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CONNER HIGH SCHOOL

Conner High School, home of the “Cougars” was opened in 1970 and has maintained a tradition of honor, pride, integrity and excellence. Conner is a comprehensive high school and is fully accredited by the strict standards established by the Commission on Secondary Schools of the Southern Association of Colleges and Schools by the State of Kentucky. With a diverse and constantly growing community, Conner strives to provide every student a pathway to success.

MISSION STATEMENT

The mission of Conner High School in conjunction with the academy approach is to assist students in the transition from adolescence to adult life. Providing a rigorous program of study will prepare all students for post-secondary options. Encouraging diversity of thought and skills development facilitates students to become life-long learners. We are steadfast in our dedication to building strong relationships with students, parents, community, and faculty to make education relevant to students’ personalized needs.

**CONNER HIGH SCHOOL
ADMINISTRATION &
DEPARTMENT LEADERS**

ADMINISTRATION

**Mr. Tim Hitzfield, Principal
Mrs. Mary Sargent, Assistant Principal
Mr. Jason Shearer, Assistant Principal
Mrs. Robin Shuttleworth, Assistant Principal
Mr. Andrew Wyckoff, Assistant Principal
Mr. Joel Ford, Counselor
Mrs. Shirley Duane, Counselor
Mr. Tom Stellman, Athletic Director**

DEPARTMENT/TEAM LEADERS

**Mrs. Steffanie Marlar – Science
Ms. Kristen Koors – Practical Living/Vocational Studies
Ms. Candy Collins – Freshmen Academy “Integrity” Team
Leader
Mrs. Debra Garey – Math
Mr. Jim Hicks – Social Studies
Mrs. Renae Green– Freshmen Academy “Honor” Team Leader
Mrs. Emily Martin – Arts & Humanities
Mrs. Kim Pommier – Special Education
Mrs. Alana Rowland – World Language
Mrs. Debbie Slusher – Technology Coordinator
Mr. David Trosper – Business, Business and Information
Technology
Mrs. Wendi Karle – English
Ms. Melonye Badida – Freshmen Academy “Pride” Team
Leader**

**BOONE COUNTY SCHOOLS
CALENDAR FOR 2015-2016**

August 12	Opening Day - TEACHERS ONLY
August 13	First Day of School for Students
September 7	Holiday - Labor Day - NO SCHOOL
September 14-25	Fall Testing Window
October 9 & 12	Teacher Training Days – NO SCHOOL FOR STUDENTS
November 3	Election Day – NO SCHOOL FOR STUDENTS
November 25-27	Thanksgiving Break - NO SCHOOL
December 21	Winter Break Begins at Close of School/End of First Semester
January 4	School Resumes/First Day of Second Semester
January 18	Martin Luther King Jr. Day - NO SCHOOL
February 15	Teacher Training Day – NO SCHOOL FOR STUDENTS
March 8	ACT for all Juniors
March 25	Teacher Training Day – NO SCHOOL FOR STUDENTS
March 22	ACT Make Up for Juniors
April 11 – April 15	Spring Break - NO SCHOOL
May 17	Teacher Training Day – NO SCHOOL FOR STUDENTS
May 9 - 20	Spring Testing Window (last 2 weeks of school)
May 20	Last Day for Students
May 23	Closing Day - TEACHERS ONLY

The school calendar may be revised pending emergency situations.

OPTIONS FOR MAKE-UP DAYS

May 20, 23-27, May 31 and June 1-3

DAILY SCHEDULE

7:37 am	Warning Bell
7:40 - 9:10 am	First Block
9:15 - 10:55 am	Second Block
11:00 - 12:50 pm	Third Block
12:55 - 2:25 pm	Fourth Block

CLUB DAY SCHEDULE

7:37 am	Warning Bell
7:40 - 9:00 am	First Block
9:05 - 9:25 am	Club Meetings
9:30 - 10:55 am	Second Block
11:00 - 12:50 pm	Third Block
12:55 - 2:25 pm	Fourth Block

ONE-HOUR DELAY SCHEDULE

8:37 am	Warning Bell
8:40 - 9:45 am	First Block
9:50 - 10:55 am	Second Block

Remainder of day/regular schedule

GENERAL INFORMATION

ATHLETICS & CO-CURRICULAR ACTIVITIES ELIGIBILITY REQUIREMENT

Conner High School offers the opportunity to participate in a variety of interscholastic sports and extracurricular activities. You are encouraged to participate in any of the following:

Baseball - Basketball - Cheerleading -
Color Guard - Cross Country - Football - Golf -
Marching Band - Soccer - Softball - Swimming -
Tennis - Track - Volleyball - Wrestling

Student eligibility is verified weekly by the Athletic Director. Students cannot have any more than one "F" in a single week in order to maintain eligibility. Students must also maintain a 78% average in all courses and cannot be failing more than one (1) course at the end of each quarter in order to be considered eligible for any upcoming sports or activities. As of August 1st of each school year, a Freshman who will be a Sophomore must have seven (7) credits; a Sophomore who will be a Junior must have fourteen (14) credits; and a Junior who will be a Senior must have twenty-two (22) credits to maintain eligibility.

CONNER HIGH SCHOOL SBDM COUNCIL POLICY FOR EXPRESSING CONCERNS REGARDING EXTRACURRICULAR, CO-CURRICULAR AND ATHLETICS

The Conner High School SBDM Council seeks to promote a positive climate and culture for all students, staff and

spectators involved in school functions and events. The protocol contained in this policy allows any participant, spectator, parent, or other concerned citizen to follow an appropriate course of action to resolve their concerns.

To express concern, the initial contact shall be the coach, club sponsor, group director or event manager. If a resolution is not reached with this contact, then the school personnel, or the concerned party, may forward the concern to the Athletic Director for resolution.

In the event a satisfactory resolution is still not achieved, the Athletic Director, or the concerned party may forward their concern to the Principal for final disposition.

The Conner SBDM Council does not involve itself in concerns regarding individual personnel. It is a policy and procedure making body, which endorses and/or approves all extracurricular activities. However, the Council does not mitigate, or hear concerns regarding coaches, directors, sponsors, teachers, or any individual employee of BCS. The members of the Council may not discuss personnel matters, either individually, or as a group.

ATHLETIC CONTEST SPECTATOR CODE OF CONDUCT

Conner High School Site Based Council would like to thank all spectators for support of our student athletes during athletic competition. Please feel free to cheer on your team in a positive manner. We ask that all spectators be respectful of students, players, coaches, staff and fellow spectators. Please refrain from inappropriate language, displays, effigies, signs and/ or inflammatory comments. Conner High School administrative staff reserves the right

to remove any spectator for unacceptable behavior. Serious infractions could result in a season long ban, from CHS athletic competitions, as well as, criminal prosecution.

CO-CURRICULAR ACTIVITIES

Opportunities to participate in numerous activities and clubs are available at Conner. Students are encouraged to join and actively participate. Clubs available are:

Academic Team -American Sign Language Club- Archery Club - Art Club – Asian Cultural Club-- Cougarettes - Drama Club - Earth Club -1st Priority Club - FBLA – FCA- FCCLA-FEA - FFA - FCCLA – German Club - HHS - Junior Board – Latin Club- Leadership League-Model United Nations Club-Men & Women of Conner - NHS – Science Club- Senior Board – Skills USA Club - Student Council - TCC – Tri M Club-TSA-Walking Club

ENTRY TO SCHOOL

All students arriving should enter the entrance by the student parking lot (bus riders/drivers parking in rear). **All students should immediately enter the building.** Students may not loiter outside, remain in their vehicle, or leave campus after arrival.

After 7:40 a.m. ALL outside doors will be locked with the exception of the main entrance to the building. ALL visitors (and students arriving after this time) **MUST** use the main entrance.

VISITORS POLICY

ALL visitors to school must report to the main office. Visitors requesting to speak to a student or have a student leave with them must present a picture ID. Visiting privileges are restricted and **must not** interfere with the educational process. No one but enrolled students should attend classes. Do not bring friends or relatives regardless of age to school. No athletic, musical or non-academic funds or items will be accepted in the main office.

GENERAL FEES, TEXTBOOK RENTAL, ATHLETIC FEES

Collection of fees became necessary when the State cut the amount of funds given to the schools for instructional materials. Fees collected are used for materials on the copy machine, film rentals, reference books, equipment repair/replacement, and special classroom supplies. Fees are \$35 plus a \$15 Technology fee for most students.

Certain classes may have additional fees for materials specific to that course. (Refer to the chart below.)

Students are issued an agenda book to be used during the school year for assignments and a hall pass. **No replacement agenda books will be issued.**

The state does not provide textbooks for students. It is necessary for schools to collect a non-refundable rental fee for books used in each class. **For a semester course, the fee is \$8.** Students will be required to pay for lost or damaged books.

Students who participate in an athletic, cheerleading or dance team program are required to pay a fee of \$35. This fee is payable to the coach before the student may participate in activities, practice or contests. Students who participate on the Academic Team will be assessed a \$25 membership fee which does not include the cost of a uniform/shirt.

The following is a listing of approved fees by the Board of Education for the 2015-2016 school year:

BOONE COUNTY SCHOOLS

Student Fees 2015-2016

Grades 9-12

Fee	Amount	Reduced Amount
General	\$35.00	\$12.00
Academic Team	\$25.00	\$8.00
Agenda	\$5.00	\$1.50
Agriculture/Floral Design	\$10.00	\$3.00
Art	\$15.00	\$5.00
Advanced Placement Art	Students provide portfolio	Students provide portfolio
Accounting	Cost of Practice Sets/Workbooks	Cost of Practice Sets/Workbooks
Athletics*	\$35.00**	\$12.00**
School Instrument Rental	\$12.00 per semester	\$4.00 per semester
Cheerleading	\$35.00**	\$20.00**
Credit Recovery	\$75.00 per course	\$75.00 per course
F&CS (Foods)	\$15.00	\$4.00
F&CS (Clothing)	Actual cost of project	Actual cost of project
Half-day Vocational	\$18.00	\$5.00
Marching Band	\$600.00	\$200.00
Parking Sticker - School fees must be paid before purchase	\$15.00	\$15.00
Science	\$15.00	\$5.00
Social Studies (Current Events)	\$11.00	\$4.00

Summer School		\$200.00 (maximum) 6 weeks - ½ days	\$60.00 (maximum) 6 wks - ½ days
Technology		\$15.00	\$5.00
Textbook Rental		\$8.00 per class	\$3.00 per class

* There is an annual charge for Athletics (including High School)

** Plus uniform expenses, where applicable.

All fees listed are the maximum amount that can be charged by the school and will be utilized for students this school year. No participation fee will be collected unless listed on the fee schedule approved by the board of education. Students may be requested to pay the cost of a field trip (the admission price and transportation fees).

GUIDANCE 2015-16

The Mission of the Conner High School Guidance Department is to support and enhance the development of ALL students academically, socially, and personally to become lifelong learners and successful citizens. The goal of the Guidance Department is to act as a resource for students, parents and teachers to eliminate barriers and maximize student potential. The Department will work collaboratively with administration, faculty, staff, students, and the community to assist students in developing the skills to reach this goal.

Students may see a counselor by **making an appointment** in the Guidance Office, located next to Room 112. Students will then be given an appointment card that must be signed by the teacher in order to leave your classroom. Our counselors are Mr. Ford and Mrs. Duane, who can provide career, academic, college and personal counseling. We will take walk-ins on an emergency basis. Students

should make appointments either before school, after school, or during class changes. Appointments must be made either with Mrs. Aylor, the Guidance Secretary, or with one of the counselors directly.

The Counselors are:

Mr. Joel D. Ford -- All students, last names A-K
Extension 45410 joel.ford@boone.kyschools.us

Mrs. Shirley Duane -- All students, last names L-Z
Extension 45411 shirley.duane@boone.kyschools.us

Information is sent to parents and students electronically and through the Guidance Website, found at www.connerhs.com (click on Guidance) as well as through the school announcements.

Communication With Colleges

Most local and state colleges will be visiting Conner High School throughout the year. These visits are conducted primarily through classroom visits, held from 10:15AM to 10:55AM. Juniors and Seniors may sign up in the Guidance Office for their particular school of interest. Students are able to get information, ask questions, and meet their admissions officers (who, in many cases, are the same people that review their applications).

See the "Post-Secondary Visitation" section of the Student Handbook for Attendance Procedures for taking visits to colleges. All students are strongly encouraged to use their Educational Enhancement Days to visit colleges as they begin the College Selection Process.

Transcripts

Official transcripts must be requested through the [Parchment program](#) via an official transcript request. Official Transcripts can only be sent directly from Conner to the school of choice or in a SEALED envelope. Current students do not pay a fee to send transcripts; graduates must pay a \$5 fee by cash or money order to obtain transcripts. Unofficial transcripts are available upon request.

ACADEMIC INFORMATION

GRADING PERIODS

There are four nine-week grading periods during the school year. The 2015-2016 school year will be divided as follows:

Aug. 13 - Oct. 14	First Grading Period
Oct. 15 - Dec. 18	Second Grading Period
Dec. 25 - Mar. 9	Third Grading Period
Mar. 10 - May 21	Fourth Grading Period

The grading periods may be changed due to snow days, changes to the school year calendar or emergency situations.

GRADING SCALE

A 96 - 100	B+ 92 - 93	C+ 85 - 86	D+ 76 - 77	F
A- 94 - 95	B 89 - 91	C 80 - 84	D 72 - 75	69 and
	B- 87 - 88	C- 78 - 79	D- 70 - 71	Below

Parents/Guardians will be notified, with a progress report, during the fifth week of each grading period if the student is failing or doing unsatisfactory work. Report cards are normally issued one week after the end of the grading period. An incomplete grade must be made up as quickly as possible. The student must check with the individual teacher involved. If the work is not completed, the incomplete will be changed to a failure.

GRADE LEVEL PLACEMENT

At the **completion of a school year**, in order to be considered a:

- **Sophomore** – a student must have successfully completed **7 high school credits**;
- **Junior** – a student must have successfully completed **14 high school credits**;
- **Senior** – a student must have successfully completed **22 high school credits**.

GRADUATION REQUIREMENTS FOR 2015-2016

English – 4 credits

Math – minimum 1 credit per year in HS

Science – 3 credits

Social Studies – 3 credits

Health/PE – 1 credit

Remaining Credits from Electives

TOTAL FOR GRADUATION: 30 credits

VALEDICTORIAN POLICY

Effective with the graduating class of 2013, the following courses shall be included in a student's high school curriculum to be eligible for valedictorian or salutatorian status. No substitutions or alternative courses from other educational institutions or entities may replace or invalidate any of the courses comprising this curriculum.

English: 5 credits – MUST include AP English Language I & II or AP English Literature I & II.

Science: 4 credits – MUST include AP Biology I & II or AP Chemistry I & II or AP Environmental Science or AP Physics I & II.

Social Studies – 4 credits – MUST include AP Human Geography or AP European History I and II or AP US History I and II or AP Psychology or AP Government.

Math: 5 credits – MUST include AP Calculus I & II or AP Statistics I & II.

STUDENT INFORMATION

ATTENDANCE POLICY

We believe that good attendance is essential to be successful as a student and/or a contributing member of society. If students are absent frequently, their grades may be adversely affected. With block scheduling, make-up work can be overwhelming; students miss class participation, essential instruction, and other important class interaction. Therefore, keeping the benefit of the students in mind, the Conner High School attendance policy is as follows:

All attendance notes **MUST** be presented to the Attendance Clerk within 10 (ten) calendar days of the absence.

EXCUSED ABSENCES

A total of **SIX EVENTS of absence per YEAR** will be excused with a note from a parent/guardian. **“EVENT” IS DEFINED AS ANY ABSENCE BETWEEN 7:40 A.M. TO 2:25 P.M. IN A SCHEDULED SCHOOL DAY.** The following additional absences may be excused by the administration:

1. Family emergency.
2. Death of immediate family member.
3. Court appearance **(with documentation from courthouse)**
4. Doctor and dental appointments should be made after school hours. Students will be excused only when necessary for the time of the appointment—not all day if these are during school. **Proof of doctor or dental appointments must be presented when the student returns.** Doctor’s notes may be verified by attendance clerk.
5. Extended illness **must** be accompanied by a doctor’s note. Parents may request homework if the student is absent. Please allow 24 hours before picking up assignments in the front office.
6. School field trips are not considered absences.
7. Parents/guardians need to call the attendance office at 334-4400 x 45415 when their son/daughter will be absent from school. **A NOTE FROM THE PARENT/GUARDIAN IS REQUIRED WHEN THE STUDENT RETURNS TO SCHOOL.**
8. An automated computer system will call home when a student is absent.

SPECIAL NOTE TO ALL STUDENTS: *In order to participate or attend any school-sponsored dances (Senior Dinner Dance, Prom, Homecoming Dance, etc.), sporting events or other extracurricular activities, students must be present at school on the day of or day prior to the activity for a Saturday event.*

EARLY DISMISSAL

(A) A student must have written permission from a parent/guardian (including a day- time phone number) in order to leave early. This note must be presented to the Attendance Clerk before 7:40 a.m. Early dismissals should be held to a minimum and will be granted for doctor and dental appointments, sickness and family emergencies. All early dismissal notes will be verified by the office staff.

(B) **The student must then sign out via the Main Office.**

(C) Whether a dismissal is excused or unexcused will be determined by the administration.

(D) Students will be permitted to leave school once during the school year for either the permit **or** driving test with proof from the State. All others will be **unexcused**.

SWEEPS PROCEDURE

Each passing period, teachers will be in the hall monitoring behavior and directing traffic. It is the students' responsibility to act responsible in the halls and to get to class on time. All teachers will close and lock their doors when the bell rings. Once the doors are closed, students are to report to the designated teachers on the floor. **DO NOT** try to enter the classroom. Students will be given a

tardy slip and sent to class after being processed in the sweep area. If the student does not report to the designated area, he/she will be considered to be skipping class.

Once the student reaches the classroom, he/she is to enter without causing any distractions. If the student is unable to enter the room responsibly, he/she will be escorted to an administrator's office. Each teacher will have procedures outlined for the student to begin work.

Teachers will not allow anyone out of the room for the first and last ten (10) minutes of class. Students must be sure to take care of all business before going to class. This means that students cannot be in the halls losing valuable time. If a student is in the hall after the bell rings, he/she is considered tardy.

Tardies will accumulate very quickly throughout the school year. The consequences for tardies are as listed below.

<u>UNEXCUSED TARDIES</u>	<u>DISCIPLINE</u>
1 – 3	Recorded without consequence
4 – 6	1 detention
7 – 8	Friday School
9+	Administrative discretion

“NO PASS/NO DRIVE” BILL (HB32)

The “No Pass/No Drive” Statute results in the denial or revocation of a student’s driver’s license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who **does not have passing grades in three out of four courses in the preceding semester.** A

student is deemed to have dropped out of school when he/she has **nine or more unexcused absences** in the preceding semester. Any absences due to suspension shall be counted as an unexcused absence. Should you want to review the full text of this law, please use the Legislative Research Commission's web site at the following address: www.lrc.ky.gov/record/07RS/record.htm.

VERIFYING COMPLIANCE

School Compliance Verification Forms are located in the main office. Parent signature is required prior to school verification. Students are to submit the School Compliance Verification Form to the main office before school or between classes. **The Administration will verify compliance with the verification process taking a minimum of 24 hours.**

ON CAMPUS PARKING AND DRIVING FOR STUDENTS DRIVERS ELIGIBILITY

There are limited parking spaces for seniors at Conner High School. Therefore, we reserve those spaces for qualifying seniors. However, if spaces are available, juniors may apply.

BEFORE A PERMIT MAY BE PURCHASED, STUDENTS MUST:

- Have receipt of payment of student fees INCLUDING non-refundable \$15.00 parking fee
- Have a valid Kentucky operator's license (current, not in the future)
- Have a minimum 2.0 cumulative GPA

STUDENTS POSSESSING A PARKING PASS MUST

- Drive in a proper manner, not recklessly
- Agree that their car parked on campus is subject to search at administration discretion
- Show respect for school officials in matters regarding parking privileges
- Keep vehicle locked while it is on campus
- Abide by ALL school rules & policies as well as take responsibility of all passengers within his/her vehicle and understand that violation of rules may lead to parking privileges being revoked
- Not park on school grounds without visible display of the parking sticker unauthorized cars parked on campus may be towed [Park in assigned space]
- **Any failure to maintain these standards will revoke the parking privilege for remainder of school year.**

THE FOLLOWING WILL RESULT IN PERMANENT LOSS OF PARKING PRIVILEGES:

- THREE unexcused absences / tardies for the school year
- FIVE referrals for the school year
- Leaving campus without following proper procedures- includes ALL passengers in the vehicle
- Loitering in the parking lot
- Allowing another student to use space or pass

Neither the Board of Education nor CHS school officials are to be considered liable for vandalism, theft, damage or any other problems that may occur while parked on the school parking lot. The parking sticker only reserves a space for the parking privilege and does not cover

insurance claims.

PARKING

Students without parking permits shall not park anywhere on Conner High School campus to include: Goodridge Elementary, Conner Middle School and Boone County Area Technology Center. **All cars parked on the campus without a permit are subject to tow without warning at owner's expense.**

OFF CAMPUS PARKING

Any students parking off campus in neighboring subdivisions must comply with all state laws and local ordinances pertaining to parking on public streets. Cars in violation of these specific laws and ordinances are subject to tow at the expense of the owner. These regulations may be found by logging in to: boonecountyky.org

DANCES AND SOCIAL EVENTS

Students have the opportunity to participate in several dances throughout the year. All students must be in "good standing" and must have approval of administration to attend all school dances and events. No alternative placement students are eligible to attend CHS dances. Only CHS students may attend dances held at the school unless prior approval has been obtained from the administration. **(All student fees must be paid and students must be in good standing in order to attend.)**

LIBRARY

The school library is open from 7 a.m. until 3:30 p.m. each school day. We emphasize the concept that the library is a place where students are to make use of library materials, not a social lounge. No food, drink, or chewing gum is permitted in the library. Students entering the library must have a library pass issued by their teacher (this includes the lunch period). Students are required to return to their classes five (5) minutes before the end of each period. Books are checked out for two (2) weeks and can be renewed. Overdue charges are 10 cents per day. If fines reach a total of \$1 or more, a discipline referral will be sent and all library privileges will be suspended. All fines will continue to increase until the entire fine is paid, even if the book has been returned. An environment conducive to learning must be maintained in the library. Students should travel directly to and from the library.

LOCKER POLICY

Each student is furnished a locker with a built-in combination lock. The locker combination should not be given to anyone for any reason. **DO NOT SHARE LOCKERS.** Lockers should not be rigged to remain open without using the combination. Personal property or school texts that are damaged or stolen while in a school locker are the responsibility of each individual student. Money or other valuables should not be left in hall or gym lockers at any time. The lockers are the property of the school and may be opened for inspection when deemed necessary by the school administrators. Vandalism, including marking on the lockers, is forbidden. Lockers should be cleaned out on the last day of school. The school is not responsible for items left in the lockers after school is dismissed for the

summer. Students should report any locker problems to one of the administrators immediately. *UPON ENTERING THE BUILDING, ALL PURSES, BOOK BAGS, COATS, JACKETS AND HATS MUST BE KEPT IN LOCKERS.*

PURSE/BACKPACK POLICY

The purse/backpack policy is as follows: Purses/backpacks may be brought to school but MUST be kept in lockers during class. A pencil-size bag may be carried to the classroom for personal items (does not have to be clear, but may not have shoulder straps).

LUNCH PRICES

Lunch prices for the 2015-2016 school year are: Students will pay \$1.00 for breakfast and \$2.50 for lunch. Boone County Employee Adults will pay \$1.50 for breakfast and \$3.00 for lunch; Non-Employee Adults will pay \$3.00.

Free/Reduced Lunch Program applications are available in the main office, Food Services at the Boone County Board of Education at 859-282-5652 or online at <http://www.school lunchapp.com/>.

Classes should report to the lunchroom on time and return to their rooms on time. Students should enter and leave the cafeteria using the doors in the lobby. The serving line will form on the right wall inside the cafeteria. Throwing anything is prohibited. Saving places or checking in lunch

line is prohibited. Students should not have food delivered to school, nor have friends/family pick-up food and bring it to school for them. All food and drink must be consumed in the cafeteria. The cafeteria will stay as clean and neat as the students leave it. **Students are asked to remain in the cafeteria during lunch periods.** Other areas except in passing to and from class are unauthorized. This includes all areas inside and outside the building. All doorways and surrounding areas must be kept clear.

GUIDELINES FOR STUDENT CONDUCT

So that the student body has a frame of reference upon which reasonable conduct can be based, certain rules are considered necessary. All students have the right to know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary measures to be taken when they fail to show this personal responsibility. Customary consequences for actions are posted on the bulletin board outside of the Assistant Principals' offices.

In some cases, the specific penalty for an action may not describe the extent of the action taken. A student's record of discipline problems may find that one more serious violation is sufficient for suspension or expulsion no matter what specific penalty is listed.

The student is required to attend all classes on his/her schedule. Any failure to fulfill this obligation without prior permission constitutes a violation of school rules.

BUSES

Any student's behavior on or near a bus which is detrimental to the safe operation of that bus may lead to permanent suspension of bus riding privileges. Students may be assigned seats at any time at the discretion of the bus driver or Administration. (More specific rules of conduct related to buses may be found in the Boone County Code of Conduct booklet.)

CONDUCT BETWEEN STUDENTS

Conduct between students should be such that students, faculty nor visitors would be offended or embarrassed by their actions at school. **Embracing and kissing are inappropriate and disciplinary action will be taken.**

DANGEROUS OBJECTS

Any student who brings to school a dangerous object such as a pocket knife, chains, lighters, matches, laser pointers, etc. is subject to disciplinary measures and the instrument will be confiscated.

DRESS CODE

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body condition which in the judgment of the Administration significantly disrupts the education process or threatens the health of other students is prohibited.

The faculty and administration shall enforce the dress code. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in further disciplinary action.

The following attire is **permitted**:

- Slacks or jeans of the appropriate size and length which do not drag on the floor or expose undergarments
- Shirts/blouses, sweatshirts or T-shirts which do not display vulgar, profane, sexually explicit or implied items, alcohol, tobacco or drugs, racially inappropriate items or any other items deemed to be offensive by the faculty, staff or Administration
- Skirts/dresses (must pass the “Flamingo” test)

The following attire is **prohibited**:

- Any apparel that has a name or logo from any K-12 school other than Conner High School
- Bare torsos, see through mesh clothing, tank tops, tube tops or swim wear
- Exposed undergarments
- Hats, caps, visors, head bands, bandanas or any other headgear
- Skorts/shorts
- Non-prescription sunglasses
- Coats/jackets in the classroom (Coats/jackets must be kept in lockers during school hours)
- Pajamas or sleep wear/ lounging pants
- All Spandex clothing, clothing too tight or too short
- Chains
- Clothing and/or accessories (jewelry, belt buckles, necklaces, etc.) with offensive or obscene, crude or

rude writing or pictures pertaining to drugs, alcohol, tobacco, violence, gangs, sex or racial context

Building Principals have the flexibility to make adjustments to the dress code due to medical or religious reasons.

INAPPROPRIATE AMUSEMENTS

Electronics, CD players, radios and other sound-producing devices, playing cards, dice, etc., should not be brought to school. These items may be confiscated and returned to students or parents at the discretion of the Administration.

LOITERING

Loitering in the restrooms and entrance areas before, during, and after school is forbidden. Students should spend a reasonable amount of time in restrooms and not use them as meeting places. Two or more students in a restroom stall will constitute loitering. Students not under the direct supervision of a teacher, coach or sponsor should exit the building by 2:45 p.m. Students waiting for a ride may stay in the foyer outside the main office.

TELECOMMUNICATION DEVICES

Possession and Use

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as described below:

1. Devices shall not be used in a manner that disrupts the educational process, including but not limited to use that:
 - a. Poses a threat to academic integrity, such as cheating,
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent, or obscene,
 - d. Constitutes or promotes illegal activity or activity in violation of the school rules, or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorized the student to do otherwise, devices shall be turned on and operated only **BEFORE AND AFTER** the regular school day.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action,

including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.

4. Students are responsible for keeping up with the devices they bring to school. **The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.**
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

***First offense:** Student will receive a warning. Phone will be confiscated and student may pick up at the end of the day in the main office.

***Second offense:** Student will receive **1 detention**. Phone will be confiscated and student may pick up at the end of the day in the main office.

***Third offense:** Student will receive **2 detentions**. Phone will be confiscated and the parent/guardian may pick up at the end of the day in the main office.

***Any additional offenses:** Administrator's discretion.

***NOTE: These directives reflect a minimum when a student is found to be in violation of the Telecommunications Policy as outlined in Boone County*

Schools Code of Conduct Book. Additional disciplinary consequences may be levied at the principal's discretion as the situation warrants including a report made to law enforcement.

DRUG AND ALCOHOL PROCEDURES

THE FOLLOWING ARE CRIMINAL VIOLATIONS COVERED BY KENTUCKY REVISED STATUTE LAWS. THESE LAWS ARE SUPPORTED AS VIOLATIONS OF THE DRUG AND ALCOHOL POLICY IN ALL BOONE COUNTY SCHOOLS.

The Boone County School System's drug/alcohol policy and procedures are enforceable on all students as a cumulative record within the district.

Possession of Drugs, Look-A-Like and Alcohol

*Prescription and over the counter medications are to be construed as exceptions to the policy when used by the individual for whom they are prescribed in the manner and amount prescribed. **Refer to board policy 09.2241 – Dispensing Medication.**

**Any substance possessed, sold or transferred with the representation or upon the creation of an impression that the substance which is sold or transferred is a controlled substance, or any substance designed in any manner, including but not limited to design of the item or its container, markings, or color, to simulate a controlled substance.

For the purpose of determining whether a substance is a "look-alike" drug or controlled substance, the

administrator or other authority shall include in consideration the following:

- a. Whether the non-controlled substance was packaged in a manner normally used for the illegal sale of controlled substances.
- b. Whether the sale or attempted sale included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable value of the non-controlled substance.
- c. Whether the physical appearance of the non-controlled substance is substantially identical to that of a controlled substance.

For possession, use or being under the influence of alcohol or mood altering drugs not prescribed by a physician*, look-a-like** drugs or in possession of related drug paraphernalia at any time on school property, at school-sponsored activities on or away from school grounds, shall automatically be subject to the following:

A. First Offense: Any student verified to be in violation of this policy for the first time during his or her enrollment in the Boone County School System will be automatically suspended according to the following procedures:

1. Detained under administrative supervision until parents or legal guardians are called and informed of the violation. No suspensions until parents are contacted.
2. A letter documenting the charges of suspension must be mailed or given to the parents or legal guardian. A copy of this letter must be delivered to the superintendent.

3. Juvenile charges must be filed on this violation. Confiscated substance will be given to the police for laboratory analysis.
4. The student will be suspended up to ten (10) days.
5. A hearing with the superintendent or his/her designee, principal, student and parents is held before the student may be readmitted to school. Student expulsion or alternative placement may occur under certain circumstances, provided KRS guidelines are followed. **THE FAILURE OF THE STUDENT TO COMPLY WILL RESULT IN AN EXPULSION HEARING.**

B. Second Offense: Is defined as the second violation of this policy while attending Boone County Schools.

1. Detained under administrative supervision until parents or legal guardians are called and informed of the violation. No suspensions until parents are contacted.
2. A letter documenting the charges of suspension must be mailed or given to the parents or legal guardian. A copy of this letter must be delivered to the superintendent.
3. Juvenile charges must be filed on this violation. Confiscated substance will be given to the police for laboratory analysis.
4. The student will be suspended up to ten (10) days and/or placed in an alternative placement.
5. A hearing with the superintendent or his/her designee, principal, student, and parents is held. The superintendent or his/her designee may recommend expulsion or alternative placement. **THE FAILURE OF THE STUDENT TO COMPLY WILL RESULT IN AN EXPULSION HEARING.**

If the superintendent or his/her designee recommends expulsion to the Board, the Board of Education may hold the expulsion in abeyance, if there are extenuating circumstances reasonably related to the offense and the drug and alcohol policy.

If the Board does not expel the student, then that student will be required to adhere to a behavioral contract or alternative placement.

Sale of Drugs or Look-A-Like Drugs, Drug Paraphernalia or Alcohol on School Grounds, at School-Sponsored Activities on or Away from School

1. Detained under administrative supervision until parents or legal guardians are called and informed of the violation. No suspensions until parents are contacted.
2. A letter documenting the charges of suspension must be mailed or given to the parents or legal guardian. A copy of this letter must be delivered to the superintendent.
3. Juvenile charges must be filed on this violation. Confiscated substances will be given to the police for laboratory analysis.
4. The student will be suspended up to ten (10) days.
5. A hearing with the superintendent or his/her designee, principal, student and parents, is held. Student expulsion or alternative placement may occur under certain circumstances, provided KRS guidelines are followed. THE FAILURE OF THE STUDENT TO COMPLY WILL RESULT IN AN EXPULSION HEARING.

The Boone County School System's drug/alcohol policy and procedures are enforceable on all students as a cumulative record for the current school year within the district.

USE OF MEDICATION AT SCHOOL

The use of medications at school by students must conform to all state and federal laws as well as local school board policy.

No more than one (1) week's supply of medication (prescription or non-prescription) shall be brought to school in its original container with the label intact. A medication form must be filled out and signed by a parent. A physician signature is needed for prescription medications. All medications must be in the original container, cannot be expired and the "medication consent" form must be signed yearly. Only medication authorized by a physician and parent/guardian will be dispensed. Students may be permitted to carry medication for certain medical conditions (such as an inhaler for asthma) provided there is a prior physician and parent authorization. Students who violate this procedure are subject to disciplinary action per the Code of Conduct. (See Board Policy 09.2241) ***NOTE: This will be generally classified as a Level II violation.***

RESTRICTED AREAS

The following areas are restricted to student traffic during school hours:

Outside the building during school time unless going to or from the Area Technical School, the greenhouse, or PE class by the designated route; parking lot; restrooms or hallways during class time. Students should be in classrooms until the bell rings.

HALL PASSES

Excessive traffic in hallways during class time is disruptive to the educational process. Students are expected to remain in class for the entire class period, leaving only for emergencies. Student hall passes for such emergencies are located in this agenda book. When a student requests to leave class, it shall **only** be with a hall pass that has been **completed by the teacher and with the teacher approval**. Students are expected to carry the agenda/hall pass with them whenever they are in the hall during class time, open to the hall pass page.

SEARCH AND SEIZURE

All students must be aware that lockers, desks, cabinets, closets, classrooms, and other school facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of the student code of conduct.

A search may be conducted by the principal/designee upon a reasonable suspicion of violation of student code or State or Federal regulations. A search of the student's person, handbag, athletic bag, or clothing may be conducted if a reasonable suspicion exists. Student vehicles located on school property may be the subject of a lawful search based on a reasonable suspicion.

OPEN CONTAINER POLICY

No open drink containers should be brought into the building during school hours. Several drink machines have been provided for student use before and after regular school hours (7:40 am - 2:25 pm). **No open containers are allowed outside the cafeteria during the school day.** **Drinks are not permitted in the classroom.**

STUDENT CONDUCT AT SCHOOL-SPONSORED EVENTS

All rules and regulations that apply to students during the regular school day also apply to students at school-sponsored activities. This includes events that are away from school and while being transported by the school to this event. Actions of students toward school personnel should be with the same respect as during the school day.

STAFF INSTRUCTIONS

Students are expected to follow the instructions of all staff at all times while on school property or at school-sponsored events. If a student is instructed to go to the office by a staff member, the student will go immediately and directly to the office or will be subject to additional disciplinary actions.

TOBACCO AND TOBACCO PRODUCTS

Use of or possession of tobacco products on school grounds and premises is prohibited at all times (KRS-438.050). The school Site Based Decision Making Council adopted a guideline of one (1) Friday School on the first offense, two (2) Fridays or three (3) days In-School

Suspension for the second offense, and two (2) days out of school suspension for a third offense.

WEAPONS

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY (KRS 158.150).

**FOR ADDITIONAL
POLICIES AND PROCEDURES
REFER TO
THE BOONE COUNTY SCHOOLS
CODE OF CONDUCT BOOK**

