

ATHERTON HIGH SCHOOL

**3000 Dundee Road
Louisville, KY 40205**

School website www.jefferson.k12.ky.us/Schools/High/Atherton
Alumni website www.athertonalumni.com
District website www.jefferson.k12.ky.us

Principal	Dr. Thomas Aberli	
Asst. Principals	Richard Guetig	(Grades 10, 11, 12)
	Beth Johnson	(Grade 9)
Counselors	Pat Cantwell	(Grade 12)
	Maritza Cassidy	(Grade 11; Grade 9 A-L)
	Diana Stogner	(Grade 10; Grade 9 M-Z)

Main Office	485-8202	Athletics Office	485-8732
Attendance Office	485-8598	Youth Service Center	485-6020
Counselors Office	485-8730	Main Office Fax	485-8985
Asst Principals' Office	485-6528	Counselors' Office Fax	485-7718

This *Student Handbook & Agenda* belongs to:

Name: _____

	Subject	Teacher	Room#
1st period	_____	_____	_____
2nd period	_____	_____	_____
3rd period	_____	_____	_____
4th period	_____	_____	_____
5th period	_____	_____	_____
6th period	_____	_____	_____
7th period	_____	_____	_____
Atherton Advantage Period	_____	_____	_____

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Mission Statement

Atherton High School is a community that prepares young people to succeed today and tomorrow.

Vision

Atherton will be:

- a place where all persons relate to one another with integrity, fairness, and an appreciation for individual differences and worth.
- a place made up of diverse backgrounds with everyone seeking to reach his or her fullest potential.
- a place where academic excellence is stressed to the extent that every young person will be adequately prepared for post-secondary education.
- a place where young people live out what it means to be members of a community.
- an essential building block for success in life and in the workplace.
- a non-disruptive and safe environment in which to learn and grow.

Service Scholarship Self-Respect

The Atherton High School Student Handbook/Planner has been developed to:

- assure a stable learning climate
- provide a clear set of regulations governing the behavior of students
- establish guidelines for certain infractions of the regulations
- clarify formal and informal procedural due process rights while at Atherton High School or school sponsored activities.

Atherton High School's guiding principles are to respect the rights and feelings of students, parents/guardians, and staff; to provide the best possible educational experience for all students; and to administer the discipline code in a firm, fair and consistent manner.

**The Atherton High School
Administrative Staff**

GENERAL INFORMATION

GUIDANCE PROGRAM

Guidance services are available for every student in school. These services include: assistance with scheduling, career information, college and scholarship information, and help with social concerns and problems or any question students feel they would like to discuss with the counselor. Students are assured that all concerns will be treated in confidence and with respect. Students wishing to visit a counselor must request an appointment. Students must have a pass to enter the counseling office during class or lunchtime. Students must sign in when visiting the counseling office.

COMMUNICATION WITH STAFF

Atherton High School encourages parents to communicate with their child's teachers. For a parent to schedule an appointment with a teacher, please email the teacher or call the administrative office (485-8202). Requests will be forwarded to the teacher for a return call to set up the appointment. Staff e-mail addresses are available in the front office or the school website or via Infinite Campus Portal.

Student enrollment forms are filed in the counseling office. Teachers use these forms when contacting the home. Should information regarding your home phone number or address change during the year, contact the counseling office (485-8730) so this information can be updated. The Superintendent is authorized to release Board approved directory information including student names upon receiving a written request. Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the principal in writing.

IMMUNIZATIONS

All students attending Jefferson County Public Schools (JCPS) must be immunized against polio, diphtheria, tetanus, measles and rubella. Students are required by Kentucky State Law to have original immunization certificate on file in the counseling office on or before the 10th day of the school year. Failure to comply may result in the student's withdrawal from school until the requirement is met.

MEDICAL PROCEDURES - MEDICATIONS

Students who become ill during the school day should proceed to the counseling office with a hall pass from the classroom teacher. Parents will be notified and asked to come for students who are too ill to remain at school. Students who sign out due to illness must have an administrative approval to return to school the same day for athletic and extracurricular activities. Students who are ill and who miss more than a half day of school cannot participate in any athletic event, extracurricular activity nor any school-sponsored function on the day of the absence.

Students must provide an emergency phone number other than a parent's number. This number must be given to the counseling office at the beginning of the school year on the registration form. Parent contact will be attempted before students are released to the emergency contact. If legal guardian or emergency contact cannot be located, the student cannot be sent home. **Students with special medical conditions must fill out an emergency medical form from the counseling office. If a student needs to take medications during the school day, a completed "Authorization to Give Medication" form must be on file in the Guidance office. The medication must be delivered to school with complete instructions, in its original container, with the prescription label fully attached and must be stored in the guidance office. It is the responsibility of the student to come to the Guidance office at the prescribed time. For the safety of all students, students may not, at any time, carry prescription or over-the-counter medications while in school except approved inhalers. Violation of this very important rule may result in suspension.**

SCHOOL CANCELLATION

In the event that school is not in session or delayed due to an emergency or bad weather, radio and TV stations will broadcast the information. For further information, access the JCPS website (www.jefferson.k12.ky.us) or call the Public Information Office at 485-3357.

LIBRARY

The library is available to all students from 7:00 – 7:30am and after school from 2:20 - 3:20pm. Students must have a pass from the teacher to use the library during class time. Students wanting to use the library during lunch should report directly to the library. Students should sign in upon arrival in the library. An Atherton student I.D. will be required to check out books and use the Internet.

TEXTBOOKS

High School textbooks are furnished by the Jefferson County Public Schools at no cost to the students. Students are responsible for the cost of lost, stolen or damaged books.

STUDENT FEES:

LOCKERS/STUDENT IDs/AHS STUDENT HANDBOOK & AGENDA

A student fee of \$15.00 will be charged to all students. This fee will cover the cost of a locker, the school Student Handbook & Agenda, and Media Center Technology user charge. Fees must be paid at student registration or with the school bookkeeper within the first five days of classes. Students are prohibited from sharing lockers and are responsible for the locker's contents. Lockers shall not be used to store items which are forbidden by state or federal laws and are subject to search by the administration at any time. Student identification cards are to be carried at all times. This Atherton Student Handbook & Agenda is the official hall pass. Replacement of your Handbook/Planner will \$6 with the book keeper. Student identification cards are free for the first issue for those who have paid their Student Fees; replacements are available in the library and cost \$2.

FEE WAIVER APPLICATION

In accordance with the Kentucky Education Reform Act, the Jefferson County Public Schools provide the following notice. Students who qualify for free or reduced price lunches are eligible for and may request a waiver for required instructional fees. Applications are available in the front office.

BOOKSTORE

The bookstore is open each morning from 7:15 - 7:30 a.m. Students may purchase Atherton apparel, gear and school supplies.

LUNCH PROCEDURES

Hot lunches, ala carte and full meals are served daily in the cafeteria. Students are responsible for their own clean-up. **There will be no food orders brought into the school without prior approval by the administration. This activity is in direct violation of the JCPS Federal Lunch Program Regulations.** Application for free or reduced lunches will be processed during the first week of school. Lunch prices are \$2.40 and breakfast prices are \$1.85 for students (prices are subject to change; reduced lunch prices are \$.40 for lunch and \$.30 for breakfast). No one is allowed to leave school grounds during lunch. No food can be taken from the cafeteria.

COURTYARD

The courtyard is available for passage to and from class except during periods of inclement weather (i.e., snow, ice, rain). The courtyard is also available to upperclassmen during their lunch period. Courtyard privileges may be revoked at any given time by the administration.

TELEPHONES & PHONE CALLS

Students needing to make emergency phone calls during the school day should go to the counseling office. **Students are not allowed to use classroom phones or to use personal cell phones during the school day.**

DELIVERIES

No deliveries for students (food, flowers, balloons, other celebratory items, any other) will be accepted at school.

SCHOOL BUS TRANSPORTATION

Students who are transported by school bus must obey the rules and regulations set forth in the procedures approved by the Jefferson County Public Schools. These rules and regulations will be provided by the bus driver to each bus rider at the beginning of the school year. Failure to follow rules and regulations on the bus may result in a student being suspended from riding the bus or from school. In order to ride a school bus other than the assigned bus, a student must bring a note to school from the parent with a phone number where the parent can be reached. The note must be brought to the assistant principals' office early in the morning so the parent can be called. The note must be verified by the office personnel and signed by the appropriate administrator. **If a parent cannot be reached, the student cannot ride a different bus.**

PARKING & PARKING PERMITS

The student parking lot is located at the east end of the building near the gym. Students are not permitted to park in the faculty parking lot or the front lot which is reserved for visitors and staff. Parking lot security is not provided by the school; students park at their own risk. Speeding, reckless driving or parking in unauthorized areas is not permitted. Traffic violations may result in the loss of parking privileges and disciplinary action. Student automobiles on school property are subject to searches. **Students are not allowed in the parking lot during school hours unless given permission by an administrator.**

All students parking their automobiles in the school parking lot will be required to purchase and display an Atherton Parking Permit. The permit will be registered by name and number and is to be displayed from the rear view mirror. The permit may be purchased from the bookkeeper at a cost of \$15.00. If lost, a replacement fee of \$5.00 will be assessed. Failure to display the permit will result in losing parking privileges up to one semester. Cars without visible parking permits are subject to being towed at the owner's expense. Excessive tardies or disciplinary violations may result in revoking of parking privileges.

NO PASS / NO DRIVE (NPND)

Students must remain compliant with Kentucky Revised Statutes (KRS 159.051) regulating 16- and 17-year-old rights to obtain and retain a driver's license. The NPND law states underage students must be passing 2/3 of classes and have no more than 9 unexcused absences. NPND verification forms are available in the front office. For more information on NPND, you may call 1-502-564-4772.

Rules and Policies

STUDENT RIGHTS

As a student of this school, you can expect to be treated fairly by those in authority. Your right to courtesy and respect will be honored. You are expected to respect the same rights of others. The school staff will help you with problems to the best of their abilities. You will be given a chance to tell your view of what happened if you have been questioned about doing something for which you may be disciplined. A student has the right to distribute leaflets, newspapers and other literature on school grounds only after the principal has approved the material. For further information, refer to the JCPS "Code of Acceptable Behavior and Discipline and the Student Bill of Rights" booklet.

ATHERTON'S SOAP EXPECTATIONS

Students are in class on time.

Only one student at a time may be out of class with a hall pass.

All students will remain seated until the dismissal bell rings.

Profanity and disrespectful language are unacceptable.

HALL PASSES

Students who are out of their regular class assignment must have an official Atherton hall pass at all times. This Atherton Student Handbook & Agenda will be considered the official hall pass. The pass must include time, destination and teacher's signature. Students who are found in the hall without a pass are subject to disciplinary action. There will be no hall passes issued by teachers during the first five minutes of class or the last ten minutes of class. **Having a hall pass is the student's responsibility.**

DISCIPLINE CODE

Students will abide by the JCPS Code of Acceptable Behavior and Discipline and the JCPS Student Bill of Rights. Students and parents are responsible for reading and complying with the contents. The Principal is the final in-school recourse in all disciplinary situations. The following will not be tolerated and will result in disciplinary action.

- Cutting school, truancy, or being present in an unauthorized area
- Smoking; possession/using tobacco products in school or on school grounds
- Abusive language or profanity
- Cutting lunch lines; leaving trash
- Failure to follow directives
- Insubordination; disrespect to adults
- Class disturbance and disruptions
- Leaving class or school grounds without permission while school is in session
- Misbehavior during assembly programs
- Public display of affection
- Failure to identify self (i.e., name) when requested by staff member
- Failure to follow dress code
- Academic dishonesty (e.g., plagiarism, copying other student work)

The following offenses that have been marked by an asterisk (*) carry an immediate suspension from school and may lead to legal action.

- Threats and/or harassment towards others*
- Fighting on school property, school events, or to/from school*
- Possession, use, or sale of drugs and/or alcohol*

- Being under the influence of drugs and/or alcohol*
- Assault*
- Trespassing*
- Disorderly conduct*
- Theft, possession of stolen property, vandalism, or damage to property*
- Possession of weapons/dangerous instruments*
- Bomb threats; activating false fire alarms/ fireworks/explosives*

DISCIPLINARY ACTION FOR VIOLATION OF ZERO TOLERANCE BEHAVIORS WILL FOLLOW THE GUIDELINES LISTED IN THE JCPS CODE OF ACCEPTABLE BEHAVIOR. THE BEHAVIORS INCLUDE DRUGS, ALCOHOL, WEAPONS, HARRASSMENT, THREAT/INTIMIDATION, AND VIOLENCE.

PROGRESSIVE LEVEL OF DISCIPLINE

Parents will be notified in writing or by phone for disciplinary measures. A typical progressive level of discipline for minor violations may look like:

1st offense	1 detention
2nd offense	2 detentions
3rd offense	ISAP (In-School Adjustment Program) for the period
4th offense	1 day of ISAP
5th offense	2 days of ISAP
6th offense	Additional days of ISAP
7th offense	Suspension

NOTE: Failure to attend a detention will result in one day of ISAP and rescheduling the original detention.

Class cuts per semester (5 or more minutes tardy to class = a cut)

1st offense	1 detention per class cut
2nd offense	2 detentions per class cut
3rd offense	1 day of ISAP

Leaving school grounds: Students leaving school grounds will be disciplined in accordance to the JCPS Code of Acceptable Behavior and Discipline and the JCPS Student Bill of Rights.

NOTE: Administration may use alternative disciplinary measures in particular cases. Offenses that are disruptive to the educational process or are a violation of the dress code may result in immediate assignment to ISAP.

TOBACCO VIOLATIONS

1 st offense	Student/Parent/Administrator conference AND one day of ISAP
2 nd offense	Student/Parent/Administrator conference AND 2 days of ISAP
3 rd + offense	Student/Parent/Administrator conference AND 3+ days of ISAP

Items relating to the use of tobacco products on school property are considered contraband and will be confiscated.

MONEY: STUDENT SAFETY

Students carrying large sums of money create a safety and security risk to themselves. Students will not carry more than \$50 in cash at any time while on school grounds.

STUDENT SEARCHES

Students have the protection, as do all citizens, against unreasonable search and seizure of their property. School officials have the right to search students or their property if the officials have reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. Searches will be used when other techniques to remedy the situation have been exhausted or when there is an immediate danger to life or safety. School officials have the right to use drug dogs, surveillance cameras, or any other methods to combat illegal activities on school property if there is a safety issue.

COMPUTER USE AND OTHER ELECTRONIC ITEMS

While under the authority of Jefferson County Public Schools, students will use computers and other electronic equipment in compliance with applicable rules and state law. Students are prohibited from using electronic equipment (including, but not limited to, computers, audio and video players/records, and duplicating machines) to send, receive, access, or duplicate material which is pornographic, threatening, harassing, or otherwise violates school, or District rules. Violations may result in suspension and/or alternative placement.

Because of the possibility of loss/theft, class disruption, and concerns for school safety, the use of electronic entertainment units (video cameras, iPods, MP3s, etc.) are not permitted 7:00am-2:20pm. Additionally, items in violation of school rules (hats, sunglasses, electronic equipment, or any item that may be dangerous or detract from the educational process) may also be confiscated.

CELL PHONE (TELECOMMUNICATION) POLICY

A student in the Jefferson County Public Schools may not use, activate and/or display a telecommunications device (i.e., cell phones) on school property during the course of the instructional day (7:00am-2:20pm) unless he/she is acting in the capacity of a volunteer fire fighter or Emergency Medical Service worker. Telecommunications devices include cellular phones with SIM card and any other telecommunications devices as defined by KRS 158.165. This offense will be treated as refusal to follow directives under the Code of Acceptable Behavior and Discipline. In addition, the telecommunications device will be confiscated by an administrator and will be returned only to the parent/guardian in accordance with school protocol for confiscated items. Students are responsible for keeping up with devices they bring to school. The school/district shall not be responsible for loss, theft or destruction of devices brought onto school property.

PROTOCOL FOR CONFISCATED ITEMS

OCCURRENCE

ACTION

1ST

PARENT CONFERENCE/PICK UP DEVICE

2ND

CONFISCATED FOR 1 WEEK/PARENT PICK UP

3+RD

CONFISCATED FOR 1 MONTH/PARENT PICK UP

Refusal to relinquish an item will result in immediate disciplinary action for failure to follow directives; a student will not be allowed to attend classes until the entire requested item is turned in to an administrator.

HARASSMENT

Any form of harassment of any student or staff member will not be tolerated. Sexual harassment means any unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Individuals who engage in such behavior will be disciplined. If you believe that you are the

subject of harassment, you should report the incident to your parents and school authorities.

RIGHT TO DUE PROCESS/APPEAL

The courts have ruled that due process is the right of all citizens. All students are entitled to due process. If any charge or accusation has been made, a student is entitled to the protection of the "procedural due process" outlined in the Code of Acceptable Behavior and Discipline and the JCPS Student Bill of Rights.

STUDENT DRESS CODE

Students should be dressed at all times in a manner that is conducive to learning. Students should demonstrate positive self-esteem and respect for themselves in their clothing.

Shirts and Tops

- All shirts and tops must have sleeves that cover the shoulder.
- All dresses must have sleeves that cover the shoulder.
- All shirts must be able to be tucked in (no bare midriffs).

Pants and shorts

- All shorts, dresses, skirts and jumpers should be no shorter than 6" above the knee. Approved tops must be worn under jumpers.
- All pants and shorts must be worn at the waist. Sagging is not allowed.

Shoes

- Shoes or sandals must be worn at all times.
- No house shoes are allowed.

THE FOLLOWING ITEMS ARE NOT ALLOWED:

- No writings or logos on clothing that are offensive
- No alcohol, drug, violence or tobacco related apparel or accessories
- No gang or cult related clothing or accessories
- No pajamas or sleep wear of any kind
- No tight fitting material
- No hats, sweatbands, bandanas, scarves, skullcaps, or any other face or head covering may be worn or displayed
- No combs, picks or curlers in hair
- No see-through material of any kind
- No rolled up or pushed up pant legs

Other

- Sagging and bagging of pants will result in immediate disciplinary action (i.e., ISAP).
- Any student wearing a hood to cover their head will receive immediate disciplinary action.
- Accommodations for students with religious requirements will be made on an individual basis.
- Students with conditions requiring special considerations should contact an administrator
- Any clothing, accessories, hairstyle or hair color deemed disruptive to the educational environment is prohibited.
- No clothing, jewelry, or accessories in any manner representative of gang affiliation may be worn or displayed.

The administrative staff will make final decisions on what is considered appropriate student attire.

DRESS CODE VIOLATIONS/CONSEQUENCES

1st referral	Warning; correction of violation before return to class
2nd referral	1 detention
3rd referral	2 detentions
4th referral	1 day of ISAP (parent notified)
5 th + referral	2+ days of ISAP (parent notified)

NOTE: Administration may use alternative disciplinary measures in particular cases.

1. If the dress code violation is correctable, the student will correct the violation and continue in class.
2. If the dress code violation is not correctable the student will be sent to the office with a referral to the appropriate assistant principal. The assistant principal will call the numbers provided by the parent in an attempt to notify them of the dress code violation. If the parent can be contacted the parent may:
 - a) Allow the student to remain in ISAP for the remainder of the day
 - b) Bring clothing to correct the violation and have the student return to class
 - c) Sign the student out of school; counts as an unexcused absence.
3. If the parent cannot be reached, the student will be sent to ISAP for the remainder of the day or until the parent is contacted.

DANCES AND PROMS

Students are encouraged to attend school dances (including junior and senior proms). These guidelines (rules) are to be followed by students and guests.

1. Students must have their student identification.
2. Students may bring one guest (who must display a photo ID with birth date); guests must be of age 13 - 20 (no middle school students). Guests must be listed with the Assistant Principal's office prior to the event.
3. Upon leaving the event, there will be NO re-admittance.
4. JCPS Uniform Code of Student Conduct and Zero Tolerance policies will be fully enforced at all times. No smoking (students, adults and guests).
5. All persons attending and/or working must dress appropriately for the occasion; Proms have special dress codes that apply.
6. Lewd or inappropriate dance will not be tolerated. Violators will be directed to leave the dance after a warning.
7. No one will be admitted to any dance or prom after 10pm. Dances end at 11:00pm and proms end at 12:00am. Students not picked up within fifteen minutes of the end of the event may be subject to disciplinary measures.

Note: Students must be present more than half the school day of the dance in order to participate (this applies to the previous day if dance is held on a Saturday night).

STUDENT PRIVILEGES

Students have the right to a free and appropriate public education as outlined in state law and JCPS student code of conduct. Activities beyond the academic program are privileges that students earn by following the district and school code of conduct and maintaining in satisfactory academic standing. Students with serious disciplinary offenses (as noted with asterisks in the Discipline Code section above) or failing half or more of their classes may be denied certain student privileges such as senior activities, dances, proms, field trips and attendance at extra-curricular events.

ATTENDANCE POLICY

Attendance office direct phone number: **485-8598**.

There is a close correlation between attendance and achievement in school.

Regular attendance is essential for success, and is the responsibility of the parent and student. Students who walk to school or who provide their own transportation will use the gym entrance. Students are to remain in the gym concourse, library or center hall until 7:30 a.m. A student's goal should be to maintain a 100% attendance rate. **STUDENTS ARRIVING AFTER 8:30A.M. MUST USE THE FRONT ENTRANCE OF THE SCHOOL.**

NORMAL SCHOOL SCHEDULE		ATHERTON ADVANTAGE SCHEDULE	
1st Period	7:40 - 8:30	1st Period	7:40 - 8:20
2nd Period	8:35 - 9:25	Advantage Period	8:25 - 9:15
3rd Period	9:30 - 10:20	2nd Period	9:20 - 10:00
4th Period	10:25-11:15	3rd Period	10:05-10:45
5th Period	11:20 -12:30	4th Period	10:50 -11:30
Freshmen	10:50-11:20	5th Period	11:30-12:45
1st Lunch	11:15 -11:45	Freshmen	11:05-11:30
2nd Lunch	11:40 -12:10	1st Lunch	11:30 -11:55
3rd Lunch	12:05 -12:35	2nd Lunch	11:50 -12:15
6th Period	12:35 - 1:25	3rd Lunch	12:10 -12:35
7th Period	1:30 - 2:20	6th Period	12:35 - 1:25
		7th Period	1:30 - 2:20

Tardy to School Policy - students arriving before 7:40 a.m. shall proceed directly to first period

- Students arriving to school between 7:40 and 7:50 will sign in and report to first period class.
- Students arriving to school after 7:50 will sign in tardy and report to the tardy hall for the remainder of the first period.
- Students arriving tardy to school 15 minutes prior to the beginning of any period will sign in tardy and spend the rest of the current period and all of the next period in the tardy hall.
- Any time spent in the tardy hall will be considered an unexcused absence from class.

Consequences for tardy to school:

- 3rd tardy Letter to parent by the attendance clerk
- 6th tardy 2 detentions and parent notification
- 9th+ tardy 1 day of ISAP and parent notification; each additional 3 tardies will result in progressively increasing number of days of ISAP.

Failure to Sign-In to School will result in 3 days of detention.

Unexcused Tardies to Class will receive a detention the next day by using the following process:

- Students should not be admitted to class without a pink tardy slip. Administrators will be in hallways between class changes to distribute tardy slips and send students directly to class.
- The tardy slip should be retained by the student as their pass into class. The slip will also serve as a 24 hour notice for tardy students to notify parents of the disciplinary action.

- Students failing to attend detention will be assigned one full day of ISAP and a make-up detention.

Excused Absences

Parents are asked to call the school attendance clerk to report a student's absence (485-8598). The Jefferson County Public Schools set forth the following as reasons for students to be excused from school

1. Confirmed illness
2. Doctor or dentist visitations
3. A death in the immediate family
4. Approved religious holidays
5. Court appearances

Students absent from school 3 or more consecutive days are required to turn in a doctor's statement within one week of returning to school.

Students may not participate in after-school activities on any day they are absent from school.

Doctor's Note Only

In accordance with district policy, if a student is absent ten or more times the school will require a doctor's note to excuse any further absences. A student with an ongoing illness may request a exemption with doctor's approval.

Tuancy

When a student is truant, he/she will be subject to discipline by the school and/or civil authorities. The parent will be contacted. If truancy becomes habitual, the matter will be referred to the appropriate civil juvenile authority.

Absentee Responsibilities

Parents are asked to call the school attendance clerk to report a student's absence (485-8598). This call should be made the morning of the absence. **Upon returning to school the student must bring an appropriate note written and signed by the parent showing the reason for the absence, the parents phone number and the student's grade.** The student will give the note to his/her first period teacher who will turn it in to the attendance clerk. The student will receive an absence slip from the first period teacher indicating if the absence is excused or unexcused. The slip is to be signed by all teachers and collected by the seventh period teacher. **No notes will be accepted after one week of the absence.**

Make-Up Work

A student returning to school after an excused absence or suspension may request make-up work within three school days of his or her return to each class. The deadline for turning in make-up work is determined by adding the number of school days of absence or suspension plus one school day from the time he or she receives the make-up work to complete and submit it to the teacher. Upon return from suspension, students have the right to make up written daily assignments, projects, and tests in the same way. A student who has an unexcused absence may make up missed work at the teacher's discretion. Students and parents may refer to the JCPS Code of Acceptable Behavior and Discipline and the JCPS Student Bill of Rights for board policy on unexcused absences.

COLLEGE VISITS & EDUCATIONAL ENHANCEMENT OPPORTUNITIES (EEO)

Seniors are permitted to have two excused absences to make college visits. Students should pick up a college visitation permission form from the appropriate counselor, complete the form and return it to the counselor at least one week prior to the visit for the visit to be excused. If the student fails to follow this procedure, the absence will be unexcused.

Students requesting Educational Enhancement Opportunities (EEOs) must submit a written request and be approved by the principal at least one week prior to the requested absence. EEOs will only be approved for experiences that significantly contribute to Kentucky core content.

EARLY DISMISSALS

To obtain permission to leave school while school is in session, a student must present a written request from his/her parents to the counseling office secretary by 7:40 a.m. Calls will be made to verify the note. If verification cannot be made, the student will not be allowed to leave the school. The note should contain the following:

1. Student's name
2. The date and time to be excused
3. Reason for leaving school
4. Parent's signature
5. Phone number where parent can be reached

Before leaving school early, students must sign out in the counseling office. Students returning from an early dismissal must sign in at the counseling office. Only early dismissals that are for doctor appointments, court appearances, death or serious illness in the family or religious observance will be excused. If a note is not brought in, a parent must come to the counseling office to sign out the student. Any request to leave campus while school is in session, not documented by a parent note, must be approved by a school administrator. **Students must leave the building within ten minutes of signing out.**

Early dismissal notes will not be accepted the day before a holiday. If it is necessary for a student to be signed out on a day prior to a holiday, a parent/legal guardian must physically enter the building to sign the student out of school. A parent must come to the school and sign for the student to leave if no prior note is submitted.

An early dismissal will count as a tardy or 1/2 day according to the time of the dismissal.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. The custodial parent is responsible for providing the school with a court order that restricts access to information to a non-custodial parent.

YOUTH SERVICES CENTER

The Youth Services Center is a support to teens and their families with community resources and in-school programs that develop and enhance the lives of students. The YSC also assists with providing basic needs (clothing, health referrals, and school supplies).

ACADEMICS

HOMEWORK POLICY

The amount, kind and frequency of homework are planned in accordance with each course. If a student does not study at home, it is considered an indication that he/she is not satisfactorily fulfilling course requirements. Parents can contribute to maximum student growth by encouraging daily study time, showing interest in school assignments, and providing proper conditions for home study.

SCHEDULE CHANGES

Schedule change request may be allowed through the first ten days of the school year for the following reasons:

1. Balance class sizes to agree with teachers' contract
2. Student was placed in a class not requested.
3. Student needs class for graduation requirement.
4. Student was placed in the incorrect level or academic program.
5. Student has a doctor's certified medical condition that requires a change of placement.
6. Administrative decision by principal or designee

The period for processing and balancing classes should not exceed 20 days from the first day of school. New students who enroll without records may have schedule changes made after records arrive at Atherton due to reasons three through six listed above. There will be no schedule change requests made after the first ten days of school except for administrative changes made by the principal or designee.

GRADUATION REQUIREMENTS

A student must earn at least 22 credits to graduate.

English	4 credits
Mathematics (Algebra 1, Geometry, Algebra 2; all students are required to pass a math course senior year)	3 credits
Science (Integrated Science or Physics; Chemistry; Biology)	3 credits
Social Studies (Exploring Civics or Human Geography; World Civilization; U.S. History)	3 credits
History and Appreciation of Visual/Performing Arts OR 3 rd year of Band, Choir, Orchestra, Visual/Performing Art	1 credit
Health and Physical Education	1 credit
Electives	<u>7 credits</u>
Total credits to graduate	22 credits

PROMOTION REQUIREMENTS

Freshman	less than 5 credits earned
Sophomore	5+ and one year of high school
Junior	11 + and two years of high school
Senior	16+ and three years of high school

INDIVIDUAL LEARNING PLANS (ILPs)

Students are required to annually complete their ILPs and have parent/guardian review.

Graduation Course Pathways¹

Core Content Area	Required Units	Course Titles and Sequence	
		Honors Program	Advanced Program
English	4 credits	English 1 English 2 English 3 English 4	Adv English 1 Adv English 2 IB English 11th OR AP English Lang. IB English 12th OR AP English Lit.
Math	3 credits + Senior year	Algebra 1 Geometry Algebra 2 Senior math course	Adv Geometry Adv Algebra 2 IB Math 11th OR Adv Pre Calculus IB Math 12 th OR AP Calculus
Science	3 credits	Int. Science 1A Chemistry Biology	Adv Biology Adv Chemistry IB Physics or Adv Physics
Social Studies	3 credits	Exploring Civics World Civ. US History	AP Human Geog. AP World History IB History OR AP US History
HAVPA ²	1 credit	Humanities	IB Theory of Knowledge OR Adv Humanities OR Band/Orch/Chorus/Theater/Art1 Band/Orch/Chorus/Theater/Art2 Band/Orch/Chorus/Theater/Art3
Health/PE	1 credit	PE (0.5 credit) Health (0.5 credit)	
Misc. Electives ³	3 credits	1 Senior math course + 2 other elective choices	

Academic OR Career-Interest Electives ⁴	4 credits	International Studies: Chinese/French/German/Japanese/Spanish1 Chinese/French/German/Japanese/Spanish2 Chinese/French/German/Japanese/Spanish3 Chinese/French/German/Japanese/Spanish4	Education Academy: Principles of Teaching1 Principles of Teaching2 Principles of Teaching3 Principles of Teaching4	Human Services: Global Issues Psychology Peer Tutoring AP Human Geography African-American History Holocaust Anatomy Forensic Science
		International Business International Business Business Economics Business Law Business Management Entrepreneurship Accounting Computer Applications	Arts Band/Orch/Chorus/Art/Theater1 Band/Orch/Chorus/Art/Theater2 Band/Orch/Chorus/Art/Theater3 Band/Orch/Chorus/Art/Theater4	

¹Minimum graduation requirements; students have the opportunity to earn a total of 28 credits including 4 additional electives not listed here

²Students may meet the HAVPA requirement by specializing in an art form as noted in the student's ILP.

³Choices include electives outside the student's academic or career-interest electives.

⁴Students may choose any combination of four of the listed electives.

ACADEMIC GRADES

The assignment of letter grades for regular education classes will be based on the following numerical averages:

A	93 % - 100 %	Outstanding Performance
B	86 % - 92 %	Above Average Performance
C	79 % - 85 %	Average Performance
D	70 % - 78 %	Below Average Performance
U	Below 70 %	Unsatisfactory Performance

The assignment of letter grades for approved college credit courses (College Board Advanced Placement and International Baccalaureate courses) will be based on the following numeric averages:

A	90 % - 100 %	Outstanding Performance
B	80 % - 89 %	Above Average Performance
C	70 % -79 %	Average Performance
D	60 % - 69 %	Below Average Performance
U	Below 60 %	Unsatisfactory Performance

Grades: According to JCPS policy, grades will be based on no less than 3 components and no one component of the academic grade shall count for more than 40% of the final grade.

IB and AP Enrollment: In accordance with Atherton SBDM Policy, all students taking IB or College Board AP courses must take the related examinations in the spring; this is critical to program effectiveness and fulfilling the purpose of offering these courses to students. Failure to take the examinations will result in removal of the IB or AP designation from the student's transcript and restriction from further enrollment in advanced courses.

FREQUENCY OF GRADE REPORTING

Students receive five 6 weeks progress reports and a final report card at the end of the school year. All reports reflect cumulative averages. Students whose parents request a weekly progress report must pick it up on Fridays by 7:35 am from the counseling Office. They will not be distributed any other day unless arranged by a counselor. Weekly progress reports will not be mailed home.

INFINITE CAMPUS PORTAL

Atherton High School is pleased to provide students and parents **Web-based access** to Infinite Campus, the student data program used by Jefferson County Public Schools. You will have access to the following information for yourself (your student):

- **Daily attendance records**
- **Student class schedule**
- **Six-weeks grades**

Contact the school to receive your Infinite Campus Portal Activation code and login directions.

SCHOOL RECORDS

If a parent or student wishes to review the student's official records, a request should be made through the appropriate counselor. If a student wishes the academic transcript to be forwarded to a college, employer, etc., a request should be made through the counseling office. Student information, including schedules, cannot be released to others.

CLASS OFFICERS

Class officers are elected as a slate; students on the class officer slate must have 90% average daily attendance or better, a 2.5 cumulative GPA and current term GPA and be passing all classes. Class officer slates are elected by members of their class. Any class officer who violates the student code of conduct or drops below a 2.5 GPA may be removed from office. The administration has the final say related to all decisions as to the slating of class officers.

ASSEMBLIES

There will be scheduled assemblies several times during the year. Students will be assigned seating sections for assemblies in the auditorium and in the gym.

FIELD TRIPS

Field trips are privileges granted to students. Students can be denied permission to participate if they fail to meet academic, attendance or behavioral requirements. In order for a student to participate in a field trip, the school must receive a Field Trip Permission and Release form signed by the parent/guardian before the trip. Only this form will be accepted. Telephone calls will not be accepted. Students are not permitted to transport other students on field trips and other school activities. Students must follow dress code policy unless approved by the assistant principal in charge of field trips. Student returning from field trips will report to the small auditorium or cafeteria as identified by the field trip sponsor. **ALL ATHERTON/JCPS RULES AND DISCIPLINARY MEASURES APPLY TO STUDENTS ON FIELD TRIPS.**

EMERGENCY EVACUATION DRILLS

Evacuation drill instructions are posted in all rooms. These drills are held periodically to insure proper procedures in the event of actual emergencies. Students should recognize the serious nature of these drills, and upon hearing the emergency signal, proceed immediately to their designated area.

VISITORS

All visitors are required to sign in at the front office and receive an identification badge. A picture ID is required of all visitors to Atherton High School.

ATHLETIC & ACTIVITY ELIGIBILITY

To be eligible for participation in athletic and extracurricular activities, a student must meet the KHSAA guidelines for eligibility and the following requirements:

1. The student must be on grade level on the first day of school.
2. The student must be passing 5 of 7 subjects.
3. The student must be progressing toward graduation.

CLASS RELATED ACTIVITIES

To be eligible to participate in a class sponsored activity or field trips the student must be (a) successfully progressing towards promotion or graduation and (b) have no record of prior behavior that could/may lead to the disruption of the activity or field trip.

The administration has the final say related to all decisions pertaining to student participation in class-sponsored activities and field trips.

ATHERTON SBDM (SITE-BASED DECISION MAKING) PLAGIARISM POLICY

In order to promote honest writing and research practices, the following is Atherton High School's SBDM-approved plagiarism policy:

- All students will receive instruction in English classes on what constitutes plagiarism.
- Students will sign an anti-plagiarism agreement that English teachers keep on file. Parents will be asked to sign the agreements as an indication that they are supportive of Atherton's anti-plagiarism policy.
- If a paper is suspected of plagiarism, the student will have the right to answer the charge and provide evidence that the paper was not plagiarized (rough drafts, notes, etc.). If the teacher does not believe there is sufficient proof that there was no plagiarism, the administration will then ask a third party to review the paper and evidence. The third party evaluator will be a district resource person.
- The penalty for plagiarism by any student will be a zero for the plagiarized paper.
- Seniors whose portfolios are discovered during scoring to have plagiarized elements will receive a failing grade in senior English which is required to graduate. They will not be permitted to participate in graduation activities and will be awarded their diplomas privately after the portfolio is rewritten and the senior English grade is changed. Those students will be required to complete the portfolio after the last day of school during Extended School Session or during summer school.

STUDENT WITHDRAWAL PROCEDURES

Students who withdrawal from school and are not staying for the entire day must:

1. Return textbooks to counseling office,
2. Get clearance from librarian, bookkeeper and attendance clerk,
3. Obtain a completed withdrawal form in the counseling office.

Students who withdrawal from school and are staying for the entire day:

1. Prior to first period, student will obtain withdrawal form from counseling office.
2. Student will attend all classes to obtain grades and return all issued textbooks.
3. Withdrawal forms must be returned to the counseling office prior to 2:00pm with clearance indicated from the librarian, bookkeeper and attendance clerk.

JCPS DIRECTORY AND MILITARY RECRUITMENT OPT-OUT

JCPS directory and military opt-out forms can be found in the JCPS Code of Conduct. These forms may be returned to the school's counselor's office.

ATHLETIC/ACADEMIC TEAMS, ACTIVITIES & CLUBS

School Colors-Mulberry & Gold

Mascot - The Rebel

Academic Team	Japanese Club
Aerial (newspaper)	Jazz Band
Art Club	KYA/KUNA
Band	Marine Biology
Baseball	Men of Quality
Basketball	MTRP- Multicultural Teacher Recruitment Program
Bel Canto Choir	NHS- National Honor Society
BETA Club	Orchestra
Chamber Singers	Peer Mediators
Cheerleading	Principal's Advisory Committee
Chess Team	Quick Recall
Chinese Club	RCP- River City Players
Choir	Soccer
Cross Country	Softball
Dance Team	Spanish Honor Society
Debate Team	Step Team
FBLA-Future Business Leaders of America	Student Class Officers
FCA- Fellowship of Christian Athletes	Swimming
FEA- Future Educators Association	Table Tennis (Ping Pong)
Field Hockey	Tennis
Football	Theater
French Club	Torch (yearbook)
German Club	Track
Golf	Volleyball
Gospel Choir	Wrestling
HYPE- Student Peer Mentors	22 nd Century Society