

ATHERTON HIGH SCHOOL

**3000 Dundee Road
Louisville, KY 40205**

School website <http://schools.jefferson.kyschools.us/High/Atherton/index.html>
Parent Portal <https://infinitecampus.jefferson.kyschools.us/public/portal/jcps.jsp>
Alumni website www.athertonalumni.com
District website <https://www.jefferson.kyschools.us/>
Atherton Twitter https://twitter.com/atherton_high
PTSO Facebook https://www.facebook.com/athertonptso?ref=br_tf

To register for the Infinite Campus Parent Portal, please send an email to campus.portal@jefferson.kyschools.us. Include your name, child's name, child's school and your telephone number.

	Phone	Available Hours
Main Office	485-8202	7:00am-4:00pm
Counselors Office	485-8730	7:10am-3:30pm
Asst Principals' Office	485-6528	7:30am-3:50pm
Athletics Office	485-8732	7:00am-2:30pm
Youth Service Center	485-6020	7:30am-2:30pm
Attendance Office	485-8598	24-hour voice message
Main Office Fax	485-8985	
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	_____	_____	_____

School Mission

Empowering students to make a difference

School Moto

What you do makes a difference

School Vision

Our Atherton community appreciates individuality and assures that everyone relates to one another with honesty, compassion and respect.

Our Atherton community values academic determination and service to others.

Atherton embraces the global community with intercultural understanding.

The Atherton Attitude: Service, Scholarship, and Self-Respect

This *Atherton High School Student Handbook* has been developed by the Atherton SBDM Council 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 mission and vision are guiding principles 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**

Quick Reference

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ACADEMICS

HOMEWORK POLICY (SBDM Policy 111)

Students should engage in their own learning beyond the classroom by reviewing notes, reading texts, and completing independent assignments. Specific homework as assigned by the teacher will be used for instructional reinforcement relevant to classroom learning. The amount, type and frequency of homework are determined by the teacher in accordance with the daily learning objectives of 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 (SBDM Policy 301)

The *Scheduling Commitment Form*, completed by students and signed by parents, constitutes an agreement among the student, parent and school. The school commits to developing a master schedule which most effectively meets the requests of students. Students commit to remaining in the courses they request for the school year.

Upon completion of a master schedule by the school administration, changes to a student's class schedule will be allowed only for the following reasons:

- Student was placed in the incorrect level of the class.
- Student was placed in a class that was not requested on the *Scheduling Commitment Form*.
- Student needs a course for graduation requirement.
- Administration must balance class sizes to agree with class size caps and teacher load.
- Student has a doctor's letter certifying a medical condition that requires a change of placement.
- Administrative decision by principal.

Students requesting to withdraw from a class contrary to the reasons listed above may be withdrawn, with principal approval, if they accept zeros for all grades for the rest of the course resulting in an immediate U on the transcript.

Additionally, students receiving below a grade of C in an advanced-level course may be placed into an honors-level course the following year.

GRADUATION REQUIREMENTS

A student must earn at least 22 credits to graduate.

Also see *JCPS Student Progression, Promotion & Grading (SSP&G)* on the school website.

English	4 credits
Mathematics	3 credits
(All students are also required to pass a math course senior year)	
Science	3 credits
Social Studies	3 credits
History & Appreciation of Visual/Performing Arts	
OR	
3 rd years of Band or Choir or Orchestra or	
Visual Arts or Performing Arts	1 credit
Health and Physical Education	1 credit
Electives	<u>7 credits</u>
Total credits to graduate	22 credits



ATHERTON GRADUATION PATHWAY

Core Content Area	Required Units	Course Titles and Sequence	
		Honors Program	Advance Program
English	4 credits	English 1	Adv. English 1
		English 2	Adv. English 2
		English 3	IB English 11th or AP English Language
		English 4	IB English 12th or AP English Literature
Math	3 credits + senior year	Algebra 1	Adv. Geometry
		Geometry	Adv. Algebra 2
		Algebra 2	IB Math 11th or Adv. Precalculus
		Applied Math or College Algebra	IB Math 12th or Adv. Calculus
Science	3 credits	Integrated Science	Adv. Biology
		Chemistry	Adv. Chemistry
		Biology	IB Physics or Physics
Social Studies	3 credits	World Civilization	AP Human Geography
		American Government and Politics	AP European History
		U.S. History	IB History (2 years) or AP U.S. History (2 years)
Health/PE	1 credit	PE (0.5 credit)	PE (0.5 credit)
		Health (0.5 credit)	Health (0.5 credit)
Humanities	1 credit	Humanities or Band/Orchestra/Chorus/Theatre/Art 1 Band/Orchestra/Chorus/Theatre/Art 2 Band/Orchestra/Chorus/Theatre/Art 3	IB Theory of Knowledge or Adv. Humanities or Band/Orchestra/Chorus/Theatre/Art 1 Band/Orchestra/Chorus/Theatre/Art 2 Band/Orchestra/Chorus/Theatre/Art 3
Schools of Study		<p>International Studies and International Baccalaureate</p> <p>International Baccalaureate Diploma IB Junior and Senior English* IB Junior and Senior Biology* IB Precalculus and Calculus* IB History of the Americas* IB French, German, Japanese, or Spanish* IB Theory of Knowledge* IB Physics, IB Art, or IB Theatre*</p> <p>International Studies Arabic/French/German/Japanese/ Spanish 1*, 2*, 3*, 4*</p> <p>Visual and Performing Arts Pathway Band/Orchestra/Chorus/Theatre/Art 1*, 2*, 3*, 4* IB Theatre IB Art AP Music Theory Bel Canto Choir Chamber Singers Concert Choir Piano Jazz Band Symphonic Band Percussion Ensemble Cinema Studies Stagecraft</p>	<p>Human Services</p> <p>Business and Technology</p> <p>Administrative Support Pathway Business Principles Computer Applications: IC² Certification* Adv. Comp. Apps., Digital Media and Web Design* Financial Literacy* Business Economics Global Issues International Business Financial Literacy and Business Co-Op</p> <p>Human and Environmental Sciences Pathway Marine Biology Psychology Forensic Science Anatomy Holocaust Peer Tutoring</p> <p>Education Child/Human Development 1* Child/Human Development 2* Principles of Teaching* Leadership Dynamics*</p>
<p>Students are encouraged to focus their electives on a graduation pathway within our three Schools of Study (International Studies and International Baccalaureate, Human Services, and Education).</p> <p>Students completing four or more courses in a graduation pathway (including all courses with an asterisk, which are required for recognition of pathway completion) will receive special recognition at graduation.</p>			
<p>Jefferson County Public Schools Shaping the Future www.jcpsky.net Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities 2016-17 Alternative Pathway (PIS) 3.114</p>			*These courses are required for recognition of completion of this pathway.

ACADEMIC GRADES

Also see *JCPS Student Progression, Promotion & Grading (SSP&G)* on the school website.

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

A	90 % - 100 %	Outstanding Performance
B	80 % - 89 %	Above Average Performance
C	75 % - 79 %	Average Performance
D	70 % - 75 %	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 consist of three categories: Engagement (no more than 20%), Progression (no more than 30%) and Mastery (no more than 70%).

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. Students receiving below a grade of 75% in an IB or AP course may be placed into an honors-level course the following year.

GRADE REPORTING

Students receive progress reports every six weeks and a final report card at the end of the school year; all reported grades reflect cumulative averages. Students may obtain a blank *Weekly Progress Report* form from the Counseling Office any day to take around to their teachers. The *Weekly Progress Report* supports communication between school and home; this report is the responsibility of the student to provide to the teacher and to return to a parent. Parents may also email teachers for academic updates between grading periods notifications.

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. Parents and students may access the students' ILP by going to the JCPS Homepage, select the Student Tab, select Logins, then select JCPS Online. The username and password to log on is the same as the students' network username and password. After logging in, choose the career cruising link on the Blackboard. Student username and passwords are available at Atherton's library.

GENERAL INFORMATION

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.

GUIDANCE/COUNSELING SERVICES

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. During class or lunchtime, students must have a pass to go to the counseling office. Students must sign in when visiting the counseling office.

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.

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.**

LIBRARY

The library is available to all students from 7:00 – 7:30am and after school from 2:20 - 3:30pm. 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

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

STUDENT FEES

A nominal student fee will be charged to all students. This fee will cover the cost of a locker, this *Atherton Student Handbook* and the media center technology user charge. Student identification cards are to be carried at all times. This *Atherton Student Handbook & Agenda* is the official hall pass. Replacement of your Handbook/Agenda will cost \$5. 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 \$5.

LOCKERS & SECURING ITEMS

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. **Students in gym classes will be issued a combination lock and are required to use lockers to secure items while in class;** school-issued locks are on loan to students and students will incur a \$5 fee if lost. For everyone's security, students may use only school-issued combination locks on any school locker; these can be purchased from the bookkeeper in the front office.

LOST ITEMS

Students who find lost items must turn them in to the front office. Students and staff are not permitted to keep found items.

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 also eligible to have instructional fees waived.

BOOKSTORE & ATHERTON APPAREL

Students may purchase Atherton apparel and school supplies. The bookstore is open Tuesday and Thursday mornings from 7:10 - 7:30am and also upon student/parent arrangement with Athletic Director.

LUNCH PROCEDURES

Breakfast and lunch are served daily in the cafeteria. Students are responsible for their own clean-up and food is not to be taken out of the cafeteria. **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.** Food prices set by the JCPS Nutrition Services and can be found on the JCPS website. No one is allowed to leave school grounds during lunch.

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.

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.**

DELIVERIES

No deliveries for students (food, flowers, balloons, celebratory items, etc.) 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 may result in school disciplinary action and legal consequences. 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 \$5; if lost, a replacement fee of \$5.00 will be assessed. Cars without visible parking permits are subject to being towed at the owner's expense.

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.

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 principal has the final say related to all decisions as to the slating, retention and removal of class officers.

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.

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.

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).

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, and six-week grade reports**. Contact district support to receive your Infinite Campus Portal Activation code and login directions.

JCPS DIRECTORY & 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.

DANCES & PROMS

Students are encouraged to attend Atherton dances and proms. These 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 14 - 20 (no middle school students). Guests must be listed with the Assistant Principal's office prior to the event; the administration makes the final decision on approving guests.
3. Upon leaving the event, there will be NO re-admittance.
4. *JCPS Uniform Code of Student Conduct* will be fully enforced at all times. There is no smoking at school-sponsored events (students, adults or 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).

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. Students denied permission to attend field trips may be given an alternative academic assignment.

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 an assistant principal. Students returning from field trips will report to the designated area as identified by the field trip sponsor. All Atherton and JCPS rules and disciplinary measures apply to students on field trips.

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 attendance and academic standing.

Students with serious disciplinary offenses (such as noted with asterisks in the Discipline Code section above), truancy (excessive tardies or absences) or failing classes may be denied certain student privileges such as **pep rallies, assemblies, senior activities, dances, proms, field trips and attendance at extra-curricular events.**

ATTENDANCE POLICY

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

There is a strong correlation between attendance and achievement in school. Regular attendance is essential for success, and is the responsibility of the parent and student. 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.

SCHOOL BELL SCHEDULE

1st Period	7:40 - 8:30
2nd Period	8:35 - 9:25
3rd Period	9:30 - 10:20
4th Period	10:25 - 11:15
5th Period	11:20 - 12:30
Freshmen	10:55 - 11:20
1st Lunch	11:15 - 11:45
2nd Lunch	11:40 - 12:10
3rd Lunch	12:05 - 12:35
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 9:29 will sign in and report to class.
- **Students who arrive tardy to school after second period (9:30) without a note or phone call from a parent will remain in ISAP the rest of the day.**
- Any time spent in the ISAP will be considered an unexcused absence from class.

Consequences for tardy to school:

3rd tardy	Warning by Attendance Principal or Attendance Clerk
6th tardy	Detention/ISAP and parent notification
9 th + tardy	Detention/ISAP and parent notification; additional tardies will result in progressively increasing amount of time in ISAP.

Unexcused Tardies to Class will receive a detention 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-half day of ISAP and a make-up detention.

Truancy

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.

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: **confirmed illness, doctor/dentist visitations, death in the immediate family, approved religious holidays, or 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 (10) or more times** the school will require a doctor's note to excuse any further absences. A student with an ongoing illness may request an exemption with doctor's approval.

Absentee Responsibilities

Students have one week upon return from an absence to bring an appropriate **note written and signed by the parent showing the reason for the absence**, the parent's 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. **Notes will not excuse an absence after one week of the student's return from an absence.**

Make-Up Work

A student returning to school after an excused absence 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 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. A student who has an unexcused absence may make up missed daily 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 and Educational Enhancement Opportunities

Students are permitted to have **one excused absence junior year** and **two excused absences senior year** for 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 (EEO)** 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 Academic Standards.

Early Dismissal

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 dismissal.

Non-Custodial Parents

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents (parent of which student does not live). 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.

Student Withdrawal Procedures

Students who withdraw 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.

CELL PHONE POLICY

In the effort to guide our students in the appropriate and responsible use of cell phones and electronic devices, the following procedures will be enforced:

- **Before/After School:**
Students may use cell phones and headphones/earbuds before 7:40am and after 2:20pm.
- **During School:**
 - **Students may access cell phones without headphones/earbuds during the instructional day in common areas such as the hallway, cafeteria and courtyard.**
 - **Students may not access cell phones in class unless authorized by the teacher for instructional purposes.**

Because of the possibility of school disruption, confidentiality and concerns for school safety, the use of **video or image recording devices** (via use of cell phones or cameras) are not permitted without prior authorization by the principal.

If there is a violation of the cell phone policy, the device will be confiscated and returned in accordance with school protocol for confiscated electronic items. Students are responsible for properly securing 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 Electronic Items

OCCURRENCE ACTION

1ST Return to student at the end of the day

2ND Return to parent; conference with an administrator

3+ Return to parent; conference with administrator and ISAP

Parents can pick up confiscated items from 7:30am-3:45. Student refusal to relinquish an item will result in immediate disciplinary action for failure to follow directives; a student may be suspended and not be allowed to attend classes until the item is turned in to an administrator.

Use of Technology Prohibited Behavior

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, personal cell phones, audio and video players) **to send, receive, access, or possess material which is pornographic, threatening, harassing or otherwise violates school/district rules.**

DISCIPLINE CODE

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. Students will be given due process- the opportunity to tell their view of what happened- if accused of an infraction. For further information, refer to the *JCPS Code of Acceptable Behavior and Discipline & Student Bill of Rights*.

ATHERTON'S S.O.A.P. 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*

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 Detention

2nd offense ISAP (In-School Adjustment Program)

3rd offense ISAP, parent conference, privilege restrictions, etc. (as appropriate)

Serious or repeated offenses may result in immediate 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 or more days of ISAP

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

1st offense Student/Parent/Administrator conference AND one day of ISAP

2nd offense Student/Parent/Administrator conference AND 2 days of ISAP

3rd+ 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.

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.

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.

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 dresses, shirts and tops must cover the shoulder.
- All shirts must be able to be tucked in (i.e., no bare midriffs).

Dresses, Skirts, Pants and Shorts

- Dresses and skirts must be no shorter than 6" above the knee.
- Shorts must have at least a 5-inch inseam.
- Pants and shorts must be worn at the waist; sagging is not allowed.

Shoes

- Shoes or sandals must be worn at all times.
- Slippers (or "house shoes") are not allowed.

Head Coverings

- Hats, sweatbands, bandanas, scarves, skullcaps, or any other face or head covering are not to be worn during school hours.

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 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.
- Any student wearing a hood to cover their head will receive immediate disciplinary action.
- Any clothing or accessories deemed disruptive to the educational environment will be prohibited.
- Clothing, jewelry, gloves or accessories in any manner representative of gang affiliation cannot be worn or displayed.
- Accommodations for students with religious requirements will be made on an individual basis.
- Students with conditions requiring special considerations should contact an administrator.

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

DRESS CODE VIOLATIONS/CONSEQUENCES

1st offense Warning and correction of violation before return to class.

2nd offense Parent conference and correction of violation before return to class.

3+ offenses 1 day of ISAP (parent notified)

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

PLAGIARISM POLICY

ATHERTON SITE-BASED DECISION MAKING PLAGIARISM POLICY (SBDM Policy 106)

In order to promote honest writing and research practices:


- 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 an assignment is suspected of plagiarism, the student will have the right to answer the charge and provide evidence that the assignment was not plagiarized (rough drafts, notes, etc.). If the teacher still believes the assignment was plagiarized, the student will receive a zero for the plagiarized assignment.



TEAMS, ACTIVITIES & CLUBS

School Colors-Maroon & Gold

Mascot - The Rebel

Atherton  Algerian font

Academic Team	Harry Potter Club
Aerial (Newspaper)	HYPE- Student Peer Mentors
American Sign Language	Japanese Club
Archery	Jazz Band
Art Club	KYA/KUNA
Band	Lacrosse
Baseball	Lend a Helping Hand
Basketball	Marine Biology
Bel Canto Choir	Math Team
BETA Club	Men of Quality
Book Club	Minecraft Club
Brony Club	MTRP- Multicultural Teacher Recruitment Program
Chamber Singers	NHS- National Honor Society
Cheerleading	Orchestra
Chess Team	Peer Mediators
Choir	Phenomenal Women
Cross Country	Photography
Dance Team	Principal's Advisory Committee
Debate Team	Quick Recall
Disney	Random Acts of Kindness
FBLA-Future Business Leaders of America	Rho Kappa
FCA- Fellowship of Christian Athletes	Soccer
FCCLA- Family Career & Community Leaders of Am.	Softball
FEA- Future Educators Assoc	Spanish Honor Society
Field Hockey	Student Class Officers
Fishing Club	Swimming
Future Problem Solvers	Table Tennis (Ping Pong)
Football	Tennis
French Club	Theater
Gender Sexuality Alliance	Torch (Yearbook)
German Club	Track
Golf	Volleyball
Grasshopper Club	Wrestling

