



2017-2018

LINCOLN HIGH SCHOOL

STUDENT HANDBOOK

LINCOLN HIGH SCHOOL
A WV School of Excellence

2017-2018 STUDENT HANDBOOK

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Principal.....James Lopez
Assistant Principal/Athletic Director.....Holly Hawkins
Assistant Principal.....Russell McKeen
Guidance Counselor.....Susan DeBlossio
Guidance Counselor.....Jessica Freeman
Secretary/Accountant.....Marcia Corder
Secretary/Accountant.....Lori Hinzman



WELCOME

Welcome to a new school year at one of West Virginia's finest high schools.... We are looking forward to a successful and exciting school year where students feel safe, welcome and enjoy attending school.

MISSION STATEMENT

Lincoln High School provides a high quality, comprehensive and meaningful education that foster student engagement, charactor development and the use of technology skills to create productive members of society.

CORE BELIEFS

We believe:

1. That all students at Lincoln High School are provided with the opportunity to develop to their fullest academic potential in a safe, cohesive learning environment.
2. That all students will be given a fair and equal opportunity to succeed academically and be prepared to become productive citizens ready for the ever changing twenty-first century through a technology enriched learning environment.
3. That every member of our learning community will provide a qualaity program of instruction that includes high standards and expectations for all to facilitate learning.

Lincoln High School

You are receiving this 2017-2018 Student Handbook because we believe that students succeed when they know what is expected, understand how to organize, study, and make good use of their time. Hopefully, this instructional tool will help.

As you know, Lincoln High School has an excellent tradition of student scholarship and citizenship. This occurs because student initiative and responsibility, along with a knowledgeable, caring staff and supportive community, make our high school unparalleled in academic, athletic, and co-curricular opportunities. We find that students experience success at LHS when they are committed to school, maintain good attendance, prepare for class, and participate in extracurricular activities.

ALMA MATER

Lincoln High, Lincoln High,
Proudly we honor the name of
Lincoln High, Lincoln High,
Gold, brown, and white are you.
Faith in our story will prove our glory,
Everyone will know we're true to
Lincoln High, Lincoln High, proudly we honor you.

LINCOLN FIGHT SONG

The big cats from Lincoln are coming.
We're hungry for winning tonight.
The brown and the gold cats are prowling.
We'll claw and maul and fight!
Fight! Fight! So,
Come on and cheer for the Cougars.
The number 1 team in the town,
And stand up and yell
For the Lincoln High School
Cougars are the best team
From all around.

BELL SCHEDULE

7:35AM- First Bell- students to lockers

7:39 – 9:09 – Block 1

9:13 – 9:58 – 2A

10:00-10:45 – 2B

10:45 – 11:15 – Lunch 10th and 11th Grades

10:49 - AA – 9th and 12th Grades and NJROTC

11:15 – 11:45 – Lunch - 9th and 12th Grades and NJROTC

11:19 – AA – 10th and 11th Grades

11:48 – 1:18 – Block 3

1:20 – 2:05 – 4A

2:09-2:54 – 4B

2:54 – 1st dismissal for bus students only

2:57 – Final dismissal for all other students

TWO HOUR EARLY DISMISSAL

Refer to regular bell schedule

11:50 – 12:20 – Block 3

12:24 – 12:54 – Block 4 (will alternate 4A and 4B)

12:54 – 1st dismissal for bus student only

12:57 – Final dismissal for all other students

TWO HOUR DELAY SCHEDULE

9:35- First Bell- students to lockers

9:41 – 10:11 – Block 1

10:15 – 10:45 – Block 2 (will alternate 2A and 2B)

10:45 – 11:15 – Lunch 10th and 11th Grades

10:49 - AA – 9th and 12th Grades and NJROTC

11:15 – 11:45 – Lunch - 9th and 12th Grades and NJROTC

11:19 – AA – 10th and 11th Grades

Resume regular schedule

THREE HOUR DELAY SCHEDULE

10:35AM- First Bell- students to lockers

10:41 - 10:45 All students report to AA

10:45 – 11:15 – Lunch 10th and 11th Grades

10:49 - AA – 9th and 12th Grades and NJROTC

11:15 – 11:45 – Lunch - 9th and 12th Grades and NJROTC

11:19 – AA – 10th and 11th Grades

Resume Regular Schedule

STUDENT SERVICES

Mrs. Susan DeBlossio (Senior, Junior) and Mrs. Jessica Freeman (Sophomore, Freshman) are the guidance counselors of Lincoln High School. They are here to help you in many ways, including:

1. Helping to solve problems that you might encounter at school;
2. Helping with career and college planning;
3. Applying for college;
4. Choosing a college, vocational school, or military plan;
5. Planning your schedule of classes;
6. Registering and preparing for college entrance exams;
7. Solving personal problems.

ATTENDANCE POLICY

Parents are advised of their responsibility to report the absences of their students by sending a written note upon the student's return. If a student fails to bring a written note upon return, the absence will be regarded as "unexcused." All claims for absence must be submitted within five (5) days upon return to school. This includes coming to school late or leaving early.

TARDINESS: Lincoln High School emphasizes punctuality. Attendance is a vital component to a student's academic success. Habitual tardiness to school and class will be dealt with as a disciplinary problem.

Any absence, tardiness, late arrival or early leave, unless for extenuating circumstances approved by the administration, will result in student not being permitted to practice, participate in, play or perform in any after school activity for that date.

Students tardy to school, on the fourth tardy and thereafter for each semester will receive one lunch detention. Continual and excessive tardies will result in ASD or ISS. ***All students arriving after the regular schools start time must sign in the office.**

Students tardy to classes will receive a warning on their first offense. Second and third offenses will result in lunch detention. Continual and excessive tardies will result in ASD or ISS.

On the fifth unexcused absence from school, OR the fifth occurrence of being tardy to school, OR a combination of the two, a student's driving privileges will be revoked.

OUT OF CLASS/HALL PASSES

Students should be in the halls only at the beginning and close of school and while moving from one class to another, unless they have special permission. Students in the hall during class must have a hallpass form their teacher.

* No students permitted out of class after 2:40 to reduce congestion and to safely prepare for dismissal of school.

EMERGENCY DRILLS/CODES

Lincoln High School will periodically conduct emergency drills/codes. As these occur, students and staff are to respond appropriately depending on the need of the drill. Teachers are trained for emergency drills/codes (Red, Orange, White, Blue, Yellow and Green) and will provide students with necessary instructions.

WITHDRAWING FROM SCHOOL

Students are to obtain appropriate forms from the Guidance Office, have the forms completed by the teachers, return all books and property and make sure all fees are paid. Completed forms are to be returned to the Guidance Office for final clearance.

ARRIVAL TO SCHOOL

Upon arrival to school, students are to either eat breakfast in the cafeteria or report to the auditorium/gymnasium until 7:35am. Students who drive to school must enter school immediately upon arriving.

EARLY DISMISSAL FROM SCHOOL

Students shall not be dismissed from school early without permission from the Principal/Assistant Principal. Upon formal request signed by the parent, a student may be dismissed from school for such an appointment for such time as the specific appointment shall require.

Parents are encouraged to make all appointments for their children during out of school times. Parents who pick up their child after school must wait until the dismissal time of 2:57pm. Students will not be dismissed early from classes to leave prior to dismissal at 2:57pm. Only in an emergency or if related to an appointment which must be verified by an appointment card/parent note will a student be dismissed. Any student who leaves school without permission from the principal or assistant principal shall be subject to appropriate disciplinary action including assignments to in-school suspension/after school detention or suspension from school. Students are not permitted to call home to ask for parent to come to school to pick them up unless given permission from the principal or assistant principal in advance.

CLASS DUES

Class dues are \$10 and collected each year to reduce the amount of fundraising to cover expenses for student activities. Failure to pay class dues may result in students not being permitted to fully participate in activities such as dances, courts, or graduation exercises.

ELIGIBILITY FOR ATHLETICS

Students may participate in extra-curricular activities that are not an extension of an instructional class: football, basketball, track, etc. To be eligible during any semester, the student must have maintained a "C" average the immediate preceding semester. Athletes must pass a

physical exam and be covered with the school accident insurance or his/her parents must sign a form stating that they have insurance for their child.

MEDICAL INFORMATION

We would prefer that all medication be taken at home under the supervision of the parent/guardian. However, doctor's prescriptions sometimes dictate otherwise. Therefore, all medication along with a note from the parent/guardian must be sent in order for medicine to be on campus. The medicine must be sent in the original container labeled with the student's name, date, directions of use and the physician's name. All medication will be kept in a secured area in the office. Medication will only be distributed by an authorized staff member. Inhalers for asthma are permitted to be carried by the student. Approval and permission must be given by the administration to carry inhalers.

EMERGENCIES

If a student becomes ill at school, he or she should secure permission from the teacher and report to the Main Office. The principal or assistant principal will determine what action should be taken. At no time is a student permitted to leave school without permission from a principal and without signing out after receiving said permission. It is imperative that Harrison County Schools maintain regular contact with parents. Parents are strongly reminded to update contact information, including current telephone number and address, by contacting your child's school on the next available school day to report the change(s). From time to time, it is necessary to contact parents/guardians regarding a child's illness, an emergency, or disciplinary offense and action. The school administration will make every attempt to contact all telephone numbers on the student's contact sheet in serious matters as deemed necessary by the principal. If the school is unable to communicate with a parent/guardian in a timely manner, the child will be turned over, at the end of that same school day, to the appropriate agency, including law enforcement and/or Child Protective Services.

ADVANCED EDUCATION INFORMATION OF HARRISON COUNTY

1. Advanced classes better prepare your child for college success.
2. Advanced classes will help your child perform better on his/her college entrance exams.
3. Better exams results can help earn the Promise Scholarship and other merit scholarships.
4. Honors and Advanced Placement (AP) classes better prepare students for college by offering challenging, college-level work.
5. Students will receive one additional quality point for each letter grade for Ap classes A=5, B=4, C=3, D=2

What is Advanced Placement (AP)?

AP courses are audited and approved by the College Board. They must meet demanding course requirements before being approved. They are taught by trained, motivated teachers and curriculum is equivalent to college level work. National AP exams are offered in May. Students have the option of taking them, but are highly recommended they do so. A passing grade of 3, 4, or 5 can earn college credits. Visit college websites to learn of each college or university's AP requirements.

Why take AP?

Studies indicate that students who take two or more AP courses have a significantly higher chance of graduating in four years. The curriculum helps the students develop better study habits to handle college-level work. AP classes will help to increase college entry exams scores. This is especially important when considering the Promise Scholarship. Currently, students must have a composite score of 22 on the ACT exam or a combined score of 1020 on the SAT exam to qualify for the Promise Scholarship. Each college or university determines AP eligibility.

What is dual credit?

As the name implies, students who successfully complete these classes can earn both high school and college credit. Credits should transfer to most in-state colleges and universities. It is the student's responsibility to verify college course requirements.

Why take dual credit?

Students can complete their college degree in less time, therefore saving money, and can enhance their preparation for college and increase their chance for success. Students will adjust to a more advanced level of education, making the transition from high school to college easier.

GRADUATION REQUIREMENTS FOR CLASSES OF 2018 and Thereafter

English	<p><u>4 credits</u> English 9 English 10 English 11 English 12 or English 12 CR or Transition ELA for Seniors An AP English course may be substituted for any of the above courses.</p>
Mathematics	<p><u>4 credits</u> NxG Algebra NxG Algebra Support NxG Geometry NxG Algebra II NxG Trig/Precalculus or Transitional Mathematics for Seniors or any other fourth course option (WVDE Policy 2510-5.4b)</p>
Science	<p><u>3 credits</u> Earth and Space (Grade 9) Biology or Conceptual Biology or AP Biology (Grade 10) One additional lab science course or AP science course</p>
Social Studies	<p><u>4 credits</u> World Studies (Grade 9) United States Studies (Grade 10) or an AP Social Studies course Contemporary Studies or an AP Social Studies course Civics for the Next Generation or AP Government and Politics</p>
Physical Education	<p><u>1 credit</u></p>
Health	<p><u>1 credit</u></p>
The Arts	<p><u>1 credit</u></p>
Computercourse/computer equivalent course	<p><u>1 credit</u></p>
Concentration course	<p><u>4 credits</u> Each student's Personalized Education Plan (PEP) will identify coursework for the 4 credits that will lead directly to placement in entry-level, credit-bearing academic courses; an industry-recognized certificate or license; or workforce training programs. *Students choosing CTE courses as their concentration, yet are also planning to attend a four-year college, MUST take two years of a world language</p>
Electives	<p><u>5 credits</u> *Students choosing CTE courses as their concentration, yet are also planning to attend a four-year college, MUST take two years of a world language.</p>

LIBRARY

The school library is available for all students and faculty members. The rules are posted in the library. These rules and regulations are not for the curtailment of usage, but the smoother operation and greater service for all. The administration encourages teachers and students to make use of library facilities on a regular basis.

LUNCH DETENTION

Detention period is a time when the student is to stay in an assigned, supervised room during the 30 minutes lunch break for any infraction or unacceptable behavior. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time by assigning lunch detention. Students who willfully skip lunch detention are insubordinate and are subjected further discipline.

LOCKER POLICY

Each student will be assigned a locker. Lockers are the property of the school and students do not acquire any rights of ownership by using the locker. The administration has the right to make unannounced administrative searches of lockers for health and safety reasons. If contraband is found during a regular administrative search, the appropriate measures will be taken. Upon reasonable suspicion that contraband is in a student's locker, the administration has the right to search the locker and its contents. Lockers are assigned to individual students only. **At no time is any locker to be shared. All lockers are to be locked at all times and no student is to give his or her combination to any other student.** Violating locker policies will result in disciplinary action. All lockers are to be kept neat and clean at all times. Food and drinks, with the exception of the cold lunch if applicable, are not to be kept in student's lockers.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors or administrators by telephoning the school office at 326-7400. After school conferences are scheduled, one each semester, and parents are encouraged to attend at the scheduled time. This year's conference dates are October 24, 2017 and March 22, 2018.

SCHOOL BUSES

Students riding school buses are under the jurisdiction of the Harrison County Discipline Policy. While riding the bus, students are expected to obey all school policies and act in a mature and appropriate manner. Students, who violate the rules and misbehave on buses, subject themselves to disciplinary action.

STUDENT BEHAVIOR

At LHS, students are expected to behave in a positive manner. Students and parents should reference Harrison County Schools Policy 4103 Manual for Expected Behavior in Safe and Supportive Schools. Although we primarily focus our attention to increasing students positive behaviors, we must mention some of the behaviors that will prevent student disciplinary incidents. Therefore, students are to refrain from the following:

1. Smoking, use, or possession of snuff or any tobacco product in the building or on school property. Prevention Resource Officer will issue a citation for all offenses.
2. Fighting or assault of another student
3. Disrespect of teachers
4. Destruction or defacing of school property
5. Wearing hats in the building
6. Littering in or out of the building
7. Indecent wearing apparel
8. Locker misuse
9. Hand holding and other displays of affection
10. Possession or use of alcohol and or drugs on school property
11. Sitting in cars in the parking lot at any time of the day
12. Academic dishonesty including plagiarism.
13. Purses and bags which are not large enough to hold a textbook are permitted. All other purses or bags must be placed in the student's locker when school begins and kept there until school ends. Gym bags may be carried to and from PE class only.
14. The use of cell phones are prohibited in classrooms.
15. Possession or use of weapons of any kind.

Student Expectations

It has been the custom for students at LHS to recognize the appropriate behavior for a given situation and conduct themselves accordingly. It is expected that this custom will continue and that students will exhibit the courtesy that has brought many compliments to our school.

At Lincoln High School:

1. Everyone has the right to learn and no one has the right to interfere;
2. Everyone's dignity, welfare, and material possessions should be respected;
3. Everyone is expected to attend all scheduled classes;
4. Individual teachers will have additional expectations about appropriate student behavior in their classes.

THE CAFETERIA

While in the cafeteria, it is expected the students will care for their surroundings, be mannerly, respect others, and follow the expectations of the supervisors.

CARE OF SCHOOL AND PERSONAL PROPERTY

Pupils shall be held responsible for school and personal property. Any pupil who damages or destroys school or personal property shall be subject to disciplinary action and liable for the cost of restoring the property. Any pupil, who steals school or personal property, shall be subject to suspension or expulsion. Parents shall be liable for property stolen and damaged.

CLASS CHANGES

Having made a final schedule selection during the spring registration, students have the opportunity to change their schedule during the first week of the first semester only. Students must make their schedule change request for the second semester prior to the end of the first semester. Only those changes that will benefit the student will be permitted and those changes must be in compliance with schedule change policy on file in the office.

CLOSED CAMPUS

Lincoln operates a closed campus policy. **STUDENTS MUST STAY ON THE SCHOOL GROUNDS FROM THE TIME THEY ARRIVE, EVEN IF THE FIRST PERIOD HAS NOT YET STARTED, UNTIL DISMISSAL OR UNTIL THEY LEAVE ON THE BUS.** To leave campus without permission from the principal or assistant principal, is a serious discipline infraction and will be treated accordingly. Closed campus also means that friends who are not presently enrolled at LHS are not permitted on campus to visit with any student at any time during the school instructional day.

DRIVER'S LICENSE

Students may obtain an application for driver's license in the office. Please return it to the office once completed for approval by a school administrator. Applications will be denied based on progress toward graduation and/or attendance. Applications cannot be approved if a student has ten consecutive unexcused absences or fifteen total unexcused absences in an academic year. Students will then have to go through an improvement period to be eligible for a license.

STUDENT PARKING

Driving to Lincoln High School is a privilege. Disciplinary infractions and excessive unexcused absences will result in revocation of driving privileges. **On the fifth unexcused absence from school, OR the fifth occurrence of being tardy to school, OR a combination of the two, a student's driving privileges will be revoked.** The student will then have a meeting with an administrator, or the Harrison County Attendance Director, for a plan of improvement for reinstatement of driving privileges.

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must register the vehicle each school year. Registration blanks may be obtained in the office.
2. Each student must display a parking permit as prescribed for the current year.
3. Each student must park in assigned parking area.
4. Driving from the school grounds during school hours is not permitted unless receiving prior approval from the administration.
5. Speeding or careless driving on school grounds and on streets bordering the school is not permitted; suspension of driving to school will result.
6. Parking in a no parking area is a direct violation.
7. Sitting in cars during the school day is not permitted. Students must leave their car after arrival at school.
8. Students are not to park in another student's assigned parking space.

9. Students attending United Technical Center are permitted to drive to UTC with appropriate permission.
10. When applying for a school parking permit, students must show drivers license, registration and proof of insurance.

STUDENTS USE OF CELL PHONE @ SCHOOL

Cell phones, ear buds, iPads, and other electronic devices are not permitted in the classroom unless they are being used exclusively for academic purposes. Electronic devices that are used in the classroom without teacher permission and/or for non-academic purposes are subject to confiscation by school personnel and possible disciplinary action. Students may be permitted to use electronic devices in a non-academic setting during the school day, i.e. lunch period, AM & PM Bus rooms. Inappropriate use of electronic devices in any setting is cause for disciplinary action. Lincoln High School and the Harrison County School System shall not be responsible for lost, damaged, or stolen electronic devices of any kind. Please refer to Harrison County Schools Policy 4103.6.610.

1st Offense

Student devices will be confiscated with a written warning and the device will be returned to the student at the end of the school day.

Additional Offenses

Student devices will be confiscated, disciplinary action will be taken and the student's parent must obtain the device from the office.

TELEPHONE

Students will not use the office phone for personal calls except in an emergency and with office permission. Students will be called out of class to receive phone call only in case of an emergency nature. Only emergency messages will be delivered to students.

CLUBS AND EXTRA-CURRICULAR ACTIVITIES

The following clubs and extra-curricular activities are available to students:

National Honor Society	Christian Club	Tennis-Girls
Art Club	Cross-Country	Tennis-Boys
FFA	Show Choir	Quiz Bowl
Yearbook	Softball-Girls	FBLA
Band	Cheerleading	Swimming-Girls
Football	Volleyball-Girls	Swimming-Boys
Baseball	Track-Girls	Soccer-Girls
Basketball-Boys	Track-Boys	Soccer-Boys
Basketball-Girls	Math Field Day	Pep Club
Student Council	Key Club	Wrestling
Chess Club	Golf	Book Club
Future Teachers	RAZE/SADD	Photography Club
	Archery Club	Spirit/Pep Club

STUDENT COUNCIL

The purposes of the Student Council are:

1. To teach and develop citizenship through democratic practices.
2. To provide the opportunity for active participation in the organization and management of school affairs.
3. To further interest in all school activities.
4. To cooperate in promoting the general welfare of the school.

Membership:

The President, Vice-President, Secretary, and Treasurer of the student body; one representative from each homeroom; and chairpersons of standing committees are the council members. The Principal and a teacher serve as advisors.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Minimum requirements to be considered for eligibility:

- a. Candidates eligible for election to this chapter must be members of the junior or senior class.
- b. Candidates from the junior class should be enrolled in eight classes for credit. Candidates from the senior class should be enrolled in a minimum of four classes for credit at Lincoln High School and/or college classes.
- c. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one semester at Lincoln High School.
- d. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.5. The 3.5 GPA must be without a D or F during the year of selection. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- e. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character. The minimum requirements are: three leadership positions, ten hours of service with participation in at least two activities, three different extra curricular activities and two community activities which are entirely exclusive of school.
- f. If a prospective member is punished with OSS, he/she will not be eligible for membership the year the misconduct occurred. The student shall not have unexcused absences.

LiveGrades

All students are strongly encourage to utilize the online grading system, LiveGrades, to monitor their academic progress. Students will be provided with login information. LiveGrades provides progress reporting for students and parent/guardians and can be used for an open line of communication between the home and the school. LiveGrades will be used as the reporting tool for midterm progress reports.

Types of Violence/Bullying

PHYSICAL

*Harm to another's
Body or Property*

- Pushing
- Teasing
- Etc.

EMOTIONAL

*Harm to another's
Self-Worth*

- Visual & Verbal
- Name Calling
- Gestures
- Threats

SOCIAL

*Harm to another's
Group Acceptance*

- Looks
- Ostracizing
- Etc.

PHYSICAL <i>Harm to another's body or property</i>		EMOTIONAL <i>Harm to another's self-worth</i>		SOCIAL <i>Harm to another's group acceptance</i>	
verbal	nonverbal	verbal	nonverbal	verbal	nonverbal
Making repeated and/or graphic threats Practicing extortion Making threats to secure silence: "If you tell, I will..."	Destroying property Setting fires Biting Physical cruelty Making repeated, violent, threatening gestures Assaulting with a weapon	Frightening with phone calls Challenging in public	Ostracizing Destroying personal property or clothing	Threatening total group exclusion	Arranging public humiliation Total group rejection/ostracizing
Taunting Expressing physical superiority	Making threatening gestures Defacing property Pushing and Shoving Taking small items from others	Insulting remarks Calling names Teasing about possession, clothes Saying someone has germs/unclean	Giving dirty looks Holding nose or other insulting gestures	Gossiping Starting/ Spreading rumors Teasing publicly about clothes, looks, etc.	Passively not including in group Playing mean tricks
Threatening physical harm Blaming targeted student	Damaging property Stealing Initiating fights Scratching Tripping or causing a fall Assaulting	Insulting Family Harassing with phone calls Insulting intelligence, athletic ability,.	Defacing schoolwork Falsifying schoolwork Defacing personal property, clothing, etc.	Insulting race, gender Increasing gossip/rumors Undermining Other Relationships	Making someone look foolish Excluding from the group

GRADING INFORMATION

Harrison County high schools shall be on a six weeks grading period. Progress reports shall be sent home to all students at the middle of each grading period by a method determined at the school. Progress reports will represent a minimum of six assessments. Parents and students may monitor progress through the county approved electronic grading system.

SEMESTER GRADES

All students will take a summative semester exam at the end of each semester of school. The semester exam will count as 10 percent of the student's semester grade with each six week grade being weighted as 30% of the overall semester grade.

6 WEEKS	1	6 WEEKS	2	6 WEEKS	3	SEMESTER EXAM	FINAL SEMESTER GRADE
30%		30%		30%		10%	100%

GRADING SCALE

The following grading scale shall be used in all HCHS to assign semester letter grades on transcripts

A = 93 to 100
B = 85 to 92
C = 75 to 84

D = 65 to 74
F = 65 to 74
I = Incomplete

GRADE ASSIGNMENT AND CLASSIFICATION

Grade or class assignment will be based on the following numbers of credits earned.

Name of Class	Number of Credits
Sophomore	6
Junior	13
Senior	20

A student must have the county required number of credits to go on to the next higher grade/classification and have passed their core academic subjects. Students will be assigned to grade level and Advisor/Advisee group on the basis of the number of credits earned, not the number of semesters or years they have in school.

HONOR ROLL

Perfect 4.0-4.0+
Superior 3.5-3.99
Regular 3.0-3.49

Anyone receiving a D, F, or incomplete for a given grading period will be ineligible regardless of the grade point average.

WEIGHTED GRADES

Weighted grades shall be issued Advanced Placement classes and International Baccalaureate courses for which high school credit is to be awarded.

Average Grade Quality Points for Weighted Grades

93-100 = A = 5.0
85-92 = B = 4.0
75-84 = C = 3.0
65-74 = D = 2.0
0-64 = F = 0.0

Harrison County Policy 5502 Grading Policy *Updated 2016*

5502.1 Rationale: The purpose of this policy is to communicate and document the achievement status of students. Harrison County Schools believes assessment provides information for a student's self-reflection, incentives for all students to learn, data to identify certain educational paths or programs for groups of students, and documentation of student performance to evaluate the effectiveness of instructional programs. This policy requires that all teachers utilize the state content standards and objectives (CSOs) for each program of study. Assessments measuring CSOs shall be administered by the teacher. In evaluating the student for each grading period, the teacher will consider all aspects of performance (i.e. mastery of CSOs, daily class participation, homework, projects, and assessments).

5502.5 High School Grading, grades 9-12

A. Harrison County high schools shall be on a six-weeks grading period. Progress reports shall be sent home to all students at the middle of each grading period by a method determined at the school. Progress reports will represent a minimum of six assessments with the exception of alternating classes, which shall represent a minimum of three assessments per progress report. Parents and students may monitor progress through the county approved electronic grading system.

1. Whole number percentages with no rounding (i.e. 92 = "B"), shall be printed on report cards for grading periods.

2. The following grading scale shall be used in all Harrison County high schools to assign semester letter grades on transcripts

A = 93 to 100

B = 85 to 92

C = 75 to 84

D = 65 to 74

F = 0 to 64

I = Incomplete

3. Re-teaching and reassessment opportunities, including but not limited to referral to School-based Assistance Team (SAT), shall be required for those students with an average below 50 percent at the time of a progress report. A plan shall be established by each School Leadership Team to be reviewed and presented to the Faculty Senate annually by September 1.

4. No + or --- signs are to be used on report cards or transcripts. In the event a student repeats a class and earns a higher grade, both grades are recorded on his/her transcript, and therefore, are averaged into his/her cumulative GPA.

5. The summative assessment will be averaged as 10 percent of the semester grade with each of the six-week grades weighted as 30 percent.

6. A student can earn no more than two "F's" during a semester to receive credit.

7. No student schedule change may be permitted after the first five (5) school days of each semester or term.

8. All grades of "Incomplete" shall be made up within the make-up days permitted at the discretion of the individual schools but shall not exceed the length of a grading period. An "Incomplete" shall default to an "F" by June 30 of the current school term.

9. The classroom teacher may assign a daily participation grade or may provide points for participation linked to the curriculum and content standards. Participation points cannot be linked to attendance, and a student shall be given an opportunity or alternate assignment to regain these participation points.

10. In co-curricular classes (i.e. band and show choir) attendance at performances may be considered as part of a student's classroom grade. This shall be communicated to students at the beginning of the year/semester.

11. Once a student has taken the summative assessment, no provisions shall be made for re-testing, and the summative assessment grade becomes final. No summative assessments shall be given prior to the school's prescribed summative assessment schedule with the exception of a legal obligation as approved by the Superintendent.

12. Each teacher shall provide a copy of the summative assessment to the principal at least 48 hours prior to the administration of the summative assessment. A study guide, rubric, or performance task/project outline shall be provided to the principal and students at least five (5) school days prior to the examination days. The principal shall have access to a key and all summative assessments taken by students at the conclusion of the semester.