



OLDHAM COUNTY HIGH SCHOOL



P.O. Box 187 - 1150 North Highway 393 - LaGrange, KY - 40031
www.oldham.kyschools.us/ochs

DEAR COLONELS,

Welcome to the OCHS family! The entire Colonel community is here to welcome and support you through your high school journey. We are sure you have many questions, and we designed this handbook with you in mind. We have high expectations of ourselves and our students regarding academics, conduct, and communication, and have described many of these in this handbook. Please pay particular attention to our new Guidelines for Student Dress (p. 4) and our expectations for attendance (p. 2).

After reading our handbook with your parent or guardian, please call the front office at (502) 222-9461 if you have any additional questions. We look forward to seeing you rise at OCHS!

Sincerely,

THE TEACHERS & STAFF OF OCHS

OCHS SUPPORT STAFF

ADMINISTRATION & STUDENT SUPPORT

Principal	Andy Moore
Associate Principal	Joe Percefull
Athletic Director	Dave Letendre
Assistant Principal	Kindra Witak
Assistant Principal	Peggy Feeley-Lacy
Assistant Principal	Tim Lange
Office Manager	Karri Logsdon
Bookkeeper	Sonya Yonts
Receptionist	Lynn Dudding
Plant Operator	Denise Hegerman
Cafeteria Manager	Toni Millet

SCHOOL COUNSELING SERVICES

Director of Counseling	Matt Steedly
Counselor	Tara Steedly
Counselor	Taylor Yancey
Counselor	Tanya Lutz
Registrar	Jay Jones

INSTRUCTIONAL SUPPORT

ECS Coordinator	Angie Palmer
Librarian	Denise O'Brien
Literacy Coach	Gail Sowell
Tech Integration Coach	Jennifer Girardian

LEAD TEACHERS

Arts and Humanities	Tammy Passafiume
English	Jennifer Holvey
Math	Corey Hatfield
Practical Living	Derek Cole
Science	Dan Hawboldt
Social Studies	Lauren Vaughan
World Languages	Marilyn Croak
Special Education	Ally Tucker

*ENSURING HIGH LEVELS OF
LEARNING+ FOR ALL STUDENTS!*

ATHLETICS

Oldham County High School follows and abides by all rules and regulations set forth by the Kentucky High School Athletic Association (KHSAA). In addition to these rules, Oldham County High School is subject to any additional rules established by the Board of Education and our Site Based Decision Making Council. Please see our full Athletic Code of Conduct posted on our school website.

ATTENDANCE

Students should be absent from school for the following reasons:

- Illness of the student. This normally means that the student has a fever, is contagious, or is otherwise disabled to an extent that the student cannot function properly in the school environment.
- Death in the immediate family.
- Physician or dental appointment for which a doctor's note is provided to the school.
- Religious observations of which the school attendance principal is informed in advance.
- Academic enrichment approved by the school.
- Driver testing.
- College visits by **SENIORS only**, and limited to two days. (See "College Visit Policy")
- Vacation policy granted specifically by the principal. (See "Vacation Policy")
- 4 – H
- Honor Guard for Military/Veterans burial.

All exceptions to the above must be approved in advance by the principal or attendance clerk.

- If a student will be absent from school because of illness or other unforeseen reason, the parent or guardian must notify the school between 8:15 and 9:15 a.m.
- If a parent wishes a student to be absent due to a medical appointment or funeral of a family member or close friend, that parent must notify the school at least one day in advance.
- The school reserves the right to verify any absence and to call the parent/guardian at home or work if the parent/guardian has not notified the school of the absence or if there is a question concerning the absence.
- Students who are absent from school for reasons other than the above or who leave school without proper authorization are considered to have cut school and will be subject to consequences.
- Students who have been absent or tardy when returning to school **ARE TO BRING A PARENT OR PHYSICIAN NOTE** indicating the cause of the absence. This should be brought immediately to the attendance office.
- See district attendance policy for number of absences allowed in a semester. OCBE Policy 9010.01
- **Any absence that extends a holiday or any school break will be unexcused without a doctor's note or principal permission.**
- Whenever a student misses a class the student should attend LEAD in order to make up the work and get the help needed. Such attendance is encouraged but is not required if the absence is excused.
- A student who cuts a class/school or leaves school without permission will make up lost class time in LEAD detention or Saturday School and parking privileges may be suspended.
- Upon arrival on campus, students must be in the building and may not leave campus. Going beyond these areas without permission from the principal is strictly prohibited. It is essential that school staff can account for the whereabouts of a student at all times. This is expected by parents and by the State Department of Education.
- Any tardy or absence to school must be accompanied by a parent or doctor's note. Restitution for lost class time will be assigned for unexcused tardies. Possible forms of restitution include detention and Saturday School.
- Students with more than 6 Unexcused days absent or unexcused tardy events will not be eligible for campus parking the following school year.

BUS EXPECTATIONS

1. When exiting the bus in the morning, students are to go immediately into the building. Waiting for friends, lingering in the bus lot, and leaving campus are not permitted.
2. When dismissed in the afternoon, students are to report immediately to the bus lot and await dismissal from an administrator/teacher behind the white line.
3. Students are to use caution when walking in between parked buses once dismissed.
4. If a student is assigned to ride the bus by a judge, the bus driver must initial the student's schedule and sign the validation before asking the principal to sign. The bus driver's record is the official record.
5. No bus notes will be accepted to ride with other students or to other stops. Students will only be delivered to an approved bus stop.
6. We expect respectful behavior on your bus rides to and from school. Please treat your bus driver and fellow students with respect to ensure a safe ride.

BELL SCHEDULE

Class	Time
Zero Hour	7:45 – 8:35
1st Period	8:45 – 9:35
2nd Period	9:40 – 10:30
3rd Period	10:35 – 11:25
4th Period	11:30 – 12:55 <i>1st Lunch: 11:30 – 11:56</i> <i>2nd Lunch: 12:00 – 12:25</i> <i>3rd Lunch: 12:30 – 12:55</i>
5th Period (LEAD)	Advisory: 1:00-1:15 Lead: 1:15-1:55
6th Period	2:00 – 2:50
7th Period	2:55 – 3:45

CAFETERIA AND LUNCH

Students are provided a 25-minute lunch period daily. Students are to remain in the cafeteria and cannot exit without a note from a teacher and administrator approval. No visitor or guest will be permitted to eat lunch in the OCHS cafeteria. Food dropped off in the front office will only be accepted from a parent or guardian. All other food will be turned away. Lunch menus are posted at <https://schools.mealviewer.com/school/OldhamCountyHighSchool>.

COLLEGE VISIT POLICY

Seniors are encouraged to schedule college visits on days that OCHS is not in session. However, if this is not possible, seniors will be allowed up to two (2) days during the school year to visit college campuses. These days will not be counted as absences provided the following procedure is followed. Students will provide documentation from the college or university verifying the visit took place. Upon return to school student must provide the attendance office verification within one day of the official visit to ensure an excused absence.

GUIDELINES FOR STUDENT DRESS

Students are expected to dress in a manner that is conducive to a positive learning environment, and we trust parents and students to make smart decisions about what to wear to school. We believe that the vast majority of students are able to dress appropriately for school without a strict dress code, but realize there are some that might need more guidance. In cooperation with the OCHS SBDM Council and the Associated Student Body, we have developed the following guidelines as requirements for student dress from the time the student arrives in the school building. "Normal activity" consists of walking, sitting, standing, bending, and/or stretching.

General Guidelines:

- Use common sense.
- If you are unsure if something is appropriate to wear to school, do not wear it to school.
- Anyone abusing student dress guidelines will receive uniform dress restrictions and will be checked daily before class.

Shirts:

- No tube tops or tops with excessively low necklines.
- Shirt hem should hit at the waist or lower of pant/skirt/shorts when standing. Full circumference (front, back, and sides) of your midriff or belly should not show.
- No shirts with large arm holes that expose skin on the ribs.
- Any crochet/knit/sheer top must have an approved top as the bottom layer.
- Hoodies are permitted, but the hoods may not be worn inside the building.

Skirts, Shorts, Pants, and Dresses:

- Must completely cover the buttocks and not reveal undergarments during normal activities.
- No holes, rips, tears or sheer material that show pockets or undergarments.
- No tank style undershirt may be worn as a primary under trunk/torso covering.

Headwear:

- Face and ears must be visible at all times.

Other Guidelines:

- No clothing, jewelry, bags, electronics, or electronic cases bearing drawings or words related to drugs, tobacco, alcohol, profanity, sexual innuendo, weapons or offensive words/symbols can be worn at school. Also, anything bearing a place promoting any of the previously mentioned items is also considered inappropriate and cannot be worn at school (i.e. Margaritaville shirts, shirts from bars and breweries, etc.)
- No capes or other costume style items that are distracting to learning, unless pre-approved for special events
- Do not bring blankets to school.
- Political shirts must have a socially responsible or positive message. They cannot defame any group or individual.

Styles change and the administration reserves the right to deem any attire inappropriate. If you are unsure about any article of clothing, do not wear it. If a student violates our student dress guidelines, they must correct the situation and be within guidelines before returning to class. Repeated issues with student dress can also be Defiance of Authority, and students will be held accountable accordingly. We trust you as students to make good decisions, so please come to school dressed for success and ready to learn!

Consequences for not adhering to the Oldham County High School dress code are identified on the behavior matrix at the end of the code of conduct.

ELECTRONIC DEVICES

Refer to Oldham County Board of Education Policy 9076. Cell phones and other electronic devices are banned during instructional time at OCHS. Instructional time is defined as the 50 minutes students are receiving instruction from their teachers. This phone ban also includes students who are called to the office or use the restroom during class time. Electronic devices can be great learning tools, teachers who need to utilize cell phones for instruction may do so per their discretion... Parents can help support their child's learning by not texting or calling them during the school day. If you have an emergency, you can always reach your child by calling the front office.

GRADES

Student grades may be monitored through the Infinite Campus Parent and Student Portal. If there are questions regarding a grade, parents and students may contact the teachers directly or contact the student's school counselor for assistance. Teachers in all courses will follow the guidelines set forth by the OCHS SBDM Council. Assessments will make up no more than 70% of a student's grade while classwork and homework will count no less than 30% of a student's grade. Teachers and PLC's have the ability to set their own criteria as long as it falls within these guidelines.

A 100-90 B 89-80 C 79-70 F Below 70

Weighting of Courses:

Advanced Placement and college dual credit courses are the only courses that receive weighted credit. These courses allow a student to earn additional quality points for a given grade according to the chart below:

	A	B	C	F
Weighted	5	4	3	0
Unweighted	4	3	2	0

1. Grades should be determined from performances on group work, oral and written selections, performance events, quizzes, labs, class work, projects, and tests.
2. All faculty will reinforce daily performance by incorporating a classroom management strategy that includes beginning class on time, preparation, class participation and on-task behavior.
3. A general outline (syllabus) for each class will be distributed to students at the beginning of each course outlining the subject matter to be covered, supplemental readings and/or recommended readings and any class projects.
4. Teachers will explain the grading system to the students at the beginning of each course.
5. If a student drops a course, it will automatically result in an "F".

SCHOOL COUNSELING OFFICE

The school counseling office is open to students Monday – Friday, 8:00 a.m. – 4:00 p.m. The school counselors are available to assist in any situation that the student perceives as urgent. For non-urgent situations, counselors are available by appointment.

School counseling services offered but are not limited to:

1. Provision of a positive, non-threatening place where students may discuss concerns, whether related to academic or social emotional.
2. Information concerning colleges, vocational schools, the military services, careers, and many other post high school opportunities.
3. Classroom sessions on various issues throughout the school year.
4. Information pertaining to programs and course selection.

5. Information and assistance to obtain scholarships and grants.
6. Information for parents concerning professional counseling services.
7. Student social - emotional learning and support

GRADUATION REQUIREMENTS

The following are the number of required credits in each area to meet minimum Graduation Requirements for the Class of 2022:

Course	Credit Requirement
English	4
Math	4
Social Studies	3
Science	3
Humanities	1
Health	$\frac{1}{2}$
Physical Education	$\frac{1}{2}$
Electives	6
TOTAL Graduation Requirements	22

LIBRARY/MEDIA CENTER

The Library is the Media Resource Center for the school; a place to do research using print and electronic media resources. Students work in groups or as individuals. Reference books may be checked out for overnight use and are due by 9:00 a.m. the following school day. The library also offers a wide variety of materials to read for one's enjoyment. Books may be checked out for 14 school days and may be renewed as needed. Magazines may be checked out for 5 school days. Staff members, student aides, and parent volunteers assist students. The Library is open from 7:45 a.m. - 3:45 p.m. daily.

LOCKERS

Lockers are available to all students for a fee of \$5. Additional information on lockers may be found in OCBE Policy 9045.

PHYSICAL EXAMINATIONS-IMMUNIZATIONS & ILLNESS

Per 704 KAR 4:020 A Kentucky preventative health care examination is required for all students enrolled in the Oldham County School district. This physical examination must be completed on a Kentucky Preventative Health Care Examination Form. All students new to Oldham County High School must present an updated immunization certificate before school begins or before the student enters school. These will be turned into the guidance office. Any student who was not previously in a Kentucky public school must provide proof of an eye examination by an ophthalmologist or an optometrist no later than January 1 of the school year.

Students who are ill should be sent to the office where office personnel will contact a parent/guardian. Students who need access to the elevator will be required to pay a \$10.00 deposit in order to receive a key. The money will be reimbursed when the key is returned.

STUDENT MEDICATION

1. Over-the-counter medication must be provided to the school office by the parent/guardian in a small, unopened, manufacturer's container. Students are not permitted to carry, possess or distribute any over-the-counter medications. An OTC medication will not be administered more than three (3) consecutive days unless a written physician's statement is received noting name of medication, start/stop dates of administration and illness or medical event medication is treating.
2. Parent/Guardian must bring prescription medication to the school in the most current, original pharmacy labeled container. This label must include the student's name, the name of the drug, dosage, and route of administration, specific time of administration, and expiration date. Students are not permitted to bring prescription medication to school, or carry prescription medication on their person or transport medications during bus transportation to/from school. (Exception: Life-sustaining medications prescribed and documented by physician).
3. First dose of any new medication should not be given at school.
4. Narcotic/pain medication (i.e. Darvocet, Tylenol w/ codeine) is not permitted to be housed, stored or administered by an OCBE employee.
5. When students are prescribed an Inhaler, an "Asthma Action Plan" is to be on file. When students are prescribed an Epi-Pen to treat an allergic condition, an "Allergy Care Plan/Prescribed Epi-Pen" form signed by a physician and parent/guardian is required to be on file. Students diagnosed with Diabetes are required to have a "Diabetic Care Plan" signed by a physician and parent/guardian on file and the life-sustaining medication Glucagon or Baqsimi is required for school attendance. When students are prescribed a rescue medication for a seizure disorder (Diastat rectal gel, Klonopin, Nayzilam or Valtoco), the prescribing physician and parent/guardian must sign a "Seizure Action Plan". In order for students to carry a life-sustaining medication on their person, including an Epi-Pen, Glucagon, Diastat or Inhaler the student must carry the care plan for the prescribed medication signed by a physician and parent/guardian.

STUDENT PARKING REGULATIONS

- Permission to park on campus is extended to Junior and Senior students ONLY—no exceptions.
- Students qualifying for parking pay a \$25.00 fee during registration and receive a tag to be displayed at all times.
- Parking tags are non-transferable. No student can lend or sell their parking tag for any reason. Violation of this policy could result in permanent loss of parking privileges.
- Parking lots are off limits (8:45 – 3:45) during the school day. Any student needing to go to a car must obtain a pass from an administrator.
- Student tags **MUST BE CLEARLY DISPLAYED AT ALL TIMES**
- Students deemed driving reckless, speeding, or not following adult directions on school grounds may forfeit their parking tag for one month minimum or up to one year. The speed limit in the parking lot is 15 MPH.
- Students losing their driver's licenses under No Pass-No Drive or other reasons will also lose their parking.
- Any motor vehicle violation will result in suspension of parking for 6 months or 3 months if court diversion program is completed through the County/Attorney (Board Policy 9017-F). A second violation in their school tenure will result in permanent suspension.
- Parking will be suspended 30-days to 1-school year for any tobacco/e-cig/vape, drug or alcohol violations.

- A more detailed list of criteria for campus parking can be found on the school website.

VACATION POLICY

Parents are encouraged to schedule family commitments so as not to interfere with their student's school experience. However, should it become necessary for a student to be absent because of a family trip the following policy applies:

- A. Written notes from parents designating dates of vacation must be submitted to the assistant principal one week prior to the 1st day of vacation.
- B. Assistant principal will present the request form to the principal for signing. Requests may not be approved if a student has or is approaching excessive absences.
- C. If approved, the student will take the approved form to each teacher to obtain assignments (to be completed prior to vacation.)
- D. Tests scheduled during their absence will be made up on the day of return. (Exception: If the student has more than three tests to make up, he/she may have additional days to make up the tests, taking no more than three tests per day.) Teachers may elect to give the tests prior to the student's departure.
- E. Absences will be marked vacation and all work credited to the student provided steps A-C above are completed. If these steps are not completed, the student will be assessed with simple unexcused absences. Absences for vacation contribute to total absences and are not considered as extenuating circumstances.
- F. Vacation policy will not be in effect during the last week of any grading period, state assessment, nor will it be used to extend a scheduled break. Parents may submit unusual cases to the principal for consideration.
- G. Students must get office approval. Teachers are not authorized to give vacation assignments unless the student has a signed form from the office.
- H. Policy is void if request is made after vacation is taken.

VISITOR POLICY

1. Class visitations are subject to OCBE policy 2024.
2. No visitor or guest will be permitted to eat lunch in the OCHS Cafeteria. Food dropped off in the front office will only be accepted from a parent or guardian. All other food will be turned away.
3. **All visitors must report to the main office first to receive a visitor's badge and sign in. Visitors are required to leave a photo ID in the front office until departing the building.**
4. The school policy is to accept only those visitors who have legitimate business at the school.
5. An administrator may refuse to issue a visitor's badge anytime he or she feels it is in the best interest of the school to do so.
6. Any person found on school grounds without permission is trespassing and is subject to arrest by police or other local authorities.
7. Former OCHS students who exited in good standing are welcome to visit former teachers after 3:45pm, by appointment with the teacher and by obtaining a visitor badge.
8. Exceptions to this policy must be approved by the principal.
9. Students cannot bring visitors to school for any part of the school day.
10. Anyone wanting to visit a special program must gain consent of the assigned principal.

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