



2025-2026

**Warren East High School
Student Handbook**

6867 Louisville Rd

Bowling Green, Kentucky 42101

270-781-1277

Fax: 270-843-2610

www.warrencountyschools.org

The Warren East Student Handbook aims to provide expectations and procedures to inform and enhance the instructional programs of the school as well as provide for the efficient operation of WEHS. **If temporary or permanent changes to any policy is required by district or government mandate, WEHS will comply to the fullest extent possible.**

Under the Kentucky guidelines for School Based Decision Making Councils, schools have authority to establish additional policies within the framework of Board-established rules and regulations.

Who W.E. Are

Mission Statement

The mission of Warren East High School is to create a safe and orderly learning environment and provide students with a balance of knowledge, skills, and experiences that will enable them to reach their maximum potential and become ethical, responsible, and productive citizens.

WE are E.A.S.T

Raiders are EMPATHETIC and ADAPTABLE individuals. Our students have opportunities to reach academic excellence and feel SUCCESSFUL. Raiders are lifelong learners by being TEACHABLE.

Fight Song

At Warren East High School we believe that we're the best around.
And if you doubt us, watch us then as we bring your team down. GO EAST!
At Warren East High School we believe in pride and spirit bold,
And we support ole Warren East High School. Go Big Blue and Gold.

2025-2026 WEHS Faculty and Staff

Office	270-781-1277	Youth Service	270-781-9875
Fax	270-843-2610	Cafeteria	270-904-9079
Guidance	270-782-6323	Library	270-843-1438

Administrative Staff	Front Office Staff
Jonathan Vincent, Principal Caley Ruth, Assistant Principal Leigh Ellen Malone, Assistant Principal Patrick White, Dean of Students	Lana Ray Yates, Receptionist Melissa Waldrop, Attendance Secretary Betsy Andrews, Bookkeeper Joshua James, Truancy Diversion
Guidance Counseling Staff	School Resource Officer
Amber Barrick (A-G) Counselor Claire Bellar (H-O), Counselor Shayna Tyree (P-Z) , Counselor Lisa Rice, Mental Health Counselor Melinda Young, Guidance Secretary Rachelle Sanford, Infinite Campus Clerk	Deputy Sheriff Ernie Steff , WCSO
Faculty & Staff <i>*Department Head</i>	
<u>Agriculture</u> Aaron Brooks* Katy Doyle Maegan Winstead <u>Air Force JROTC</u> Colonel Mike Stevenson Chief Master Sgt. Richard Bruno	<u>English</u> Megan Cosby Sara Deel* Hannah West Heather Easley* Daniel Wilson Annie Locke

Business

Megan Atchley*
Haley Boggess
Miranda Phillips

Foreign Language

Angela Minor
Rebekah Sledge

Health & PE

Kyle Benge
Tara Hamilton*
Andrew Peters

Instructional Programs

Natalie Croney, Curriculum Coordinator
Kelly Rich, College & Career Coach
Melissa Marr, Instructional Coach

Instructional Support Staff

April Hatfield - Assistant
Will Eller - Assistant
Cainan Daniels - Assistant
Katrina Eadens – Assistant
Mindy Hayes – Assistant
Sam Perdue - Assistant
Micah Spatt - ISS
Kaylee Smith - Assistant
Nataleigh Garmon- Assistant
Caleb Peel- Assistant

Library

Nicole Lee- School Media Librarian
Nedra Whitney - Library Assistant

Math

Matthew Parr*
Brian Griffing
Tanner Hall*
Lisa Amos
Belinda Lawson
Amber Martinez

ESL

Alex Brunt

Family-Consumer Science

Caroline Blaine

Science

Brandi Matthews
Jessica Sanford*
Kay-Dee Vales
Rick Walls
Lauren White*
Mike Stuckey

Engineering

Stefanie Ferguson

Social Studies

Malori Wilson
Patrick Hittson, BAC
Jennifer Mantlo*
Caleb Renfrow
Justin Spears*
Whitley Coffman
Melissa Marr

Special Education

Casey Napier* - PASS Program
Todd Gentry *
Alisa Grimes
Jenny Neville
Jessica Cline
Danielle Oberst
Wes Sanford
Dalton Shoemake - FMD
Jeremy Garmon - FMD

Visual & Performing Arts

Cheri Marshall - Choir
Johnathan Cline - Band*
Dakota Compton - Strings
Andrea Brown- Visual Arts

<u>JAG</u> Sara Coulter <u>Youth Service Center</u> Justin Pate - Coordinator Melinda McCool- Ast. Coordinator	<u>Cafeteria</u> Bobbie McDaniel - Cafeteria Manager <u>Athletic Director</u> Brandon Combs
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2025-2026
Athletic Coaches & Club Sponsors

Brandon Combs, Athletic Director
Justin Spears, Assistant Athletic Director

Archery – Stephen Epley Baseball – Wes Sanford Basketball, Boys – Kyle Benge Basketball, Girls – Jenny Neville Bass Fishing – Bowling – Cheerleading – Rachelle Sanford Cross Country – Tyler Kelley	Football – Tanner Hall Golf – Justin Spears Soccer, Boys – Todd Carver Soccer, Girls – Will Eller Softball – Jennifer Brooks Tennis – Robert Whitlock Track & Field – Cainan Daniels Volleyball – Shea Moore Wrestling -
Academic Team – Jennifer Mantlo Beta Club – Jennifer Mantlo Choir/Musical – Cheri Marshall Competition Marksmanship (<i>JROTC Students</i>) – Mike Stevenson & Richard Bruno FBLA – Megan Atchley, Miranda Phillips, Haley Boggess FCA – Justin Pate	Green Dot – Justin Pate HOSA - Jessica Sanford, Brandi Matthews International Student Union – Rebekah Sledge JAG - Sara Coulter KYA – Heather Easley National Honor Society - Lauren White

FCCLA – Caroline Blaine FFA – Aaron Brooks, Katy Doyle, & Maegan Winstead	Orienteering Team (<i>JROTC Students</i>) - Mike Stevenson & Richard Bruno Pep Club – Justin Spears Project Lit - Prom Committee – Sara Deel & Kay-Dee Vales Robotics - Nicole Lee & Stefanie Ferguson STLP – Nicole Lee Volleyball Club - TBA Yearbook – Heather Easley
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WEHS Expectations

Warren East High School seeks to serve by growing conscientious citizens who contribute to the good of our community and world. We are committed to fostering an effective learning environment, and thus seek to engage administrators, faculty, staff, parents, and students in developing an educational setting that promotes these core character traits.

WEHS PBIS EXPECTATIONS MATRIX

Expectations	School-wide/ Classroom	Hallways	Cafeteria	Assemblies	Restrooms	Bus	Off Campus Experiences
E mpathetic	Show respect (Use kind words and actions) Be thoughtful Accept others	Make room for others Only touch your belongings	Be respectful Be kind	Be respectful Be kind Be Accepting of others	Be respectful Use kind words and action Respect privacy	Be respectful Be kind	Be respectful Be kind
A daptable	Accept challenges Respond to feedback Compromise with teams Adjust to changes	Go to your destination in a timely fashion	Be inclusive Communicate your needs Keep food in appropriate areas	Appropriate volume and language Respond appropriately to speaker	Enter and exit quickly Keep restrooms clean and orderly	Appropriate volume and language Be responsible for your actions	Appropriate volume and language Respond to feedback
S uccessful	Be present and on time Be prepared Be attentive Appropriate Language	Respecting others space	Be honest Clean your area Stay Seated Appropriate language	Be Present Stay seated Be attentive	Wash Hands Use facilities appropriately	Follow all bus rules	Safety first Be present and on time Report and remain in assigned area
T eachable	Ask for help when needed Engage in learning Stay curious Willing to learn	Walk on the right Use appropriate volume & school language Have	Clean up after yourself Use good table manners	Active participation	Use appropriate language and volume Respond politely to	Listen to bus driver Be safe	Active participation

Visitors

All visitors must report to the receptionist. No former students or outsiders are allowed to come into the building unless they have permission from the principal in the form of a visitor's pass. Passes must be worn on the upper body and highly visible. This registration is absolutely essential for visitors so that the school will be able to identify persons who have authorization to be on campus. **Students from other schools are prohibited from spending the day with our students.**

WEHS Expectations

Deliveries to Students / Outside Food and Drinks

State Law mandates that there is to be no competing outside food with the cafeteria. Due to the change in state laws regarding food and nutrition, students are not allowed to have any outside fast food items delivered to them to eat in the cafeteria. Food brought before 7:35 with a student is allowed. After 7:35, any food brought to a student will be held at the front office until the next class change and the student will be required to eat their food in the front office or in the lobby. Items delivered via, Door Dash, Grub Hub, etc. will not be allowed inside of school.

Any drink in a glass bottle is not allowed and any energy drink is not allowed on campus at any time. Coffee is allowed as long as it is not in a glass bottle.

Also, items such as balloons and flowers will **not** be delivered to students during the school day. All items will be held in the office and will be delivered to the student at the end of the school day.

It is important to note Warren County bus regulations do not permit glass vases or balloons on a bus. Students will need to make other arrangements for getting these type items home.

Lost and Found and Valuables at School

Lost articles are often turned into the Youth Service Center. If you should lose an item (or find a lost item), contact the Youth Service Center. We encourage all students and visitors to leave valuable items at home. **The school and staff are not responsible for locating or replacing lost or stolen property and will not pursue an investigation of any missing items.**

Hall Passes

Students may be excused from the classrooms during class with a hall pass issued by their teacher. Hall passes will be issued **AFTER the first 10 minutes of class and BEFORE the last 10 minutes of class.**

Attendance Information & Procedures

Any exceptions to the school attendance policies and procedures are at the discretion of the school's administration.

KENTUCKY COMPULSORY ATTENDANCE LAWS

Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge of any child between the ages of six (6) and eighteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or the public school that the board of education of the district makes provision for the child to attend. Any parent or guardian who elects to send a child five (5) years of age to school shall keep the child in regular attendance. Every child actually residing in this state is subject to the laws relating to compulsory attendance, and neither he nor the person in charge of him shall be excused from the operation of those laws or the penalties under them on the ground that the child's residence is seasonal or that his parent is a resident of another state.

Attendance-At-A-Glance

	Limits	Notes	
Excused Absences	7 excused absences maximum per year	Note Within 5 Days of Returning	Student Name Absence Date Reason for Absence
Doctor-Excused Absence	No Limit	Note Within 5 Days of Returning	Student Name Absence Date Reason for Absence
Unexcused Absences	Students are in violation of the WEHS attendance policy if they accumulate nine (9) or more unexcused absences for the year, nine (9) or more tardies for the semester, or have been suspended from school. Students who are in violation of the attendance policy will lose the privilege to go on field trips, participate in non-KHSAA activities, or to attend prom.		
Tardies to School	The limit is two (2). Any student who is tardy to school without valid excuse on three (3) or more days, is a truant.		
Tardies during School	Handled according to School Discipline Policy		

Excused Absences

Warren County Schools and Warren East High School expect all students to attend class, on time, every day that school is in session.

All written absence excuses must be received within five (5) school days of a student's return to school. If notes are not received within five school days, the absence(s) will be

UNEXCUSED, and teachers will not be required to assign make-up work. **If a child's absence is unexcused, all assignments for that day may receive a "zero" and may not be allowed to be made up.** Upon returning from an absence, students should take their note to the attendance office. The front office staff are not allowed to make exceptions to the rules.

When a student must be absent from school, it is the responsibility of the parent/guardian to call the school where the child is enrolled on the date of the absence to inform the school of the reason for the absence. The parent/guardian must send a written excuse or doctor's note with the student when he or she returns to school. If a note is not received by the school, the absence will be counted as unexcused. Up to 7 days of valid absences for which parents/guardians have sent written excuses giving valid reasons for the absence will be excused. Invalid absences will be considered unexcused. Seven parent notes will be excused for valid reasons (see below). Parent notes submitted for invalid reasons will be considered unexcused.

Allowed Excused Absences

<ul style="list-style-type: none">▪ Illness with Doctor or Parent Note▪ Death in the Family▪ Medical Appointment▪ Student sent home from school sick▪ Military leave, deployment, or training	<ul style="list-style-type: none">▪ Religious Holidays▪ Court Appointment▪ Driver's license test or examination (1/2 day-2 times)▪ Other circumstances as approved by principal
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Parent Notes

When a student returns from an absence, a parent note that includes the student's name, the absence date, and the reason for the absence is required for the absence to be excused. A maximum of **seven (7)** parent/guardian notes are allowed per year. A parent/guardian note is only valid for one day of absence/tardy. A doctor's note will cover a health event of consecutive days. Once a student uses all their parent notes for the year, only a third party note, document, or other information requested by the school may result in an excuse of the absence or tardy. Otherwise, all absences and tardies after the seven (7) excused notes will be unexcused.

Partial absent days will be added for an accumulation of whole-day absences for truancy purposes.

If a parent checks a student out, it is suggested the parent write the note upon signing the student out. This will help in making sure all absences are covered with an excuse.

Doctor Notes

A valid doctor or dentist note will also excuse an absence for health or dental issues. Students with medical appointments during the school day will be given an unexcused absence until a statement is brought from the doctor. All absences due to illness will require a doctor's statement for the absence to be counted as excused. Written statements must be received within five days of a student's return to school to be counted as excused. Excuses brought in after the week period will remain unexcused.

Any absence event due to medical reasons **in excess of ten (10)** will require the presentation of the Warren County Schools Medical Excuse Form before the absence will be excused. The form will be available at all schools, central office, and some medical facilities upon parent request.

College Visits (Seniors)

During their senior year students may make up to two (2) college visits that will be considered an excused absence. The visit must be made to an appropriate institution such as a college, university, junior college, vocational or technical school. Prior permission from the guidance office, along with written confirmation from the college will be required before the visit. It must be a scheduled campus visit with the school's admissions office. Upon returning to school, students must present documentation from the school visited to the attendance office.

Students Getting Sick at School

1. Your child should notify his/her teacher and ask permission to call their guardian. Teachers cannot make the decision as to whether or not a student is ill enough to go home. This is a parent decision.
2. If it is determined the child will leave school due to illness, the child will be dismissed out of class once the parent/guardian or other person listed on the **EMERGENCY CARD** arrives to get your child.
3. Your child must be signed out through the attendance office.
4. A note is still required

School personnel are NOT permitted to dispense any medicine (including pain relievers) without a doctor's note. Parents/guardians must register medications with the office to be dispensed to students.

Checking a Student Out

It is critical for student safety and for checking students out early for families to return a fully updated Emergency Card each school year as well as fully update their information in Infinite Campus.

Parents/guardians wanting to pick up students during the school day should go to the attendance office and follow all required check-out procedures. The school is responsible for the safety of each student. Parents (or any other adult picking up a student) must provide a physical copy of their driver's license before students can be released AND must be listed on the **DISMISSAL & EMERGENCY CARD** which is maintained by the school. It is the parent's/guardian's responsibility to make sure the DISMISSAL & EMERGENCY CARD information is current.

Following the steps below can save time for parents, students, and staff members:

1. If a student needs to leave for an appointment during the school day, s/he should take the note to the attendance office upon arrival at school.
2. The attendance clerk will call to verify permission from the parent. This call will be made regardless of the student's age.
3. The attendance office will phone the teacher to dismiss the student.
4. The student is to report to the attendance office to officially sign out.
5. Students will need to bring in any excuse notes from doctor, dentist, court, etc. within five (5) days to have the absence excused.
6. When the parent/guardian signs the student out, a written excuse may still be required to excuse the absence.

Truancy

Defined: Any student who has attained the age of six (6) years but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) days, or tardy on three (3) days, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. A tardy is defined as missing no more than 35% of the regularly scheduled school day. A tardy can occur in either the morning or afternoon.

Truancy Process – All Grade Levels

STEP 1	Upon the six (6) unexcused absence and/or tardy, the principal/designee will contact the parent/guardian in writing concerning the student's absences.
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STEP 2	Upon the fourteen (14) unexcused absence and/or tardy, the district's Delinquency Prevention Services Worker will be notified and will make contact in an attempt to avoid any court action.
STEP 3	When the fifteen (15) unexcused event occurs, court action may be pursued.

Attendance/Tardies Impact on Prom, Trips, etc.

Students who wish to attend the prom or any prom activity must have a full attendance day on the last school day prior to the prom. Any student who is not counted as being in full attendance on the last school day prior to the prom will be denied admittance to the prom unless: A) a valid, verifiable doctor-written excuse is presented to the attendance clerk or administrator prior to the end of school the day prior to the prom, or B) a valid, verifiable written note from a court official is presented to the attendance clerk or administrator prior to the end of school on the last day prior to the prom. Parent notes will not be accepted in this particular instance for those students who want to attend prom.

Students who violate the WEHS attendance policy may be required to forfeit prom activities. Students are in violation of the WEHS attendance policy if they accumulate nine (9) or more unexcused absences for the year and/or eight (9) or more tardies to school for the semester, and/or have been suspended from school prior to prom.

Students who are in violation of the attendance policy will lose the privilege to go on field trips, participate in non-KHSAA activities, or to attend prom. Any changes in this policy is at the discretion of WEHS administration.

Tardy to School and Class

Students are considered tardy to class if they are not inside the classroom when the bell rings. When a student is tardy, the teacher will mark the tardy in Infinite Campus.

The following list pertains to **tardies to 1st – 4th blocks.**

- 1st Tardy – This is a warning
- 2nd Tardy – This is a warning
- 3rd Tardy – Assigned 1 day of lunch detention by office
- 4th Tardy – Assigned 3 days of lunch detention
- 5th Tardy – Assigned 1 day of ISS
- 6th Tardy – Assigned 2 days of ISS

- 7th-9th Tardy – Assigned 3 days of ISS
- 10th Tardy – ISS/ASP/loss of privileges like field trips, etc.

**Tardy offenses will reset after each quarter.*

Making Up Missed Assignments Due to Absences

It is the responsibility of each student who misses school to acquire his/her missed assignments from the teachers. This should be done upon the student's return to school, even if the missed classes are not meeting that day. If the student misses two or more consecutive days, the parent may call the counseling office or check google classroom for the student's homework and/or assignments. Due dates will be determined by the teacher. When a student knows of an exam before an absence, s/he should be prepared to take the exam upon returning to school.

2025-2026 WEHS Student Dress Code

No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance, or use of wearing apparel, which, in the judgment of school officials, is deemed to create a disruption of school discipline and routine. If a student is found in violation of the dress code, consequences for defiance may apply. **The WEHS administration has full discretion to decide what is or is not appropriate to wear at WEHS.** Administration may modify dress code on pre-announced days.

Dress Code Need-to-Knows

- Shorts and skirts must cover all undergarments or lack thereof.
- All pants, shorts, skirts must be worn at the natural waist and must remain there constantly through normal activity without being held up by the hands.
- Footwear must be worn at all times.
- All tops/upper garments must be opaque and cover the midriff and cleavage when standing in a normal, upright position and when participating in normal activity. Upper garment must have material on shoulders wider than a spaghetti strap and must have fabric from the armpit to the waistband.
- Clothing must cover the genitals, buttocks, and all undergarments.
- Lingerie or look-alikes are not allowed.
- No costumes are allowed.

Examples of Unacceptable Clothing

- Tube tops, single strap tops, shirts exposing underarms, or sleeveless shirts

- Wallet chains or jewelry (including spiked jewelry) that poses a safety hazard
- Garments, accessories, jewelry, emblems, badges, or patches that may make reference to or advertise alcohol, tobacco or illegal substances; profanity or vulgarity; confederate flags, Nazi swastikas, gang symbols, symbols that are considered degrading toward others, or items which cause disruption during the school day.
- Shirts, garments, accessories, jewelry badges, or patches that have implied /inferred messages that are vulgar, sexually suggestive, or offensive to others
- Blankets/Throws/Afghans/Quilts/Snuggies are not allowed at WEHS.
- Headgear such as hats, caps, visors, sunglasses, etc. may not be worn unless necessary for health or safety purposes or cultural/religious requirements. Requires pre-approval from administration. Hooded sweatshirts shall be kept off the head with the hood lying flat on the back.
- Lingerie or look-alikes are prohibited

Repeat offenders of the school dress code will be subject to the following disciplinary action:

- 1st offense: student conference
- 2nd offense: 3 days lunch detention and parent contact
- 3rd offense: major discipline referral

ACADEMICS

Graduation Policies

In order to be eligible to participate in the graduation ceremony, seniors must:

- Attend all graduation practice sessions in their entirety
- Comply with all school policies (including dress code) during practice and while on school property
- Comply with all school guidelines regarding school issued graduation regalia and dress during graduation.
- Pay in-full all debts

Graduation Requirements/Guidance and Counseling

Warren East diploma requires a minimum of 26 credits to graduate. Contact the guidance office for a detailed list of classes required and electives offered. The guidance counselors are here to help you in many ways. Stop by and make an appointment if you need help with:

- Solving problems that you might encounter at school
- Registering and preparing for college entrance exams
- Planning for college and career
- Choosing a college, vocational school, or military training program

- Applying for college and vocational scholarships
- Planning your schedule of classes
- Dealing with personal problems

Honor Roll/Honor Graduates

A student must obtain all A's and B's in each of their classes for the nine weeks. Those students with all A's will receive further distinction. Honor students will be recognized during graduation with white cords. This will be on a weighted grading scale. Valedictorian and/or Salutatorian will also be recognized.

No Pass/No Drive Law

The "No Pass/No Drive" statute (KRS 159.051) became law on June 25, 2007 with implementation beginning August 1, 2007. This statute involves every public and private school (including home schools) in Kentucky. Any sixteen (16) or seventeen (17) year old student applying for the first time for a Learners Instruction Permit will be required to have a (revised) School Compliance Verification: KRS 159.051 Form (dated 1-1-12), issued and completed by the school. The law specifies that a student "shall" pass four (4) courses (or the equivalent) per semester; $4/6 = 66\%$. **WEHS is currently on a 4 block school day and therefore students must pass three (3) of their four (4) classes each semester to remain eligible. KDE states that the student be in compliance (good standing) for grades and attendance for a full semester before regaining driving privileges. A student may also reapply for his driver's license at the end of a summer school semester (start of fall semester), which results in the student having passed at least four (4) courses or the equivalent during the successive spring and summer semesters (see KRS 159.051.**

Promotion Requirements

6 credits to be a sophomore
13 credits to be a junior
19 credits to be a senior
26 credits to be a WEHS Graduate

Promotion is done at the end of the school year only. The Principal has the authority to promote students under special circumstances.

Graduation Ceremony

It is the policy of Warren East High School that all graduating students must complete all credits and requirements of the State of Kentucky, Warren County Board of Education and Warren East High School prior to graduation rehearsal. Students shall not participate in graduation ceremonies until all graduation requirements are met.

AI Statement:

Warren East High School students may use AI programs e.g. ChatGPT to help generate ideas and brainstorm. However, students should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Students should also be aware that use may stifle independent thinking and creativity.

Students may not submit any work generated by an AI program as your own. If students include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor).

Any plagiarism or other form of cheating will be dealt with according to school discipline and class syllabus.

Final Exams and Midterm Exams

Every class at Warren East is expected to conclude each semester with a summative assessment to test the students' overall knowledge of the content. Major projects or nontraditional events will need administration approval.

Exam Make-ups

There will be a make-up exam session upon return from the winter break and again at the beginning of summer break. Students who miss an exam for an excused absence will be allowed to take the exam(s) on the make-up date. The student is required to provide an excuse upon arriving for the make-up test session.

Before & After School Tutorial Program

The Extended School Services Program (ESS) may be available for students who need extra help with coursework during the school year. ESS sessions may be scheduled to attend before or after school. Students not meeting benchmarks on EXPLORE, PLAN, or ACT may also be assigned to tutoring before or after school. Announcements will be made regarding sign-ups.

Infinite Campus

Warren East parents and students have access to an on-line grade and attendance program, called Infinite Campus. A parent or guardian may pick up instructions and a PIN (personal identification number) from the counseling office to log onto the program from home. The web address is:

<https://infinitecampus.warren.kyschools.us/campus/portal/warren.jsp?status=portalLogoff&lang=en>. The program shows the grades students have earned on assignments and exams, as well as attendance information. **Parents are highly encouraged to update student and family information regularly as the information changes.**

Cheating Policy

The faculty and staff of Warren East believe that integrity and honesty are essential in all student assignments. Teachers have developed their own cheating policies to meet the particular needs of their classroom and those criteria will be documented in the individual class syllabus. Individual policies often result in zeros being given for cheating.

Any of the following should be considered examples of cheating:

<ul style="list-style-type: none">● Copying assignments● Collaboration on test answers● Use of hidden notes	<ul style="list-style-type: none">● Plagiarism● Theft of academic materials● Using electronic devices to text answers
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The following disciplinary responses are possible for academic dishonesty at WEHS:

<ul style="list-style-type: none">● No credit for assignment● Telephone conference with parent by teacher● Referral to and conference with a principal● Assignment to ISS	<ul style="list-style-type: none">● Assignment to ASP● Ineligibility for faculty awards, honors, and positions of leadership in school organizations● Out of school suspension and/or ASP for up to 10 days
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Teacher Interventions

Each teacher will work with all students to help them succeed. They will use student/teacher conferences, phone calls, e-mails, letters home, and behavior contracts prior to referring them to the Administration. Parent/teacher conferences will also be used to help students stay focused on learning. Students will be held accountable for their work and behavior, in order to achieve their highest potential.

Withdrawing From a Class

We have high expectations for every student and exhaust every means to make every student successful. Only in extreme circumstances will the administration consider an alternative placement of a student. It will always be discussed with all involved parties before a decision is made to change a student's schedule. The decision should be in the best interest of the student.

The drop period is within the first five days for a year-long class and the first three days of the given semester for a semester-long class. Previously earned grades for the dropped course will remain on the student's transcript. If the dropped course is an Advanced Placement course, the previously earned grades will **NOT** be weighted.

Juniors & Seniors – ACT Benchmarks

All juniors in the state of Kentucky are required to take the ACT exam as part of the assessment process. The ACT is a college readiness exam. It will be given to all WEHS juniors in March.

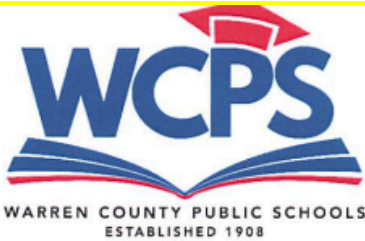
Per KY state law, (704 KAR 3:305), if your child does not meet the readiness benchmark scores on the ACT, his/her schedule for the senior year will include a transitional course in English/language arts and/or mathematics that will embed the transitional curriculum. This course will be required in order for us to prepare your student to retake the ACT and meet the benchmarks.

After taking the ACT exam, your child will receive his/her ACT scores normally within six weeks of the exam date. At that time you can check your child's scores against the benchmark requirements. WEHS will also notify you and your child if the benchmarks are not met and will alter his/her schedule to include transitional course work.

It is our mission to make sure all students are prepared for postsecondary education upon graduation from Warren East High School. Your child and his/her teachers

have been working diligently to be prepared to meet the ACT benchmarks. Please continue to encourage your child to do his/her best on the PLAN and the ACT.

Teacher Certification Notification



303 Lovers Lane • P O Box 51810
Bowling Green, KY 42103
Phone: 270-781-5150 • Fax: 270-781-2392
www.warren.kyschools.org

Rob Clayton, Superintendent

Dear Parent or Guardian:

The educators in Warren County Public Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you the following information about whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information, please contact Jeanie Hopkins by phone at 270-781-5150 or by email at jeanie.hopkins@warren.kyschools.us. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Field Trip Attendance

Per WEHS Site Base Decision Making Council Policy 17-B:

Field Trips Defined: A field trip is defined as any activity sponsored by a class, content area, club, or grade level which takes place during school hours and lasts longer than one class period. These activities may be in school or out of school and/or extend past school hours. This policy does not include any competition involved in a KHSAA sanctioned sport or Jobs for America's Graduates (JAG).

17-B-3 Student Field Trip Eligibility: Attending a field trip is a privilege. This means it is the responsibility of the student to make sure he or she is eligible to attend. Student eligibility to attend field trips will be based on grades, discipline, and attendance. Eligibility checks will be performed *five school days* prior to the field trip and the results are final at the end of that day. Warren East High School is not responsible for any cost incurred by a student if he or she is ruled ineligible to attend the field trip.

17-B-4 Academic Standing for Field Trips: Student field trip eligibility is checked 5 days prior to the trip and is based on whether or not the student is passing their current classes for the semester. If a student is passing for the year but failing for the quarter, the child's teacher has the discretion to withhold the student from going and should communicate with the sponsoring teacher. During the first 10 school days of a new quarter, eligibility will be based on the previous quarter's grades. Students who are failing any class may not attend a field trip. Any exceptions are at the principal's discretion.

For in-school activities, it is the classroom teacher's discretion whether a student may attend during their class if they are failing that class. Grade checks for these events will be conducted 5 days prior and only for the classes students would be missing. In the case of field trips that are co-curricular team competitions, students who are members of a competing team may be failing no more than one class and still be eligible to attend.

17-B-5 Discipline Requirements for Field Trips: Students who have been suspended or assigned ASP forfeit the privilege of participating in any field trips for the remainder of the quarter and the following quarter. Any exceptions to allow or prevent a student from going on trips are at the principal's discretion.

17-B-6 Attendance Requirements for Field Trips: Students who are truant will be ineligible for any field trip. Administration will enforce attendance requirements for field trips.

Off-Limits Areas

Auditorium, Stage, & Backstage

- Students are not allowed in these areas unless under the direct supervision of a teacher.

Copy Room, Teachers' Workroom

- Teacher-aides are the only students allowed in these areas as they are working on behalf of their teacher. All other students are not allowed in these rooms. Students can purchase copies for personal use in the library.

Faculty/Office Restrooms

- Student restrooms are located in the front and rear of the building. Students may not at any time use the restrooms in the office or those in the building that are marked for faculty or staff.

Hallways and Student Restrooms

- Students are only allowed in the hallways or restrooms during class time when they have a hall pass from their teacher.

Off Campus

- Students may not leave the building before, during, and after school or exit a school bus to go to the Minit Mart, Hardees, or other properties near the school campus. Once a student steps off a bus or walks into the building, s/he is not allowed to leave.

Parking Lots/Outside of the Building

- No students are to be outside of the school building during the school day unless one of the following exists:
 1. The student has obtained permission from an administrator
 2. The student has checked out through the front office
 3. The student is under the direct supervision of a faculty member

Service Areas

- Mechanical rooms, custodial closets, storage rooms, etc. are off-limits unless accompanied by school staff.

Students found in any of these areas will face consequences depending on the offenses and whether it is a repeat violation. Students could face punishment from detention to ISS.

Technology Policy

Every student must bring a charged device with a keyboard to school daily. Each student must be logged on to school issued google account with the GoGuardian feature active. Backpacks are not allowed but students are allowed to carry devices

in sleeves or satchel-style bags in order to help carry their devices. The satchel must be able to easily fit under the desk or chair.

Personal digital devices fall into three general categories: **Voice, Data, and Image.**

While the faculty and staff of WEHS applaud the advances in technology that make our lives easier and more productive, we are an educational institution. We view technology as a tool that supports and enhances the learning process, and what is appropriate use of technology outside of school is not necessarily appropriate within the school environment. Therefore, any personal digital device that distracts students from learning or disrupts the instructional environment will be deemed unacceptable.

Students wishing to use the Internet at WEHS must sign the Acceptable Use Policy, have a parent/guardian sign it and then return it to the office. Violations of this policy may result in loss of computer access. Any student who utilizes Warren East network on a personal device must abide by the district's acceptable Use Policy.

Cell Phones

Prior to the start of the school day at 7:35am and during lunch, students are allowed to use cell phones and music devices with headphones. During instructional time, cell phones should not be in the student's possession or on the desk. Phones must be in a student's satchel or in the phone caddy. Headphones are considered part of the cell phone and are not to be out in class unless connected to a computer for educational purposes. Instructional time is defined as the entire class block/period, whether in the classroom or not. Cell phones can NOT be used in the hallway, library, or other non-classroom areas during instructional time. Smart watches may not be used during instructional time.

If parents need to contact a student during the school day, please call the school and any message will be given to your son or daughter. Students are permitted, when given permission by their teachers, to use the classroom phone to contact their parents in case of sickness or changes in extra-curricular activities.

Every student must bring a charged device with a keyboard to school daily. Each student must be logged on to school issued google account with the GoGuardian feature active. Personal devices are permissible, however the student must only use the school issued google account with the GoGuardian feature activated at all times. Backpacks are not allowed but students are allowed to carry devices in sleeves or satchel-style bags in order to help carry their devices but satchels must be able to easily fit under the desk or chair.

Students who habitually bring a device not fully charged or use their cell phone during instructional time can face disciplinary actions.

First Warning: Student conference and parental contact

Second Warning: 3 days of lunch detention and parental contact

Third Warning: Major referral

If an adult asks a student to surrender his/her electronic device, the student is to comply. Failure to surrender a cell phone or any part of it to any member of the staff will be seen as defiance of authority with appropriate consequences up to and/or including being charged with Abuse of a Teacher, KRS 161.190.

Image Devices

- Absolutely NO non-instructional or unwanted use of any camera will be allowed at any time during the day. If a student is found to be in possession of such images/videos s/he will face possible harassment/bullying consequences.
- Any images or videos taken on school grounds may be subject to review and may require the school's administration or individual in these images to give approval before the publication of the image in any forum, including, but not limited to: Vine, SnapChat, Instagram, Twitter, Kik, Facebook, or YouTube.

KRS 525.080 makes it a crime for students to harass another student with electronic communication. Specifically, the statute (in pertinent part) states that “a person is guilty of harassing communications when, with the intent to intimidate, harass, annoy, or alarm another person, he or she.....communicates, **while enrolled as a student in a local school district, with or about another school student**, anonymously or otherwise, by telephone, the internet, telegraph, mail, **or any other form of electronic or written communication** in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.” This crime is a Class B Misdemeanor.

Valuables

WEHS is not responsible for lost or stolen digital devices or other valuables and will not pursue an investigation of such missing items. It is important that students not

bring valuables to school or leave money or other valuables in lockers. Students are cautioned about bringing personal devices and games to school. Items that are confiscated will be returned at the end of the day. Repeat violations of this policy will result in items being confiscated and returned at the end of the school year, parent phone call, or other measure deemed appropriate.

School Activities & Services

Assemblies

Assemblies held during the school day may result in the altering of the daily schedule. This will depend on the time and location of the program. During an assembly, all students should behave in a manner appropriate for the activity. Students are encouraged to show school spirit during pep rallies but horseplay will not be tolerated. **Assemblies will be considered a Double-Fine Zone.**

Backpacks, Locks, and Lockers

Students will not be allowed to carry a backpack throughout the school day but students are allowed to carry devices in sleeves or satchel-style bags in order to help carry their devices.. Students will be allowed to bring them inside the building and will be required to keep them in their assigned lockers for the remainder of the day. Athletic bags and gear must be placed in the athletic training room at the beginning of the school day.

The bell schedule accommodates multiple locker breaks during the day. All students will be assigned a locker. The lockers are the property of Warren County Public Schools and at any time if a member of the faculty or staff need to search the locker there is no right of privacy on the part of the students. If the lockers are damaged by a student(s), the student will be charged reparation costs to repair the locker.

PE lockers are provided by the PE and Health Department for students during their PE class only. Students are advised to secure their belongings in a locker with a lock during their class. The PE lockers are the property of Warren County Public Schools and at any time if a member of the faculty or staff need to search the locker there is no right of privacy on the part of the students.

The school is not responsible for lost or stolen items and will not pursue an investigation of such items.

Cafeteria

Each day the Cafeteria offers a full and balanced meal and as a result of a Federal Grant all students will be receiving both a free breakfast and a lunch. A la carte items are priced separately and it will be the responsibility of each individual student to have the money on-hand or in their account before being allowed to get extras of any item. We offer breakfast from 7:05 – 7:25 am. Any student wishing to order extra will be charged a la carte. Students will also be given an opportunity for a Grab and Go breakfast before school as well.

School Activities & Services

Cafeteria Guidelines

The WEHS cafeteria prides itself on providing breakfast and lunch to each and every student regardless of financial situation.

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talking and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Students may not leave the dining hall during their assigned lunch without the permission of the staff member on supervision duty.
- Students are not permitted to enter the dining hall during any of the lunch periods except the one assigned to their class.
- ONLY Grab and Go Items may be taken out of the dining hall. Any item requiring a tray CANNOT be taken out of the dining hall.

Failure to obey these rules may result in further school discipline.

Driving to School

It is considered a privilege to drive to WEHS. While driving on campus, please observe a 15 MPH speed limit and park only in areas marked as parking spaces. If students are found in no-parking zones, they are subject to towing at the student's expense. To park on campus, your car must have a visible Raider Parking Tag. Students may have their parking privilege revoked for unsafe driving practices, violating parking regulations, failure to display a Raider Parking Permit or for parking in the incorrect location.

- Students will not be allowed to drive or ride in cars to attend classes at the Area Technology Center.

- Students who are enrolled in Dual-Credit classes at Southern Kentucky Community and Technical College will be allowed to drive their personal vehicle as necessary.

School Activities & Services

- **Students must leave their cars immediately upon arrival at school and enter the school building.** Students are not permitted to return to their vehicle before the end of the school day without one of the following:
 - The student has obtained permission from an administrator
 - The student has checked out through the front office
 - The student is under the direct supervision of a faculty member
- Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, weapons, or other contraband is present in the vehicle.
- There will be no loitering in the parking lot before or after school. After school, students should go directly to their vehicle, get in, and leave the parking lot area in a safe manner.
- No student will be allowed to display in or on a vehicle an emblem, symbol, or anything else that is perceived degrading or offensive to others while on Warren East property, including, but not limited to confederate flags or emblems.
- All school policies remain in effect in the parking lot.

Extra-curricular and Co-curricular Activities

Extra-curricular and co-curricular clubs help make one's high school years enjoyable and memorable. Each student is strongly encouraged to become involved in one or more of the school activities that are offered. Watch for announcements and posters about new activities throughout the year. Students interested in starting a new club or organization must have a faculty sponsor willing to supervise all meetings and activities for the group. The sponsor must present a request to the principal detailing the purpose, procedures, and guidelines for the organization. Upon Board of Education, principal, and SBDM approval, the group may be added to the list of school activities.

Law Enforcement

Warren East, in cooperation with the Warren County Sheriff's Department, has a School Resource Officer at the high school. The law enforcement personnel are here to serve our school community. They do have powers of arrest on any school property for any

violation of the law including traffic violations. They control crime on our campus and enforce traffic laws. If they ask a student or an adult to do something, they are expected to cooperate. Along with the school punishment for fighting, weapons, and/or drugs, the SRO will also file criminal charges with the court designated worker or the district court office. This is separate from any punishment the school hands down.

School Activities & Services

Library

The library is open from 7:10 am until 3:00 pm every school day. The circulation period for students is two weeks. Books may be renewed if they are needed for a longer period. Overdue notices are distributed periodically to students. Replacement cost is asked if an item is lost. Many services are available to students through the Internet including the library's Online Public Access Catalog (OPAC) of books and audiovisuals. Using the Kentucky Virtual Library, magazine indexes and full text articles, encyclopedia and other reference materials are also available. The librarian is available to help you with your informational and reading needs. **Students will be put on a debt list if the item is not recovered or paid for.**

School Functions

All students are to adhere to the WEHS expectations. Students are to conduct themselves properly at all school events and should especially be careful not to create disturbances, which would reflect poorly on the good name of the school or the reputation of the student body. Students are to remember that, regardless of where they are, in the public eye they are representatives of the school. Students should accept this responsibility with pride and conduct themselves at all times as worthy representatives of Warren East. School policies and disciplinary actions apply to students at school-sponsored events, both home and away.

Remember that field trips, prom, and other programs are all privileges that can be taken away from students. The administration, based on truancy, behavioral issues, and non-payment of debts, has the right to refuse anyone from participating in any of the above activities.

Prom Policy -

Prom is a privilege and participation will be contingent on meeting two out of the three following requirements. Must be passing all classes AND on grade level

1. Must not have 9 or more unexcused absences
2. Must not have 9 or more tardies for the semester

3. Must not have been suspended or attended ASP in that school year

Textbooks

The textbooks at Warren East are offered without rental fees. In some classes, a textbook may not be issued but rather the teacher may choose to use other materials or use a class set of textbooks. Although they are offered without rental fees, students are required to pay for missing or damaged textbooks assigned to them.

School Activities & Services

Unpaid Debts and Privileges

Once it is determined that a student has misplaced/lost a book s/he will be placed on the debt list. Leaving these debts, as well as debts from extra-curriculars, meal debts, and library fines, unpaid will result in privileges being revoked. The student will not be allowed to attend prom until his/her name has been cleared from the debt list.

Athletics

Athletic events are an important part of high school life and you are encouraged to participate both as an athlete and as a fan. All school rules are in effect for athletic events regardless of whether it is a home or an away game.

Warren East High School Student Athlete Code of Conduct

Participating in education based athletics, at Warren East High School, is a voluntary privilege given to all students in the Warren East system. The Warren East High School Athletic Department Code of Conduct is a standard of expectations that is required to be met by all student athletes or anyone involved with the Warren East Athletic Department.

By signing this agreement, you agree to meet the following guidelines.

- Per KHSAA, student athletes will be on grade level, academically, and will be passing, the equivalent of, 3 out of 4 classes. Sports can be stricter than this policy but cannot be anymore lenient.
- Student athletes must be in attendance at least half of the school day to participate in a game that night. If there is a game/match on Saturday, the student athlete must be in attendance at least half of the day on Friday to be eligible. Prior authorization can be granted on a case by case basis, by the athletic department.
- If a student athlete is in ISS, they may not participate in a contest until their ISS time is finished. The student athlete can still practice. If a student athlete is at Jackson Academy, suspended or at ASP, they are not allowed to practice or participate in contests.
- All student athletes shall maintain and respect all facilities, equipment, methods of transportation of home and opposing venues while representing Warren East. Failure to adhere to these guidelines may result in financial retribution and/or dismissal from the athletic program.
- All student athletes are subject to WCPS drug testing policy. 09.423 AP.1
- Student athletes may be dismissed at anytime for conduct detrimental to the reputation of WEHS while being a student in Warren County Public Schools.
- Students may not quit a sport early in order to participate in a new sport unless coaches agree to allow it.. If coaches cannot agree on decision, Athletic Director or Principal can make the decision on if a player can start new sport.
- Student athletes may be removed from an athletic program by the head coach, athletic administration or Principal.

Student Signature

Date

Behavioral Guidelines

Administration may adjust consequences based on additional circumstances. (Intent, quantity, impact on others, etc.) **In all behavioral and discipline matters, the administration retains final authority to interpret all policies and administer all punishments as they see fit in the best interest of the students involved and Warren East High School. Any student, his/her personal effects, locker, or vehicle on school property may be searched at any time by a school official when the school official has reasonable suspicion that the student may be in possession of illegal substances or items.**

Prohibited Items

Prohibited items at WEHS include, but are not limited to, over-the-counter or prescription medication not following school/district guidelines, weapons or any items that could be used/viewed as a weapon including any self-defense spray, drugs, alcohol, tobacco, or other nicotine vapor products, any substance that can cause altered state of mind.

Behaviors Not Allowed

Behaviors that are not allowed at WEHS include, but are not limited to:

- | | |
|---|---|
| <ul style="list-style-type: none">● abusive language towards a teacher● abusive language towards other students● annoying/play fighting / horseplay● arson● being under the influence of any substance● bomb threat● bullying/cyberbullying/hazing● class disruption● defiance/insubordination● destroying school property● disrespectful behavior towards others● failure to report to ISS● general profanity● harassment/sexual harassment | <ul style="list-style-type: none">● inappropriate sexual behavior● leaving school property without permission● misconduct on the school bus● physical aggression/assault/fighting● possession or accessing pornography● possession of weapons● public display of affection● pulling the fire alarm● recording an assault/fight● skipping class● stealing/theft/vandalism● threats● transfer or receipt of child pornography |
|---|---|

Behavioral Guidelines

Fighting

Fighting is defined as the use of physical force and penalties are based on the school and/or district approved disciplinary policies. Law enforcement officials will be contacted to investigate and criminal charges will be filed. Additional disciplinary action may be taken if it is evident that one student acted in an overly aggressive manner. Action may be taken against one student and not against a second student if no retaliation occurred. Disciplinary action taken for fighting is **cumulative** from the time a student enrolls at a Warren County middle school or high school. For example, if a student is disciplined for the first offense as a student in middle school anywhere in the district and is involved in fighting again as a junior in any WCPS high school, discipline during the junior year will be for the second offense.

Students who instigate fights but are not actively involved (that is students who spread rumors, put others up to fighting, pass information back and forth between other individuals who subsequently fight, or are involved in horseplay which becomes a fight) submit themselves to the same penalties as those who are involved in the fight. Students not using physical force, yet engage in verbal confrontations will be subject to disciplinary action.

Weapons

Unlawful possession (as per Warren County District handbook) – i.e. carrying, bringing, using, or possessing – of any firearm, weapon, or destructive or booby trap device on school property in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is prohibited. Kentucky law specifies that such offense is a felony punishable with up to five (5) years in prison and a \$10,000 fine. Except for authorized law enforcement officials the Warren County Board of Education has adopted a zero tolerance policy for weapons. Kentucky House Bill 80 passed by the 1996 General Assembly has a broader definition of a “weapon” than does the Federal Gun Free Schools Act of 1994.

Warren County Schools define a deadly weapon as follows:

- Any instrument which will expel a projectile by the action of an explosive including but not limited to any pistol, handgun, revolver, rifle, or shotgun.
- Any instrument, article, or substance which under circumstances in which it is used, attempted to be used, threatened to be used, or could be used is capable of causing death or bodily injury, including but not limited to, any knife, pepper spray/defensive

spray, air gun, slingshot, bludgeon/billy-club/nightstick/blackjack or artificial knuckles would be considered a dangerous instrument destructive device.

Behavioral Guidelines

In enforcement of this policy, principals or their designees, having reasonable suspicion may authorize searches in compliance with applicable Board policies.

Violation of this policy shall result in the student being immediately suspended from school. Also, the principal shall immediately file a report to the Superintendent who shall determine if expulsion charges should be filed. Students having knowledge of weapons as described above that do not report it to the school authorities and/or those that bring items that have the appearance or threat of weapons (such as look-alikes toy guns) are subject to disciplinary action.

Consequences: Federal law stipulates that the penalty for students bringing a firearm, deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the Warren County Schools shall be expulsion for a minimum of twelve (12) months. However, the Board may modify such expulsions on a case-by-case basis.

To comply with requirements of the Individual with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board of Education may modify expulsion requirements on a case-by-case basis for IDEA eligible students. IDEA eligible students may be expelled for behavior unrelated to their disabilities noting procedural safeguards required by IDEA and KRS 158.150.

Exceptions: An exception may be made for a student participating in an authorized curricular or extra-curricular activity or team involving the use of firearms and to those persons listed in KRS 527.

Drugs & Alcohol Policy

No pupil shall purchase, possess, attempt to possess, use, or be under the influence of, sell, or transfer any of the following on or about school property at any location of a school-sponsored activity, or en route to and from school or a school-sponsored activity:

- Alcoholic beverages
- Controlled drug substances and drug paraphernalia including, but not limited to, dangerous drugs, narcotics, marijuana, barbiturates, volatile substances, amphetamines, and any other legal or illegal material that has a harmful or unnatural effect on a person using them;
- Substances that “look like” a controlled substance. In instances involving look-alike substances there must be evidence of the student’s intent to pass off the item as a controlled substance.

- Students shall not possess prescription drugs or over-the-counter drugs for the purpose or sale of distribution.

Behavioral Guidelines

WEHS will not tolerate acts of harassment or discrimination. It will not tolerate a climate of hostility created by use of language/conduct/symbols which are commonly understood to convey hatred, contempt, or prejudice due to race, color, national origin, age, religion, marital status, sex, or disability. This shall include but not limited to the following: Confederate flags, Nazi Swastika symbols, and gang symbols. Incidents of intimidation or harassment should be reported to a teacher or administrator. Students involved in such activities are subject to disciplinary action.

Harassment/Discrimination

Harassment is defined as “to annoy or torment repeatedly and persistently; to wear out; exhaust; to impede by repeated attacks or raids.” Harassment/discrimination is prohibited at all times on and off school property and during school-sponsored activities.

Discrimination is ‘unlawful behavior based on race, color, national origin, age, religion, sex, or disability that is sufficiently severe, pervasive or objectively offensive that it adversely affects a student’s education or creates a hostile or abusive educational environment.’ (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

Examples of conduct and/or actions that could be considered a violation of this policy include but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials, or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, verbal or sexual advances, requests for sexual favors and spreading sexual rumors;
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct.
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, criminal or dangerous activity where the students because of disability are unable to comprehend fully or consent to the activity; and

6. Destroying or damaging an individual's property based on any of the protected categories.

Behavioral Guidelines

Reporting an Incident

Students should report an incident that is happening to them or to another student to a teacher, counselor, or principal as soon as it occurs. All reports will be investigated and appropriate action will be taken. WEHS considers sexual harassment a serious offense and it is subject to a range of disciplinary actions, including warnings, ISS, out of school suspension, and expulsion.

WEHS Anti-Bullying Policy

I - Bullying

Warren East High School will not tolerate any acts of bullying from any student at any time. The entire staff and community of WEHS seek to provide a safe, welcoming, and secure environment for all students. The WEHS staff agrees to provide suitable interventions and strategies for targets for bullying and students prone to bully. The primary purpose of this policy is to provide a physical and emotional environment that fosters and encourages good behavioral patterns and exceptional character.

II - Definition

Bullying is defined as an unwelcome gesture, electronic communication, or a verbal, written, physical, or sexual act to another student that has the intent or effect of:

- Physically or mentally harming a student
- Damaging, extorting, or taking a student's personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities
- Insulting or demanding a student or group of students in such a way as to cause substantial interference with the orderly operation of the school.

III - Student Rights

WEHS seeks and affirms each student's sense of self. Bullying strikes at the basis of these values and prevents students from reaching their maximum potential in school and in life. Students are entitled to receive an education that is free from harassment, humiliation, intimidation, and oppression. Bullying affects everyone not just the bullies and the targeted individuals. Bullying can damage the entire climate of the school and no one attending WEHS will be subjected to this type of intimidating behavior.

IV - Punishment for Harassment/Discrimination and Bullying

The penalty for harassment/discrimination and/or bullying can result in loss of privileges, assignment to ISS/ASP/or suspension from the school.

Behavioral Guidelines

IV - Responsibilities

Anyone who witnesses or has knowledge of an incident of bullying must report this information to an adult within the school.

Students shall:

- Treat each other with respect and dignity
- Not isolate, threaten, or harm peers or hurtfully tease/exclude/insult or mock them
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to prevent or discourage peers from humiliating, threatening, isolating, or harming others
- Report bullying to a trusted adult in the school and provide a detailed written report to an adult of everything that has happened with a list of witnesses

All Staff Members shall:

- Closely supervise students at all times
- Watch and listen for signs of bullying and stop it immediately
- Respond promptly to any reports of bullying
- Report all information gathered on the bullying incident to an administrator
- Agree to keep all names confidential
- Talk with students about appropriate behavior and how to deal with bullies

Administrators shall:

- Investigate all allegations of bullying and follow up accordingly
- Agree to keep all names confidential
- Provide needed support and intervention for students who are bullying or being bullied

Parents/Guardians shall:

- Watch for signs of distress in their children
- Listen to their children and take interest in the child's social life
- Inform the school immediately if their child is being bullied
- Keep written and audio documentation of bullying as it occurs

V - Investigation Procedures

Immediately after a report of bullying has been brought to the attention of an administrator he or she is authorized to investigate the situation. Administrators will take all bullying reports seriously by meeting with all students, parents, or staff members who are involved with or have knowledge of the bullying that is taking place. Administrators will also review students' records and investigate all other circumstances surrounding

that situation in order to better understand the entire bullying situation. All information pertaining to the bullying incident shall be documented.

Behavioral Guidelines

Lunch Detention

- Lunch detention may be used to address inappropriate behavior and/or policy violations.
- Assigning teacher will inform the student directly of the detention.
- Immediately report to the cafeteria when your lunch period begins (do not be tardy) and check in with an administrator. Students will then report to the lunch detention classroom to serve lunch detention as assigned.
- Do not get up unless given permission by an administrator or lunch monitor.
- Do not have contact with or speak to other students in the room for the entire lunch period.
- Do not have your cell phone out or it could be taken.
- Failure to follow these rules or any other directions given by an administrator or teacher could result in the student being assigned additional days of cafeteria detention and/or other punishment warranted by the student's actions.
- If a student fails to report to their cafeteria detention assignment, then additional days of lunch detention or other punishment could be assigned. See below.
 - 3-4 days of lunch detention unserved = 1/2 day of ISS
 - > 5-6 days of lunch detention unserved = 1 day of ISS
 - > 7 or more of lunch detention unserved = 2 days of ISS

In School Suspension

Student Guidelines:

1. No sleeping.
2. No talking.
3. Raise hand for assistance.
4. Cell phones are to be turned in to the ISS teacher upon entering ISS. They will be returned at the end of each day. Failure to do so will result in being written up for defiance.
5. Restroom breaks will be given on a group basis once in the morning, once at lunch, and once in the afternoon.
6. All work provided to the student is to be completed during the assigned days. If not, the student will remain in ISS until the work is completed.
7. Students will not be allowed gum, food, or beverages in ISS.
8. No one will be allowed to leave the room during the time assigned.

9. Students will lose privileges such as attendance to club or class meetings, assemblies, or pep rallies.

Assignment: Any conduct that disrupts the educational process may be assigned to the alternative education program by administrators. The duration of assignment shall be fixed by the administrator.

Notification: The administrators shall notify the parents by letter or phone call of their child's assignment to ISS.

Supervision: The student shall remain in the regular school setting but shall be isolated from the regular school schedule. Opportunities shall be provided for the student to continue regular school work under the supervision of the school staff and counseling services shall be provided to address school-related problems.

Length of Assignment: Assignments to ISS will vary with respect to those offenses as prescribed by school and board policy. Ranges for offenses are from one class period of ISS up to five or more days.

Student Activity: Students will be required to work on assignments provided by their classroom teacher(s) during their confinement in ISS. Teachers may require additional work in order to make up for lost instructional time. Assignments such as reports, essays, supplemental, or enrichment activities will provide students with access to material covered during their removal from class.

Alternatives to ISS Assignment: Students who cannot follow the program and procedures may be removed from ISS. Possible actions may include out of school suspension, Alternate Suspension Program (ASP), and/or referral for placement in Jackson Academy.

Alternative to Suspension Program (ASP)

The purpose of the Alternative to Suspension program is to provide a productive option to out-of-school suspension for students who violate specific school or district policies. ASP offers one to ten days of instruction and targeted guidance in a setting away from the regular school campus for these students. Placement and length of time students are assigned to ASP are determined by the administration of the school. Students are expected to follow the Alternative to Suspension guidelines regarding behavior and academic performance. Return to the regular school occurs when students have successfully completed assigned days in ASP. Students enrolled in ASP are not allowed

inside the building at Warren East and are only allowed on the property to ride the bus from Warren East to ASP. They are not allowed at any school activity while completing the assigned days at ASP.

Suspension/Expulsion of Pupils Policy

1. The administration at the school is authorized to suspend a pupil up to ten (10) days for a violation as outlined in KRS 158.150. Pupil re-entry is contingent upon reasonable conditions set forth by the principal.
2. For additional offenses, the principal may suspend the pupil until the Warren County Board of Education, in its next regular session, may review the issue to determine if expulsion is in order. If expulsion is deemed necessary, the Board in consultation with the principal of the school shall set the duration and/or conditions of re-entry to the school.
3. **Students suspended from school or who are assigned to the Alternative to Suspension Program (ASP) are not to be on the school grounds or at any school related activity (athletic events/programs/etc. at home or away) at any time during this suspension.** Violation of this order will result in additional days of suspension.
4. Any suspension/expulsion occurring during the summer while on a school sponsored activity shall become effective following the student's enrollment the following school term.
5. All actions taken in conjunction with KRS 158.150 shall set forth reasons for suspension and conditions for re-entry to school programs.
6. Suspension days are unexcused absences.

Jackson Academy

Jackson Academy provides an alternative learning environment for students in Grades 7-12 who have demonstrated consistent and/or serious disregard for school and district behavioral guidelines in the regular school setting. Student's referrals are submitted by the school administration to the district Alternative Committee who possesses authority to assign students to Jackson Academy. Students enrolled at Jackson Academy are not allowed on the Warren East property and are not allowed at any Warren East function at any school in the district.

Designed as a medium-term solution, the purpose of Jackson Academy is to provide a highly structured academic and behavioral support system to the student to prepare each for an effective and efficient transition back into the regular school setting. Each student assigned by the District Alternative Committee to Jackson Academy is required to complete 45 days in the program with full cooperative participation. At the conclusion of

45 successful days, transition into the regular school setting is planned, implemented, and monitored for continued student success.

Lighthouse Academy (LHA)

Lighthouse Academy may be an option to some juniors and seniors who feel that the traditional high school setting is no longer the best option to obtain a diploma. Students inquiring about Lighthouse should speak to their counselor. The counselor will work with school administration to submit a referral when they feel it is warranted. A student must have obtained 8 credits to even qualify. All 5th year students shall enroll at Lighthouse. The staff at Lighthouse makes the determination about a Warren East student enrolling at LHA. Once a student is enrolled at Lighthouse they may not return to Warren East.

Double Punishment Possibilities

At WEHS we PRIDE ourselves on being a family and therefore we show each and every guest in our building the utmost respect. We also want to show the same respect when we are representing WEHS while in public – on field trips during sporting events, etc. To ensure our guests and our community see us in the best possible light the administration will invoke the double standard punishment for the violation. Double punishments can be expected when a student violates the discipline code with a substitute teacher, a student teacher and/or any building guest or while on a field trip or extra-curricular event.

Bus Conduct

School Related Student Trips

WCPS Board Policy 09.2261 AP.2

Trips as part of a class or extra-curricular organization are an extension of the classroom and are subject to all rules of conduct that apply in the regular classroom. The following policies regarding field trips apply to all students involved in the activity:

1. Transportation must take place in transportation approved by the school administration.
2. With the permission of the principal or activity sponsor, students may transport themselves only or parents may transport their student to and/or from an activity.
3. A member of the school faculty or administration must accompany students on all field trips.
4. The student's parent or legal guardian must provide a completed district field trip permission form at least one week prior to the trip.

5. It is the student's responsibility to find out classroom assignments prior to the field trips to turn in assignments and to be prepared for quizzes at the next regular class meeting. All work is due on first class day back for one day trips; the second day for two day trips; and the third day for three day or longer trips.
6. Failure to comply with school policies while on field trips will result in appropriate disciplinary actions. Those may include being immediately sent home. If so, it will be the responsibility of the parent to pay the cost of transportation.
7. If one has knowledge of anyone in the group breaking school policy he or she must immediately report it. Failure to do so may constitute complicity and make the one with knowledge subject to disciplinary actions also whether actually participating in the activity or not.
8. Teachers may refuse to allow a student to participate based on discipline record and/or failure to maintain academic progress. The student must be passing every class at the time the list is compiled to be eligible for the trip.

School Bus Rules and Regulations

At the Bus Stop

- Students should arrive at the morning bus stop 10 minutes before the scheduled bus arrival time. The bus driver is NOT permitted to wait for students who have not arrived or are not waiting at the stop.
- Keep all articles off the roadway and remain well clear of traffic.
- Do not damage private property.
- Do not disturb residents by making excessive noise.
- Unauthorized conduct such as fighting or damage to property may be subject to action by police as well as from the school.
- Wait until the bus stops and walk to the door in an orderly fashion.
- Students living on the opposite side of the road from the bus stop should wait on their side until the bus arrives and the driver signals them to cross.
- Students may use only the stop nearest their residence unless permission is obtained from their principal and provided to the bus driver.

On the Bus

- The bus driver may assign seats.
- Eating and drinking are not permitted on the bus.
- Bus riders will share seats as directed by the driver.
- Students are not permitted to use tobacco products while on the school bus.
- Weapons, explosives, or any dangerous articles are absolutely prohibited from school buses.
- No animals or other items that might frighten other riders or distract the driver are permitted on the school bus.

- Nothing will be placed in the aisle of the bus or where it would hamper evacuations in case of emergency.
- Profanity and obscene gestures are prohibited on the bus.
- Excessive noise as determined by the driver is prohibited.
- Riders will not extend any portion of their bodies outside the bus.
- Riders will never use the rear emergency exit except upon the direction of the driver or other competent authority.
- Riders will refrain from any language or action that might tend to embarrass or intimidate another student. (Harassment of one student by another while riding the school bus may be cause for permanent suspension of riding privileges).

Students are permitted to leave the bus only at their designated bus stop. Any request to leave the bus at another stop must have prior approval from the office via a parent note. A complete set of bus rules and regulations are located in the district student handbook. Failure to comply with the rules and regulations of the school buses could result in consequences ranging from ISS to school suspension and/or loss of riding privileges.

School Bus Notes

Students wishing to ride a different bus home (home with a friend, different stop, etc.) must bring a written note from a parent/guardian with a telephone number where they can be reached. Students need to leave the note at the front office before the beginning of the school day. The office will then contact the parent/guardian to verify the note. The student must pick up the note before the end of the day in order to board the bus. Notes that cannot be verified will not be approved and the student will be required to ride their normal bus home.

Moment of Silence or Reflection

Students may participate in a moment of silence at the commencement of the first class of each day. Guidelines are listed in policy 08.1351 of the Warren County Public Schools Policies. Failure to follow daily instructions of the law, may result in behavioral consequences under defiance.