

JACKSON COUNTY HIGH SCHOOL

MISSION STATEMENT

“JCHS students, faculty, and support staff are focused on developing citizens who are productive members of society.”

Student Handbook

2014—2015

“General” Expectations

Just Think

Choose Responsibly

Have Respect &

Self-Control

WELCOME

Welcome to Jackson County High School. We hope the school year will be both educational and rewarding for you. This handbook will help you to understand the operations of the school and will answer many questions you may have concerning your school. We hope that each student will get involved in the total school program and contribute in some way to make your school one of which you can be proud. We are pleased to provide you with the educational and social opportunities to prepare you for your future. Have a great year!

EQUAL OPPORTUNITY

No student, parent, faculty, staff, or any member of the general public shall be denied equal opportunity or employment opportunity by the Jackson County Board of Education because of his/her age, color, disability, parental status, national origin, race, religion, or sex.

DAILY TIME SCHEDULE

7:55--8:00	PASSING
8:00—9:00	FIRST PERIOD
9:00 —9:05	PASSING
9:05-10:00	SECOND PERIOD
10:00-10:05	PASSING
10:05-11:00	THIRD PERIOD
11:00-11:05	PASSING
11:05-12:55	FOURTH BLOCK
11:10-11:35	1 st Lunch
11:40-12:05	2 nd Lunch
12:10-12:35	3 rd Lunch
12:55-1:00	PASSING
1:00-1:55	FIFTH PERIOD
1:55-2:03	BREAK
2:03-2:08	PASSING
2:08-3:05	SIXTH PERIOD

GRADUATION REQUIREMENTS

All students at Jackson County High School must have a minimum of 24 credits to graduate. We offer a variety of Regular and Advanced Placement (AP) education classes that any student may choose to participate in.

Standard Curriculum

<u>Credit Requirement</u>	<u>Total Credits</u>
English	4
Math*	3
Science	3
Social Studies	3
Health/Physical Education	1
Arts & Humanities	1
Electives	9

*Math shall be taken each year of high school. Seniors will be placed in the appropriate course based on his or her ACT score. If a student does not reach benchmark, he or she will be placed in a math remediation course.

KENTUCKY PRE-COLLEGE CURRICULUM

This graduation plan is recommended for those students desiring to attend college following graduation. Students must complete the standard curriculum above, plus 2 credits in the same foreign language. Other recommended courses include rigorous electives and 1 or more courses that develop computer literacy.

ALTERNATIVE HIGH SCHOOL DIPLOMA

These students have been involved in completing a program of instruction tailored to his/her individual needs and abilities. Students completing this diploma type shall not be eligible for Honor Societies, Top Ten, Valedictorian or Salutatorian recognition.

GRADUATION HONORS & CEREMONY

Pursuant to 13 KAR 2:090 Section 2 Part 3b, Advanced Placement (AP) course grades will be weighted with an extra quality point per letter grade for the purpose of calculating GPA.

- Valedictorian, salutatorian, and the Top Ten will be selected from all class members.
- In the event of a tie, the student with the highest ACT score will be awarded the recognition. If a tie still exists, the student who passed the most weighted courses, which include Advanced Placement and college courses, will attain the honor.
- Seniors enrolled in college classes must submit their grades to the counselor's office one week prior to the end of school to be weighted for valedictorian, salutatorian, and top ten purposes. These weighted GPAs will not be submitted for Kentucky Educational Excellence Scholarship (KEES) money.

Beginning with the 2016-17 school year, in order to participate in the graduation ceremony, a senior must have completed 4 years of high school and fulfilled the requirements for graduation set by the State Department, the district, and JCHS. State guidelines also include assessment and the Individual Learning Plan. Students must have paid all fees and made restitution for all fines prior to participation in graduation ceremonies. In addition, seniors must have **93%** attendance throughout the year and are required to attend the first day of graduation practice.

Note: A student may receive a high school diploma with 22 credits, but he or she cannot participate in Jackson County High School's graduation ceremony.

JCHS reserves the right to deny participation in graduation ceremonies to any student for disciplinary reasons.
Note: Walking during Graduation ceremony is a privilege and not a right.

CREDIT REQUIREMENTS FOR PROMOTION

Graduation requirements—24 credits

9th grade—8th grade diploma

10th grade—4 credits

11th —10 credits

12th grade—17 credits

GRADING SYSTEM

Report cards will be issued four times per year after each 9-week grading period. If the student's grades are not satisfactory, parent(s) or guardian(s) are encouraged to arrange a conference by telephone, email, or in person with the teacher(s). Parents and/or students can monitor students' progress by visiting the Parent Portal of Infinite Campus (IC). You will need to obtain login information from the attendance clerk. IC can be accessed through a link at www.jacksoncohigh.net.

FINAL TRANSCRIPT GRADE

A student's final grade, which will go on the transcript, will be calculated using the following percentages:

Full Year Courses:

1 st Nine Weeks Grade	20%
2 nd Nine Weeks Grade	20%
3 rd Nine Weeks Grade	20%
4 th Nine Weeks Grade	20%
Final Exam	20%

Semester Courses:

1 st or 3 rd Nine Weeks Grade	40%
2 nd or 4 th Nine Weeks Grade	40%
Final Exam or EOC	20%

GRADING SCALE & GPA

The GPA of each student shall be calculated using the following scale. The 5.0 scale will only be used for AP courses and college courses.

Scale	4.0 Scale	5.0 Scale
92—100 (A)	4	5
81—91 (B)	3	4
70—80 (C)	2	3
60—69 (D)	1	2
0—59 (F)	0	0

SCHEDULE CHANGES

Schedule changes will only be made for extraordinary circumstances, such as needing a class to complete a career pathway. If a student wishes to have a schedule change, he or she must submit a schedule change request within the first two days of school. The only exception will be those cases where the principal or counselor makes a change.

END OF COURSE REQUIREMENT

Students who are enrolled in English 10, Biology, Algebra II or United States History must take the end of course exam associated with the corresponding class to receive credit for the course. If a student fails to take the test, he/she will receive an "F" and not attain credit.

JACKSON COUNTY AREA TECHNOLOGY CENTER

Jackson County High School students are privileged to have access to free vocational training through the Jackson County Area Technology Center. The vision of the technology center is to be an educational facility that serves the needs of all students pursuing technical education and skills training, while the mission of the center is to develop a versatile individual by providing technical education and skills training in a safe environment. The goals of the Area Technology Center are as follows:

Provide technical skills training to secondary students that lead to successful post high school transition.

- Enhance career exploration options for secondary students.
- Collaborate with local school districts to enhance the educational growth of all students.
- Respond to the training needs of business and industry for the community.
- Become an Area Center of Excellence for continuous improvement of quality technical education for life-long learning.

Program Offerings at the Jackson County Area Technology Center include the following:

- Automotive Technology
- Health Services
- Carpentry
- Welding
- Wood Manufacturing Technology

All students are encouraged to explore the vocational training offered as a part of the high school curriculum.

VISITORS

School policy is to accept only those visitors who have legitimate business to attend to at the school. **Visitors, including parents, must register in the office immediately upon entering the building.** Visitors will be given a visitor's badge to wear while on school grounds. Small children or peers may not attend school with students. It is best to call ahead for an appointment if you ask to see the administrator, teacher, or counselor.

GUIDANCE SERVICES

The guidance office exists for the benefit of every Jackson County High School student. Guidance services include assistance with educational planning, interpretation of test scores, occupational information, career planning, study tips, help with home, school, and social concerns, or any question or topic the student may feel he/she

would like to discuss with the counselor. Please feel free to use the services and help available to you through the guidance office.

COLLEGE ENTRANCE EXAMINATIONS

Most colleges and universities require the scores from a college admission test before a student is accepted for admission. The one test most often required in Kentucky is the American College Test (ACT) for state colleges or the COMPASS test for community colleges. Please see the senior guidance counselor for more information, dates, and fees regarding post-secondary/college entrance tests.

REMEDATION OPPORTUNITIES

The KYOTE and COMPASS tests will be available for those students who did not reach benchmark on the ACT.

FINANCIAL AID

Financial aid has helped many Jackson County High School graduates continue their education. Students and parents need to complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st of their senior year. Applications can be made online at www.fafsa.ed.gov. Students may also be eligible for Kentucky Educational Excellence Scholarship (KEES) money. To check your KEES account, students/parents can log on to www.kheaa.com. A financial aid workshop for students and parents is held each year. The purpose of this workshop is to assist you and your family in understanding different types of financial aid, completing the financial aid form, and answering questions about college financial aid. We encourage parents and students to attend this meeting. It will be held at night for the convenience of the parents. For more details, please feel free to contact the guidance counselor.

KEES CURRICULUM

1. Currently defined by statute (KRS 164:7874 (14)) as **five** courses of study in an academic year (not credits)
2. Explained in KHEAA's administrative regulation (11 KAR 15:090 Section 4): This section also requires high schools to notify students in writing if their schedule meets KEES requirements.
3. Based on KDE's minimum high school requirements

Changes effective beginning the 2012-2013 academic year:

1. "Course" is defined as one (1) credit: Students will need to earn five credits each year to meet the KEES curriculum requirement.
2. Cooperative education courses may count as only one (1) course, or one (1) credit, toward fulfilling the KEES curriculum requirement each year.

COLLEGE CREDIT OPPORTUNITIES

JCHS students have several opportunities to earn college credit during their high school career. This can be accomplished in several ways:

Advanced Placement Courses: Several AP courses are offered on-site that allow students to earn college credit if they pass the required AP exams. The courses offered include:

<u>Course</u>	<u>Credits Earned</u>
AP Calculus AB	3
AP Art	3

AP English Literature & Composition	3 or 6
AP English Language & Composition	3 or 6
AP United States History	6

Note: If a student does not take the College Board exam at the end of the course, he/she will receive an “F” in all sections of the course and not attain credit.

EKU Now! : This program is designed for high school juniors and seniors with ECU. This scholarship program provides the opportunity for juniors and seniors to enroll in ECU courses on or off campus.

CAREER READY

Starting with the 2014-2015 graduating class, all students must complete a career preparatory program and complete the skills standards test that corresponds with the associated program. Students have the following career programs to choose from:

JROTC	Health Services
Culinary Arts	Automotive Technology
Administrative Support	Wood Products Manufacturing
Finance	Production Livestock
Plant and Horticulture	Welding
Carpentry	

If a student does not complete a program, he/she will not be able to participate in JCHS’s graduation ceremonies.

YOUTH SERVICES CENTER

The Youth Service Center has been at the high school since 1995 and provides a broad range of services and activities. The purpose of the YSC is to enhance the students’ opportunities to succeed in school. While the YSC works with students on a one-on-one basis, they also have community contacts to assist with the students’ needs. The YSC also sponsors recreational activities throughout the year and assists with many instructional activities, including field trips. The YSC is open to all students. Students may visit the YSC at their convenience, such as during lunch or break, or request permission from their classroom teacher if they need to visit during class time.

LIBRARY/MEDIA CENTER INFORMATION

Books may be borrowed for up to three weeks, and checked-out materials may be renewed for an additional loan period. An overdue fine of \$.05 per day per book may be imposed when books are not returned on time. Magazines and Alpha Smarts (portable word processors) are also available for overnight checkout. If materials are lost or damaged, students are responsible for paying replacement costs.

CAFETERIA

A free basic lunch and breakfast is provided each school day for students: however, additional food items may be sold by the school throughout the day. Students are not permitted to order food from an outside source during school hours.

HOMEBOUND INSTRUCTION

Hopefully you will remain healthy and well throughout your high school career. However, if you become ill or injured and are expected to be absent from school for a period of more than 5 consecutive school days, you can be placed on homebound instruction. In order to apply for homebound instruction, you must obtain a form from the Director of Pupil Personnel and have your doctor fill it out.

TITLE 1 SCHOOL COMPACT

Our philosophy as a high school is that families, students, and school staff should work in a partnership to ensure each student reaches his/her highest potential.

As partners, we agree to the following:

As a Student, I will:

- Believe that I can learn and will learn.
- Read for at least 30 minutes a day, five days a week.
- Come to class on time, ready to learn, and with my assignments completed.
- Set aside time every day to complete my homework.
- Know and follow JCHS and class rules.
- Regularly talk to my parents/guardians and teachers about my progress in school.
- Respect the diversity and needs of JCHS students, parents, staff, and families.

As a Parent/Guardian or Family member I will:

- Talk to my child/children regularly about the value of education.
- Monitor TV viewing and make sure that my child/children read every day.
- Make sure that my child/children attend school every day on time and with homework completed.
- Support the discipline and dress codes of JCHS.
- Monitor my child/children's progress in school.
- Make every effort to attend school events such as open house, parent/teacher conference, etc.
- Make sure that my child/children get adequate sleep, regular medical attention, and proper nutrition.
- Participate in school, home, and community sponsored activities whenever I can.
- Respect the diversity and needs of JCHS students, parents, staff, and families.

As a Teacher I will:

- Communicate high expectations for every student.
- Endeavor to motivate my students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional opportunities that improve teaching and learning and support the formation of partnership with families and the community.
- Communicate regularly with families about their child/children progress in school.
- Provide assistance to families on what they can do to support their child/children learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect the diversity and needs of JCHS students, parents, Staff, and families.

TITLE 1 PARENT INVOLVEMENT POLICY

A major goal of the Jackson County High School's Title 1 program is to encourage greater involvement of parents in the education of their children in partnership with Title 1 and their school. The following outline is in compliance with legal requirement (PL 100-297, Section 1016) and also in accordance with our philosophy of nurturing parents toward recognizing and fulfilling that responsibility. Likewise, this statement represents input from parents and will be available to all parents of Title 1 children.

1. All parents will be invited to an annual meeting at the high school during the year for discussion of specifics concerning the instructional objectives and methods of the program. Follow up efforts will be made through telephone calls, direct mailing, and optional evening meetings. Parents of children added during the year will also receive consideration when fulfilling the goal of keeping parents informed.

- Encouraged and invited to participate on the CSIP
- To Participate in the annual (spring) District Advisory meeting and Parent Policy development

2. Responsibilities of parents and suggestions for projected home-school partnership will be presented through communications with parents during the year, through workshops or conferences designed following parents' wishes and needs, according to parent's requests. Home visits by the Youth Services Center will provide an alternative follow-up contact.

3. Resources or materials valuable for parents will be provided at both central and local sites.

4. Teachers will provide progress reports for parents four (4) times each year as well as arrange for at least one conference concerning their child's progress during the year at designated times and as parent's request. CATS test scores will also be available to the parents at any time during the school year. Open invitations will be sent at the beginning of the year for Title 1 visitation.
5. Opportunity for workshops will be available by local and state organizations to parents and teachers on developing better home and school partnerships.
6. Communications with parents will consist of a newsletter distributed by the Youth Services Center at the beginning of the school year. In addition, notices, other mailings, phone calls, conferences, and home visits, as needed, will be on-going. The Youth Services Center will initiate other after school parent involvement programs each year.
7. In awareness of parents lacking literacy skills, disabilities, or where the native language is not English, provisions will be made for translations of printed materials as well as media communications for listening, or provisions for attending translators. General awareness, as well as specific attention, will be encouraged for coordination with programs under the Adult Education Act.
8. The student agenda along with school compacts will be sent home at the beginning of the school year, to provide descriptions of ways in which parents can support their child's learning, as well as communications about high quality curriculum.
9. The above policies/and or commitment to family involvement has been approved by the Jackson County School Board and will be coordinated through Title 1 staff leadership. Direct participation and initiative is deemed a requirement of each Title 1 teacher's role. Building Principals will assume leadership and promote coordination from all above involved assuming in sharing responsibility for improving student achievement and to meet KERA and National Education goals.

DISTRICT WIDE TITLE 1 INVOLVEMENT POLICY

1. Statement of purpose

Jackson County is committed to the goal of providing quality education for every child in the district. To this end, we want to establish partnerships with parents and the community. Everyone gains when school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as a child's first teacher. Parents support for their children and for the school is critical to the child's success at every step along the way.

1. **Parental Involvement in Developing the Policy**

An advisory council consisting of parents, teachers, members of the community, and principals will meet to develop a district Parental Involvement policy in the spring. Parents will be encouraged and invited to participate on the CDIP and CSIP. The advisory council will be chosen from volunteers in each school attendance area in the district (after appropriate publicity about the need for volunteers). Special attention will be given to recruiting parents of children in the Title I program.

2. **Annual Meeting for Title I Parents**

At the annual meeting for parents, which will be held in early Fall in each school in the district, parents will be given information about the guidelines for the Title I program. Parents will be given copies of the district's current Parental Involvement Policy, and will be offered a chance to become involved in revising that policy as needed. Parents may volunteer to serve on either the district-wide or individual school advisory council or both. Parents will be sent written notice about the annual meeting times and will also be contacted through telephone calls by the Parent Coordinator at the Family Resource/Youth Services Centers.

3. **School-Parent Compact**

According to the new Title I regulations, each school will share responsibility with parents for high student performance by developing a Title I policy jointly with the parents of children participating in the program. The policy will outline how parents, staff, and students will share responsibility for promoting high student achievement. Parents on each school's advisory council will be involved.

4. **Types of Parental Involvement**

There are many ways in which parents can become involved with their children's education. This school district values both the at-home contributions and those that take place at school and in the community. Many types of parental involvement are needed in a school-home-community partnership that will help all our children to succeed. The parent coordinator from the Family Resource/Youth Services Center and the Title I Parent Liaison will provide parent training and activities.

5. **Matching Programs to the Needs of Our Community**

Each year, the school district will assess the needs of parents and children in the community through a variety of measures—including questionnaires sent home to parents—so that the Title I program will be tailored to meeting those needs. Workshops and other activities will be available for parents and some children to match the expressed needs. The Parent Coordinator will notify parents about these opportunities through the individual schools, at the Family Resource/Youth Services Centers and the Title I Parent Liaison. Parents may call the District Office or their local school office at any time to express an interest in a particular sort of workshop or to make suggestions.

6. **Staff-Parent Communication**

There will be notices and activity packets sent home with children, phone calls, conferences, and home visits as needed. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem. They may also call the school office and ask for a translator for conferences. As much as possible, receiving training on how to improve home/school communications, some parents will be asked to participate in these training sessions.

7. **Evaluation**

The district-wide Title I Advisory Council will be involved in the process of school review and improvement. Parents of children in the Title I program will be part of this group. The aim will be to evaluate the schools in this district, collecting information in a variety of ways, including visits to the schools and observation of classes.

There will be an annual evaluation of the content and effectiveness of the Title I Parental Involvement program, and parents will be asked for their input. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its Parent Involvement Policy on the basis of this annual review in May of each year.

This commitment to family involvement has been approved by the School Board of Jackson County. The policy will be coordinated by Title I supervisory staff and teachers throughout the district and promoted by building principals and other school staff.

The district board of education declares its intention to involve parents of students in the Title 1 project as follows:

To involve parents in policy decisions through public group meetings.

To encourage general support through parent-teacher organizations and conferences;

To engage parents directly in influencing their children's ability to achieve through in-home parent tutoring; and

To encourage parents to express ideas, concerns, and judgments about Title I program through written suggestions/proposals, presentations at public meetings (called annually by the Title I Coordinator), and responses to surveys made through interviews, written instruments or other means.

CLUBS & EXTRA-CURRICULAR ACTIVITIES

JCHS has a variety of clubs and extra-curricular activities that students may participate in. Students are strongly encouraged to become involved in activities outside of the classroom. Also, those students participating in extra-curricular activities should be aware that school rules apply any time that a student is on school property and while participating in extra-curricular activities regardless of location. Students should view affiliation with a school group as a privilege that bears serious responsibility.

GIFTED AND TALENTED

DISTRICT PROVIDES

The District shall formally identify students in grades four through twelve (4-12) for participation in the District's Gifted and Talented program. Students in the primary program (P1-P4) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool, and receive services that allow continuous progress.

In compliance with applicable statutes and administrative regulations, the District shall provide appropriate multiple service options in an environment that addresses abilities, interests and needs of students eligible for services in one (1) or more of the following categories: general intellectual aptitude; specific academic aptitude; creative or divergent thinking; psychosocial or leadership skills; and visual or performing arts.

The definitions specified in [704 KAR 003:285](#) shall be used in the operation of the District's programs for gifted and talented students.

IDENTIFICATION/DIAGNOSIS AND ELIGIBILITY

In compliance with [704 KAR 003:285](#), the Superintendent/designee shall develop strategies to address identification and diagnosis of the strengths, behaviors, and talents of these students. Determination of eligibility for gifted and talented services shall be based on the student's individual needs, interests, and abilities and shall be designed to address environmental and cultural factors that may contribute to the student being overlooked such as whether the student is economically disadvantaged or underachieving, is a member of a racial or ethnic minority, or has a disability.

The District's plan for identifying gifted and talented students shall:

1. Employ a multifaceted approach and utilize ongoing and long-term assessment;

2. Be based on a variety of valid and reliable measures to include both informal and formal techniques and other data specific to each category of giftedness, consistent with standards established by Kentucky Administrative Regulation;
3. Screen students for all areas of giftedness as defined by [KRS 157.200](#).

Based on data gathered by the Gifted/Talented Coordinator or gifted education teacher, a selection/placement committee shall determine those students who are eligible for gifted education services and the level of the services to be provided. This committee shall consist of the Principal or designee, the Gifted/Talented Coordinator and/or the gifted education teacher, classroom teacher(s), teacher(s) of students with disabilities, counselor(s), and consulting professionals, as appropriate.

Prior to selection or formal identification and placement of a student, the District shall obtain parental or guardian permission before administering an individual test to the student given as a follow-up to a test routinely administered to all students and used in formal identification. If it is determined that their child is eligible for gifted education services, parents/guardians also shall be notified, at least once annually, of the services included in the gifted and talented student services plan and shall receive a copy of the procedures to be followed should they wish to appeal the appropriateness of services.

SERVICES

Gifted and talented students shall be provided with a student services plan that meets requirements set out in administrative regulation.

Each school shall adjust its curriculum to meet the needs of gifted and talented students. Gifted and talented students shall be served in a manner that:

1. Extends learning beyond the standard curriculum;
2. Provides flexible curricular experiences commensurate with the student's interests, needs, and abilities; and
3. Helps the student to attain, to a high degree, the goals established by statute and the Board.

Procedures and strategies to implement this policy shall identify the following:

- A variety of appropriate options for grouping by ability, interest, and/or need,
- Multiple service options reflecting continuous progress through a logical sequence of learning,
- Means of obtaining parental input for use in determining appropriate services,
- A gifted and talented student services plan format that provides for matching a formally identified gifted student's interests, needs, and abilities to differentiated service options, and
- A plan for reporting to parents, at least once each semester, regarding their child's progress in services included in the student's services plan.

Neither the primary program nor any grade level shall be served by only one (1) gifted education service option.

PERSONNEL

The Superintendent shall appoint a Gifted/Talented Coordinator who shall oversee the operation of the District's Gifted and Talented program and assist schools in implementing the provisions of this policy. The Gifted/Talented Coordinator shall oversee the expenditure of funds for gifted education to ensure they are used to provide direct services to identified students.

Teachers of gifted and talented students shall meet requirements for certificate endorsement as established in Kentucky Administrative Regulation. Through professional development activities, all teachers shall receive training on identifying and working with gifted and talented students.

PROGRAM EVALUATION

The Gifted/Talented Coordinator shall coordinate the annual, ongoing process of evaluating all aspects of the gifted education program and make recommendations for upgrading those areas found to be deficient. Data collected in the annual evaluation shall be used in the comprehensive improvement planning process, and results of the evaluation shall be presented to the council in SBDM schools for review of instructional progress and to the Board who shall determine if District goals are being accomplished.

GRIEVANCES

Students or parents who wish to file a grievance or appeal concerning the following areas may do so under the process outlined in administrative procedures:

1. The District's process for selecting students for talent pool services;
2. The District's process for formal identification of gifted and talented students; or
3. The appropriateness and/or adequacy of talent pool services or services addressed in a formally identified student services plan.

This policy and the procedures to implement it shall be made available for public inspection.

REFERENCES:

[KRS 157.196](#); [KRS 157.200](#); [KRS 157.224](#); [KRS 157.230](#); [KRS 158.6451](#)
[703 KAR 004:040](#); [704 KAR 003:285](#)
[016 KAR 002:110](#), [016 KAR 004:010](#)

A Framework to Provide Successful Learning Opportunities for Gifted and Talented Students, Kentucky Department of Education
[KRS 161.052](#); [KRS 161.095](#)

RELEASE OF STUDENT RECORDS

Federal and state regulations allow schools to release “directory information.” Otherwise, student information can be released only by a validly issued subpoena, court order, or written consent of the parent/guardian. Directory information is defined as: student’s name, address, telephone listing, date of birth, place of birth, participation in school recognized sports and activities, height and weight of members of athletic teams, dates of attendance, awards received, major field of study, most recent previous educational agency or institution attended by the student. The records, performance, or behavior of students who are eighteen years of age or older cannot be discussed with parents or guardians unless students sign a consent form.

“NO PASS/NO DRIVE” STATUTE

The “No Pass/No Drive” statute results in the denial or revocation of a student’s driver’s license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four course, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission’s web site at the following address: www.lrc.ky.gov/record/07RS/record.htm; <http://www.lrc.ky.gov/record/07rs/record.htm>.

CO-OP GUIDELINES

Due to the changes in the Kentucky Department of Education’s Career & Technical Guidelines for Cooperative Study, student placement facilities must meet the following criteria:

- Must work a minimum of 15 hours per week (must be verified).
- Must be covered with workman’s compensation insurance.
- Must have verification of pay (i.e. copy of check/check stub).
- Must work in the area of career major concentration.
- Must have completed 3 courses/credits in career major area with a Cumulative 2.5 GPA.

It will be the responsibility of the co-op student to secure and maintain employment to remain in the program.

The following guidelines will be maintained:

- Must have a cooperative studies application and plan on file with the Career and Technical Coordinators.
- Must document employment every two weeks with C & T Coordinators (turn in required documentation).
- Must maintain employment.
- Must maintain an overall 2.0 GPA and 93% school attendance to maintain active status.
- Failure to follow and/or maintain the above will result in the immediate removal from the cooperative placement program, loss of credit (failing grade), and will also result in the immediate change in the student’s school schedule.

Agriculture Cooperative Placement students must meet the above criteria, as well as, the following:

- Must be an Agriculture Career Completer (TEDS Data System guidelines).

- Must have an approved Agriculture Placement Plan/Schedule on file.

Note: If a student wishes to participate in co-op, he/she must fill out the appropriate paperwork and submit it to the co-op committee for approval. All placements must be completed within the first five days of school. Students are only allowed to participate in co-op for one block, 1st or 6th.

LOCKERS

Lockers are available for students to store books, etc. It is the student's responsibility to see that his/her locker is kept locked and in order. A locker maintenance fee of \$5.00 per school year is charged. Students are cautioned NOT TO KEEP MONEY OR OTHER VALUABLES IN THEIR LOCKERS. LOCKERS ARE NOT SAFES. THE JACKSON COUNTY HIGH SCHOOL IS NOT RESPONSIBLE FOR ITEMS LOST OR STOLEN OUT OF LOCKERS. PLEASE DO NOT WRITE ON OR PASTE STICKERS ON LOCKERS. Once a student purchases a locker, he/she is responsible for all items found in the locker.

DRIVING PERMITS

All student drivers are required to purchase a driver's permit in order to park on campus. If a student purchases a permit within the first ten days of school, he or she can purchase one for \$15. After the first two weeks have been completed, the driving permits increase to \$30. If a student attains his or her driver's license during the school year, he or she has two weeks from the date of receiving his/her license to purchase a permit for \$15. After that time frame, the cost of the permit increases to \$30.

PICTURE/VIDEO POLICY

- ☒ All student proofs are property of JCHS and will be featured in the JCHS yearbook.
- ☒ If you do not want your picture to appear in the yearbook, you must have your parent/guardian notify the yearbook staff. Seniors must do so before October 15; underclassmen, prior to November 7th.
- ☒ If you are absent on picture day, neither your name nor your picture will appear in the class sections of the yearbook.
- ☒ On various occasions you may be videotaped. The videos could be for special events (i.e. prom, graduation, etc.) or for class activities or the news media. These videos may be broadcast. If you have any objections to this, please contact the principal or the supervising teacher.
- ☒ Pictures of students may be placed on the school webpage, local newspaper, etc. unless a parent or guardian notifies school officials

BOOK BAGS/BACKPACKS

To promote the safety of students and staff, students in grades K-12 shall be permitted to bring backpacks onto school property or to any location of a school-sponsored activity, including buses, only when they are constructed of "see through" materials, such as mesh or clear plastic.

TRUANCY LAW

The laws governing school attendance are set out in the Kentucky Revised Statutes (KRS); KRS 159.010, KRS 159.150, KRS 159.990 & KRS 530.070

ATTENDANCE POLICY FOR EXTRA-CURRICULAR ACTIVITIES

In order to participate in extra-curricular activities, such as the **Graduation Ceremony** and **Prom**, JCHS students must maintain an attendance rate of **93%** for the school year. JCHS will not be responsible for any financial loss due to the violation of this policy. If extenuating circumstances do occur, students have the right to appeal and each one will be reviewed on a case-by-case basis. The principal will make the final decision.

CHANGE OF ADDRESS/TELEPHONE

Inform the attendance clerk if you have a name change, change of address or telephone number, or change of any other important information.

PARENT SIGNATURE FORM

It is vital for parents to fill out or update a signature form for students enrolled at Jackson County High School. This form provides an official signature(s) and must be signed in the presence of school personnel. Both parents may sign the form if both will be writing checkout slips or excuses for their child. We will retain this form as your child progresses through our school. If a student's parents are divorced or legally separated, a copy of the legal document pertaining to child custody should be attached to this form. (This is vital if parent, stepparent, etc., custody rights are restricted by this document). This form will provide telephone numbers and directions for us in the event that a student becomes sick or is injured at school. It will also contain the names of other people the parent wishes to give the authority to check their child out of school. *Jackson County High School students **are not permitted to be on other student's checkout forms—regardless of age.***

STUDENT CHECK-OUT PROCEDURES

Only individuals on the student check-out list will be permitted to check students out of school. Any person entering the building must check in at the school office. If they are picking up a student, they must sign the checkout book. No student is ever dismissed from the classroom unless the office notifies the teacher. If it is necessary for a parent to bring a book, lunch, etc., during school hours, he/she should come to the office. This service can be accomplished with the assistance of the secretary/receptionist and prevent classroom interruption. The following guidelines will be followed when dismissing a student during the school day. Authorized persons will be asked to show identification such as a driver's license if they are not recognized by the principal or receptionist. Even if the person presents appropriate identification, the person's name must be listed on the signature form as a person authorized to check out the student before they will be allowed to leave school. Parents may give their child permission to leave by picking up their child or the person listed on the signature form may pick up the child. Parents may send a note if a signature form is on file stating the day, time, and method of transportation. If you do not have a parent signature form on file, have your parent come by the high school and fill one out. The student should bring the note by the front desk early in the day. We will check the signature and call the parent to verify by telephone that the note is valid. If your parent will not be at home, they must put a number and time they can be reached on the note. If the principal or his designee can validate your call, in case of emergencies or illness, you may call to give your child permission to leave school. The student will be issued a check-out slip. Students must leave school grounds immediately after checking out. When students check out for a brief time and return to school, they need to turn in an official statement from doctor's office, courthouse, etc. to the attendance clerk. If this cannot be provided, the student will not be allowed to check out and return in the future.

USE OF PHYSICAL RESTRAINT AND SECLUSION POLICY

The Jackson County Board of Education adopted a new policy and procedures for Use of Physical Restraint and Seclusion. These adhere to the requirements in 704 KAR 7:160 Use of Physical Restraint and Seclusion in Public Schools. To access these policies and procedures you can do one of the following: 1) On the Jackson County Board

of Education Website, <http://www.jackson.kyschools.us/>, click on Administration, then click on Jackson County Board of Education Policies, (KSBA Policy site will open) then for Please select a chapter... select Chapter 09 – Students, then for Please click here for policies... select 09.2212 Use of Physical Restraint and Seclusion. ** Please note that the policy on this website will be updated sometime in August with the correct policy which was approved by the Jackson County Board of Education on April 25, 2013; or 2) Contact the Principal at your child’s school to obtain a copy of the policy; or 3) contact the Superintendent or the Safe Schools Coordinator at the Jackson County Board of Education Central Office to obtain a copy of the policy.

DISCIPLINE

TYPES OF DISCIPLINE ISSUES

This list contains the most “offenses and punishments”, but is not to be considered as a complete list. It is also important to understand that more serious violations may increase punishment.

Level I—Undesignated Area, Agenda/Hall Pass Violation, Public Display of Affection, Backpack, Unwillingness to participate in class, Dress Code

- 1st Offense—Verbal Warning
- 2nd Offense—Move to Level II

Level II—Violation of Class Rules, Disrupting Class, Disrespect to school personnel, Profanity, Tardies

- 1st Offense—After School detention*/In-school detention
- 2nd Offense—Saturday detention
- 3rd Offense—Move to Level III

Level III—Leaving school without permission, Defiance of authority, Academic dishonesty, Gambling, Instigating or inciting a fight, skipping class, tobacco possession or use

- 1st Offense—Saturday detention**
- 2nd Offense—2 days of Saturday detention
- 3rd Offense—Move to Level IV

Level IV—Bullying, Theft, Vandalism, Fighting, Bomb threat, Refusal to honor punishment

- 1st Offense—Suspension
- 2nd Offense—Additional Days of Suspension
- 3rd Offense—Move to Level V

Level V—use of or possession of alcohol or drugs, pulling fire alarm, arson, weapons possession, terroristic threatening, criminal trespassing. All Level V violations will result in **Expulsion**.

***After school detention** will occur from 3:00-4:30 on designated weekdays.

****Saturday school detention** will occur from 9:00-12:00 on designated Saturdays.

Note: This list is not all inclusive and penalties may be increased based on the severity of the specific event. The principal and his designees will have the final authority to issue punishment.

BULLYING POLICY

House Bill 91 (KRS 158.156) requires that any school employee who has reasonable cause to believe that a student has been the victim of a felony offense under KRS Chapter 508 by another student shall immediately make an oral or written report to the principal of the school attended by the victim. After receiving the initial report and determining that is a reportable incident, the principal must notify the parents, legal guardians, or other persons with custodial control of the students involved in the incident. If the principal determines that there is a reportable incident, he/she shall file a written report within forty-eight (48) hours of the original report. The written report will be filed with the local Board of Education (through the superintendent), and one of three state agencies (local law enforcement or Kentucky State Police or the County Attorney).

Students who believe that they have been a victim of a felony offense under the provisions of House Bill 91 (KRS 158.156) may report it to the classroom teacher or any school employee. The teacher/school employee shall refer the report to the principal, so that effective and appropriate action can take place to ensure the safety and well-being of all students.

MAKE-UP WORK

Make-up work for credit shall be permitted for excused absences only. The student shall be responsible for making arrangements with his/her teacher(s) to make up and turn in work missed.

Reporting of Code Violations

Students wishing to report a violation of the student handbook/code may report it to a classroom teacher, who shall take appropriate action as defined by the handbook/code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of student, any felony offense, or a report that may be required by law, including reports to law enforcement.

Retaliation Prohibited

Employees and other students shall not retaliate against a student because he/she reports a violation of the student handbook/code, or assists or participates in any investigation, proceeding, or hearing regarding the violation. The superintendent/designee shall take measures needed to protect students from such retaliation.

PERSONAL ELECTRONIC DEVICES

Limited cell phone usage will be permitted at JCHS under the following conditions:

1. May be used before 1st period, during passing times, lunch, breaks and after school.
2. May not be used during designated class times, assemblies and any other time designated by the principal throughout the school year. This includes the hallways and restrooms.

The following consequences will occur for each infraction:

- 1st offense-personal electronic device will be confiscated for one week or must be picked up by parent
- 2nd offense-personal electronic device will be confiscated and must be picked up by parent (student will also be required to serve after-school detention)
- 3rd offense-personal electronic device will be confiscated and must be picked up by parent (student will also be required to serve Saturday school)
- 4th offense-Student loses all personal electronic device privileges.

SCHOOL TELEPHONE

The office telephone is a business telephone and shall be used with the assistance of an office staff member. A student must have a written permission from his/her teacher. Students will not be called out of class to answer the telephone, but will be given a message. You are not allowed to use telephones located in the classrooms without direct teacher permission and supervision.

DRESS CODE

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the Principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited.

The Jackson County High School School-Based Decision Making Council has established the following standards of dress:

- A clean and neat appearance is required for all students.
- All students shall wear shoes.
- No hats, caps, head scarves (including bandannas) or headdresses may be worn or brought in school unless they are worn for health, safety, or religious reasons-prior approval of the Principal is required.
- No student may wear as an external garment any of the following:
 - 1) see-through, transparent, or nude looks without appropriate undergarments
 - 2) garments which expose the bare midriff or back when hands are raised at a ninety degree angle
 - 3) shirts that display scenes that promote fighting, wrestling, violence or other disruptive themes or that promote vulgarity and/or endorses illegal activities
 - 4) torn, ripped, or ragged articles of clothing
 - 5) Garments with a plunging neckline are not permitted, the neckline is not plunging if the student can hold four closed fingers horizontally from the bottom of the collar bone and not expose skin
 - 6) No muscle shirts or tank tops are permitted, however sleeveless shirts (material must extend to top of arm) are permitted.
 - 7) All garments must reach the top of the knee. Those of a shorter length, which are worn in physical education classes or athletic events, shall be acceptable when students engage in such activities.
 - 8) Sunglasses shall not be worn inside the school building without a medical excuse-a doctor's note must be presented beforehand.
 - 9) Jewelry and other forms of ornamentation may be worn as long as they do not make distracting noises, espouse violence, promote vulgarity or endorse illegal activities. Chains of any length are not acceptable.
 - 10) Biking apparel shall not be worn. This rule refers to all tight spandex clothing.
 - 11) Clothing designed to fit at the waist shall be worn at normal waist level (no sagging). This rule applies to pants and shorts.
 - 12) Trench coats or coats longer than knee length shall not be worn to school

The dress code will be strictly enforced by the principals and staff throughout the day. Students in violation will be immediately sent to the office. The consequences for those breaking the dress code will be as follows:

- 1st offense-verbal warning and a copy of the dress code will be sent to the parent (student will be sent to YSC to change clothes)
- 2nd offense-after school detention
- 3rd offense-Saturday school
- 4th offense-out of school suspension

Note: When a hat/cap is confiscated, the consequences will be the same as those for personal electronic devices violations.

Repeated violations of the personal appearance may result in suspension from school and referral of the students to the Board.

10-10 POLICY

The goal of JCHS is to protect instructional time as much as possible; therefore, the school has adopted a 10-10 policy. According to this policy, students are not permitted to leave class during the first ten minutes or the last ten minutes, which includes teacher aides. Students cannot learn if they are not in the classroom.

DESIGNATED AREAS

Students are allowed on the first floor only before homeroom. Students are not allowed outside of the building except for purposes of authorized return to student vehicles. Students should access the annex building only through the cafeteria; otherwise, students should be in the cafeteria only during lunch and breakfast. Students should be in the gym only for assigned classes. Students should not enter any utility or storage areas or the concession stand. During lunch, students are not allowed to leave the cafeteria. Students staying after school for extracurricular activities should not be in the receptionist's office and should report immediately to their teacher or coach. Students may not leave school grounds for any reason after they are on premises without checking out thru the front office.

SEXUAL HARASSMENT POLICY

It is the policy of JCHS to maintain a learning and working environment that is free from sexual harassment. Sexual harassment involves unwanted sexual attention and advance. No employee or student at JCHS shall be subjected to sexual harassment. Any person who feels that he/she has been the victim of sexual harassment should either complain directly to his/her immediate supervisor or follow the procedures outlined in the JCHS Grievance Procedures. A substantiated charge against a student will result in immediate disciplinary action, such as suspension or expulsion.

JCHS Policy on Sexual Harassment—It is the policy of Jackson County High School to maintain a learning and working environment that is free from sexual harassment. No employee or student of the school shall be subjected to sexual harassment. It shall be a violation of this policy for any member of Jackson County High School staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section I. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in Section I. Administrators shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her school or office. Sexual harassment means unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or submission to or reflections of such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment. Sexual harassment, as set forth in Section IA, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, etc.; suggesting or demeaning sexual involvement, accompanied by implied or explicit threats concerning one's grades, job., etc. Any person who alleges sexual harassment by a staff member or student in the school district may use the procedures detailed in the Jackson County High School Grievance Procedures or may complain directly to his/her immediate supervisor, building Principal, or district Title IX Coordinator. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to, and including, discharge. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expels, consistent with the student discipline code. Notice of this policy will be circulated to all students, staff, and departments of Jackson County High School by incorporation in teacher and student handbooks.

USE OF TOBACCO PRODUCTS

JCHS is a tobacco free campus. The **use or possession** of any tobacco products by any individual on Jackson County High School campus is prohibited during school hours. This also applies to activities when students are assembled for instructional purposes (*including field trips*) or organized practice sessions. A new part of the Educate America Act became effective December 28, 1997. This bans smoking in any building owned, leased, or used for routine primary, elementary, or secondary education or library services to children. The law carries a \$1000 penalty for each violation of the act. Use or possession of tobacco products or lighters will result in punishment per discipline guidelines and result in confiscation of items. The **tobacco policy** is as follows:

First Offense	contact parents Saturday school-3 hours smoking cessation class
Second Offense	\$25 fine (30 days to pay) Saturday school
Third Offense	\$50 fine (30 days to pay) Saturday school 5 hours community/school service

DISPLAY OF AFFECTION

Public display of affection, other than hand holding, is considered inappropriate behavior on campus or at school sponsored activities and will not be permitted.

SNACKS AND SOFT DRINKS

Students are not permitted to have snacks, juice, or soft drinks in classrooms with carpeting or in any classroom wherein the teacher objects to food or drinks. Students are not permitted to bring breakfast or lunch out of the cafeteria. Ample time is provided for students to eat their meal in the cafeteria. Students may not order food from an outside source to be delivered during school hours.

RUDE AND DISRESPECTFUL BEHAVIOR

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. The refusal to follow reasonable directions from teachers or other school personnel will be considered insubordination and will result in immediate suspension. The directives of school personnel shall be presumed reasonable, and therefore, the burden of proving the directive unreasonable will be upon the student. Walking away while a staff member is talking to you or talking back are examples of disrespect. A student shall comply with reasonable directives when at school activities, functions, or events off school ground or while under school supervision. The staff is responsible for school-sponsored activities. Students will be expected to show respect to fellow students. Name-calling, threats, slander, bullying, and/or intimidating (verbal or otherwise), are not acceptable and students shall receive punishment for these acts. According to Kentucky Revised Statutes 158.150, "All pupils admitted to the common schools shall comply with the lawful regulations for the government of schools:

(a) Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol, drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as offer school property at school sponsored activities constitutes cause for suspension or expulsion from school.

(b) Assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school activities constitute cause for suspension or expulsion from school. Principals, designated administrators, and assistant principals are authorized to suspend students. Two types of suspension are practiced with the school district. These two types of suspension represent two levels of severity. Principals, designated administrators, and assistant principals will administer suspension with the intent of these graduated types. In all cases suspension due process procedures will apply.

(1) An out-of-school suspension may be as short as one day or as long as ten days. Further, the length of suspension is at the discretion of the Principal or Discipline Coordinator. The Superintendent retains the authority to suspend a student for additional days.

(2) If an offense occurs which warrants expulsion, a suspension will be issued until the local board of education meets and confers on the expulsion.

SEARCH AND SEIZURE

Lockers are property of the school is subject to the board's regulation and supervision. The U.S. Supreme Court has ruled that under the fourth amendment to the U.S. Constitution that searches of students, their lockers, and/or possessions by school officials are justified if there are reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity.

SURVEILLANCE CAMERAS

Surveillance cameras are installed throughout Jackson County High School. These cameras will continuously tape the hallways and other areas around the high school. They will also be frequently monitored. The tapes may be used for safety and discipline purposes.

ACCIDENTS AND INSURANCE

The Jackson County Board of Education provides accident insurance coverage for all school related activities. There is a possibility that you may hurt yourself during the school day or in an extra-curricular activity. If this happens, you must do the following: (1) report all accidents to the teacher, coach, or principal; (2) the teacher will fill out an accident report and file it in the office; (3) if medical help is needed, your parents will be notified immediately and the correct procedure of your emergency sheet will be followed.

FIRE, TORNADO, OTHER EMERGENCY DRILLS

Fire, tornado, and other emergency drills are held at irregular intervals throughout the school year. Remember these basic rules: check the instructions in each classroom (they are posted) indicating what to do in case of fire, tornado, or other emergency.

PARENT AND STUDENT CONFIRMATION OF RECEIPT OF JCHS STUDENT HANDBOOK

I verify that I have received a copy of and reviewed and discussed the JCHS Student Handbook with my child.

Parent Signature

Date

I verify that I have received a copy of the JCHS Student Handbook. These materials have been explained to me and I agree to abide by their content.

Student Signature

Date

****SCHOOL USE ONLY BELOW THIS LINE****

Date form was received by school: _____