

**Fern Creek
High School
2016-2017**

Dr. Nathan Meyer, Principal
9115 Fern Creek Road
Louisville, Kentucky 40291
Phone: (502) 485-8251
Fax: (502) 485-8032
www.ferncreekhg.com
This Handbook belongs to:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER OFFERING EQUAL EDUCATIONAL
OPPORTUNITIES

The Jefferson County Public School District does not discriminate on the basis of age, religion, color, creed, disability, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation in its employment practices, educational programs, services, or activities; and shall promote equal opportunities through a vigorous affirmative action program as an integral part of personnel policy and practice in the employment, development, advancement, and treatment of employees of Jefferson County Public Schools. The District's contact for obtaining additional information is the Compliance Coordinator, Office of Compliance, VanHoose Education Center, 2nd floor, 3332 Newburg Road, Louisville, KY 40218; telephone (502) 485-3341.



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CPSIA: Premier Agendas Inc., Bellingham, WA, PY2009-10

Fern Creek High School

Vision Statement:

To become the premier learning community in educating diverse students in Kentucky

Mission Statement:

Ensuring student readiness for college, career, and citizenship

School Goals:

1. All students will meet or exceed expected growth ACT score
2. Increase percentage of students in each graduating class making proficiency on state exams and college and career readiness
3. Increase percentage of students in each graduating class engaged in college level experience (AP, dual credit, articulation)
4. Improve non-cognitive student benchmarks of Social and Emotional Learning Goals (attendance, behavior, graduation rate, and transition)

Work Ethic:

Development of a sound work ethic is the foundation of student success. Students of FCHS are expected to demonstrate a good work ethic by doing the following:

1. Dressing appropriately for school at Fern Creek.
2. Coming to class each day on time, with textbooks, notebooks, pens and/or pencils, or other required materials.
3. Being cooperative learners who listen, follow directions, take notes, stay awake during the entire class period, and participate in class activities.

Student Classroom Norms:

On Time	On Task	On Point
Past the threshold of the door by the last tone	Engaged in the learning	Manage Yourself
Materials to learn for class	No cell phones and earbuds	Respect Others

School Calendar

2016-2017

The following dates are subject to change due to local, state, or federal guideline changes. This includes, but is not limited to severe weather, emergencies, or other interruptions to the school calendar.

SCHOOL YEAR SCHEDULE

First Day for Students Wednesday, Aug. 10

Last Day for Students..... Wednesday, May 24

Teacher's Professional Activity Days and Holidays

Labor DaySept. 7
Parent Teacher Conferences Oct. 4
Thanksgiving HolidayNov. 23, 24, & 25
Winter Break.....Dec. 19 – Jan. 2
Dr. Martin Luther King, Jr. Day Jan. 16
Parent Teacher ConferencesFeb. 27
Spring Break Apr. 3 – Apr. 7

Fern Creek High School

Certification

We, the parent(s) and the student, certify that we have read the Student Handbook and will conform to all rules and regulations of Fern Creek High School.

We, the parent(s) and the student, believe in the Program and will support the total concept, goals, and views to the best of our abilities.

Student Name: _____

Phone Number: _____

Grade: _____

Date: _____

Parent's Signature: _____

Date: _____

Students Signature: _____

***Note:** This is to be returned to your first period teacher by the Friday after school begins.*

“The Creek is Rising”

Office Staff

Main Office

Telephone..... 485-8251
Dr. Nathan Meyer Principal
Jennie Stout..... Secretary to Principal
Michelle Marrillia..... Goal Clarity
Coach
Celeste Price..... Ordering and Receiving
Ashley Davis..... Bookkeeper

Office of the Assistant Principal

Telephone..... 485-8435
Jarrad Durham.....Assistant Principal
School of Leadership & Social Sciences
Dr. Rebecca Nicolas.....Assistant Principal
College Readiness, English Department
Dr. Julia “Jai” Wilson.....Assistant Principal
School of Communication & Media and
School of Visual & Performing Arts
Dee Dee Olmstead.....9th Grade Admin.
.....Goal Clarity Coach
Marcia Carmichael-MurphyCollege Access Resource
Teacher
Kelly Hinkle..... Security
Tim Long Security
Rob Robinson Security
Rebekah JohnsonOffice Clerk
Jackie Archie..... School Nurse

Office Staff

Counseling Office

Telephone..... 485-8438
Jovanna Smith..... Counselor, Grade 9
Kerry Conklin..... Counselor, Grade 10
Dawn Roseberry..... Counselor, Grade 11
Camille Wade..... Counselor, Grade 12
Ruth Jenkins..... Records Clerk
Cindy Houchin/Sue Ann Thompson..... Receptionist

Attendance Office

Tamara Collins..... 485-8134

Youth Connection Services Center Staff

Cheryl Gilbert..... 485-6468
Youth Connection Services Center Coordinator
Barbara Grumblatt..... 485-8938
Louisville Educational Employment Partnership Career Planner
Pam Hume..... 485-8736
Title V Home School Coordinator
Lynn Wurfel..... 485-6467
Youth Connection Services Center Clerk

The Youth Services Center is designed to provide services that help students and families deal with obstacles that hinder the educational process.

School History

Fern Creek High School: A Tradition Unlike Any Other School in Louisville

Fern Creek High School is proud of its rich history as a community school, educating thousands of students and generations of families. Fern Creek opened its doors in 1923 with a total enrollment of 25 students in the freshman and sophomore classes as the first high school in Jefferson County. The school was a one-story red brick structure on the corner of Fern Creek and Ferndale Roads and contained four rooms. The first graduating class of 1926 had only six students.

The Class of 1927 had 15 students, and each class had its own colors. This second graduating class chose blue and white as their colors. Enrollment had grown so much that a second floor (a principal's office, a library, and four more classrooms) had to be added.

By 1929, a gym (that would also serve as an auditorium) and four new classrooms were completed. In 1932, the colors black and gold were adopted as Fern Creek's colors, and in 1936 the student body chose the present-day colors of orange and black and the fight song. (Our school crest remains black and gold today to honor those original colors).

In 1941, many schools were consolidated with Fern Creek. The once-rural community was developing into a middle class town. Fern Creek High School continued to grow, and after World War II, new construction was added to the campus. Portable buildings were added in 1947-1950. By this time, Valley, Fairdale, Eastern, and Okolona (now Southern) had joined Fern Creek as county high schools.

In the '60s, even more space was needed, resulting in double sessions. In 1973, the original school building (now called the Annex) that had served as Fern Creek High School for more than 40 years was torn down. In 1974, construction of a new facility was completed, which gave Fern Creek High School and Junior High School the capacity to house 2,500 students.

In the '90s, Fern Creek underwent another extensive renovation, with more than \$2.5 million used to update and remodel the facilities. In the mid-nineties the school became Fern Creek Traditional High School with a renewed commitment to academic rigor, discipline and parent/community involvement.

Today, Fern Creek is one of only three career theme schools in Jefferson County for Communications, Media and the Arts. The school is considered a Proficient school in the state of Kentucky and has received many accolades for its improvement in student learning. The school removed "Traditional" as part of their school name in 2015.

Since 1923, our school has set high expectations for all partners in the educational process (students, faculty & staff, parents, alumni and the community) to help our students achieve their dreams. It's a tradition unlike any other school in Jefferson County.

General Information

School Colors..... Black/Orange
School Mascot Tiger
School Letter..... F

Alma Mater:

Fern Creek High, Our Alma Mater,
Here's a toast to thee.
We will cherish and protect thee,
Pledge our loyalty.
We will honor, we will love thee,
May thy colors fly.
Proud and brave, our Alma Mater,
Dear old Fern Creek High.

Fight Song:

We're loyal to you, Fern Creek High
We're orange and black, Fern Creek High
We'll back you to stand,
You're the best in the land
For we know you can stand,
Fern Creek High RAH! RAH!
So crack out the ball, Fern Creek High
We're backing you all, Fern Creek High
Our team is the fame-protector
On, team, for we expect a victory from you,
Fern Creek High

School Day

The length of the school day is from 7:40 a.m. to 2:20 p.m. First tone is at 7:20 a.m. At that time students are permitted on the second and third floors.

NOTE: students who arrive at school before 7:20 a.m. are expected to remain in the cafeteria until the 7:20 a.m. tone.

Daily Bell Schedule

1st Tone.....7:20
1st Period 7:40 – 8:50
2nd Period 8:55 – 10:05
3rd Period..... 10:10 – 11:20
4th Period..... 11:25 – 1:00

1st lunch.....	11:25 – 11:45
2nd lunch	11:50 – 12:10
3rd lunch	12:15 – 12:35
4th lunch	12:40 – 1:00
5th Period.....	1:05 – 2:20

Library Information

Hours: The library is open for student use before and after school and during lunch. The library is open after the first tone and will stay open after school most days - students should check with Ms. Martin to stay after school. Students may choose to use the library during lunch instead of going to the cafeteria, but must arrive before the tardy tone sounds. No lunches from the cafeteria may be taken into the library.

During school: Students who come to the library during class are required to bring signed notes from their classroom teachers.

Computers: Computers are available to individual students during school unless classes have reserved them. All students are required to have the JCPS-Net Student Acceptable Use Policy agreement form on file and are expected to follow the student code of conduct.

Checking Out Books: A Fern Creek student ID is needed to check out library books. Most books may be checked out for two weeks and may be renewed. Fines are \$0.05 per book, per day.

Library Resources: The library contains thousands of books ranging from fiction, nonfiction, graphic novels, biographies, references and magazines. The library catalog may be accessed at www.libraryworld.com/opac – the “library name” is Fern Creek High School and no password is needed.

Additional resources are available through Kentucky Virtual library and the Louisville Free Public Library. Students should see Ms. Martin for more information.

Opening Exercises

Each day begins with an opening exercise consisting of the Pledge of Allegiance. Each student is encouraged to participate quietly, attentively, and respectfully during this ceremony. In addition, during first period, daily attendance is taken. Announcements for the day are given via the PA system before school.

Scheduling Policies

During the months of February and March, students will request classes for the following school year. **Changes in class requests may be made until last day of the current school year.** Schedule changes requested after that date and prior to the opening of school must be

approved by the counselor. A schedule change may be requested the first five school days. Schedule changes will be subject to counselor approval, availability, and graduation requirements. All students will be expected to carry five classes. The only exception will be seniors who CO-OP.

Withdrawal Policies

Withdrawal from Fern Creek High School will be in accordance with the Jefferson County Board of Education's adopted policy for transfers and withdrawals.

School Bus

JCPS provides school bus services to all students in the resides area of Fern Creek High School who live one mile or more from the school. Students must load, ride, and unload school buses in an orderly fashion, follow instructions given to them by the driver, and obey the regulations approved by the Jefferson County Board of Education (JCBE.)

Students who ride a bus to school may not leave campus on arrival. Students who ride a bus home may not leave campus prior to the bus departure. Students that ride a bus on the second run are expected to be in the designated spot by 2:30 pm. Students who are not in the designated area at 2:30 pm will be expected to find alternative transportation. On the school bus, students are expected to abide by the same high standards of behavior that are required in the classroom.

Students who do not normally ride a bus or wish to ride home with a friend or family member must submit a letter from the parent/guardian in the Assistant Principal's Office by 9:00am the day of the request.

Student Parking

Students are permitted to drive private vehicles and park on school grounds. Students will be permitted to park only in designated areas. Students must purchase and display a parking permit. Any student who chooses to drive an automobile to school assumes all risks connected with driving and parking as well as losses from theft, accidents, or vandalism. Fern Creek High School and Jefferson County Public Schools is not responsible for loses from theft, accidents, vandalism, or other causes. Parking off-site without expressed written permission of the organization may result in a towing of your vehicle. This includes, but is not limited to the community center, firehouse, and post office.

“Car trouble” means an unexcused tardy, since the student has elected to provide his/her own transportation.

Students who have an appointment that would require them to leave school early must get permission and park in the designated Co-Op lot.

Student may be denied approval to leave the secured lot due to safety or other pressing needs.

Parking is a privilege and may be removed at any time for discipline or legal purposes.

Telephone Usage/Messages for Students

Office and classroom telephones are not for student use, except for illness. If a student becomes ill, he/she should report to the nurse's office with a note from his/her teacher to be evaluated before contacting a parent/guardian.

Because of the heavy volume of telephone calls our counselors, teachers, and principals receive, we ask parents not to call in messages to their child/children unless it is an **absolute emergency**. This policy does not allow for parents to call cell phones directly.

Closed Campus

Our school operates on a closed campus policy. Once students arrive at school, they are not allowed to leave until 2:20 unless they are signed out by a parent/guardian. Bus riders must not leave campus in the afternoon until they board their bus. ***Students who leave campus and return to ride a school bus will be denied and must find their own transportation home.***

Visitors

Visitors are welcome to make an appointment with a counselor for an introductory conference. All visitors are to sign-in at the Main Office.

College Visits

Seniors who desire to make college visits are required to fill out a College Visitation Form. This can be obtained in the counseling office.

Student Directory Information

The Superintendent is authorized to release board approved directory information (student names and addresses) of junior and senior students upon receiving a written request. Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Principal in writing.

Auditorium

There is to be no loitering inside or outside of the auditorium. Students found in this area must be under the supervision of a staff member. Students may face disciplinary action.

Cafeteria

Student lunchtime is scheduled during fourth period. Teachers will inform students of their lunchtime. Students are permitted to go to and from the cafeteria on their own but within the time limits allotted. While in the cafeteria, students may sit where they like, but they are expected to remain seated in the cafeteria until dismissed. Seniors are permitted to use the courtyard. Senior students are expected to keep the area clean at all times. Failure to do so may result in the courtyard being closed indefinitely. Courtesy, good manners, and good conduct are expected from all students while in the cafeteria, as well as at all other times during the day. Student lunch numbers will be issued to all students.

*** Note- Per federal regulations no outside food is allowed in the cafeteria. ***

Communication Wing

Only students assigned to Communications classes are allowed in this area.

State Textbooks

All state textbooks must be returned at the end of the year in good condition or students will be responsible for reimbursement for damages caused to textbooks

Lockers

During registration, students will be issued lockers for their books and personal belongings. Students are reminded to keep their combinations confidential and to use only the assigned locker. Students are not to share lockers. Lockers are subject to search at any time and students will be held accountable for any contents found within the locker. The school is not responsible for lost or stolen items

P. E. Lockers

It is the student's responsibility to secure his/her personal belongings in the locker room during P.E. classes. Valuables should not be brought to the locker room. Items and locks must be removed each day.

Student Aides

A limited number of students will be selected to serve as Office Aides upon counselor approval. Student aides must maintain a 2.75 cumulative GPA, be a junior or senior, and meet college and career readiness standards.

Hall Passes

Hall passes are not allowed before 8:00am, after 2:00pm, or the first and last ten minutes of class. **It is the student's responsibility to have proper documentation from the appropriate teacher before leaving class.** Students late to class will not be admitted and must report to tardy hall. Each teacher has a lanyard for students to wear as a hall pass.

Prior Approval Needed

The selling of items, the posting of information, or the making of announcements not approved by the Principal is strictly prohibited. Students are subject to the authority of all members of the faculty, and administrative, office, security, cafeteria and custodial staff.

Extracurricular Activities

A wide range of extracurricular activities are available to students at Fern Creek in athletic, academic, service, and social areas. All students are encouraged to participate in school programs and activities.

Student Representative Expectations

Students who desire to seek elective office or to represent the school in other student roles are expected to maintain established academic (2.75 GPA), attendance, dress, and behavioral standards. Students running for class office or student government office must have the approval of the counselor and an assistant principal.

Youth Services Center

The Youth Connection Services Center is designed to provide services that help students and families deal with obstacles that hinder the educational process. The center, located on the second floor of Fern Creek High School, offers the following activities and services:

- Counseling groups for students
- Anger management groups for students
- Parent workshops
- Service Learning projects
- Peer Mediation Program
- In-school tutoring program
- Positive Performance program
- Employment assistance
- Field trips to career/college fairs
- Career and motivational speakers
- Uniform Clothes Closet
- Job Shadowing
- Referrals to health and social service agencies
- Lost and Found area

If anyone has suggestions or comments about activities or programs they would like to see offered, please visit the center or contact Cheryl Gilbert at (502) 485-6467.

Students may also call the Crisis and Information Center for assistance. The number is (502) 589-4313.

Academics

Facts to Know:

1. A 1/2 credit/unit is awarded each trimester to a student who successfully completes a course meeting one full period per day, five days per week for one trimester.
2. A required subject is a course that each student must complete successfully in order to meet minimum state requirements.

3. An elective subject is a course a student may take to complete units needed for graduation. Additional courses in required areas may count as electives.
4. A student must check prerequisites carefully before choosing courses. A student will be removed from a class for which he/she is not qualified.
5. Enrollment in Advanced Placement courses requires completion of the AP College Board end-of-year exams. All payment fees should be completed prior to the end of second trimester.
6. The selection and completion of the graduation requirements are the responsibility of each student and his/her parents.
7. Students are required to choose a Career Pathway and take a minimum of three courses along that path. The completion of three courses makes a student Career Preparatory. A fourth class delineates a student as a Pathway Completer.

Grade Placement

Students will be placed in the appropriate grade based on JCPS’s Student Progression, Promotion, and Grading Handbook.

<u>Class</u>	<u>Credits</u>
Freshman	0 – 4.99 credits
Sophomore	5 – 10.99 credits
Junior	11 – 15.99 credits
Senior	Min. of 16 credits

Students must have the required number of credits by the opening day of school for grade placement. (See chart above).

Graduation Requirements

In order to graduate and receive a high school diploma from Fern Creek High School, a student must achieve each of the following:

- Complete the required 22 credits
- Students must successfully earn a senior math credit. (course must be completed their senior year)

Pre-college Minimum Curriculum Requirements (Kentucky)

English	4 credits
Mathematics.....	3 credits
(Algebra I, Algebra II, and Geometry)	
Science	3 credits
(Biology I and Chemistry I or Physics)	
Social Studies.....	3 credits
(World Civilizations, Government and Economics, and U.S. History)	
World Language.....	2 credits
(Two-year sequence of the same language)	

Electives – In addition, college-bound students should take, as part of their elective course selections, additional course work in mathematics, science, foreign language, arts, and computer literacy.

Advance Program (Additional Requirements)

The Advance Program offers students an accelerated curriculum designed for those who meet established criteria. Students who qualify may select full Advance Program or individual Advance classes. Students who complete the Advance Program with a minimum of 12 advanced classes (including advance Humanities and three years of one foreign language or two years) in the 4 years of high school will receive an Advance Program Seal on their diploma. **Enrollment in Advanced Placement courses requires**

completion of the AP College Board end-of-year exams.

Additionally, if students wish to withdraw from an Advanced Placement course, the student must receive approval from the teacher, an administrator, and have a parent meeting.

KEES Scholarship and Curriculum Requirements

Kentucky high school students have a great opportunity to make their education count with the Kentucky Educational Excellence Scholarship (KEES). Students studying hard and making good grades, C+ or above, can earn scholarship money for college or technical school. The higher the grade point average, the more money a student can earn to be applied to their post-secondary education. Bonus money is awarded for a student’s highest ACT or SAT scores. Students do not have to apply for the scholarship. They work hard, make good grades, and the schools do the rest!

For a Jefferson County Public School student to be eligible, a student must meet the board approved graduation requirements, maintain a 2.5 GPA, and be enrolled in a minimum of five courses each year in the following areas:

English/Language Arts	Business Education
Social Studies	Marketing Education
Mathematics	Arts and Humanities
Science	Agriculture
Family & Consumer Sciences	Industrial Technology Education
Health Sciences	Physical Education
Technology Education	Foreign Language
Health	Career Pathways

*All courses in Jefferson County Public Schools meet the academic rigor and course content required by the Kentucky Department of Education and therefore meets eligibility requirements for the Kentucky Educational Excellence Scholarship.

Class Ranking

Class ranking is determined by awarding quality points, used to figure the grade-point average (GPA) as follows:

A – 4 points	D – 1 point
B – 3 points	U – 0 points
C – 2 point	

In accordance with Kentucky Department of Education regulations and the Kentucky revised statutes, students who are enrolled in College Board Advanced-Placement classes and who are pursuing the Kentucky Educational Excellence Scholarship (KEES) shall have grades weighted and distributed as follows:

A – 5 points	D – 2 point
B – 4 points	U – 1 point
C – 3 point	

In addition, all Advanced Placement courses will be weighted (see chart above) for membership in National Honor Society, Beta Club, and for Valedictorian and Salutatorian status.

- Quality points are added, and the number of classes completed is divided into the total.
- Ranking for Exceptional Child Education (ECE) students in a self-contained placement will be determined on an individual basis within the Admissions and Release Committee process. ECE students receiving a Certificate of Achievement shall not be ranked. All other ECE students will be ranked.
- Grade-point average includes grades earned in all courses completed during high school.

Early Graduation

Students wanting to graduate from high school early must set-up an appointment with their guidance counselor.

Attendance Regulations

Regular attendance is essential for promotion and success. If it is necessary for a student to miss school, parents should call the school at 485-8134. In addition, a follow-up note explaining the absence must be sent to school when the student returns. Failure to provide a note will result in the absence being recorded as unexcused.

Attendance Policy

All students are required by law to attend school every day. They are required to be on time for school and all classes.

Students who are absent from school must have a legitimate excuse. This includes illness, visits to a doctor or dentist, death in the family, or other reasons approved by a school administrator. The parent/guardian will be contacted if a student's attendance becomes a problem, and documentation will be required for all absences as mandated by the state.

Kentucky law states that:

- When a student has three (3) unexcused or unexplained absences, he/she is truant.
- When a student has six (6) to nine (9) unexcused or unexplained absences and has been reported as truant more than three (3) times, he/she is a habitual truant.
- Students coming to school late or leave early must have a doctor's note. Otherwise, the absence is unexcused.

Jefferson County Public School District Policy states:

- When a student accumulates three early dismissals or three tardies to school, a full day's absence is documented.

The following school procedures will be used to address excessive unexcused absences:

- When a student has 10 (ten) unexcused absences, he/she will be referred to the Department of Pupil Personnel for investigation, which could be reported to Child Protective Services or Family Court for truancy.
- A student who is eighteen (18) years or older may be withdrawn from school for excessive unexcused absences.

An absence will be posted as unexcused unless a parent/guardian sends a note to the Attendance Office within two school days from the date of the absence. After eight (8) absences, a doctor's note will be required for an excused absence. Legitimate reasons as approved by the principal, such as special outings when students represent the school, programs, or assemblies will be treated as a neutral day. These days will not count against the student's grade.

The success of academics comes from being in school every possible day of instruction. The lessons that teachers have prepared and the interactions in classes are crucial in developing the concept of "the student as worker" which will ensure the academic success of our students.

Perfect Attendance

Perfect Attendance is defined as not having any amount of time missed from school for any reason. Students cannot have any minutes missed from school due to early dismissals, or tardies. These minutes missed will be documented as an absence. No other time maybe missed unless otherwise deemed appropriate by the administration.

Tardies

Tardies are defined as not being past the threshold of the door before the late tone. Students who are tardy for the following reasons will be allowed to complete missed academic work:

Illness, death in family, medical or dental appointment, legal matters, and other exceptional reasons as approved by the principal **(Please schedule all medical appointments outside school hours).**

Late to School: Students who enter Fern Creek High School after 8:00 a.m. will sign in at the front desk and report to the VIP Room for the remainder of the period.

Late to Class: Students who are late to 2nd- 5th period will sign in at the VIP Room and complete work for the remainder of the period.

Late Sign-In

Students who attempt to sign in after 11:20 A.M without a doctor's note, court summons, or parent will not be allowed to sign into school. Students who sign in late and leave early without a doctor's note are considered unexcused.

Early Dismissals

To obtain permission to leave school during the school day, **students must present a note from their parent(s) to the attendance clerk prior to 1st period.** This note must contain the following information:

- Student's name and grade
- Date
- Reason for leaving school
- Time to be excused
- Parent's signature
- Telephone number where parent can be reached to verify the early dismissal request.

There are designated days for parent pickup only. On these days, parents must come to school and sign the student out. The designated days are announced to the students 2–3 days before the parent pick-up only days. Parent pick-up dates include the day before holidays, long weekends, prom, pep rallies, standardized testing dates, and other dates as deemed necessary by the administration.

Illness Referral

A student who is not well enough to remain in class must obtain a pass from his/her teacher and then report to the Nurse's Office. The nurse will triage students. Students may be sent back to class prior to be assessed. The nurse will determine if a student requires additional treatment. As a result, parents will be contacted after a short time if students are too ill to return to class.

Grading Policies

Students are scheduled for trimester courses at Fern Creek High School. Grades are determined at the end of the trimester follow the JCPS Student Promotion, Progression, and Grading Handbook.

Academic Grade Explanation

The assignment of letter grades is based on the following numerical averages:

A	90% to 100%	Outstanding Performance
B	80% to 89%	Above Average Performance

C	70% to 79%	Average Performance
D	60% to 69%	Below Average Performance
U	Below 60%	Unsatisfactory Performance

Standards Based Grading

Teachers may choose to base academics grades off Kentucky Core Academic Standards. Grades are based on the student’s ability to demonstrate competency on state standards. Student’s grades shall only be a reflection of their academic progress.

Progress Reports

Progress reports will be issued to students at the end of each of the first, third, and fifth grading periods and will be taken home for parental review. The trimester report cards will be delivered to students in November, March, and mailed in June.

Deficiency Reports

Deficiency Reports will be issued to those students failing a class at the middle of each six-week grading period. This report is designed as a communication tool between teachers and parents. It is the teacher’s responsibility to issue a deficiency notice, ***and it is the student’s responsibility to take the notice home for parental review.*** These forms do not need to be signed or returned. Any parent seeking a conference after receiving a deficiency report should contact the counselors’ office.

Trimester and Final Examinations

Trimester final examinations are given at the end of each trimester. In addition, proficiency exams will be given each trimester. The grades earned on these examinations will be averaged into the final grade for the course. Students are required to be present for these examinations unless participating in an activity approved by the Jefferson County Board of Education. No other reason for missing will be accepted.

Missed Class Work and Instruction

The policy for make-up work is in accordance with the JCPS Code of Conduct. A student returning to school after an excused absence has the right to request make-up work within three (3) days of his/her return. The make-up work will include only written daily work, tests, and major projects. Some class work cannot be reasonably duplicated and cannot be made up. The make-up work will be arranged with the teacher. The student will have the number of days absent plus one (1) day from the time he/she receives it to turn it in. Teacher discretion can be used to handle a special situation. In order for a student to accompany a parent/guardian on trips or family activities, arrangements for the completion of the required work must be made **in advance** with the teacher.

Course Failures

1. Failures for the year in English, Health, Science, Social Studies, or Math may be taken care of by repeating the course either in summer school or independent study. Not all summer courses are offered at Fern Creek High School.
2. Grades from independent study have to be received by the Counselor no later than the Friday before the opening day of school.

Note: There is generally a 1-2 week time period between completion of work and test date. The student must contact the independent study office to schedule the test after completion of work.

Discipline Code Policies

Students will abide by the Jefferson County Public Schools' Uniform Code of Student Conduct, except in cases where additional expectations have been established. Every student will receive a copy of this JCPS code and will be made aware of the additional expectations of the high school program. Students are responsible for reading and complying with these codes.

Fern Creek's objective is to guide students to self-responsibility by learning to live within established guidelines. Self-discipline is the goal; however, discipline from the school may be necessary. Misbehavior will not be tolerated and will result in disciplinary action, pursuant to the JCPS Code of Acceptable Conduct and Fern Creek discipline matrix.

Each student is responsible for his/her own actions and the consequences of those actions. The following behaviors are considered non-negotiable at Fern Creek High School and may result in up to 3 days of out-of-school suspension.

- **REFUSAL TO FOLLOW DIRECTIONS OF ANY STAFF MEMBER** – refusal to follow established school rules or any directives from any school personnel. This includes, but is not limited to, failure to follow reasonable directives, failure to identify oneself, failure to turn over visible electronic devices (see telecommunications policy), violations of conditions of suspension, and failure to comply with in-school disciplinary expectations (SSR).
- **PROFANITY/VULGARITY DIRECTED TOWARD STAFF**
- **FIGHTING/STRIKING STUDENT OR STAFF**

Hallway Conduct

Screaming and/or loud talking in the hallway during class change is highly disruptive. This unbecoming conduct is a disciplinary infraction and will be dealt with according to the Code of Conduct.

Possession/Use of Tobacco Products

Possession/use of tobacco products on or around the school grounds and building is strictly forbidden. Violators will be subject to disciplinary action.

Drugs, Alcohol, Weapons

Being under the influence of, possessing, selling, or distributing drugs/alcohol on school grounds or at school activities is a violation of both the Code of Acceptable Conduct and Discipline and the Fern Creek High School Behavior Code.

1. Use or possession of drugs/alcohol is an automatic suspension from school. Sale/distribution carries a penalty of a suspension with a recommendation for alternative school.
2. A student in possession of or using a weapon, dangerous instrument or explosive device will be recommended for placement at an alternative school as well as suspended 6-10 days.

Cheating, Stealing, and Acts of Dishonesty

Cheating on any school assignment done in the classroom or at home or on any test is contrary to the philosophy of the program. Students are expected to uphold high standards of honesty and integrity as they respond to the requirements of classes and daily life at Fern Creek High School.

Acts and behavior of a dishonest nature are not acceptable, nor will they be tolerated. Therefore, cheating, stealing, changing grades on report cards, changing any official document or memorandum, and any other acts of dishonesty will result in disciplinary action.

The first time a student is caught cheating on a test or other academic work, a zero will be given, parents contacted, and detention assigned. If a student is caught a second time, the previous disciplinary measures will be enforced and a day of in-school suspension will be recommended.

Students caught stealing or causing damage to the property of others will be expected to replace the property in the same condition it was in prior to its being taken or damaged. A student who steals will be subject to suspension from school.

Telecommunication Devices

A student in the Jefferson County Public School District may not use/activate and/or display a personal telecommunication device on school property during the course of the instructional day unless he or she is acting in the capacity of a volunteer firefighter or Emergency Medical

Service worker. Personal telecommunications devices is defined in KRS 158.165 (state law) and includes, but is not limited to, cellular phones, pagers, walkie-talkies, electronic mail devices, MP3 players, iPods, and video gaming systems. This offense will be treated as “failure to follow directions” under the Code of Acceptable Behavior and Discipline. In addition, the telecommunication device, including the SIM card, battery, and all other parts of the device will be confiscated by an administrator and may be returned only to a parent/guardian. Individual schools may set policies that define the length of confiscation time for each offense, not to exceed 30 calendar days at a time per violation. Students are responsible for keeping up with devices they bring to school. **The district and the school shall not be responsible for loss, theft, or destruction of devices brought on school property.**

The following are the consequences that will be given in the event a student acts against this policy:

1st Offense (Student Pick-Up): Student may pick-up the phone at the end of the school day from school administration. The school documents parent contact.

2nd Offense (Parent Pick-Up): Parent may pick-up the phone at the end of the school day from school administration. The school documents parent contact.

3rd Offense (Seven-Day Hold): The device will be confiscated and stored in a secure area on school grounds for one week. The student or a parent can pick-up the phone after seven days. The school documents parent contact.

Failure to turn the device over to a staff member will be treated as “Refusal to Follow Directions” and may result in up to 3 days of out of school suspension. Progressive discipline will continue for any additional instances of refusing to turn a device over to administration.

Suspension Policy

A student on suspension cannot enter the school or go on any JCPS school grounds unless arrangements are made with an administrator. A student cannot attend any day or night JCPS-sponsored function or ride a JCPS bus. Any violation of these conditions will result in further disciplinary action.

A student may request make-up work within three (3) school days of his/her return from suspension. The make-up work will include only written daily work, tests, and major projects. The make-up work will be provided to the student as arranged with the teacher. The student will have the number of school days of suspension plus one (1) school day from the time he/she receives the make-up work to turn it in to the teacher. The administrator will inform the parent/guardian of the decision to suspend a student orally and/or in writing within one (1) day of the informal hearing.

Loitering

Any student not participating in a sponsored sport or extra-curricular activity must leave campus by 2:30 p.m.

Extra-Curricular Activities

Students participating in or attending a school sponsored event must adhere to the rules and expectations of the Code of Acceptable Conduct and Discipline.

Harassment/Discrimination

Harassment/Discrimination is intimidation by threats of or acts of physical violence or the expression of hatred, contempt, or prejudice toward an individual for any reason. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature. Harassment/Discrimination of any type is not permitted, and offenders will be disciplined. (Please reference House Bill 91)

<http://www.education.ky.gov/kde/administrative+resources/school+improvement/safe+schools/bullying.htm>

Behavior Violations and Consequences

Behavior Violations and Consequences follows the Jefferson County Public Schools Student Code of Conduct. Each student receives a copy of the Code of Conduct the first week of school and can find it's availability online on the district website.

Notes:

1. Principal discretion may be used in determining which discipline is appropriate for each behavior infraction, using the above behavior infraction and consequences matrix as a guide.
2. Excessive Code of Conduct violations within one school year may result in the Assistant Principal requiring the student to obtain a board level assessment, and referral to alternative placement.
3. Principal decision on behavior is final, but suspensions may be appealed according to the guidelines in the JCPS Code of Acceptable Behavior and Discipline, and the Student Bill of Rights (pp. 16-20)
4. Use of social media to communicate divisive or disruptive messages that will impact the learning environment or school safety will be dealt with in accordance to the Code of Conduct.

Additional Information:

1. Tardies to School/Class

Late to School: Students who are late to school (between 7:40 and 8:00), will sign in at the AP Office and receive a pink slip to class. **Any student who arrived at school well before 7:40 may be placed in the VIP Room.** Students who enter Fern Creek High School after 8:00 a.m. will sign in at the front desk and report to the VIP Room for the remainder of the period. Students showing up to school after 11:20 are not permitted to class without a proper excused notification. **Late to Class:** Students who are late to 2nd – 5th period will sign in at the VIP Room and complete work for the remainder of the period. **Failure to complete assigned work in the VIP room will result in discipline for Refusal to Follow Directions.**

2. Minimal Mediation Policy

Students are expected to behave as young adults at all times, including resolving conflict peacefully. If a student conflict arises that can't be addressed alone, he/she should contact security or an assistant principal. If appropriate, a mediation may be conducted.

3. Dress Code Violations/Corrections

The dress code has been relaxed so that lost instructional time due to violations is minimized. Therefore, students out of dress code compliance will not be allowed to attend class until they correct the issue. Students who are “correctable” will do so immediately, and remain in the VIP room (108) for the rest of the period. Those who are not “correctable” will be given an opportunity to contact a parent to correct, and if unable, will be placed in SSR for the remainder of the day.

***Please refer to and read both the JCPS Code of Acceptable Behavior and Discipline/Student Bill of Rights, as well as the FCHS Student Handbook for a complete listing of student rights and expectations. Students will be held accountable for their actions at all times, and disciplined according to the policies set forth.**

Student Support Room (SSR) Policies and Procedures

Referral Process:

- Each student shall be assigned to or removed from SSR through the Assistant Principals' office.
- Students absent from school on day(s) assigned to SSR must report to SSR on the first day he/she returns to school unless other arrangements have been made through the Assistant Principals' office. Students not reporting to SSR will be referred to the AP Office for appropriate discipline.

- Students absent from school on day(s) prior to assigned SSR date(s) must still report to SSR as previously assigned to have the day(s) reassigned. Students not following above procedure will be referred to the AP Office for appropriate discipline.
- Students tardy to school and not reporting to SSR will be referred to the AP Office for appropriate discipline.
- Students tardy to SSR will be sent to the tardy room where they will be recorded as tardy and then returned to SSR.
- Any student who refuses to attend SSR or is placed out of SSR will be referred to the AP Office for appropriate discipline.
- Vocational CO-OP students will be allowed to serve half days.
- In order for a student to be dismissed early from SSR, a parent MUST come to school and sign the student out. The student will be required to make up the missed time.

Dress Code Policy

The dress code is designed to create an appropriate academic climate. FCHS believes that standards of neatness and appropriateness in clothing encourage an atmosphere conducive to learning, work, and discipline. Furthermore, it is felt that pride in one's school and oneself is, in part, influenced by appearance. Students must comply with the "Dress Code Policy" upon arrival until exiting school grounds after school.

General Policies

- Guidelines are that students wear shirts with sleeves, pants, and are appropriately covered
- The following are not permitted dress code items:
 Sleeveless shirts and/or spaghetti strap shirts
 Shorts and skirts above the knee
 Cut, torn, or altered apparel that distracts from learning environment,
 Pants worn below the waist
 Caps, hats, hoods, and non-religious coverings of the face or head
 Bare Midriff shirts
 *Any apparel/jewelry that promotes alcohol, drug, or gang affiliation
 *Any items that could be hazardous to students' safety or used as a weapon
 **Administrators reserve the right to make professional judgments on dress code appropriateness*

Accommodations

FCHS recognizes that accommodations to the Dress Code Policy for religious or medical purposes may be reasonable and appropriate. If there is an accommodation concern, please let an administrator know.

Dress Code Violations Students not in compliance with dress code policies will receive a written referral and will be subject to discipline. Students not in compliance are not allowed to attend class.

Appeal Process

In the event that a student violates school policy, the appeal process is as follows: The student should write a letter explaining the justification for the appeal to following parties in sequential order.

1. Assistant Principal
2. Principal
3. Area Superintendent
4. Board of Education

Academics/Activities/Athletics

Director Troy Johnson
Academic Coordinator..... Will Colon

Co-Curricular Activities

Academic Team Troy Johnson
Art Club Courtney Williams
BETA Club Jarrod Hunt
Bowling.....Randy Cook
Cheerleading Megan Bishop
Chorus.....Greg Bruce
Class Officer Elections Sara Wilson
Class Sponsors:
 9th Grade L. Scott, M. Blakeney
 10th Grade K. Krueger, R. Redies
 11th GradeD. Martin, L. Canale, J. Hunt
 12th GradeS. Wilson, J. Abell, R. Scott
Dance Kristal Kissel
DECA.....Gary Shourds
Debate Team..... Stan
 Torzewski
Drama Club Alex MacPhail-Fausey
Environmental Club. Joe Franzen
Equestrian Club..... Lauren Kovacs
Film Club..... T'Shombi Basemore
Junior Red Cross..... Youth Services Center
National Honor Society..... Carrie Dobson
Newspaper..... Holly McArthur
Quick Recall (V)..... Stephanie Smith

Pep Club..... Youth Services Center
 Photo Club Courtney Williams
 World Languages.....Raeann Stengel
 Yearbook.....Holly McArthur

Academic Competition Letters

Fern Creek High School, in cooperation with the office of Academics, Activities, and Athletics will award letters for students competing in Governor’s Cup Competition in English Composition, Language Arts, Science, Mathematics, Social Studies, Quick Recall, Future Problem Solving, and/or Sweet 16 Competition.

The following criteria will be used to determine recipients:

- conduct grades must be “A’s” and “B’s”;
- no suspensions from school;
- attendance at matches and practices is mandatory unless cleared with coach in advance;
- attendance at Governor’s Cup and/or Sweet 16 Competition is required;
- academic coordinator and coach’s recommendation is required.

Athletics

485-8436

Athletic Director Troy Johnson

Responsibility as a Spectator:

All spectators must adhere to the etiquette of the active sport as well as the code of conduct set forth by the school. All school-sponsored activities follow school guidelines and the Code of Acceptable Behavior and Discipline.

Responsibility as a Student/Athlete:

Students must be on grade level since promotion from grade 8. A student only has four (4) years of eligibility during high school. The student cannot turn nineteen (19) before August 1st of the school year for which athletic participation is desired. The student must be passing four (4) instructional hours in the week prior to any athletic contest in order to meet Kentucky High School Athletic Association rules for eligibility. The FCHS Office of Activities and Athletics will monitor weekly grade checks, six week reports, and trimester reports. Resources will continue to be used to intervene as early as possible to prevent potential failures. The school principal or designee will appoint an appeal committee should a parent or student request an appeal to review circumstances that prevent a student from meeting the above-mentioned criteria.

The KHSAA Handbook states that football and basketball participants **CANNOT** compete in any sport as it relates to outside competition during the season.

Kentucky High School Athletic Association (KHSAA)

FCCHS pays an annual membership fee to the Kentucky High School Athletic Association (KHSAA). The KHSAA serves as a governing body, followed by JCPS, and then FCCHS. Questions and concerns in each sport can be addressed first by the coach, secondly by the athletic director or principal, then by contacting the office of Activities/Athletics at (502) 485-3331, and finally the KHSAA at (859) 299-5472.

Student Requirements for Participation in Athletics

1. Have a notarized medical release examination signed by a physician.
2. Pay JCPS mandated insurance secondary fee.
3. Be on grade level and meet KHSAA and JCPS/FCCHS eligibility rules (2.0 in three classes/hours on trimester report).
4. Have a completed parent permissions form and other forms per the Athletic Director.
5. Parents and students attend mandatory pre-season meeting as well as meeting any other requests.
6. Turn-in equipment from previous sport(s).

Athletic Letters

The awarding of athletic letters to athletes in any sport or sports-related activity is based on academic proficiency, good attendance, proper conduct, athletic prowess, and recommendation by coach and athletic director.

Title IX

FCCHS completes an annual report to the KHSAA for compliance. Records are open and kept on file at the school. An established committee consisting of two students, two parents, two coaches, two staff, the athletic director and an assistant principal meet three times a year. If you are interested in participating on this committee, please contact the athletic director.

Athletic Coaching Staff

Fall Athletics	Level	Coach
Football	Varsity, JV, Freshman	Josh Abell
Boys Soccer	Varsity, JV	John Pedro
Girls Soccer	Varsity, JV	Lauren Price
Volleyball	Varsity, JV, Freshman	Andrew Hayden
Boys Cross Country	Varsity	Rob Redies
Girls Cross Country	Varsity	Rob Redies

Boys Golf	Varsity, JV	Jared Stout
Girls Golf	Varsity, JV	J.D. DeSensi
Cheerleading	Varsity, JV	Megan Bishop
Dance	Varsity, JV	Kristal Kissel
Winter Athletics	Level	Coach
Boys Basketball	Varsity, JV, Freshman	James Schooler
Girls Basketball	Varsity, JV, Freshman	Shanda Miller
Wrestling	Varsity, JV	Mark Hitchings
Rifle Team	Varsity	Roger Angel
Swim Team	Varsity	Pat Padron
Archery	Varsity	Joe Marling
Spring Athletics	Level	Coach
Boys Track	Varsity	Antoine Horton
Girls Track	Varsity	William Elliot
Softball	Varsity, JV	Rob Robinson
Baseball	Varsity, JV	Jimmy Gross
Girls Tennis	Varsity, JV	Daniel Mathews
Boys Tennis	Varsity, JV	Daniel Mathews

NCAA Initial Eligibility

The National Collegiate Athletic Association (NCAA) regulates many college athletic programs. The NCAA has three membership divisions – Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and according to whether they provide athletic scholarships.

If a student is planning to enroll in college as a freshman and wishes to participate in Division I or Division II athletics, the student must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA member institutions in January 1993. The Clearinghouse ensures consistent interpretation of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

Your Responsibility as a Prospective College Student Athlete

If you want to participate in Division I or Division II athletics, plan to start the certification process early – usually at the end of your junior year in high school.

It is your responsibility to make sure the Clearinghouse has the documents it needs to certify.

- a. A completed and signed Student Release form and fee.
- b. Your official transcript from every high school you have attended.
- c. Your ACT or SAT scores.

General Information

More information can be received from the brochures written by the Clearinghouse. These can be obtained from the NCAA Clearinghouse website www.eligibilitycenter.org or by contacting your athletic director, college resource center, or counselor.

Students can also receive information by calling the NCAA Clearinghouse at 1-877-262-1492.

Working with the athletic director, college resource center, or counselor is important to your collegiate athletic experience.

Alumni Association

No one knows what a special place Fern Creek is better than our former students. The Fern Creek High School Alumni Association is one of most active groups of its kind at any public high school in the nation. We have more than 15,000 alumni and many of them are dues paying members of the Alumni Association. This loyal and active group has raised more than \$1 million to support the school with everything from scholarships for students and teachers to support ACT test preparation, to sponsoring events like Homecoming Weekend that includes the Alumni and Athletic Halls of Fame.

For more information check out the Alumni website at www.ferncreekalumni.com.

JCPS-NET Student Acceptable Use Policy

Jefferson County Public Schools (JCPS) offers student's access to electronic information through a service called JCPS-Net. Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. JCPS supports each family's right to decide whether or not to allow their child to have access.

Students are responsible for appropriate behavior when using JCPS-Net, just as they are in classrooms and school hallways. Access to network services is offered to students who agree to act in a considerate and responsible manner, and parent permission is required. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Students will:

- use the network for educational purposes such as conducting research for assignments consistent with the JCPS academic expectations;
- use appropriate language, avoiding swearing, vulgarities, or abusive language.

Students will NOT:

- transmit or receive materials in violation of federal or state regulations pertaining to copyrighted, threatening or obscene materials;
- use JCPS-Net for commercial activities, product promotion, political lobbying, or illegal activities;
- damage/attempt to damage, move, or remove software, hardware or files;
- use unauthorized multi-user games;
- send or forward chain letters;
- use unauthorized software products (such as PointCast) which adversely affect network performance;
- maliciously attempt to harm or destroy data of another user.
- JCPS-Net communications are not private, and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above will result in a loss of access to JCPS-Net, and may result in other disciplinary action under the guidelines of the JCPS Uniform Code of Student Conduct. Use of public property for personal gain is a felony. Violators or parents of student violators may be subject to prosecution.

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Release of Directory Information to Military Recruiters

The “**No Child Left Behind Act**” and the “**National Defense Authorization Act of 2002**” provide that student directory information may be made available to all branches of the military if requested. However, please sign this form if you **DO NOT** wish for this information to be sent to the branches of the military if requested.*

School: _____ Fern Creek High School _____

Student Signature: _____

Student Name (print): _____

Date of Birth: _____

Today’s Date: _____

Parent/Guardian
Signature _____

Parent/Guardian
Name (print) _____

Today’s Date: _____

* Families who submitted this denial of release of information in a previous year **DO NOT** need to submit another one. This denial of release of directory information shall be effective throughout the years the student is enrolled in one of our high schools or unless the school district is directed otherwise in writing by the student and parent/guardian.

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Frequently Asked Questions

Who can help me find my bus number?

The assistant principals' office can assist you in determining the correct bus to ride home.

How can I ride a bus home with a friend?

Your parent must write a note to the school requesting that you ride home with a friend. The note must be turned into the assistant principals' office in the before 9 am. Your parent will be contacted to verify the note. Approval to ride the bus is same day only. Students asking to ride a bus at the bus dock or without a written verification from the assistant principals' office will not be allowed to ride.

How do I sign-out of school?

Your parent must sign you out of school. This may be accomplished by having your parent write a note the day you need to sign-out early. Your parent may also come to the school and sign you out. Doctor's notes are needed to excuse the sign-out.

How do I get a schedule change?

You must see your counselor for a schedule change. Schedule changes will not be made after the first five days of school.

How do I pay any fees that I owe?

Fees are paid to the bookkeeper in the main office.

Where is the lost and found?

Lost items are normally taken to the Youth Services Center.

How do I get my locker combination?

You receive your locker and combination at the beginning of the year. Security can get you your locker combination if you have forgotten/lost it.

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