

**OWENSBORO HIGH SCHOOL**

1800 FREDERICA STREET  
OWENSBORO, KENTUCKY 42301

(270)686-1110



Property of \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

## **WELCOME TO OWENSBORO HIGH SCHOOL**

Owensboro High School has a great tradition in academics, athletics, fine arts, and extracurricular activities. Since we have found that **involved** students reap the greatest rewards from their high school experiences, we challenge you to become involved and work hard to maintain the excellent tradition established by those who have preceded you. We want you to be successful; therefore, we are providing this guide to school rules and regulations. These rules also apply to any extracurricular activities such as ball games, dances, club meetings, etc. They are not intended to restrict you, but give you a basis for an enjoyable, successful high school experience. **We encourage you to share these rules with your parents.** If at any time you have questions or problems, please feel free to stop by our offices and discuss them with us. **WE ARE HERE TO WORK WITH YOU AND FOR YOU.**

## **PHILOSOPHY OF OWENSBORO HIGH SCHOOL**

The basis of the philosophy of Owensboro High School is that a student is a unique individual with varying needs, aptitudes, and abilities; thus, in cooperation with the community and parents, the school strives to assist the student to become an informed, responsible, and productive member of society. We feel it is the purpose of Owensboro High School to teach a student to think critically, independently, and creatively within the limits of his/her capabilities. We believe the individual teacher, supported by the administration, staff, and parents, plays the key role in education. As leader, guide, and instructor, each teacher creates an atmosphere of mutual respect and understanding that is essential to the learning process. We recognize that education is an ever-growing and expanding force which must provide each student with not only knowledge and skills, but also positive attitudes and values including self-discipline and the acceptance of responsibility for self and others.

## **MISSION STATEMENT**

Owensboro High School will provide all students a safe and caring environment with maximum opportunity for successful transition to adult life through authentic learning experiences to develop the skills and knowledge necessary for living independent and responsible lives.

## **OBJECTIVES OF OWENSBORO HIGH SCHOOL**

1. To provide a curriculum that continues to develop the basic skills required by society.
2. To provide a varied flexible curriculum to maintain interest and to keep up with the endless changes taking place in the world.
3. To build a curriculum that demands inquiry, discovery, and research.
4. To offer opportunities to develop a sense of self-discipline and responsibility.
5. To promote a desire to become an informed and productive member of society.
6. To develop positive attitudes and values as well as knowledge.
7. To recognize and acknowledge individuality.
8. To cultivate an attitude of mutual respect among students, teachers, and administrators.
9. To maintain a school atmosphere that stimulates creativity and self-expression.
10. To create an open atmosphere that will encourage parental and community involvement with the school.

## **STUDENT DIRECTORY INFORMATION**

Photographs of students in the classrooms and participation of student activities for public relations purposes are taken by students, Owensboro Public School Systems personnel, professional photographers, and news media for use in school and media publications and on video for Owensboro Public Schools cable access channel and on the district's website. Photographs, videos, and press releases, which include student's names who are participating in school activities or who have received awards, are periodically released to the media. Any student, parent, or guardian who does not wish to have a student's photograph, name, and directory information used in school system publications or by the area news media must notify the Principal's office at your child's school by August 25<sup>th</sup> of each school year or two weeks after enrolling.

## **STUDENT FEES**

A student fee for instructional supplies and textbooks are required to be paid each year. If a book is lost, damaged, or destroyed, the student is held accountable.

## **ADDITIONAL FEES**

An additional fee may be charged for selected classes. These fees will be collected from the individual teacher and not subject to be waived.

## **CHECK ACCEPTANCE POLICY**

By paying for your purchase with your check, you are accepting our check acceptance policy. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically redeposited or if necessary, redeposited by paper draft. You understand and agree that we may collect a return check processing charge of \$25.00 by the same means and allowable by state law. If you have any questions regarding our check acceptance policy, please call 800-NSF-DEPOSIT (673-3376), our data processing center will be happy to answer your questions.

## **ID BADGES**

Each freshman and new student will be issued an ID badge free of charge.

Sophomores, juniors, and seniors may use their previous year's ID badge.

**Students must have ID badges in their possession during school hours.**

**Failure to wear ID badge during the school day could result in disciplinary action. Replacement badges are \$3.00.**

## **LOCKERS**

Lockers are assigned to each student at the beginning of the year. Freshmen are required to choose another student to share a locker. Combination locks will be provided. Each student is responsible for his/her lock and must pay for the lock if it is lost. The cost of the locks will be \$5.00. All lockers are to be kept locked except when in use. The lockers are the property of Owensboro High School and are subject to inspection by authorized school personnel. A student should not give out the combination and can be held responsible for the contents of the locker. The school is not responsible for stolen items. Anyone having problems with his/her locker should see an administrator in the administrative office.

## **SCHOOL DAY**

Classes are in session from 8:25 a.m. to 3:20 p.m. A student may not leave school between classes or before the school day ends without checking out through the office.

**APPOINTMENTS WITH THE DOCTOR, DENTIST, COURT OFFICIAL, AND COUNSELOR SHOULD NOT BE MADE DURING SCHOOL TIME.**

A student must follow the procedure explained in the “Method of Checking out of School.”

### **SCHOOL BUILDING**

Every student will be restricted to certain parts of the building until 8:15 a.m. Students entering the building prior to 7:45 must enter at the north entrance and remain in the cafeteria until 7:45. All areas on the 2<sup>nd</sup> and 3<sup>rd</sup> floors are off limits. Areas open after 7:45 will include the cafeteria, south gym, and media center.

**Only the front door will remain unlocked during the school day. The remaining doors will not be accessible from the outside. Please consider your routes to and from class to prevent excessive tardiness.**

When a student arrives at school (whether he/she walks, drives, or rides the bus), he/she must remain on campus.

**Leaving the school building or campus without permission from an administrator is considered skipping, and the student is subject to an assignment to the Alternative Program.**

### **INJURY DURING SCHOOL**

The parent/guardian will be notified in case a student is injured while at school. The school nurse will be available if a student is injured. An accurate, current phone number and address are necessary so that a parent may be reached in case of emergency.

### **SCHOOL RECORDS**

Each student must have on file up-to-date records. These student records include **enrollment cards** and **health records**.

**Please inform the attendance secretary if there is a change of address or phone number.** This will aid in addressing mailings and contacting parent/guardian in case of emergencies.

In order to remain in compliance with the law, health records, which include immunizations, TB skin test, as well as booster shots, must be kept current. Students with expired immunization certificates will be **sent home** until certificates are updated. **Absences that accrue because of this will be counted as unexcused.**

### **GUIDANCE AND YSC OFFICE PROCEDURES**

Students are not allowed to use the **Guidance** or **YSC** offices during class time. Students can see their counselors before or after school and during their lunch break. Counselors in the guidance or YSC office can schedule other times that they deem appropriate during the school-day, but teachers can only release those students who have a written release from their counselor.

## **CAFETERIA**

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here every student is expected to practice good manners and courteous behavior.

Some simple rules of courteous behavior which can make the lunch period pleasant and relaxed are:

- (1) having ID badges ready for use will reduce the amount of time waiting in line**
- (2) observe good dining room manners at the table**
- (3) leave the table and the surrounding area clean and orderly**
- (4) replace the chairs and put trash in proper containers**
- (5) return trays when finished eating.**

Owensboro High School has a closed-campus policy; therefore, during the lunch shifts, a student will remain in the cafeteria...all other areas are off limits. A student who does not adhere to the closed-campus policy and is found in areas other than the cafeteria without an administrator's permission will be considered skipping and is subject to assignment to the Alternative Program.

Applications for free or reduced lunches are available at the Youth Service Center. Our goal is for every student to be provided with a nutritious lunch.

## **POSSESSION/USE OF TOBACCO**

### **Tobacco**

No student shall use or possess any tobacco product on school property, at any location of a school-sponsored activity, in District-owned vehicles, on the way on the way to and from school, or during school-sponsored trips or activities. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, and snuff.

Students who violate these prohibitions shall be subject to disciplinary action.

(See Board Policy 9.4232)

### **Use of Tobacco Products**

The use/possession of all tobacco products by students is prohibited in buildings, on school grounds, in district provided vehicles, and on field trips of the Owensboro Public Schools.

- Tobacco Products – Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, and snuff.
- Athletic and Public Events – Any activity on school premises endorsed or approved by the building principal that occurs after the regular school day for students.

- Signage – Signage denoting the district’s tobacco-free status shall be posted on all primary exterior doors and in other places designated by the principal.

**Consequences for Violations of Possession**

1st Violation	Written warning/possible parent conference
2 <sup>nd</sup> Violation	Required parent conference
3rd Violation	An assignment to the Alternative Program
4th Violation	An assignment to the Alternative Program
5th Violation	Suspend to a hearing with the Director of Pupil Personnel
6th Violation	Refer to Superintendent/designee for long-term suspension or expulsion

**Consequences for Violations of Use**

1 <sup>st</sup> Violation	An assignment to the Alternative Program
2 <sup>nd</sup> Violation	An assignment to the Alternative Program
3 <sup>rd</sup> Violation	Refer to Superintendent/designee for long-term suspension or expulsion

*References: KRS 161.180, KRS 160.340, KRS 160.290. KRS 438.350, KRS 438.050*

**PAGING DEVICES/CELLULAR PHONES**

**Telecommunication Devices**

A student in the OPS District may not use/activate and/ or display a personal telecommunication device on school property during the course of the instructional day unless he or she is acting in the capacity of a volunteer firefighter or Emergency Medical Service (EMS) worker or allowed during times specified by school policy.

*Personal telecommunication device* is defined in KRS 158.165 and includes, but is not limited to, cellular telephones, pagers, walkie-talkies, electronic mail devices, MP3 players, iPods, and video gaming systems. This offense will be treated as “failure to follow directives” under the *Code of Acceptable Behavior and Discipline*. In addition, the telecommunication device, including the SIM card, battery, and all other parts of the device, will be confiscated by an administrator and may be returned only to the parent/guardian. Individual schools may set policies that define the length of confiscation time for each offense, **not to exceed 30 calendar days** at a time per violation. Students are responsible for

keeping up with devices they bring to school. The district and the school shall not be responsible for the loss, theft, or destruction of devices brought on school property.

Students are prohibited from using these devices in a manner that disrupts the educational process, including, but not limited to use that:

- Poses a threat to academic integrity, such as cheating;
- Violates the confidentiality or privacy rights of another individual;
- Constitutes or promotes sending, receiving, accessing, sharing, possessing, or duplicating material that is pornographic, threatening, or harassing;
- Constitutes or promotes illegal activity or activity in violation of classroom, school, or District rules, including the District's Acceptable Use Policy.

Owensboro High School students may use their cell phones in the school building until 8:15 a.m. and after 3:20 p.m. Students may also use their phones during their designated lunch times but must remain in the cafeteria.

Note: This policy may be revisited by each school during the year and can be amended at any time.

**Students are responsible for keeping up with the devices they bring to school. The District shall not be responsible for the loss, theft, or destruction of devices brought onto school property.**

For more information, please see the OPS Code of Acceptable Behavior and Discipline.

#### **Consequences for Violation of the Policy**

**1<sup>st</sup> Offense** – The school administrator will **confiscate** the telecommunication device. A **required parent conference** must take place before the telecommunication device is returned.

**2<sup>nd</sup> Offense** – Same as 1<sup>st</sup> offense with the option of in-house suspension for **4 days**.

The student **loses the privilege** to carry a device for the remainder of the year.

**3<sup>rd</sup> Offense** -- Same as 2<sup>nd</sup> offense with the option of in-house suspension for **7 days**.

**4<sup>th</sup> Offense or more** – Forfeit telecommunication device and **suspend to a hearing** with the DPP.

Disciplinary options:

- Long-term alternative placement
- Beyond control charges filed

## **Camera Phones**

The inappropriate use of camera phones which includes but is not limited to taking pictures of staff or students, on school property or during school trips is strictly prohibited. Any violation of this policy will result in forfeiture of the device until the end of the semester. Inappropriate use of a camera phone may also lead to sexual harassment charges, theft of proprietary information, or invasion of another's privacy.

## **METHOD OF SIGNING IN**

**A STUDENT ENTERING SCHOOL AFTER CLASSES HAVE STARTED MUST SIGN IN AND GET AN ADMITTANCE SLIP FROM THE FRONT OFFICE BEFORE GOING TO CLASS.**

If a student checks in after the beginning of the school day and it is unexcused, the following will occur:

- Each occurrence will result in a verbal warning and documentation.
- On the 3<sup>rd</sup> late check in, the student is required to serve 30 minutes in out-of-school detention.
- After each late check in, the out-of-school detention time goes up by 30 minutes to cap off at 1.5 hours.
- Any out-of-school detention not served within one week will be an automatic AP placement.
- Additional occurrences will result in additional disciplinary referrals, potential loss of privileges, and/or referral to DPP for truancy charges.

## **METHOD OF CHECKING OUT OF SCHOOL**

If it becomes necessary for a student to check out during the school day, he/she must report to an administrator's office or to the **school nurse**. The student will remain in school until the parent/guardian or adult designee (person listed on student enrollment card to reach in case of an emergency) is contacted and comes to school or contacts an administrator (**24 hours**) **in advance** to check out the student. If an administrator is not available the parent/guardian or adult designee will be required to come to school to check out the student.

## **METHOD OF CHECKING OUT OF CLASS**

To sign out of class, a student must have a school ID or planner. A student must report to class, obtain permission from the teacher, use the sign out sheet, and then have his/her **planner** signed by the teacher prior to seeing an administrator, guidance counselor, school nurse, or visiting the media center.

**ANY STUDENT LEAVING CLASS WITHOUT PERMISSION WILL BE CONSIDERED SKIPPING AND IS SUBJECT TO ASSIGNMENT TO THE ALTERNATIVE PROGRAM.**

## **INTERNET CONTRACT**

All students using OPS computers or personal computers to access the Internet will be required to sign the OPS Net Acceptable Use Contract and/or the OPS District-Issued Laptop Acceptable Use Contract. Failure to comply with these contracts may result in disciplinary measures included by not limited to restricted OPS Net privileges. Please refer to the OPS Code of Acceptable Behavior and Discipline for more information.

## **HARRASSMENT/DISCRIMINATION**

Harassment/Discrimination is intimidation by threats of or acts of physical violence or the expression of hatred, contempt, or prejudice toward an individual for any reason. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature. Harassment/Discrimination of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason. Schools will strive to ensure that these rights are protected and that offenders receive appropriate consequences.

Any student or adult who believes he/she has been subject to discrimination/harassment should immediately report the incident to the principal or the principal's designee. These actions are subject to disciplinary action including, but not limited to, suspension and expulsion. (See Board Policy 9.42811)

## **Bullying/Hazing**

The use of lewd, profane, or vulgar language is prohibited. In addition, students shall not engage in such behaviors as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or making threats. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods (otherwise known as cyberbullying). Such behavior is disruptive to the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action. (See Board Policy 9.422)

**KRS 158.156**...any school employee who has reasonable cause to believe that a student has been the victim of a felony offense under KRS Chapter 508 by another student shall immediately take **oral or written report to the principal** of the school attended by the victim. After receiving the report and determining that it is a reportable incident, the principal must **notify the**

**parent/guardian** or other persons with custodial control of the students involved in the incident. If the principal determines there is a reportable incident, he/she shall **file a written report within forty-eight (48) hours** of the original report. The written **report will be filed with the local Board of Education** (through the Superintendent) and one of three state agencies: Local law enforcement, Kentucky State Police or the County Attorney. The **agency** receiving the report **will conduct an investigation**. If a board or law violation occurs, **the school will report this as part of safe schools data**.

### **COUNTY TIP LINE**

The County Tip Line number is 684-9466. River Valley Behavioral Health has established procedure on handling emergency/confidential calls.

### **SCHOOL ACTIVITIES CODE OF ETHICS**

Owensboro High School maintains the philosophy that its extracurricular programs are an extension of its instructional program. However, Owensboro High School further maintains that it is a privilege, not a right, to participate in any given activity. With the privilege of participating in any school activity, comes the responsibility of maintaining high academic, behavioral, moral and ethical standards.

Any student who is involved with alcohol, drugs, stealing, or any other criminal activity, or who has engaged in conduct that would bring discredit upon Owensboro High School, whether during school or vacation periods, is subject to dismissal from extracurricular programs. A student must display a good attitude and be willing to work within the team concept established by the coach/sponsor. Failure to comply may result in dismissal from school activities.

A committee including the principal, athletic director, a faculty member, and the coach/sponsor involved will decide on each case on its own merit. The coach/sponsor will be a non-voting member. Penalties assessed by the committee may vary with the severity of the student's conduct.

### **PLAGIARISM/CHEATING POLICY**

Plagiarism is the act of stealing ideas or words from another and passing them off as one's own. (Webster's New World High School Writer's Handbook, 1988)

Cheating is the act of giving or receiving answers on any assignment deemed individual work.

At Owensboro High School students proven to have plagiarized on any class assignment will receive a "0" on that assignment and be given an opportunity to rewrite the paper for no credit. The student is **required** to rewrite the paper if the piece is required for course credit (research paper, portfolio entry, etc.) If the same student is found to plagiarize or cheat on a subsequent assignment(s) then the student's behavior will fall into the normal discipline guidelines and procedures established in school and district policies.

At Owensboro High School cheating on any assignment or test will result in a “0” for that assignment.

### **VIOLATION OF SCHOOL RULES**

Unfortunately, a few students may have problems following rules. For this reason, the following policy has been adopted. The main purpose of a required parent conference or a student suspension is to involve the parent with the school in a joint effort to solve the student’s problems.

A student involved in a problem that is very serious and out of the ordinary may face expulsion without going through the customary procedure.

### **REQUIRED PARENT CONFERENCE**

The first time a student is in violation of school rules, his/her parents may be notified by the school as to the reason for the required conference. Within five (5) school days, the parent/guardian must call or come in for a conference with an administrator. If the parent/guardian fails to call or come in for the conference within the specified time period, the student may be suspended from school and not be permitted to return until the parent/guardian comes to school for a reinstatement conference. School time lost due to the required conference depends upon the availability of the parent to attend such a conference. The goal of the school is to reinstate the student to class as soon as possible.

### **ALTERNATIVE PROGRAM**

A student who is experiencing problems due to truancy, discipline, lack of cooperation, etc., may be referred to the Alternative Program instead of being suspended. Failure to accept the placement will result in a suspension with a recommendation to the superintendent that the suspension be for the balance of the semester. If a student is placed into the Alternative Program more than once, then the placement will be accompanied by a letter to the parent or guardian.

- 1<sup>st</sup>Assignment 4 days
- 2<sup>nd</sup>Assignment 7 days
- 3<sup>rd</sup>Assignment Long term placement determined by administration

The program is structured to give the student the opportunity to stay abreast of at least a part of his/her schoolwork while modifying his/her behavior to meet the rules and regulations of Owensboro High School.

The objectives of the program are the following:

1. To help the student achieve self-discipline
2. To help the student develop an understanding and a willingness to abide by the rules and regulations of the Owensboro Public School System
3. To help the student become more productive
4. To help the student continue to progress and maintain academic focus toward graduation

5. To make the student and parent aware that this may be the student's last chance to remain in school and to eliminate the need for suspension or expulsion.

### **COMMUNITY SERVICE**

Community service may be agreed upon for some offenses in lieu of an AP placement or suspension. The principal and parent/guardian will set the guidelines of this disciplinary option. This option may be assigned for offenses like defacing or destroying school property or other offenses that the principal deems appropriate.

### **SUSPENSIONS**

Suspensions will be used when all other efforts such as counseling and required parent conferences have failed, or the offense committed justifies removal from school for a period of time. The parent/guardian will be notified as to the reason for the suspension. If the offense is serious, the student will be sent home from school, but only after notification of the parent/guardian. A student may be given an opportunity to make up missed class work **for fifty percent (50%) credit**.

### **EXPULSION**

Expulsion of a student must be by Owensboro Board of Education action upon recommendation of the principal and the superintendent. This is a last resort, and such recommendation will be made in most cases only after required parent conferences and suspensions. **An expulsion may be for one calendar year.** A student who is being recommended for suspension/expulsion has the following due process rights:

1. Adequate notice of hearing date and time
2. Written notice of the specific charges against the student and, if requested, the right to know the nature of evidence against him/her
3. Representation by legal counsel
4. Record of the hearing

### **STUDENT RIGHT TO APPEAL DISCIPLINARY MEASURES**

Whenever a student is accused of committing a violation of the *Code of Acceptable Behavior and Discipline*, he or she has the right to due process. This means that he/she must:

1. Be informed of the charges and evidence;
2. Be provided with an opportunity to present his or her side of the case;  
and
3. Be provided with an opportunity to appeal the decision.

In cases that involve students receiving specially designed instruction (Special Education), the additional provisions specified in Owensboro Public Schools policy 08.131 shall be followed, as appropriate to the situation.

### **Appeal Procedure**

In the Owensboro Public Schools discipline decisions that are believed unjust may be appealed. Appeal may be made in writing, through administrative channels to the Board of Education. Written appeals will receive a written response.

The following procedures are required when a parent/guardian/ student appeals a school disciplinary decision.

1. Write a letter explaining your reasons for appealing the disciplinary action to the school administrator who took such action. Take or mail the appeal letter to the school within three school days of the disciplinary action.
2. If your appeal is denied by the administrator, you may appeal in writing to the principal. The appeal letter must be mailed or delivered to the school within five school days of the day you receive your answer from the administrator.
3. If your appeal is denied by the principal, you may appeal to the Director of Pupil Personnel. (Owensboro Board of Education, 1335 West 11<sup>th</sup> Street, Owensboro, KY 42301) The appeal must be made in writing and mailed or delivered within five school days of the day you receive your answer from the principal.
4. If your appeal is denied by the DPP, you may appeal to the Superintendent. (Owensboro Board of Education, 1335 West 11<sup>th</sup> Street, Owensboro, KY 42301) The appeal must be made in writing and mailed or delivered within five school days of the day you receive your answer from the principal.
5. If your appeal is denied by the Superintendent, you may appeal to the Owensboro Board of Education. (Owensboro Board of Education, 1335 West 11<sup>th</sup> Street, Owensboro, KY 42301) The appeal must be made in writing and mailed or delivered within five school days of the day you receive your answer from the principal. This is the last step in the appeal process.

The final level of appeal shall be to the Board of Education.

### **PARENT STUDENT TEACHER ORGANIZATION**

In an effort to directly involve every parent and improve student learning, Owensboro High School invites each parent to become a member of our **P**arent **S**tudent **T**eacher **O**rganization.

Any parent who wishes to volunteer services or desires further information should contact the principal's office.

## **POLICY ON USE OF DRUGS**

### **Alcohol, Drugs, and Other Prohibited Substances**

No student shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer drugs, alcohol, or any look-alike substance on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity.

The possession or use of a drug authorized by and administered in accordance with a prescription is not considered a violation of this policy. The distribution or sale of such medication, however, is considered a violation of this policy.

Violations of this policy shall constitute reason for disciplinary action, up to and including suspension, placement in an alternative school, or expulsion. A violation of this policy could also result in suspension or dismissal from athletic teams and/or school-sponsored activities.

**(See Board Policy 9.423)**

## **SEARCH AND SEIZURE**

Refer to OPS Code of Acceptable Behavior and Discipline

## **PRESCRIPTION MEDICATIONS**

Personnel may give medications to students at school provided there is a signed order completed by the student's physician or dentist and written permission from parent/guardian. Prescription medications will be accepted on an individual basis and administered only when prescribed on the physician's or dentist's written authorization.

Prescription medication must be provided by the parent in a pharmacy labeled bottle which includes the student's name, date, medication dosage, strength, and directions for use. Labels that have been altered or changed in any way will not be accepted. Two medications may not be mixed in the same bottle as the medication **MUST** match the label.

All prescription medications **MUST** be brought to the office by the parent/guardian/adult **and given to the school nurse.**

A complete statement of the medication guidelines is available through the school nurse.

## **DRESS STANDARDS**

Students will adhere to the dress standards as approved by the School Based Decision-Making Council. Clothing or any article of dress that distracts from learning is not permissible.

The basic school attire for next year is pants, skirts, shorts, capris, or jeans and shirts with sleeves. Please see the clarifications and consequences listed below and read carefully.

### **Clarification**

- Tucking is not required.
- Capris, shorts, or any other skirt or pant item that comes to the knee is acceptable.
- Shoes or sandals (no house shoes) should be worn at all times.
- Shirt length must be long enough that no bare skin or underwear is ever exposed between the bottom of the shirt and the top of the slacks when seated, doing lab activities or any other normal school activity.

### **Coats/Jackets**

- These items which are not part of an outfit may not be worn while in the building and should be kept in student's locker.
- Exception: When a teacher feels his/her room is too cold, students may be permitted to wear their jacket or sweater in that classroom only.

### **Miscellaneous**

Articles of clothing are **not allowed** that:

- Display vulgar or offensive remarks or emblems
- Advertise or imply the use of alcohol, drugs, or tobacco
- Advertise gangs
- Have holes or have been altered above the knee
- Expose cleavage
- Are worn off the shoulder

Items may **not** be worn such as:

- Hats, scarves, bandannas
- Pajamas
- Goggles, sunglasses
- Gloves, combs
- Hoods on heads

Note: Special dress standards may be required for students who leave the building for academic internship, co-op, or when representing Owensboro High School in other capacities.

**Articles of clothing are not allowed that are deemed inappropriate by Administration.**

## **STUDENT PARKING**

All students who drive to school and wishes to park on school property must obtain a parking pass. Parking passes will be distributed on a first come first serve basis, and must be visible in the front windshield of the vehicle. **Failure to comply may result in a citation being issued and car being towed at owner's expense.**

The lot behind the cafeteria is reserved for student parking. A student who abuses any school rules may lose the privilege of parking on the school's parking lots.

The loss of parking privileges will be determined by administration.

A student is not to go to his/her car between periods or at lunch without the permission from an administrator. A student who leaves the building to go to his/her car or leaves school grounds without permission from an administrator and returns may have his/her car searched.

A student suspected of having drugs, weapons, or anything else harmful to the health and welfare of the other students may have his/her car searched.

## **FIRE, TORNADO, EARTHQUAKE, AND SAFETY DRILLS**

Fire, tornado, earthquake, and safety drills will be conducted during the school year. A student will be advised by his/her teacher as to the procedure to follow.

This procedure is posted in the classrooms and in the *Teacher's Handbook*.

Any student causing a false alarm, bomb threat, etc., may be recommended for expulsion, and legal action will be taken against him/her.

## **ELEVATOR**

Owensboro High School is equipped with an elevator that can be used by a handicapped student or a student who has been injured or has some type of physical problems preventing him/her from using the steps. **ELEVATOR KEYS MUST BE CHECKED IN AND OUT THROUGH THE SCHOOL NURSE. DEPOSIT IS REQUIRED.**

## **SCHOOL BUSES**

Buses are provided solely for the benefit of the student. Routes have been adjusted to provide for the best possible service. A copy of school bus regulations was distributed to each student on registration day. If a student has lost his/her copy or did not receive one, he/she may get one in the office.

**A portion of the regulations must be signed and returned to the bus driver within one week of the beginning of school.**

Each student who rides a bus is responsible for knowing and abiding by these regulations. Misconduct on the bus is subject to the same disciplinary measures as misconduct in school and could result in loss of bus riding privileges. All buses will be equipped with a video camera.

## **TARDY POLICY**

A student is tardy to class when he/she is not in the classroom when the tardy bell rings. Classroom teachers will have the responsibility of monitoring their students' tardies.

When a student receives their third tardy in a class, that student will be given a disciplinary referral and sent to the office for a warning. Each tardy a student receives after three will require another referral.

### **Consequences**

1<sup>st</sup> Tardy Referral – conference with student

2<sup>nd</sup> Tardy Referral – required parent conference

3<sup>rd</sup> Tardy Referral – before/after school detention or AP placement

When a student has accumulated 12 (twelve) or more unexcused tardies to school, privileges may be lost.

## **OWENSBORO HIGH SCHOOL ATTENDANCE POLICY**

Research shows a direct correlation between student attendance and student achievement. Owensboro High School emphasizes the importance of student success. While it is the responsibility of the parent and student to ensure regular and punctual attendance, this policy details the attendance expectations for students enrolled in Owensboro High School.

### **EXCUSED ABSENCES**

The parent shall furnish to the school a written note or verbal explanation (given to the appropriate personnel) on the student's return to school explaining the reason for the student's absence whether absence is for one (1) period, one-half day, or a full day. This note or verbal explanation should be sent with the student on the day he/she returns to school. The principal or principal's designee will determine if the absence is excused or unexcused. A student's absence will be excused if it meets any of the following requirements:

1. personal illness of the student;
2. severe illness in the family which requires the presence of the student;
3. death of a family member;
4. orders of the court;
5. time required to take driver's test;
6. other valid reasons considered to be beyond the control of the student or parent.

### **UNEXCUSED ABSENCES**

The child whose parent fails to furnish the school a written note or verbal explanation giving the reason for the child's absence upon the child's return to school will be given a temporary unexcused absence. If on the return to school

the parent does not furnish a written note or verbal explanation within three days, the absence will be marked unexcused permanently.

After a student's absence becomes officially unexcused by the attendance office, the student will be subject to the following:

**Daily Attendance:**

**3 Unexcused Absences-** Referral to office. Parent will be contacted by truancy specialist for a phone conference and student will be made aware of the conference.

**4 Unexcused Absences-**Referral to office. Second parent conference will take place with truancy specialist. Parent informed if absences continue DPP will become involved.

**5 Unexcused Absences-**Referral to office. Letter sent regarding court involvement. Assistant Principal can intervene with home visit, FRC home visit, phone parent, require parent to come to school, or notify principal or DPP.

**6 or More Unexcused Absences-**Referral to office. DPP will be contacted for home visit and final notice. Any additional attendance infractions will result in a petition to juvenile court. Truancy charges may be filed.

When a student has accumulated 8 (eight) or more unexcused absences to school, privileges may be lost.

A student absent from school for more than six (6) days during the school year (excused or unexcused total) will be required to furnish a medical statement even if his subsequent absences are illness. If a student transfers into the Owensboro Public School System, his/her attendance in the system or systems in which they previously attended during the current school can be considered in requiring a doctor's statement. Students re-entering the Owensboro Public School who have a past history of poor school attendance (more than 6 (six) absences from any of the previous two years and/or a truancy charge in the past) may be required to have a doctor's statement if he/she is absent five days. Failure to furnish a required medical statement will result in the student's absence being marked unexcused. Any student who is required to provide a doctor's statement is advised to visit the doctor on the first day he/she is absent and the projected date the student is able to return to school should be noted on the excuse note. A filled prescription will be accepted in lieu of a doctor's statement. The student's medical history will be taken into consideration before placing a student on a required medical statement. At the beginning of each school year, parents should notify the administrator in the school who works with student attendance if a child has a medical problem.

**APPEAL PROCESS**

The principal shall establish an attendance committee, which will consist of an administrator and two (2) faculty members selected by the principal.

Within **five (5) days** of notification that student privileges have been denied because of unexcused absences, the student and/or parent/guardian may notify the principal in writing requesting a hearing.

The committee will hear the request in an informal hearing. Upon completion of the attendance committee hearing, the student and/or parent/guardian may appeal to the principal.

### **MAKE-UP WORK**

Students can make up missed work for **full** credit, if absences are **excused**. Students are only given **50%** credit if absences are **unexcused**. Students will have two class periods of make-up time for every class that they miss (excused absences only). Make up work cannot be requested prior to the student returning to school until five (5) consecutive days have been missed.

### **MAKE-UP TESTS**

Make-up tests will be given on Wednesday and Thursday mornings from 7:30 a.m. to 8:20 a.m. and Wednesday and Thursday afternoons from 3:20 p.m. to 4:30 p.m. in the media center. **Students must report by 3:30 p.m. on afternoon test days.** A student will have one (1) week to make up any missed tests unless special arrangements have been made.

### **FINAL EXAMS**

Final exams are required to be taken in all core content classes. Failure to take a final will result in no credit being awarded for that class. **NO TESTS WILL BE GIVEN EARLY.** All students will take exams as scheduled. Students who miss an exam will not be permitted to make up exam unless they have a doctor's statement, a family emergency, or an excuse approved by the principal. An example of a family emergency would be a death in the immediate family. **All fees must be paid by the given deadline prior to final exam exemptions to be earned.**

### **GRADING SCALE**

Letter Grade	Numeric Average	Quality Points
A	90 – 100	4
B	88 – 89	3.75
B	85 – 87	3.5
B	82 – 84	3.25
B	80 – 81	3.0

C	78 – 79	2.75
C	75 – 77	2.5
C	72 – 74	2.25
C	70 – 71	2.0
D	68 – 69	1.75
D	65 – 67	1.5
D	62 – 64	1.25
D	60 – 61	1.0
F	0 – 59	0

#### Advanced Placement (AP) Honors Grading Scale

Advanced Placement (AP) classes will have one quality point added.

A = 5, B = 4, C = 3

If a student earns a D he/she would receive CP credit and earn 1 quality point.

Honors classes will be given a .5 quality point. For example:

An Honors grade of an A would go from a 4.0 to a 4.5

An Honors grade of a B would go from 3.0 to a 3.5 or an Honors B from 3.25 to a 3.75, etc.

An Honors grade of a C would go from 2.0 to a 2.5 or an Honors C from 2.25 to a 2.75, etc.

#### **COLLEGE VISITS**

Seniors are allowed 2 college days. Prior to a college visit, seniors must request the college visit form from the attendance secretary and submit it to the attendance principal for approval. For the absence to be excused the senior will bring a form on college letterhead back to the attendance secretary. Seniors will not be approved for college visits unless they have taken the ACT or SAT or have an admittance slip for an upcoming test.

**Owensboro Public Schools  
A Tradition of Excellence**

The Owensboro Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in providing educational opportunities, activities, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised) 1992, and the Americans with Disabilities Act of 1990 and provide, upon request by qualified disabled individuals, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability an equal opportunity to participate. For more information contact the Superintendent, at the Owensboro Board of Education, 1335 West Eleventh Street, Owensboro, Kentucky 42301 or phone (270)686-1000.

## **School Calendar**

**2011-2012**

### **First Semester**

August 10 – 1<sup>st</sup> Day for Students

September 5 – Labor Day – No School

October 10 – Parent Teacher Conference – No School

October 11 – October 14 – Fall Break

November 8 – Election Day – No School

November 23 – Professional Development – No School

November 24-25 – Thanksgiving Break

December 20 – Last Day of First Semester

December 21 – January 3 – Winter Break

### **Second Semester**

January 4 – School Resumes

January 16 – Martin Luther King, Jr. – School Holiday

February 17 – Parent Teacher Conference – No School

February 20 – Professional Development – No School

March 30 – Professional Development – No School

April 2-6 – Spring Break

May 20 – Last Day for Students (Subject to change for make-up days)

*Tentative Make-up days: Dec. 21, Feb. 17, Feb. 20, May 23-25, May 29-31*

Owensboro High School

Red and Black Days

2011-2012

<b>Month</b>	<b>RED Days</b>	<b>BLACK Days</b>
<b>Aug</b>	<b>10, 12, 16, 18, 22, 24, 26, 30</b>	<b>11, 15, 17, 19, 23, 25, 29, 31</b>
<b>Sept</b>	<b>1, 6, 8, 12, 14, 16, 20, 22, 26, 28, 30</b>	<b>2, 7, 9, 13, 15, 19, 21, 23, 27, 29</b>
<b>Oct</b>	<b>4, 6, 17, 19, 21, 25, 27, 31</b>	<b>3, 5, 7, 18, 20, 24, 26, 28</b>
<b>Nov</b>	<b>2, 4, 9, 11, 15, 17, 21, 28, 30</b>	<b>1, 3, 7, 10, 14, 16, 18, 22, 29</b>
<b>Dec</b>	<b>2, 6, 8, 12, 14, 16, 20</b>	<b>1, 5, 7, 9, 13, 15, 19</b>
<b>Jan</b>	<b>4, 6, 10, 12, 17, 19, 23, 25, 27, 31</b>	<b>5, 9, 11, 13, 18, 20, 24, 26, 30</b>
<b>Feb</b>	<b>2, 6, 8, 10, 14, 16, 22, 24, 28</b>	<b>1, 3, 7, 9, 13, 15, 21, 23, 27, 29</b>
<b>Mar</b>	<b>1, 5, 7, 9, 13, 15, 19, 21, 23, 27, 29</b>	<b>2, 6, 8, 12, 14, 16, 20, 22, 26, 28</b>
<b>Apr</b>	<b>10, 12, 16, 18, 20, 24, 26, 30</b>	<b>9, 11, 13, 17, 19, 23, 25, 27</b>
<b>May</b>	<b>2, 4, 8, 10, 14, 16, 18</b>	<b>1, 3, 7, 9, 11, 15, 17, 21</b>

Missed days adjustments will not be made until the last two weeks of each semester.



BREAKFAST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CHOICE 1	Cereal and Graham				
CHOICE 2	Cinnamon Toast	Chicken Biscuit	French Toast with Syrup	Sausage Biscuit or Biscuit & Gravy or	Pizza
CHOICE 3	Tornado	Quesadilla		Sausage/Eggs/Biscuit/Gravy	Sausage Biscuit
CHOICE 4	Yogurt and Graham				
CHOICE 5	Bagel and Cream Cheese				
DRINK	Milk served daily. Fruit Choice may include: Fresh Fruit, Canned Fruit, or Fruit Juice.				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Popcorn Chicken Or Pizza Mashed Potatoes With Gravy Peas Roll Applesauce	Spaghetti Or Pizza Breadstick Salad Mix Carrots Fruit Choice	Chicken Wings Or Pizza Celery Sticks Bread Slice Macaroni and Cheese Fruit Choice	Taco's Or Calzones Corn Diced Tomato / Lettuce Chili Beans Cheese Salsa Pineapple Soft Tortilla or Corn Chips	Corn Dog or BBQ Pork on Bun Spinach Salad Pork n Beans Fries Cookie Fruit Choice
Popcorn Chicken Or Pizza Green Beans Bread Slice Au gratin Potatoes Applesauce	Breadstick (2) Or Pizza Cheese Sauce Tossed Salad California Blend Fruit Choice	Country Steak Or Pizza White Gravy Mashed Potatoes Peas Fruit Choice	Chicken Fajita Corn Lettuce Salsa Cheese Chili Beans Pineapple Soft Tortilla or Corn Chips	Chili w/ crackers Carrots w/ Dip Grilled Cheese Fruit Choice Cookie
Orange Chicken Or Pizza Egg Roll Stir Fry Veggies Rice Applesauce	Chicken Fettuccine Or Pizza Breadstick Salad Mix Carrots Fruit Choice	Baked Potato Sweet Potato Bar Or Pizza Salad Peas Fruit Choice Breadstick	Calzone Or Pizza California Blend Chili Beans Cheese Pineapple	Chicken Tenders Salad Mix Baby Bakers Corn Fruit Choice Cookie Bread Slice

- Menu is subject to change without notice due to price and availability.
- The Month of May is Manager's Choice.
- Milk is served daily.
- Common food allergen triggers include, but are not limited to dairy, nuts, soy, and wheat.
- These products may have come in contact with foods during manufacturing or serving.
- Prepayment is encouraged.
- Charges are not allowed for a la carte items, if necessary item will be removed from tray.
- Internet Deposits are now available through eFunds, visit the OPS website or contact Food Service at 686-1000.

Prices:	Breakfast	Lunch
Students, Full Pay	\$1.00	\$1.80
Students, Reduced	\$0.30	\$0.40
Adults	\$1.50	\$3.00

**AMERICAN CLASSICS - Condiments Offered Daily: Pickles/Salad Dressing/Ketchup/Mustard**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Hamburger/Bun and Cheeseburger/Bun offered daily.				
Breaded Chicken/ Bun Fries Applesauce	Spicy Chicken/ Bun Fries Fruit Choice	Hot Dog/ Bun Fries Fruit Choice	Grilled Chicken/ Bun Fries Pineapple	Fish Patty/ Bun Fries Fruit Choice

**Sub Line Daily - Condiments Offered Daily : Ketchup/Mustard/Salad Dressing**

Sandwich Options: Turkey/Bun, Ham/Bun, Turkey-Ham Combo/Bun, or Tuna Cup/2 Slices of Bread  
Cheese Options: American Cheese or Hot Pepper Jack  
Salad—Lettuce/Tomato/Cheese/Ham or Turkey/Crackers/ Ranch or French Dressing / Croutons  
Topping Options: Lettuce, Tomato, Pickles, Onion, Banana Peppers, Chic Peas, Beets, and Jalapeno Peppers  
Fruit  
Chips

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6							1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	15	16	17	18	19	20	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	21	22	23	24	25	26	17	18	19	20	21	22	23		
24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30			
31																					
October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4							1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17	18	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30			
30	31																				
January							February							March							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4							1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	4	5	6	7	8	9	10		
15	16	17	18	19	20	21	12	13	14	15	16	17	11	12	13	14	15	16	17		
22	23	24	25	26	27	28	19	20	21	22	23	24	18	19	20	21	22	23	24		
29	30	31					26	27	28	29			25	26	27	28	29	30			
April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4							1	2	3
8	9	10	11	12	13	14	6	7	8	9	10	11	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	13	14	15	16	17	18	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	20	21	22	23	24	25	17	18	19	20	21	22	23		
29	30						27	28	29	30	31			24	25	26	27	28	29	30	