

# Safe Harbor Academy

STUDENT HANDBOOK



2018-2019

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\*\*\*Updates or changes to systems, processes, policies, and standard operating procedures will be updated with an addition of an addendum. The information will be posted to the school website and made available for public access.\*\*\*

## Woodford County Public Schools Instructional Calendar 2018-2019

August 6	Flexible Professional Development Day (no classes)
August 7	Opening Day for Teachers (no classes)
August 8	Teacher Preparation Day (no classes)
August 9	First Day for Students
September 3	Labor Day (no classes) ...Flexible Professional Development
September 19	Early Release Day for Students...Staff Development
October 8-12	Fall Break
October 24	Early Release Day for Students.... Staff Development
November 5	Required Professional Learning Day (no classes)
November 6	Election Day (No Classes)
November 21	Flexible Professional Development Day (no classes)
November 22	Holiday: Thanksgiving Day (no classes)
November 23	No Classes
December 19	Last Day for Students
December 20 – Jan 2	Winter Break
December 25	Holiday: Christmas Day
January 1	Holiday: New Year Day
January 3	Schools Reopen...Students Return
January 21	Holiday: Martin Luther King Day (no classes)
February 18	***President's Day (no classes, possible make-up day)
March 4	****Required Professional Learning Day (no classes, possible make-up)
March 20	Early Release Day for Students...Staff Development
April 1-5	Spring Break
April 18	Early Release Day for Students...Staff Development
May 21	Election Day (No Classes, Prof Learning Day if March 4 is make up day)
May 22	Last Day for Students (subject to change)
May 23	*Closing Day (Possible Make Up Day)
May 24	**Parent Teacher Conference Day (possible make up day)

### Make-Up Days

- \*Day 1...May 23 (used for make-up days if school year extended)
- \*\*Day 2...May 24 (used for make-up day if school year extended)
- \*\*\*Day 3...Feb 18 (used for make-up day if a third day is missed prior to Feb 1)
- \*\*\*\*Day 4...March 4 (used for make-up day if school year extended)
- Day 5...May 28
- Day 6...May 29
- Day 7...May 30
- Day 8...May 31
- Day 9...June 3
- Day 10...June 4
- Day 11... June 5
- Day 12...June 6

**WOODFORD COUNTY PUBLIC SCHOOLS**  
**SAFE HARBOR ACADEMY**

**Safe Harbor Academy**  
**134 Macey Avenue**  
**Versailles, KY 40383**  
**(859)-879-4694**  
**(859)-873-1304**

**Purpose Statement:**

Safe Harbor Academy in partnership with young adults, families, and community will prepare all students to strive for excellence through rigorous instruction and support to become college, career, and life ready citizens.

**Program Mission/Vision:** Safe Harbor Academy will foster a culture of TRUST and achievement that will enable students to reach their highest potential:

- Provide high academic and behavior expectations
- Provide a safe, inclusive, and accepting environment
- Utilize strengths to meet individual student needs
- Improve academic achievement
- Support social and emotional growth
- Promote perseverance and productivity
- Explore future education, career, and technical interests
- Ensure family and community involvement

**SAFE HARBOR STAFF**

Laverne Carter-Instructional Assistant  
Samantha Switzer-Instructional Assistant  
Tammy Bramlett-Instructional Assistant  
David Johnson-Facilities and Grounds  
Brenda Smith-Food Services  
Officer Michael Cole-School Resource Officer  
Rhiannon Ashcraft-Counselor, Teacher  
Sarah Asalon-English Teacher  
Stephen Powers-Mathematics Teacher  
Sarah Patton-Science Teacher  
John Muenks-Special Education Teacher  
Logan Culbertson-Principal

## **Expectations**

- 1. Students will engage in coursework and always try their best**
- 2. Students will follow all staff directions**
- 3. Students will not disrupt the learning environment**

## **Guidelines for Success/Culture**

Safe Harbor Academy Staff will be promoting a culture of **TRUST** where we lead by example through all interactions:

- Everyone **T**akes Ownership
- We all **R**espect ourselves, others, and property
- Everyone interacts with **U**nderstanding and Accountability
- Students and Staff **S**how Integrity through every interaction
- **T**rust ourselves, others, and the process

## **ACT**

ACT Preparation materials are available for students in the appropriate lab setting.

## **A+**

A+ is a computer based credit/credit recovery program that enables students to catch up on credits if behind or take a course that is not offered through traditional classes at Safe Harbor Academy. The school administration will determine if an A+ course is appropriate for a particular student. Students working on A+ are expected to work independently and remain on task the entire class period. Any student found allowing another student to work on their account will have their A+ privileges revoked.

## **Bus**

The Woodford County School District provides bus transportation for all students. All code of conduct rules applies at the bus stop, on the bus, as well as at school. Students are expected to be respectful and behave in order for the driver to focus on driving and not on supervision. Students are expected to follow their transportation plan. Students who violate this expectation may be removed from the bus. Any consequences received by a student for bus behavior will impact the students' progress through employability.

## **Class Change**

It is an expectation that students will change classes in an orderly and timely manner. This includes going directly to the next class without wandering the halls and without excessive noise. Students may not go to the restroom or stop at the water fountain between classes.

## **Closed Campus**

Safe Harbor Academy and Woodford County High School have in place a closed campus policy. That is, once students arrive on campus they must remain until their designated time to leave. Once a student has left campus they cannot return unless they have signed

out of school through the proper channels. As it relates to students at Safe Harbor, students may not walk off campus at SHA or WCHS in the morning and then come back on campus. Students also may not walk off campus in the afternoon at either SHA or WCHS and then return to either campus.

### **Computer Use**

Use of computers during the school day is a privilege and not a right. Upon enrolling at Safe Harbor Academy students will sign a user contract and acceptable use policy. Then students will be given an account with a unique username and password that the student creates. Access will include use of all installed programs except email. Students are responsible for their accounts and should not share passwords or allow students to work on another students' account. Any violation may result in account access being disabled.

### **Credits and Classification 2019**

Freshman-up to 5 ½ credits

Sophomore-6 to 11 ½ credits

Junior-12 to 17.5 credits

Senior-18 or more credits

Students need to have 26 credits including having met core requirement guidelines in order to be eligible to graduate from Woodford County Schools. The credits and classifications reflect Woodford County High School and any changes they make will supersede.

### **Dress Code**

**Headress:** No hats, bandannas or hoods may be worn during the school hours on school property.

**Shirts:** Midriffs shall be covered at all times. Shirts and dresses without sleeves are permitted, but straps must be at least the width of the shortest dimensions of a credit card (2.125 inches). Tops shall not expose skin or undergarments below the underarm, in a back or sides. No tank tops, racer back tops, halter tops, tube tops, spaghetti straps, etc. are permitted. Necklines shall not droop any lower than the shortest dimension of a credit card (2.125 inches) positioned at the base of a collarbone. Shirts must be free of sexual, drug/alcohol, and offensive/distracting content or fit.

**Pants:** Students may wear jeans, khakis, slacks, capris, and sweatpants of any color. Pants must conform to the following:  
Must be worn at the waist at all times. Must be free of any holes, rips or tears that expose the skin or undergarments. Must cover underwear and backside at all times, regardless of movement. Scrubs are permitted only as required for medical science classes (if applicable). Pajamas and flannel pants are prohibited. Leggings and yoga pants are permitted but must be worn with a top, shirt, hoodie, or sweater that extends below the fingertips with arms fully extended at the side, in the front and back.

**Skorts/Shorts/Skirts/Dress Hemlines:**

Must cover underwear and backside of student during all bodily movement. Must be free of any holes, rips or tears that expose the skin or undergarments and length must extend to shortest dimensions of the credit card (2.125 inches) from the top of the knee.

**General:** Sheer, lace, transparent or semi-transparent materials are prohibited on all garments. All apparel must have a finished seam. Compression athletic shorts are prohibited. Students wearing anything that is a distraction or disruptive to the learning environment may be requested to **change**.

**Exemptions:** May be made for religious or medical reasons by the administration.

**Consequences:**

**1<sup>st</sup> Offense:**

- Parent Notified, Documented, Student will change

**2<sup>nd</sup> Offense:**

- Parent Notified, Documented, Student will change and Assigned Lunch Detention

**3<sup>rd</sup> Offense:**

- Parent Notified, Documented, Student will change and Assigned Lunch and Breakfast Detentions

**4<sup>th</sup> Offense:**

- Parent Notified, Documented, and Suspension

**DRIVER’S LICENSE REVOCATION**

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver’s license, permit or driving privilege revocation.

Academic and attendance deficiencies for students’ ages sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

- They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken the preceding semester.
- They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Student Services to have their standing confirmed. The District shall make the required report to the appropriate agency.

**Driving**

Students may not drive to school unless permission is granted in advance through the administrative hearing committee, the placement committee, or the principal. Students who are permitted to drive must park in directed spots in front of the school.

### **Early Graduation**

For a student to graduate from Safe Harbor Academy s/he must complete four years of high school. Exceptions must have the prior approval of the principal, be granted by the Woodford County Board of Education, and be so noted in the student's cumulative file.

### **Edgenuity**

Edgenuity is a computer based initial credit curriculum and instruction program that enables students to take a course that is not offered through traditional direct instruction classes at Safe Harbor Academy. The school administration will determine if Edgenuity is appropriate for a particular student. Students working on Edgenuity are expected to work independently and remain on task the entire class period. Any student found allowing another student to work on their account will have their Edgenuity privileges revoked or lesson/course restarted. Students are expected to bring a pair of headphones or earbuds for computer based learning use.

### **Emergency Procedures**

For the safety and protection of youth, Safe Harbor Academy holds periodic drills. When drills are conducted, youth are expected to exit the buildings in a quiet and orderly manner. Students may not return to the building until instructed to do so by staff. Drills will include evacuation, reverse evacuation, severe weather, earthquake, and shelter in place. Board policy requires the completion of the following drills throughout the school year:

Evacuation-for use when conditions outside are safer than inside (i.e. fire in the building)

Reverse Evacuation-for use when conditions inside are safer than outside (i.e. plane crash)

Severe Weather Safe Area-for use in severe weather emergencies

Shelter in Place-for use in external gas or chemical leaks

Lockdown-for use to protect building occupants from potential dangers in the building

Drop, Cover and Hold-for use in an earthquake or other imminent danger to building

### **Employability**

Students will be assessed weekly on their employability data. This is an established set of skills and expectations developed in collaboration with local businesses to outline and measure what a successful employee must exhibit in actions and decisions. Employability is the behavioral measure utilized in transitioning (academic is the other measure) students at Safe Harbor Academy. Students may also receive a performance based elective credit for demonstrating effective employability skills and choices. Completion of the successful employability data **will** be necessary to be considered for a referral back to the home school whether it is Woodford County Middle School or Woodford County High School. At minimum, it takes **45** school days for a student to be eligible to transition.

### **Enrollment**

The District requires the following documents be provided in order to enroll a student:

1. Current Kentucky Immunization Certificate
2. Birth Certificate or other reliable proof of age and identity

3. Current Physical (within thirty (30) days of enrollment)  
Each three (3), four (4), five (5), or six (6) year old student entering kindergarten shall undergo a preventative health care examination within one (1) year prior to initial admission to school.
4. Transcript (if enrolling from out-of-state)
5. Proof of eye exam (completed by January 1st of the first year child is enrolled in school)
6. Evidence of a dental screening or examination (submitted by January 1 of the first year that a five- and six-year-old student is enrolled in the District)
7. Copy of custody order (if child is in custody of a state or other agency)
8. Educational Passport complete with attachments (if child is in custody of a state agency)
9. Proof of Residence
10. Copy of Guardianship or Custody Order showing that child resides with the legal guardian or custodial parent (if such an order has ever been issued)
11. Notice of Expulsion/Conviction Form (09.12 AP.23)

## **Environments**

### **Discovery Course**

The Discovery Course is a 9-week orientation program that every student is required to participate in once the District Evaluation Committee determines Safe Harbor Academy is the appropriate alternative placement for a student. Students in grades 6-12 complete their orientation of SHA policies and procedures during the Discovery orientation. Students will be constantly evaluated on both their behavior (employability) and academic progress as part of Discovery. Students will be required to pass with 80% on the 9 week academic portion and maintain 90% on employability in order to earn the .5 credit elective.

### **Blended Classroom**

The Blended Classroom environment will deliver a myriad of classes at any one time. The teacher facilitates and supports a computer based curriculum and instruction that allows students to progress through the required core content. Students who meet benchmark data on their ILPA goals will transition to this classroom through the employability system. This classroom allows students to self-manage academically and behaviorally.

### **Direct/Live Instruction Classroom**

The Live Instruction environment is direct instruction delivered by a Safe Harbor Academy teacher. Students who meet benchmark on their ILPA goals will transition to this classroom through the employability system. The direct instruction classroom will deliver content through both project based learning and the traditional model along with other exceptional educational experiences. This classroom will allow both students and teachers to manage academic and behavioral goals.

### **Short Term Discipline Classroom**

The Short Term Discipline Classroom is a 15, 30, 45-day placement that specifically addresses attainment of appropriate behavioral skills and provides interventions and supports by the social worker to facilitate a successful transition back to the home school. All Edgenuity coursework and other work completed in the short term discipline classroom is consistent with the home school classroom specific instructional setting. Students may be eligible for a reduced placement pending positive employability data.

## **Extracurricular Activities**

Any student that attends Safe Harbor Academy for any reason may participate in extracurricular activities at Safe Harbor Academy only unless otherwise given permission

during placement meeting or by administration. Any extracurricular activities approved outside of Safe Harbor Academy will be per Board Policy and KHSAA Policy.

**Fighting**

Safety of students and staff is the top priority of Safe Harbor Academy. Fighting among students is not acceptable and the following disciplinary action will be followed:

1<sup>st</sup> offense-2-day suspension

2<sup>nd</sup> offense-3-day suspension

3<sup>rd</sup> or more-To be determined by principal, possible recommendation to Administrative Hearing Committee

**Food Services Program**

The breakfast and lunch program in Woodford County schools are self-supporting, the Woodford County Food Services Program has a charge policy. Students must have money with them or be within the parameters of the charge policy in their account when they go through the serving line. Parents/guardians may pay into a student’s meal account with cash/checks sent daily, weekly or monthly. Weekly or monthly are recommended. Charges up to \$10 will be allowed. If the deficit has reached the maximum \$10 allowed, students and adults shall pay cashier for breakfast and/or lunch from their Lunch Box Point of Sale account or in cash at the time of the meal. If the students account exceeds the maximum charge amount, a nutritious snack of cheese, fruit and milk shall be served in place of the regular meal. This meal shall be free of charge and non-reimbursable to food service.

**Grading Scale (Middle and High School)**

A-90 to 100, B-80 to 89, C-70 to 79, D-60 to 69, F-Below 60, I-Incomplete

**Graduation Requirements 2019**

English	4 Credits	English I, II, III, IV
Math	4 Credits	Algebra I, Geometry, Alg II, Elective Sr. Year. Students must take a full credit math class each year
Science	3 Credits	Integrated Science I, II, Biology
Social Studies	3 ½ Credit	Government, and Economics World Civilization, US History
Health/P.E.	1 Credit	Each class is a ½ credit
Arts and Humanities	1 Credit	Arts & Humanities Course and Performance Course (Art, Theatre, Choir, Band, etc).

Computer Tech. 1/2 Credit  
17.5 Required Course Credits  
8.5 Elective Credits  
26 Total Credits to graduate

Students must meet college and career ready requirements or complete a service learning project per annual course description guide.

**Graffiti**

Students may not draw on desks, walls, any school furniture, themselves or others.

### **Hallway Behavior**

Students need to have appropriate hallway behavior. This includes attending class without stopping to talk to other peers or staff. Students need to attend class in a timely manner without entering other classes or stopping in the hallway for bathroom or drink. Students also need to use appropriate body space and language.

### **Home/Hospital**

A home/hospital program is provided for students in Woodford County Schools who are unable to attend school for medical reasons for a period of more than 5 consecutive days. The student or parent/legal guardian may pick up an enrollment form from the principal. This form needs to be returned to the principal as soon as possible in order to be considered for home/hospital eligibility. A district committee will determine whether or not a student is eligible for home/hospital services.

### **Insurance**

Students are provided an opportunity to purchase insurance at the beginning of the school year.

### **Investigations**

From time to time situations arise that need to be formally investigated by the principal. When these times occur, students will be asked to give written statements to help the administration put together the pieces of what happened. All written statements are kept confidential and no students would ever see what another student had written. Further more, no adults without a valid reason would ever see a written statement from a student. It is an expectation that students cooperate during investigations. This is to not only help the principal, but also to give students an opportunity to give their version of what happened.

### **IXL**

IXL is a comprehensive K-12 practice sit that provides student unlimited practice on math and language arts. Students will have access and be required practice.

### **Make-Up Work**

Students are responsible for approaching the teacher and securing any missed assignments. Assignments must be turned in a timely manner.

### **Medical and Emergency Care**

Medication will be kept locked in a cabinet at the school. **MEDICATION MUST BE PURCHASED BY THE PARENT/GUARDIAN, BROUGHT TO THE SCHOOL IN THE PRESCRIBED CONTAINER, AND LABELED WITH THE STUDENT'S NAME AND DELIVERED TO THE PRINCIPAL OR DESIGNEE. THE PARENT MUST ALSO PROVIDE A PHYSICIAN'S PERMISSION FORM AND PHYSICIAN'S SIGNATURE FOR THE STUDENT'S FILE, INDICATING THAT THE MEDICATION MAY BE TAKEN AS PRESCRIBED. ONLY TWO WEEKS OF MEDICATION MAY BE STORED AT THE SCHOOL.** This policy will be strictly enforced, for the protection of students, parents, and staff. The parent/guardian is

asked to keep records to know when a new supply is needed and provide medication. Residential students' medication will be handled according to Methodist Home program policy.

If a student feels unable to participate fully at school due to illness, staff will contact the parent/guardian, or their designee, to pick up the student. It is critical that the parent/guardian provide a phone number at which s/he can be reached, as well as the name and number of a least one alternate contact (friend, neighbors, relatives) who can pick up the student in the event of illness. An ill student cannot under any circumstances leave school without being signed out by a parent/guardian or a person authorized by the parent/guardian to do so.

On occasion, a parent has requested permission for their son/daughter to keep a drink or crackers in class due to illness. Food and drinks are permitted in the school under these circumstances only and will be checked during the search at the beginning of the day. A note from the parent/guardian documenting the reason and duration of request is required. Drinks must be in sealed, previously unopened containers.

In the event of a medical emergency at the school, the following steps will be taken:

1. Parent/guardian will be called.
2. Emergency contact will be called.
3. 911 will be called in cases of extreme emergency.

### **Metal Detectors**

All students are checked each morning or when they first arrive at school with a metal detecting wand. Also, Safe Harbor staff may use a wand at any time they feel a student may have an item they should not.

### **Nondiscrimination Policy Statement**

Students, their families, employees and potential employees of the Woodford County School System are hereby notified that this school system does not discriminate on the basis of race, color, national origin, age, religion, genetic information, marital status, sex, veteran status, or disability in employment, educational programs, or activities as set forth in Title II, Title VI, Title IX, American With Disabilities Act, Section 504, and Age Discrimination Act of 1975 and provides equal access to the Boy Scouts and other designated youth groups.

The Woodford County School System offers the following vocational education program for students in Grades 9-12: agriculture, business and marketing, engineering and technology, family and consumer science, health science, and education. The following vocational classes are available to students in Grade 11-12 through local vocational schools: food science & processing systems, environmental science, carpentry, welding, digital game & game development, cinematography & video production, fire science, homeland security, law enforcement services, automotive maintenance & repair technology, electronics technology, collision repair technology, diesel technology, electricity technology, vet assisting and equine science. Adult Education classes are also

offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning the Woodford County Schools' vocational education program or if needing this information in a language other than English or Spanish should contact Lindsay Raterman, CTE Department Chair at 180 Frankfort Street, Versailles, Kentucky 40383 or at (859) 879-4630 extension 3113.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Director of Staff and Student Services, who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Director of Staff and Student Services with inquiries or if needing this information in a language other than English or Spanish at 330 Pisgah Pike, Versailles, Kentucky 40383-9214. Contact may be made by phone at (859) 879-4600 extension 2110.

### **Parent Teacher Conferences**

When parents/guardians/therapists and teachers communicate frequently, students are much more likely to be successful. Feel free to contact us to check on your child's progress at any time. Also, it is an expectation of our teachers to contact you to set up conferences when needed.

### **Phone Policy**

All students are required to turn in all electronic devices at the beginning of the school day. The SHA staff understands that there are times when students need to make a phone call. Students will be permitted to utilize the LAN line only during lunch unless otherwise deemed emergency or special circumstance by SHA staff.

Any student who does not turn in their cell phone during check-in and has it on their person during school will have their phone confiscated. 1<sup>st</sup> Confiscation=3 days; 2<sup>nd</sup> Confiscation= 10 days; 3<sup>rd</sup> Confiscation is 30 days. This policy is in place to ensure class time is focused on rigorous instruction and engagement with content.

### **Prohibited Items**

The following is a list of items students may not bring to school.

Tobacco products, Lighters, or vaporizers (and accessories).

Bottles or Drinks (nothing other than unopened water permitted)

Any item that could obviously be used to cause harm to another is prohibited. As with any list, this is not exhaustive. The school reserves the right to add items to this list.

In addition to the prohibited items, students will have all possessions other than pencil, paper, and wallet taken upon arrival at school. **This includes personal telecommunication devices such as cell phones. Safe Harbor Academy and Woodford County Schools are not responsible for any items that are brought to school which may end up being lost or stolen.** Items will be returned when the student leaves school for the day. Any items not given up during the routine search but found on

a student's person later in the day will be kept until a parent can pick the item(s) up and may result in additional disciplinary consequences being assigned to the student(s).

### **Project Based Learning Initiatives**

- Aquaponics
- Student Garden
- Outdoor Classroom
- Ongoing Student Project Based Learning

### **Promotion/Retention (Middle School Students)**

1. Students who obtain a minimum yearly average of a D (1.0) in each course will be promoted to the next grade level. Students who obtain a minimum yearly average of D (1.0) in all but one course will be promoted to the next grade level. Students who obtain a minimum yearly average of D in all but two courses will be promoted to the next grade level.
2. Students who obtain a yearly average of less than a D (1.0) in three courses will be retained at the grade level except that no student shall be retained contrary to this school's retention policy.
3. Resident students who obtain a yearly average of less than a D (1.0) in three courses as listed above may enroll in the summer school program at Safe Harbor. If the student has failed three courses and satisfies the requirements of the summer program with a minimum of a D (1.0) in one of these courses, the student will be promoted to the next grade level.
4. No student will be retained so as to require him/her to spend more than two years at one grade level. Further, no student who has spent one year at each grade level will be retained at the grade level if his/her retention will retain him at the middle school after his/her sixteenth birthday.

### **Residency**

Students must attend school in the county and school district in which they reside. Upon request of school staff, parents or guardians must provide proof of residence. This proof must be provided within three (3) business days of the request. The following documents will be accepted as proof:

1. Copy of a lease agreement in the name of the custodial parent or guardian
2. Copy of a deed in the name of a custodial parent or guardian
3. Residential utility bill in the name of custodial parent or guardian
4. Property tax receipt in the name of a custodial parent or guardian

Homeless students shall be exempt from the requirement to provide proof of residence. Students who are not residents of the County may not attend the District's schools unless a tuition request has been granted in writing. Students found to be enrolled at a school different than their residential district will be withdrawn and enrolled in their home district school.

## **Safe Crisis Management**

Most staff are trained in Safe Crisis Management (SCM). SCM is a set of verbal and non-verbal skills that are used to deal with crisis situations.

## **Search and Seizure Policy**

Students will empty the contents of their pockets and purses at the beginning of the school day. Also, at this time a metal detector will be used to check students. Those individuals refusing the metal detector scanning will not be permitted to enter school. Any materials found by staff that is not allowed on site (including lighters, cigarettes, or other non-class items) will be confiscated. Items found that are in violation of local, state and Federal law will be submitted to the local police department.

## **Schedules**

Student schedules will be determined by the principal and will be based on current grade and transcripts. Once a student schedule is set it will not be changed unless deemed appropriate by the principal.

## **Short Term Expectations**

### **Students in Short Term are required to follow the following rules and procedures:**

- Students must check in belongings (backpacks, **cell phones**, coats, etc.) upon arrival
- Students will sit correctly in their desk looking forward at all times (absolutely no wandering around the room or to the door)
- Students will remain quiet unless given permission to speak
- Students are **not** allowed to sleep or lay their heads down (student will lose their chair and desk and will have to stand)
- Students must ask permission to use the computer, restroom, and water fountain
- Students eat breakfast and lunch in the Short Term room
- Students must dispose of **all** trash at the end of breakfast and lunch
- Students are permitted to bring an unopened water bottle or an empty bottle to keep at desk (food brought in is only permitted during breakfast or lunch)
- Students will have data recorded daily (Employability) to monitor behavior and expectations. Students are required to meet an 85% and above bench mark in all categories on their employability (categories: **Takes Ownership, Respect, Understanding/Accountability, Show Integrity, Trust**)
- Students are responsible for engaging in all their coursework through Edgenuity or equitable means if not available on Edgenuity
- Students are only permitted to be on school based websites-**NO MUSIC**
- Students who do not have any classwork must either sit quietly or read

*Failure to follow the rules and procedures will result in not leaving early based on “good behavior” and will warrant other consequences.*

## **Sleeping**

Students may not sleep in class or at school. Students sleeping will be assigned an appropriate consequence. Any fatigue due to overnight family emergencies or medication should be reported to the principal by a guardian.

**Social Worker Services**

A social worker exists to help all students in their total educational program. Services are provided to aid students in their emotional, social and mental development. These services are designed to assist students in making appropriate educational, vocational, and personal decisions and to assist the principal, other staff members, and parents/legal guardians in understanding the goals, needs, and concerns of our students.

The social worker provides students with college, career and vocational information and counseling and assists students with their educational program. The social worker also offers personal/social counseling to students, faculty, and parents: consults with other educators, parents and community agencies on behalf of the students; and make appropriate referrals when necessary.

**Teacher Abuse Law**

KRS 161.190 Abuse of teacher prohibited. “Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system.” It shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.”

**Textbooks and Materials**

Students will be provided with books and materials for their use at school. Each student will be responsible for maintenance of the books and other materials s/he is assigned at the beginning of the school year. There will be no charge for the use of these items unless they are damaged or lost, in which case the student will be responsible for the cost involved.

**Tobacco**

At no time are students permitted to possess or use tobacco products. Any student found with these possessions will have them confiscated and not returned while being subject to appropriate disciplinary action.

**Visitors**

All visitors must sign in upon arrival at Safe Harbor. Visitors must have a valid purpose to be allowed in the school building.

**Weapons and Firearms Law**

KRS 527.070 Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and \$10,000.00 fine.

## Writing Policy

### Overview

Safe Harbor Academy is committed to developing student writers, who understand that writing is a "purposeful act of thinking and expression that uses language to explore ideas and communicate meaning to others" and a "multifaceted act of communication" that may include a variety of purposes, audiences, and forms of communication, including speech and media.<sup>1</sup>

Writing instruction shall focus on the development of student writers and involving them in the process of learning to be effective communicators throughout their lives.

### Administration Responsibilities:

1. Provide professional development and resources to support and improve the writing program.
2. Provide time and resources for evaluating student writing.
3. Provide resources so that students have access to and use of technology tools and language resources to become creative and innovative members of a global society.
4. Ensure that writing assignments are used to: 1) monitor and support individual student growth in writing and communication skills over time and to reflect the student's interests, and 2) inform whole class and whole school instructional strengths and areas of need for the writing program.
5. Ensure writing program data is reviewed annually to determine program effectiveness.
6. Ensure that the writing program encourages student writing that represents 21st Century types of creative and innovative communication.
7. Ensure that all teachers are adequately trained to monitor and support individual student growth in writing and communication skills.
8. Ensure that all teachers can 1) evaluate student writing using rubrics and criteria for quality writing, and 2) provide the student with descriptive feedback to improve the writer, which may be in the form of conferencing, discussions, and/or rubrics.

### Teacher Responsibilities:

1. Teach all writing skills required by the *Common Core Standards* and the writing skills required by the respective disciplines.
2. Include the following regularly in classroom instruction: writing to learn, writing to demonstrate learning, writing for publication, real-world communications, and technological tools for enhancing communication. (All writing styles: Expository, Descriptive, Persuasive)
3. Include the following regularly in classroom assessment:  
Writing to Demonstrate Learning:
  - Constructed Response: In real life, questions will not present themselves in the form of multiple choice questions. Students must practice constructed responses so that they know how to think and show their reasoning skills.

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<sup>1</sup> KRS 158.6453, Sec (2) (1)(k)

Constructed responses shall be included as a regular part of summative assessments.

- Exception: Due to the time constraints on final exams, constructed responses are not required as part of these assessments.

Writing for Learning:

- Content related writing for the purpose of learning is expected a minimum of one times per semester.
    - 1 on demand per semester, 2 interwoven prompts per month
4. Use best practices in writing instruction to guide students in developing writing and communications that reflect the content being taught, the grade-level curriculum expectations, authentic learning opportunities, and student choice.
  5. Teach students strategies for avoiding plagiarism.
  6. Provide multiple opportunities for students to develop their writing and communication skills within and outside the school.
  7. Evaluate student writing using rubrics and criteria for quality writing and communication, and provide the student with descriptive and timely feedback to improve the writer, which may be in the form of conferencing, discussions, and/or rubrics.
  8. Provide students with opportunities to improve their writing and communication skills after feedback is given.
  9. Provide students with opportunities to self-assess their writing and communication and to provide feedback on the work of others.
  10. Include drafts of a student's writing to show student writing growth.
  11. Involve students in the creation of assignments and rubrics.
  12. Include self-reflection and peer review as a regular part of the writing process.
  13. Attend writing instruction/evaluation trainings as indicated by the administration.

Student Responsibilities

1. Complete all grade-level writing requirements as indicated by the *Common Core Standards* and Woodford County High School writing curriculum requirements.
2. Ensure that all work, written and non-print, is their own and avoids plagiarism by documenting all sources appropriately.
3. Apply criteria of quality writing and scoring rubrics to their own writing.
4. Take ownership of their own writing through goal setting, reflection on rubrics, self- assessment, self-selection and justification of work that best represents their development and growth as communicators, etc.

## Student Differentiated Programs

Safe Harbor Academy makes every effort to differentiate goals and plans to meet each individual student needs. This effort is executed through behavior strategy creation, behavior trigger identification, student goal creation, student employability data collection/evaluation, and through individually targeted study skills curriculum.

*The SHA program makes every effort to provide students with growth focused praise.*



*“There is nothing more unequal than equal treatment of unequals”*

*Please contact Logan Culbertson with questions, comments, suggestions, or concerns.  
Thank you for the opportunity to serve your child.*

Logan Culbertson, Principal  
Safe Harbor Academy  
134 Macey  
Versailles, KY 40383  
P 859.879.4694 Ext. 4032  
F 859.873.1304

[Logan.Culbertson@woodford.kyschools.us](mailto:Logan.Culbertson@woodford.kyschools.us)

*“STAY POSITIVE, WORK HARD, DO WHAT’S RIGHT”*

**T**AKE OWNERSHIP, **R**ESPECT, **U**NDERSTANDING/ACCOUNTABILITY, **S**HOW  
INTEGRITY, **T**RUST

*“It was character that got us out of bed, commitment that moved us into action and discipline that enabled us to follow through.” -Zig Ziglar*

# HANDBOOK ACKNOWLEDGEMENT

Please acknowledge that you have received, read, and understand the policies and expectations of Safe Harbor Academy as contained in this handbook and that you will adhere to them. This page will be removed from the handbook and turned in at the time of your enrollment meeting with the Principal or Counselor. It will be filed in the student's record.

## STUDENT

The Safe Harbor Academy handbook has been given to me and its contents have been explained to me. I will fulfill my obligations as a student, as set forth in the handbook, and will comply with all rules, policies, and procedures of the school.

\_\_\_\_\_  
(Signature) (Date)

## Parent/Guardian

The Safe Harbor Academy Handbook has been given to me. I understand the policies and expectations set forth in the handbook and commit to fulfilling my obligation as a parent/guardian in my son/daughter's education.

\_\_\_\_\_  
(Signature) (Date)

**Please provide email address, home phone, and cell phone number on line below.**

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**Email address and Cell Phone on line above**

### Permission to be Photographed-Please check appropriate line below

\_\_\_\_\_ **Yes, my child has permission to be photographed for the website, newspaper, Etc.**

\_\_\_\_\_ **No, my child does not have permission to be photographed for the website, Newspaper, Etc.**

**My child may walk to and from school when appropriate? \_\_\_\_\_yes \_\_\_\_\_no**

**My child has access to internet at home? \_\_\_\_\_yes \_\_\_\_\_no**

**Please provide pick up information below.**

**The following adults may pick up my child when I am unavailable to do so.**

**Name                                      Number                                      Relation (sibling, friend, Etc.)**

**1.** \_\_\_\_\_

**2.** \_\_\_\_\_

**3.** \_\_\_\_\_