

Fern Creek High School
Abridged Student Handbook 2018-2019
Dr. Rebecca Nicolas, Acting Principal

SCHOOL YEAR SCHEDULE

First Day for Students..... Wednesday, Aug. 15
Last Day for Students Thursday, May 30

No School on the Following Days:

Labor Day..... Sept. 3
Parent Teacher Conferences..... Oct. 9
Thanksgiving Holiday..... Nov. 21, 22, & 23
Winter Break Dec. 24 – Jan. 4
Dr. Martin Luther King, Jr. Day..... Jan. 21
Parent Teacher Conferences..... Feb. 18
Spring Break..... Apr. 1 – Apr. 5

Student Classroom Norms

The “Tiger Way:”

1. Be Responsible
2. Be Respectful
3. Be Safe

Daily Bell Schedule

1st Tone 7:20
1st Period 7:37 – 8:35
2nd Period 8:40 – 9:38
3rd Period..... 9:43 – 10:41
4th Period..... 10:46 – 12:09
 1st lunch 10:46 – 11:11
 2nd lunch..... 11:17 – 11:43
 3rd lunch 11:49 – 12:09
5th Period..... 12:14 – 1:12
6th Period..... 1:17 – 2:20

Academic Information

Facts to Know:

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

- A student must check prerequisites carefully before choosing courses. A student will be removed from a class for which he/she is not qualified.
- Enrollment in Advanced Placement courses requires completion of the AP College Board end-of-year exams. All fees should be paid prior to the end of 1st trimester.
- The selection and completion of the graduation requirements are the responsibility of each student and his/her parents.
- Students are required to choose a Career Pathway by the end of Freshman year, 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

*22 credits (in the correct classes) required to graduate.

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

Non Academic Information

General Expectations for Every Student

Students should plan to attend school daily, be on time, remain on campus, fully participate in class, move quickly and quietly to class, and use appropriate language in the hallways. Students should not bring any open containers to school, and will be asked to dispose of them if seen. Absolutely no behavioral disruptions of instruction will be tolerated, nor will bullying of any student. Limited mediations will be offered through the AP office if a student has an issue he/she needs help resolving.

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 2:20 pm.

Dress Code

Guidelines are that students wear shirts with sleeves, pants, and are appropriately covered.

The following items are **NOT** permitted:

- Shirts that are sleeveless, tank, spaghetti strap, strapless, or halter style
- Shirts that expose the midriff, back or low cut front
- Cut, torn, or altered shirts
- Shorts
- Skirts that fall less than 1" above the knee
- Pants with any holes/cuts except the knees
- Pants worn below the waist
- Caps, hats, hoods, and non-religious coverings of the face or head
- Any apparel/jewelry that promotes alcohol, drug, gang affiliation, or profanity/vulgarity
- 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.*

Student Discipline

Students will abide by the Jefferson County Public Schools' Student Support and Behavior Intervention Handbook, except in cases where additional expectations have been established. Each student is responsible for reading the JCPS and FCHS Handbooks, and acting appropriately. Every student is responsible for his/her own actions and the consequences of those actions.

Special note about personal telecommunication

devices: Making, transmitting or distributing any recording of the voice, picture or image – that has not been approved by or authorized by the school – of any other student, staff member or other person(s) in any nonemergency situation and without the consent of the person(s) recorded is **strictly prohibited**, and will result in consequences of up to three days of suspension. Electronics should be used during school hours for educational purposes only, with the exception of passing periods and lunch. **Students must be able to hear directives of adults in the hallways and cafeteria during passing periods and lunch, and may not talk on the phone or video conference (ie: Skype, Facetime, Google Duo, etc).**

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.**

No Student Hall Passes

Fern Creek will operate on Level 3 Security at all times, which means that students shall not be released from any classroom or office with a hall pass. Teachers are expected to set the tone with students that they should only ask to leave the classroom when there is a true emergency. If a true emergency arises, teachers may call the AP Office at 8435 for an escort. If a student walks out of class, the teacher should immediately notify the AP Office.

Entering and Exiting the Building During School Hours

Once the school day begins at 7:37, students may enter and exit the building through the **front doors only. This includes co-op students.** Any student found entering or exiting the building through any door other than the front door will be subject to disciplinary action.

BEHAVIOR VIOLATIONS	Conference/Parent Contact/Send Home	Lunch Detention	3 PERIODS SSR	1 DAY SSR	3 DAY OSS	6-10 DAY OSS	Alternative Placement Recommendation
Skipping class (see additional information)	*	*	*	*			
Tardy to school/Tardy to class (see additional information)	*	*	*				
Disrupting class	*		*	*	*		
Failure to respond to staff/Failure to follow directions	*		*	*	*		
Horseplay	*		*	*	*		
Academic cheating	*						
Dress code violation	*		*	*			
Inappropriate use of district or personal technology	*		*	*	*		
Leaving school grounds (see additional information)	*		*	*	*		
Forgery/Signing parent or staff note	*		*	*	*		
Profanity/Vulgarity	*		*	*			
Direct profanity to staff			*	*	*		
Gambling	*		*	*	*		
Use/possession of tobacco/vapor products	*		*	*			
Theft/possession of stolen property			*	*	*		
Fighting/Striking student					*	*	*
Assault 3 (Striking staff)						*	*
Assault 4 (“Jumping someone/Jumping in”)					*	*	*
Intimidation/Harassment/Harassing communications	*		*	*	*	*	*
Bullying/Cyberbullying			*	*	*	*	*
Drug/Alcohol possession or Under the influence	*				*	*	
Drug/Alcohol distribution						*	*
Inappropriate sexual behavior			*	*	*	*	
Weapon/Dangerous instrument					*	*	*
Terroristic threat/Bomb threat					*	*	*
Arson					*	*	*

- Students in the company of others who commit any of these acts may be considered guilty by association.
- 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.
- This matrix provides administrators with a continuum of consequences to be used in a graduated fashion. Principal decision on behavior is final, but suspensions may be appealed according to the guidelines in the JCPS Student Support and Behavior Intervention Handbook.

Attendance Policy

Regular attendance is essential for promotion and success. If it is necessary for a student to miss school, parents should call the school at 485-6999. 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. **Kentucky law states that when a student has three (3) unexcused or unexplained absences, he/she is truant.**

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. If the student is returning from suspension, he/she 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.

Tardy Policy

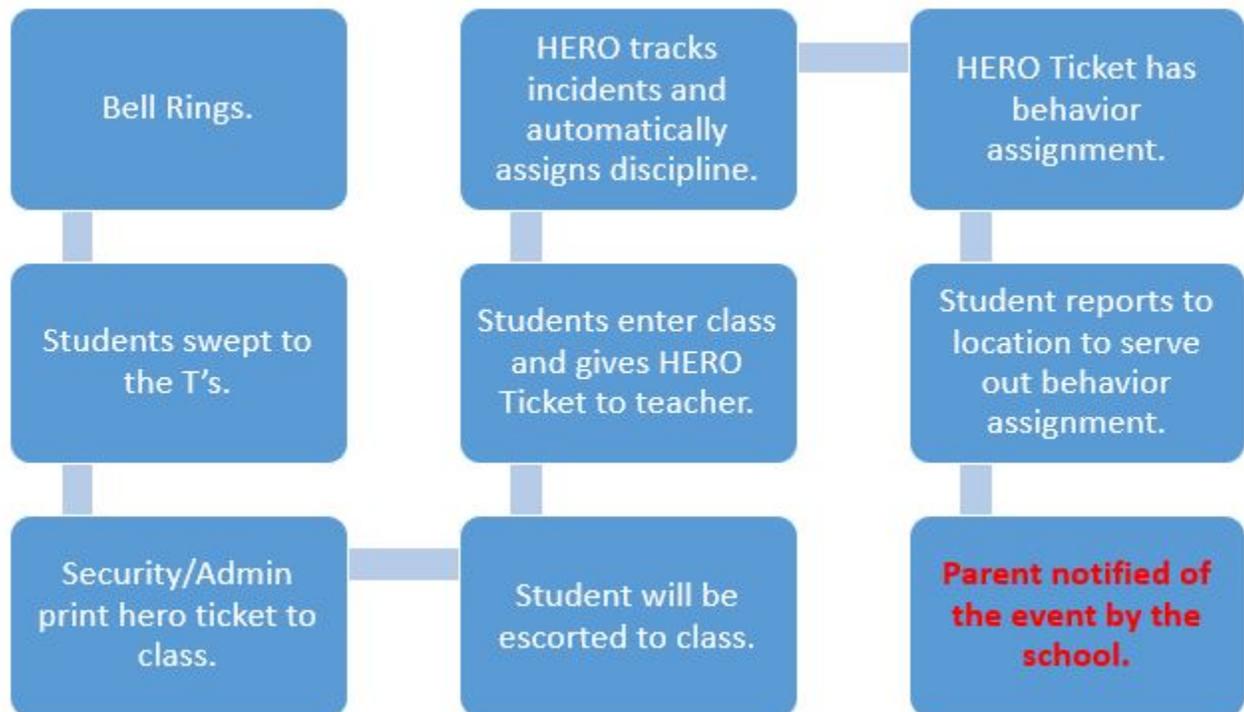
Tardies are defined as not being past the threshold of the door before the late tone.

Tardy to School

Students who enter Fern Creek High School after 7:37 am will sign in at the attendance office, receive a note and be escorted to class. Students who report to school after 10:45 am must meet with an administrator before being escorted to class.

Late to Class: Students who are late to 2nd- 6th period will sign in at the HERO desk, receive a note and be escorted to class immediately.

HERO Tardy Protocols



HERO Station Discipline Assignments

Tardy to Class/Tardy to School

# Events	Consequence
3 tardies	1 Lunch Detention
6 tardies	1 Lunch Detention
9 tardies	1 Lunch Detention
12 tardies	1 period SSR
15 tardies	1 period SSR
18 tardies	3 periods SSR
21 tardies	3 periods SSR
24 tardies	3 periods SSR
27 tardies	3 periods SSR
30 tardies	See Administrator

Skipping Class (Discipline and phone call at each occurrence)

# Events	Consequence
1 st – 3 rd cut	1 Lunch Detention
4 th – 6 th cut	3 periods SSR
7 th – 9 th cut	Full Day of SSR
10+ cuts	See Administrator

Leaving Campus/Skipping School (Discipline and phone call at each occurrence)

# Events	Consequence
1 st cut	3 periods SSR
2 nd cut	Full Day of SSR
3 rd cut and beyond	See Administrator

Cafeteria

Student lunch time is scheduled during fourth period. Teachers will inform students of their lunch time. Students must immediately report to and remain in the cafeteria during their lunch, and may not loiter in the hallways, restrooms, or any other area. 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 and the Senior Lounge (Room 114) for seating and are expected to keep the hallway seating and courtyard clean at all times. Failure to do so may result in the Lounge/courtyard being closed indefinitely. All students must clean up after themselves, regardless of where they choose to sit, and failure to do so may result in disciplinary action. 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. Lunches should not be removed from the cafeteria areas without the principal's permission.

** Note- Per federal regulations no commercial outside food is allowed in the building. Please do not leave the building and return with food, or request that food be delivered during the school day as it will be confiscated. **

Lockers

Students will be issued lockers for their books and personal belongings. Students are reminded to keep their combinations confidential and to use only their 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.

School Bus, Leaving Campus after Arrival, Bus Changes

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, including those who ride 2nd run buses**. Students that ride a bus on the second run are expected to be in the cafeteria at their assigned tables by 2:30 pm. Students who are not at their assigned table 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 Principals' Office by 9:00 am the day of the request.**

Senior Events Eligibility

During the 2018-2019 school year at Fern Creek High School, a variety of events will be held specifically for the senior class. These events will be open to all seniors; however, the end of the year events such as Field Days, Belle Cruise, Senior Teach Day, Senior Slideshow, Good-Bye Walk, Graduation Practice and the Graduation ceremony are all subject to be revoked if he/she violates the terms of the senior contract.

To participate in events, seniors understand that they must abide by the following expectations:

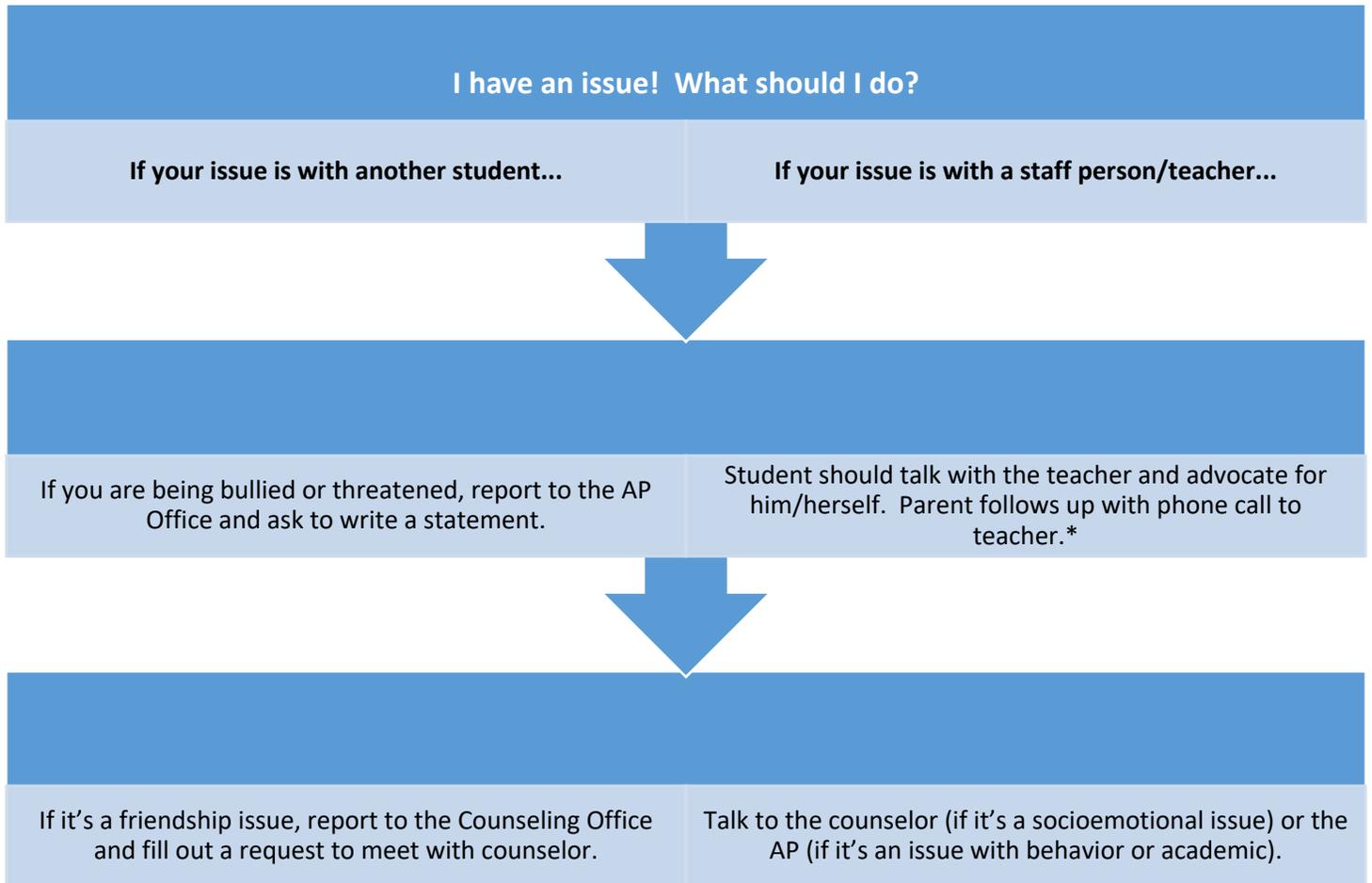
1. Student may not instigate, promote or participate in any disruptive behavior (i.e. senior prank, publishing on social media, etc.). Participation will be determined by Administration discretion.
2. Student must not have any unpaid fees or outstanding debts including unreturned textbooks.

3. Student may not attend any event if he/she is suspended, failing a class that is a graduation requirement, has unfinished e-school or independent study courses, or if he/ she has not completed the Senior Transition Survey online.
4. Student must meet the following attendance requirements to attend the following senior events:

Senior Prom.....cannot miss 15+ unexcused days
 Senior Belle Cruise.....cannot miss 12+ unexcused days
 Senior Field Day.....cannot miss 10+ unexcused days
 Senior Teach Day.....cannot miss 8+ unexcused days
 Senior Trip.....cannot miss 7+ unexcused days

****Senior sponsors reserve the right to review the status of any student on a case by case basis with the input of the Fern Creek High School Administration*****

This is an abridged version of your FCHS student handbook. Please read the JCPS Student Support and Behavior Intervention Handbook and the full version of the FCHS Student Handbook at <http://schools.jefferson.kyschools.us/High/Ferncreek/> for complete details on how to be a successful Fern Creek student. See any of your administrative team for questions or concerns.



If issue still isn't resolved, report to the Principal's Office to make an appointment. *Please allow up to 24 hour response time to requests and phone calls.