

ADAIR COUNTY HIGH SCHOOL

STUDENT HANDBOOK



2024-2025

Welcome!

Welcome to Adair County High School! For returning students, we are glad to have you back with us, and, for new students, welcome to the Tribe!

Please take time to review this handbook so that you become familiar with the many opportunities provided to ACHS students. We have outstanding co-curricular and extracurricular activities, opportunities for students to take challenging courses, athletic opportunities, and numerous career pathways where students can explore their interests.

The safety of our students is on the minds of every staff member each day. The staff works hard to make sure that ACHS is a safe educational environment. Students and parents/guardians have an equally important role in school safety. “If you see something, say something” is our school safety motto. We encourage students and parents/guardians to report anything suspicious or troubling to any staff member or through the STOP Tipline located on the Adair County Schools webpage.

Lastly, we want our students to be successful. ACHS provides many resources for our students that are detailed in this handbook. These resources include academic tutoring, mental health counseling, career readiness, and college preparedness.

Have a great year!

Administration

Chad Parnell
Principal

Anthony Darnell
Assistant Principal

Trent Hadley
Assistant Principal

School-Based Decision Making Council

Whitney Kemp
Parent Member

Tia White
Parent Member

Dawn Baker
Teacher Member

Kevin Robertson
Teacher Member

Vacant
Teacher Member

Important Phone Numbers

ACHS Main Office	270-384-2751
ACHS Fax	270-384-6900
Central Office	270-384-2476

Non-Discrimination Statement

The Adair County School District does not discriminate on the basis of race, color, national origin, religion, marital status, age, sex, or handicap toward any person in any educational program, activity, or employment practice according to Title VI (The Civil Rights Act of 1964), Title IX (The Educational Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973.

Vision

The vision of Adair County High School is to empower every student with the skills, knowledge, and values necessary to thrive in an ever-changing world.

Vision Statement

Achieving Excellence, Preparing for Tomorrow

School-Wide Expectations

Be Respectful

- Use appropriate language/volume.
- Treat all items with respect.
- Respect the space of others.
- Display affection appropriately.
- Dress for success.
- Think win-win.
- Seek first to understand then to be understood

Be Responsible

- Be on time and ready to learn.
- Follow directions.
- Begin with the end in mind.
- Put first things first.
- Accept consequences.

Be Involved

- Participate positively.
- Set and obtain goals.
- Be proactive.
- Synergize—Use teamwork.
- Sharpen the saw.

ACHS Faculty & Staff

Name	Dept.
Abrell, Jessica	Food Services (Manager)
Anderson, Hali	Youth Services Center (Director)
Baker, Dawn	Math Teacher
Bardin, Shawn	Exceptional Ed. Co-Teacher
Barnes, Gabby	CTE - Ag Teacher
Beard, Brook	Exceptional Ed. Co-Teacher
Bennett, Danielle	CTE - Media Arts
Bennett, Leslie	Exceptional Ed. Inst. Asst.
Boreing, Ashley	School Nurse
Brockman, Julie	Soc. Studies Teacher
Burton, Gola	Exceptional Ed. Inst. Asst.
Burton, Vanessa	CTE - FACS Teacher
Carter, Isaac	Science Teacher
Carter, Jennifer	CTE (LCRCWC) - Health Sci. Teacher
Chrisman, Samantha	Exceptional Ed. Inst. Asst.
Coe, Whitney	Exceptional Ed. Teacher
Coffey, Chase	Math Teacher
Coffey, Jace	Exceptional Ed. Inst. Asst.
Collins, Lee Ann	Exceptional Ed. Secretary
Collins, Shannon	Food Services
Coomer, Tara	Library Inst. Asst.
Corbin, Tina	Bookkeeper
Corbin, Todd	Custodian
Cotter, Paige	Related Arts - Health & PE Teacher
Cravens, Adam	School Resource Officer
Cravens, Rebecca	CTE - Sports Med. Teacher / Athletic Trainer
Cross, Bryan	Related Arts - Health & PE Teacher
Cross, Jennifer	Librarian
Cundiff, Rachyl	English Teacher
Darnell, Anthony	Assistant Principal
Darnell, Shanna	College & Career Readiness Counselor
Davenport, Cayce	Related Arts - Art Teacher

Name	Dept.
Decker, Carrie	Indian Academy Teacher
Faulkner, Britney	School Counselor
Foster, Kaleigh	Related Arts - Choir & Drama Teacher
Giles, Teresa	Innovative Pathways Director
Goodin, Ashley	Science Teacher
Grant, Denise	CTE - JAG Specialist
Grider, Jeremy	Custodian
Hadley, Trent	Assistant Principal
Hancock, Kirby	CTE - Ag Teacher
Hedges, Daniel	English Teacher
Hill, Stacia	Related Arts - Health & PE Teacher
Holmes, Jonathon	Related Arts - Band Director
Hovious, Brandon	Exceptional Ed. Inst. Asst.
Judd, Mary Ann	Attendance Clerk
Just, Tony	Exceptional Ed. Employment Specialist
Kassem, Anita	Food Services
Kassem, Anita	Food Services
Knight, Melinda	Exceptional Ed. Inst. Asst.
Lake, Kimberly	Food Services
Lambert, Tricia	Exceptional Ed. Co-Teacher
Litteral, Brooklyn	Exceptional Ed. Inst. Asst.
Loy, Robin	School Counselor
Lynn, Derick	Custodian
Madewell, Zachary	Exceptional Ed. Co-Teacher
Mantooth, Robyn	English Teacher
Martin, Jennifer	Soc. Studies Teacher
Maskill, Tyler	Athletic Director
Miller, Molly	Math Teacher
Minton, MacKenzie	English Teacher
Montgomery, Kenneth	CTE - Ag Inst. Asst.
Montgomery, Robert	Custodian
Neat, Michelle	Instructional Coach
Nokes, Barbara	Food Services
O'Brien, Kimberly	Related Arts - Spanish Teacher
Parnell, Chad	Principal
Peck, Aaron	Exceptional Ed. PASS Teacher

Name	Dept.
Petty, McKenzie	Registrar
Phillips, Carleigh	KHEAA College Coach
Pierce, Sharon	Custodian
Price, Amy	Mental Health Therapist
Proctor, Kate	Math Teacher
Radford, Jared	In-School Suspension Inst. Asst.
Ragle, Shanna	English Teacher
Redmon, Krystal	Soc. Studies Teacher
Reliford, Andrew	Math Teacher
Roberts, Shelby	Math Teacher
Robertson, Dalton	Science Teacher
Robertson, Kevin	Soc. Studies Teacher
Robertson, Krystal	Mental Health Therapist
Smith, Brittany	CTE - Ag Teacher
Smith, Rebecca	Science Teacher
Sneed, Heather	Food Services
South, Amy	English Teacher
Spires, Blake	English Teacher
Stephens, Wes	Exceptional Ed. Co-Teacher
Stonebraker, Steve	Soc. Studies Teacher
Taylor, Barney	CTE (LCRCWC) - Welding Teacher
Taylor, Becky	Innovative Pathways Inst. Asst.
Thompson, JR	CTE - Business Teacher
Tiller, Lydia	Science Teacher
Turner, Kim	Receptionist
Warren, Fred	Math Teacher
Watson, Christina	Soc. Studies Teacher
Willis, Laura	Science Teacher
Willis, Matt	CTE - Engineering Teacher

Grading Scale

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Grade Calculation

Students' grades will be calculated using formative and summative assessments. Formative assessments include, but are not limited to, daily work, bell ringers, quizzes, etc. Summative assessments include, but are not limited to, tests, projects, presentations, etc.

Formative assessments shall account for 30% of a student's grade.

Summative assessments shall account for 70% of a student's grade.

Advanced Placement / Dual Credit Grading

All AP/Dual Credit courses will be weighted as follows:

- A = 5 Quality Points
- B = 4 Quality Points
- C = 3 Quality Points
- D = 2 Quality Points
- F = 0 Quality Points

Report Cards & Progress Reports

Report cards are given to students after the end of nine weeks. The reports include grades in each class at that time, attendance, and comments of teachers. Progress reports will be given at three weeks and six weeks. Teachers give periodic grade updates to students at various times throughout each semester. Student progress may also be viewed by using the Campus Parent app from Infinite Campus. Contact ACHS for more information on setting up your Campus Parent account.

A grade of I indicates an incomplete, which is due to an existence of special circumstances, cleared by the principal, that prevented a student from completing his/her class work within the nine weeks. The incomplete will automatically become an F if the work is not completed within 10 school days after the end of the nine weeks.

Bell Schedule

10th, 11th, 12th Grade

Period	Start	End
1st	7:45 a.m.	9:10 a.m.
2nd	9:15 a.m.	10:35 a.m.
3rd	10:40 a.m.	12:30 p.m.
WIN	12:35 p.m.	1:20 p.m.
4th	1:25 p.m.	2:45 p.m.

9th Grade

Period	Start	End
1st	7:45 a.m.	8:35 a.m.
2nd	8:40 a.m.	9:30 a.m.
3rd	9:35 a.m.	10:25 a.m.
4th	10:30 a.m.	11:50 a.m.
5th	11:55 a.m.	12:45 p.m.
WIN	12:50 p.m.	1:20 pm.
6th	1:25 p.m.	2:45 p.m.

Course Offerings

English

English I, II, III, IV
AP English Lit. & Comp
AP English Language
Technical English
True Crime

Mathematics

Algebra I
Geometry
Algebra II
College Algebra
Pre-Calculus
Technical Math
Consumer Math

Science

Integrated Science
Biology
Chemistry I
Intro to Chem & PHys
Forensics

Social Studies

Intro. to Soc. Studies
World History
American History
AP / Dual Credit Amer. Hist.
AP Psychology
Psychology
Cadet Corps I
Cadet Corps II

Art

Drawing
Painting
Intro. Des. & Comp.
Ceramics

Agriculture

Ag Construction
Ag Co-Op
Ag Employability Skills
Animal Science
Crop Technology
Greenhouse
Intro. Greenhouse/Crop Prod.
MSU Dual Credit Courses
Prin. of Ag Sci. & Tech.
Veterinary Science
Equine Science
Ag Communication

Band

Marching Band
Concert Band

Choir

Mixed Choir
Women's Ensemble

Business

Intro. to Business
Accounting & Finance
Prin of Entrepreneurship

FACS

FACS Essentials
Foods & Nutrition
Middle-Late Lifespan Dev.
Parenting
Relationships

Flight & Aviation / Engineering

Aerospace II
Engineering I

Health & PE

Health & PE
Adv. PE
Strength & Conditioning
Women's Fitness

Health Sciences

Allied Health Core Skills
Body Structures & Functions
Emergency Procedures
Medical Terminology
Medicaid Nurse Aide
Principles of Health Science

Sports Medicine

Applied Sports Medicine
Essentials of Sports Medicine

Welding

Cutting Processes
Gas Metal Arc Groove Lab
Gas Metal Arc Welding
Gas Metal Arc Welding
Oxy Fuel Systems
Shielded Metal Arc Welding
SMAW Groove Welds
SMAW Open Groove

World Language

Spanish I
Spanish II
Spanish III

General Electives

STARS (Teacher Aide)
Yearbook
Peer Tutoring

Lake Cumberland Regional College and Workforce Center

ACHS students have the opportunity to take classes at the Lake Cumberland Regional College and Workforce Center (formerly the Lake Cumberland ATC) in Russell Springs. Programs offered at LCRCWC are:

- Automotive Education
- Computerized Manufacturing & Machining
- Construction Carpentry Technology
- Electrical Technology
- Industrial Maintenance Technology

Awards & Recognitions

Adair County High School recognizes the following student achievements through awards in the following areas:

- Academic Awards
- Co-Curricular Awards
- Graduating Seniors are recognized as Cum Laude (3.0-3.49 GPA), Magna Cum Laude (3.5-3.99 GPA), and Summa Cum Laude (4.0 and greater GPA).
- Military Awards
- ACT Awards
- Scholarship Recognition

Kentucky Educational Excellence Scholarship (KEES)

The KEES program is a reward for good grades and ACT scores. Based on a student's GPA and ACT score, students will be awarded scholarships for college or technical school. Students must have an annual GPA of 2.5 or better for the base amount of the scholarship and a 15 or above ACT score (or SAT equivalent) for the bonus award. The higher the GPA and/or ACT score, the larger the scholarship amount. The KEES program also gives more weight to AP courses. For more information students can visit the Counselor's Office or visit the KHEAA web site at www.kheaa.com.

Virtual and Dual Credit Courses

ACHS offers numerous courses through our virtual classroom. Courses can be taken for advancement, for innovative scheduling, or credit recovery. Dual credit opportunities are available through Lindsey Wilson College, Campbellsville University, Murray State University, Western Kentucky University, and Somerset Community College.

Visitors

All visitors to ACHS must enter the front office and leave a picture ID to obtain a visitor's pass before interacting with students or staff members. The ID will be given back to the person upon his/her departure from the building. This regulation applies to anyone who is not an ACHS staff member.

Dress & Grooming

All students are expected to wear appropriate, standard fit clothing and to groom in a manner becoming of a student at Adair County High School. Listed below are the guidelines for student dress and appearance:

- All students must wear shoes.
- Students will not be permitted to wear chains, low rise jeans, short shorts or skirts, cut-off or fish-net shirts, halter tops or tank tops with a strap of less than 2 inches.
- No cleavage is to be exposed.
- No undergarments are to be exposed.
- Bare midribs will not be tolerated.
- Hair Styles shall not be disruptive/distracting to the educational process in any manner, as determined by the ACHS administration.
- No costume hats or wigs will be allowed.
- No bandanas or hoods are allowed.
- Clothing (including face masks) with obscenities, sexual innuendos, drugs, tobacco, or alcohol related implication shall not be worn.
- Slashes, cuts, and/or holes in clothing must be mid-thigh or lower.
- Shorts, dresses, skirts, and skorts must be of mid-thigh length or longer
- Tight-fitting/Form-fitting clothing/trousers, including biker shorts, yoga pants, etc., are permitted but only if the garment worn on top covers the buttocks.
- Students are not permitted to carry blankets with them.
- "Onesie" pajama style outfits are not permitted, even on days designated as "pajama day."

Any clothing that is deemed disruptive to the educational environment shall result in the student being issued cover-up clothing, being asked to remove the offending article, or be sent home. If this code is abused, appropriate action will be taken.

Junior-Senior Prom

The prom is usually held in May and is sponsored by the Junior Class as a farewell to the graduating seniors. Prom is usually held on Saturday; therefore, students must be in attendance a full day the day before. To be an eligible junior or senior, a student must be enrolled at ACHS as a junior or senior on the day of the prom. See attendance policy for attendance requirements related to Prom.

Immunizations

KRS 158.00.035 requires each school to have an up-to-date immunization certificate or legal exemption for every child enrolled in that school. Parents will be issued written notice if their student is not in compliance. The student will then have 20 school days to present the school a valid immunization certificate. Failure to do this will result in suspension.

No Pass/No Drive

The No Pass/No Drive Law (KRS 159.051) was passed during the 2007 legislative session, and affects every public and private school in Kentucky (including home school students). The law says that schools will use academic and attendance data from the previous semester of the school year to determine whether 16- and 17-year-old students are compliant with the law. If deemed noncompliant, the student's current driver's license or learner's permit is revoked nor can a student cannot apply to receive a learner's permit.

A student may not apply to receive a learner's permit and a student's driving permit or license may be revoked for the following reasons:

- Having nine or more unexcused absences during a semester
- Not passing three of four classes during a semester
- Dropping out of school

A student must be in compliance for a full semester before having their learner's permit or license reinstated or being able to apply for a learner's permit.

Driving Privileges

Students of ACHS are given the privilege to drive to school. This privilege can be taken away from anyone at any time if the rules of driving are not followed. The following is a guideline for those students who wish to drive to school:

- Students must park in the student parking lot.
- Parking permits must be displayed at all times while parked on school grounds.
- Parking is on a first come, first serve basis.
- The speed limit is 25 mph.
- Exhibit courteous driving behavior.
- Keep the parking lot neat and clean.
- If a driver passes traffic and/or participates in reckless driving, he/she will lose driving privileges and/or receive citation from a school resource officer.
- No loitering in the parking lot. (No one is to remain in his/her vehicle after he/she arrives to school.)
- Students are not to go to the parking lot during school hours. If it is deemed necessary to do so, students must have permission from the principal, assistant principal, or their designee.
- Drive to school and park at your own risk. ACHS is not responsible for damages to vehicles while on school grounds.
- Parking spaces may be assigned.
- The use of tobacco/nicotine products is not permitted in vehicles by students on school grounds.
- Afternoon traffic must leave through Exit 3 and turn right.

Attendance Policy

The Adair County Board of Education and the Adair County High School staff believe attendance is an important component of learning for youth. The Kentucky Legislature passed a statute that makes all 18-21 year olds responsible for their own attendance. Truancy by this age group will be reported to the judicial system for appropriate action by the court. Good attendance benefits the students academically as well as socially. The following is the attendance policy that all students shall follow:

- Problem tardiness is addressed in the discipline policy.
- Classes missed due to a school instructional activity shall not count as an absence.
- The student is responsible for work missed for excused absences.
- The parent/guardian shall be contacted by mail when a student has accumulated three (3) absences.
- Seniors are allowed two (2) college visitation days for which they will not be counted absent. They must provide proof of attendance from the college they visit.
- Students must be at school on the day(s) of a school related activity (i.e. band competition, athletic competition, class/club trips, etc.). If not, he/she will not be allowed to participate in the next school activity in which he/she was supposed to participate.
- All absences are considered to be unexcused UNTIL a note is provided to the office within five (5) school days. Refer to the Code of Pupil Conduct furnished by the Adair County Board of Education for details on excused absences. Parents may write up to three (3) notes per semester excusing their child from a day's absence. No sign-ins are excused without a note from home or doctor.
- Excessive absences may result in a student not being able to participate in extracurricular activities.

Attendance Requirements for Prom and Graduation Ceremony:

In order to attend Prom and/or participate in the graduation ceremony, students must not have over nine (9) unexcused absences for the school year. If a student suspects that he/she does not meet this requirement, it is the student's responsibility to inquire about their attendance in the office.

Discipline

Discipline shall be defined as a system for student behavior to promote an environment conducive to learning and one free from fear, disorder, or harassment. Good school discipline is the responsibility of students, parents/guardians, and school personnel.

Several forms of discipline are used at Adair County High School. These may include, but are not limited to, parent conferences, in-school suspension, out-of-school suspension, and/or placement in the alternative program, Indian Academy.

Please note . . .

- Two or more suspensions may result in a court out-of-control petition.
- Absences due to out-of-school suspensions are unexcusable; therefore, only cumulative projects or tests may be made-up if missed during an out-of-school suspension.
- A student is under the authority of all teachers and staff, not just the ones with whom they have class.
- Any student who is suspended out of school will not be allowed to attend or participate in any school related activity during the suspension period.
- Offenses (except tardies) are cumulative across teachers and the entire school year. If a student commits the same infraction a second time, but in a different teacher's room, the student will be disciplined as if it were the second offense, not the first.
- Tardies are cumulative for the nine weeks. Each nine weeks, the tardy count resets to zero.

The following matrix is a basic outline of disciplinary consequences at Adair County High School. This policy also applies to school events, school trips, and riding the school bus.

Discipline Matrix

Infraction	1st Offense	2nd Offense	3rd Offense
Academic Dishonesty	Zero on the assignment 1 day ISS	Zero on the assignment and 2 days ISS	Zero on the assignment and 1 day OSS
Tardy to School and/or Class	3rd/4th Tardy: 1 day ISS	5th/6th Tardy: 2 days ISS	7th/Additional Tardies: 3 days ISS
Skipping Class	1 day ISS	2 days ISS	3 days ISS
Skipping WIN Time	1 day ISS	2 days ISS	3 days ISS
Profanity/Vulgarity	1 day ISS	2 days ISS	3 days ISS
Disrespect to teacher/staff	1 day ISS	2 days ISS	3 days ISS
Going to parking lot without permission	1 day ISS	Loss of driving privileges for 5 days	Loss of driving privileges for 10 days
Personal Displays of Affection	1 day ISS	2 days ISS	3 days ISS
Class/Lunchroom Disruption	1 day ISS	2 days ISS	3 days ISS
Possession/Use of Tobacco/Nicotine products	3 daysISS, PC, and Cessation Program completion	4 days ISS, PC, and Cessation Program completion	5 days OSS, PC, referral to Indian Academy
Misconduct in ISS	1 day ISS	1 day OSS	2 days OSS
Profanity/Vulgarity directed at teacher/staff	2 days OSS	3 days OSS	Referral to Indian Academy
Fighting/Verbal Assault	5 days OSS	5 days OSS and referral to CDW	Referral to Indian Academy
Intentionally pulling the fire alarm	10 days OSS and police notified		
Persistent/continual behavior that violates discipline policy	1 or more days OSS and/or referral to CDW and/or referral to Indian Academy		

Abbreviations

PC = Parent Conference

ISS = In School Suspension

OSS = Out of School Suspension

CDW = Court Designated Worker

Other Disciplinary Offenses

The following offenses will result in legal action, out-of-school suspension, expulsion, and/or placement in Indian Academy:

- Possession of drugs or alcohol
- Persistent/continual behavior that violates discipline policy
- Possession of a dangerous weapon (including fireworks)
- Striking a teacher or staff member
- Vandalism of a serious nature
- Possession of a gun (automatic suspension from school for one year–federal law)
- Other warranted offenses

Police will be called for possession of a gun, dangerous weapon, drugs, alcohol, pulling the fire alarm, and other warranted offenses.

Academic Honesty

Adair County High School comprises a community of educators who are committed to the pursuit of excellence in learning, teaching, creativity and research. Honesty and integrity create the conditions of trust and open communications that are fundamental to our shared endeavor. Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property. Academic dishonesty is a serious violation of the trust upon which the success of our community depends.

Academic dishonesty is defined as lying or cheating on an assignment as described below.

- Lying
 - Lying is communicating untruths or misrepresentations in order to gain an unfair academic advantage. It includes, but is not limited to:
 - falsifying information on an assignment;
 - misrepresenting one's own research;
 - providing false or misleading information in order to be excused from classes or assignments; or
 - intentionally underperforming on a placement exam.

- Cheating
 - Cheating is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to:
 - plagiarism on any assignment;
 - giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations;
 - using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations;
 - altering or falsifying any information on tests, quizzes, assignments or examinations;
 - using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
 - working on any examination, test, quiz or assignment outside of the time constraints imposed;
 - the unauthorized use of prescription medication to enhance academic performance;
 - submitting an altered examination or assignment to an instructor for re-grading; or
 - failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty.

Plagiarism

- Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedures.

Assignment

- An assignment is any work, required or volunteered, submitted for review, academic credit, and/or disciplinary sanction. All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another.

Stealing

- Stealing is the act of intentionally taking or appropriating the property of another, including academic work, without consent or permission and with the intent to keep or use the property without the permission of the owner or the rightful possessor.

Cell Phone / Electronic Device Policy

The use of any electronic device is permitted until 7:45 a.m., during non-instructional lunchtime, and after 2:45 p.m.

For safety reasons, students are not permitted to wear earbuds, ear phones, etc. in the hallway during class changes.

Cell phones, earbuds, and other electronic devices should not be worn or visible in the classroom unless they are being used for a specific instructional purpose. Any student that does not comply with policy or refuses to comply with teacher requests will be subject to suspension.

- First Offense
 - Student will be asked to give phone/earbuds/smart watch/electronic device to teacher/staff member who will keep the item until the end of the class period. Students who are asked to give the teacher their cell phone and have a smart watch will also be asked to give the smart watch to the teacher until the end of the class period.
- Second Offense
 - Student will be asked to give phone/earbuds/smart watch/electronic device to teacher/staff member who will give the item to an administrator who will keep it until the end of the day. Students who are asked to give the teacher their cell phone and have a smart watch will also be asked to give the smart watch to teacher/staff member who will give the item to an administrator who will keep it until the end of the day.
- Third Offense
 - Student will be asked to give phone/earbuds/smart watch/electronic device to teacher/staff member who will give the item to an administrator who will keep it until the end of the day. Students who are asked to give the teacher their cell phone and have a smart watch will also be asked to give the smart watch to the teacher until the end of the day.
 - Student will receive 1 day of In-School Suspension
- Additional Offenses
 - Student will be asked to give phone/earbuds/smart watch/electronic device to teacher/staff member who will give the item to an administrator who will keep it until the end of the day.
 - Parent/Guardian will be called to pick up the phone/earbuds/electronic device.
 - Student will receive ISS or OSS (number of days to be determined by administrator based on previous number of incidents).

Tobacco Free Campus

The Adair County Schools campus has been designated as a tobacco free campus.

Suspension or Expulsion of Pupils - KRS 158.150

1. All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.
2. A pupil shall not be suspended from the common school until after at least the following due process procedures have been provided:
 - a. The pupil has been given oral or written notice of the charge or charges against him/her which constitutes cause for suspension;
 - b. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
 - c. The pupil has been given an opportunity to present his/her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common school unless immediate suspension is essential to protect persons, or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

3. The superintendent, principal or head teacher of any school may suspend a pupil but shall report such action in writing immediately to the superintendent and to the parent, guardian or other person having legal custody or control of the pupil. The board of education of any school district may expel any pupil for misconduct as defined in subsection (1), but such action shall not be taken until the parent, guardian or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board is final.

Indian Academy

The Indian Academy, located in Adair County High School, provides an alternative educational setting established to meet the needs of diverse learners, including at-risk students with academic, behavioral and/or attendance problems. Student referrals will follow procedures set below. The Indian Academy serves students in grades nine through twelve (special exceptions are made for younger students).

The Indian Academy's purpose is to assist all students in developing skills necessary to succeed in academics, social skills, verbalizing feelings appropriately, dealing with conflicts in a positive way, and to promote a successful transition from school to higher education or work.

The mission of the Adair County High School Indian Academy is to prepare all students with the self-discipline and academic proficiency necessary to be contributing citizens in an ever-changing society.

Structure

The Indian Academy is comprised of three programs:

- *Alternative Program*
 - Utilized for students who have shown a lack of academic success in the traditional classroom due to behavioral issues.
- *Academic Recovery*
 - A credit recovery program for students who have fallen academically behind and are at risk of not graduating.
- *Choices*
 - A unique program in which students earn their credits via online courses. Acceptance into this program is highly selective.

Students participating in Indian Academy will be monitored for continuous improvement in college and career readiness by being offered and participating in the opportunities and assessments as all other students in Adair County High School.

Indian Academy is currently providing online learning through Odysseyware. All programs are aligned with all current Kentucky Core Academic Standards. The academic program of the Indian Academy curriculum is reviewed annually to ensure that we are providing students with the most effective curriculum.

Recommendation and enrollment into the Indian Academy can happen for a number of reasons including but not limited to:

- Credit recovery
- Problems functioning in a large educational environment
- Poor attendance
- Academic problems
- Discipline problems
- Drug abuse
- Court order

Referral

Referrals to Indian Academy may be made by an administrator or guidance counselor.

Students with an IEP shall be placed in the Indian Academy only through the student's Admissions and Release Committee (ARC).

Students with a 504 plan shall be placed only through the recommendation of the 504 team.

Notification

The principal or his/her designee shall notify the parent by letter or phone of his/her child's assignment in the Indian Academy alternative education program. An initial meeting with the principal or his/her designee, parent and student will be attempted before placement into the Indian Academy alternative education program. At the placement meeting parents/students will be told the reason for the assignment, expected behavior of the student, length of assignment and notification that the assignment may be extended or shortened depending upon the attitude and cooperation of the student. At the beginning of the school year or at the time of enrollment, enrolling students and their parent/guardian will be provided a copy of the Indian Academy guidelines and will sign acknowledging receipt and agreement to comply with the guidelines.

Guidelines For The Alternative Program

Students in the alternative program will follow the rules/guidelines and dress code stated in the Adair County School District Student Code of Acceptable Behavior and Discipline as well as the Adair County High School Student Handbook along with the following additions:

General

- Students enrolled in the alternative program are to enter the high school through the front entrance and report directly to their designated classroom.
- Students will remain in their designated classroom except for restroom breaks and lunch.
- Students are not allowed to have visitors other than parent(s)/guardian(s).
- Network access on computers will be limited only to educational websites/programs.

Extracurricular Activities

- Students placed in the alternative program will not be allowed to attend or participate in any extracurricular activity sponsored by his/her school. Students may be given the privilege of attending extracurricular activities if the student meets specified criteria after being in the alternative program for a specified amount of time.

Transportation

- Since driving to school is a privilege and not a right, students are not permitted to drive to school if he/she attends the alternative program. Students may be transported to school by bus, parent/guardian, or another student.
- Regardless of the mode of transportation, once a student exits from the bus, family vehicle, or another student's vehicle, students are to come directly into the building.

Students will be continuously monitored both academically and behaviorally during their time in the alternative program. Behavior data will be collected weekly. Students will participate in state testing and other academic assessments at the same regularity as all students at ACHS.

Students who have completed their placement in the alternative program and have transitioned back to the regular classroom environment will be monitored by administrators, counselors, and staff to help ensure their success and that they remain on track for college and career readiness.

Guidelines For The “Choices” Program

- Students must be capable and willing to work independently.
- Students must have a computer/device with internet access.
- All students will be required to be in attendance until their courses are complete. Individual student circumstances may allow for adjustment to the attendance requirement.
- Students must attend school on any state-mandated test day.
- Students must have their own transportation.
- Students cannot participate in extracurricular activities (including Prom).
- Students are allowed to participate in the graduation ceremony.

Clubs, Organizations, and Student Activities

Adair County High School offers a variety of clubs and extracurricular activities. Each student is encouraged to become actively involved in at least one of these organizations.

Club/Organization Name	Advisor/Sponsor
Academic Team	Kate Proctor & Dalton Robertson
Drama	Kaleigh Foster
Fellowship of Christian Athletes	Robyn Mantooth
Family, Career and Community Leaders of America	Vanessa Burton
Future Business Leaders of America	JR Thompson
GSA	Kimmy O'Brien
National FFA Organization	Kirby Hancock / Brittany Smith / Gabby Barnes
HOSA - Future Health Professionals	Jennifer Carter
National Art Honor Society	Cayce Davenport
National Beta Club	Lydia Tiller
National Honor Society	Ashley Goodin
Pep Club	Laura Willis
SkillsUSA	Barney Taylor
Sources of Strength	Robin Loy
Student Ambassadors	Britney Faulkner
Student Technology Leadership Program	Danielle Bennett

Athletics

Athletics are open to students who try out and make whatever team they choose. An athlete must be passing at least three classes, be under 19 years old, and meet all qualifications set by the Kentucky High School Athletic Association, including a required physician's statement, adequate insurance protection, and a written statement from a parent/guardian. Student athletes must complete one sport before starting another. Sports offered at ACHS include:

Sport	Head Coach
Baseball	Ryan McQueary
Basketball - Boys	Deron Breeze
Basketball - Girls	Stacia Hill
Cheerleading	Julie McQueary
Cross Country	Jonathan Vaughn
Esports	Brandon Roark
Football	Steve Stonebraker
Golf - Boys	Zachary Madewell
Golf - Girls	Ashley Goodin
Softball	Beth Veach
Swimming	Vacant
Tennis	Wes Stephens
Track - Boys	Jonathan Vaughn
Track - Girls	Bill Hillock
Volleyball	Michelle Neat

General Information

Books	All textbooks are furnished by the Adair County Board of Education. Each book issued has a place for the student's name. The student is responsible for caring for the book and must return it or pay a specified fee. If students do not pay for lost or damaged books, they will not be issued textbooks the following year.
Laser Pointers	Laser pointers are not permitted on school property and will be confiscated.
Lighters	Lighters will be taken from students and will not be returned.
Lockers	Lockers are the property of ACHS and may be searched at the discretion of the administration. Lockers need to be completely emptied at the end of the school year. Lockers should not be jammed and kept locked at all times. ACHS is not responsible for anything stolen from a locker.
Lost and Found	Students are responsible for their own personal property. They should also be considerate of property belonging to others. If articles belonging to others are found, turn them in to the office. If the student loses anything, they need to inquire at the office. The school assumes no responsibility for valuables lost or stolen at school.
Phone Calls	Students will be called to the phone only in case of emergency.
Returned Checks	A \$25 service fee will be charged on returned checks.
Right to Search	All materials, including backpacks, cars, lockers and purses, are subject to search.
School Trips	Students must have permission from parents to go on school trips and must return with the group unless authorized by parents through the principal's office in advance.
Energy Policy	Each student is expected to use energy and resources wisely. Please don't waste them! At the end of the class day, all student classroom computers will be turned off before leaving that classroom. At the end of the class day, all student classroom computer monitors and speakers will be turned off before leaving that classroom.

Guidance and Counseling

ACHS has two guidance counselors, two mental health therapists through the Healthy Kids Clinic, a college and career counselor, and a college coach who are available to help with the social, moral, physical, and/or educational development of students. The counselors' office provides information and help in such areas as career planning, financial aid, dual credit, registration for national tests, test interpretation, and scholarships. Students are welcomed and encouraged to come by the guidance office when they have concerns or need assistance.

Tests - State and National

State and national test requirements will be announced at a later date after guidance is given by the Kentucky Department of Education.

Library Information

In order to gain maximum and proper benefit from our library facility, the following regulations pertain to its usage:

- Quiet and order must prevail at all times.
- Do not remove any material from the library unless it has been properly checked out. Fines are assessed for overdue and damaged materials. Fines are \$.05 a day.
- Most books are due two weeks after being checked out. RESERVE BOOKS may be checked out for one period or overnight only.
- Everyone should exercise reasonable care in using magazines and paper bound material so they will remain usable.
- At the end of each period, all library material used must be returned to the proper shelf or rack. Do not leave magazines, reference books, etc. on the library tables.
- Keep in mind that the library is a laboratory which helps prepare students to go into life activities with knowledge of present day conditions.
- Students must adhere to the acceptable use policy when using computers in the library.

Breakfast and Lunch

The Adair County Food Service Program is participating in the Community Eligibility Provision (CEP) that allows ALL STUDENTS to receive free breakfast and free lunch for the 2020-2021 school year. Students' participation in breakfast and lunch will be essential to continue to offer all school meals free for students. All students must take the required food components to make a reimbursable meal or they will have to pay for each item and will not qualify for a free meal.

Students may continue to PURCHASE extra food items or a la carte items at a set price.

Per board policy, students are NOT allowed to charge extra food items--no exceptions.

For convenience, parents may use MY SCHOOL BUCKS to deposit money into their student's account. Information can be found on the Adair County Schools Food Service web page.

Requirements to Advance to Next Grade Level

To be a freshman	first year in high school
To be a sophomore	second year in high school
To be a junior	third year in high school
To be a senior	fourth year in high school

Graduation Ceremony

In order for a student to participate in the graduation ceremony, he/she must have completed the required credits for his/her diploma by the time teachers' final grades are due to the Counselors' Office. In order for students to graduate from Adair County High School they must be in attendance at a high school for at least eight (8) semesters (unless pursuing the Early Graduation option). See attendance policy for attendance requirements.

Early Graduation

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of an Early Graduation Scholarship Certificate. Students planning to complete an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan.

Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

Asbestos Management Plan for Adair County Schools

Adair County Schools meets both national and state regulations that relate to asbestos-containing building materials that were used in building construction in past years.

An inspection for building materials that contain asbestos has been completed for all buildings owned, leased or otherwise occupied by Adair County Schools. This inspection has been conducted by a certified inspector and the sampled materials were evaluated by an accredited laboratory. Building materials containing greater than one percent (1%) asbestos content have been made a part of an Asbestos Management Plan for each school building.

Records indicate that buildings of newer construction were built with no asbestos specified in their construction, but some of the older buildings (Central Office, Adair County Middle School and satellite buildings, and Maintenance Office) contain confirmed or suspect asbestos-containing building materials. These materials are periodically surveilled to ensure they remain in good condition, and removed or repaired when such guidance is recommended by our contracted consulting firm.

A complete Asbestos Management Plan for each school building is on file at the office and is available for public review upon request.

We will continue to notify the public at least once annually on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued from additional inspections, normal surveillance practices, response actions or remodel work that might disturb building materials that contain asbestos. Every precaution will continue to be used to protect the well-being of students and employees of Adair County Schools.

General Information

Address/Phone Number Changes

It is the responsibility of the student to inform the office of any address or phone number change that takes place during the school year.

Homecoming Queen Policy

All homecoming queen candidates must be a Senior student enrolled at Adair County High School. Each club will choose its candidate(s) for football and basketball. They may or may not be the same candidate. The winner of the Football Homecoming will be a part of the Basketball Homecoming Court and may not be elected Queen.

Mr. and Miss and Class Officers Requirements

Candidates for Mr. and Miss must have a cumulative GPA of 3.0 or greater. Candidates for class officers must have a cumulative GPA of 2.5 or greater.

Over The Counter (OTC) Medications

All OTC medication such as Tylenol are given by the school nurse.

Sign-Out Policy

Students are not allowed to sign themselves out. Three (3) phone sign outs are allowed per year only under extenuating circumstances and only when approved by the principal. Telephone sign outs are NOT permitted on alternative schedule days (i.e. school assemblies, snow delays, etc.). Under all other circumstances, parents or guardians must come in person to sign a student out. There is a form that parents may fill out to allow any other person who is at least 21 to sign their student out. This form is available in the office and must be filled out in the office. If a student is emancipated, he or she must bring proof such as a rental agreement, utility bill in their name, etc.

Cameras

Surveillance cameras are used both inside and outside of ACHS.

Title I Parent Involvement Policy

Adair County High School, a Title I school, believes that parent involvement is necessary to promote increased academic success and is committed to making efforts to build a strong parent-school partnership. We realize that parental involvement in a child's education is necessary for a child's successful completion of school tasks. To support the home-school partnership we will make efforts to utilize the following procedures.

1. A minimum of two meetings of the School Level Parent Involvement Committee will be planned throughout the school year. The purpose of these organized, ongoing, and timely meetings will be to gain parental and teacher input in the Title 1 program.
2. At the beginning of the school year, parents/guardians of all students will be encouraged to attend an open house at the school. This event will inform parents that all Adair County High School students are eligible to participate in Title I programming and will seek input from the parents, guardians, and community members that attend. An annual survey will be sent to all Adair County High School parents seeking information about interests/needs and evaluating Title I services.
3. Teachers and school staff will provide assistance to parents in becoming full partners in their child's education by signing school compacts at the beginning of each school year that give specific details of expectations of parents, students, principals, and teachers.
4. Communication from school will occur on a regular basis to help keep parents/guardians informed. Information about the Title 1 programs will be provided in the form of phone calls, home visits, online and/or parental involvement events/programs. To the extent possible, information will be sent home in a language used at home.
5. Title 1 staff/parent liaison will coordinate parent involvement programs among parents, school, and community by providing materials and services to students and parents.
6. Families will be encouraged to attend Title 1 activities at the school. Teachers and school staff will encourage parents to be involved in their child's education on a day to day basis.
7. Parents wishing to volunteer at the school must meet all school and district requirements and guidelines. All classroom activities provided by a parent volunteer must have prior approval from school staff and adhere to school/district guidelines.
8. Parent/Teacher conferences will be scheduled to help keep parents informed and actively involved in their child's academic progress.

9. Nine weeks grade reports and progress reports will be available in Infinite Campus periodically to keep parents informed of student progress. A printed copy will be sent home upon request.
10. Infinite Campus Parent Portal will be made available to parents. While registering for this service is voluntary, the school will encourage this and actively assist parents in receiving Infinite Campus Parent Portal information.
11. REMIND messaging will be utilized to communicate with parents throughout the school year.
12. Title I staff will coordinate parent involvement and support partnerships among parents, school, and community by:
 - providing assistance in understanding the national education Goals, state standards, student performance standards, and state and local assessments so that parents can use the information to improve the performance of their child and participate in educational decisions related to their child.
 - when appropriate, integrating Title I involvement strategies with the Youth Service Center and other training programs.
 - develop appropriate roles for community based organizations and business in partnership involvement activities.
 - assisting parents in becoming full partners in their child's education.

**Adair County High School
Parent/Student/Teacher/Administrator Learning Compact
Title I Schoolwide Program**

Date: _____

As teachers we pledge to:

- Encourage child's self esteem
- Encourage attendance
- Report student progress to parents
- Maintain open line of communication with student and his/her parents
- Seek ways to involve parents in the school program

Teacher Signature: _____

As a principal I pledge to:

- Believe that each student can learn
- Provide an environment that allows for positive communication between the teacher/parent/guardian and student
- Support all school programs and functions
- Encourage students to show respect for themselves, teachers, school and school personnel

Principal Signature: _____

As a student I pledge to:

- Believe that I can learn and will learn
- Come to school prepared with my homework and my supplies
- Obey school and bus rules
- Always try to do my best work and have good behavior

Student Signature: _____

As a parent/guardian I pledge to:

- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Communicate regularly with my child's teachers and attend at least one parent-teacher conference
- Find out how my child is progressing by attending school functions (such as Title I Parent Meetings, Parent-Teacher Conferences, PTA, and looking at school work)

Parent/Guardian Signature: _____

Graduation Requirements

Class of 2025 and Beyond

Minimum Number of Credits: 26

	9th	10th	11th	12th
English <i>(One English credit per year.)</i>	<ul style="list-style-type: none"> English I (or English II if English I taken as an 8th grader)	<ul style="list-style-type: none"> English II (or English III or AP English Language or AP English Literature if English II as a 9th grader)	<i>Choose one . . .</i> <ul style="list-style-type: none"> English III True Crime AP English Language AP English Literature 	<i>Choose one . . .</i> <ul style="list-style-type: none"> English IV True Crime Technical English Dual Credit English
Math <i>(One Math credit per year.)</i>	<ul style="list-style-type: none"> Algebra I (or Geometry if Algebra I taken as an 8th grader)	<ul style="list-style-type: none"> Geometry (or Algebra II if Geometry taken as a 9th grader)	<i>Choose one . . .</i> <ul style="list-style-type: none"> Algebra II Consumer Math Technical Math Pre-Calculus College Algebra 	<i>Choose one . . .</i> <ul style="list-style-type: none"> Consumer Math Technical Math College Algebra Pre-Calculus Dual Credit Math
Science <i>(One Science credit per year.)</i>	<ul style="list-style-type: none"> Integrated Science (or Biology if Integrated Science taken as an 8th grader)	<ul style="list-style-type: none"> Biology (or Intro to Chem/Phys if Biology taken as a 9th grader)	<ul style="list-style-type: none"> Intro to Chem/Phys or Chemistry or Physics 	
Social Studies <i>(One Social Studies credit per year.)</i>	<ul style="list-style-type: none"> Intro. to Social Studies 	<ul style="list-style-type: none"> World History 	<i>Choose one . . .</i> <ul style="list-style-type: none"> U.S. History AP/DC U.S. History 	
Health & PE	<ul style="list-style-type: none"> Health PE 			
Arts & Humanities	<i>Choose one . . .</i> <ul style="list-style-type: none"> Survey of Visual and Performing Arts Intro to Media Arts Choir Band Theatre Art 			
Electives	<ul style="list-style-type: none"> 10 elective credits are required 			
World Languages	<i>Required for the pre-college curriculum. Students should consult their intended college to determine need. Not required for graduation.</i> <ul style="list-style-type: none"> Spanish I Spanish II 			