

HOLMES HIGH SCHOOL BULLDOG BASICS

Handbook of School Procedures and Expectations



Students are at the heart of all that we do. We are here to ensure that you succeed in high school and prepare yourself for success beyond graduation. We sincerely hope that your time here is educational and enjoyable. Please remember that you are responsible for knowing and adhering to the policies and rules found in this guide, as well as those outlined in the Covington Independent Schools District's *Student Code of Conduct*.

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INTRODUCTION

VISION AND MISSION

Covington Independent Public Schools' Vision: All our students graduate with the skills to achieve their dreams and adapt in a changing global society.

Holmes High School Mission: To guide students to discover, pursue and connect to their post-secondary dreams.

Holmes High School International Baccalaureate Diploma Programme Mission: The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

GUIDING VALUES

Honor- All members of the Holmes community are principled; we operate in an environment that supports truth, respect, and honor. Members of the Holmes community take ownership of their work and for their actions, even when it is inconvenient to do so.

Humanity- All members of the Holmes community treat others as they would like to be treated. Students and staff inspire each other through selfless actions, empathy, compassion, and kindness. Students and staff remain focused on developing into caring, balanced, and open minded global citizens.

Scholarship- All members of the Holmes community believe that scholarship is an internal desire to know more, developed through collaborative and independent learning. Holmes students show perseverance when challenged with rigorous coursework appropriate to their unique abilities. All Holmes programs empower students to be life-long learners.

SCHOOL MOTTO

Once a Bulldog, always a Bulldog!

ALMA MATER

True blue as the blue of Kentucky's skies, And strong with the strength of her ancient hills, we are bound to old Holmes in loyal ties, and deep in our hearts her name thrills.

Dear Holmes, there's a pride in our hearts for thee-A love that the years will not take away, a love that will live in our memory. Dear Holmes, the love we pledge today.

PEP SONG

Let's join hands in friendship's golden ring, and put our hearts' love in the song we sing. A song of honor to our dearest friend, a song of loyalty that will not ever end. We love the crimson and we love the white; we pledge ourselves to her honor bright; we proudly cheer her name with all our might – all our might! Holmes High School.

CONTACT INFORMATION

We are here for you, please contact us anytime.

HOLMES CAMPUS

859-655-9545

Email addresses are firstname.lastname@covington.kyschools.us

ADMINISTRATION	ADMINISTRATIVE ASSISTANTS	COUNSELORS
Mr. Scott Hornblower, Principal, ext. 16209	Ms. Amber Lykins, Administrative Assistant to Mr. Hornblower, ext. 16209	
Mrs. Angela Turnick, Asst. Principal, Class of 2020, ext. 16250	Mrs. Margo Willman, Administrative Assistant to Mrs. Turnick and Mr. Magner, ext. 16252	Mr. Jon Hopkins, Class of 2020, ext. 16225
Mr. Tony Magner, Asst. Principal, Class of 2021, ext. 16262	Mrs. Margo Willman, Administrative Assistant to Mrs. Turnick and Mr. Magner, ext. 16252	Ms. Karra Jackson, Class of 2021, ext. 16205
Mr. David Hartman, Asst. Principal, Class of 2022, ext. 16510	Ms. Kelsey Metcalf, Administrative Assistant to Mr. Hartman, ext. 16509	Mrs. Kim Pastura, Class of 2022, ext. 16508
Ms. Bradie Bowen, Asst. Principal, Class of 2023, ext. 16215	Mrs. Dona Breadon, Administrative Assistant to Ms. Bowen, ext. 16206	Dr. Donna Adams, Class of 2023, ext. 16212
Mr. Stan Steidel, Athletic Director, ext. 16260	Ms. Tina Stevens, Administrative Assistant to Mr. Steidel, ext. 16261	
Attendance/Records Office Ms. Kasee Webster, ext. 16201		
Youth Service Center Shelly Duncan, Coordinator, ext. 16520		
Health Services Julie Lafollette, School Nurse, ext. 16358		

The building will be open Monday through Friday beginning at 7:30. Students are not permitted in the building prior to this time.

DRESS CODE

In order to maintain an environment that provides for the care, welfare, safety, and security of all members of the school community, students will be required to follow certain guidelines for clothing. The administration reserves the right to determine whether or not a garment is appropriate for school.

Shirts/Dresses

- Must cover at least three inches from the neck to the shoulders.
- The stomach, back, and chest must be covered. Shirts and upper body garments must come to the waist.
- Shirts/blouses that are sheer/see-through are also in violation of the dress code expectations.
- Must be free of logos that include profanity, crudity, sexual references, gang symbols, or references to drugs or alcohol.
- Hooded sweatshirts are permitted, but the hood must be down at all times. If the hood is up, then the hoodie may be confiscated.

Pants/Shorts/Skirts

- Must be worn at the waist and must cover anything worn underneath.
- Must be free of accessories, such as chains, that have the potential to cause bodily harm.
- Short skirts, short shorts or any clothing that is too short is not allowed. (The length of shorts or skirts is determined by placing the arms down by each side and having fingertips fully extended, touching material.) Any dress or skirt slit must meet the same fingertip requirement. Outer garments that are worn over tights or leggings are to follow the same length expectations as shorts or skirts.

Prohibited Items

- Hats, tams, doo-rags, beanies/winter sock hats, visors or other full-head coverings are not to be worn in the building. If a student is found to be in violation, the head covering may be confiscated and returned to the student at the end of the week.
- Face/Body painting is prohibited. Exceptions to this may be made by administration to support a spirit day or school-sanctioned event.
- Tights, leggings, yoga pants, exercise pants, jeggings, stockings or spandex may only be worn under approved dress of the appropriate length.

Students who are out of dress code will be asked to correct the issue by removing the inappropriate item, changing into attire that we provide here at school or by calling home to have someone bring a change of clothes. Students who are not able to comply with the dress code will be sent to ISS for the remainder of the day.

ATTENDANCE PROCEDURES

Please refer to the "Student Code of Conduct" for district policies and procedures regarding attendance. Also, be aware of the course credit attendance policy outlined in this section.

ABSENCES

- To report your child's absence for the day call 859.655.9545 before 9 a.m.
- When your child returns to school send a note stating the reason for the absence.
- On the day the student returns, the student should go to the Attendance Office, Room 3102, from 7:45 – 8:05 to turn in their note and get an admit slip. In order to excuse an absence, we must have a note and/or doctor note/medical form.
- In order for a student to be eligible to receive class credit, a student shall not be absent 5 or more regularly scheduled class periods per class per semester without a valid excuse (**including skipping class**) while maintaining a passing grade. Any additional unexcused absences may be made up at a rate of one full class period of time for each class period missed.

EXCUSED EARLY

- To ensure the safety and security of our students, we must verify with a parent all excused early dismissals.
- Parents should send a note with their student the morning of the day the student is to be excused early. The student takes the note to the attendance office.
- School staff will call the parent to verify the note.
- If you don't send a note in with your child, you must come into the main office to get your child out of school. Please have valid identification with you.
- Parents and guardians should report to the main office in the Senior Building when you want to pick your child up early.

LATE TO SCHOOL

- Students who arrive late to school shall enter through the Senior Building Main office then report to the attendance office get their admit slip.
- If a student is tardy to school because of a medical or other appointment, a written note is required. The note must be written by the doctor and/or another professional providing a service to the student.
- If a student is tardy to school and does not have a note or the reason for the tardiness is unacceptable (such as oversleeping, missed the bus, etc.), the tardiness will be unexcused.
- **STUDENTS MUST BE PRESENT IN CLASS TO EARN CREDITS. After 5 late to schools, the student will be expected to make up time in academic intervention with the classroom teacher.**

LATE TO CLASS

Students who arrive late to class will receive a consequence from the teacher. **After 5 tardies to class, the student will be expected to make up time in academic intervention with the classroom teacher.**

COURSE CREDIT POLICY- ATTENDANCE REQUIREMENT

The progress of our students depends greatly on punctuality and regularity of attendance to all classes. All students are expected to attend class every day that school is in session. In order for a student to be eligible to receive class credit, a student shall not be absent 5 or more regularly scheduled class periods per class per semester without a valid excuse (**including skipping class**) while maintaining a passing grade. Any additional unexcused absences may be made up at a rate of one full class period of time for each class period missed. Absences may be made up by serving designated academic intervention times. Failure to comply with the attendance policy will result in the loss of class credit. At midterm and at the end of the semester, attendance will be monitored. Any student who has exceeded 5 unexcused absences (**including skipping a class**) may have his/her school privileges (e.g. extracurricular activities, field trips, etc.) suspended until his/her make-up time is completed.

Chronic Absenteeism Intervention

“Every day a student is absent is a lost opportunity for learning”

Problem	Students with chronic absences require intervention to change behavior and maintain positive attendance patterns. In order for intervention to have an impact, it's important to follow a consistent process that is responsive to each student.	Perfect Attendance Students are considered to have perfect attendance when they have been present, on time, and have not left early every day that school is in session.
What is the difference between Chronic Absence and Truancy?	Chronic Absence Missing 10% of school days for any reason - excused or unexcused in one (1) school year	Truancy Absent without a valid excuse for more than three (3) consecutive days at any time during the school year without a phone call from a parent or guardian to the Attendance Office. OR Absent without a valid excuse for more than ten (10) total days during the school year without a phone call from a parent or guardian to the Attendance Office.

TRANSPORTATION

- Transportation is provided to and from the campus by the Transit Authority of Northern Kentucky (TANK). Free transportation shall be provided to all high school students who reside one mile or more from the Holmes campus. High school students who are eligible for free transportation shall have the word "BUS" imprinted on their student identification badge.
- Students shall be provided a schedule of School Special Routes provided by TANK. These buses are made available as a public service by TANK and are available to Holmes High School students. Morning School Specials will begin dropping students off at 7:30. The building will not open until 7:30.
- Expectations on the bus are the same as in school. Be respectful of others and follow all school rules from when you leave your house in the morning until you return after school. TANK will notify the school of problem behaviors on bus routes and your bus privileges will be taken away for a period of time.
- **Morning School Specials will NOT operate when school is on a delayed schedule.**

GENERAL EXPECTATIONS

CELL PHONES & PERSONAL ELECTRONIC DEVICES

- We want students to be focused on what is going on in class and focused on being successful.
- Students are able to use electronic devices during lunch or passing between classes to check messages or listen to music. If you are using earbuds or head phones, be sure to leave one ear uncovered to be safe and respectful!
- Students are not permitted to use any electronic device (including but not limited to: phones, tablets, computers, iPods and/or gaming devices) during instructional time, except with the consent of the teacher.
- If a student is found using an electronic device contrary to the teacher's direction, the device will be confiscated by the teacher, given to security, who will take it to the nearest administrative office where the student can pick it up at the end of the period. A second offense will result in the grade level administrator holding onto the device for the remainder of the day. A third offense will result in the parent being notified and a time will be set for parent or guardian to pick up the device. Any additional offenses may result in the device being sent to the Board of Education where a meeting will be set by the Director of Pupil Personnel for the device to be picked up.
- An administrator and/or security will respond to assist if the student fails to hand over the device upon teacher request.
- We are not responsible for the theft or loss of electronic devices brought to school.

LUNCH/DELIVERIES

- Holmes High School provides a full service cafeteria for students' breakfast and lunch. Holmes High School is designated to provide FREE breakfast and lunch to ALL students.
- The cafeteria is the only DESIGNATED AREA for breakfast and lunch. The cafeteria hallways will remain clear for safety reasons. Students must remain in the cafeteria during their assigned lunch period. ISS is the only other location students may have lunch.
- No food can be taken from the cafeteria unless the student is eating in ISS.
- Students are responsible for their own clean-up.
- **Students are not permitted to leave campus during lunch.**
- **Students are not permitted to have food delivered to school.**
- **There will be no food orders brought into the school without prior approval by the administration.**
- Administration will use professional judgement and make the final decision on all lunch related issues.
- Our student's education is a shared responsibility between parents and HHS staff, and it is important that together we limit interruptions to the school day.
- Items delivered to the front office deemed to be a distraction, including but not limited to food, balloons, flowers, etc., will not be given to students until the end of the school day.
- No students will be called from class for deliveries.

HALLWAY ONE-LINERS

Here at Holmes High School, we expect students to be respectful of everyone. Part of that respect is showing positive behavior in the hallways. Staff and students will use these one-liners as a reminder to respect themselves and others.

- **Walk and Talk**– This means you should be walking through the hallway towards your next class. You may stop at the restroom and to get a drink then go on to your classroom. You should be using an indoor voice when walking in the hallway.
- **Catch and Release**– A quick hug in the hallway should be the only public displays of affection.
- **Please Honor Our Dress Code**– Make sure that you are in compliance with the school dress code.
- **One Ear Please**- You may use your electronic devices during transitions and in the cafeteria to listen to music. Please make sure that you have only one ear covered and that you are the only one who can hear your music.
- **Workplace Language, Please!** - Use only language that is acceptable in a place of employment.
- **Hats Off/Hoods Off** – Remember to remove all hats and hoods when you enter the building. These should remain off at all times you are inside the building.
- **Respect and Respond**- If an adult or a student addresses you, be respectful and respond appropriately. All adults at Holmes High School are responsible for your safety.

SCHOOLWIDE CONSEQUENCES

TEACHER DETENTIONS

- Teachers will assign detention to be served with them before or after school.
- Detentions will last up to 30 minutes and serve as a consequence for Level 1 misbehaviors.
- Please refer to the Covington Independent Schools Code of Conduct to view behavior levels.

LUNCH DETENTION

- Lunch detentions are assigned by your administrator.
- Detention must be served on the date assigned or re-scheduled prior to the detention with your administrator.
- Students must go directly to the in-school suspension classroom without going to the cafeteria. A brown bag lunch will be delivered to the in-schools suspension room for you.
- Students must remain in the in-school suspension classroom until the lunch bell rings.
- Students who fail to serve their detentions will be assigned progressive consequences.

IN-SCHOOL SUSPENSION (ISS)

- Students may be assigned to in-school suspension for an extended period of time (anywhere from 1 class period to multiple days.)
- Students will remain in the ISS classroom for lunch if they have been assigned extended time.
- Students will not be permitted to leave the ISS room without an escort.
- Upon entering ISS, students are required to surrender their cell phones to the monitor who will hold them in a lock box until the student is released from the ISS room for the day.

ALTERNATIVE TO SUSPENSION (CATS)

- Alternative to Suspension is assigned for many first-time offenses or repeated offenses.
- Assigned students will report to school to board the CATS bus. Students will be transported to the Alternative to Suspension site by school transportation unless prior arrangements have been made between the parent and the administrator.
- Work from the student's classes will be sent to Alternative to Suspension and the student is able to complete all assignments from the teacher.
- Assignment to Alternative to Suspension does not count as an Out-of-School Suspension or an absence from school.
- Failure to attend Alternative to Suspension is counted as an unexcused absence from school. Students may not return to the Holmes campus until ALL ASSIGNED CATS TIME has been served.
- Students attending CATS should be dressed according to Holmes High School dress code guidelines and are not required to wear a uniform.

OUT-OF-SCHOOL SUSPENSION

- Out-of-school Suspension may be used as a first time consequence for law violations, fighting, and other level 2/3 behaviors.

HOLMES HIGH SCHOOL PBIS

What is PBIS?

Positive Behavioral Interventions and Supports, also known as PBIS, is the use of systemic and individualized strategies to promote social, behavioral, and academic growth in students. PBIS takes an educational approach to address behaviors through the use of preventative positive activities and using data for decision making and problem solving.

C=What level of conversation is expected? H=How do I get help? A= What is my activity? M=What movement is allowed? P= What does participation look like? S= How will I know if I am successful?
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Why is PBIS different?

Traditionally, problem behavior has been addressed in a punitive manner which has proven ineffective in reducing dangerous and disruptive behaviors. According to the National Association of School Psychologists, "Research repeatedly has demonstrated that suspension, expulsion, and other punitive consequences are not the solution to dangerous and disruptive student behaviors. In fact, evidence indicates that dangerous students do not become less dangerous to others when they are excluded from appropriate school settings; quite often they become more so. Youth who are not in school and not in the labor force are at exceedingly high risk of delinquency and crime."

The Kentucky Center for Instructional Discipline, KCID, instead promotes the use of PBIS and has found that it is effective in urban school settings. It has also proven successful in the juvenile justice setting. KCID outlines the components of PBIS in four key points:

- Identify the expected behaviors,
- Teach, model, and practice what those behaviors look like, sound like, and feel like,
- Specifically praise appropriate behavior with private or public acknowledgement, and
- Measure outcome data to determine successes and barriers to reaching the desired goals.

Why do we use PBIS?

Kentucky Administrative Regulations, 704 KAR 7:160, require all school staff to be trained in the use of PBIS. Section 6. (1)(b) All school personnel shall be trained annually to use an array of positive behavioral supports and interventions to: 1. Increase appropriate student behaviors; 2. Decrease inappropriate or dangerous student behaviors; and 3. Respond to dangerous behavior. (d) This training shall include: 1. Appropriate procedures for preventing the need for physical restraint and seclusion, including positive behavioral supports and interventions

PBIS is the framework recognized by the Kentucky Department of Education that is most effective in improving behavior, and in turn academic performance, of students. By providing students with clear expectations, modeling desired behaviors, and providing students with interventions to prevent chronic low-level behavioral issues, we will provide better support to all students and reduced the amount of time students spend out of the classroom.

Why teach expectations?

One of the best ways to help students meet rigorous academic expectations is to first set high expectations for behavior. Why? In classrooms with clear and consistent behavior expectations:

- Students know and understand what's expected of them, which gives them confidence.
- Students monitor themselves and take more responsibility for their behavior — and their learning.
- Students spend more time on task and academic learning time increases.
- Teachers can more easily recognize and motivate positive behaviors.
- Classroom stress for students and teachers decreases.
- Students gain a sense of safety and security.
- The classroom culture and the school culture become more positive overall.

What if I have questions about PBIS?

Reach out to any administrator or counselor if you have questions regarding PBIS.

GENERAL INFORMATION

LOCKERS

- Students may request a locker in the main office.
- A lock that has been provided by the school will secure each locker. Since the lock remains the property of the school, the lock must be returned at the end of the school year.
- Students are not allowed to share lockers.
- Each student shall be responsible for any/all contents of the locker.
- Lockers are the property of Holmes High School and are subject to search at any time.

STUDENT PARKING

- All vehicles parked on campus must display a Holmes parking tag from the rear view mirror.
- Parking tags are available, free of charge, in the main office.
- You need to provide your name, vehicle type, and license plate number.

PROCEDURE FOR SEEING THE NURSE

- Students will be given a hall pass to see the closest administrator. Administrators will determine if the situation requires a medical professional.
- If it is not a medical emergency (stomach ache, head ache, etc.), student will be sent back to class.
- All emergencies will be sent to nurse with a pass. Students must bring that pass (time stamped by nurse) back to administrator's office BEFORE returning to class.

PROCEDURE FOR SEEING YOUR COUNSELOR

- If your teacher determines it is an emergency (family crises, etc.), then he/she will call your counselor. If the counselor is available, then you will receive a hall pass.
 - If not, then you may be sent to your grade level administrator.
 - Students may not leave class to see counselor for scheduling, class switch, etc.
- NOTE: If counselors need to see a student, they will call the classroom.

SCHEDULE CHANGES

Schedule change requests may be allowed through the first ten days of the school year for the following reasons:

- To balance class sizes
- To fulfill student needs class for graduation requirement.
- If a student was placed in the incorrect level or academic program.
- If a student has a doctor's certified medical condition that requires a change of placement.
- Administrative decision by principal or designee

The period for processing and balancing classes should not exceed 20 days from the first day of school. New students who enroll without records may have schedule changes made after records arrive at Holmes High School due to reasons two through five listed above. There will be no schedule change requests made after the first ten days of school except for administrative changes made by the principal or designee.

EXTRACURRICULAR ACTIVITIES

Students who attend any school activities, including games and dances, either on or off campus, are subject to the rules and regulations of the Student Code of Conduct. At midterm and at the end of the semester, attendance will be monitored. Any student who has exceeded 5 unexcused absences (**including skipping a class**) may have his/her school privileges (e.g. extracurricular activities, field trips, etc.) suspended until his/her make-up time is completed.

TUTORING

- Schoolwide tutoring is available throughout the year.
- Listen to the announcements for these times or ask a staff member about where and when this is available.

ACADEMICS

GRADUATION REQUIREMENTS- CLASSES OF 2020

All students must successfully complete 24 credits. These credits must include:

English	4 Credits – English I, II, III, & IV
Mathematics	4 Credits - Algebra I, II, Geometry (A math course must be completed each year of high school)
Science	3 Credits -must include Biology and Chemistry
Social Studies	3 Credits - 1 must be U.S. History
Physical Education	½ Credit
Health	½ Credit
Fine Arts	1 Credit (Performance Class or History of Visual & Performing Arts)
Electives	7 Electives
Technology	Students must demonstrate competency in technology, either through a class or passing a certification exam. Most students will fulfill this requirement through Digital Literacy.

GRADUATION REQUIREMENTS- CLASS OF 2021

All students must successfully complete 23 credits. These credits must include:

English	4 Credits – English I, II, III, & IV
Mathematics	4 Credits - Algebra I, II, Geometry (A math course must be completed each year of high school)
Science	3 Credits -must include Biology and Chemistry
Social Studies	3 Credits - 1 must be U.S. History
Physical Education	½ Credit
Health	½ Credit
Fine Arts	1 Credit (Performance Class or History of Visual & Performing Arts)
Electives	7 Electives
Technology	Students must demonstrate competency in technology, either through a class or passing a certification exam. Most students will fulfill this requirement through Digital Literacy.

GRADUATION REQUIREMENTS- CLASS OF 2022/23

All students must successfully complete 22 credits. These credits must include:

English	4 Credits – English I, II, III, & IV
Mathematics	4 Credits - Algebra I, II, Geometry (A math course must be completed each year of high school)
Science	3 Credits -must include Biology and Chemistry
Social Studies	3 Credits - 1 must be U.S. History
Physical Education	½ Credit
Health	½ Credit
Fine Arts	1 Credit (Performance Class or History of Visual & Performing Arts)
Electives	6 Electives
Technology	Students must demonstrate competency in technology, either through a class or passing a certification exam. Most students will fulfill this requirement through Digital Literacy.

GRADING POLICY

To create a consistent method of grading and reporting, Holmes High School implements the following grading practices:

School-Wide Grading - All one-credit courses will use the following grading percentages to determine the final grade in a course.

Two-Semester One Credit Course	One Semester Course .5 Credit Course
1 st Quarter = 20%	1 st Quarter = 40%
2 nd Quarter = 20%	2 nd Quarter = 40%
3 rd Quarter = 20%	Final Exam = 20%
4 th Quarter = 20%	
Final Exam = 20%	

Each teacher will provide a syllabus which is a document for students to know about the course content, goals, and assessments as well as other teaching and learning expectations.

All courses will have a common, comprehensive final exam or performance event.

Weighted Grading - Holmes High School gives weighted grades for any college enrollment, dual-credit, International Baccalaureate and advanced placement classes.

Honor Graduates - The valedictorian and salutatorian will be determined by the highest weighted GPA to the thousandths decimal. In the event of a tie, the student with the highest earned ACT composite score will be the valedictorian.

Students who have a cumulative weighted grade point average of 3.5 through 3.699 will be recognized as cum laude graduates. Students with averages of 3.7 through 3.899 will be named magna cum laude graduates. Those with grade point averages of 3.9 and above will be honored as summa cum laude graduates.

All students enrolled in courses that have the potential to earn college credit (e.g., dual credit, AP, IB) will be eligible to receive a multiplier weight of 1.1 for any grade of C or above for the purpose of adjusted grade point average and class rank.

COLLEGE AND CAREER READINESS

We want every student to graduate Transition Ready, whether it be Academic, Career, or a combination of Academic and Career Transition Ready. You will hear discussion of Transition Readiness often throughout high school.

Academic Transition Ready – Students obtain this status upon graduation by obtaining one of the following factors per the Kentucky State Transition Readiness Guidelines:

- Benchmark or above on English, Math, and Reading of ACT or other College Placement Exam (KYOTE)
- Earn a score of 3 or higher on 2 Advanced Placement Exams
- Earn a score of 5 or higher on 2 International Baccalaureate Exams
- Earn a grade of C or higher in each course on 6 hours of dual credit

Academic readiness shall include one quantitative reasoning or natural sciences and one written or oral communication, or visual and performing arts, or humanities, or social and behavioral sciences learning outcomes. (Must have area in Math/Science and English/Reading/Arts/Social Sciences).

Career Transition Ready – Students obtain this status upon graduation by obtaining one of the following factors per the Kentucky State Transition Readiness Guidelines:

- Receive an Industry Certification (Approved by the Kentucky Workforce Innovation Board on annual basis)
- Score at or above benchmark on the Career and Technical Education End-of-Program Assessment for articulated credit
- Earn a grade of C or higher in each course on 6 hours of KDE-approved Career and Technical Education dual credit
- Complete a KDE/Labor Cabinet-approved apprenticeship
- Complete a KDE-approved alternate process to verify exceptional work experience (this is not just having a job while in high school, this is a specific process).

Transition Readiness can be earned during any year of high school; however, you will not be recognized for your readiness until graduation. Strive to obtain Academic and Career Transition Readiness or multiple Industry Certifications—stand out among your peers and competition in the work force. If you have any questions regarding Transition Readiness reach out to Mrs. Ashley Lorenz, College and Career Readiness Coach.

Reflective of State Guidelines as of June 3, 2019

THE IB LEARNER PROFILE

The IB Learner Profile provides a common language to describe and identify behaviors of successful learners. The students of Holmes High School strive to be Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, and Reflective. **Inquirers** develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.

Knowledgeable learners explore concepts, ideas, and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled learners act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-Minded learners understand and appreciate their own cultures and personal histories, and are open to the perspectives, values, and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.

Caring learners show empathy, compassion, and respect toward the needs and feelings of others. They have a personal commitment to service, and they act to make a positive difference to the lives of others and to the environment.

Risk-Takers approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.

Balanced learners understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.

Reflective learners give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

STEPS TO SUCCESS

- **Be on time** – Strive to be on time every day and for every class. Tardies and absences cause students to struggle in school. Even the best students have a hard time getting back on track after an absence. Put yourself in a position to be successful by being on time.
- **Have all materials for classes** – You should spend time each night getting organized for the next day. Make sure to have everything you need for each class. If you don't have everything you need, ask us ahead of time and we can help.
- **Do your work** – This includes work in class and homework. Teachers have you do work so they can check for understanding and for you to practice. Do your work when it is assigned. Don't put things off until the last minute and get buried under a pile of things to do.
- **Get help when you need it** – Don't wait for small problems to get bigger and become too overwhelming. Whether it is not understanding what is going on in class, problems with another student, or worries about anything going on in your life, we are here to help. Reach out to an adult and we will help.
- **Know what is expected of you at Holmes High School** – There is a common set of rules, expectations, and procedures that serves to create a safe, responsible, and respectful environment for students to thrive. In addition, teachers will have expectations for you in the classroom. Know what these are and follow them to make this a better place for you and others. All of these rules, expectations, and procedures are in place to help you be a successful student.
- **Attendance is required to earn your credit**- Your academic progress depends greatly on punctuality and regularity of attendance to all classes. All students are expected to attend class every day that school is in session. You must be present for instruction to achieve academic success. When you are absent you miss essential instruction, discussion, assistance, support and guidance from your teachers that cannot be "made up" by doing work at home.

EXPECTATIONS FOR STUDENT LEARNING WITH TECHNOLOGY

- Engaging and relevant learning experiences and development of life and career skills
- Learning experiences that encourage cooperation, collaboration, and innovation
- Use current technology to create, research, communicate and produce academically sound products
- Demonstrate respect, self-control, ethical behavior and empathy as classmates and members of our community
- Being responsible citizens in our schools and communities, as well as the digital world

Responsible Citizenship:

Being a responsible citizen in our school, community and the digital world requires responsibilities adapted for a changing world. We embrace the following conditions of being a digital citizen:

- Respect yourself. I will select names that are appropriate. I will consider the information and images I post online.
- Protect yourself. I will protect my personal details, contact details or a schedule of my activities.
- Respect others. I will NOT use technology to bully or tease other people.
- Protect others. I will protect myself and others by reporting abuse, and not forwarding inappropriate or hurtful materials or communications.
- Respect & protect intellectual property. I will suitably use and cite and all content use intellectual property (websites, books, media, software, etc.) according to the copyright or creative commons licensing.

Access to Covington Independent Public Schools' owned technology is a privilege and not a right. At any point access to devices, internet and the like can be revoked.

Student Digital Responsibility:

As listed below, but not limited to:

Personal Safety

Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, timing, dates, etc.).

Password Protection

Never share your password, steal or use another person's password. If a password is compromised or lost, the student or teacher should report to the Senior Tech Lab. A technology support specialist will help resolve the password issue.

Privacy

Students and families need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Designated personnel of the Covington Independent Public Schools have the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of CIPS and no user shall have any expectations of privacy regarding such files.

Online Etiquette

Follow the guidelines of accepted behaviors within your schools' handbook. Use appropriate language and graphics. Profanity, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is unacceptable. Do not use this device to make, distribute or redistribute jokes, stories, to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the **Bulldog Basics**. In addition, students must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

Proxies

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Photos and Video

Students are not to take pictures or videos of staff or students without staff permission. Any student use of cameras in Covington Independent Public Schools should be part of a class or club activity. Unapproved camera use is a violation of this agreement.

Malicious Use/Vandalism

Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement.

No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to remove or attempt to remove or circumvent the management system or modify the operating system and software installed on each MacBook Air. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack any MacBook Air will be in violation of this agreement.

Tech Support

If technical difficulties occur with a MacBook Air or non-conforming content is discovered, the MacBook Air will be restored by Tech staff. If the Technology staff needs to restore the MacBook Air, the District is not responsible for the loss of content put on the MacBook Air by the student.

Information Regarding the MacBook Air at Holmes High School.

MacBook Air General Precautions

- The MacBook Air is Covington Independent Public Schools' property.
- The MacBook Air must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by the CIPS Technology staff.
- Never throw or slide a MacBook Air. If the MacBook Air is in your backpack or another carrying case, do NOT throw or slide the case/backpack.
- Cords and cables must be inserted carefully into the MacBook Air to prevent damage.
- Never expose a MacBook Air to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.
- MacBook Airs must be kept in a secure location at all times; it is the student's responsibility to know where their MacBook Air is at all times. Do NOT leave unsupervised, or lend to friends or family members outside of your home.
 - MacBook Airs found in unsupervised areas will be turned into **Administration**.
- During classes or lunch periods when the MacBook Air is not needed, place the MacBook Air in your locker or in a locked classroom. DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE. Do NOT place your MacBook Air on the BOTTOM of your locker, but rather on top of all other materials.

MacBook Air Cases: Transporting To & From School

Acknowledging the importance of a protective case for the MacBook Air, Covington Independent Public Schools invested in purchasing protective cases for all of the MacBook Airs. These cases are suitable to transporting the device to and from school. The Holmes High School and Covington Independent Public Schools policy is that all MacBook Airs need to be in the CIPS- issued protective case.

- The MacBook Air should ALWAYS be in its protective case.
- The MacBook Air should be charged (CIPS provides a charger) and brought to school ready to use each day.
- Do NOT place your MacBook Air in a book bag that contains food, liquids, heavy or sharp objects.

MacBook Air Screen & Cleaning

- The screens are sensitive to pressure and therefore can be damaged; they are scratch resistant, **not scratch proof**.
- The screens can break or shatter; care should be taken to protect the screen from damage.
- **Do NOT use liquids to clean the MacBook Air.** This includes, but is not limited to: window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.

MacBook Air Care

- The Technology department is able to detect when unauthorized programs and apps are downloaded, and those devices will be “wiped” and reinstalled with approved programs and apps. EPS is not responsible for any lost content stored on the device, including but not limited to: documents, photos, music, etc.
- Never leave a MacBook Air unattended. It is your responsibility to keep your MacBook Air stored in a safe, secure, temperature appropriate space.
- Do NOT attempt to try to repair the internal workings of a MacBook Air yourself.
- If your MacBook Air is not working take your MacBook Air to the Senior Tech Lab as soon as possible and have a CIPS technology support specialist examine it. If your MacBook Air needs to be worked on for an extended period of time, you will be issued a temporary MacBook Air until yours is working properly.

MacBook Air Statement of Responsibility for Parent/Guardian and Student

We understand that instances of damage, destruction, or loss of the assigned MacBook Air occur. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents will result in financial restitution from the family, up to the cost of the entire device if warranted. Samples of approximate repair and replacement cost of individual parts are below. If there is damage that can be repaired the student will be charged for the actual cost of repair.

- Laptop Replacement - \$1200.00
- Charger - \$79.00
- MacBook Cover - \$59.95

Earphones

Holmes High School does not supply earphones to students. If a student wishes to purchase his/her own earphones then:

- Earphones shall not be used within or on school property unless a teacher specifically requests or allows students to do so.
- If allowed to use earphones, the appropriate listening level is when only the person wearing the earphones can hear the sound.

Storing Documents

Limited storage is available on the device and academic files take priority over personal files, etc. Holmes High School students are STRONGLY recommended to back up important files and content daily. Several backup options exist, including cloud storage or personal computers.

Apple ID

All students have an Apple ID. Our recommendation is that parents know the password and keep that information. Information on creating an Apple ID is provided at back to school nights and on the school website.

Student Discipline

Student violation of any part of the above policy, he/she will be subject to disciplinary action. The disciplinary action for a violation will range from the student needing to check his or her MacBook Air in and out of school each day for a period of time, to having all MacBook Air privileges revoked. In instances where the student has put his/her own safety or the safety of others at risk, MacBook Air privileges will be revoked immediately.

Please sign and return the form below.

I acknowledge that I have read and understand the Holmes High School Bulldogs Basics Handbook of School Procedures and Expectations.

Student's Name (Please Print)

Student's Signature

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date