

Franklin-Simpson High School West Campus



Mission: To empower students to be college and/or career ready.

Student Handbook and District Discipline Code

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Mission Statement: To empower students to be college and/or career ready.

Vision Statement: To improve students to become productive citizens and lifelong learners.

Belief Statements:

1. All students can learn.
2. Student learning is the chief priority of the school.
3. Students' learning needs should be the primary focus of all decisions imparting the world of the school.
4. A safe, orderly, and physically comfortable environment promotes student learning.
5. Students learn best when they actively engage in the learning process.

General Information and Purpose:

The West Campus is a satellite campus of Franklin-Simpson High School. West Campus offers programs for students in grades 6-12. At West Campus, academic instruction, social skills, and counseling services are offered to students to help them become college and/or career ready. West Campus will operate under the direction of FSHS and FSMS to maximize each student's opportunity to be successful. West Campus will work with community and state agencies to offer services valuable to the students enrolled. West Campus desires to empower students in fostering a healthy and positive relationship while keeping at the forefront our commitment in becoming college and/or career ready and a productive member of the community.

West Campus Units:

1. Short Term (ST): This unit is designed for high school students to stay for six weeks (30 school days), assuming 100% of their assigned coursework, and then transition back to the FSHS main campus. If a student has completed 100% of their assigned coursework, their stay in Short Term can be reduced to 5 weeks (25 school days). The maximum stay in the Short Term unit is 8 weeks (40 school days). At the end of 8 weeks, if a student has not completed 100% of their assigned coursework, they will be transitioned to the Long Term unit. Middle School students will stay in accordance with their behavior contracts - middle schoolers stay will not exceed two stays at West Campus in any one school year.
2. Long Term (LT)
3. Virtual Non-Attendance (VNA)

Referral Procedure and Admissions:

Franklin-Simpson High School and Franklin-Simpson Middle School administration make referrals to West Campus. The Simpson County Board of Education may also refer students. When a student is referred to West Campus, he or she will be placed in one of the three units consisting of the Short Term Unit, Long Term Unit, Virtual Non-Attendance Unit. Upon being placed at West Campus, the student and parents will meet with the West Campus Director, school social worker or a designee for orientation.

Hours of Operation:

West Campus school hours are from 8:00 AM until 3:00 PM. Students are to arrive at school between 7:30 AM and 8:00 AM and be picked up after school between 3:00 PM and 3:30 PM. Students are not to be on campus before 7:30 AM or after 3:30 PM, unless specifically authorized by West Campus staff. Students are to immediately enter the building upon their arrival on campus. Anyone arriving after 8:00 AM or leaving before 3:00 PM will be considered tardy.

Transportation - Arrival & Dismissal:

Bus transportation is provided for students at West Campus. Students riding the bus will ride the same bus they would ride if they were a student at FSHS/FSMS. West Campus students are expected to follow the rules set forth by the driver and the Simpson County Board of Education. Failure to do so may result in loss of bus privileges. Whether riding the bus, driving, walking or being dropped off by another driver, students must enter the school building immediately upon arrival. Students may not stand in the parking lot or wait in cars after arrival to school.

At afternoon dismissal, students must exit the school and parking lot immediately, unless waiting on a ride. Students who are waiting to be picked up must wait at the staff designated area or inside the school building until their ride arrives.

Graduation Requirements:

West Campus offers the opportunity for graduation from Simpson County Schools with the Standard High School Diploma. The Standard Diploma meets the Kentucky minimum high school graduation requirements of 24 credits and completes the career/college readiness policy set forth by the Simpson County School Board of Education. West Campus will follow a trimester schedule to be congruent with grading and curriculum at Franklin-Simpson High School. Upon enrollment at West Campus, each student will have an Individual Graduation Plan developed and reviewed. This plan will be reviewed at least twice a year.

The following classes are required for graduation:

SUBJECT AREA	REQUIRED CREDITS
English	4
Math	4
Science	3
Social Studies	3
Health/ PE	1
Humanities	1
Electives	8
TOTAL	24

West Campus will hold its own graduation ceremony. The West Campus diploma will be titled: *Franklin-Simpson High School West Campus*. This graduation ceremony will be for Long Term Unit and Virtual Non-Attendance Unit students. The Short Term Unit students will remain on schedule with the requirements of the Franklin-Simpson High School main campus.

Attendance:

School attendance is vital to the educational process. All absences already incurred at the previously attended district school in the same school year shall transfer with the student. Pupils are required to attend regularly and punctually at the Franklin-Simpson High School West Campus. When a student is absent and the school is not already aware of the situation, the student's parent or guardian shall notify the school by no later than 8:30am as to the reason for the student's absence.

Excused Absences and Tardies:

A student who is absent for less than 35% of the school day is considered tardy.

An excused absence or tardy may be granted for the following reasons:

1. Death or severe illness in the student's immediate family
2. Illness of the student (a physician's statement may be required)
3. Participation in school-related activities approved by the Principal
4. Court appearances
5. Act of God

6. Testing for driver's license, if accompanied by parent or guardian and approved by the principal
7. One (1) day for attendance at the Kentucky State Fair
8. Other valid reasons as determined by the Principal or designee
9. Documented military leave.
10. One (1) day prior to departure of parent/guardian called to active military duty.
11. One (1) day upon the return of parent/guardian called from active military duty.
12. Other valid reasons as determined by the Principal or designee, including trips qualifying as educational enhancement opportunities (see School Board Policy CN09.123 for details).

Students are allowed a maximum of three (3) excused absences within a school year for the purpose of treating head lice.

When a student returns to school after being absent, he/she shall bring a note signed and dated by the parents/guardians stating the reason for absence. Notes presented more than three days after a student's return may not be accepted. The Principal or designee shall determine whether the absence is excused. For an absence to be counted excused after a student has missed six (6) days within the current school year, he/she will be required to meet with the Principal to explain his/her extenuating circumstances or to present a statement from a licensed physician which indicates that it was medically inadvisable for the student to attend school. Remember; parent/guardian notes or doctor's notes simply stating an appointment time will not be allowed after six absences.

Unexcused Absences and Tardies:

All other absences or tardies not conforming to the policy above are unexcused. All suspensions, part or full day, are unexcused.

Truancy:

Any student who has been absent from school, without valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is truant. A student who has been reported truant two (2) or more times is habitually truant. Once a student has accumulated three (3) unexcused absences and/or unexcused tardies, a designated school worker shall notify the parents/guardians of the student. When a student accumulates five (5) unexcused absences and/or unexcused tardies, the parents/guardians will again be contacted by a designated school worker. Upon the sixth unexcused absence/tardy, a referral shall be made to the Director of Pupil Personnel. The referral shall contain documentation of parent/guardian and student contacts and attempts to correct the unexcused absence violation. Upon any further unexcused absences and/or unexcused tardies, a court petition will be filed with the local District Court.

Attendance Probation:

Excessive, unexcused absenteeism may result in a student being placed on attendance probation by the Simpson County Schools Board of Education. The duration of the probation period, as well as other terms and conditions, shall be determined by the Board.

Appeal to School Based Attendance Committee:

Per Simpson County School Board policy, West Campus maintains a School Based Attendance Committee, which consists of the principal and all certified members of the West Campus staff. A student and/or parent/guardian may appeal attendance issues to the School Based Attendance Committee. In order to appeal an attendance issue, the students and/or parent/guardian must apply to the Principal in writing to request an opportunity to be heard by the School Based Attendance Committee. The Principal shall notify the student and/or parents/guardians as to the date, time and place of the meeting with the Committee within five (5) school days from the date the Principal receives the request. Within five (5) school days following the meeting with the Committee, the students and/or parents shall receive written findings of the School Based Attendance Committee.

Appeal to Central Office Attendance Committee:

Should a parent/guardian and/or student not be satisfied with the findings of the School Based Attendance Committee, parents/guardians and/or students may file an appeal with the Central Office Attendance Committee within three (3) school days of being notified of the School Based Attendance Committee findings. Within five (5) school days from the date the written appeal is received, the Director of Pupil Personnel shall notify the student and parents as to the date, time, and place of the meeting with the Central Office Attendance Committee. Within five (5) school days following the meeting with the Committee, the student and/or parents shall receive written findings of the Central Office Attendance Committee. If the appeal is denied, the student may be assigned to an alternative education program. Students have the right to be accompanied by their parents and/or representatives during all meetings with the committees

Early Dismissal and Sign-In:

Parent/guardian permission is required before a student may leave school grounds. Only persons who have signed the signature card will be able to take a student out of school early. The approved person must have photo identification and sign an early dismissal sheet providing the time and reason for the early dismissal before leaving.

Students must sign in/out anytime they come or return to school after 8:00 AM or leave school before 3:00 PM.

Students are not allowed visitors other than a parent/guardian, except with the expressed permission of FSHS or West Campus administration staff. If a friend or relative is waiting for a West Campus student after school, he/she must wait outside the school building.

Off-Limit Areas:

Franklin-Simpson High School West Campus students are not permitted to be in other schools or on school grounds before or after school. Students may enter other schools under the direct supervision of a faculty member for a set purpose. All West Campus students should report directly to the main entrance of FSHS West Campus. All other school grounds are off-limits. The courtyard should only be used to pass directly through without stopping.

Breakfast and Lunch:

Breakfast and lunch are provided by the high school cafeteria. Breakfast starts serving at 7:35am and ends at 7:55am. Students who are bussed will eat upon arrival at school if they choose to do so. Students may bring breakfast to school, but no sodas or open containers are allowed at West campus. All students must take the food immediately to the designated area and eat it there. Students can also bring lunch to school, but may not bring soft drinks to school as part of a lunch. Also, students shall not have parents or other persons bringing a "fast food" lunch to the school.

Hall Passes and Restroom:

Students should not be out of class without the written permission of their teacher. Being in class every day is a critical key to student success, so students should avoid leaving class. Students should use the bathroom and take care of office-related business during specified break times. When students are in the hallways, whether during class changes or during the class period, students should move quickly and quietly to their destination.

For the rare circumstance that a student must be given permission to leave class during the period, all students will be given a hall pass. Students are allowed only two (2) emergency visits to the restroom per trimester. Students who abuse the privilege to use hall passes may forfeit the opportunity to leave the classroom in the future.

Safety:

Student safety is our foremost concern at West Campus. With that in mind, book bags, backpacks, or other devices that could be used to conceal illegal or impermissible objects will not be allowed at West Campus (Short Term or Long term Unit). Students at West Campus are subject to routine, random "pat down" or metal detector searches by the West Campus Director, FSHS principal or designee. Coats, sweatshirts, wallets, purses

and other personal items may also be searched. All such searches will be conducted in accordance with school and district policies.

FSHS West Campus Behavior Matrix:

BU: Behavior Unit

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Harassment/ Bullying	Counsel/ Parent Contact/ Possible Criminal Charges	5 Days in BU/Possible Criminal Charges	3 day Suspension/ Criminal Charges	Minimum 5 day Suspension/ Possible Expulsion	Recommended Expulsion
Profanity/ Obscene Gestures	Student Conference	Half day in BU	Parent Conference/ 1 Day in BU	3 Days in BU	5 Days in BU
Defiance	5 Days Lunch Detention/ Parent Contact	2 Days in BU/ Parent Contact	5 Days in BU / Parent Contact	1 Day Suspension	3 Days Suspension/ Possible Recommendation for Expulsion
Disruptive Behavior	Loss of Gym Time for 1 Day	Loss of Gym Time for 3 Days	Parent Conference/ 1 Day in BU	3 Days in BU	5 Days in BU
Dress Code Violations	Parent Contact to Correct	Loss of Gym Time/ Parent Contact to Correct	1 Day in BU / Parent Contact to Correct	2 Days in BU/ Parent Contact to Correct	3 Days in BU/ Parent Contact to Correct
Sexual Harassment Authorities Always Notified	Parent Contact, 1 Day in BU / Criminal Charges, Possible Expulsion	Parent Contact, 2 Days in BU / Criminal Charges, Possible Expulsion	Parent Contact, 5 Days in BU & Counseling Minimum / Criminal Charges, Possible Expulsion	Parent Contact, 1 Day Suspension Minimum / Criminal Charges, Possible Expulsion	Parent Contact, 3 Days Suspension Minimum / Criminal Charges, Recommendation for Expulsion
Leaving Campus w/o Permission/ Skipping	1 Day in BU	2 Days in BU	3 Days n BU	5 Days in BU	
Destruction of Property	Minimum 5 Days in BU & Pay Restitution for Damaged Property	Minimum 3 Days of Suspension & Pay Restitution of Damaged Property	Minimum 5 Days of Suspension & Possible Recommendation for Expulsion	Recommendation for Expulsion	
Possession of Vape/E-cig	1 Day BU/SRO Notified/ Sobriety Check	2 Days BU/SRO Notified/ Sobriety Check	3 Days BU/SRO Notified/ Sobriety Check	4 Days BU/SRO Notified/ Sobriety Check	5 day Suspension
Possession of Drugs/Paraph ernalia/ THC Vape/etc.	Min. 5 Day Suspension/ SRO Notified	Follow SCS Policies/ Recommendation for Expulsion			

Any student reaching 4th offense on any behavior loses privilege to drive to school and park on school grounds for the remainder of the year.

West Campus is committed to upholding the law. Please be aware the following actions are illegal: fighting, abuse of a teacher, sexual assault, theft, possession of a weapon or explosive device, possession of an illegal substance, bully & harassment, out of control behavior, etc. These types of offenses can and will result in criminal charges being filed.

Gangs:

Gang related activities, graffiti, tattoos, symbols, dress, language, or associations are not permitted at West Campus.

Drugs, Alcohol, and Tobacco:

No clothing, accessories, graffiti, or symbols referring to the use or glorification of drugs, alcohol or other impermissible substances or activities will be allowed.

Possession of and coming to school under the influence of illegal drugs or alcohol is addressed in the Simpson County Schools Student Discipline Code found in Appendix A of this document. Tobacco products, lighters, matches and other fire-starting devices are not allowed on school property and will be confiscated if found.

Assault and Threats of Violence - Notice of Penalties and Provisions

KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
 - a. With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker,

or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

- b. Makes false statements by any means, including by electronic communication, for the purpose of:
 - i. Causing evacuation of a school building, school property, or school sanctioned activity;
 - ii. Causing cancellation of school classes or school sanctioned activity; or
 - iii. Creating fear of serious bodily harm among students, parents, or school personnel;
 - c. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - d. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
 3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
 4. Terroristic threatening in the second degree is a Class D felony.

Fire Drills:

Students should walk quietly and quickly upon direction of the teacher in charge. They should maintain single lines and follow instructions designated for the room being evacuated. Instruction for such procedures will depend upon the circumstances at the time. Students should follow the instructions of the teacher or principal. Students are to remain at least 75 feet from the building until the signal is given to re-enter.

Tornado Drills:

During tornado drills, students will accompany their teachers to the designated shelter area. Students not with their class should report to the nearest staff member.

Earthquake Drills:

The principal or a designee will announce the beginning of an earthquake drill. Students will follow the shelter-in-place guidelines posted in each room. Students not in their class should report to the nearest staff member. Students will assume the take-cover position under a desk or other piece of furniture. Students will remain quiet and follow all teacher instructions, remaining in the take-cover position until the signal is given to return to their seats. An earthquake drill may be followed by an evacuation of the building as described under the fire drill guidelines above.

Lockdown Procedures:

The principal or a designee will announce the beginning of a lockdown procedure. Students not in their class should report to the nearest staff member. All exterior and interior doors will be locked. No student will be allowed to leave class during the lockdown. Classes will continue as normal unless the principal or designee gives further instructions (such as instructing students and staff to assume a "take-cover" position). Students will follow teacher instructions. The principal or designee will make a general announcement when the lockdown procedure is complete.

Dress Code: (Long Term and Short Term)

Proper appearance has been shown to have a high relationship to student success. In an effort to provide an environment conducive to learning, a dress code has been implemented. Breaking the dress code will be handled as a disciplinary matter. When a student's dress is considered a detriment to the learning environment, parents/guardians will be contacted and a student will be required to be in compliance before returning to school.

Students must be in proper school dress when they arrive at school. Dressing after you enter the building, including removing jewelry, is not permitted. Clothes must be clean and neat.

Pants must be khaki, black or navy. Pants cannot be jeans, jogging pants, leggings, joggers, sweatpants etc. and cannot have cargo pockets. Pants must have belt loops, & be straight legged (form-fitting, hip-hugging and flared pants are not permitted). Pants must be of durable cotton material, similar to Dickies brand pants. Leggings are not allowed. Students may not split or cut the seams of pants so that they fit over shoes. No sagging will be permitted. Pants must be worn at the natural waistline. There should be no layering of pants or combination of gym shorts and pants. There should be no street shorts or multi-layering of pants.

No skirts or dresses will be allowed, unless required by religious beliefs.

A belt must be worn at all times. No symbol buckles will be permitted.

Shirts must be solid color, sleeves and a single logo on shirt is permitted, but must be smaller than two inches in length and width. Button up shirts are also permitted provided they have no pockets. Shirts must be tucked in at all times. No attire with pictures, words, or images will be allowed.

A solid sweatshirt or sweater may be worn over the shirt for comfort. Sweatshirts may not have hoods or pockets. A polo shirt must be worn under the sweat shirt. Shirts under such garments must still be tucked in at all times.

Coats and jackets will be stored in the student area and will not be worn in class.

Shoes must be worn at all times. House shoes, flip flops and open toed shoes are not allowed.

No backpacks or other forms of concealment will be allowed and will be confiscated if brought. If these items are brought to school a parent or guardian must come to school to pick them up. Only small clutch purses will be allowed and are subject to being checked at the door. Purses may not have straps and must be kept in office.

Students must be groomed appropriately for school. Hairstyles, cosmetics, or fingernail polish deemed by the principal as disruptive to the learning environment are not permitted. Hair must be kept out of students' eyes. Both eyes must be visible at all times.

Absolutely no jewelry will be permitted including watches, rings, earrings, tongue rings, nose rings, necklaces, bracelets, etc. Jewelry will be confiscated and returned only to a parent or guardian. Keychains and lanyards must be turned in upon entering the building.

Cell phones must be turned in to the office at the beginning of the school day and will be returned at the end of the day. Cell phones confiscated during the school day will be held and returned only to a parent or guardian.

Simpson County Schools Virtual Non-Attendance Program Purpose:

The Simpson County Schools Virtual Non-Attendance Program is designed to reach students who have traditionally homeschooled, to provide curriculum to students who are interested in homeschooling, or to provide an alternate means of delivering instruction to students during the extended hours at FSHS West Campus, through email and in conversations with the instructor; this program requires self-discipline. For minor aged students, it is required and essential for parents/guardians to monitor

spacing and progress of their students. In addition, students who participate in the Virtual Non-Attendance Program do not qualify for KEES money. Grading for the Virtual Non-Attendance program is on a pass/fail basis. Students who participate in the Virtual Non-Attendance program do not qualify to attend FSHS prom. If a student displays conduct that is disrespectful or defiant, that student can be removed from the program immediately at which time it is the sole responsibility of the legal guardian of that child to provide another form of education or be considered educationally neglect of that child.

Requirements: Students wishing to enroll in the virtual non-attendance program are required to meet with the Director of Alternative Education for an introduction to the program, to review credits & to plan course load that will keep the students on track to graduate with their original class. Students enrolled in the virtual non-attendance program must make satisfactory progress, log a minimum of 26 hours per week for a full load, and attend West Campus after school program a minimum of 2 hours per week. In addition, students will be required to participate and show good faith effort in all accountability testing required by the state and any other testing measures that are required by the school. Students are required to maintain up to date contact information with the school and to respond to all attempts made by the school to contact the student in a timely manner. Students must enroll in the virtual non-attendance program within the first two weeks of the semester to participate in the program or receive approval for extenuating circumstances.

As a student enrolled in the Simpson County Schools Virtual Non-attendance program, I agree to follow the “[Franklin-Simpson West Campus Virtual Student Contract](#)”. (See Addendum for full contract)

Parking Guidelines:

Students driving to school will be required to purchase a parking tag and register their vehicle and then hang the parking permit tag from the rear view mirror. Students must sign an agreement stating that they will abide by parking and driving rules and expectations in order to park at school; failure to abide by the agreement will result in the loss of driving privileges. Agreement forms are available from the office.

The "No Pass/No Drive" statute (KRS 159.051) became law on June 25, 2007 and was implemented on August 1, 2007. The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for 1.) Academic deficiency or 2.) Dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

Beginning August 2, 2007, any sixteen (16) or seventeen (17) year old applying for a permit driver's license will be required to have a completed school compliance verification form. If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old (with a driver's permit or license) accumulates nine or more unexcused absences, the school will report the student as noncompliant. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made. A student is deemed academically deficient when he or she has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses. Reports of noncompliance based on academic deficiency will be made.

School Based Drug Review Board:

(SCB 09.423 AP.1) Both possession or use of drug paraphernalia and possession, use or being under the influence of alcoholic beverages, any controlled substance or any substance which "looks like" a controlled substance on or about school property, at any location of a school-sponsored activity or en route to or from a school-sponsored activity are forbidden. Sale or transfer of drug paraphernalia, alcoholic beverages, any controlled substance or any substance which "looks like" a controlled substance on or about school property, at any location of a school-sponsored activity or en route to or from a school-sponsored activity is forbidden.

All students with drug-related offenses will be referred to the West Campus School Based Drug Review Board (SBDRB) for a hearing. The SBDRB shall consist of, but is not limited to: Administrator and/or Certified Social Worker, one or more teachers familiar with the student being reviewed, and other staff at administration's discretion.

The SBDRB's mission is to promote a healthy, safe, and drug-free school environment at the West Campus through implementation of clear and consistent consequences for drug-related violations. The Board's goal is to consider the best course of action for both the offending student and the student body as a whole.

SBDRB Procedures:

1. Following a drug-related violation the administrator will schedule a hearing date within 10 school days and notify all involved parties. Both the student and a guardian are expected to be present at the hearing. The student will be suspended until the hearing takes place.
2. Prior to the hearing:
 - a. The Principal will gather information about the student's behavior in his/her current classes and check discipline & attendance records.
 - b. The Principal will collect transcript and graduation planning information.
 - c. The offending student will prepare him or herself to be able to discuss:
 - i. What happened?
 - ii. Are there contributing problems or circumstances?
 - iii. What steps is the student going to take to prevent future problems? How willing is he/she to participate in a substance abuse evaluation and comply with recommendations?
 - iv. Why should the student be allowed to continue his/her education at West Campus?
3. The hearing will be conducted in a discussion format. All participants may ask questions as they arise. The hearing will begin with the student explaining in detail what happened focusing specifically on the student's role in the violation. The student may also explain any contributing problems or circumstances. The principal will share the information (s)he has prepared. At this point the student will be asked to address any remaining questions outlined above.
4. Once all relevant information is shared and questions have been addressed, the SBDRB will meet in a closed session while the student and guardian(s) wait in an outer office.
5. The SBDRB has the option of postponing a decision if more information is deemed necessary. If this occurs, the student and guardian(s) will be informed and a second meeting date will be set.
6. The SBDRB will make a recommendation regarding length of suspension and potential referral to the Simpson County Board of Education for expulsion. The Principal will make the final decision. In an effort to meet the treatment needs of our students the SBDRB reserves the right to mandate treatment in lieu of expulsion. This would require the student's participation in a substance abuse assessment from a West Campus approved alcohol/drug counselor. This evaluation would occur while the student was on suspension. Prior to this assessment a release of information must

be signed by the parent/guardian, enabling West Campus to share information regarding the SA offense and any known SA history with the assessor. This evaluation will be performed at the parent/guardian's expense. The student will be required to complete any and all recommendations of the qualified counselor in order to waive expulsion from school. Should a student fail to satisfactorily complete all recommendations, the expulsion will not be waived. The student may also be given a set of behavioral and/or performance expectations if he/she is allowed to remain at West Campus.

7. If West Campus is able to schedule an assessment with an approved counselor and the student or family fails to attend the appointment, the SBDRB will proceed with an expulsion recommendation.
8. Activities of the SBDRB are separate from any legal charges that may be filed on the offending student.

Student Directory Information:

The Principal, Superintendent, or Superintendent's designee is authorized to release Board approved directory information.

Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year.

Fee Exemption/Reduction:

No child will be denied full participation in any educational program due to an inability to rent or obtain such as textbooks or instructional resources provided by fees. The school will waive or reduce textbook rental and instructional resource fees for children who are unable to rent or purchase these instructional resources based on the eligibility guidelines for the free and reduced price lunch program. Application forms for waiver/reduction of these fees may be obtained from the school office.

Extracurricular Activities:

West Campus students who are in good standing are permitted to attend Franklin-Simpson High School athletic events. Students may attend other activities upon receiving consent from the FSHS Principal and the West Campus Director. Franklin-Simpson High School West Campus students are NOT permitted to attend any dances or prom at Franklin-Simpson High School unless otherwise invited as a guest by a student of FSHS.

Students who are referred to West Campus by the Board of Education are NOT permitted to attend any high school events or be on the campus of any school other than West campus (except for the purpose of transportation) for the remainder of the school year in which the referral was made.

Asbestos Notice:

This notice is to assure you that the Simpson County School System is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for building materials which contain asbestos has been completed for all school buildings owned, leased or otherwise occupied by the Simpson County Schools. This inspection has been conducted by a certified inspector, and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school district is available at the Central Office or in the principal's office of each school during regular business hours.

You will be notified at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued as a result of an additional inspection, normal surveillance practices, response actions or remodeling work which might disturb building materials which contain asbestos. Every precaution will continue to be utilized in order to protect the well-being of students and employees of the Simpson County Schools.

Franklin Simpson West Campus Virtual Student Contract - 2023 – 2024

Student Name: _____ Student Grade: _____

Students who plan to enroll in West Campus Virtual Academy have standards (expectations) that must be met in order for them to be successful. Internet capability is required by the family for the student to participate in the Virtual Academy. Adherence to the following standards is a requirement for enrollment:

1. I am committed to taking virtual courses for at least 1 trimester and will make a concerted effort to keep up with the pace of the course, to participate in classes, and to complete all course requirements.
2. I understand and agree to invest the time necessary for successful completion of my courses. I am aware that the number of hours required to complete online courses is similar to the number of hours required to complete traditional courses (to include both time in class/online and the time out of class/offline on assignments, projects, and testing requirements).
3. I understand that I must sign the district Acceptable Use Policy (AUP) governing the use of technology to include the Internet, I agree to abide by the rules and provisions of that policy, and I understand that inappropriate use of technology will not be tolerated and can lead to withdrawal from the Virtual Academy program.
4. I understand that anything I do online with respect to my courses can be retrieved and printed at any time by the school staff (*administrators, teachers, technology specialists*).
5. I agree to the following :
 - a. I understand the importance of prompt communication with my online teacher and the school staff on a regular basis particularly when I am having difficulties with technology and/or academics.
 - b. I shall abide by the policies, rules, and guidelines set forth in the FSHS Student Handbook.

As a student enrolled in the West Campus Virtual Academy program, I agree to the following:

1. Maintain a course load that keeps me on track to graduate with my class. (8 Credits per year)
 - 4 credits in the Fall Semester & 4 credits in the Spring Semester.
2. Make progress that keeps me on track to finish all course work by the end of the school year.
 - 75% of each of your FALL courses complete by November 14, 2023.
 - 100% of each of your FALL courses completed before December 15, 2023.
 - 40% of each of your SPRING courses completed by February 26, 2024.
 - 100% of each of your SPRING courses completed before May 23, 2024.
3. All course TEST/EXAMS must be taken under the supervision of a teacher at school.
 - Schedule an appointment with the teacher.
 - Arrive on time and follow all school rules when on campus.
 - Provide your own transportation to and from school in a timely manner.
4. Participate in all accountability testing required by KDE.
5. Juniors & Seniors are not permitted to transfer to VNA unless they have met the requirements to be considered "Post-Secondary Ready".
6. Maintain internet access with speed high enough to successfully complete my courses.
7. Maintain up to date contact information with the school, including address and phone number.
8. Follow the provisions of the school's Acceptable Use Policy (AUP) that regulates the use of technology.
9. Check in with my teacher at least once a week (*phone call, text message, email, google meet*).
10. Staying enrolled in this program for a trimester/semester at a time.
11. Students participating in VNA are a part of West Campus and per KHSAA regulations, are ineligible to participate in KHSAA sanctioned activities. Students are also ineligible to participate in certain extracurricular/co-curricular activities as outlined in the FSHS Student Handbook.

As a student in the West Campus Virtual Academy, I understand that failure to comply with any of these requirements will result in being unenrolled from the virtual program and enrolled at West Campus Long Term for the remainder of the year.

Student Signature

Date

Parent Signature

Date

West Campus Director Signature

Date