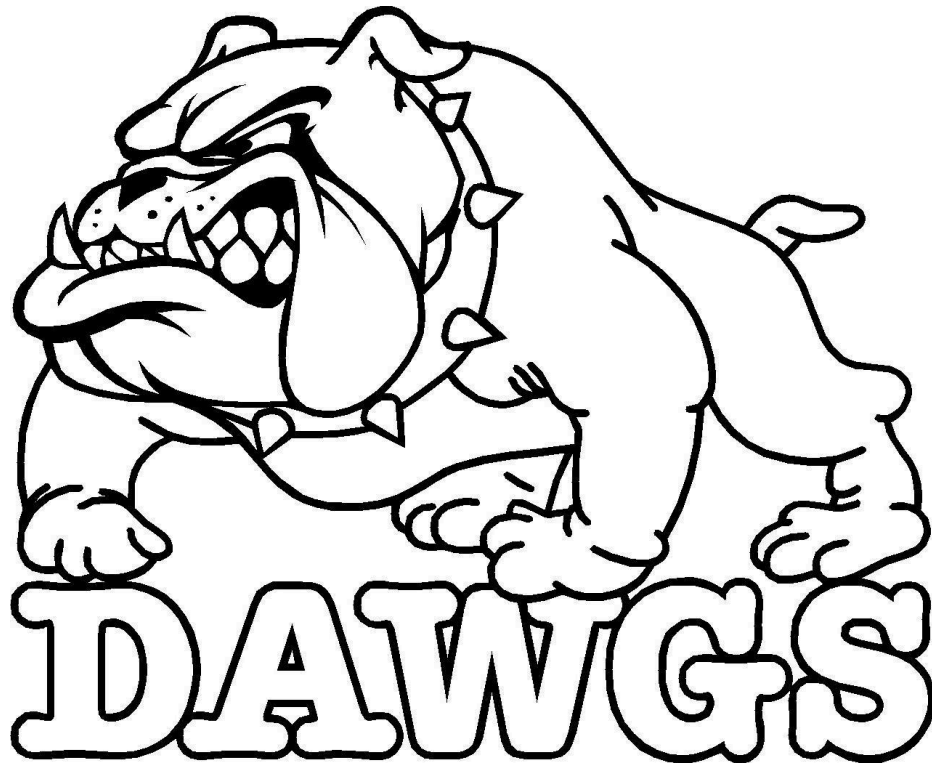


# **Family, Respect, Success That's the Bulldog Way**



## **John Hardin High School Student Handbook 2024-25**

Revised July 2024

## **Table of Contents**

<b>Bell Schedule</b>	<b>3</b>	<b>Health Services</b>	<b>9</b>
<b>School Personnel</b>	<b>4</b>	<b>Library Media Center</b>	<b>11</b>
<b>High School Regulations &amp; Grading Scale</b>	<b>5</b>	<b>Student Conduct</b>	<b>11</b>
<b>Classification of Students</b>	<b>5</b>	<b>Attendance Procedures</b>	<b>20</b>
<b>Lockers &amp; Bus Rules</b>	<b>6</b>	<b>JHHS Diploma Programs</b>	<b>23</b>
<b>Student Nutrition</b>	<b>6</b>	<b>Advanced Placement</b>	<b>25</b>
<b>Payment of Fees</b>	<b>7</b>	<b>Dual Credit Program</b>	<b>25</b>
<b>Hardin County High School</b>	<b>7</b>	<b>Work Ethic Certification</b>	<b>25</b>
<b>Grade Reporting</b>	<b>7</b>	<b>KEES Program</b>	<b>26</b>
<b>Hall Passes</b>	<b>8</b>	<b>Preparation for College Admission Checklist</b>	<b>26</b>
<b>Before &amp; After School Hours</b>	<b>8</b>	<b>Transcript Requirements &amp; Graduation Procedures</b>	<b>29</b>
<b>Use of School Phones</b>	<b>8</b>	<b>NCAA Eligibility Requirements</b>	<b>30</b>
<b>Restroom Use</b>	<b>8</b>	<b>Parent Involvement Policy</b>	<b>31</b>
<b>Youth Service Center</b>	<b>8</b>	<b>School Compact</b>	<b>32</b>
<b>Volunteers &amp; Chaperones</b>	<b>9</b>		

### **IMPORTANT CONTACT NUMBERS**

School Main Office 270-769-8906	Youth Service Center 270-769-8979
Counseling Office 270-769-8908	Cafeteria Office 270-769-8918
<a href="http://www.hardin.k12.ky.us/jhhs/">http://www.hardin.k12.ky.us/jhhs/</a> Hardin County Board of Education 270-769-8800	

# 2024-25 Bell Schedule

## MONDAY, WEDNESDAY, FRIDAY

	<u>Start Time</u>	<u>End Time</u>
<b>1<sup>st</sup> Block</b>	8:30 a.m.	9:45 a.m.
<b>Passing</b>	9:45 a.m.	9:50 a.m.
<b>2<sup>nd</sup> Block</b>	9:50 a.m.	11:05 a.m.
<b>Passing</b>	11:05 a.m.	11:10 a.m.
<b>3<sup>rd</sup> Block</b>	11:10 a.m.	12:50 p.m.
<b>Passing</b>	12:50 p.m.	12:55 p.m.
<b>4<sup>th</sup> Block</b>	12:55 p.m.	2:10 p.m.
<b>Passing</b>	2:10 p.m.	2:15 p.m.
<b>5<sup>th</sup> Block</b>	2:15 p.m.	3:30 p.m.

A warning bell will sound one minute before the final bell for each block!

### Lunch A

1:11 – 11:39

### Lunch B

11:46 – 12:14

### Lunch C

12:22 – 12:50

#### Lunch A Class Time

11:10-11:11

11:39 – 12:50

#### Lunch B Class Time

11:10 – 11:46

12:14 - 12:50

#### Lunch C Class Time

11:10 – 12:22

## TUESDAYS AND THURSDAYS

	<u>Start Time</u>	<u>End Time</u>
<b>1<sup>st</sup> Block</b>	8:30 a.m.	9:35 a.m.
<b>Passing</b>	9:35 a.m.	9:40 a.m.
<b>2<sup>nd</sup> Block</b>	9:40 a.m.	10:45 a.m.
<b>Passing</b>	10:45 a.m.	10:50 a.m.
<b>Focus 40</b>	10:50 a.m.	11:30 a.m.
<b>Passing</b>	11:30 a.m.	11:35 a.m.
<b>3<sup>rd</sup> Block</b>	11:35 a.m.	1:10 p.m.
<b>Passing</b>	1:10 p.m.	1:15 p.m.
<b>4<sup>th</sup> Block</b>	1:15 p.m.	2:20 p.m.
<b>Passing</b>	2:20 p.m.	2:25 p.m.
<b>5<sup>th</sup> Block</b>	2:25 p.m.	3:30 p.m.

A warning bell will sound one minute before the final bell for each block!

### Lunch A

11:36 – 12:04

### Lunch B

12:09 – 12:37

### Lunch C

12:42 – 1:10

#### Lunch A Class Time

11:35 – 11:36

12:04 – 1:10

#### Lunch B Class Time

11:35 – 12:09

12:37 – 1:10

#### Lunch C Class Time

11:35 – 12:42

<p><b><u>SCHOOL PERSONNEL</u></b></p> <p><b><u>Administration</u></b></p> <p><b>Principal</b> Mark Wells</p> <p><b><u>Assistant Principals</u></b> Kimberly Case Jennifer Cobb Tiffany Jones</p> <p><b><u>Office Personnel</u></b></p> <p><b>Office Manager</b> Tammy Feiler</p> <p><b>Bookkeeper</b> Angie Wiedeman</p> <p><b>Attendance Clerk</b> Carla Harden</p> <p><b>Office Clerk</b> Tracey Campbell-Wise</p> <p><b><u>Guidance Office</u></b></p> <p><b>Counselors</b> Chad Lewis Maggie Vogel</p> <p><b>Registrar/Clerk</b> Emily Myers-Angeline</p> <p><b><u>Instructional Program</u></b></p> <p><b>Specialist</b> Jennifer Cobb</p> <p><b><u>Library Media Center</u></b></p> <p><b>Media Specialist</b> Kate Regis</p> <p><b><u>Media Clerk/Asst.</u></b> Aurora Selbe</p> <p><b><u>School Nurse</u></b> Jennifer Chaney</p> <p><b><u>Interventionists</u></b> Christine Birch - Math &amp; Science Jennifer Stuecker - Reading</p> <p><b><u>Youth Service Ctr. Coord.</u></b> Peggy Snow</p>	<p><b><u>Agriculture</u></b> Jeremy Hall</p> <p><b><u>Art</u></b> Stephanie Walston</p> <p><b><u>Business</u></b> Mike McCune Thomas Miller</p> <p><b><u>Criminal Justice</u></b> Nicki Coleman Michael Woodard</p> <p><b><u>Transition Facilitator</u></b> Dana McCurry</p> <p><b><u>Family Consumer Science</u></b> Melissa Curtsinger Madison May</p> <p><b><u>Foreign Language</u></b> Heather Brown Susan Carson</p> <p><b><u>Health and P.E.</u></b> Samantha Rich Joshua Vogel</p> <p><b><u>Language Arts</u></b> Miranda Bray Brea Croslin Melissa Field Seth Kiser Elizabeth Lanham Stacey Moore Elissa Portela</p> <p><b><u>IROTC</u></b> Col Michael Stewart Sgt. Major Roland Commodore</p> <p><b><u>Mathematics</u></b> Erin Bird Dulce Brown Mandy Holbert Jennifer Ford Haley Harding Erik Krivitsky Nikki LaFollette</p>	<p><b><u>Music</u></b> Brian Ellis Phyllis Westfall</p> <p><b><u>PLTW</u></b> Fawnda Cox</p> <p><b><u>Science</u></b> Kiley Alcorn Shelby Bilbrey Emily Dunn Jedy Hodge Gracie Sturgeon</p> <p><b><u>Social Studies</u></b> Brandon Bevill Jennifer Golden Leslie McCurry Doug Preston</p> <p><b><u>Special Education</u></b> Dana Atcher Brittany Bevill Lyndsay Booth Haley Brashear-Woodard Erin Creason Vincent Delaney Chris Evans Jared McCurry Kyah Neal Teresa Punjack</p> <p><b><u>Instructional Assistants</u></b> Tina Hardy Sharon Hunt Stace McElfresh Leslie Nagy Valerie Richardson</p> <p><b><u>Employment Specialist</u></b> Karen McCord</p>
--	--	--

# High School Regulations & Grading Scale

All students are eligible to earn **7.5 credits** per year.

All students are required to enroll in five blocks of classes per trimester.

Students may not repeat classes to replace a grade in which they have already received credit.

## Grading Scale

A	100-92
B	91-83
C	82-74
D	73-68
F	67-0

Students will be encouraged to make up any failed one-half credit course during night school or summer school. **NO OTHER FRACTIONAL CREDIT WILL BE AWARDED.**

## SCHEDULE CHANGES

A student **may not** drop classes without the permission of a parent/guardian and guidance counselor. Schedule changes **WILL BE MINIMAL**. Students who desire a schedule change must pick up a schedule change request form from the Guidance Office. **All schedule change requests must be submitted to the counselor prior to the last week of any trimester to affect the upcoming trimester.** After that time, changes will be made by the counselor only, for the following reasons:

- Inappropriate placement
- Class balancing
- To ensure graduation requirements
- Physical limitations
- Course completed in summer or night school
- Placement in a credit recovery course
- At the discretion of principal and / or counselor

It is **imperative** that students give their course selection serious consideration.

## Classification of Students

Students will be classified according to the following number of credits:

**Total number of credits required to graduate:      26**

**To be promoted to 10<sup>th</sup> grade:                              5.5 credits**

**To be promoted to 11<sup>th</sup> grade:                              12 credits**

**To be promoted to 12<sup>th</sup> grade:                              18.5 credits**

*\*These are in alignment with the Kentucky High School Athletic Association as well.*

*\*\*Exceptions may be made for students who transfer to John Hardin from another high school.*

## **LOCKERS**

Lockers are issued to students who request them. These lockers have combination locks that are changed yearly. Students may not place another lock on their locker. The confidentiality of the locker combination is the responsibility of the student. Lockers must be clean at all times. Students should not stick gum or stickers on the inside or outside of their lockers. At the end of the school year, all lockers will be checked and emptied so they can be cleaned during the summer. Lockers are property of the school and may be searched at any time.

## **BUS RULES**

Students are expected to maintain proper behavior on the bus at all times. Specific rules and regulations are outlined in the Hardin County Schools Rules and Regulations for Students Riding School Buses (HCAR 06.03). This document will be given to every student at the beginning of the school year. Signatures of both student and parent are required stating the understanding and compliance of the bus rules and regulations.

**A student who is suspended from riding a bus cannot ride another bus until the suspension is complete. Parents are responsible for transporting students whose bus privileges have been suspended or denied for disciplinary reasons.**

## **STUDENT NUTRITION**

***Students are not permitted to receive food from commercial establishments. (NO "FAST FOOD" can be brought in for students.) Students are not allowed to leave the campus during lunch. Students who violate this policy may lose their driving privileges and will be considered as "skipping" school. Students are not permitted to leave the cafeteria without written permission from a staff member.***

Students are not permitted to charge à la Carte items. **No more than one charge will be permitted unless prior approval is obtained from the cafeteria manager.**

### Lunch:

Students

Free

Adults

\$4.50

### Breakfast:

Students

Free

A variety of Ala Carte items will be available - **These items are not a part of the "regular meal" and all students must have money or money on their account in order to purchase these items. These items will be clearly marked as Ala Carte.**

## **PAYMENT OF FEES**

Your personal check is welcome at our school to pay fees and purchase student items. **CHECKS CANNOT BE CASHED AT THE SCHOOL.** In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary, re-deposited by paper draft. We may collect a returned check processing charge of \$25.00 by the same means and as allowable by state law. If you have any questions regarding our check acceptance policy, please call (270) 769-8800.

## **HARDIN COUNTY HIGH SCHOOL**

Students failing to meet graduation requirements have the option to attend Hardin County High School. See a guidance counselor for further information.

## **GRADE REPORTING**

Every effort is made by the school to inform parents of student progress. Please contact the school for more information. Report cards are provided on a trimester basis. A progress report will be sent home with the student every four weeks. The faculty will request parental conferences as necessary. Any parent may request a conference with any of his/her student's teachers by calling the counselor's office at 270-769-8908. Teachers will normally be available immediately before school for conferences. There is a parent portal to view grades and attendance on Infinite Campus at:

<https://www.hardin.kyschools.us/parents/parent-portal-account-how-do-i-get-one>

Teachers are expected to update grades in Infinite Campus weekly.

### **GRADE POINT AVERAGE**

Quality points are used to figure the grade point average (GPA) as follows:

A . . . . .	4 points
B . . . . .	3 points
C . . . . .	2 points
D . . . . .	1 point
F . . . . .	0 points

Only grades earned at the end of each trimester are recorded on the student's transcript and included in the calculation of the GPA. There are many uses of the GPA including:

- Membership in academic clubs
- Class ranking
- Kentucky Educational Excellence Scholarship (KEES)
- KHSAA athletic eligibility and NCAA Clearinghouse eligibility
- Good Driver discounts on car insurance
- Driver's permits / licenses (No Pass/No Drive Law in Kentucky)

## **HALL PASSES**

Students are not permitted in the hallways during instructional time unless they are accompanied by a teacher or have a valid hall pass. Students will be expected to have a color-coded hall pass in their possession when outside of class. **Verbal permission is not acceptable.**

## **BEFORE & AFTER SCHOOL HOURS**

The main hallways are to remain clear each morning. Students who arrive early must move to the designated area. Doors open at 7:45 am. The building must be cleared at the end of the school day—a **teacher, coach, or activity sponsor must supervise any student remaining after school.**

## **USE OF SCHOOL PHONE**

**Incoming calls:** Except in emergencies, students will not be called from classes to answer telephone calls. Parents should avoid using the office for messages.

**Outgoing calls:** Office telephones are not available for student use except in cases of emergency.

## **RESTROOM USE**

Students may use the restrooms before and after school, between class periods, and during their lunch periods. Loitering in the restrooms is forbidden. **The use of tobacco products is not permitted anywhere on school grounds by anyone.**

## **YOUTH SERVICE CENTER**

The John Hardin Youth Services Center bridges the gap between student and family needs and school and community resources. The goal for the center is to assist students in overcoming barriers to learning and to help them become productive members of society by utilizing school, home and community resources. The Youth Services Center provides drug/alcohol abuse prevention education and referrals, employment counseling, training and placement, summer and part-time employment assistance, health and social services education and referrals, crisis intervention, mental health education and referrals.

The **Center** is located in **Room 114** and is open year round. Hours of operation are from **8:30 to 3:30** or by appointment. The phone number is **270-769-8979**.



## **VOLUNTEERS & CHAPERONES**

One of the goals of Hardin County Schools is to offer support for our students and enrichment programs to enhance their educational experience. Support for our students is important in helping them achieve success. One way John Hardin builds on this idea is through parent and community volunteers. Volunteers are needed for special events, Project Graduation, and booster clubs.

If you are interested in becoming a volunteer or would like to learn more ways you can volunteer, please click on the following website for more information.

## **HEALTH SERVICES**

A school nurse is assigned to each Healthy Kids Clinic and is able to provide basic screenings as well as assess students who may be ill and administer first aid when needed. The school nurse may administer over-the-counter medications (OTC's), if the parent has completed appropriate authorizations. Additionally, the school nurse will collaborate with a Healthy Kids Clinic Nurse Practitioner to assess your child for a virus or other more complex medical complaint if your child has more severe symptoms and parent permission is given. For emergencies, the school nurse, HKC Nurse Practitioner or school staff may deem it necessary to call 9-1-1 for emergency medical services to be dispatched.

More intensive health services are available, if needed, with written authorization/order from a student's healthcare provider. Parent/guardian should notify the school nurse of any health concern(s) that could require emergency services, interfere with the student's education process or require interventions throughout the school day.

Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must provide to the school nurse proper authorization form(s) that are completed by the student's healthcare provider & signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the healthcare provider and parents to complete in order for the student to have further interventions/accommodations while at school. Many of these authorization forms can be found on the HCS Website at <https://www.hardin.kyschools.us/administration/health-family-services>

With parent permission, additional services which can be provided by a Healthy Kids Clinic healthcare provider include Well Child Examinations, dental services, immunizations, and behavioral health services.

### **Medication at School**

If a student has a need for medications during the school day (either over-the-counter or prescription), the child's healthcare provider must complete and sign the "Administration of Medication" form, parents must also sign this form as well as provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school by an adult (not the student).

Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a healthcare provider to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box. **No expired medication will be accepted !**

In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive prescribed medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed.

### **Emergency Medication at School**

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container.

Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's healthcare provider and returned to the school nurse.

### **Self-Administration of Medication at School**

Students will only be permitted to carry medication (emergency or otherwise) with them or in their personal belongings with an authorization to self-carry/self-administer medication from their healthcare provider. The school nurse will provide this form to the parents/guardians. These completed forms should be returned to the school nurse before the student begins carrying the medication at school.

### **Illness and Injury**

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice bugs (not nits per HCS Board Policy 09.213 AP.11)

### **IMMUNIZATION**

Kentucky law requires that any student enrolled in a public school must have a valid certificate of immunization. In compliance with the law, any child enrolling in the Hardin County Schools must have a valid immunization certificate on file or present one to the local school on the day of enrollment. **Any student who fails to have a valid immunization certificate will not be permitted to enroll until such a certificate is presented to the school.**

# **LIBRARY MEDIA CENTER**

## **MISSION**

Today, we live in a world where a daunting amount of information is readily available in various forms. The mission of the John Hardin High School Media Center is to promote information literacy, which is the ability to locate, evaluate, select, and utilize information. By becoming “information literate,” John Hardin High’s students shall become lifelong learners and users of information whether they visit their high school media center, a public library, a university library, the Internet, or bookshelf in their own home.

## **GOALS**

- ☐ To provide intellectual and physical access to materials in various forms
- ☐ To provide instruction to foster success and interest in reading, viewing, evaluating, and using information and ideas
- ☐ To stimulate and encourage the enjoyment of reading and learning
- ☐ To support the educational mission and goals of John Hardin High School

## **CIRCULATION POLICY**

- ☐ Students may check out a maximum of 2 books for 2 weeks.

Students are expected to return books on time and in the same condition in which they were checked out. Fines or replacement fees will be assessed for lost or damaged books.

**Media Center Hours are Monday through Friday 8:00 am to 3:30 pm.**

# **STUDENT CONDUCT**

## **ABUSE OF STAFF IS PROHIBITED**

Kentucky Revised Statutes (KRS 161.190) reads: **“Whenever a teacher or school administrator is functioning in his 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 the normal school activities or will nullify or undermine the good order and discipline of the school.”** School officials reserve the right to file a charge with law enforcement officials against any person or persons in violation of this statute.

## **ACCEPTABLE BEHAVIOR**

Positive student behavior is an expectation of the faculty and administration of John Hardin High School. All students are expected to behave in an orderly manner at all times. When a

student's behavior interferes with the learning climate of JHHS they will be disciplined by a variety of methods including, but not limited to: warnings, detentions, Saturday Schools, In School Detentions, counseling, out of school suspensions, referral to College View Education Center, and recommended expulsion. In an effort to prepare ALL JHHS students to become productive members of society, the teachers and staff of JHHS will take necessary measures to address inappropriate student behaviors. Cursing, loud or abusive language is unacceptable and will not be tolerated. Public displays of affection are not appropriate behavior in school.

As outlined in Site-Based Council Policy, the consequences of verbal disrespect to a staff member are as follows:

**“Any student showing verbal disrespect (i.e. vulgarity or profanity) to a staff member will be automatically suspended for a minimum of one school day.”**

### **Disruption of the Educational Process (Including Student Led Walkouts)**

Hardin County policy, specifically 09.426, defines disruption of the Educational Process as:

*Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil or pupils to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:*

- 1. Conduct which threatens the health, safety, or welfare of others;*
- 2. Conduct which may damage public or private property, including the property of students or staff;*
- 3. Illegal activity;*
- 4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or*
- 5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school related activities or District operations.*

Student-led walkouts are considered disruptive to the school day and students who participate are subject to punishment at the discretion of the school administration.

Students who wish to draw attention to an issue are encouraged to talk with the principal in an effort to find a safe and non-disruptive way to do so.

**BANNED ITEMS** are not to be used during the school day (8:30 a.m. – 3:30 p.m.) Banned items include: noise makers, lasers, gambling materials, skateboards, and any other items which are disruptive, unsafe, or deemed inappropriate by the principal. The consequences of using banned items during the school day can be found in the Code of Acceptable Behavior and Discipline (adopted June 2024).

**Electronic devices and accessories, such as cell phones and earbuds, must be put away and silenced during class time, unless permitted by the individual teacher for instructional purposes.**

**The school is not responsible for lost or stolen items while on school property. JHHS staff will NOT spend time investigating the loss/theft of banned items/electronic items.**

Students in the commons area may use cell phones while they are at lunch. The same lunchroom rules apply. Everyone must be seated. Phone calls cannot be used as an excuse to be tardy returning from lunch. After lunch, all usual phone regulations apply.

Illegal items are not permitted on school grounds at any time. Illegal items include: cigarette lighters, matches, tools, weapons, tobacco products, vapes, alcohol, illegal substances, fireworks, flammable liquids, knives, glass bottles, and any other items which are disruptive, unsafe, or deemed inappropriate by the principal.

#### Tobacco & Vaping Product Policy

Any student found to be in possession of tobacco products or related paraphernalia will be subjected to the following:

- first offense = one day of ISD (In-school detention)
- second offense = two days of ISD
- third offense = one day Out of School Suspension
- fourth offense = two days Out of School Suspension
- fifth offense = Student Discipline Review meeting for code of conduct violation and possible referral to alternative school

#### AFTER SCHOOL DETENTION

After school detentions are held from 3:35 to 5:00. Detention will be held on Tuesday and Thursday of each week. Detentions will be assigned by an administrator. Students must report on the assigned day and have work to complete while in detention. Students can reschedule a detention ONCE with approval from an administrator. Failure to report on the assigned day will result in another day being added.

#### SATURDAY SCHOOL

Saturday School is held from 9:00 to 2:00 on designated Saturdays. Students must bring work for the day and a sack lunch. Students in Saturday School may be used for community service type projects around the school (cleaning desks, cleaning lockers, etc...). Students will be dismissed for disruptive behavior, sleeping, or having their cell phones out, all at the teacher's discretion.

Saturday school can be rescheduled ONCE with administrator approval.

## **IN-SCHOOL DETENTION**

The purpose of In-School Detention (ISD) is to provide an alternative for out-of-school suspensions when the behavior of a student requires removal from the classroom, but is not serious enough to warrant out-of-school suspension. Students can only be assigned to ISD by the Principal or Assistant Principals. Students will be given meaningful assignments to work on while in ISD. While in ISD, students will remain in the ISD room and not be in the halls during passing periods. All electronic devices will be collected upon entering ISD and locked up until the end of the day.

## **LOSS OF PRIVILEGES**

Students receiving multiple discipline referrals and students who are habitually tardy or absent will be subject to loss of privileges such as: Driving to school, attending field trips, attending prom, attending Project Graduation, attending reward day activities, etc...

## **DRESS CODE**

The JHHS dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment.

Any student determined not to be in compliance with the JHHS dress code will be required to call for a change of clothes. If clothes that meet school guidelines cannot be acquired, then the student will spend the remainder of the day in ISD.

- **Promoting Safety through Dress:** Students and visitors shall not wear garments or accessories that obscure their identity. Some examples of such items include: Wild Eyes or other similar brands of contact lenses, theatrical type make-up (e.g. face paint, white face, black face, etc.), dog collars, hardware chains, bandanas, or gang colors or paraphernalia. For safety reasons, shoes must be worn at all times. Bedroom slippers are not permitted. Long coats are a safety issue and are not permitted. Hoods, do-rags or bonnets may not be worn inside the school building. Hats may not be worn inside the school building unless there is a "Hat Day" previously approved by administration.
- **Avoiding Provocative Dress:** Neither the fabric, nor fit, nor fashion of an article of clothing shall allow exposure of undergarments or the midriff, while the student is seated, standing, or moving. Items inappropriate for the school setting include shirts, blouses, or dresses in the following styles; sleeveless, tube, tank, halter, or crop. Shorts (when appropriate) and skirts/dresses must be mid-thigh or longer. Students wearing leggings must have outerwear that covers the buttocks. Clothing with inappropriate holes (size or location) is not permitted.
- **Disruptions to the Learning Environment:** Strictly prohibited are clothing and accessories that promote alcohol, tobacco, drugs, gangs, violence, profanity, or discrimination through words, pictures, or innuendo. These items include, but are not limited to, offensive print material or artwork on t-shirts. Students may not wear clothing which features images or language that creates a hostile or intimidating environment based on any protected class (race, gender, etc.).

If there is an instance where a staff member has a question or concern about dress, the school administrative staff has the authority to assess student dress to determine if it meets school dress code guidelines. Additionally, the school administrative staff has the ability to

limit or prohibit any type of style or dress, personal appearance, and/or use of wearing apparel that is not specifically mentioned in the dress code.

### **SCHOOL RESOURCE OFFICER**

JHHS has a School Resource Officer on duty each day. The SRO's are members of the Radcliff Police Department and serve as a resource to JHHS students and staff. All JHHS Resource Officers have full arresting powers while working at JHHS.

### **CAR DRIVERS/RIDERS**

CAR DRIVERS – All drivers must purchase a parking permit (\$10), sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form and park in the appropriate space. Failure to do so can result in the loss of driving privileges or the towing of your vehicle. Speeding or careless driving in the parking lot will result in the loss of parking privileges.

CAR RIDERS – **All** student drop-offs and pick-ups are to take place in the front of the building in the upper lot. State law prohibits vehicle traffic in the bus loading and unloading zones. Violators are subject to penalties and fines.

### **PLAGIARISM**

It is the mission of the faculty at John Hardin High School to promote intellectual property and strive to teach students correct strategies to avoid plagiarism in class assignments.

Plagiarism includes:

- Direct copying of someone else's work (another student's, an author of a book, an Internet source, etc.) and submitted as the student's own
- Incorrect documentation of sources
- Documentation that reflects unverifiable sources (inactive websites; doesn't match the Works Cited, etc.)
- Incorrect paraphrasing
- Work that appears on the final product that did not go through teacher checkpoint process (see below) or appear in earlier drafts

### **Levels and Consequences of Plagiarism**

- **Level 1:** The student uses a few lines or phrases of text without proper citation, but most of the work is still the student's own
- Grade reduction on assignment in question
- Upon teacher's discretion, student may be given the opportunity to re-do the work
- Parents are notified
- On second offense within the classroom, the teacher reports the incident as a disciplinary referral
- **Level 2:** The student uses multiple paragraphs of someone else's work, thoughts, or ideas and does not have adequate documentation of sources. While some of the work is the student's own, the majority of it is not.
- A grade of zero on the assignment in question
- Parents are notified

- Teacher reports incident as a disciplinary referral and appropriate consequence

## **INTERNET SAFETY POLICY AND ACCEPTABLE USE PROCEDURES**

Each student attending Hardin County Schools will be given an account to access the district's computer network. Once the appropriate privileges are granted by the parent and/or guardian, this account will also allow the student to access either the Internet, E-Mail, or both. **This access is a privilege and not a right.** Should a student violate any of the rules and/or policies outlined below, these privileges may be suspended or revoked.

### **Access to Inappropriate Material**

Access of materials deemed inappropriate, including but not limited to, sexually explicit and/or obscene is strictly prohibited. The District utilizes Internet filtering technology in order to limit access to such sites and materials. All Internet traffic is logged and archived. If a faculty member suspects that a student has accessed an inappropriate website, a request can be made of the district technology staff to retrieve the logs for a particular student for a given period of time. The local administrative staff at the school will then evaluate the data and take the appropriate action. This action may include the suspension of the student's Internet access up to total denial for the remainder of the school year. This policy is in accordance with ***701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer.***

### **Internet Safety and Security**

The safety of our students is of utmost importance to the district. The access of social websites from the District network by students is **expressly forbidden**. Electronic chat rooms, Snapchat, Instagram, etc. are not permitted by students. These types of sites are filtered by our Internet filtering system. The only E-Mail system that may be accessed via the District's network is the Kentucky Department of Education's approved system. Access to any other E-Mail system via our network is **strictly prohibited**. These sites are also filtered by our Internet filtering system. This is in accordance with ***701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer.*** The district provided E-Mail system is for educational purposes only.

### **Unauthorized Access**

Access of the District network and/or a school owned computer may only be permitted with a student's personal login and password. A student may not reveal their password to anyone nor may they use another student's password to access a district computer or the network. The use of any software in the attempt to gain access to a computer and/or network, obtain another user's password, or interfere with the flow of information on the network is **strictly prohibited**. ***KRS 434.520 Unlawful access to a computer in the second degree*** states that unlawful access to a computer is a **Class D felony**. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

### **Misuse of Computer Information**



Any student who accesses any information, software, and/or records, or assists another in doing the same, is in violation of ***KRS 434.845 Misuse of Computer Information***. Examples of this type of information include, but are not limited to, Infinite Campus for student records and data and MUNIS and CPA for financial records. Gaining access to these types of information and redistributing to other, changing information (such as student grades or attendance records) constitutes violation of this statute. ***KRS 434.845*** states that Misuse of Computer Information is a **Class C felony**. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

### **Other Policies**

Students are also not permitted to engage in the following:

- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, works, or files
- Intentionally wasting limited resources (playing unauthorized games, etc.)
- Employing the network for commercial purposes
- Intentionally loading viruses on computers, flash drives, or networks

**Any student found in violation of the District policies outlined above may result in immediate termination of computer/network privileges, other disciplinary actions as deemed by the School/District administrative staff, and/or criminal prosecution.**

Response to Code Violations	Classroom Level Responses						School Administration Level Responses															
	Verbal Correction or Warning	Parent Conference/Contact	Reasonable Additional Work	Isolation/Separation/Loss of Classroom Privilege	Reasonable Physical Activity	Restitution	Reprimand/Warning	Parent Conference/Contact	Behavior/Safety Plan	Referral for Services (ex. FRVSC, counseling, law enforcement)	Reteach expectations	Loss of Privileges (includes extracurricular/athletics)	Confiscation of Items	In-School Detention (including lunch detention)	Detention (Before or After School)	Restitution	In School Removal	Saturday School	Bus Suspension	Out of School Suspension	Alternative Placement	Referral to Disciplinary Review Committee/Expulsion
<b>Behavior Violations</b>																						
Disruptive Behavior	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	
Dress Code Violation	X	X					X	X		X	X											
Academic Assignment Neglect	X	X	X	X			X	X				X		X	X			X				
Out of Assigned Area, Tardy, Skipping Class	X	X		X	X		X	X			X			X	X		X	X				
Personal Electronic Device (Use during instructional time)	X	X		X			X	X			X	X	X	X	X			X				X
Public Display of Affection	X	X		X			X	X	X	X	X			X	X		X	X				
Dishonesty (Academic Cheating, False Notes)	X	X	X	X	X	X	X	X		X	X	X		X	X	X	X	X				
Insubordination	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		
Inappropriate use of school or district technology	X	X	X	X		X	X	X		X	X	X	X	X	X		X	X				X
Transportation Policy Violation							X	X	X	X	X	X	X	X	X	X			X			
Offensive Speech or Actions (Profanity or Vulgarity)	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	X		X		
Tobacco/Nicotine/Vape Policy Violation										X		X	X					X		X	X	X
Unauthorized Absence Leaving campus without permission, failure to sign in or out of school							X	X	X		X			X	X			X				
Criminal Dishonesty (Fraud, Forgery, Counterfeiting)							X	X	X	X	X	X		X	X	X	X	X		X		
Disorderly Conduct								X	X	X	X	X	X	X			X		X	X	X	X
Endangering Others								X	X	X	X	X	X	X	X		X		X	X	X	X
Fighting or striking students or school personnel								X	X	X	X	X	X	X	X	X	X	X		X	X	X
Filming Fights or Violence for Public Viewing								X	X	X		X	X	X	X	X	X	X		X		
Gambling							X	X	X		X		X	X	X	X						

Response to Code Violations	Classroom Level Responses						School Administration Level Responses															
	Verbal Correction or Warning	Parent Conference/Contact	Reasonable Additional Work	Isolation/Separation/Loss of Classroom Privilege	Reasonable Physical Activity	Restitution	Reprimand/Warning	Parent Conference/Contact	Behavior/Safety Plan	Referral for Services (ex. FRYSC, counseling, law enforcement)	Reteach expectations	Loss of Privileges (includes extracurricular/athletics)	Confiscation of Items	In-School Detention (including lunch detention)	Detention (Before or After School)	Restitution	In School Removal	Saturday School	Bus Suspension	Out of School Suspension	Alternative Placement	Referral to Disciplinary Review Committee/ Expulsion
<b>Behavior Violations</b>																						
Harassment (verbal, written or physical—not sexual)	X	X		X	X	X	X	X	X	X	X	X		X	X	X	X		X	X	X	X
Bullying/Hazing	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Gang Activity	X	X		X	X		X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Non-Controlled Substance Policy Violation (includes OTC drugs and inhalants)							X	X	X	X	X	X	X	X	X				X	X	X	X
Property Damage or Vandalism								X	X	X	X	X	X	X	X	X	X		X	X		X
False Activation of Fire Alarm							X	X	X	X	X	X		X	X	X				X	X	X
Theft							X	X	X	X	X	X	X	X	X	X	X			X	X	X
Alcohol or Intoxication Policy Violation								X		X		X	X	X	X		X		X	X	X	X
Arson								X	X	X	X	X	X	X	X	X	X		X	X	X	X
Assault								X	X	X	X	X	X	X	X	X	X		X	X	X	X
Possession of Fireworks or Incendiary Devices								X	X	X	X	X	X	X	X		X		X	X	X	X
Burglary								X	X	X	X	X	X	X	X	X	X		X	X	X	X
Look Alike Weapon or Dangerous Instrument								X	X	X	X	X	X	X	X	X			X	X	X	X
Dangerous Instrument								X	X	X	X	X	X	X	X	X			X	X	X	X
Deadly Weapon									X			X									X	X
Drug Policy Violation (including look-alikes)										X		X	X	X	X	X		X		X	X	X
Extortion										X		X										X
Robbery										X		X										X
Sexual Offense (including sexual harassment)								X	X	X	X	X	X	X	X		X			X	X	X
Terroristic Threatening										X		X										X

# **ATTENDANCE PROCEDURES**

## **ATTENDANCE POLICY**

Truancy is described as a combination of three unexcused absences or tardies within a current school year without providing an excuse as outlined below. A student is considered absent a full day if he/she is absent from school greater than 84% of the school day (approximately 5 hours and 30 minutes). A ½ day absence occurs if the student is absent between 36% and 84% of the school day (approximately 2 hours and 21 minutes to 5 hours 30 minutes of the school day). A student is considered tardy to school (not “late to class”) if he/she is absent less than 35% of the school day (approximately 2 hours 21 minutes).

Phone calls to inform the school a student is absent will be noted but **WILL NOT** excuse the absence. Students are permitted the use of six parent/guardian notes per school year. The parent/guardian must submit a written note to the attendance office for the absence to be excused. Doctor’s notes must be original. Copies **WILL NOT** be accepted. The principal or designee shall determine the validity of each excuse presented. Falsified notes from parents or students will result in disciplinary action.

**All excuses must be presented within five days after the student returns to school. If not presented during time, the absence will remain unexcused. It is the student’s responsibility to provide documentation to the appropriate school personnel in a timely manner.**

Valid excuses are defined as:

- Parent notes will be accepted for up to **six (6)** absences per year. Only **one (1)** day per note is excused. Parent notes can be used for tardies as well.
- **Illness that is verified by a doctor or medical agency**—Statement from Health Care Provider required
- **Orders of the Court.** This applies to summons and subpoenas—documentation from clerk or social worker is required
- **Death or severe illness in the immediate family**—Statement from funeral home or Pastor required
- **Religious observations, holidays, or practices approved by the principal or designee**—Note from parent/guardian required prior to the event
- School activities or circumstances if approved by the Principal or designee

## **COLLEGE VISITS**

A junior or senior student may take two (2) college visits that do not count as absences from school. To receive a college visit exemption, a college visit form must be requested prior to the college visit from the school attendance office. Students will not receive an exemption without this from – no exceptions. Students can be excused for the college visit with documentation from the college, validating the visit taken. Due to state reporting, the college visit form will need to be submitted promptly following the scheduled visit. Failure to do so could result in an absence instead of an exemption. Visits may not be made during the last two weeks of school, statewide assessment or final examinations. Requests must be made at least two weeks prior to the visit. Students are responsible for any missed work.

### **EDUCATIONAL ENHANCEMENT OPPORTUNITY (EHO)**

Absences of an educational nature may be considered as an “Educational Enhancement Opportunity”. While an EHO can be approved for various events, an EHO approval specifically for athletic events will only be approved for Scholarship or National events, with supporting documentation to validate the EHO request.

Proper notification must be provided for approval, on all EHO requests. Contact the school’s attendance office for further details.

### **NOTIFICATION OF ATTENDANCE RELATED TO TRUANCY**

Notifications will be sent to the parent/guardian when a student has reached three unexcused absences or tardies, and again when a student reaches six. The purpose of the letter is to assist in keeping our parent(s)/guardian(s) aware of their student’s attendance for the current school year. Student Services at the Board of Education will periodically check for students with excessive unexcused attendance, and deliver a “Final Notice” to students who have six or more unexcused absences. Continuing to accrue unexcused attendance once a “Final Notice” has been delivered could result in court action, as outlined in the *Hardin County Code Of Conduct Handbook*. Unexcused attendance at a previous school may initiate a response from the Board of Education’s Student Services, for students and/or their siblings. It is the responsibility of the school to initiate a report to Student Services as deemed necessary, regarding attendance concerns in the current school year. Please contact the attendance office for any additional information needed, pertaining to truancy.

### **LOSS OF CREDIT**

In order to be eligible to receive class credit(s), a student shall not be absent without a valid excuse, as previously outlined, for more than four (4) days/times in a trimester. (Absences/Tardies are separate occurrences, not totals or combinations of the two, as is the case with truancy.) Students who exceed the maximum allowable limit will be notified and provided the opportunity to make-up time, and/or work assignments by serving **After School Detention** or **Saturday School**. Ultimately, it will be the student’s responsibility to schedule make-up time and monitor additional unexcused occurrences. The purpose of scheduling make-up time is to assist students in avoiding the loss of class credits, which is mandated by Kentucky law. Making up time in Saturday School or After School Detention, does not change an unexcused absence/tardy to excused status. Unexcused absences and tardies will continue to accrue for the school year. Failure to comply with the attendance policy will result in the loss of class credits.

### **MAKE-UP WORK**

**Students who are out of school for excused or unexcused absences have the same number of days to complete make-up work, as the days they were absent.** The counting of days for make-up work begins the first day the student returns to school. Exceptions to grant additional time to make-up work may be made at the classroom teachers’ discretion. **It is the student’s responsibility to request make-up work within the established time.**

### **TARDY TO SCHOOL**

Promptness to school and to class is a personal responsibility of each student. Being **“tardy to school”** occurs when a student is not physically in the building when the bell rings to

begin class. Any student ***“tardy to school”*** must check in at the attendance office to obtain a note indicating date and time of check-in.

Students who have **FOUR** or more **UNEXCUSED** absences or tardies and have not made up that time are subject to certain consequences. JHHS Administration will implement one or more of the following consequences:

1. ISD, Lunch and/or Focus 40 detention, after school detention, or Saturday School
2. Loss of driving/parking privileges
3. May not participate in or attend sporting events
4. May not participate in trips/competitions for clubs or organizations
5. May not attend prom
6. May not walk the line in the graduation ceremony

### **LATE TO CLASS**

If a student is in the building when the bell rings for class to begin, but is not in the classroom, he/she is considered ***“late to class.”*** Students who report ***“late to class”*** will be subject to consequences outlined below.

1<sup>st</sup> offense – a FIRST WARNING will be issued by assistant principals

2<sup>nd</sup> offense – a SECOND WARNING will be issued by assistant principals

3<sup>rd</sup> – 6<sup>th</sup> offense – a Focus 40 or lunch DETENTION will be issued by assistant principals for EACH OFFENSE

7<sup>th</sup> offense and each one thereafter – Saturday School will be assigned

If a student arrives late to class because they were talking to another teacher or administrator, that teacher or administrator should provide the student with a note to explain the lateness of the student. Students without such a note will be considered “Late to Class” and will be held accountable by use of the consequences listed above.

### **EARLY CHECK-OUT PROCEDURES**

All requests for early check-out without a parent or guardian present, regardless of age, require a note from a parent/guardian. Students will be permitted to leave the school grounds only with permission from an administrator and a parent/guardian.

Parents/guardians are encouraged to request doctor and dentist appointments after school hours or during periods when school is not in session.

A written request should be addressed to an administrator and contain the following information:

1. Name of student
2. Date of dismissal
3. Precise time of dismissal
4. Reason for early dismissal (include doctor/dentist name)
5. Home or work number of parent/guardian
6. Name of parent/guardian
7. Signature of parent /guardian

All students being dismissed early **MUST** sign out in the office before they leave school grounds. Students re-entering school following an early dismissal, **MUST** return to the office, sign-in, and receive a pass to class.

A parent/guardian **MUST SHOW PHOTO ID** and **MUST** personally sign the student out of school. All parent/guardian, household contacts, and emergency contacts are verified through Infinite Campus. Please update student information when any change takes place including the removal or addition of family members and emergency contacts, an address or phone number.

**Exceptions:** A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such cases, the student's parent/guardian shall be notified at the earliest opportunity.

### **Special Note**

As allowable, please be in contact directly with your school's attendance office when reporting upcoming absences and events related to student attendance. For your convenience messages can be left with the school's main office for daily absences related to illness or appointments, which are noted on a message log for the attendance clerk. If at any time, you prefer to speak with the attendance office, please request to do so. If you are connected to an answering machine, please leave a message. Your call will be returned by the end of the school work day unless the attendance clerk is out for the day.

## **JHHS DIPLOMA PROGRAMS**

John Hardin offers two different diploma programs, the **Regular Studies Diploma** and the **Academic Studies Diploma**. Both diplomas require a student to earn 26 credits for graduation.

The **Regular Studies Diploma** requires the following 26 credits: 4.5 credits in English; 4 credits in Mathematics (with Math to be taken every year 9-12), 3 credits in Social Studies, 3 credits in Science, 1 credit in Health/PE, and 1 credit in Arts/Humanities, with the remaining credits to be taken in elective courses.

The **Academic Studies Diploma** requires the following 26 credits: 4.5 credits in English; 4 credits in Mathematics (with Math to be taken every year 9-12), 3 credits in Social Studies, 3 credits in Science, 1 credit in Health/PE, 1 credit in Arts/Humanities, **and 2 years of the SAME foreign language** during their four years of high school; the remaining credits are taken in elective courses. Additionally, ***a student must maintain an overall 3.0 GPA to receive the Academic Studies Diploma.***

Specific course requirements can be found in the John Hardin Curriculum Guide. All students receive a copy of this upon entering John Hardin High School. Additional copies can be found in the guidance office or online at the John Hardin webpage.

<b>Regular Studies Curriculum Diploma</b>	<b>Academic Studies Curriculum Diploma</b> (Minimum 3.0 overall GPA required)
<b>English I, II, III and IV</b> 4.5 Credits	<b>English I, II, III and IV</b> 4.5 Credits
<b>Mathematics</b> 4 Credits (Algebra I, Geometry <b>and</b> Algebra II are required) <b>Students must take a math class each year of high school.</b>	<b>Mathematics</b> 4 Credits (Algebra I, Geometry <b>and</b> Algebra II are required) <b>Students must take a math class each year of high school.</b>
<b>Science</b> 3 Credits (Integrated Science, Biology, Chemistry <b>and</b> Earth Space Science or Chemistry II or Physics I)	<b>Science</b> 3 Credits (Integrated Science, Biology, Chemistry <b>and</b> Earth Space Science or Chemistry II or Physics I)
<b>Social Studies</b> 3 Credits (World History, Civics, <b>and</b> US History)	<b>Social Studies</b> 3 Credits (World History, Civics, <b>and</b> US History)
	<b>Foreign Language</b> 2 Credits (Of the same language)
<b>Health Education</b> .5 Credit	<b>Health Education</b> .5 Credit
<b>Physical Education</b> .5 Credit ( <u>Or</u> 1.5 credits of JROTC)	<b>Physical Education</b> .5 Credit ( <u>Or</u> 1.5 credits of JROTC)
<b>Arts and Humanities</b> 1 Credit <u>Or</u> 1.5 credits of band, or any chorus, or any art	<b>Arts and Humanities</b> 1 Credit <u>Or</u> 1.5 credits of band, or any chorus, or any art
<b>Additional Electives</b> 9.5 Credits	<b>Additional Electives</b> 7.5 Credits
<b>TOTAL</b> <b>26 Credits</b>	<b>TOTAL</b> <b>26 Credits</b>

## **ADVANCED PLACEMENT PROGRAM**



Advanced placement courses are offered in English, Calculus, Statistics, U.S. History, European History, Chemistry, Biology, Studio Art and Foreign Language. Guidelines for entrance to any of these programs are as follows:

Students will have completed the prerequisites, if any, for entrance to the subject area.

In May, advanced placement tests are administered at the high school. The cost of the test is determined by the College Board.

Exceptions to these guidelines may be approved by the building principal.

## **DUAL CREDIT PROGRAM**

Dual Credit classes are offered in several content areas. Dual Credit courses are courses in which a student has the opportunity to earn both high school credit AND college credit.

Students are responsible for paying the Dual Credit course fee (appx. \$180 - \$250), depending upon which college offers the course) and for purchasing or renting the textbook, if needed. These fees are at a considerably lower rate in comparison to the average college tuition rate.

## **WORK ETHIC CERTIFICATION**

Seniors will participate in the Work Ethic Certification program offered through Hardin County Schools. This is a comprehensive program which is free to senior students and allows these students to take a Work Ethic class (LEAD 100) and learn the core 8 principles of Work Ethic certification, which include:

- Standard 1: Attendance & Tardiness – work hard to be there & on time
- Standard 2: Personal Responsibility & Accountability – follow the rules & be responsible
- Standard 3: Academic Performance – work hard in the classroom; be dedicated
- Standard 4: Work Habits & Persistence – don't quit; stick with a job until it is complete
- Standard 5: Punctuality, Preparedness, & Organization – be on time & ready to work
- Standard 6: Respectful Interactions & Communication – be polite, listen and speak professionally
- Standard 7: Cooperation & Teamwork – work together to complete projects & solve problems
- Standard 8: Community Service – get involved & help your community

The students will then have the opportunity to complete a portfolio and participate in a capstone interview. Students who complete this program will earn a Work Ethic certification accreditation on their diploma, wear Work Ethic cords at graduation, be

recognized as Work Ethic completers, and earn the opportunity for an interview at a participating business in the local community.

## **KEES PROGRAM**

The Kentucky Educational Excellence Scholarship (KEES) offers cash for good grades. Kentucky high school students can earn money based on grades that can be used to help pay tuition expenses at a Kentucky college, university, or technical school for four full years.

The amount of money earned is based on each year's GPA, and a bonus will be given based on ACT composite score.

The Hardin County Board of Education is responsible for reporting GPA and ACT scores to the State Department. At the end of each year, students who meet KEES guidelines will receive a letter stating the amount that they are eligible to receive based on that year's grades. Status can be checked at [www.kheaa.com](http://www.kheaa.com) with the student's social security number and date of birth.

The KEES Scholarship is administered by KHEAA and awards those students with an annual GPA of 2.5 or higher according to the table below.

<b>GPA</b>	<b>AWARD</b>
4.0	\$500
3.9	475
3.8	450
3.75	437
3.7	425
3.6	400
3.5	375
3.4	350
3.3	325
3.25	312
3.2	300
3.1	275
3.0	250
2.9	225
2.8	200
2.75	187
2.7	175
2.6	150
2.5	125

A bonus award is given to students earning KEES money based on their highest ACT score as follows:

<b>ACT</b>	<b>AWARD</b>
28 and above	\$500

27	464
26	428
25	393
24	357
23	321
22	286
21	250
20	214
19	179
18	143
17	107
16	71
15	36

## PREPARATION FOR COLLEGE ADMISSION

### TIME TABLE

#### Freshman

1. Follow the Pre-College Curriculum as outlined under the Academic Studies Program.
2. Maintain a high grade point average, (KEES money earned for all four years of high school applies to **every year** of college). \*
3. Discuss financing your college education with your parents.
4. Start contributing to a tax-exempt, college specific savings program, (investigate state sponsored plans. Kentucky offers the CAP and KTG program).
5. Investigate colleges and college majors. Refer to 'Baron's or Peterson's Profiles of American Colleges' and the 'Occupational Outlook Handbook' found in the library.
6. Get involved. Investigate and join clubs and organizations. Run for a class office. Seek out opportunities for volunteer service.

#### Sophomore

1. Follow the Pre-College Curriculum, (should include English, Geometry, Biology and foreign language).
2. Maintain a high grade point average.
3. Increase your input in a college savings program.
4. Be active in school clubs, government and organizations. Volunteer your time to charity work.

#### Junior

1. In October, take the **PSAT/NMQT**. Use the results to determine areas of weakness.
2. Continue with the Pre-College Curriculum, (should include chemistry and advanced math classes).

3. Explore careers/college majors and determine colleges where *those* majors are offered, (refer to 'Baron's Profiles' or 'Peterson's Guide').
4. During the school year:
  - a. List your college choices
  - b. Determine the required college entrance tests and requirements
  - c. Contact a school counselor for more information about high school courses to take during your senior year.
  - d. Attend the local College Fair at the Early College and Career Center (EC3)
  - e. Look for ACT prep course(s), (can be online, such as the KAPLAN Program or at ECTC).
5. In March, juniors will take the **ACT**. Students may also want to take the SAT or re-take the ACT. Register online at: [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.com](http://www.collegeboard.com) (SAT)
6. In the summer, visit college campuses.
7. Calculate the expected cost of your college choices.\*
8. Investigate and research scholarship opportunities.
9. Increase your input in a savings program.

### Senior

1. Any senior who would like to improve their ACT score should take the test in the fall. Retesting should be considered based on particular college admission requirements. Look for ACT prep programs/materials. (The KEES money for the ACT bonus applies to **every year** of college).
2. Begin writing essays or letters of recommendation required for admissions. Create a resume for letters of recommendation. If you are involved in athletics, register with the NCAA Clearinghouse. Develop an athletic portfolio to present to coaches. Make contact with college coaches. Follow up with a visit to the prospective coach.
3. Attend a College Fair and/or other opportunities to meet with college representatives.
4. Finalize college applications and housing requests, (generally, colleges will not accept housing applications until students have been accepted).
5. Be constantly aware of announcements concerning scholarships. Investigate scholarship opportunities from: the college/university, the department of your major at the college of your choice, your local community, your guidance counselor, the newspaper, your library (example: The Scholarship Book) and the Internet.
6. Complete the FAFSA online at: ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) in October. You should receive your SAR (Student Aid Report) in four to six weeks.
7. Attend a financial aid workshop. Apply for financial aid ASAP after January 1. (Apply whether you think you qualify or not; grants, loans and scholarships require you to have a FAFSA form on file). Decide if you need to apply for grants or loans.

**Note:** The **ACT** will suffice for in-state public colleges. The **SAT** may be required for some out-of-state colleges or private schools. (Be sure to check with the college or university of your choice for specific entrance requirements).

\***KEES** money applies to any accredited public or private institution in Kentucky *or* Academic Common Market School out-of-state. Check current status at [www.kheaa.com](http://www.kheaa.com)

## **STUDENT TRANSCRIPT REQUIREMENT**

The Kentucky Department of Education partnered with all Kentucky colleges (as well as many other national colleges and universities) for high school seniors to send their transcripts via Parchment. This is an online service where students can create an account and request copies of their transcript to be sent electronically. The benefits of this service are that it is free to all students, provides instant access for colleges and universities, and is more economical by saving paper and postage.

Students (and alumni) can create accounts online at [www.parchment.com](http://www.parchment.com); step by step registration directions are located in the guidance office and online at the Guidance Webpage. Please direct any questions to Carla Harden, [carla.harden@hardin.kyschools.us](mailto:carla.harden@hardin.kyschools.us)

## **GRADUATION PROCEDURES**

Students who have completed the requirements for graduation at John Hardin High School are eligible for a diploma. According to current Board Policy, students must attend 4 years of high school.

Graduation exercises and the issuing of diplomas shall occur only once each year at the end of the school term. Only those students who have completed the requirements for graduation will be allowed to participate in the graduation ceremony.

**HONOR GRADUATES** will include:

**Cum Laude** – graduates in any curriculum with a minimum academic average 3.0-3.49

**Magna Cum Laude** – graduates in academic studies curriculum with an academic average ranging from 3.5-3.99

**Summa Cum Laude** – graduates in academic studies curriculum with the academic average of 4.0

## **NCAA REQUIREMENTS**

Any student who plans to attend a NCAA Division I or II institution AND who wishes to participate in intercollegiate athletics must register with the NCAA Eligibility Center

(formerly NCAA Clearinghouse). To view the rules and to register, go to <https://web1.ncaa.org/eligibilitycenter/common/> Click on the Prospective Student-Athlete link. Here you can gather information and resources as well as register.

After you register, you must let Chad Lewis know so your transcripts can be mailed to the NCAA Center. ([chad.lewis@hardin.kyschools.us](mailto:chad.lewis@hardin.kyschools.us)) When you take the ACT or SAT, you must request that your score be sent directly to the NCAA Eligibility Center by choosing 9999 as a score reporting location on your ACT/SAT registration form. Test scores that appear on transcripts will not be accepted.

To determine eligibility, the NCAA examines your grades from your high school core classes along with your college entrance exam scores.

## **PARENT INVOLVEMENT POLICY**

A child's first teacher is the parent. Parent involvement and supervision remain essential to a student's success at the high school level. In order to build a strong partnership with parents, the John Hardin High School staff will pledge to do the following:

#### **TO KEEP PARENTS INFORMED**

- The principal and staff will host an orientation for all incoming freshmen before school begins at which time student expectations will be outlined, and parents will be able to ask questions and meet teachers.
- During the first trimester or upon student enrollment, the John Hardin High School Parent Involvement Policy, School Compact, and the Student Handbook will be distributed to parents. Parent feedback and suggestions will be solicited.
- The principal and staff will host an Open House for all students at which parents will be able to meet their student's teachers and ask questions.
- Parents will be invited to a variety of school and countywide activities that provide parents with the opportunity to meet staff, make suggestions, share experiences with other parents, receive materials and training assistance, celebrate student achievement, and prepare their child for postsecondary college or other specialized training, or work.
- Parents will be informed about their child's academic and behavioral progress while at John Hardin High School along with upcoming school events. Midterm progress reports, report cards, emails, phone calls, the school webpage, and conferences will be some of the ongoing lines of communication between staff and parents.
- The counselors are available and can set up parent-teacher conferences as the need arises.

#### **TO ENCOURAGE PARENT VOLUNTEERS**

- Parents will be made aware of the state requirements for volunteering.
- Parents will be encouraged to volunteer at JHHS.
- Parents will be solicited to serve on a variety of school and district committees as well as assist in activities to enhance students' educational and extracurricular experiences.
- Volunteers will be recognized and appreciated.

#### **TO WELCOME PARENT SUGGESTIONS**

- Parents will be given the opportunity to offer suggestions, give feedback, ask questions.
- Parents may express concerns about their child's overall school experience.

## **SCHOOL COMPACT**

In order to provide a successful educational environment for the students at John Hardin High School that prepares our students for postsecondary opportunities, the John Hardin High School Site Based Council, staff, parents and guardians, and students make the following compact pledges:

**As a parent or guardian, I pledge to:**

- Maintain and promote high standards of academic excellence and positive behavior
- Attend parent-teacher conferences and other school functions
- Provide adequate supervision in order to ensure that my child is drug and alcohol free, rested, and able to perform academic tasks to the best of his or her ability
- Create a homework friendly environment and have my child take advantage of after-school programs to assist him or her in learning as needed
- Reinforce positive, non-violent behavior at home and at school
- Encourage my child to follow the rules and regulations of the school and display respectful behavior toward staff and fellow students
- Remain aware of my child's credits completed toward earning his or her high school diploma
- Initiate contact with the school to address any issues of concern

**As a JHHS staff member, I pledge to:**

- Maintain high standards for academic excellence and positive behavior
- Respect cultural, racial, and ethnic differences
- Be flexible for parent-teacher conferences
- Demonstrate a professional and positive attitude for teaching
- Encourage parent involvement
- Provide a safe learning environment
- Provide opportunities for extra academic assistance to students in need

**As a JHHS student, I pledge to:**

- Attend school on a regular basis
- Display respectful behavior toward school staff and fellow students
- Respect cultural, racial, and ethnic differences
- Participate positively in class and complete homework requirements with best effort
- Take advantage of the after-school programs for academic assistance
- Set post-secondary goals and plan accordingly
- Be aware of academic credits earned toward graduation
- Keep an open line of communication with parents and teachers.