontinued.

Medication Refusal

If a child refuses to take medication or is uncooperative during medication administration, the parent/guardian will be contacted and medication administration may

be omitted. If necessary, a conference may be scheduled with the parent to resolve the conflict.

Medication Error

If an error in the administration of medication is recognized, initiate the following steps:

1. Keep the student in the first aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first aid location.
2. Assess the student's status.
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse of the error.
5. Notify the student's physician.
6. Notify the student's parent/guardian.
7. If unable to contact the physician, contact the Poison Control Center for instructions.
8. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician, and the student's status.

PARKING LOT POLICY

- Students driving to school will drive directly to the parking lot which is located at the rear of the school building and park his or her car. The student should report directly to school. No loitering in cars. Students are not to be in the parking lot during school hours. Do not park on areas marked with yellow. This includes the band's practice area, which is also marked in yellow. Student cars must be parked in marked spaces. Do not park at an angle or double park at any time. The car is not to be moved or entered until the end of the school day.
- Driving is to be in a safe and lawful manner at all times. The **15 MPH** speed limit is in effect at all times and will be strictly enforced.
- Driving privileges are subject to attendance policy and fewer than 9 unexcused absences.
- Each student driving to school must have the vehicle registered with ACSHS by purchasing a permit sticker to hang from the rearview mirror. These permits are $5.00 and will be issued by Mrs. Taylor. The reason for these permits is safety and security.

RESTROOMS

There will be no loitering in the restrooms. Punishment will be at the discretion of the administration.

SCHOOL ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be an educational as well as an entertaining experience. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type program, courtesy demands that the student body be respectful and appreciative.

In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping feet, and booing are discourteous. Yelling is appropriate only at pep rallies.

STUDENT SEARCHES

School officials have the right to search students or their property if the officials have reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. The lockers in the school shall be under joint control by the student to whom the locker is assigned and the building principal/designee. The building principal shall have the combination or key to all lockers and may search any locker at any time when reasonable suspicion warrants such search. The purpose of searching is to protect the property and safety of others and/or to maintain the ongoing educational process of the school. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. Searches will be used when other techniques to remedy the situation have been exhausted, or when there is an immediate danger to life or safety.

STUDENT SUPERVISION

Students will not be allowed in the building after **3:15 p.m**. unless a coach, faculty member, or band director supervises the students. As for those students who will need to remain in the building from **2:50 to 3:00 p.m**., they must remain in the auditorium lobby area. If an unsupervised student is found outside of the lobby area, that student will be disciplined by an administrator at the administrator's discretion.

Students will not be allowed in unsupervised areas at any time during the school day. Examples of this would be the dressing rooms and teachers' lounge.

STUDENT SURVEYS

Student Surveys:

In keeping with federal law (20 U.S.C.§ 1232h), no student shall be required to submit, without prior written consent of the student's parent or guardian, to a survey, analysis, or evaluation administered as part of any school program or curriculum that receives funds from the United States Department of Education when the instrument would reveal personally identifiable student/family specific information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The Superintendent/designee, in conjunction with the Principal, shall provide oversight and direction regarding implementation of this procedure.

Right to Inspect:

The parent or guardian of a child enrolled in the District shall be entitled to inspect those materials that will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Notice:

The District shall provide parents and students effective notice of these rights under law in the student handbook, the local Code of Acceptable Behavior and Discipline, or other avenue designated by the Superintendent/designee.

TARDY POLICY

The classroom teacher will keep track of tardies. A student is allowed three(3) tardies per semester per class. On the third instance, the teacher will call home and notify the parent/guardian the student has accumulated three(3) tardies and the next incident will result in office referral. On the fourth(4) incident, the student will be written up. Penalties for excessive tardies are as follows:

- **First(1)tardy to class-Warning/Reteach Expectations**
- **Second(2) tardy to class-Phone call to parent by teacher/1 lunch detention**
- **Third(3) tardy to class-3 lunch detentions**
- **Fourth(4)** tardy per semester**(Principal's Discretion)**:**4-5 lunch detentions/ 1-3 days in ISI**

TELEPHONE CALLS

The office phones are for school use only and may be used by students only in the case of emergency with the permission of the principal.

TEXTBOOKS

Textbooks will be checked in on a semester basis; if a student has damaged or lost a textbook it is his/her responsibility to cover the cost of the new or depreciated value.

VII. GUIDANCE INFORMATION

GUIDANCE PROGRAM

The primary purpose of the guidance program is to help the student meet and solve his problems while he is in high school and in so doing develop within himself the ability to meet and solve his problems adequately throughout life. Such a program pertains to the social, moral, spiritual, and educational development of the individual.

The program consists of testing, keeping complete school records, having personal interviews with students and with parents, and assisting with social and educational adjustment. Such interviews deal primarily with problems at the high school level and with college plans, college admissions, scholarships, and job placement.

Frequently, it is advisable for parents to work with the counselors in helping the student. Parents are encouraged to visit the school for conferences with the counselors.

Counselors:

Brand Bonds - Freshman & Sophomores
Ashley Tabor - Juniors
Bethany Minix - Seniors

Courses Offered

ART
- Art I-IV
- Dual Credit

BAND
- Band
- Color Guard
- Chorus

ENGLISH
- English 9, 10
- English 10 Pre-AP
- English 11, 12
- Drama,Adv Drama
- Reading 9, 10
- AP English Lit.
- AP English Lang.
- Yearbook
- Speech & Debate

FOREIGN LANGUAGE
- Spanish I, II & III
- AP Spanish & Culture

HUMANITIES
- Humanities

INFORMATION TECH
- Intro. Comp. Prog.
- Game Design I & II
- AP Comp. Science
- Webpage Develop.
- Website Design
- AP Comp. Science
- Design for Internet
- Co-op I & II

MATHEMATICS
- Algebra I
- Geometry
- Geom Pre-AP
- Algebra II
- Intermediate Alg. II
- Algebra II Pre-AP
- College Algebra, Dual
- Pre Calculus - Dual
- Consumer Math
- AP Calculus AB Dual
- AP Statistics Dual
- College & Career

PHYSICAL EDUCATION
- Health & P. E.
- Adv P.E.

SCIENCE
- Anatomy
- Biology
- AP Biology
- Chemistry
- Chemistry Pre-AP
- AP Chemistry
- Physics
- AP Environmental
- Selected Topics
- AP Physics
- Forensic Science

SOCIAL STUDIES
- Civics
- World Civilization
- U. S. History
- AP Psychology
- Sociology
- AP U.S. History
- AP World History
- AP European Dual
- Social Hist.of Rock

AGRICULTURE
- Princ of Ag Sci & Tech
- Small Power Equip/
- Ag Const Skills I & II
- Ag Business
- Veterinary Science
- Greenhouse Tech / Floral Design
- AG Co-op I & II
- Ag Science
- Animal Tech
- Ag Dual

AUTO
- Auto Maintenance
  - RepABrakes
  - RepBAutoEl
  - RepCBasFue
  - RepDEngRe
- Auto Service
  - TechASuspSteer
  - TechBAdvFuelIg
  - TechCTransmissi
- Auto Co-op I & II

BUSINESS
- Digital Literacy
- Accounting & Fin
- Financial Literacy
- Multi Media Publish
- Adv. Multi. Publish
- Microsoft Office
- Business Com.
- Office Admin.

CAREER PATHWAYS
- Career Mentoring I
- Career Mentoring II
- Teacher Education

DRAFTING
- Intro to Computer Aided Drafting
- Intermediate Computer Aided Drafting
- Introduction to Architecture
- Parametric Modeling
- Architectural Design
- Special Problems in CAD
- Draft Co-op I & II

FAMILY & CONSUMER

SCIENCES
- FACS Essentials
- Relationships
- Foods
- Parenting
- Child Dev Serv. I & II
- Culinary I & II
- Design I & II
- Early Lifespan Dev
- Adv. Foods
- Money Skills
- Co-op I & II

HEALTH SCIENCES
- Health Science
- Med Term / Emergency Proc
- Healthcare Fundamentals I & II
- Medicaid Nurse Aide

INDUSTRIAL MAINTENANCE
- Electric Motor/ Controls
- Electrical Principles
- Fluid Power
- Welding for Maint.
- Maintaining Indust/ Equipment
- Indust Maint.
- Robotics & Auto
- Indust Track Prog. (Fall//Spring)
- Co-op I & II

MARKETING
- Principals of Marketing
- Retail Marketing
- Adv.Marketing
- Co-op I & II
- Advertising Promotion
- Sports & Event Mkt
- Internet Marketing
- Promo. App. & Media

WELDING
- Blueprint Reading
- Gas Metal Welding
- Gas Tungsten
- Cutting Processes
- Shielded Metal Arc

VIII. GRADUATION REQUIREMENTS AND DIPLOMAS

REQUIREMENTS FOR CLASSIFICATION AND GRADUATION

Classification:

1. All ninth graders must have a minimum of 6 credits to be promoted to the tenth grade.
2. All tenth graders must have a minimum of 13 credits to be promoted to the eleventh grade.
3. All eleventh graders must have a minimum of 20 credits to be promoted to the twelfth grade.
4. Credits must be earned before the first day of the next school year in order to be used for classification purposes.

Grading Scale:
90 -100 A
80 - 89 B
70 - 79 C
60 - 69 D
59 - Below F

Students who plan to attend college must meet Pre-College Curriculum

GRADUATION REQUIREMENTS FOR ACSHS

Allen County-Scottsville High School has developed a diploma, which will enable students at AC-SH to compete in both the academic and employment fields. It will be possible to graduate with an academic track or vocational/technical track. With specific course selection this diploma meets the requirements of the Pre-College curriculum. These graduation requirements were established by the curriculum committee and Site Based Decision Making Council (SBDM) of the Allen County Scottsville High School.

As part of the graduation requirements for Allen County-Scottsville High School and Patriot Academy, students shall be required to complete a Defense of Learning including evidence of the Profile of a Patriot competencies.In addition the students will be required

to complete an Individual Graduation Plan that incorporates emphasis on career development.

STUDENT ACADEMIC RATING

Valedictorian - The valedictorian will be the student with the highest GPA on a weighted scale. In the event of a tie, the highest numerical average from common A.P. classes will be used to break the tie.

Salutatorian - After the valedictorian has been identified, the salutatorian will be the student with the highest GPA on a weighted scale. In the event of a tie, the highest numerical average from common A.P. classes will be used to break the tie.

- **Top 25 students** will be determined based on the weighted GPA

* ACSHS students who attend the Gatton Academy are agreeing to an education system that is not identical in nature to ACSHS, such as class offerings and grading calculations. Therefore respective students will forfeit recognition such as Valedictorian, Salutatorian as well as Top 25.

In honor of the achievement, students graduating ACSHS as a Gatton Academy Graduate will have a separate special commemoration during graduation ceremonies.

GRADUATION REQUIREMENTS - 27 CREDITS

English ..... 4 Credits (English 9, 10, 11 & 12)
Math .....*4 Credits [Alg. I, Geom., Alg. II & 1 add'l math course)
(Additional requirements for Pre-College curriculum)
Science ..... 3 Credits (Biology, plus two additional courses)
Social Studies ..... 3 Credits (Civics, World Civics & US History)
Visual / Performing Arts …….1 Credit (Incl. the content strands of arts, dance, music, theater, and visual arts or through a course which incorporates this content: Art I, Band/Color Guard, Chorus/Advanced Choirs, Drama I, or a standards-based specialized course: Humanities
Computer Class ..... 1 Credit (Intro to Comp Applications or Comp Program)
Health & PE ……1 Credit

Required Classes……..17 Credits
Plus……...10 Credits
Total ……27 Credits
*Two Credits in a Foreign Language are required to meet Pre-College Curriculum.

PRE-COLLEGE CURRICULUM
For students who will enter college

REQUIREMENTS -
English ..... 4 Credits (English I, II, III, IV or AP English)
Math ..... *4 Credits (Alg.I, II, and Geometry*plus one additional math course)
Science ..... 3 Credits [Credits to include Life Science, Physical Science, and Earth/Space science (at least one lab course)]
Social Studies ..... 3 Credits (Civics, World Civilization & U.S. History,)
Health & PE ……. 1 Credit

History and Appreciation of Visual / Performing Arts ……1 Credit
(Incl. the content strands of arts, dance, music, theater, and visual arts or through a course which incorporates this content: Art I, Band/Color Guard, Chorus/Advance Choirs, Drama I, or a standards-based specialized course: Humanities
Foreign Language ..... 2 Credits or demonstrated competency for students entering college
+Electives* ..... 7 Credits (5 rigorous**)

- A local board of education may substitute an integrated, applied, interdisciplinary, or high level course for a required course if the alternative course provides rigorous content and addresses the same applicable components of 703 KAR 4:060 (academic expectations).

** 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, English and language arts, arts and humanities, foreign 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 one-half unit each.



Fill out in Pencil

COLLEGE / CAREER READY PLANNING GUIDE

HUMANITIES ____

FOREIGN LANGUAGE

____ ____

Name: _____ Graduation Year: _____

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	DUAL CREDIT ONLINE/ EVENING CLASSES
ENGLISH 09	ENGLISH -	ENGLISH -	ENGLISH -	
MATH -	MATH -	MATH -	MATH -	
BIOLOGY	CHEMISTRY	SCIENCE		
CIVICS	WORLD CIV	US HISTORY		
HEALTH/PE				

Pathway I: _____ KOSSA Preparatory ☐ ☐

Pathway II: _____ KOSSA Preparatory ☐ ☐

Pathway III: _____ KOSSA Preparatory ☐ ☐

Career Interests:

_____ _____ _____

College Interests/Military/Work Places:

_____ _____ _____

BENCHMARKS:

ACT Score: Composite _____ English _____ Math_____ Reading _____ Science _____

KYOTE: English _____ Math_____ Reading _____ Science _____

Resume: _____ References: _____

College Ready ☐

- Met ACT Benchmarks ____ or
- Grade of C or higher on 6 dual credit ____ ____ or
- 3 or higher on 2 AP exams ____ ____
- KYOTE ____

Career Ready ☐

- Industry Certification _____ or
- Grade of C or higher on 6 dual credit ____ ____ or
- Passed KOSSA ____

ADVANCED PLACEMENT PROGRAM

The Advanced Placement (AP) Program gives students the opportunity to pursue college-level studies while in secondary school and to receive advanced placement and credit, or one of these, upon entering college.

Allen County-Scottsville High offers the following AP courses: Biology, Calculus, Chemistry, English Literature, English Language, Environmental Science, European History, U.S. History, World History, Statistics, Psychology, & Physics

IX: PROGRAMS

EXTENDED SCHOOL SERVICES

Allen County-Scottsville High School provides Extended School Services for students needing additional time to achieve expected academic learning through instructional and support services. These services include after school classes, early morning classes, tutoring and extra instruction from teachers. If you feel your child can benefit from ESS classes, please call for additional information. (Note: Appeals Process Procedure as required by law: Allen County will address any concerns about inclusion/exclusion of students in ESS. Each school encourages participation in ESS, but if needed, the building principal, the parent, the referring teacher, the ESS teacher, and the ESS coordinator will meet to mediate the decision on inclusion/ exclusion).

X: EXTRACURRICULAR OFFERINGS

Academic Team ..... Freshmen through Senior
Band……..Boys and Girls
Basketball ..... Boys and Girls
Baseball ..... Boys
Cheer…… Girls
Chorus……Boys and Girls
Dance ……Boys and Girls
Football. .....Boys
Tennis ..... Boys and Girls
Track. ..... Boys and Girls
Cross-Country. ..... Boys and Girls
Golf ..... Boys and Girls
Soccer……Boys and Girls
Softball ..... Girls
Volleyball .....….....Boys andGirls
Swimming..... Boys and Girls

CLUBS AND PUBLICATIONS

Art - For students who are interested in extending their engagement in visual art activities and lessons. Pre-requisite: Must be currently enrolled in an art course, or successfully completed Art I."

Beta - The Beta Club is an honorary club. The requirements for membership are a grade average of 3.5 and all members must be approved by the sponsors. The motto by which Betas try to abide is "Let us lead by serving others."

Black Heritage - For students who seek to promote the interests of blacks from cultural, educational and social standpoints.

Student Government Association - is a Christian youth organization affiliated with the Kentucky YMCA. Its focus is to develop engaged citizens and servant leaders who are inspired to affect change in their school, community, state, nation and world. It is committed to foster leadership, critical thinking and social responsibility of its members.

DECA – is an organization for marketing students at the Technical Center and prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management. DECA enhances the preparation for college and careers by providing activities that integrate into classroom instruction, applying learning in the context of business, connecting to business and the community and promoting competition at the local, state and international levels.

Drama - an organization designed for students interested in the performing arts and the arts in the community. Students gather with others with similar interests in the arts and work on performance activities and learn new techniques focused around the aspects of Theatre. To join, students must have had or will have that year: Drama, Chorus, or Color Guard. Students will be required to participate in at least one activity/fund-raising effort after school for the club.

FBLA – Future Business Leaders of America is the largest and oldest business student organization in the world. Any student taking classes in the business department at the Technical Center may join. Students will develop leadership, communication, and team skills and may choose from over 50 competitive events from the areas of technology, public speaking, business, finance and management plus meet and network with other students at the local, state and national levels.

FCA - Fellowship of Christian Athletes is an interdenominational, school based organization that focuses on equipping, empowering, and encouraging kids to make a difference for Christ in their school and community. The mission of FCA is to present to athletes, coaches, and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

FCCLA - Family, Career and Community Leaders of America is for those students currently or previously enrolled in high school FCS class. FCCLA is the only in-school student organization with the family as its central focus. Members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation.

FFA – Future Farmers of America. For those students presently enrolled in Agriculture and may continue membership for three years after high school.

History – The purpose of the history club is to stimulate interest in history, provide a common meeting ground for all of those interested in history, and allow students of AC-S to promote and share their interest of history with the community.

HOSA - Health Occupations Students of America. HOSA is a national affiliated student organization that is designed to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. Any student at ACSHS that is currently enrolled in the health science program may participate. Members are required to pay state and national dues.

JROTC - ***"To motivate young people to be better citizens"***. JROTC accomplishes the mission by providing exceptional educational opportunities and lifelong skills to America's youth. The program builds character, higher self-esteem; less absenteeism; higher achievement scores and academic performance; more connected to school, engaged in lessons, and committed to success. The curriculum is based on teamwork, leadership, physical fitness, citizenship, and developing life skills.

Literary – For students who seek to promote the appreciation of literature and student writing through club meetings, coffeehouse gatherings, and the publication of the Prism (the school literary magazine)

PEP – A student organization for the purpose of supporting ALL school sports, teams, groups etc. The club is used to bring awareness of Patriot Pride and to represent AC-SHS in a supportive manner.

SkillsUSA – A partnership of students, teachers and industry working together to ensure America has a skilled workforce. It emphasizes total quality at work, high ethical standards, superior work skills, life-long educations, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service. Any student taking classes in Automotive Technology, Drafting or Industrial Maintenance at the Technical Center may join SkillsUSA.

Student Council - A means of a communication between student and faculty. It promotes the general welfare of the school by upholding school tradition, by helping students develop good citizenship attitudes, and by practicing high ideals in personal conduct. A representative is elected in each homeroom.

The Patriot (Yearbook) - The annual staff is selected on the merits of originality, talent, interest in the yearbook, and a desire to work. It is an honor to be chosen for the annual staff and a responsibility to compile information and pictures about our school and activities.

CLUB SPONSORS 2026-2027

Beta	
Student Government	Ms.Stamps & Ms. Cook
DECA	Mrs. Petty, Ms. Trammel, Mrs. Stovall & Mr. Morgan
FCA	Ms. A. Williams, Ms. Oliver, Ms. Stamps
FCCLA	Mrs. Farris and Ms.Gaines
FFA	Mrs. Towe & Mr. Weaver
HOSA Club.	Mrs. Bewley
JROTC	Col. Walker & Simmons
Literary Club.	Mrs. Pierce
Pep Club.	Ms. Chloe Cook
Rotarian Interact Club …….	Mrs. Marilyn Crow
SkillsUSA.	Mr. Spears, Mr. Stovall
Sources of Strength……..	Mrs. Heather Gray
Yearbook Advisor ……..	Mrs. Renick

XI: EMERGENCY PROCEDURES

FIRE EVACUATION PLAN

Room 103 .....North Front Exit
Room 104 .....North Front Exit
Room 105 .....North Front Exit
Room 106 .....North Front Exit
Room 110 .....West Front Exit
Room 113 .....West Front Exit
Room 114 .....West Front Exit
Room 115 .....West Front Exit
Room 116 .....West Front Exit
Room 126 .....West Front Exit
Room 129 .....West End Exit
Room 131……Outside Exit
Room 134 ……West End Exit
Room 136 ……West End Exit
Room 143…….Outside Exit (Band)
Room 147 ……Outside Exit (Band)
Room 165 .....South Back Exit
Room 166 .....South Back Exit
Room 167……..North Front Exit
Room 706..... ..North Front Exit
Room 708 .....North Front Exit
Room 714 .....North Front Exit
Room 717 .....…West Front Exit
Room 718 .....…West Front Exit
Room 719 .....….West Front Exit
Room 723 .....West End Exit
Room 724 .....West End Exit
Room 726 .....West End Exit
Room 728 .....West End Exit
Room 734 .....…West Front Exit
Room 735.....West Front Exit
Room 737 .....North Front Exit
Room 738 .....North Front Exit
Room 739 .....North Front Exit
Agriculture Shop.....Outside Exit
Auditorium.....Outside Exit
Band Room .....Outside Exit
Cafe .....Outside Exit
Chorus Room .....Outside Exit
Gym .....Outside Exit
Library……..…Exit on ACTC Side

New Wing
Lower Level .....Out doors toward Vocational School
Upper Level .....Down steps toward football field and out doors to parking lot

Science Wing
Lower Level…….Out both doors to parking lot
Upper Level…….Down steps using lobby doors to parking lot

TORNADO DRILL

CLASS PLAN – Refer to chart for exit route

CLASSROOM	WHERE YOU GO
Main Offices	Vault & Workroom
Chorus 150	Cafeteria hall; Cafeteria side, from Ag hall intersection down to Cafeteria doors.
Band - 154	Cafeteria hall; Courtyard side from Ag hall intersection down (leave space for windows)
Gym	PE Girls Locker Room
706, 739, 708, 738, 714, 737	Math Hall– Gym side from Science Wing entrance toward Main Lobby - exit your rooms and use stairwell on lobby end of hall
103, 104, 106	Math Hall; Classroom side from Cafeteria/Math hall intersection towards Main Hall
105, 110, 114, 115	Main Hall; Courtroom side, from Math Hall/Main Hall intersection towards Ag Hall
113, 116,	Main Hall; JROTC side from Math Hall/Main Hall intersection towards Ag Hall
735, 734	Use Ag Hall stairwell; Main Hall from restrooms toward Math Hall
717, 718, 719	Use Ag Hall stairwell; JROTC side down towards Ag hall
147, 143, 126	Ag Hall – Ag classroom side
724	Follow 726 &728 down back stairwell; relocate to end of main hall (across from bathrooms)
723	Follow 724 down back stairwell; relocate in front of foreign language rooms(same side as your classroom)
728, 726	Use back stairwell and go to Ag Hall; Ag shop side
134, 136	Ag Hall; Ag shop side from Cafeteria/Ag Hall intersection towards Main hall
129, 131	Hallway in front of your classrooms
165	Cafeteria Hall; Cafeteria side from mechanical room down towards cafeteria doors
166, 167	Cafeteria Hall; Courtyard side from Math hall/Cafeteria hall intersection down towards Ag hall.
Auditorium / Media Lab/Library	Enter gym from Admin. Lobby. Enter Boys Basketball Locker Room
Cafeteria	Exit through closest cafeteria doors and go to Mechanical Room end of hall (Cafeteria workers will go to restroom in Kitchen)
FRESHMAN WING	
803, 814	Boys restroom
815	Girls restroom
Lab, 813,909, 905 **(use stairwell by student parking)** 911 **(use stairwell by Voc. School side)**	Lower hall
910 (follow classrooms 909 & 905)	Locate on lower steps of stairwell by student parking
904 (follow classroom 911)	Locate on lower steps of stairwell by Voc. School side
SCIENCE WING	
509, 610	Stairwell by student parking
505, 517 508, 520	Lower Hall
606	Back hall behind gym - left side
611, 615	Back Hall behind gym – right side

613, 607, 603	Math hall from Science wing lobby towards Cafeteria Hall

NOTICE OF HAZARDOUS MATERIAL

Several years ago when asbestos was identified as a hazardous material, the Allen County Board of Education employed a certified hazardous material inspector to identify and remove any of the so-called friable type asbestos containing ceilings in any of the buildings. We were fortunate; laboratory tests identified only one hallway in one building with ceilings as asbestos containing. This ceiling was immediately removed. Non-friable asbestos containing floor tile is now being identified. This type of material does not require removal, but does require identification and development of a management plan to ensure that it will remain non-friable. This plan is on file in the office of the Allen County Board of Education. This plan was developed in its entirety by a certified inspector.

Media Release Information and Opt Out Process
(No Form Required if previously submitted)
******ONLY RETURN IF YOU WANT TO OPT OUT******

You are certifying that you are the parent or legal guardian of the child listed and that as such you have the authority to approve or deny the use of your child's photograph and information about your child's identity.

As parent or legal guardian, you are authorizing the Kentucky Department of Education ("the department") and your child's local school and the Allen County School District to use photographic images or videotape of your child for lawful purposes including those outlined below. This permission remains in effect while your child is a student in the Allen County School District.

Also, by signing the school handbook, you are giving permission for the use of your child's image and identification information (full name, grade, and school name) in various education related print publications, television production, and on the Internet sites of the Kentucky Department of Education and/or your child's local school or the Allen County School District. You are also authorizing these entities to submit your child's image and identification information to other publications, media outlets and educational organizations for publicity purposes.

If you choose to opt out of this media release, you must complete the statement below, sign it, and submit it to the principal of your child's school. Once received by the principal, the staff of the appropriate schools and district will be notified.

Opt Out Statement:
I wish to opt out of the media release policy and do not permit the use of my child's or children's image(s) for use in ways checked below (check all that apply):

_____ Video Productions for media outlets
_____ Education Promotions in video or print media
_____ Digital Pictures for Internet Use or E-newsletters
_____ Yearbook

Child's Name: _____ Grade: _____

School: _____

Parent/Guardian (print): _____

Home Address _____

City _____ Zip _____

District: Allen County Schools

Parent/Guardian Signature: _____

Note: This form is to remain on file at the local school district and is exempt from public disclosure in accordance with KRS 61.878(1)(a)(the Kentucky Open Records Law)