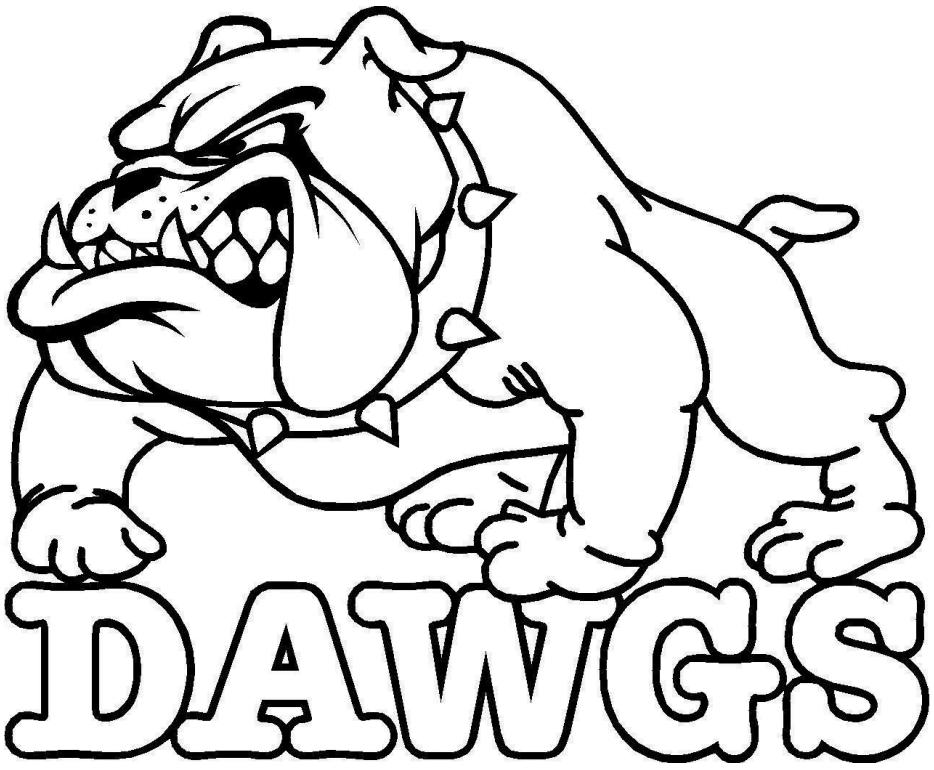
Family, Respect, Success
That's the Bulldog Way



John Hardin High School
Student Handbook
2026-27

Revised June 2026

Table of Contents

Bell Schedule	**3**	**Health Services**	**9**
School Personnel	**4**	**Library Media Center**	**11**
High School Regulations & Grading Scale	**5**	**Student Conduct**	**11**
Classification of Students	**5**	**Attendance Procedures**	**21**
Lockers & Bus Rules	**6**	**JHHS Diploma Programs**	**24**
Student Nutrition	**6**	**Advanced Placement**	**26**
Payment of Fees	**7**	**Dual Credit Program**	**26**
Hardin County High School	**7**	**KEES Program**	**26**
Grade Reporting	**7**	**Preparation for College Admission Checklist**	**27**
Hall Passes	**8**	**Transcript Requirements**	**28**
Before & After School Hours	**8**	**Graduation Procedures**	**29**
Restroom Use	**8**	**NCAA Eligibility Requirements**	**29**
Youth Service Center	**8**	**Parent Involvement Policy**	**30**
Volunteers & Chaperones	**8**	**School Compact**	**31**

IMPORTANT CONTACT NUMBERS

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

2026-27 Bell Schedule

MONDAY, WEDNESDAY, FRIDAY

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

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

Lunch A	Lunch B	Lunch C
11:11 – 11:39	11:46 – 12:14	12:22 – 12:50

TUESDAY

	Start Time	End Time
1st Block	8:30 a.m.	9:25 a.m.
Focus 40	9:30 a.m.	10:10 a.m.
2nd Block	10:15 a.m.	11:05 a.m.
3rd Block	11:10 a.m.	12:50 p.m.
4th Block	12:55 p.m.	2:10 p.m.
5th Block	2:15 p.m.	3:30 p.m.

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

Lunch A	Lunch B	Lunch C
11:11-11:39	11:46 – 12:14	12:22– 12:50

THURSDAY

	Start Time	End Time
1st Block	8:30 a.m.	9:45 a.m.
2nd Block	9:50 a.m.	11:05 a.m.
3rd Block	11:10 a.m.	12:50 p.m.
4th Block	12:55 p.m..	1:45 p.m.
Focus 40	1:50 p.m.	2:30 p.m.
5th Block	2:35 p.m.	3:30 p.m.

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

Lunch A	Lunch B	Lunch C
11:11 - 11:39	11:46 - 12:14	12:22 - 12:50

SCHOOL PERSONNEL

Administration

Principal
Mark Wells

Assistant Principals
Christine Birch
Tyler Cantrell
Stacey Moore

Office Personnel

Office Manager
Tammy Feiler

Bookkeeper
Angie Wiedeman

Attendance Clerk
Carla Harden

Office Clerk
Amy Isaac

Guidance Office

Counselors
Chad Lewis
Maggie Vogel

Registrar/Clerk
Emily Myers-Angeline

Instructional Program Specialist
Christine Birch

Library Media Center Media Specialist
Kate Regis

Media Clerk/Asst.
Jamie Nichols

School Nurse
Robin Pack

Youth Service Ctr. Coord.
Darien Huff

School, Home, Community Liaison
Lauren French

Agriculture
Jeremy Hall

Art
Stephanie Walston

Business
Michael McCune
Thomas Miller

Criminal Justice
Nicki Coleman
Michael Woodard

Transition Facilitator
Dana McCurry

Family Consumer Science
Melissa Curtsinger
Madison May

Foreign Language
Heather Brown
Susan Carson

Health and P.E.
Jeremy Harness
Mason Lee
Joshua Vogel

Language Arts
Shawna Amstutz
Brea Croslin
Melissa Field
Seth Kiser
Elizabeth Lanham
Elissa Portela
Kathryn Wilcox

JROTC
Col Michael Stewart
Sgt. Major Roland Commodore

Mathematics
Erin Bird
Dulce Brown
Mandy Holbert
Jennifer Ford
Haley Harding
Nikki LaFollette
Travis Vaughan

Music
Abby Bauer
Brian Ellis
Melinda Rubin

PLTW
Fawnda Cox

Science
Kiley Alcorn
Jill Bard
Shelby Bilbrey
Larissa Hatfield
Gracie Sturgeon

Social Studies
Brandon Bevill
Brandon Durbin
Jennifer Golden
Leslie McCurry
Jacob Weiss

Special Education
Dana Atcher
Miranda Bray
Brittany Bevill
Haley Brashear-Woodard
Erin Creason
Vincent Delaney
Jared McCurry
Kyah Neal
Teresa Punjack
Hailey Russell

Instructional Assistants
Sharon Hunt
Leslie Nagy
Catherine Padgett
Lynda Ray
Valerie Richardson

Employment Specialist
Rayleen McCormick

High School Regulations & Grading Scale

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

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

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

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

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

SCHEDULE CHANGES

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

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

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

Classification of Students

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

Total number of credits required to graduate: 26

To be promoted to 10th grade: 5.5 credits
To be promoted to 11th grade: 12 credits
To be promoted to 12th grade: 18.5 credits

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

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

LOCKERS

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

BUS RULES

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

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

STUDENT NUTRITION

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

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

Lunch:		Breakfast:	
Full Price	$3.25	Students	Free
Reduced Price	$0.40		

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

PAYMENT OF FEES

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

HARDIN COUNTY HIGH SCHOOL

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

GRADE REPORTING

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

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

Teachers are expected to update grades in Infinite Campus weekly.

GRADE POINT AVERAGE

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

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

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

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

HALL PASSES

Students are not permitted in the hallways during instructional time unless they are accompanied by a teacher or have a valid hall pass. **Verbal permission is not acceptable.**

BEFORE & AFTER SCHOOL HOURS

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

RESTROOM USE

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

YOUTH SERVICE CENTER

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

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

VOLUNTEERS & CHAPERONES

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

If you are interested in becoming a volunteer or would like to learn more ways you can volunteer, please click on the following website for more information.
https://www.hardin.kyschools.us/parents/volunteer-for-hardin-county-schools-1

HEALTH SERVICES

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

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

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

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

Medication at School

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

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

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

Emergency Medication at School

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

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

Self-Administration of Medication at School

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

Illness and Injury

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

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

IMMUNIZATION

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

LIBRARY MEDIA CENTER

MISSION

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

GOALS

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

CIRCULATION POLICY

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

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

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

STUDENT CONDUCT

ABUSE OF STAFF IS PROHIBITED

Kentucky Revised Statutes (KRS 161.190) reads: **"Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with the normal school activities or will nullify or undermine the good order and discipline of the school."** School officials reserve the right to file a charge with law enforcement officials against any person or persons in violation of this statute.

ACCEPTABLE BEHAVIOR

Positive student behavior is an expectation of the faculty and administration of John Hardin High School. All students are expected to behave in an orderly manner at all times. When a student's behavior interferes with the learning climate of JHHS they will be disciplined by a variety of methods including, but not limited to: warnings, detentions, Saturday Schools, In School Detentions, counseling, out of school suspensions, referral to College View Education Center, and recommended expulsion. In an effort to prepare ALL JHHS students

to become productive members of society, the teachers and staff of JHHS will take necessary measures to address inappropriate student behaviors. Cursing, loud or abusive language is unacceptable and will not be tolerated. Public displays of affection are not appropriate behavior in school.

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

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

Disruption of the Educational Process (Including Student Led Walkouts)
Hardin County policy, specifically 09.426, defines disruption of the Educational Process as:

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

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

Student-led walkouts are considered disruptive to the school day and students who participate are subject to punishment at the discretion of the school administration. Students who wish to draw attention to an issue are encouraged to talk with the principal in an effort to find a safe and non-disruptive way to do so.

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

Electronic devices and accessories, such as cell phones, earbuds and headphones, must be put away and silenced during the entire class period, unless permitted by the individual teacher for instructional purposes. Exceptions are granted for

documented medical needs (e.g., glucose monitoring) or IEP/504 accommodations. Students may use electronic/cell phones during lunch and passing periods.

Actions taken for failure to abide by the Telecommunications Policy are as follow:

1. First Offense: student will be warned, phone confiscated and noted in the discipline section of Infinite Campus and the student may obtain the phone at the end of the day.
2. Second Offense: student will receive a second warning, phone confiscated, and the parent may obtain the phone.
3. Third Offense: student will be placed in detention, AIM, or Saturday School, phone confiscated, and the parent may obtain the phone.
4. Fourth Offense: student will be placed in Saturday School, phone confiscated, and the parent may obtain the phone.
5. Fifth Offense: student will be suspended for one day, phone confiscated, and the parent may obtain the phone.
6. Continued violations may result in due process or pre-expulsion procedures for non-compliance for a district policy.

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

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

Tobacco & Vaping Product Policy

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

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

AFTER SCHOOL DETENTION

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

reschedule a detention ONCE with approval from an administrator. Failure to report on the assigned day will result in another day being added.

SATURDAY SCHOOL

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

Saturday school can be rescheduled ONCE with administrator approval.

IN-SCHOOL DETENTION

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

LOSS OF PRIVILEGES

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

DRESS CODE

Proper appearance and dress makes a good impression and keeps the educational and learning environment professional. The Hardin County School District asks that students and parents accept responsibilities concerning student dress code. Parents may be contacted, students may be assigned ISD or students may be sent home if dress code violations are not corrected in a timely manner. Clothing and appearance which disrupts the educational environment is prohibited. Administrators and teachers shall enforce the dress code policy.

The following will be enforced:

Administration can limit or make determination on what is appropriate and meets code if not listed in the school handbook.

No tank, tube, halter, crop, midriffs, bareback, off the shoulder, spaghetti straps, low cut, revealing tops, blouses or dresses. Wide strap, sleeveless tops that extend to the shoulder are acceptable if the arm opening is not revealing.

Shorts, skirts and dresses must be mid-thigh or longer. No holes or rips in pants or jeans above mid-thigh.

Fishnet, see through shirts or blouses (1 layer must be in compliance with dress code).

No head coverings, hoods, hats, scarves, bandannas, helmets, combs or picks (religious exemptions will be recognized and approved).

Form fitting pants, leggings, yoga, etc. must have outerwear that covers the buttocks or behind.

No sagging pants.

No gang colors or gang paraphernalia.

No clothing, jewelry, etc., with alcohol, drugs, tobacco, violence, profanity or discrimination through words, pictures, or innuendo/images which create a hostile or disruptive educational environment.

Cannot alter identity (fake contact lenses, face paint, etc.).

Long coats (trench coats) are not allowed.

No chains or spikes.

No costumes.

No blankets.

No sunglasses (other than as prescribed by a physician).

No masks (other than for COVID or other infectious disease).

No wallets with chains.

Footwear and shirts must be worn during school and extra-curricular events.

SCHOOL RESOURCE OFFICER

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

CAR DRIVERS/RIDERS

CAR DRIVERS – All drivers must purchase a parking permit ($5), sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form and park in the appropriate space. Failure to do so can result in the loss of driving privileges or the towing

of your vehicle. Speeding or careless driving in the parking lot will result in the loss of parking privileges.
CAR RIDERS – **All** student drop-offs and pick-ups are to take place in the front of the building in the upper lot. State law prohibits vehicle traffic in the bus loading and unloading zones. Violators are subject to penalties and fines.

PLAGIARISM

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

Plagiarism includes:

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

The Hardin County School District prohibits plagiarism in all forms. The use of AI to assist in academic work is permitted when it fosters learning and creativity. However, submitting AI-generated content as one's own without proper attribution is considered plagiarism. Teachers may allow the limited use of generative AI on specific assignments or parts of assignments and articulate why they do not allow its use in other assignments. Teachers will clearly outline the permissible usage using the AI Acceptable Use Scale.

Levels and Consequences of Plagiarism

- **Level 1**: The student uses a few lines or phrases of text without proper citation, but most of the work is still the student's own
- Grade reduction on assignment in question
- Upon teacher's discretion, student may be given the opportunity to re-do the work
- Parents are notified
- On second offense within the classroom, the teacher reports the incident as a disciplinary referral

- **Level 2**: The student uses multiple paragraphs of someone else's work, thoughts, or ideas and does not have adequate documentation of sources. While some of the work is the student's own, the majority of it is not.
- A grade of zero on the assignment in question
- Parents are notified
- Teacher reports incident as a disciplinary referral and appropriate consequence

INTERNET SAFETY POLICY AND ACCEPTABLE USE PROCEDURES

Each student attending Hardin County Schools will be given an account to access the district's computer network. Once the appropriate privileges are granted by the parent

and/or guardian, this account will also allow the student to access either the Internet, E-Mail, or both. **This access is a privilege and not a right.** Should a student violate any of the rules and/or policies outlined below, these privileges may be suspended or revoked.

Access to Inappropriate Material

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

Internet Safety and Security

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

Unauthorized Access

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

Misuse of Computer Information

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

statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

Other Policies

Students are also not permitted to engage in the following:

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

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

Code of Conduct Behavior Chart

Response to Code Violations Disciplinary options include both supportive and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations. Using the charts as a guide, Hardin County Schools' staff retain discretion to consider the totality of the circumstances as they make disciplinary decisions. Additional resolution options may be offered per School Handbooks and School-Level Discipline Policies.	Classroom Level Responses						School Administration Level Responses															
	Verbal Correction or Warning	Parent Conference/Contact	Reasonable Additional Work	Isolation/Separation/Loss of Classroom Privilege	Reasonable Physical Activity	Restitution	Reprimand/Warning	Parent Conference/Contact	Behavior/Safety Plan	Referral for Services (ex. FRYSC, counseling, law enforcement)	Reteach expectations	Loss of Privileges (includes extracurricular/athletics)	Confiscation of Items	In-School Detention (including lunch detention)	Detention (Before or After School)	Restitution	In School Removal	Saturday School	Bus Suspension	Out of School Suspension	Alternative Placement	Referral to Disciplinary Review Committee/ Expulsion
Behavior Violations																						
Disruptive Behavior	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	
Dress Code Violation	X	X					X	X		X	X											
Academic Assignment Neglect	X	X	X	X			X	X				X		X	X			X				
Out of Assigned Area, Tardy, Skipping Class	X	X		X	X		X	X			X			X	X		X	X				
Personal Electronic Device (Use during instructional time)	X	X		X			X	X			X	X	X	X	X			X				X
Public Display of Affection	X	X		X			X	X	X	X	X			X	X		X	X				
Dishonesty (Academic Cheating, False Notes)	X	X	X	X	X	X	X	X		X	X	X		X	X	X	X	X				
Insubordination	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		
Inappropriate use of school or district technology	X	X	X	X		X	X	X		X	X	X	X	X	X		X	X				X
Transportation Policy Violation							X	X	X	X	X	X	X	X	X	X			X			
Offensive Speech or Actions (Profanity or Vulgarity)	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	X		X		
Tobacco/Nicotine/Vape Policy Violation										X		X	X					X		X	X	X
Unauthorized Absence Leaving campus without permission, failure to sign in or out of school							X	X	X		X			X	X			X				
Criminal Dishonesty (Fraud, Forgery, Counterfeiting)							X	X	X	X	X	X		X	X	X	X	X		X		
Disorderly Conduct								X	X	X	X	X	X		X		X		X	X	X	X
Endangering Others								X		X	X	X	X		X		X		X	X	X	X
Fighting or striking students or school personnel								X	X	X	X	X	X	X	X	X	X	X		X	X	X
Filming Fights or Violence for Public Viewing								X	X	X		X	X	X	X	X	X	X		X		
Gambling							X	X	X		X		X	X	X	X						

Response to Code Violations Disciplinary options include both supportive and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations. Using the charts as a guide, Hardin County Schools' staff retain discretion to consider the totality of the circumstances as they make disciplinary decisions. Additional resolution options may be offered per School Handbooks and School-Level Discipline Policies.	Classroom Level Responses						School Administration Level Responses														
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Behavior Violations																					
Harassment (verbal, written or physical—not sexual)	X	X		X	X	X	X	X	X	X	X	X		X	X	X	X		X	X	X	X
Bullying/Hazing	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Gang Activity	X	X		X	X		X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Non-Controlled Substance Policy Violation (includes OTC drugs and inhalants)							X	X	X	X	X	X	X	X	X				X	X	X	X
Property Damage or Vandalism								X	X	X	X	X	X	X	X	X	X		X	X		X
False Activation of Fire Alarm							X	X	X	X	X	X		X	X	X				X	X	X
Theft							X	X	X	X	X	X	X	X	X	X	X			X	X	X
Alcohol or Intoxication Policy Violation								X		X		X	X	X	X		X		X	X	X	X
Arson								X	X	X	X	X	X	X	X	X	X		X	X	X	X
Assault								X	X	X	X	X	X		X	X	X		X	X	X	X
Possession of Fireworks or Incendiary Devices								X	X	X	X	X	X	X	X		X		X	X	X	X
Burglary								X	X	X	X	X	X	X	X	X	X		X	X	X	X
Look Alike Weapon or Dangerous Instrument								X	X	X	X	X	X	X	X	X			X	X	X	X
Dangerous Instrument								X	X	X	X	X	X	X	X	X			X	X	X	X
Deadly Weapon									X	X			X								X	X
Drug Policy Violation (including look-alikes)										X		X	X	X	X	X		X		X	X	X
Extortion										X		X										X
Robbery										X		X										X
Sexual Offense (including sexual harassment)								X	X	X	X	X	X	X	X		X			X	X	X
Terroristic Threatening										X		X										X

ATTENDANCE PROCEDURES

ATTENDANCE POLICY

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

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

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

Valid excuses are defined as:

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

COLLEGE VISITS

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

EDUCATIONAL ENHANCEMENT OPPORTUNITY (EHO)

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

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

NOTIFICATION OF ATTENDANCE RELATED TO TRUANCY

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

LOSS OF CREDIT

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

MAKE-UP WORK

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

TARDY TO SCHOOL

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

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

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

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

LATE TO CLASS

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

1st offense – a FIRST WARNING will be issued by assistant principals
2nd offense – a SECOND WARNING will be issued by assistant principals
3rd – 6th offense – a DETENTION will be issued by assistant principals for EACH OFFENSE
7th offense and each one thereafter – Saturday School will be assigned

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

EARLY CHECK-OUT PROCEDURES

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

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

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

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

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

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

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

Special Note

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

JHHS DIPLOMA PROGRAMS

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

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

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

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

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

ADVANCED PLACEMENT PROGRAM

Advanced placement courses are offered in English, Calculus, Biology, Chemistry, US Government & Politics, and Computer Science Principles. Guidelines for entrance to any of these programs are as follows:

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

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

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

DUAL CREDIT PROGRAM

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

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

There are GPA requirements for dual credit courses depending on the university it is offered through.

KEES PROGRAM

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

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

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

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

PREPARATION FOR COLLEGE ADMISSION

TIME TABLE

Freshman

1. Follow the Pre-College Curriculum as outlined under the Academic Studies Program.
2. Maintain a high grade point average, (KEES money earned for all four years of high school applies to **every year** of college). *
3. Discuss financing your college education with your parents.
4. Start contributing to a tax-exempt, college specific savings program.
5. Investigate colleges and college majors.
6. Get involved. Investigate and join clubs and organizations. Seek out opportunities for volunteer service.

Sophomore

1. Follow the Pre-College Curriculum as outlined under the Academic Studies Program.
2. Maintain a high grade point average.
3. Increase your input in a college savings program.
4. Be active in school clubs, government and organizations. Volunteer your time to charity work.

Junior

1. In October, take the **PSAT/NMQT.** Use the results to determine areas of weakness.
2. Continue with the Pre-College Curriculum as outlined under the Academic Studies Program.
3. Explore careers/college majors and determine colleges where *those* majors are offered.
4. During the school year:
   a. List your college choices
   b. Determine the required college entrance tests and requirements
   c. Contact a school counselor for more information about high school courses to take during your senior year.
   d. Attend the local College Fair at the Early College and Career Center (EC3)
   e. Look for ACT or SAT prep course(s).
5. In March, juniors will take the **ACT/SAT.** Students may also want to take the SAT or ACT. Register online at: www.actstudent.org or www.collegeboard.com (SAT)
6. In the summer, visit college campuses.
7. Calculate the expected cost of your college choices.*
8. Investigate and research scholarship opportunities.
9. Increase your input in a savings program.

Senior

1. Any senior who would like to improve their ACT/SAT score should take the test in the fall. Retesting should be considered based on particular college admission requirements. Look for ACT/SAT prep programs/materials. (The KEES money for the ACT bonus applies to **every year** of college).

2. Begin writing essays or letters of recommendation required for admissions. Create a resume for letters of recommendation. If you are involved in athletics, register with the NCAA Clearinghouse. Develop an athletic portfolio to present to coaches. Make contact with college coaches. Follow up with a visit to the prospective coach.
3. Attend a College Fair and/or other opportunities to meet with college representatives.
4. Finalize college applications and housing requests, (generally, colleges will not accept housing applications until students have been accepted).
5. Be constantly aware of announcements concerning scholarships. Investigate scholarship opportunities from: the college/university, the department of your major at the college of your choice, your local community, and your guidance counselor.
6. Complete the FAFSA online at: (www.fafsa.ed.gov).
7. Attend a financial aid workshop when they become available.

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

***KEES** money applies to any accredited public or private institution in Kentucky *or* Academic Common Market School out-of-state. Check current status at www.kheaa.com

STUDENT TRANSCRIPT REQUIREMENT

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

Students (and alumni) can create accounts online at www.parchment.com; step by step registration directions are located in the guidance office and online at the Guidance Webpage. Please direct any questions to Emily Myers-Angeline, emily.myers-angeline@hardin.kyschools.us.

GRADUATION PROCEDURES

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

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

HONOR GRADUATES will include:

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

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

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

NCAA REQUIREMENTS

Any student who plans to attend a NCAA Division I or II institution AND who wishes to participate in intercollegiate athletics must register with the NCAA Eligibility Center (formerly NCAA Clearinghouse). To view the rules and to register, go to https://web1.ncaa.org/eligibiltycenter/common/ Click on the Prospective Student-Athlete link. Here you can gather information and resources as well as register.

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

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

PARENT INVOLVEMENT POLICY

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

TO KEEP PARENTS INFORMED

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

TO ENCOURAGE PARENT VOLUNTEERS

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

TO WELCOME PARENT SUGGESTIONS

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

SCHOOL COMPACT

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

As a parent or guardian, I pledge to:

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

As a JHHS staff member, I pledge to:

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

As a JHHS student, I pledge to:

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