



Faculty Handbook

The information in this Handbook contains policies and procedures that provide FCTHS faculty and staff guidelines concerning the school's operation. The uniform and consistent application of these policies will ensure a smooth and successful school operation.

Fern Creek Traditional High School's Mission/Vision Statements and Core Beliefs

Tag Line: Where tradition meets tomorrow

Vision Statement: Our vision is to be the premier Communications, Media and the Arts school in Kentucky. Being the best means providing a collaborative and creative culture in all four Schools of Study, which enables all students to learn every day, graduate, attend college, and go on to great success in the world.

Mission Statement: At Fern Creek Traditional High School our mission is to create a learning community that engages each student and prepares him /her to contribute and succeed in our diverse society.

Core Beliefs

We believe that:

1. Each of us has to be committed to the school's vision, mission and core values.
2. The learning environment is engaging, interactive, and stimulating to promote learning and leadership opportunities for each student and staff member.
3. The school culture values and rewards collaboration, initiative and passion.
4. Creativity is embraced and encouraged in all schools of study.
5. Diversity is important and creates opportunities for learning.

Key Words:

1. Commitment
2. Engaged learning
3. Collaboration
4. Creativity
5. Diversity

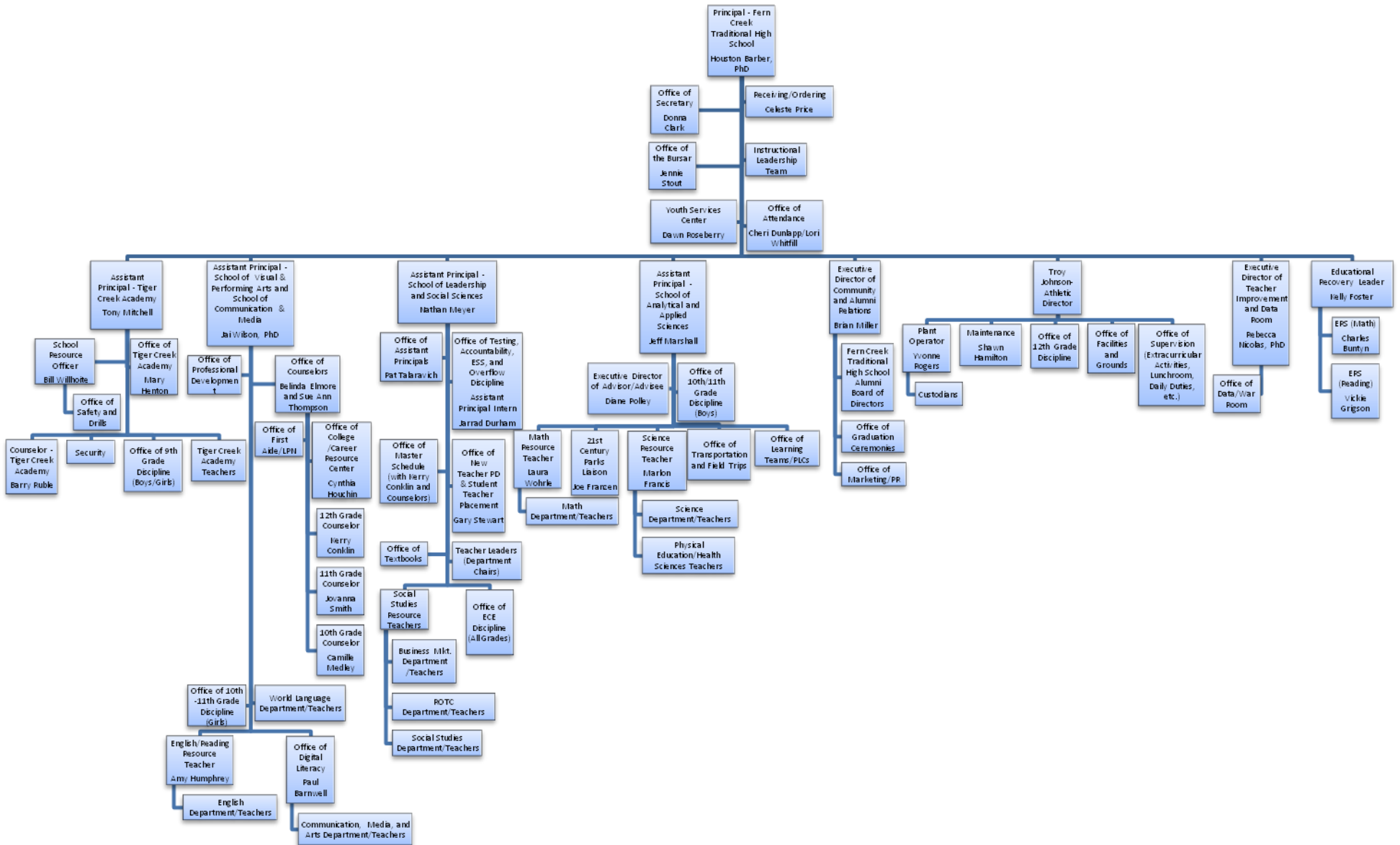


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AREAS OF RESPONSIBILITY

DR. HOUSTON BARBER – PRINCIPAL

Activities/Athletics
Alumni Association
Comprehensive School Improvement Plan
Personnel/Staffing
Curriculum/Instruction
Facilities
Professional Development
Parent Advisory Council
Principal Advisory Council
Staff Supervision/Evaluation
Budget/Finance
Tiger Walks

JEFF MARSHALL – ASSISTANT PRINCIPAL

Office of 10th/11th Grade Discipline (Boys)
School of Analytical and Applied Sciences
Advisor/Advisee
21st Century Schools Liaison
Transportation & Field Trips
Math Resource Teacher
Math Department
Professional Learning Communities (PLCs)
Science Resource Teacher
Science Department
Sign-in Book
Physical Education & Health Sciences
KTIP
Extra Curricular Activities
Hallway/Cafeteria Supervision
PLCs Supervisor
Tiger Walks
Teacher Supervision/Evaluation

NATE MEYER – ASSISTANT PRINCIPAL

Exceptional Childhood Education (ECE) Discipline
School of Leadership and Social Sciences
Assistant Principals
Testing Accountability
Extended School Services (ESS)
New Teacher PD
New Teacher Placement
Textbooks
Teacher Leaders
Social Studies Resource Teacher
Social Studies Department
Business Marketing Department
Reserve Officer Training Corp (ROTC) Department
Grade Reporting
Master Schedule
KTIP
Extra Curricular Activities
Hallway/Cafeteria Supervision
PLCs Supervisor

Tiger Walks
Teacher Supervision/Evaluation
Supervision of Lunchroom and Daily Duties

TONY MITCHELL – ASSISTANT PRINCIPAL

Office of 9th Grade Discipline
Tiger Creek Academy
School Resource Officer Liaison
Office of Safety & Drills
Counselor 9th Grade
Office of Security
KTIP
Extra Curricular Activities
Hallway/Cafeteria Supervision
PLCs Supervisor
Tiger Walks
Teacher Supervision/Evaluation

DR. JAI WILSON – ASSISTANT PRINCIPAL

10th/11th Grade Discipline (Girls)
School of Visual and Performing Arts
School of Communications and Media
Professional Development
Counselors
First Aide/Nurse
College/Career Resource Center
English Resource Teacher
English Department
Portfolio Writing
Digital Literacy
Communication, Media, and Arts Department
KTIP
Extra Curricular Activities
Hallway/Cafeteria Supervision
PLCs Supervisor
Tiger Walks
Teacher Supervision/Evaluation

BRIAN MILLER – DIRECTOR OF COMMUNITY & ALUMNI RELATIONS

Fern Creek Traditional High School Alumni Board of Directors
Graduation Ceremonies
Marketing & Public Relations

TROY JOHNSON – ACTIVITIES/ATHLETICS DIRECTOR

Office of 12th Grade Discipline
Plant Operator
Custodians
Maintenance
Facilities & Grounds
Supervision of Extracurricular Activities

AREAS OF RESPONSIBILITY (cont'd)

DR. REBECCA NICOLAS – EXECUTIVE DIRECTOR OF TEACHER IMPROVEMENT & DATA ROOM

Data/War Room

KELLY FOSTER – EDUCATIONAL RESTRUCTURING LEADER

Kentucky Department of Education Liaison
Assist in implementation of restructuring plan

CHARLES BUNTYN – EDUCATIONAL RESTRUCTURING SUPPORT(MATHEMATICS)

Kentucky Department of Education Liaison
Assist in implementation of restructuring plan
Mathematics Resource

VICKI GRIGSON - EDUCATIONAL RESTRUCTURING SUPPORT (READING)

Kentucky Department of Education Liaison
Assist in implementation of restructuring plan
Reading Resource

KERRY CONKLIN – COUNSELOR

Office of Counseling 12th Grade
Activities for 12th
Bellarmine ACES Program Access Liaison
12th Grade ECE
Grade Reporting
Graduation
Maintenance of VISI records
Schedules for 12th
Senior Awards Program
Student Mentoring Program
Withdrawals 12th
Enrollment for 12th
Transcripts for 12th
College/Career Resource Center
Student Issues for 12th
Renaissance Program
UPS School to Work Program
Co-op Program
Student Assistants
Graduation Standards for 12th
Service Learning for 12th
Other duties as assigned by the principal

CAMILLE MEDLEY – COUNSELOR

Office of Counseling 10th Grade
Activities for 10th Grade
10th Grade ECE
Counselor Coordinator
Grade Reporting
Graduated Licensing Program
Hardship Transfers
Maintenance of VISI records
Option & Magnet Program Admission
Schedules for 10th

Showcase of Schools
Student Mentoring Program
Withdrawals 10th
Student Issues for 10th
Enrollment for 10th
Transcripts for 10th
Graduation Standards for 10th
Service Learning for 10th
Other duties as assigned by the principal

BARRY RUBLE – COUNSELOR

Office of Counseling for 9th grade & Exceptional Childhood
Education
Activities for 9th
9th Grade ECE
Grade Reporting
Maintenance of VISI records
Rising Star Program
Schedules for 9th
Student Mentoring Program
Withdrawals 9th
Enrollment for 9th
Transcript for 9th
Student Issues for 9th
Graduation Standards for 9th
Service Learning for 9th
Other duties as assigned by the principal

JOVANNA SMITH – COUNSELOR

Office of Counseling 11th Grade
Activities for 11th Grade
11th Grade ECE
Counselor Coordinator
Grade Reporting
Hardship Transfers
Maintenance of VISI records
Schedules for 11th
Showcase of Schools
Student Mentoring Program
Withdrawals 11th
Student Issues for 11th
Enrollment for 11th
Transcripts for 11th
Graduation Standards for 11th
Service Learning for 11th
Other duties as assigned by the principal

DIANE POLLEY – COLLEGE & CAREER ADVISING

Development/Implementation
Field Trips
Registration
Building Calendar
Other duties as assigned by the administration

AREAS OF RESPONSIBILITY (cont'd)

JARRAD DURHAM – AP INTERN

Building Assessment Coordinator
CATS Testing
High Schools That Work Co-Coordinator
ESS Coordinator
Recruitment Coordinator
Cafeteria/Hallway Supervision
PLCs
Tiger Walks
Student Quality Teams
ORQ Conferencing
AP/Advance Program Coordinator
Other duties as assigned by the administration

AMY HUMPHREY – ENGLISH RESOURCE TEACHER

Collaborates with English teachers
Improve reading across contents
Develops and implements professional development
Serves on the Instructional Leadership Team
Other duties as assigned by the administration

LAURA WOHRLE – MATHEMATICS RESOURCE TEACHER

Collaborates with Mathematics teachers
Improve students' mathematics skills
Develops and implements professional development
Serves on the Instructional Leadership Team
Other duties as assigned by the administration

CINDY HOUCHIN – COLLEGE & CAREER RESOURCE CENTER

Assist in college selection process
Obtain scholarships for FCTHS Seniors
Assist/monitor students' scholarship applications, resumes, & portfolios
Assist with 8th grade Open House
Contact college/university representatives
Maintain bulletin boards with information regarding colleges, universities, and careers
Maintain marketing to showcase FCTHS student achievements/accomplishments
Maintain parent awareness (regarding timelines/deadlines, scholarship opportunities, etc.)
Manage the College & Career Resource Center
Produce monthly newsletter regarding college fairs, testing dates, college/university events
Other duties as assigned by the administration

DONNA CLARK – SECRETARY to the PRINCIPAL

Benefits Information/Payroll for all personnel
Coordinates substitute teachers
Correspondence for principal
Keeps building keys
Maintains emergency information for personnel

Maintains sign-out log for all personnel
Maintains principal's files
Principal's Calendar
School Calendar
Teacher/staff in-service accounting
Teacher Leave (Emergency, Personal, Professional, Sick)
Types evaluations
Other duties as assigned by the administration

JENNIE STOUT – BOOKKEEPER

All school finances
Activity accounts/reports
Assists in the Principal's Office
(counter traffic, answers phones, etc.)
Fee Collection
Handles replacement of instructional fee money recommendations for change
Oversees audit of activity accounts/implements payment of invoices
Purchase orders (FCTHS)
Receipt books
School insurance
Other duties as assigned by the administration

CELESTE PRICE – ORDER & RECEIVING CLERK

Answers telephone
Distributes mail
Equipment inventory (except AV)
Maintenance storage/school supplies
Orders all supplies and equipment
Processes all budget requests
Purchase orders (JCPS)
Receives/distributes all supplies
Receptionist in the Assistant Principal's Office
Warehouse orders
Other duties as assigned by the administration

LORI WHITFILL – ATTENDANCE CLERK

Assists all counselors
Assists with call-back system
Assists with grade reporting sheets
Liaison to Department of Pupil Personnel
Monthly attendance/scan sheets
Prepares principal's report to Dept. of Pupil Personnel
Scan sheets – entries and withdrawals
Sign-in and sign-out sheet (tardy and early dismissal)
Transfers tardies from sign-in sheets to teachers' daily attendance sheets
Prepares daily absence sheet
Other duties as assigned by the administration

AREAS OF RESPONSIBILITY (cont'd)

JUDY MILLER – RECORDS CLERK

Answers telephone in counseling office
Assists with registering new students
Copies of student records upon withdrawal
Grade Tabs
Handles all counselors' correspondence
Maintains files of records (withdrawals/graduates)
Maintains Health and Immunization records
Requests student records
Transcripts
Verifies addresses of students
Other duties as assigned by the administration

BELINDA ELMORE – SCHOOL CLERK

Assists at counter in counseling office
Assists counselors
Issues counselor appointment slips to students
Make home contacts on early dismissals/illnesses
Receptionist in counseling office
Types letters of recommendation
Other duties as assigned by the administration
Assesses students' needs as they enter YSC
Organizes information for YSC newsletter
Assists with student recognition programs
Other duties as assigned by the administration

MARY HENTON – FRESHMAN ACADEMY CLERK

Answers telephone
Types correspondence
Other duties as assigned by the administration

PAT TALAROVICH – AP OFFICE

Correspondence for assistant principals
Issues student hall passes
Issues student parking permits
Keeps log of ISAP and Detention Hall students
Maintains assistant principals' records and forms
Maintains discipline files
Maintains monthly planning calendar
Receptionist in Assistant Principals' Office
Types all suspension letters (grades 9-12)
Other duties as assigned by the administration
Makes home contact on discipline issues
Other duties as assigned by the administration

CHERI DUNLAPP – SCHOOL CLERK

Assists attendance clerk
Assists other offices when needed
Calls parents of absent students
Receptionist in attendance office
Signs-in tardy students
Signs-out early dismissal students
Works in textbook room
Other duties as assigned by the administration

DAWN ROSEBERRY – YOUTH SERVICES CENTER COORDINATOR

Coordinates service relating to student needs:
Advisory Councils
Attendance Issues
Basic Needs Assistance
Conflict Resolution
Crisis Intervention
Homework assistance
Mentoring
On-site counseling (individual/group)
Organize workshops
Peer Mediation
Reality Store
Renaissance Program
Rising Star Program
Service Learning opportunities
Tiger Watch Attendance Program
Tutoring services
Other duties as assigned by the administration

LYNN WURFEL – YOUTH SERVICES CENTER ASSISTANT

Assist with YSC
Performs clerical work
Assesses students' needs upon entering the YSC
Organizes information for YSC Newsletter
Assists with student recognition programs
Other duties as assigned by the administration

BARBARA GRUMBLATT – LOUISVILLE EDUCATION & EMPLOYMENT PARTNERSHIP

Class Sponsor
Decreases the unemployment rate of high school graduates
Emphasizes the importance of a high school education
Everyone Reads Program
Improves JCPS-to-business relations
Improves student attendance
Improves student grades and test scores
Increases the number of students who pursue post-secondary education
Mentoring program
Organizes college tours and career fairs
Reduces the student dropout rate
Renaissance Program
Other duties as assigned by the administration

AREAS OF RESPONSIBILITY (cont'd)

PAM HUME – HOME/SCHOOL COORDINATOR

Assists in the recruitment of students for summer youth employment and other educational/career opportunities
Assists with problems, concerns, complaints, and grievances relative to student rights and responsibilities
Class/Club sponsor
Develops on-going procedure for establishing and maintaining a positive working rapport with parents of target population
Involves community organizations and businesses in developing and implementing incentive programs for attendance, academic achievement, and behavioral improvement
Provides training experience for parents
Serves as liaison between students, their families, support groups, and the school
Work with counselors in implementing a process for assisting students who are experiencing difficulty
Other duties as assigned by the principal – within programmatic areas

DEBBIE MARTIN – LIBRARIAN

Organize and administer library media center program of services
Provide instruction to foster competence and stimulate interest in reading, viewing and using information and ideas in a wide variety of formats
Assist, instruct and encourage teachers to use library materials and equipment
Conduct an annual needs assessment and evaluation of the library media program
Establish efficient routines and procedures for the circulation, utilization and maintenance of the library media and equipment
Select and order library materials in all formats
Schedule, train and supervise the library media staff (clerks, parent and student volunteers)
Participate in faculty and librarians' meetings
Plan the budgeting and expenditure of funds
Other duties as assigned by the principal

PAULA DICK – NUTRITION SERVICES MANAGER

Maintains a financially sound operation
Trains, supervises, directs and evaluates each nutrition service assistant
Accurately completes all assigned daily records
Attends workshops and professional development meetings as required
Coordinates nutrition service operation with

school activities to improve school/ community public relations
Completes required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes
Complies with Kentucky Department of Public Health regulations
Purchases/requisitions needed foods, supplies and equipment
Other duties as assigned by the designated supervisor

YVONNE ROGERS – PLANT OPERATOR

Supervise and organize the work of the housekeeping staff
Participates in custodial activities to accomplish daily, periodic, and annual cleaning
Implements established cleaning standards and methods
Conduct preventative minor maintenance of facilities and grounds
Arrange for maintenance beyond capabilities
With the principal, evaluate, recommend promotion, transfer and discipline of custodial staff.
Observe established severe weather procedures and perform building checks
Insure proper maintenance of the grounds to include snow and weed removal from sidewalks and steps
Maintain an inventory of custodial supplies and equipment, reordering as necessary
Schedule custodial services as necessary for extra-curricular (after hours) activities
Other duties as assigned by the principal

FACULTY

Arrival and Departures

The rules and regulations of Jefferson County Public Schools state that the teacher must be prompt in attendance. Duty assignments will be in accordance with the assignment schedule promulgated each trimester. All teachers must indicate time of arrival on the form located in the Room 132. Staff is expected to be signed-in by 7:30 A.M. After 7:30 A.M., the sign-in book will be in the main office.

Absence and Attendance Record

The (first period) teacher by law is responsible for an accurate accounting of pupils' attendance. It is necessary that each teacher enter absences in Infinite Campus (IC) within the first **five** minutes of the period.

Attendance will be recorded in accordance with Teachers' Record of Pupil Attendance Handbook. Special instructions regarding attendance procedures will be shared with you in unusual cases.

Roll call is NOT to be delegated to a student. When calling your roll, mark absences carefully as parents are contacted regarding a student's absence when so listed. It is very upsetting to a parent, and most embarrassing to the school, when parents are called and their child has been incorrectly marked absent.

Please record absences each period in IC so we have an accurate record of students cutting class during the day. It is very important that we account for every absence.

If you have a student present in your class but the student is shown absent in IC, please request that he/she present their admission slip for your initial. If the student does not have an admission slip, send him immediately to the attendance office so that our records may be corrected and he/she be given an admission slip.

For information on tardy students, please see the student handbook.

Leaving Grounds

All staff are expected to remain on campus during the instructional day. If you must leave the building during normal work hours, **THE PRINCIPAL MUST BE CONSULTED FIRST.**

Students **may not** leave the school grounds at any time after they arrive in the morning until after school is dismissed in the afternoon. If a student is ill, he/she can be given permission to go home **ONLY** through the counselors' office. Students are not to telephone for anyone to come for them until they have first checked with a counselor. Teachers may not send students on errands beyond the limits of the school building.

Lesson Plan Book

All teachers are to keep a lesson plan book. This plan book should be properly filled in and contain all class plans for at least a week in advance. Plan books must be available at all times for the principal's inspection. TEACHERS ARE TO CHECK EMAIL DAILY.

Purchase Request and Withdrawal of Funds

PURCHASES MUST BE APPROVED BY THE PRINCIPAL BEFORE THE PURCHASE IS MADE! In order to use fee money/activity funds, a numbered Purchase Order form must be secured from the bookkeeper, completed and approval secured from the principal before any purchase may be made. All items purchased will be received and checked by the order and receiving clerk and then distributed to the respective department. Procedures must be followed to have items paid.

Building Planning Calendar

1. The building planning calendar helps you keep abreast of events taking place in the building before, during, and after school. Your cooperation is necessary to make this publication successful and worthwhile.
2. If you have an event going on in the building, please inform Ms. Polley.
3. Complete the building usage form to notify Ms. Polley of the anticipated event. This form will be available on the counter where check-in sheets are placed and by email.

4. All events must be cleared by the designated Ms. Polley before they can be held. If you have requested an event to be included and it does not appear on the calendar, you should immediately check with the designated assistant principal so that the mistake can be corrected.

Leaving Your Class

PLEASE DO NOT LEAVE YOUR PUPILS UNSUPERVISED. If it is necessary for you to be away from your class for a period or so, arrangements must be made with the principal. The teacher is legally responsible for pupils assigned to his/her respective classes even though the teacher may be out of the room.

Telephones

Students are not to answer or use classroom phones! A telephone is available for teachers in the teachers' lounge for personal calls. Cell phones should not be activated until after 2:20 p.m. Personal calls will not be transferred to the classroom from school offices.

General Supervision

It is the duty of all teachers to supervise pupils whether they are in the lunchroom, corridors, restrooms, on the grounds, etc. Misconduct must be corrected; this can be done only through the effort and cooperation of all teachers. If you neglect this duty, you make it doubly hard on all of us. If misconduct is allowed to go uncorrected, it will grow and eventually get out of control.

Hallway Supervision

It is imperative that all teachers supervise the hallways when students are changing classes. All teachers need to be in their classrooms by 7:30 A.M. Please stand at your door during class changes.

Responsibility for Personal Behavior

All students and staff will exhibit mutual respect in their relationships. Sexual harassment of any student or staff member will not be tolerated. Sexual harassment means any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Individuals who persist in such behavior will be disciplined. JCPS Employee Discipline Procedures will be enforced with adults who exhibit such conduct.

Staff Attire

Staff attire will, at a minimum, conform to the Dress Code Policy for students. Acceptable attire includes clothing from the Uniform Code. Faculty may also choose to dress more professionally (i.e. men may wear dress shirts, ties, and jackets and women may wear business suits, dress pants, and dresses). Unacceptable attire includes denim, jogging suits, stretch pants, and shorts. It is expected that staff dress superior to students.

Staff Absences

If you must be absent from school, follow the following steps:

1. Call the Substitute Teacher Placement Office at 485-7777 or online at <https://subcenter.jefferson.k12.ky.us/logOnInitAction.do> for a substitute **prior to 7:00 A.M. You must speak to Dr. Barber if calling in after 7:00am.** Be sure to give your parking space number. **Clearly pronounce and spell your name and the school** so the substitute will not be sent to the wrong school or report for the wrong teacher. This is especially critical since we have several schools with the same names or some schools with similar sounding names.
2. Call the principal's office between 7:00 AM and 7:30 AM. State your reason for absence and the type of leave you are requesting.
3. Contact the school secretary upon your return to secure a leave card. Leave will be allowed in accordance with established policy.
4. Plan work carefully ahead of time. **Leave class rolls, seating charts, and complete plans for each class in your sub folder in Principal's Office.**
5. Emergency lesson plans need to be in the SUB folder. **ALL FOLDERS NEED TO BE UPDATED EACH TRIMESTER.**
6. It is important that you discuss with your students the possibility that sometime you may be away from the classroom and a substitute may be in charge. You must set the routine for students or they will set it. Impress upon the students how important it is they conduct themselves in a dignified manner. Good behavior is conducive to good teaching, and a substitute is always grateful to a courteous class.

Professional Leave

1. Teachers are granted professional leave in accordance with JCTA/JCBE agreement.

2. Professional Leave request forms are to be secured from the Principal's Office. All four copies of the form must be submitted to the appropriate superintendent's office.
3. Requests must be received in the office ten (10) days prior to the date of the desired leave.
4. All requests from the school must be signed by the principal.
5. If leave is approved, the recipient will be expected to submit any report concerning such leave that may be requested.

Professional Organizations

Teachers are urged to join professional organizations. The success of these organizations and the benefits received from them depend entirely on you.

N.E.A. K.E.A. J.C.T.A.

The above organizations have unified membership (if you join one, you must join all three). Withdrawal from the above must be done in writing prior to April 15. Dues may be withheld from paycheck or you may pay by check.

Guest Speakers in the School

For the teacher and school's protection, administrative approval of any guest speaker in a classroom is required. A form may be picked up in the Principals' Office and must be approved in advance.

STAFF Meetings

Tuesday – Designated time for Professional Learning Communities and Instructional Growth

**** Coaches/Sponsors must attend Tuesday sessions. ****
**** Part-time Teachers must attend Tuesday sessions. ****

Pep Rallies

Pep rallies are planned by a planning committee and will be held only according to the recommended schedule.

Teachers shall attend pep rallies with their students.

Insurance - Workers Compensation

1. All employees are automatically covered under the State Workers' Compensation Insurance Laws from the first day of employment. All injuries, regardless of severity, are to be promptly reported by injured employees to immediate supervisors and to Donna Clark (the designated person responsible for the reporting of incidents to the Risk Management Unit/Workers' Compensation Office). If an injury is not reported within 72 hours of the occurrence, the employee may be required to provide written eye witness verification that the alleged injury actually took place. Any lost time due to a work-related injury must be immediately reported.
2. Hospitalization plans are available to teachers through the Fringe Benefits Office.
3. Additional insurance coverage against accidents is available. Teachers may enroll, along with students, through procedures outlined by the company designated by the Board of Education.
4. Other insurance opportunities are offered by the district. You may contact the Fringe Benefits Office for more information.

Building Maintenance

Please see that the following procedures are observed at the end of the day:

1. Close and lock windows
2. Adjust shades to center of window
3. Put trash in wastebasket
4. Arrange furniture
5. Secure pupil materials
6. Turn out lights, close and lock door

Teachers are not to request the use of the custodians' tools, keys, etc. If you need special services from the custodial staff, write your request on the proper form and submit same to Troy Johnson in the AP Office.

Fire and Disaster Drill Information

Discuss correct procedures to follow and post the information on the bulletin board nearest the exit. This needs to be completed early in the first semester. A practice fire drill is required each month. Three disaster drills are required in a school year. The exit

procedure and route of exit from each part of the building is at the end of this handbook. PLEASE KNOW THE ROUTE OF EXIT FROM EACH ROOM YOU USE. (See Insert)

Releasing Students from Class

NO HALL PASSES!

Unless it is an emergency, students are not to be excused during normal class. If a student must leave class, use the hall pass section in the back of the student handbook to give permission. Students are never to be excused from class to make a personal telephone call. If an emergency call comes in for a student, a note will be sent to the teacher. Students sent to an assistant principal for disciplinary action must have the proper referral form filled out by the teacher in order to be seen in the AP Office.

Early Dismissal

Pupils may be dismissed from school early only by the request of parents. This should be in written form and include the reason for request, the time pupil will leave school and the parents' phone number. The attendance office will approve requests after parent contact and see that the information is shown on the morning absence report. The school reserves the authority to require a parent to come to school before dismissing a student.

Student Aides

Student aides may only be assigned in the offices, library, audio-visual department, bookstore, cafeteria and athletic director's office. Classroom teachers will not be assigned aides. Students must be juniors or seniors, have a good discipline record, have strong academics (2.5 or above), and good attendance. Students must have administrative approval in order to be an aide. Student aides are assigned by the senior counselor.

P.T.S.A.

Fern Creek Traditional High School Parent-Teacher-Student Association holds planned meetings four times during the school year. The schedule will be announced. Teachers are **STRONGLY** encouraged to join the PTSA. A faculty representative will be in attendance at all PTSA meetings.

Paychecks

Paychecks are direct deposit. A copy of your paycheck will be placed in your mailbox on pay days.

Lounge

The faculty lounge is located next to EXIT #7 on the second floor ("T-area"). Restroom facilities are located by the faculty lounge and are entered from the hallway.

Mailboxes

Each teacher has been assigned a numbered mailbox and has been given a corresponding key. All mail is to be taken from the mailboxes from the hallway and not from the mailroom. Only persons designated by the principal will be allowed in the mailroom. Students are not allowed in the mailroom to pick up mail for teachers. Materials that are to be distributed to teachers must have the approval of the principal and will be distributed by the person or persons he designates. If you have any questions concerning mail, ask one of the clerks in the Principal's Office.

Teacher Supplies

Desk supplies and classroom supplies are available in the office. Complete the form "SUPPLIES FOR TEACHER USE ONLY" and turn it in to the clerk in the Principal's office. Supplies will be sent to you or given to you at the time the request is submitted.

Textbook Desk Copies

A teacher may ask for desk copies of adopted textbooks at the bookstore. Desk copies are to be marked "Desk Copy," and those books are to be returned to the bookstore at the end of the school year.

MISCELLANEOUS

Budget Request for Supplies, Equipment, Alterations and Improvements to Building/Grounds

Budget request forms are to be used in the preparation of your request for the next school year. If teaching in more than one department, turn in sheets to each department head. Sheets are to be prioritized by departmental needs. USE A SEPARATE SHEET FOR EACH CODE AND A SEPARATE SHEET FOR EACH SUBJECT TAUGHT. Be sure to show quantity on hand, items and description (including catalog number if possible), source with complete address, quantity requested, unit and total price.

Requisitions

Teaching materials to be purchased through the Board Office must be requested first on a Budget Request form and then requisitioned after approval. Further instruction will be given at a later date.

Computer Lab (Room 236)

The writing lab, Room 236, may be open after school.

Duplicating

Copy machines are located in the various departments for teacher use. There are copiers in the room 132 which can also be used.

Librarian: Debbie Martin, phone 5144, debbie.martin-herr@jefferson.kyschools.us

Hours & General usage –

Ms. Martin will open the library at 7:20 and will stay after school nearly every day.

Using the library –

Teachers may sign up in the library to use the facility and its resources. The sign up binder is located on the circulation desk. Teachers may sign up to send small groups of students to use the computers as well. *Please see below “Bringing your students to the library.”

Using the laptop cart –

The laptop cart resides in the library and can accommodate 20 students (larger classes are encouraged to reserve the library computers when using the cart). The sign up binder is located on the circulation desk. Please be courteous; many classes need computer time, so note the dates and class periods when you sign up. **If your plans change, please call (5144) ASAP to let Ms. Martin know that you will not be using the laptops.**

Library Resources –

Books, magazines, newspapers, music cds and audio books are located in the library. **Library materials must be checked out!** If Ms. Martin is not available, a written sign out sheet (on clipboard) is located by the circulation computer. Please indicate title and complete barcode number (ex. 3001200015821). **Please never borrow items without checking out!**

Catalog –

The library’s online catalog may be accessed from your room (your laptop and classroom desktops should have a shortcut). OR go to www.libraryworld.com/opac; the library name is “Fern Creek High School,” no password is needed.

If you need help accessing or using the catalog, please see Ms. Martin for help.

***Requests for purchases of resources are always welcome. Please let Ms. Martin know of items that would enhance the FCTHS library/AV collection.

AV Resources –

AV equipment is located in the AV storage room across the hall from the library (projectors, DVD/video players, TVs). Contact Ms. Martin for help with laminating, poster making, and book binding. The DVDs and videos gradually will move to the library. A check out sheet will be kept in the library by the circulation computer. **Please never borrow items without checking out!**

Other Resources –

JCPS maintains a large collection of DVDs, videos and other items. Teachers may access the catalog and order through the Web/Max service <avc.jefferson.k12.ky.us>. See Ms. Martin for your ID and PIN. Teachers may request AVC to purchase videos that are prohibitively expensive for individual schools to purchase (see Ms. Martin).

The JCPS Professional Library and resource center at Gheens (by Male HS) has resources for teachers to use for curriculum development and academic purposes. Many of the popular journals for educators are available in print and extensive electronic resources can be obtained for those who have a Professional Library card. The library is open year-round; access its online catalog at www.libraryworld.com/opac, library name is “JCPS Professional Library,” no password is needed.

An abundance of online resources for your students’ projects and your own professional growth are available through Kentucky Virtual Library (KYVL) and the Louisville Free Public Library (LFPL). For KYVL go to the website (www.kyvl.org), the current ID is jefferson1 and password is waxier16. The LFPL resources require an individual library card and password.

Bringing your students to the library –

Ms. Martin is available to help in planning your visit (ex. pulling resources, creating bibliographic lists of books and online resources, demonstrating computer searches for articles on databases, collaboration on planning and implementing the assignment).

Please encourage your students to use the library by:

- Reminding them that the Library is open most days before after school and at lunch (with restrictions).
- Allowing students to come to the library to check out, renew, and return books or work on projects. Students **MUST** have a note with the **date and time** (pre-printed library passes are available from Ms. Martin). Please call (5144) before sending students to ensure that the library can accommodate them.
- Requiring students to use **print and electronic resources**. Please remind them that information found on the Internet is not always reliable!
- Signing up to bring your classes to the Library to jump-start a project or check books out. Students will feel more confident when coming to the Library on their own.
- Promoting independent reading when class work is done. Books as well as magazines may be checked out of the library.

*** Substitute teachers should not bring nor send students to the library! Please indicate this in your sub plans.**

Visitors in School

Visitors in the school or persons having business in the school must register in the office of the principal. No person

other than employees of the Jefferson County Board of Education shall be permitted to enter a classroom without the consent of the principal.

Cafeteria

All students must report to the lunchroom during their designated lunch period. They are to remain in the lunchroom and are not to leave the school grounds during the lunch period. Cafeteria students may only use first floor restrooms. Teachers generally have a duty-free lunch period, but your help would be appreciated in supervising the lunchroom while eating in the lunchroom. Based on availability, teachers may be assigned to lunchroom supervision during the lunch period.

Fund Raising – Local School Organizations

Each teacher will submit a list of projected fund raising activities to the principal for approval no later than the end of the second week of September.

With each fund raising request, the following should be included:

- a. Type of Fund Raising event
- b. Approximate anticipated profit
- c. Approximate dates
- d. Reason for conducting such an event – the reason must be in detail, "for the good of the school" is not sufficient. Specific items to be purchased with the receipts and the reason these are needed should be explained along with an explanation of why these items are not obtainable through the normal purchasing channels.

Sale on School Property

Any sale of goods to students or through students to others may not be made on school property without authorization from the principal.

Receipts

A multiple receipt form will be issued when money is collected from a student. The teacher or sponsor collecting the money will fill out the receipt showing the date, from who received, and the activity account to be credited. The receipt is to be signed by the student and include the amount collected (this also includes fund raising). The multiple receipt sheet, together with the money, is turned in to the bookkeeper **DAILY** by the **TEACHER**. **Students are not to be used to deliver monies to the bookkeeper.** Monies and receipts **MUST** balance. You may pick up your pre-numbered receipt book from the bookkeeper in the principal's office.

STUDENTS

Student Uniform

Dress code violations are to be sent to Tardy Hall (Room 108) for correction/discipline. A follow-up check by the teacher needs to be made to determine if the student(s) reported to 108 by checking updated attendance in *Infinite Campus*; if a student does not report to Tardy Hall (Room 108), write a referral indicating that.

Absences

Students must bring a note from home after an absence from school. Typically there are only three types of excused absences: medical, death in the immediate family, and court/medical necessity. If a student does not bring a note, the absence is to be marked as unexcused.

The note from home should be presented by the student the first day he/she returns to school. Students must bring notes within two school days after returning from an absence. The student is to present this note to the first period teacher. An excused slip will be given to the student to be shown to all teachers.

Subject teachers should keep an accurate record of each student's attendance in class and whether the absence or tardy was excused or unexcused. Excessive absences could have an effect on the student's academic grade. Fifth period teachers collect slips and then can throw them away. The slips are used only to let each teacher know if the student's absence was excused.

Hall Passes

All students in the halls, except those being called to an assembly or to the office/cafeteria, must have a hall pass. It is both the responsibility of the teacher and student to ensure that a student leaving the office/classroom has a hall pass. The hall pass can be found in the back of the student handbook.

Any student in the hall without a pass is considered to be in an unauthorized area and will be disciplined accordingly. Security has been instructed to bring any student in the hall without a pass to the AP office.

Textbooks

Textbooks will be issued to students during registration. At the end of each trimester, books will be collected through the English classes. A list will be kept of all students who do not return their books or do not pay for damage caused to books. These students will not be issued books the following trimester until their accounts are settled.

When students transfer or withdraw from school without returning their textbooks or paying for damage to textbooks, a letter will be sent to their new school or parents informing them of the amount due.

Creek Corner Bookstore

Other supplies (paper, pencils, uniform items, etc.) can be purchased in the mall. Any profits from the mall will be used for the Marketing Scholarship Program. The bookstore is in room 109.

Tardy to School

A student tardy to school will report to the Attendance office to sign-in. Students will have their class admission slip completed in the office. The student will then report to the class if their tardy is excused. Students with an unexcused tardy will report to Tardy Hall (Room 108).

Tardy to Class

When a student arrives to class after the tardy bell without a written excuse, the student will be swept to Tardy Hall (Room 108). The student will be processed for a tardy and escorted back to class with a note. The parent/guardian will be contacted before the end of the day.

Cheating

Concern has been expressed by students and faculty about action to be taken by teachers in cases of cheating. See the student Code of Conduct:

Test or Notebook:

First Offense – The classroom teacher must notify parent and handle the situation. A “zero” will be given for the work involved. Inform an assistant principal and detention will be assigned.

Several Offenses – Write a referral to the appropriate assistant principal.

Homework:

The classroom teacher will handle the situation. Rules governing this must be established and understood by each student in their respective classes. Parents must be notified.

Suspensions

Suspension of a student is a last resort. It is the removal of a student from the school setting for a period of 1 to 10 days varying with the severity of the offense. A letter will be sent home to the parents so they will know the status of the suspended student. A conference with the principal may be requested before the student is readmitted to the school system. Any student suspended from school will be prohibited from participating in or attending school activities during the time of suspension. Suspensions may result from the offenses listed in the Student Handbook.

Grades relative to suspended students: The faculty member will provide, at the student's request, make-up assignments for the work which was missed during the suspension. Make-up work will be scheduled at the convenience of the

teacher and shall include only written tests, examinations, and/or major projects missed during the period of suspension. Make-up work must be accomplished in a period of time equal to the length of the suspension plus one day.

Parties and Picnics

Parties, as such, cannot be justified unless they are meaningful and provide a well-planned learning situation for students as an out-growth of class instruction. Any party relating to instruction will be approved by the principal well in advance. No parties will be conducted the last two weeks of a trimester.

Field Trips

A form located in the AP Office will need to be filled out for local field trips and returned to Ms. Polley in the AP Office. See the *Field Trip Policy and Procedures Manual* for all in-county and out-of-county field trips:

- A. Out-of-County field trips require the approval of the principal. Overnight trips may require Jefferson County Board of Education approval; in this case, it may take up to ten (10) weeks to facilitate approval of the trip.
- B. All requests for out of county field trips must be submitted to and signed by the principal two (2) weeks prior to the event.
- C. A field trip should be an outgrowth of class work; thus, the request should list the reasons for the trip and state the objectives.
- D. A teacher taking a class of students on a trip or taking a smaller group to a meeting in which they are active participants is not considered professional leave for the teacher. The teacher is performing a regular teaching service and should not be reported absent unless a substitute is necessary.
- E. A medically trained chaperone must attend for students that have medical conditions. (i.e. asthma, diabetic, etc.). This training is provided by the District and is an all day session.
- F. **Cancelled Field Trips**: The designated assistant principal and/or Athletic/Activities Director need to be informed immediately, most especially when rented vehicles are involved.
- G. A FIELD TRIP EVALUATION form on trips outside Jefferson County is to be completed the day following the trip and turned into the principal.
- H. The last day a field trip may be scheduled is the week prior to Spring Break unless permission is granted by the principal.

Instructional Charges to Students

In the Jefferson County Public Schools, there will be no fees or charges for instructional materials and supplies, except in classes where a project is made and the constructed item belongs to the student or in classes where food is consumed by the student. It is permissible for schools to charge for equipment rental or services for those items which the student is expected to furnish if such items are provided by the school. Fees will be established prior to registration and collected at that time. Clothing items will not be included in the fees and can be purchased through the Tiger Town Bookstore.

Pupils may be charged for:

- field trips
- materials and equipment which become their personal property
- articles of clothing
- food consumed by the student
- one workbook per year (high school pupils may be asked to furnish workbooks, practice sets, etc. for elective courses)
- Other instructional fees.

Registration Fee

The student fee of \$40.00 covers the locker rental, student I.D., student handbook, English fee, Renaissance program fee, and mailings to parents during the year.

State Law on Charges

It will be the responsibility of the principal to furnish a written explanation to parents and students stating the purpose of any charge and showing an itemized list of costs when appropriate. Provisions must continue to comply with KRS-158.

KRS 158.108

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary school supplies including textbooks.

KRS 160.330

Boards may furnish necessary school supplies free of charge; free textbooks are required to be furnished to indigent children.

KRS 157.110

Each board of education may furnish necessary school supplies free of charge to indigent children in its school district or to such other children as it deems advisable, under such rules and regulations as it may adopt, except that free textbooks must be provided to indigent children as provided in KRS 157.110.

Regulations for Students Riding School Buses

School bus transportation is authorized only for students regularly enrolled in public school in kindergarten through grade 12. The Transportation Unit of the Jefferson County Public Schools will provide the best equipment, drivers, and the safest program possible. The following is furnished for information and compliance pertinent to student transportation. We ask the cooperation of Jefferson County Public Schools' personnel, students, and parents.

Transportation by Buses

1. The driver of a school bus is in complete charge of the passengers while they are aboard. Students are to obey the driver's instructions. If a student has a complaint, he/she should take it to the appropriate assistant principal.
2. The driver has the authority to assign seats.
3. Students should not sit on books but should hold them in their laps. Books and other objects are not to be piled in the aisle. Band instruments or other large objects will be allowed aboard the bus only if the item can be held in the student's lap.
4. Passengers should be seated immediately and remain seated while the bus is in motion. If a seat is not available, the student should be sure to hold onto the back of a seat.
5. Students must not extend arms, legs or head out of the bus.
6. Passengers should refrain from talking to the driver except in an emergency.
7. Pets, animals, and helium balloons are not permitted on the bus at any time.
8. No one shall tamper with or operate the emergency door, fire extinguisher or other bus equipment.
9. Passengers must not mar or deface the bus. Seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported to the driver by students as soon as possible. Anyone caught damaging the equipment will be subject to disciplinary action and/or restitution.
10. Passengers must not fight or scuffle on the bus or create any loud disturbance.
11. Passengers must not wave or shout to pedestrians or occupants of other vehicles, and passengers must not throw objects from the bus window.
12. Waste paper should not be thrown on the floor. Trash should be placed in a receptacle as provided near the entrance of the bus.
13. Smoking, eating, and drinking are not permitted on school buses.
14. The use of profanity or of obscene signs on the school bus is prohibited.
15. Misbehavior on the school bus will be handled in the same manner as misbehavior in school.

On the Trip Home

Passengers are permitted to leave the bus only at their regular designated stops. Any change must be made with the parent's request in writing and approved by the signature of the school principal or designee.

Regulations to be Observed at Dances at Fern Creek Traditional High School

At all dances, students should dress according to the type of dance being held. No one will be admitted to a dance if he or she is suspected of being under the influence. Students will be expected to conduct themselves properly at all times. Fern Creek Traditional High reserves the right to limit participation to students and their guests.

ATHLETICS

Athletic and Activities Director - Troy Johnson Assistant Athletic Director - Jarrad Durham

Fern Creek's team name is "tigers," and the school colors are burnt orange and black.

Athletic Activities

FALL		WINTER		SPRING	
Football	Curtis Higgins	Boys Basketball	Deion Layfield	Boys Track	Jason Ward
Boys Soccer	Jamie Dumstorf	Girls Basketball	Michelle Fries	Girls Track	Aaron McAndrews
Girls Soccer	Josh Dotson	Wrestling	TBD	Baseball	Jarrad Durham
Volleyball	Kim Roberts	Rifle Team	Col. Roger Angel	Softball	Rick Dotson
Boys Cross Country	Paul Hall	Swim Team	Pat Padron	Boys Tennis	Paul Berrier
Girls Cross Country	Andy Ames			Girls Tennis	Paul Berrier
Boys Golf	JD DeSensi				
Girls Golf	JD DeSensi				
Field Hockey	Paul Berrier				

Eligibility

The following is the bylaw from the Kentucky High School Athletic Association By-Laws which govern students who participate in interscholastic athletics. See the student handbook (pp 70-73) and the Athletic Director for current updates.

By-Law 3 – Scholarship

A contestant must have, for the current semester up to and including Monday of the week preceding that in which the contest occurs, studies or their equivalent in units of credit accepted for graduation. Grade school students participating in athletics shall be passing in at least four-fifths of their subjects. No special recitations or test is to be given for the purpose of making a student eligible. Student managers and any other student having an official connection with the athletic program shall come under this scholarship rule: (Q-A9).

All faculty members are asked to assist the principal and athletic director and all coaches in enforcement of this bylaw. The responsibility for enforcing this rule has been placed in the hands of the principal. The method of recording eligibility is determined by the athletic director, who has been delegated this authority by the principal. It will be the policy at Fern Creek Traditional High School to check the eligibility of all athletes each week. Rosters of all athletes will be placed in the hands of all teachers at the beginning of each season; teachers are requested to submit to the athletic director the grades of those who are not passing.

NCAA Initial-Eligibility Clearinghouse

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

If a student is planning to enroll in college as a freshman and wishes to participate in Division I or Division II athletics, the student must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA member institutions in January 1993. The Clearinghouse ensures consistent interpretation of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions. See student handbook (pp 74-77).

ALL STUDENT ATHLETES ARE ENCOURAGED TO VISIT THE COLLEGE CAREER ROOM.

Co-Curricular Activities

In addition to the regular academic program, co-curricular activities are made available to students in various areas before, during and after school. All organizations have faculty sponsors. Sponsors should plan, schedule and organize

activities outside regular school hours through the activities coordinator, who will be reimbursed for his time through the club's activity fund. Use of the school plant required for co-curricular activities outside of regular school hours must be planned with the activity coordinator in advance of the activity or program.

	DECA – Gary Shourds	National Honor Society – Carrie Dobson
Academic Team – Lindsey Durham	Drama Club –	Newspaper – Holly McArthur
Art Club – Kaycee Clarkson	Fellowship of Christian Athletes – Michelle James	Orchestra – Debbie Garrett
Band – Carl Kling	French Club – TBD	Pep Club – TBD
BETA Club – Brian Miller	Friends of the Library – TBD	Photography Club – Michael Sturgeon
Bowling – TBD	Future Business Leaders of America (FBLA) – TBD	Quick Recall – TBD
Cheerleading – Amber Bell	Future Educators of America (FEA) TBD	SADD – Dawn Roseberry
Chess Club – TBD	Junior Red Cross – TBD	
Choir – Sharon Briggs	LEEP – Barbara Grumblatt	Spanish Club – TBD
Class Officer Elections – Jarrad Durham	Math Club – Brooke LaRosa	Stepp Team – TBD
Dance Team – Star Wilkerson	Minority Teacher Recruitment –	Student Council – TBD
Debate Team –	MJROTC Drill Team – MgySgt Dunlapp	Yearbook – Stephanie Fluhr

ACADEMIC INFORMATION

Student Promotion & Placement

Class of 2011		Class of 2012 & Beyond	
Placement	Credits	Placement	Credits
Freshman	0 - 4.99	Freshman	0 - 4.99
Sophomore	5 - 10.99	Sophomore	5 - 11.5
Junior	11 - 15.99	Junior	11.51 - 18.49
Senior	16+	Senior	18.5+

Graduation Requirements 2009-2011		Graduation Requirements 2012		Graduation Requirements 2013+	
Subject	Credit	Subject	Credit	Subject	Credit
English	4	English	4	English	4
Math	3	Math	4	Math	4
Science	3	Science	3	Science	4
Social Studies	3	Social Studies	3	Social Studies	3
History Appreciation	1	History Appreciation	1	History Appreciation	1
PE	½	PE	½	PE	½
Health	½	Health	½	Health	½
Electives	7	Electives	9	Electives	8
TOTAL	22	TOTAL	25	TOTAL	25

Grading

The grading components are the following:

40% Proficiency Exam (Diagnostic given at 3 and 9 weeks, Exams given at 6 and 12 Weeks)

40% Formative Assessments (Learning Target based work)

20% Student Reflection on Learning

One component may not count for more than 40 percent of the total academic grade. Participation points are not attendance points, and academic grades are not reduced as punishment for misconduct. Documentation of all grades is required. Teachers are required to keep a grade book. A copy of the teachers grading procedure must be supplied to the students and the principal. Efforts will be made to supply the procedure to parents/guardians via the student, Open House, and parent/guardian – teacher conference. The final exam will count up to 10 percent of the total final grade.

Evaluation of ECE Students

Evaluation of students enrolled in Exceptional Child Education (ECE) classes follows the same procedures as evaluation of Comprehensive Program students. The exception to this procedure applies to students enrolled in classes for the moderately to severely disabled. In all situations, the Individual Education Program (IEP) objectives are to be followed. Comprehensive Program teachers are responsible for determining the academic and behavior/conduct grades of ECE students mainstreamed into their classes. Consultation between the Comprehensive Program and ECE teachers is necessary to determine individual adaptations for both the instructional program and grading procedures. In a collaborative teaching model, it is suggested that both Comprehensive Program and ECE teachers share the responsibility for determining the grades of students receiving services in a collaborative setting.

An Individual Transition Plan (ITP) must be developed for all students identified as disabled in some capacity. This plan must be developed by the time the student is 14 years of age, or younger when appropriate. Parents, students, and teachers should collaborate in the development of the ITP with agency involvement, as appropriate.

Report Cards/Deficiency Reports

1. Final report cards will be distributed at the end of each trimester.
2. Each student will receive a 6-weeks computerized *Progress Report* to take home for parents' information during each

trimester.

3. A deficiency report will be sent home every three (3) weeks of each 6-week grading period when a student is in danger of failing a class.

Explanation of High School Academic Grades

A.....	93 – 100% (Outstanding Performance)
B.....	86 - 92% (Above-Average Performance)
C.....	79-85% (Average Performance)
D.....	70-78% (Below-Average Performance)
U.....	Below 70% (Unsatisfactory Performance)
ES	Student enrolled in Extended School (Final grade given after ESS Completion)
I.....	Incomplete (Incomplete work due to an absence must be completed and the grade recorded within two weeks of the end of the grading period. If the work is not completed in this time, the grade is recorded as a "U.")

Parent Notification of Changes in Student Performance

If a student is exhibiting unsatisfactory progress or is displaying changes in performance, parents/guardians must be notified by the third week in the grading period, prior to distribution of the report card. This goes beyond just sending deficiency reports. Parent Logs will document the calls to parents and guardians. THIS IS A MUST FOR STUDENT SUCCESS AND THE ACCOMPLISHMENT OF THE MISSION AND VISION OF THE SCHOOL!!!

Final Examinations

In order to avoid conflicts, a schedule will be established for examinations to be held on certain days. Examinations will be given during a two day period of time; teachers shall follow this schedule so that students will have no more than three examinations per day. These exams need to be meaningful and related to course content and the final grade.

High School Diploma Standards

In order to graduate and receive a high school diploma from the Jefferson County Public Schools, a student must achieve each of the following:

- Complete the number of credits required for your graduating class
- Score Apprentice or higher on the state Reading Assessment
- Score Apprentice or higher on the state Math Assessment
- Score Apprentice or higher on the Writing Portfolio as scored by JCPS staff
- Complete 30 hours of service learning
- Maintain 93% rate of attendance

Out of District Enrollment:

Students who miss the state reading and math assessments must meet the standard(s) through the competency modules.

Class Schedule Changes (Add/Drop)

1. **Teachers do not have the privilege of dropping students from classes.** All class changes must be handled by the counselors.
2. If a student is misplaced in a course, notify the appropriate guidance counselor. Program changes may not be made after ten (10) school days from the beginning of a semester.

Student Records

A permanent record for each child enrolled in school is kept in the counseling office and is available to the teacher for information concerning the student. This includes grades, attendance, test scores, personal ratings, interests and activities. Proper release of information procedures will be followed.

Withdrawing Students

Students withdrawing from school must obtain a withdrawal form from the counseling office the morning of the last day of school attendance. Teachers will record course number and name, grade (letter and percentage), and any comments which would help the new school. Outstanding fees should be indicated on the form and will be collected by the bookkeeper. Attendance will be recorded in the counselors' office. Textbooks are to be collected in the book room. Library books will be returned to the library. THE DATE OF WITHDRAWAL MUST CORRESPOND TO THE DATE SET BY THE COUNSELORS' OFFICE.

Enrollment/Calendar Cards

Enrollment/Calendar Cards will be filled out in homeroom on the first day of school. Check cards to be sure that all information requested is complete and accurate. Please alphabetize cards and send to the counselors' office immediately after homeroom. Students entering after the first day will complete these cards in the counselors' office.

EXTRA SERVICES

TEACHER LEADERS	
Communications	Stephanie Fluhr
ECE	Melissa Brawner
English	Lindsay Hare
Foreign Language	Diane Adams
Health/PE	Diane Polley
Marketing/Business Education	Dee Dee Olmstead
Mathematics	Brooke LaRosa
MCJROTC	Lt. Col. Angel
Science	Brad Flener
Social Studies	Josh Lowery
Visual and Performing Arts	Michael Sturgeon

**FERN CREEK TRADITIONAL HIGH SCHOOL
School Safety**

Key Personnel

Principal	Houston Barber	8251
Assistant Principal	Jeff Marshall	5140
Assistant Principal	Nate Meyer	5139
Assistant Principal	Tony Mitchell	8904
Assistant Principal	Jai Wilson	5027
Athletic Director	Troy Johnson	8436
Plant Operator	Yvonne Rogers	2117
Maintenance	Shawn Hamilton	2117
School Resource Officer	Bill Willhoite	5569

Evacuation Sites

From Front of building: Across the street to Fern Creek Fire Department
 From Rear of building: Down back drive to Fern Creek Elementary School
 ** A map of the school building is included as an insert. **

SWAT Staging Area

Fire Department – directly across the street from school

Stat flight Landing Area

End of JROTC unit

Security Staff

Rob Robinson, Kelly Hinkle, Robert Sample, Michael Gadd, Christi Brooks

Bill Willhoite (School Resource Office: Jefferson County Sherriff's Office)

Special Security Note

Administrators, support personnel, and custodial/maintenance staff carry radios.

School Safety

Here's what FCTHS is doing to make the school safe for students and staff:

	YES	NO
Visitors required to sign-in at front office?	X	
All parents receive copies of district discipline code?	X	
% of classrooms with telephone access to an outside line?	100%	

Code of Acceptable Behavior & Discipline

Procedures are in place at Fern Creek Traditional High School for the safety, health and welfare of our students and staff. We support the JCPS zero tolerance to drugs, alcohol, and violence. Any offense will result in a severe penalty in accordance with our Code of Acceptable Behavior & Discipline. Fern Creek Traditional High School has included the code of discipline in the student handbook. Each year, the English teachers review the code of conduct with each student. The administrative staff meets with each class of students and also reviews the code of behavior. Our belief is that a strong instructional program is the best deterrent to unacceptable behavior. Having a viable working partnership with teachers, parents, and students adds an additional dimension to school safety.

**Automated External Defibrillator (AED) Procedure for
Fern Creek Traditional High School**

Location of the AED: There are two (2) AEDs placed at FCTHS. One of the AEDs is located in the front office. This will be a fixed location. The second AED is located in the former athletic director office in the New Gym back hallway. This unit is considered a mobile unit for extracurricular activities.

AED Training Process: Use of an AED requires special instruction, as well as certification in the appropriate use of CPR. The training will be provided by authorized instructors of the American Heart Association, American Red Cross, and/or JCPS. It consists of a training course for First Aid, adult and child CPR and AED certification. In addition, a refresher course is mandatory annually in order to be recertified. The athletic director and all athletic coaches are trained as volunteer responders for FCTHS.

Specific School Plan for Using the AED at FCTHS:

During the school day, if the AED is not immediately available, perform CPR until the CRT Medtronic (EMS) unit arrives on the scene.

1. One AED is stored in the front office and the second is stored in the former athletic director office in the New Gym back hallway.
2. If a situation arises where the potential need for the AED exists, the person notifying the office of the situation will give the location of the emergency.
3. The person taking the call in the office will direct other personnel in the office as to where to deliver the AED immediately and call 911 immediately. The principal or his/her designee will be notified. JCPS Security must also be called at 3121.
4. Office personnel will notify the family of the patient as to the status of the situation and where the patient is being transported. They will also notify the appropriate JCPS Safety and Environmental staff of the event.
5. Simultaneously with notifying the family, other office personnel will then use the school's call system to announce an "AED alert" and will give the location of the emergency. The announcement will be repeated several times.
6. Upon hearing an "AED alert," all trained AED volunteers will immediately report to the site of the emergency. They will follow the steps provided during the training.
7. School staff identified to cover classrooms for AED volunteer responders will initiate that procedure immediately.
8. Office personnel will be waiting at the appropriate building entrance for EMS and direct them to the location of the event/patient.
9. AED volunteer responders will help emergency personnel according to directive.

During extracurricular activities: *If AED is not immediately available, perform CPR until the CRT Medtronic (EMS) unit arrives on the scene.*

Because of the number of practices that may be occurring simultaneously, the Athletic Director/designee will keep the AED with him/her during practice time after school. Upon notification of the potential need for an AED, the Athletic Director/designee will report to the location of the emergency.

AED Emergency Volunteer Responders Training Steps

- Assess scene for safety
- Determine unresponsiveness
- Open airway (A)
- Check for breathing (B) – if no breathing, give two (2) breaths
- Check for pulse and/or signs of life (C)
- If no pulse or signs of life, apply AED immediately
- Turn “ON” AED
- Open (cut or tear) shirt to expose bare chest
- Shave chest hair if it is so excessive that it prevents a good seal between electrodes and skin. Press pads to skin
- Apply electrodes (according to diagram on back of electrodes) to victim’s bare chest
- Stand clear of victim while machine analyzes heart rhythm

Shock Advised:

- Clear area, making sure no one is touching the victim. AED will automatically shock as needed. Device will analyze and shock up to three times. After three shocks, device will prompt to check pulse (signs of life); and if absent, start CPR. If pulse and/or signs of life are absent, perform CPR for one minute. Device will countdown one minute of CPR and will analyze when CPR time is over.

No Shock Advised:

- Device will prompt to check pulse (signs of life); and if absent, start CPR. If pulse and/or signs of life are absent, perform CPR for one minute. If pulse and/or signs of life are present, check breathing. If victim is breathing abnormally or not breathing, give rescue breaths at a rate of 12 per minute. AED will re-analyze after one minute.

Continue cycles of analyses, automatic shocks by AED, and CPR until professional help arrives. Victim must be transported to a hospital. Leave AED attached to victim until EMS arrives.

Data Download:

- AED data will be downloaded within 24 hours (weekdays) by Medtronic
- After use, the AED will be wiped clean according to police.
- Electrodes will be replaced and reconnected to device and contents of attached resuscitation kit will be replaced if used.

Signature, Authorizing Physician

Date

Print or Type Name

Address

Telephone # & Registration #

Authorization Expires