

ATHERTON HIGH SCHOOL
3000 Dundee Road
Louisville, KY 40205
(502) 485-8202



International[®]
Baccalaureate



**THE ACADEMIES
OF LOUISVILLE**

ATHERTON HIGH SCHOOL

School website <https://sites.google.com/jefferson.kyschools.us/atherton-high-school/home>
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
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	313-5207	7:30am-3:50pm
Athletics Office	313-4007	7:00am-2:30pm
Youth Service Center	313-4407	7:30am-2:30pm
Attendance Office	313-5208	24-hour voice message
Main Office Fax	313-3407	
Counselors' Office Fax	313-3807	

This *Student Handbook & Agenda* belongs to:

Name: _____

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

School Mission

Empowering students to make a difference

School Motto

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**

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ACADEMICS

HOMEWORK POLICY (Atherton 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.

SCHEDULE CHANGES (Atherton SBDM Policy 301)

Upon following the *Assignment of Students to Classes and Programs* (SBDM Council Policy 300) and the completion of a master schedule by the school administration, changes to 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 (adhering to state guidelines and the Collective Bargaining Agreement).
- 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.

COLLEGE-LEVEL COURSE (Atherton SBDM Policy 102)

Students must maintain a C or higher in a JCPS Advanced Program, AP, or IB course to continue at that level of that subject. Students are responsible for the cost of the examination fees, late fees and/or the registration fee for any college-level courses; students who withdraw from a college-level course will be responsible for any costs incurred by the school.

COLLEGE-LEVEL CREDIT ON TRANSCRIPTS (Atherton SBDM Policy 103)

Students taking College Board Advanced Placement (AP) or International Baccalaureate (IB) courses must take the corresponding AP or IB exam to receive the AP or IB designation on their transcript. Students who do not take the AP or IB exam will not receive the AP or IB designation on their transcript for that course and the course fee will not be refunded.

APPEALING SBDM POLICIES

Students and parents may provide a written/email appeal of any SBDM policy to the principal, who is the Chairperson of the SBDM Council. The appeals will include a rationale for deviation from the SBDM policy. Appeals will be considered on a case-by-case basis and weighed against the intent/purpose/goal of the policy.

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.

Grades: According to JCPS policy, grades will consist of two categories: Progression (10%-30%) and Mastery (70%-90%).

GRADUATION REQUIREMENTS

A student must earn at least 22 credits to graduate.

Refer to the *JCPS Student Progression, Promotion & Grading* (SSP&G).

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
Visual/Performing Arts or HAVPA	1 credit
Health and Physical Education	1 credit
Electives	<u>7 credits</u>
Total credits to graduate	22 credits

ACADEMIC GRADES

Reference the *JCPS Assessing, Learning, and Grading Framework* (ALFH).

The assignment of letter grades for classes will be based on the following numerical 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

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

HONORS & ADVANCE PROGRAM REQUIREMENTS

Reference the Atherton Schedule of Classes booklet.

INDIVIDUAL LEARNING PLANS (ILPs)

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

PLAGIARISM POLICY (Atherton 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. Students may appeal decisions to the principal.

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. *Please note that staff members have 24 hours to respond to emails and phone calls.

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: help with social/emotional concerns, assistance with scheduling, career information, college and scholarship information or any question students feel they would like to discuss with the counselor. Students are assured that all concerns will be treated with appropriate confidentiality and respect. 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 nurse's 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 nurse's 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 nurse's 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 6:45 – 7:20am and after school from 2:10 - 2:50pm. 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 this *Atherton Student Handbook* and the media center technology user charge. This *Atherton Student Handbook & Agenda* is the official hall pass. Replacement of your Handbook/Agenda will cost \$5 and are available in the front office. Student identification cards are free for the first issue for those who have paid their student fees; replacement cards 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 are only permitted to bring their own combination lock to secure items in their PE locker provided they share the combination with the teacher in the event they get locked out.

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 the Athletic Director and/or bookkeeper. Items can also be purchased online at myschoolbucks.com.

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 DELIVERY SERVICES (DOOR DASH, UBER EATS, ETC.) ARE STRICTLY PROHIBITED.** Food prices are 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; however, once students enter the cafeteria they must remain in the cafeteria. Freshman Academy students must eat in the cafeteria. 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.

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.

A standard parking permit may be purchased from the AP Office at a cost of \$40. 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.

Parking permits are available on a first-come, first-served basis to seniors and juniors holding a valid driver's license.

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

To be eligible to be a class officer, students must have 10 or less unexcused absences in current and previous year, no serious disciplinary offenses, a 2.5 cumulative GPA, 2.5 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.** In accordance with Atherton SBDM Policy 3, parents are not permitted to visit classrooms during the instructional day unless for an approved instructional purpose due to concerns for confidentiality, safety and distractions to the educational environment. Parents and guardians must follow all school and district policies regarding visitors to the school and volunteering.

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 by the designated due dates on the form.

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 or vaping at school-sponsored events (students, adults or guests).
5. All persons attending and/or working must dress appropriately for the occasion.
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.
8. Students who cause damage or loss of venue deposit will be responsible for any cost incurred.
9. 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 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 extracurricular events. Students with special circumstances may submit an appeal to the principal regarding privileges.

SENIOR YEAR: To be eligible for senior privileges, students must maintain satisfactory attendance and successfully complete the Senior ILP, Senior Transition Survey, Kentucky Department of Education Civics Test, Technology Graduation Requirement and the JCPS Senior Showcase.



**THE ACADEMIES
OF LOUISVILLE**
ATHERTON HIGH SCHOOL

ATTENDANCE POLICY

Attendance office direct phone number: **313-5208**.

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.**

Period	Freshman	Upperclassman
1	7:30-8:20	7:30-8:20
2	8:25-9:14	8:25-9:14
3	9:19-10:08	9:19-10:08
	Lunch: 10:08 - 10:28	10:13-11:02
4	10:33 - 11:24	
5	<ul style="list-style-type: none"> 11:24 - 9th graders released from 4th period 11:29 - final bell for 9th graders <p>11:29 - 12:22</p>	<p>11:07-12:22</p> <p><u>1st Lunch 11:02-11:29</u></p> <ul style="list-style-type: none"> 11:02 - release upperclassmen to 5th period (or 1st lunch) 11:29 - 1st lunch students back in class <p><u>2nd Lunch 11:32-11:59</u></p> <ul style="list-style-type: none"> 11:32 - Release from classrooms for 2nd lunch 11:59 - 2nd lunch students back in class <p><u>3rd Lunch 12:00-12:27</u></p> <ul style="list-style-type: none"> 12:00 - release 3rd lunch students from classrooms 12:27 - students in 6th period
6	12:27-1:16	12:27-1:16
7	1:21-2:10	1:21-2:10

Tardy to School Policy: Students arriving before 7:30 a.m. shall proceed directly to first period.

- All doors are locked at 7:30. Students arriving to school between 7:30 and 9:29 will enter through the **front entrance only** and sign in and report to class.

Consequences for tardy to school: Discipline will be issued in a progressive fashion and will range from a warning to ISAP depending on the number of tardies to school.

*Parent/guardian will be contacted if a student arrives tardy to school after 2nd period (9:29) without a note or phone call from a parent.

After 9:30 a.m. students must have a parent or doctor's note. If the student does not have a parent or doctor's note they will spend the remainder of the day in isap.

Unexcused Tardies to Class: Students will receive progressive discipline for unexcused tardies to class. Consequences will range from a warning to ISAP depending on the number of tardies to class.

*****Unexcused tardies to school and class can impact a student's eligibility to participate in Junior/Senior Prom.*****

Skipping Class: Students are expected to attend all classes on time. Skipping class (defined as being 5 or more minutes tardy or not in a classroom after the first 5 minutes of class) will result in ISAP being assigned. Additional occurrences will result in an increasing amount of time in ISAP.

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 by the Assistant Director of Pupil Personnel.

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. **Doctor's Note Only will also be required for the day before an extended break; exceptions may be made by appeal to the principal.**

Excused Absences

Parents are asked to call the school attendance clerk to report a student's absence (**873-3161**). 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.

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 can either place the note in the box outside the attendance office or can give the note to their first period teacher who will submit it 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

The Atherton SBDM council has authorized the following make up policy: A student receiving an excused or unexcused absence shall have the opportunity to make up missed schoolwork and not have their class grades adversely affected for lack of class attendance. A student returning to school after an absence may request make-up work and will have the number of school days of absence plus one school day from the time they return to school to complete the work and submit it to the teacher. For ECE students, this must be done in accordance with the IEP. For Section 504 students, this must be done in accordance with their 504 Plan.

Upon return from suspension, students have the right to make up written daily assignments, projects, and tests.

College Visits

Students are permitted to have **two 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. College visits cannot be used as Educational Enhancement Opportunities.

Educational Enhancement Opportunities

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 front office by 7:30 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 attendance office. Students returning from an early dismissal must sign in at the attendance 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 attendance 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 an extended break. If it is necessary for a student to be signed out on a day prior to an extended break, 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.

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.

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 10 minutes of class or the last 10 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 and e-cigarettes; possession/using tobacco products in school or on school grounds
- Abusive language or profanity
- Cutting lunch lines; leaving trash
- 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 Short term assignment to ISAP and/or parent notification

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: Administrators have the discretion to assign alternative disciplinary measures in particular cases. Offenses that pose a safety concern or are disruptive to the educational process may result in immediate assignment to ISAP or out of school suspension.

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.

USE OF TOBACCO AND VAPING DEVICES

Students caught using or possessing tobacco products or vaping devices of any kind on school campus will have the product confiscated and not returned for any reason. Unfortunately, we have found these products can contain THC or other illegal substances; therefore, we will test them when necessary and dispose of all tobacco products (and tobacco delivery systems) appropriately.

HARASSMENT

Atherton High School is dedicated to being a welcoming and inclusive environment for all. Any form of harassment of any student or staff member will not be tolerated; this includes harassment via social media. 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.

CELL PHONE POLICY

Policy Statement

To meet the requirements of KRS 158.165 and in order to foster a focused, respectful, and academically enriching learning environment, the use of cell phones and personal telecommunication devices is prohibited from 7:30 AM to 2:10 PM. This all-day phone-free policy reduces distractions, increases student engagement, and supports social and emotional well-being.

Definition:

Personal telecommunication devices are defined in KRS 158.165 and include, but are not limited to:

- Cellular telephones (smartphones or basic phone)
- Smartwatches, smart glasses and fitness trackers with communication or internet access
- Earbuds, AirPods, and Bluetooth-connected headphones (including over the ear headphones)
- MP3 players, and handheld/VR gaming systems
- All telecommunication applications/educational distractions installed on any device
- Examples include, but are not limited to:
 - Messenger on MAC, Messages on Android, FaceTime, Social Media Platforms
 - All video/audio streaming services (ex: Netflix, Spotify), all gaming applications/websites
 - Use of VPNs or Personal HotSpots to circumvent JCPS WiFi Restrictions

The restrictions outlined in this policy apply to all student use of such devices during the school day. School personnel have the final authority on what constitutes a violation of this policy.

Policy:

1. Prohibited Use:

- Students may not access or use personal telecommunication devices between 7:30 AM and 2:10 PM including during lunch, passing time, restroom breaks, class time, or any other school events during this time.
- Devices must be **powered off and not accessed from 7:30-2:10**.
 - Additional Supports to help students not access phones are:
 - Request a locker to place their phone in for the day.

- Families can set screen time locks on phones.
- Teachers will have phone storage systems in the classroom.

2. Exceptions:

- **Emergency Situations:** Students may use phones with permission to contact emergency services or family when an emergency has been declared by a school administrator.
- **IEP/504 Accommodation:** Students with documented accommodations requiring limited device use will be honored as specified in the plan.
 - The school will maintain and share a list of students in the building who have cell phones on their IEPs/504 Plans so that administrators and other staff will know that these students are allowed to use their cell phones for the sole purpose of the approved accommodation.
- **Medical necessity:** Students with a documented health need (e.g., diabetes monitoring as outlined in a 504 plan) may be permitted restricted device use for the purpose of the approved medical accommodation.

3. Consequences:

The following progressive discipline system will be used for violations each semester:

0 offenses per 6 weeks	Reward System will be developed to recognize student adherence to policy. <ul style="list-style-type: none"> ● 6 Week Rewards ● Semester Rewards
1st Offense	Student will meet with an assistant principal and will receive a formal warning. The phone will remain in the AP office and can be picked up by the student after 2:10 PM. Parent/guardian will be notified via an approved district notification system (ex: email, text, app etc.)
2nd Offense	Device will be locked in the front office and will be held there for the parent/guardian to retrieve it after 2:10 PM.

3rd Offense	<p>Device will be locked in the front office and will be held there for the parent/guardian to retrieve it after 2:10 PM. Parent conference required with an assistant principal to establish a behavior plan to support future adherence of policy.</p> <p>Student will receive 1 day of ISAP.</p>
4th+ Offense	<p>Device will be locked in the front office and will be held there for the parent/guardian to retrieve it after 2:10 PM. Student must leave their phone at home for the remainder of the semester.</p> <p>Student will be suspended for one day and subject to additional days upon each additional offense.</p>

****No verbal warnings will be issued before enforcement.***

*****Refusal to hand over the phone to an administrator will result in immediate suspension.***

4. Responsibility:

- Students and parents are expected to comply with the JCPS Student Acceptable Use Policy and the school's guidelines.
- Students are responsible for ensuring devices are turned off and stored appropriately before 7:30am.
- Staff members are expected to consistently enforce the policy and model appropriate technology use.
- Parents/guardians are expected to communicate with their student(s) through email for non-emergency communication.
- Students will be provided time throughout the day to check email.

DRESS CODE

All students are encouraged to dress in a manner that is comfortable and conducive to an active school day. Students should be able to wear clothing without fear of unnecessary discipline or body shaming. The student dress code should serve to support all students to develop a body-positive self-image.

Students must wear:

- Bottoms
- Tops
- Shoes
- Clothing that covers genitals, buttocks and areolae/nipples with opaque material

Students cannot wear:

- Strapless tops
- Violent language or images
- Images or language depicting drugs, alcohol or gang affiliation (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images and/or language that create a hostile or intimidating environment based on any protected class
- Visible underwear or bathing suits of similar design – visible waistbands or straps on undergarments worn under other clothing are not a violation

The administration will address on an individual basis any concerns regarding appropriateness of student attire.

JCPS Graduate Profile

The knowledge and skills most essential for success.

Prepared and Resilient Learner

- Demonstrates knowledge of content skills and standards
- Applies content knowledge to real world contexts and interdisciplinary ways
- Reflects on successes and challenges, and makes appropriate adjustments in order to meet academic, personal and professional goals
- Employs organizational and project management skills to achieve academic, personal and professional growth
- Sets personal goals for transition readiness, explores post-secondary options and takes actionable steps towards realizing both

Globally and Culturally Competent Citizen

- Explores community and global issues from the perspectives of those most impacted and creates actionable solutions
- Employs democratic processes to come to decisions and solutions
- Compassionate and empathetic toward others
- Promotes a sense of belonging for others
- Respects different cultures, perspectives and beliefs

Emerging Innovator

- Employs a sense of curiosity and inquiry; seeks to learn
- Asks questions to extend, challenge and clarify the thinking of self and others
- Applies a design process (e.g. research, ideation, modeling, prototyping and testing) to create new solutions, products and processes
- Uses relevant information and feedback to continually improve solutions, products and processes
- Takes appropriate risks, and makes adjustments based on successes and failures

Effective Communicator

- Uses appropriate conventions and evidence to convey ideas clearly in writing, verbally, digitally and visually
- Adapts message to purpose and needs of the audience
- Uses discipline-specific writing conventions, formats and vocabulary to communicate ideas
- Uses technology effectively and responsibly

Productive Collaborator

- Works effectively with diverse groups to accomplish a common goal
- Gives and receives meaningful feedback
- Assumes personal responsibility for team outcomes
- Actively listens to understand others' ideas and perspectives

IB Learner Profile

The attributes of a globally-competent citizen.

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-Minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-Takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives-- intellectual, physical, and emotional-- to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.