

NORTH OLDHAM HIGH SCHOOL

2021-22

NORTH OLDHAM HIGH SCHOOL

1815 HIGHWAY 1793

GOSHEN, KENTUCKY 40026

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OFFICE HOURS:

7:45 am – 4:15 pm (regular school days)

8:00 am – 3:00 pm (non-student days)

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ACADEMIC INFORMATION

I. GRADING POLICY

- A syllabus for each class outlining the subject matter to be taught will be distributed to students at the beginning of the course.
- Teachers will explain the grading system to the students at the beginning of each course.
- Students are expected to give a “good faith” effort on all standardized tests administered by the school. Failure to do so can result in the student not receiving a diploma.
- NOHS uses a cumulative grading system in which all grades earned are calculated into one average that encompasses the entire school year (with the exception of the few ½ credit courses). Parents and students, if you are not already in the habit of checking grades in Infinite Campus, please use this as a reminder to regularly check these grades. We do not print paper report cards or progress reports at any time during the school year. Please contact the front office if you encounter any problems with using Infinite Campus.

II. CUMULATIVE GRADE POINT AVERAGE CALCULATION

According to OCBE Policy 4065, all Oldham County high schools use the following method to calculate the grade point average (GPA) of any student:

1. All regular classes are calculated on a 4.0 scale. The grade of an “A” will equal 4.0 points, “B” will equal 3.0 points, “C” will equal 2.0 points and a failing grade will equal 0.0 points.
2. All AP and dual credit classes are calculated on a 5.0 scale to take into consideration the increased degree of difficulty for classes designated as such. The grade of an “A” will equal 5.0 points, “B” will equal 4.0 points, “C” will equal 3.0 points and a failing grade will equal 0.0 points.
3. AP Designation: A student must take the AP exam in order to receive the AP weighting and for the class to be labeled as “Advanced Placement” on the transcript.
4. Graduation Honors:
 - i. “With Honors” - any student with a GPA of 3.70 or higher
 - ii. “Cum Laude” – any student with a GPA of 3.80 or higher
 - iii. “Magna Cum Laude” – any student with a GPA of 4.00 or higher along with the completion of two or more Advanced Placement classes
 - iv. “Summa Cum Laude” – any student with a GPA of 4.15 or higher along with the completion of four or more Advanced Placement classes
5. Please see OCBE Policy 4065 in the back of this book for more information on graduation honors.

III. GRADE REPORTING SYSTEM

Teachers are expected to communicate regularly with the parents of students who are struggling. Teachers are expected to update the students’ grades at least once each week. Parents who wish to receive a paper copy of their child’s grades are asked to call the front office of the school.

Students and parents may access their confidential grade records via the parent portal within Infinite Campus’ website, <https://infinitecampus.oldham.kyschools.us/campus/portal/oldham.jsp>? If you have problems trying to access your child’s grades, please contact NOHS for login information.

IV. GRADING SCALE

A 90 – 100 B 80 – 89 C 70 – 79 F below 70

V. EXTENDED SCHOOL SERVICES

Extended School Services, our before and after school tutoring program, is available for students who need additional assistance meeting their academic goals. At the beginning of the school year, an ESS schedule will be developed and posted in each classroom and on our website.

VI. HOMEWORK

Homework requirements for each course are contained in the course syllabus supplied to each student at the beginning of the course. Teachers determine the quantity and value of homework appropriate for the courses they teach. Generally, students will have homework assigned each day. If no written assignment is given, students should review material given in class and use the time to master subject concepts.

VII. CHEATING/PLAGIARISM

Cheating or plagiarism is a serious offense. You are **cheating** any time you present something as your own which is not really yours. **Plagiarism** occurs any time you take ideas, writings, or any works from another and present them as your own. If you present work from any source (e.g. Internet, textbook, any other published or unpublished work, or oral interviews) without proper citation or reference, you are guilty of plagiarism.

Cheating or plagiarizing on tests, writing assignments, individual or group assignments, class projects, or any other type of assessment will result in a zero being assigned and appropriate disciplinary or legal consequences if necessary. For the first offense during a student's enrollment at NOHS, he or she will be given a zero on the assignment. Subsequent offenses during that student's time at NOHS will result in a zero and further disciplinary consequences (i.e. Saturday School, 1-3 days at OCATS, 1-3 day out-of-school suspension).

VIII. GRADUATION REQUIREMENTS

A student must earn five (5) credits to become a sophomore, ten (10) credits to become a junior and sixteen (16) credits to become a senior. In order to graduate from North Oldham High School, all students must have earned a minimum of twenty-two (22) credits as required by the state of Kentucky and Oldham County Schools.

IX. STUDENT SCHEDULE CHANGES

Students may request to change their schedule for the next school year up to the date of August 1 before the start of the upcoming school year. After school has begun, the classroom teacher must consent to allowing a student to drop the class provided that teacher feels that the student is putting forth appropriate effort and not being successful. Final approval by the principal is required.

X. ADMINISTRATIVE SCHEDULE CHANGES

Prior to the first day of school, student schedules could change for the following reasons:

- A student has not been placed in a class that s/he needs to fulfill a graduation requirement.
- Changes in the master schedule (moving sections to different periods, adding new sections, deleting sections, adding new teachers)
- Balancing class sizes

IMPORTANT: Students/parents requests for specific teachers, class periods, lunch periods, etc., will NOT be granted unless there are extenuating circumstances. The principal is the only person who can grant these requests if he/she deems the extenuating circumstance to be valid.

XI. CREDIT RECOVERY/SUMMER SCHOOL

A credit recovery program opportunity will be available for identified students meeting certain criteria. This will provide an opportunity for students who have failed multiple courses to recover credits in order to stay on track for graduation. Additionally, summer school is offered at NOHS for students who have failed required classes. The SBDM Council has approved a summer school policy that can be found on the NOHS website.

XII. NO PASS / NO DRIVE

Kentucky's No Pass/No Drive statute requires students to be passing four (4) out of six (6) classes and have fewer than nine (9) unexcused absences in a semester. It was passed by the state legislature in 2007 and can be found at KRS 159.051.

XIII. EXTRA/CO-CURRICULAR OPPORTUNITIES

A key to student success at North Oldham High School is active participation in extracurricular activities. Please review the NOHS website for additional information. North Oldham High School offers a wide range of extra/co-curricular opportunities for students:

Academic Team Competition	Field Hockey	Spanish Club
Archery	Flag Corps	Speech & Debate
Baseball	Football	Sustainability Club
Basketball	Gay Straight Alliance	Swimming
Bass Fishing	Golf	Tennis
Beta Club	Lacrosse	Track
CAST	Marching Band	Volleyball
Cheerleading	Men's Leadership Board	Women's Leadership
Choir	Mu Alpha Theta (National	Wrestling
Concert Band	Math Honors Society)	Yearbook
Cross Country	National Art Honor Society	Young Democrats
Dance Team	National Honor Society	Young Republicans
Debate Team	Science Olympiad	
Drama	Science and Engineering Fair	
Fellowship of Christian	Soccer	
Athletes	Softball	

You may also contact the front office or access the NOHS website for information on the SBDM Council policy regarding participation, removal, and appeals procedures for extra- and co-curricular activities. All new extra-curricular opportunities must be approved by the NOHS SBDM Council.

GENERAL INFORMATION

I. ACCIDENT REPORTS FOR STUDENT INJURY

An accident report must be filed for any incident in which a student is injured. The student's teacher, supervisor, or first-aid designee will obtain a report form from the office manager, complete the form, and return it to the office manager at the time of the injury.

II. ATHLETIC ELIGIBILITY

According to KHSAA's Bylaw 5 and SBDM Council requirements, to be eligible, student-athletes at NOHS must:

- have and maintain a 2.0 (or better) GPA each grading term based on a 4.0 grading scale,
- be passing a minimum of 5 out of 6 classes each term (be passing all 5 credited classes if taking a non-credit class (i.e. student aide), and,
- maintain the proper grade level.

Students who are ineligible are encouraged to attend ESS weekly until they regain eligibility. Eligibility will be reviewed each week on a pass/fail basis. Students remain ineligible until all eligibility requirements are met. Complete details on eligibility may be obtained from the office of the athletic director. It is mandatory that all students wishing to participate in athletics be familiar with eligibility requirements. An appeals process is available upon request. Contact the athletic director for details regarding the appeals process.

III. CAFETERIA AND FOOD/HEALTH RELATED ISSUES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, breakfast is offered for each morning and a well-balanced lunch is offered daily. The lunchroom management and your fellow students will appreciate your cooperation at leaving the tables and floor in a clean condition for others.

OCBE policy 9009, Management of Food Allergies, requires that if parents send or bring in food for any occasion that is intended to be consumed by students other than their own, that the food be commercially prepared with the ingredients on the package. In classrooms with identified food-allergic students, only foods without the offending ingredient may be brought in if intended for other student's consumption. An exception to this policy may be granted for classes in which food is prepared and consumed for instructional or cultural purposes. **Furthermore, it is NOHS school policy that parents may bring in lunch for their own child only.** Commercial food deliveries of any kind will not be accepted for students.

Latex balloons are also not permitted on campus (please select the Mylar alternative). Products that contain peanut oil and materials with latex are particularly troublesome to students with these allergies. If you have questions, inquiries, or concerns regarding these Safe Schools procedures, please contact an administrator.

IV. DISASTER DRILLS

Disaster drill procedures will be specified and posted in each classroom. Drills will be practiced periodically for fires, earthquakes, and other severe conditions. All mandatory safety drills will be conducted on a regular basis per state regulations.

V. THE REC

The REC is the hub of the school and has a variety of purposes. You can peruse a wide range of literary works, find a place to study, enjoy a game of chess/checkers with your friends, or simply enjoy the company of your peers. Expectations for The REC are the same as they are in every classroom in the building. Attending The REC during class time is at the discretion of your teacher and is a privilege that can be revoked if expectations are not met. If you would like to check out a book from The REC, you can do so with Mrs. Bolden or Mrs. Morris at the circulation desk.

VI. LOCKERS

Students will be provided the use of a locker on an as needed basis. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason without notice, without student consent, and without a search warrant. For further information, please refer to OCBE Policy 9045.

VII. **MESSAGES TO STUDENTS**

Only emergency messages from parents to students will be delivered during the school day. The office staff will make every effort to get other non-emergency messages out to students, but these messages need to be kept to a minimum. It is important that teachers and students are not interrupted during instructional time.

VIII. **PARKING PRIVILEGE/PARKING LOT/DRIVING**

Students who drive motor vehicles to school must register their vehicles each year. Registration forms may be obtained in the office. In order to register to drive and park on campus a student must:

- 1) Pay a \$25 fee during registration to receive a NOHS parking pass,
- 2) Maintain satisfactory attendance, behavior and academic grades,
- 3) Have a valid operator's license at the time of registration,
- 4) Maintain the pass as their own unless they have received approval from the administration for other accommodations.

Upon completion of registration and payment of a \$25 fee, students will be issued tags that must be displayed on the front windshield. Students are required to park in assigned lot and obey all traffic laws while driving on or around the school campus. Parking illegally on campus is a violation of the contract which may lead to **the towing of the vehicle at the owner's expense. Any moving violation, on or off campus, will result in suspension of the student's parking privileges (please refer to OCBE Student Policy 9017.01).** Students may not transport other students during school operating hours without written permission from parents/guardians of both students and authorization by the principal. **Unauthorized departure from campus will result in loss of parking privileges as well as a short-term assignment to in-school suspension.** Students are expected to leave their cars and enter the building immediately upon arrival at school. All parking lots are off limits to students from time of arrival until time of departure. If it is necessary to go to a car during the day, students must obtain permission from an administrator before entering the parking lot. All cars should be locked during the school day. **The school is not responsible for theft or vandalism to any vehicle on school property.**

For driver's license requirements, see OCBE Student Policy 9017.

IX. **PHYSICAL EXAMINATIONS - IMMUNIZATIONS**

All students new to NOHS must have certification of a physical examination and an updated Kentucky immunization certificate as it pertains to DTP before school begins. These will be turned in to the guidance office. The Oldham County Health Department will convert out-of-state immunizations to Kentucky certificates. **No student will be allowed to attend school without a valid Kentucky immunization certificate.**

X. **SAFETY AND SECURITY PROTOCOLS**

School Building Opening Times

- Before 7:30 AM, the school is locked. No student may enter the building without a staff member prior to 7:30.
- Main doors in front of the building will be unlocked between 7:30-7:45 for zero hour students only. The front doors will remain locked until 8:00 for the rest of our students. For student drop-off, the teacher parking lot door will be opened each day at 8:00. These are the only accesses into the building for students.

Hall Passes

- It is the student's responsibility to sign out the hall pass with teacher permission if he or she needs to leave class for any reason.

XI. **SEVERE WEATHER - SCHOOL CLOSING**

In case of severe weather (snow, low temperatures, ice, flooding, power outages, etc.), the official announcement for school closing or delayed opening will be made utilizing Infinite Campus Messenger from the district office. School closings will also be aired over local radio and television stations.

XII. STUDENT-ATHLETE/EXTRACURRICULAR PARTICIPANT DRUG TESTING

Please refer to OCBE Student Policy 9090.

XIII. STUDENT FEES

The Oldham County Board of Education has established a list of permissible student fees that must be paid prior to the first day of school. A list of fees is available online and can be obtained from the office. Families eligible for free or reduced lunch will receive free or reduced fees. If the payment of student fees creates a financial burden, fee payment schedules can be arranged by contacting the NOHS bookkeeper.

XIV. STUDENT INSURANCE

Whenever a student has health insurance of any kind, such insurance is the primary insurance. Student accident insurance is secondary insurance available to any student at low cost. Forms are available in the front office. Students participating in athletics must pay a \$20 athletic insurance fee prior to participation. Students must also be able to show proof of medical insurance prior to participation in PE, intramurals, field trips, etc., or may purchase student accident insurance through the Board of Education.

XV. STUDENT INSTRUCTIONAL MATERIALS OBLIGATION

Any textbooks, novels, library materials or other instructional materials that are the property of NOHS and issued to a student are the responsibility of the student. Fines for lost or damaged materials are assessed upon the conclusion of each course. Instructional materials are furnished by NOHS for an annual fee of \$5 per class. Report cards and school privileges (such as parking privileges, prom tickets, participation in graduation activities, or other privileges) may be withheld until all materials are returned or fees/fines paid. For all dual credit courses, students will be required to obtain their course materials on their own.

XVI. VISITOR POLICY

NOHS is a closed campus. An exception to this would be guests who are invited by a teacher to a class. Persons who wish to visit teachers during the school day may do so during the teacher's planning period only with the teacher's approval. Anyone who is not a parent/guardian wanting to visit a student must obtain prior approval from a principal. All visitors are required to check in with the office upon arrival in the building, submit your identification and obtain a visitor's badge. Visitors will have their identification returned to them upon signing out. Families of students who are not currently enrolled in Oldham County Schools but are interested in attending NOHS may schedule a tour through the counseling department. There will be no permission granted for any visitor to eat lunch with a student.

RULES & REGULATIONS

I. STUDENT DISCIPLINE

Student disciplinary infractions at NOHS and school-sponsored events will be handled according to OCBE Policy 9068 with dispositions including, but not limited to, teacher interventions, parent/teacher/administrator conferences, ICE (Isolated Classroom Environment) room assignment, detention, assignment to Oldham County Alternative to Suspension (OCATS), suspension, and/or recommendation for expulsion, and/or pursuit of appropriate legal consequences for law violations. Students may also be removed from the regular classroom setting and provided an alternative educational setting supervised by certified personnel within the school with the expectation that students complete assignments and assessments.

Athletic/extra-curricular events offer opportunities to showcase our high expectations regarding fan behavior at games and events. All students and student athletes are expected to maintain respectful and appropriate behavior at all athletic and extra-curricular events. Students/student-athletes will not be permitted to use foul language, taunt or berate opponents, or exhibit general disrespect while representing North Oldham High School at home or away events. The SBDM Council adopted an Extra-Curricular Code of Conduct that can be found in this student handbook.

II. STUDENT PRIVILEGES

Throughout their high school careers, students may be granted special privileges such as participation in school events (athletic events, assemblies, recognition ceremonies, proms, graduation and other school functions) and on-campus parking privileges. Students are expected to respect the school property, building, textbooks, and classrooms materials. Students caught stealing or vandalizing school property will be disciplined according to OCBE policy and appropriate legal avenues. Any student caught stealing or vandalizing school property at any point in their high school careers may not be eligible to participate in the graduation ceremonies.

III. **INFRACTIONS AND CONSEQUENCES**

Level 1 Infraction	Level 2 Infraction	Level 3 Infraction
<ul style="list-style-type: none"> ● Disrespectful comments ● Dress code violation (minor) ● Failure to possess student identification card ● Failure to sign up for EDGE session ● Horseplay ● Inappropriate comments or gestures ● Inappropriate language ● Inappropriate use of technology ● Leaving area/seat in room ● Making disruptive noises ● Name calling, minor teasing ● Not completing class work ● Not following staff directions ● Off task behavior ● Plagiarism or cheating (minor) ● Spreading rumors/gossip ● Talking out ● Throwing objects (no safety concern) ● Using/taking others belongings 	<ul style="list-style-type: none"> ● Repeated Level 1 infractions <p>OR</p> <ul style="list-style-type: none"> ● Bullying/Harassment (first offense or relatively minor incident) ● Destruction of property (minor) ● Dress code violation (repeated and/or significant) ● Leaving classroom without permission/skipping class ● Profanity (non-threatening) ● Refusal to wear a mask ● Stealing 	<ul style="list-style-type: none"> ● Fighting ● Inappropriate sexual/racial comments (harassment) ● Leaving building/campus ● Physical aggression ● Possession of weapons ● Profanity (confrontational) ● Repeated refusal to wear a mask (3 infractions) ● Serious/major disruption to the learning environment (i.e., after adult intervention and redirection prolonged/severe disruption continues) ● Severe Bullying/Harassment (safety concern) ● Severe defiance (i.e., after adult intervention and redirection prolonged/severe behavior continues) ● Sexual misconduct ● Stealing property of significant value ● Threat of harm to others ● Use/Distribution/Possession of alcohol, drugs, tobacco products (including vape)
Level 1 Consequences	Level 2 Consequences	Level 3 Consequences
<ul style="list-style-type: none"> ● Verbal/non-verbal redirect ● Teacher/student planned discussion ● Parent contact ● Parent/teacher/student conference 	<ul style="list-style-type: none"> ● Warning/conference ● Parent contact ● Detention/ICE Room ● Oldham County Alternative to Suspension (OCATS) ● Out-of-school suspension depending on the nature and severity of the incident 	<ul style="list-style-type: none"> ● Parent contact ● Detention/ICE Room ● Oldham County Alternative to Suspension (OCATS) ● Out-of-school suspension depending on the nature and severity of the incident ● Possible recommendation for alternative school placement or expulsion

IV. SENIOR YEAR EXPECTATIONS

The senior year should be filled with the excitement of the conclusion of one phase of life and the anticipation of post-secondary education and/or vocational/career opportunities. Accordingly, students who engage in disruptive behavior risk losing student privileges including, but not limited to, participation in their commencement (graduation) ceremony, Project Graduation, senior trip, junior or senior prom, dances, pep rallies, and any other student privileges deemed appropriate by the administration. Senior pranks of any kind will not be tolerated, therefore students who choose to take part in these activities will jeopardize their opportunity to participate in any and/or all of the aforementioned activities. Seniors are also expected to have completed any **outstanding coursework, fees, obligations, and detention by the last day of senior classes** to be approved for participation in senior activities, commencement practice and ceremonies.

V. EXPECTATION OF BEHAVIOR IN COMMON AREAS

To maintain a safe and orderly environment, students are to be respectful of school property and each other while in common areas (the cafeteria, lobby, hallways, gymnasium, auditorium, parking lot, etc.). While students are in common areas in which there are many students (during lunch, class exchanges, assemblies, plays, etc.) students will abide by the code of acceptable conduct. Inappropriate behavior in any common area may be considered a safe schools violation and students may be disciplined accordingly. For the safety of all students and school personnel, parents should arrange for students not to arrive before 8:00 a.m. and students should leave the building by 4:00 p.m. unless directly under the supervision of a teacher or coach.

VI. STUDENT DRESS

Students are expected to dress in a manner that is school appropriate. The following guidelines are requirements for student dress during the school day which begins when they step on campus each morning:

- Clothing, jewelry, masks, and hats bearing drawings or words related to or suggesting drugs, tobacco, alcohol, profanity, sexual innuendo, or weapons are prohibited.
- Headgear (hats, caps, visors, hoods, bandanas, and other such items) is not to be worn during structured class time, unless permission has been granted by the teacher. Headgear will be allowed during hall changes and lunch.
- All clothing must remain in place to cover the chest, midriff and backside during normal activity. Normal activity consists of walking, sitting, standing, bending, and/or stretching.
- Cheerleader, dance team, basketball, other school uniforms – Sweatpants and shirts should be worn when wearing the uniforms during the school day. Exceptions may include pep rallies or other school-sponsored event during the school day.

Styles change and the administration reserves the right to deem any attire inappropriate. If you are unsure about any article of clothing, inquire before you wear it. Violation of the student dress code will result in disciplinary actions.

VII. ALCOHOL/DRUGS/WEAPONS

Alcohol, drugs, and weapons violations are expellable offenses. Please refer to OCBE Student Policies 9027, 9068, and 9085.

VIII. COMPUTER USE

Students who use computers at NOHS must have an Acceptable Use Policy form on file in the office. Misuse of personal or school-owned computers, computer equipment, or Internet access may result in privileges being suspended and/or further disciplinary action. Refer to OCBE Policy 9064.

IX. HANDHELD TECHNOLOGY DEVICES

Students may use tablets, laptops, and personal computers appropriately for academic purposes as directed by the classroom teacher or library media specialist. All cellular devices can be used before school, after school and during lunch inside of the cafeteria. Use of cellular devices between 8:45 am and 3:45 pm except for during lunch in marked Teal Zones is prohibited per SDBM policy. All handheld devices (tablets, laptops, personal computers, cell phones, iPods, music devices, etc.) should be on silent mode to minimize noise and disturbances. Students who use their personal technology device without teacher permission will receive a consequence. As the number of offenses grows, so does the severity of the consequence.

1st offense	Student referral and parent phone call by teacher. Phone will be taken by teacher and given to administration for processing. Student may pick up his or her device in the front office at the conclusion of his or her school day.
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2nd offense	Student referral and parent phone call by administrator. Phone will be taken by teacher and given to administration for processing. Student may pick up his or her device in the front office at the conclusion of his or her school day.
Additional Offenses	Student referral and parent phone call by administrator. Phone will be taken by teacher and given to administration for processing. The parent may come to school to pick up the student's device the following school day during regular office hours (7:45-4:15p). Consequences-are at the discretion of the administration.

X. MEDICATION

Prescription medication and non-prescription medication that must be taken by students during the school day must be stored in the main office and taken only under the supervision of school personnel. **Prescription medication must be in the original prescription bottle with the original prescription attached and accompanied by Medical Form 9020.01. Non-Prescription (over-the-counter) medication such as acetaminophen, ibuprofen, aspirin, etc. must be in its original container and accompanied by Medical Form 9020.01. Under no circumstance may students carry or distribute prescription or non-prescription medication. This could cause serious harm and the school will consider this to be possession/distribution of a controlled substance.**

XI. PUBLIC DISPLAY OF AFFECTION

Intimate contact and other public displays of affection (prolonged hugs, embraces and/or kissing) are inappropriate for a workplace and disrupt the educational environment. Students are to refrain from public displays of affection while on school grounds including the school building, parking lot, and athletic/extra-curricular events. Repeated violations will be considered defiance of authority and students will be subject to disciplinary action according to OCBE Policy 9068. The first offense will result in a warning. Each successive offense will result in consequences ranging from loss of privileges through OCATS, up to out-of-school suspensions.

XII. THREATS TO OTHERS / HARASSMENT

Any and all threats to others or harassment of others will not be tolerated within the NOHS school community and will be treated as serious disciplinary offenses. All students will be held accountable for any verbal or physical threats. Refer to OCBE Policies 9050, 9052, and 9068.

XIII. TOBACCO POLICY

OCBE Policy 9069 prohibits students from the USE, DISTRIBUTION OR POSSESSION of tobacco products on school grounds, **this includes vapor devices and paraphernalia**. Students will be disciplined according to OCBE Policy 9068. For the safety of all students, visitors, and school personnel, the NOHS campus is smoke-free.

XIV. TRANSPORTATION

Students who attend NOHS may ride a bus, walk to school, be transported by car or drive themselves to and from school. NOHS drivers are required to follow established NOHS parking guidelines (see PARKING PRIVILEGE under General Information on page 4). Those transporting students by car are to utilize the designated student pick-up/drop-off area. This regulation is intended for the safety of everyone on the NOHS campus. All NOHS students who are utilizing Oldham County School buses for transportation to and/or from school are expected to follow all rules while on the bus and in all bus waiting areas. **Bus changes require a note from a parent/guardian.** Please remember that many items are not permitted on the bus. These include, but are not limited to: large band instruments, guitars, skateboards, golf clubs, baseball bats, basketballs, soccer balls, live animals, or any other item that presents a risk to others on the bus.

ATTENDANCE POLICY

I. PHILOSOPHY

The Oldham County Board of Education recognizes that attendance is a vitally important part of the learning process and that absences may have a detrimental effect on a student's performance. Schoolwork missed due to an absence cannot be duplicated in all situations outside the classroom, due to the nature and extent of the instruction provided, so it is essential for a student to be present. Failure to make up work can affect the student's academics adversely. This policy is not intended to be punitive, but to stress the importance of regular attendance and to assist a student needing reasonable accommodation.

II. ABSENCES

A. Excused Absences

1. A student can be excused from attending school for the following reasons:
 - (1) Illness of the student
 - (a) Every absence supported by a physician's note is excused. Depending on the time and location of the appointment, a physician's note will not automatically excuse the student from school for an entire day. A physician's note must be presented to the attendance clerk within five (5) school days upon the student returning to school.
 - (b) If the student is ill, parents should call the school on the day of an excused absence. For our records, parents are required to submit a note, signed by the parent, within five (5) days of the student's absence. The attendance clerk will call parents on the day of the absence if the student was not already reported absent by the parent.
 - (c) A student's absence for illness supported only by a parent's note (and not by a physician's note) can be excused for up to eight (8) times during a school year. (OCBE Policy 9010) All absences due to illness past those eight (8) are considered unexcused unless supported by a physician's note or for one of the reasons listed below (2-5).
 - (2) Death in the family - Student absences to attend visitation and/or funeral services of a family member are excused. The student must complete and submit to the attendance clerk an Excused Absence Credible Proof form within five (5) days of returning from his or her absence.
 - (3) Observation of religious holidays of the student's faith - Student absences to observe religious holidays are excused. The student must complete and submit to the attendance clerk an Excused Absence Credible Proof form within five (5) days of returning from his or her absence.
 - (4) Absences excused or authorized by state statute, provision of the Oldham County Board of Education or NOHS SBDM Council - The student must complete and submit to the attendance clerk an Excused Absence Credible Proof form within five (5) days of returning from his or her absence.
 - (5) Other absences approved by the principal (including driver's tests)
2. A high school student may accumulate a total of eight (8) excused absences not supported by a physician's note or the Excused Absence Credible Proof form for the reasons listed above. All other absences after eight (8) will be unexcused. Absences such as attendance at sports camps/showcases/tournaments and out-of-town family events will count toward the total of eight (8) excused absences. Parents will be asked to submit a signed note as written proof for these absences.
3. The student must provide a physician's authorization, College Visit form or the Excused Absence Credible Proof form in order for the absence to be excused if a student is absent on the last school day before or the day after October break, Thanksgiving break, winter break, spring break, or on the Thursday before the Kentucky Derby. The proof for these particular absences is required regardless of the total number of absences the student has accumulated. This requirement shall not apply to college visit days approved under OCBE Policy 9010.03.
4. Assignments missed due to excused absences must be made up in a reasonable time commensurate with the duration and reason for the absence. The minimal amount of make-up time is the number of days missed plus one extra day. It is the responsibility of the student to make arrangements with the teachers for making up missed work.

B. Unexcused Absences

1. Absences that do not meet the conditions under Part A are unexcused.
2. Graded assignments missed during an unexcused absence may be made up but only recorded as 70% of what is earned, unless arrangements with the principal have been made prior to the unexcused absence. Missed assignments must be made up according to the teacher's preference.
3. Long-term projects/assignments that are due on the day of an unexcused absence are to be turned in at the teacher's discretion and may be subject to the 70% rule or they may be scored at a higher percentage than 70% if the teacher deems it appropriate.
4. Absences due to suspension from school are unexcused and students will receive a zero for all work missed. The school principal has the obligation to ensure implementation of this absence policy and has authority to consider waivers based on extenuating circumstances.

III. LATE ARRIVAL/EARLY DISMISSAL (TARDIES)

A. Excused Late Arrival/Early Dismissal

1. A high school student may accumulate a total of four (4) excused late arrivals/early dismissals (tardies) not supported by a physician's note. All other late arrivals/early dismissals (tardies) without a physician's note after four (4) will be unexcused.

B. Unexcused Late Arrival

1. Students are expected to be in their first period class every day when the 8:45 am bell rings. Some common reasons students are late to school are oversleeping, traffic issues, weather issues, family matters, etc. Students who are not present in their first period class at 8:45 am for whatever reason are considered tardy to school unless the parent authorizes their illness or physician appointment.

C. Unexcused Early Dismissal

1. Students who leave prior to the end of the school day without proper parent authorization of illness or physician appointment are also considered tardy. Some students may need to leave school for a period of time with plan to return before the end of the day. Some common reasons for this are forgotten assignments or materials. Without parent authorization of illness or physician appointment, an unexcused tardy will be given.

D. Consequences for Unexcused Tardies

1. Student Drivers

- i. 3rd, 4th & 5th tardies – 1 Lunch Detention
- ii. 6th, 7th, & 8th tardies – 1 Before/After School Detention, loss of parking pass*, & OCBE notified
- iii. 9th, 10th, & 11th – 2 Before/After School Detentions & OCBE notified (again)
- iv. 12th and additional tardies – OCATS and other school disciplinary measures assigned at the discretion of the administration & OCBE notified (again)

*After a student loses his or her parking pass for a sixth tardy, he or she can earn it back with 40 consecutive "on-time" days. Any day where a student earns an unexcused tardy or unexcused absence will not be counted as an "on-time" day.

2. Non-drivers

- i. 3rd, 4th, & 5th tardies – 1 Lunch Detention
- ii. 6th, 7th, & 8th tardies – 1 Before/After School Detention & OCBE notified
- iii. 9th, 10th, & 11th – 2 Before/After School Detentions & OCBE notified (again)
- iv. 12th and additional tardies – OCATS and other school disciplinary measures assigned at the discretion of administration & OCBE notified (again)

IV. TARDY TO CLASS

Students have five (5) minutes to move from class to class. Tardies to class are cumulative for the year by each class period with the exception of first period (tardy to school). Students will receive the following consequences for repeated tardy violations as reported by the classroom teacher:

- i. 1st & 2nd tardies – Warning
- ii. 3rd, 4th & 5th tardies – 1 Lunch Detention
- iii. 6th, 7th & 8th tardies – 1 Before/After School Detention
- iv. 9th tardy – 2 Before/After School Detentions

Note: Assigned detention time must be served or students may face more serious disciplinary actions (additional detention time assigned and/or having school privileges revoked—see STUDENT PRIVILEGES, page 1).

V. SCHOOL CUTS/CLASS CUTS (SKIPPING)

- A. A **School cut** is an unexcused absence or tardy that occurs when a student chooses not to attend school, arrives at school past 9:15 am without proper authorization, or leaves school without proper authorization from school personnel regardless if he/she has permission. *Unauthorized departure from campus will result in loss of parking privileges for the driver as well as disciplinary action for all who leave campus.* Parents will be contacted regarding the offense and the student will result in a consequence. Repeated school cuts are considered defiance and may result in suspension.
- B. A **Class cut** results when a student chooses not to attend a class or a portion of a class without proper authorization, while remaining on campus. Loss of privileges and/or School Service hours will be assigned for each full or partial class cut. Continued cutting of classes will be considered defiance and may result in suspension.

VI. COLLEGE VISITS

Students are permitted up to two (2) days for college visits as a senior and one (1) day as a junior. These visits may be taken for college-initiated activities such as pre-registration and interviews. Students must clear their visits with the guidance office and attendance clerk and provide appropriate documentation from the visited college or university in order for the student not to be marked absent. The school calendar provides opportunities during the school year when school is not in session (breaks in October, February, and April) which are ideal times for these visits as well.

VII. 4-H ACTIVITIES

Participation in properly organized 4-H Club activities shall be considered as attendance if the 4-H leader is in attendance with the student and the student is participating in 4-H Club educational activities.

VIII. EDUCATIONAL ENHANCEMENT OPPORTUNITY

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

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

The Principal's determination may be appealed to the Superintendent or the Superintendent's designee. If the Superintendent or the Superintendent's designee upholds a Principal's denial, the student may appeal to the Board of Education, which shall make a final determination.

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

For purposes of calculating average daily attendance (as defined by KRS 157.320) a student receiving an excused absence under this Section shall be considered present in school during the excused absence.

**NORTH OLDHAM HIGH SCHOOL
SCHOOL-BASED DECISION-MAKING COUNCIL POLICY**

EXTRA-CURRICULAR CODE OF CONDUCT

9005

The main objective of North Oldham High School (NOHS) is to promote the overall growth of our students through involvement in school activities. These opportunities contribute to a better-rounded student who benefits athletically, socially, and personally.

Extra-curricular participation is a privilege, not a right. The NOHS extra-curricular code of conduct will be the cornerstone of our after-school programs, and shall be enforced for the entire calendar year, including summer months and vacation periods. Students must dedicate themselves to excellence, and will be held in accordance to the code of conduct rules and regulations 24 hours a day, seven days a week for the duration of their career at NOHS, beginning when the student first participates with any NOHS extra-curricular organization, or on their first day of school at NOHS. A student who violates this code shall be subject to disciplinary action as outlined in the penalty provisions of the code of conduct, as well as being subject to the provisions of the Oldham County Board of Education and NOHS School Based Decision Making Council policies.

Be advised that these guidelines are not all-inclusive. Mitigating circumstances may warrant review by the principal on a case by case basis.

GUIDELINES FOR EXTRA-CURRICULAR INVOLVEMENT

I. Student Integrity Clause

In order to promote strength of character in our students and provide an opportunity for students to take responsibility for the choices they make, it is our firm expectation that students cooperate fully and honestly with all school inquiries. Failure to cooperate with an Extra-Curricular Code of Conduct inquiry does not absolve a student from responsibility or penalty under the policy. Oldham County Board Policies 9029 and 9016 provide the foundation for administrative discretion regarding student integrity.

II. Tobacco, Illegal Drugs & Alcohol:

➤ **Use of tobacco products, alcohol, anabolic steroids, or any other prohibited substance:**

No extra-curricular participant shall be permitted to use, possess or distribute alcoholic beverages, tobacco products, anabolic steroids, and/or other prohibited substances, including controlled substances, while a student at NOHS. *Middle school students who play NOHS athletics will be held to the same standards as NOHS students.* Students who participate in competitive extra-curriculars are also subject to the OCBE Random Drug Testing Policy and its consequences (#9090).

Violations are defined as:

1. Positive drug test (from any source).
2. Witnessed by any OCBE employee.
3. Police issued citation in violation of NOHS substance abuse policy.
4. Student admittance/ Parent referral.
5. Tangible evidence (video, photographs, etc.)
6. If the student refuses to cooperate, the principal may make a determination that there is a preponderance of evidence against the student and/or sufficient information available indicating that most likely there was a Code of Conduct violation that occurred.

STUDENT-ATHLETES

PENALTIES FOR VIOLATION OF SUBSTANCE ABUSE POLICY FOR VAPES/TOBACCO:

1st Violation:

For the first violation, the student-athlete:

- 1) will be suspended from participation in all team activities including but not limited to regular-season contests and practices, off-season practices and conditioning and team workouts until he or she completes ten (10) hours of community service and
- 2) will be required to sit out of the next 10% of that team's regular or post-season competitions.

A list of qualifying community service opportunities will be provided by the school. Upon completion of the required ten (10) community service hours, the student-athlete must submit documentation for approval to the athletic director.

Should the offense occur during the student-athlete's off season, the penalty of 10% of games/competitions missed will carry over to the next sport he or she plays.

For the student-athlete to be reinstated by the athletic director, he or she must have

- completed 10 hours of community service, and
- sat out 10% of the team's competitions.

It is the recommendation of NOHS that the student-athlete choose to undergo a formal substance abuse assessment, at the expense of the family, following a first offense violation.

2nd Violation:

For the second violation, the student-athlete:

- 1) will be suspended from participation in all team activities including but not limited to regular-season contests and practices, off-season practices and conditioning and team workouts until he or she completes twenty (20) hours of community service,
- 2) will be required to sit out of the next 20% of that team's regular or post-season competitions and
- 3) must complete a vaping/tobacco education or cessation course prior to the start of the next school year.

A list of qualifying community service opportunities will be provided by the school. Upon completion of the required twenty (20) community service hours, the student-athlete must submit documentation for approval to the athletic director.

Should the offense occur during the student-athlete's off season, the penalty of 20% of games/competitions missed will carry over to the next sport he or she plays.

A list of qualifying vaping/tobacco education or cessation courses will be provided by the school.

For the student-athlete to be reinstated by the athletic director, he or she must have

- completed 20 hours of community service,
- sat out 20% of the team's competitions and
- begun attending the vaping/tobacco cessation course.

3rd Violation:

Following the third violation at NOHS, the student-athlete will be suspended from all athletic teams for the remainder of his/her high school career.

A student-athlete who transfers to NOHS from another Oldham County school who has violated that high school's drug/alcohol policy will be subject to that violation following him/her to NOHS with the appropriate penalties imposed.

STUDENT-ATHLETES

PENALTIES FOR VIOLATION OF SUBSTANCE ABUSE POLICY FOR DRUGS & ALCOHOL:

1st Violation:

For the first violation, the student-athlete:

- 1) will be suspended from participation in all team activities including but not limited to regular-season contests and practices, off-season practices and conditioning and team workouts until he or she completes twenty (20) hours of community service,
- 2) will be required to sit out of the next 20% of that team's regular or post-season competitions and
- 3) must complete a substance abuse education course prior to the start of the next school year.

A list of qualifying community service opportunities will be provided by the school. Upon completion of the required twenty (20) community service hours, the student-athlete must submit documentation for approval to the athletic director.

Should the offense occur during the student-athlete's off season, the penalty of 20% of games/competitions missed will carry over to the next sport he or she plays.

A list of qualifying drug and alcohol education courses will be provided by the school.

For the student-athlete to be reinstated by the athletic director, he or she must have

- completed 20 hours of community service,
- sat out 20% of the team's competitions and
- begun attending the substance abuse education course.

2nd Violation:

Following the second violation at NOHS, the student-athlete will be suspended from all athletic teams indefinitely.

It is the recommendation of NOHS that the student-athlete choose to undergo another formal substance abuse assessment followed by a substance abuse education series and/or treatment, at the expense of the family, following a second offense violation. Upon the completion of the education series and/or treatment with confidential written documentation provided to the school by the substance abuse agency, the student-athlete will serve a suspension from all athletic teams for one calendar year starting from the date of the second violation.

3rd Violation:

Following the third violation at NOHS, the student-athlete will be suspended from all athletic teams for the remainder of his/her high school career.

A student-athlete who transfers to NOHS from another Oldham County high school who has violated that school's drug/alcohol policy will be subject to that violation following him/her to NOHS with the appropriate penalties imposed.

NON STUDENT-ATHLETES

PENALTIES FOR VIOLATION OF SUBSTANCE ABUSE POLICY FOR VAPES/TOBACCO:

1st Violation:

For the first violation, the student:

- 1) will be suspended from participation in all team activities including but not limited to regular-season contests and practices and off-season practices until he or she completes ten (10) hours of community service and
- 2) will be required to sit out of the next 10% of that team's regular or post-season competitions.

A list of qualifying community service opportunities will be provided by the school. Upon completion of the required ten (10) community service hours, the student must submit documentation for approval to the athletic director.

Should the offense occur during the student's off season, the penalty of 10% of games/competitions missed will carry over to the next team he or she is a part of.

For the student to be reinstated by the athletic director, he or she must have

- completed 10 hours of community service, and
- sat out 10% of the team's competitions.

It is the recommendation of NOHS that the student choose to undergo a formal substance abuse assessment, at the expense of the family, following a first offense violation.

2nd Violation:

For the second violation, the student:

- 1) will be suspended from participation in all team activities including but not limited to regular-season contests and practices and off-season practices until he or she completes twenty (20) hours of community service,
- 2) will be required to sit out of the next 20% of that team's regular or post-season competitions and
- 3) must complete a vaping/tobacco education or cessation course prior to the start of the next school year.

A list of qualifying community service opportunities will be provided by the school. Upon completion of the required twenty (20) community service hours, the student must submit documentation for approval to the athletic director.

Should the offense occur during the student's off season, the penalty of 20% of games/competitions missed will carry over to the next team he or she is a part of.

A list of qualifying vaping/tobacco education or cessation courses will be provided by the school.

For the student to be reinstated by the athletic director, he or she must have

- completed 20 hours of community service,
- sat out 20% of the team's competitions and
- begun attending the vaping/tobacco cessation course.

3rd Violation:

Following the third violation at NOHS, the student will be suspended from all extra-curricular teams and activities for the remainder of his/her high school career.

A student who transfers to NOHS from another Oldham County school who has violated that high school's drug/alcohol policy will be subject to that violation following him/her to NOHS with the appropriate penalties imposed.

NON STUDENT-ATHLETES

PENALTIES FOR VIOLATION OF SUBSTANCE ABUSE POLICY FOR DRUGS & ALCOHOL:

1st Violation:

For the first violation, the student:

- 1) will be suspended from participation in all team activities including but not limited to regular-season contests and practices and off-season practices until he or she completes twenty (20) hours of community service,
- 2) will be required to sit out of the next 20% of that team's regular or post-season competitions and
- 3) must complete a substance abuse education course prior to the start of the next school year.

A list of qualifying community service opportunities will be provided by the school. Upon completion of the required twenty (20) community service hours, the student must submit documentation for approval to the athletic director.

Should the offense occur during the student's off season, the penalty of 20% of games/competitions missed will carry over to the next team he or she is a part of.

A list of qualifying drug and alcohol education courses will be provided by the school.

For the student to be reinstated by the athletic director, he or she must have

- completed 20 hours of community service,
- sat out 20% of the team's competitions and
- begun attending the substance abuse education course.

2nd Violation:

Following the second violation at NOHS, the student will be suspended from all extra-curricular teams and activities indefinitely.

It is the recommendation of NOHS that the student-athlete choose to undergo another formal substance abuse assessment followed by a substance abuse education series and/or treatment,

at the expense of the family, following a second offense violation. Upon the completion of the education series and/or treatment with confidential written documentation provided to the school by the substance abuse agency, the student will serve a suspension from all extra-curricular teams and activities for one calendar year starting from the date of the second violation.

3rd Violation:

Following the third violation at NOHS, the student will be suspended from all athletic teams for the remainder of his/her high school career.

A student who transfers to NOHS from another Oldham County high school who has violated that school's drug/alcohol policy will be subject to that violation following him/her to NOHS with the appropriate penalties imposed.

Additional Coaches'/Sponsors' Rules:

Coaches/sponsors may establish additional rules and/or expectations for their respective organizations, as they deem necessary. Each set of team rules must be in conjunction with the NOHS Extra-curricular Code of Conduct, but may impose additional penalties for violation of school policy. Each coach/sponsor is responsible for disseminating these rules to the students prior to the start of their activity.

III. Attendance:

School Day: Students are required to be in attendance for three (3) full periods in order to participate in an event (practice/competitive event) on the day of their absence.

IV. Sportsmanship / Conduct Unbecoming:

All students participating in extracurriculars are expected to maintain respectful and appropriate behavior at school, at school functions, and outside of school. Appropriateness is determined and is at the discretion of the school administration. Being a representative of an NOHS extra-curricular team or organization is a privilege. Therefore, it is expected that all extra-curricular participants conduct themselves in a manner that not only reflects well on themselves and their families, but also their fellow teammates and others.

Penalties for violation of the Sportsmanship / Conduct Unbecoming policy:

1st and 2nd Violations:

Each of the first two (2) violations will be dealt with on a case-by-case basis, and the final decision for disciplinary action will be made by the NOHS administration.

3rd Violation:

Upon the third violation while a student at NOHS, the extra-curricular student will be suspended from all extra-curricular organizations for one calendar year starting from the date of the third violation.

ADDITIONAL GUIDELINES FOR ATHLETIC INVOLVEMENT

I. Athlete Eligibility:

To be able to participate in any sport, a student must meet the age, enrollment, and scholastic requirements established by the Kentucky High School Athletic Association and NOHS School Based Decision Making Council.

II. Playing Time:

The amount of playing time an athlete receives is entirely within the coach's decision. Any concerns regarding playing time should come from the student athlete and should be directed to the appropriate team coach (9th, JV, etc.).

It is NEVER acceptable for a parent to attempt to discuss a student's playing time during a game or practice. It is also NEVER acceptable for a parent to attempt to discuss another student's playing time or performance.

III. Parent Code of Conduct:

The purpose of the Parent Code of Conduct is to develop parental support and positive role models for our athletic program. In the tradition of excellence, one purpose of our athletic program at NOHS is to promote the physical, moral, mental, social, and emotional well being of each student and for our student-athletes. Parents play an integral part of this process. In order to accomplish the goals of the NOHS athletic program, parents must be held to a high standard regarding behavior, attitude, and involvement within the program. Any behavior in violation of this code of conduct is strictly prohibited.

Violations are defined as, but not limited to:

1. Disrespectful behavior at any NOHS athletic function.
2. Use of foul language.
3. Berating players, parents, game officials, coaches, etc...
4. Interfering with a coach's opportunity to lead his/her team.
5. Requesting special treatment regarding team rules, academics, etc...
6. Undermining a coach's authority with players, parents, and school officials.
7. Infringing upon the 24 Hour Rule (*see below*)

24 Hour Rule: Parents are not permitted to discuss athletic concerns with the coach for at least 24 hours after an issue arises at a game, practice, or other instance. Please schedule an appointment with the head coach if an issue arises.

Penalties for violation of parent code of conduct:

1st Violation:

Parents will be issued a strict warning for their behavior and must meet with both administrative and athletic personnel; the absence of which will result in an indefinite suspension from athletic events. Although not required for the first violation, school officials can issue a suspension based on the seriousness of the infraction.

2nd Violation:

Parents will be suspended from all athletic contests for a time period of no less than 25% of the athletic contests of their child's current season, including postseason games and awards banquets. If the violation occurs with less than 25% of the current season remaining, then the remaining suspension will be assessed on the parents' next participating season.

3rd Violation:

Parents will be suspended for a calendar year from the date of the 3rd violation.

It is NEVER acceptable for a parent to attempt to discuss a student's playing time during a game or practice. It is also NEVER acceptable for a parent to attempt to discuss another student's playing time or performance.

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