

We have HornetPRIDE

2020 - 2021 Student Handbook



**We have HornetPRIDE -
today, tomorrow,
and forever...**

Together we Thrive

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PERSEVERANCE

RESPECT

INTEGRITY

DISCIPLINE

EXCELLENCE



Bell Schedules - to be updated by August 15, 2020

ACADEMIA INFORMATION

No pupil shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status. All vocational classes will provide academic, economic or physically disabled students with materials and instruction to meet any student's identified needs.

GRADES

For the 2018 - 2019 school year, progress of high school students shall be evaluated according to the following grading scale:

For ALL Courses

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = Below 60

School-Wide Grading Categories (SBDM 5.145)

Summative = 70%
Formative = 20%
Active Learning Skills = 10%
Final Exam = 20% of the overall grade per state regs

Report Cards

An official report of each student's scholastic progress shall be sent to parents/guardians via the students approximately one week after the semester grading period ends (or every nine (9) weeks). Mid-term failure notices are also sent to the parent/guardian of a student who is working below his/her potential. This report will be sent home through the student four weeks after the start of each grading period. Parents should be aware that the student will be bringing the mid-term, and grade cards home. **All teachers are expected to have personal communication with the parent, if the student is not progressing in the classroom or is displaying a negative behavior.** If you would like a conference with your child's teacher, please call for an appointment at (270) 927-6953.

Promotion and Retention

Hancock County High School students will be promoted or retained in grades according to the credit requirements for each grade level. Also, course requirements for each grade level listed in the Kentucky Program of Studies will be followed as prescribed. ASPIRE class assignments are made at the beginning of the freshman year and will remain the same, throughout the student's school years, unless hindered by a scheduling problem or the student does not have enough credits to move on to the next grade level.

Freshman (Grade 9)
Sophomores (Grade 10)
Juniors (Grade 11)
Seniors (Grade 12)

0-5 credits
minimum of 6 credits
minimum of 12 credits
minimum of 18 credits

NOTE: Any student with an excess of credits will be classed by their school year, not by the number of credits they have obtained.

One Credit Classes

Hancock County High School will accept half credits for students **who transfer from other schools** to allow for students who fail half of any course to make up that half only and not have to make up an entire course. **Those students will enroll in a Credit Recovery course to earn the remaining half credit.**

Physical Education Course Requirements

In the event that a high school student's physical condition or religious convictions prohibit participation in the one-half unit PE course, the Board may authorize a variance in or exempt the student from graduation requirements for the course. Upon presentation of a certificate from a licensed physician or an affidavit from the pastor of the church to that effect, a course may be substituted that is within the student's capabilities as specified.

Any high school student starting a semester with a medical doctor's excuse from participation in any physical education activity for than three (3) weeks and/or who does not participate in any physical education activities for the first three weeks of the semester will have his/her schedule changed, and she/he will be placed in physical education for the corresponding semester the following year and/or exempted from participation by the Board of Education. The High School Attendance Committee will verify the doctor's excuse.

Fine Arts

Fine Arts are encouraged at Hancock County High School. Regular events include two band concerts per year, two choir concerts per year, a musical theatre program, a jazz band concert, art exhibits and programs organized by the Arts & Humanities Department. One performing arts credit is required for all high school students. Courses that meet this requirement include: Choir, Musical Theatre, Band, Jazz Band, Music Appreciation, Art Appreciation, All Visual Art Courses, Dual Credit Music and/or Art Appreciation through OCTCS or WKUO.

World Language Course

Hancock County High School instituted the STAMP test as proof of attaining state benchmarks for World Languages. STAMP measures reading, writing, listening, and speaking skills for language learners. The scores range from Novice-Low up to Advanced-Mid. The state has set Novice-High as benchmark for students who have completed the second year of a World Language. **Two years of foreign language instruction is highly recommended.**

Tutoring

Beginning with the 2019-2020 school year, Hancock County High School has developed a program for extra academic support and enrichment during the school day. After school tutoring will continue to be available with individual teachers as needed. Students should ask each teacher when their after-hours tutoring sessions are available should they need more than the provided time during the school day each week.

Honor Roll

At the end of the each nine (9) weeks grading period, the Honor Roll for high school students will be published in the local newspaper. Students qualifying for the Alpha Honor Roll must have all "A" grades. Students qualifying for the Beta Honor Roll must have no grades lower than a "B". Semester Alpha and Beta Honor rolls will be based upon the current semester grades.

Mid Term and Semester Exams

It is the thought of the administration, faculty/staff based decision making council that taking cumulative exams is all a part of the educational process. Particularly for the students planning to go on to college, it is our duty that each student has the opportunity to experience several cumulative exams before the graduate. For this reason, all students will be taking midterm and final exams, The only exception to this will be students who have multiple AP classes (See SBDM policy 5.15) and those who qualify for ONE exemption based on Attendance Reward (see SBDM policy 5.17).

Local Requirements for HCHS Students to Graduate

4 units of language arts -one each year	1 unit of Digital Literacy
4 units of math - one each year	1 unit of Performing or Visual Arts
3 units of science	Financial Literacy Competency (Class of 2022)
3 units of social studies	8 units of electives
1 unit of health (1/2) and Phys. Ed. (1/2)	

Note: It is highly recommended that students take two years of Spanish **if they plan on attending a four-year college.**

Auditing a Class

With permission from the parent, teacher, guidance counselor, and principal a student may audit a class. A grade or credit is not received for an audited class and may be credited only if there is room in the class.

Dual Credit Courses – courses taken at HCHS, OCTC, WKUO, or other approved post-secondary institutions for both high school and college credit. Students must hold a 2.5 cumulative GPA, have 4 or fewer unexcused events in the preceding semester, and meet the minimum college readiness benchmarks for the course in which they wish to enroll. Students who have not met these benchmarks prior to July 15th will be dropped from dual-credit courses and their class schedule will be filled with courses at the high school.

Early College Courses - Junior students may apply by the end of their sophomore school year to participate in college classes taken off campus. Students must meet all OCTC guidelines set forth in the Early College Handbook, as well as meet the minimum requirements for acceptance in the high school application process, including meeting GPA, attendance, and college readiness expectations.

Cooperative and/or Internship Opportunities - Hancock County High School and local businesses have partnered to create learning opportunities for on the job training. **SBDM Policy 5.21 defines criteria for internship opportunities:**

In order for students to apply for internships during their Senior year, students must meet the following criteria:

- Hold a 2.5 Unweighted Cumulative GPA
- Must meet 1 or more of the following Transition Ready Criteria:
 - Have met College Ready Benchmarks on the ACT/SAT
 - Have earned 6 or more hours of approved dual credit with a C or higher
 - Hold an industry certification in an approved CTE pathway
 - Have achieved Career Ready status by meeting the benchmark on an End of Program assessment in an approved CTE pathway
- Have 4 or fewer unexcused events during the preceding semester (Event is defined as an tardy, morning or afternoon, partial, or full-day absence)
- Be currently enrolled in a connecting pathway OR submit in writing why the internship placement will promote future goals
- Complete all required applications and paperwork on time

All students enrolled in an internship may receive up to 2 course credits for their internship work. A portion of these credits will come from the student's participation in the Internship Seminar class.

Students may be removed from internships and re-enrolled in coursework if grades or attendance fall below the above conditions during the time the student is scheduled for the internship.

School administration also reserve the right to modify or suspend an internship if a student submits more than one poor evaluation from their supervisor OR fails to submit evaluations and reflections on time.

Repeating Classes Failed

When a student repeats a failed class, both grades will appear on the transcript and will be included in the GPA. The student will be given credit for the class provided he/she has passed the class on the second attempt.

Repeating Classes Not Failed

Students will not be allowed to repeat a class again unless they have previously failed the class except for certain electives (Advanced PE, Weightlifting, Choir, Musical Theatre, Band, Jazz Band). Classes may not be retaken in order to improve GPA.

Summer School

Summer school documents will be handed out prior to school being out for any student who needs to attend Summer School (SBDM Policy 5.02).

Students who fail a required course will be recommended for the summer session to retake the course.

- A teacher in a content area will be provided to supplement teaching and to grade assignments.
- The student may complete part of the course at home - as long as there is a computer at home with internet capability. Students MUST be in attendance at school on days that Tests or Quizzes are given.
- If the student doesn't finish the course by the last Friday in June, he/she will be given a deadline of July 30th to complete the course independently.

Parental Conferences

The Administration and Faculty of Hancock County High School encourage open two-way communication with parents. Parents may make appointments for conferences with the staff by calling the school at 927-6953.

Curriculum and Technology Rental Fees

According to Board Policy, students in grades nine (9) through twelve (12) shall rent curriculum, technology and other related materials. The rental fee shall be sixty dollars (\$60) per student. Students will not be allowed to take the technology home unless this fee has been paid in full. Students or parents shall compensate the District for textbooks, technology or other materials lost, damaged, or destroyed while in their possession. Students who are unable to rent or purchase textbooks, totally or in part, shall make application through the principal for assistance.

The curriculum and technology fees are due one week after enrollment in Hancock County High School unless the parent/guardian of the student makes written application to the principal for special arrangements. Assistance with payments can be requested and will be granted based on qualifying for free and reduced meal program. Application forms can be obtained through the Hancock County Board of Education website. Cumulative records of fees or other monies owed by students are kept on file in the school office throughout the time a student is enrolled in Hancock County High School. All receipts for payments should be kept for proof of payment. All students must have paid fees or have an application on file within one week after enrollment.

Absentee Policy

Attendance is essential to academic achievement. Students are required to attend regularly and punctually the school in which they are enrolled. Any pupil (ages 6 thru 21st birthday) who has been absent or tardy from school for three (3) days or more, without a valid excuse, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant (KRS 159.150) and will be referred to the Director of Pupil Personnel.

Attendance and tardiness will be determined based on the following:

(1) A full day of attendance shall be recorded for a pupil who is in attendance at least 65 percent of the regularly-scheduled school day for the pupil's grade level.

(2) A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.

(3) A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.

(4) A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

*** For the purposes of calculating absences leading up to truancy and habitual truancy, the Hancock Co. School District will use a cumulative figure. For example, missing 30% of one day unexcused and 70% of another day unexcused, would equal one (1) full unexcused absence.**

NOTE: Students may NOT attend school functions for any full day absence unless they provide an excuse listed on the next page.

SBDM Policy on Excused Absences

A. Determining Intervention for Absences from School

A student may ONLY miss two complete UNEXCUSED days PER SEMESTER without an excuse. Beginning with the third full day missed and any absence thereafter each semester, the following attendance protocol will be used.

When a student is absent for:	School Attendance Team will:
2 days (unexcused)	Student Conference with one of the following: <ul style="list-style-type: none"> ● Dean of Students ● Principal ● Asst. Principal ● Guidance Counselor Attendance Clerk begin Attendance folder with intervention documentation from Leadership Team Members
3 days (unexcused)	Attendance Clerk mails school-level truancy notice.
4 days (unexcused)	<ul style="list-style-type: none"> ● Parent Phone/Face-to-Face Conference with the same member of the leadership team. ● Refer family to outside agency as needed. ● Truancy notice sent from Central Office.
6 days (unexcused)	<ul style="list-style-type: none"> ● Home Visit ● Parent & Student Conference ● Student Attendance Intervention Plan <ul style="list-style-type: none"> ○ Team Members may include: <ul style="list-style-type: none"> ■ Student ■ Parent ■ Leadership Team Member ● Final Notice sent from Central Office about referral to CDW
7 or more days (unexcused)	Truancy Diversion Meeting to include: <ul style="list-style-type: none"> ● Student ● Parents (if available) ● Leadership Team Member ● DPP ● CDW *At this point, student may be referred to the FAIR team.

Note: All interventions in this protocol will be entered in Infinite Campus by the administrator responsible for the student.

SEE PROCEDURE to APPEAL and Absence on Page 4

#TeamHancock

Any student that has reached the age of 18 now is responsible for their attendance in school. Any 18 year old student can now be fined or spend time in jail once they have reached the habitual truant status that is described above (KRS 159.990)

No Pass/No Drive

The "No Pass/No Drive" statute (HB 32, amending KRS 159.051 which was passed in the Summer of 2007) results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

B. Excused Absences will be given for:

1. Illness-with doctor or health department verification; students with children will be allowed the same three days (whether used for the child or the parent.)
2. Orders of the Court; (The reasonable amount of time necessary to travel to and from the courtroom and the amount of time you are in court)
3. Death or severe illness in the immediate family;
4. Driver's test (The reasonable amount of time necessary to travel to and from the testing area and the time needed to take the test);
Reasons 5-9 require a completed EHO form. See EHO policy below.
5. Religious holidays and practices; (Note from parent or pastor)
6. One (1) day for attendance at the Kentucky State Fair;
7. One (1) day for the military deployment of a parent/guardian;
8. One (1) day for the return of a parent/guardian **or sibling** on active duty; or
9. Other activities approved in advance by the school-based Attendance Committee (09.1233).

C. Policy for Vacations during the School Year

All HCHS families are strongly encouraged to set up vacations at times when school is not in session. The School Calendar is always approved in February of each year. Any vacations that cannot be set outside the school year will be handled as follows:

Parents and students should submit an EHO from to the principal immediately upon planning any trips.

EHO Policy (SBDM Policy 5.20)

Each year, a student may apply for up to 10 days of Educational Enhancement Opportunity absences – EHOs. Some examples of EHOs include taking extended family trips that are educational in nature, attending personal development or religious conferences, job shadowing, extended college visits, etc.

The principal or assistant principal approves or denies all requests. The following process will be followed for accepting, reviewing, and approving EHO requests.

- EHOs forms must be submitted to the front office a minimum of seven (7) calendar days in advance of the absence.

- The school principal or assistant principal will review the application for EHO. The strength of the application as well as the student's current grades, attendance, and behavior will also be considered.
- The student will be notified with three (3) school days of submitted the EHO application if it is approved. Communication will come from the principal, assistant principal, or attendance clerk.

D. Procedure for the Parent / Guardian to Follow When Child is Absent

1. The parent/guardian who has legal custody of the student shall call the school after 7:15 a.m. and give one of the reasons listed in Section A. The attendance secretary will try to reach the parent/guardian on the morning of the absence if the school does not receive a call.
2. If after two (2) days the parent/guardian who has legal custody of the student has not contacted the school to verify the student's absence, the secretary will call the parent/guardian. If the parent/guardian cannot be reached on this call, the absence will be coded as an unexcused absence the **Dean of Students** and the Director of Pupil Personnel shall be contacted to investigate the circumstance.
3. A note from the parent/guardian **WILL NOT** be accepted for verification or excuse of absence after the first two unexcused absences **per semester**.

A day of absence is considered as the number of class hours it takes to make a full day of school.

Procedure to Appeal an Absence

1. The parent or guardian will address the principal or assistant principal and explain why they are asking the absence to be excused. **This must be done prior to or within five school days of the absence.**
2. The principal or assistant principal will meet with the parent or guardian to further discuss the absence and make a final decision.

Leaving School during the School Day

Only the parent or guardian shall call and give permission for the student to leave school before the student will be allowed to leave during the school day. Once permission is granted, the student may leave with those individuals listed on their school records. **A student may not leave with another student** or with an adult who is not listed on his/her school dismissal record. Names of persons who may take the child from school may be added at the parent's convenience (0.912310).

Sign-out Procedures

1. Students who drive may leave - with parent's permission. Permission is given by a phone call **AND/OR** a signed note from the parent/guardian. In case of sickness or emergency a driver may leave when the parent request permission via a phone call.
2. Students being picked up by a parent/guardian or an emergency procedure person –
 - A. Parent/guardian may take the student from school premises by coming to the office and checking the student out. (The parent/guardian should sign the sign out sheet.)
 - B. If the parent/guardian calls and then comes to pick up a student, the parent/guardian must come to the office to receive the student.
 - C. If permission is granted by the parent/guardian for individuals on the Emergency Procedure Card to pick up their child, the person picking up the student must come to the office and sign them out.
 - D. A picture identification may be requested from the person checking a student out of school.

ALL students, regardless of age, are required to abide by rules and sign out procedures.

Any individual signing a student out of Hancock County High School will be required to sign the sign-out sheet ***after permission has been given by the Principal, Assistant Principal or Dean of Students.***

Making Up Work after an Absence

Make-up work will only be given for UNEXCUSED absences up to 48 hours after the student returns to school. For excused absences, students need to request make-up work from all their teachers for the classes that he/she was absent. After seven (7) days have passed and the make-up work has NOT been requested, the student work will be marked as missing until the student attends tutoring or submits adequate work. This also applies for tests/quizzes that were missed while absent. A parent requesting make-up work for a student may pick up the student's materials and assignments 24 hours after the request is made. OTHERWISE, make-up work will be allowed based on these guidelines:

Students attending Field Trips are not "exempt" from work or assessment given on the day of the trip. For example, a student who has a field trip on Monday will be expected to take a test in one of their classes previously scheduled for Tuesday. Likewise, a student who has a morning field trip will be expected to take a test or quiz upon return in a class they have that afternoon.

Tardiness

Two of the most important behaviors taught at school are promptness and accountability. This means getting to school and class on time and being in appropriate places at all times. If the student arrives late to school and is late to first period, the student needs to report to the office for an admit slip. If possible, the parent should call the office to provide the reason for being late. **Tardies to school are defined by not being in the 1st Period Classroom at the point that the Tardy Bell rings.**

In an effort to practice professional skills, all students are also expected to be on time to all classes.

Social-Emotional Learning Services & the Guidance Office

The HCHS Guidance Department seeks to assist all students with their counseling and guidance needs. Services include (a) course planning, (b) college/vocational planning, (c) group/individual counseling, (d) standard testing, evaluation, and test results interpretation, (e) orientation sessions, and (f) referral services, during all lunch shifts. In addition, students may schedule appointments with the guidance counselor.

Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The guidance counselor, the principal, assistant principal, or your teacher will be happy to try to help you with your problems. Seek help with your social or study problems! Recognizing problems and seeking help is half the battle.

Junior & Senior College Visitation

Juniors & Seniors may request the guidance counselor and principal to grant **two** EHOs for a visit to a college or institution of higher learning. The absence will be recognized as an approved school activity and will not count as an unexcused absence. Students granted a college visitation day must submit a signed statement of visitation from a staff member of the Admission Office of the college visited to the guidance counselor upon return to school. **An additional college day may be granted for scholarship interviews, testing for admission or any other reasonable request when received from the college. This request should be submitted to the guidance counselor and principal for a decision and must be done 7 calendar days prior to the visit in order to be considered an excused absence.**

Transcripts

Official transcripts are printed for every senior at the conclusion of the first and second semesters of their senior year. A student or parent may view the student's transcript at their request. Seniors are allowed to obtain one official copy of their transcript free. Additional copies will cost \$3.00 each. The one official transcript will be sent to the senior in the envelope containing his/her diploma.

Withdrawals – Transfers

All students departing Hancock County High School MUST get a WITHDRAWAL FORM from the guidance counselor on the last full day of attendance. This form must be completed before copies of student records will be forwarded to any institution except those required by law. All fees must be paid, and all textbooks must be returned to the guidance counselor. The student's guardian must sign the withdrawal paper.

Students between the ages of sixteen and eighteen who wish to terminate their education prior to graduating from high school must provide the school with written notification signed by parents/guardians that they wish to withdraw from school. The student is to contact the guidance counselor concerning the desire to withdraw from school. The counselor will set up a conference with the parent and student. After the conference, the parent and student will be required to watch a taped presentation from the State Department of Education, which shows economic statistics and other information on potential problems of non-graduates. After viewing the presentation, the parent and student will return to the guidance office to sign the withdrawal papers.

Activities/Organizations/Clubs

Encouragement of Students to Participate in Clubs, Extracurricular or Co-Curricular Activities

Research indicates that participation in activities is a vital component of healthy development for young adults. Belonging demands commitment. A club can function only if members give of their time and talents. Both the administration and the faculty are committed to providing positive learning experiences through the activities program. Through giving and sharing, you will make friends, learn new things, and continue to learn to thrive.

Extra Curricular Activities are those, which are not directly related to the academic curriculum.

HCHS offers the following extra-curricular activities:

Academic Team, Pep Band, Archery Team, Baseball, Fishing Team, Fastpitch Softball, Boys Basketball, Girls Basketball, Girls Golf, Boys Golf, Girls Tennis, Boys tennis, Cheerleading, Cross Country, Football, Girls Volleyball, and Track.

Co-curricular activities are those activities / clubs that are related to the academic curriculum offerings at the high school. Co-curricular activities at HCHS include:

Band, Beta Club,, FCCLA, FFA, FBLA, Young Historians, Yearbook Staff and TSA.

Clubs offered at HCHS include, Arts and Humanities Club; Beta Club; 4-H Club; Future Business Leaders of America (FBLA); Fellowship of Christian Athletes; Family, Career, and Community Leaders of America (FCCLA); Future Farmers of America (FFA); Kentucky Youth Advocates (KYA); Pep Club; Reading Club,;Technology Student Association (TSA); Young Historians; Young Democrats; and Young Republicans, Spoken Word, Esports.

Grade Requirements

In order to participate in any extracurricular activities (except for band) a student must be passing every class on a weekly basis. Grades will be checked weekly.

Class Officers

1. The following offices shall be filled by secret ballot for each class during the first month of school; (a) president, (b) vice-president, (c) secretary, (d) treasurer, and (e) reporter.
2. To hold office, the candidate must have at least a 3.0 average.
3. Students will submit electronic nominations during the second full week of school. A member of the office staff will contact nominees to confirm their interest. During the third full week of school, students will vote electronically for class officers, and officers will be announced at the end of the third week of school.

Guidelines and Requirements for Activities

In order for a club or group to be recognized by the school, it must have a faculty sponsor(s) and enough student interest to justify a program. The Board does not permit the establishment or operation of any secret or socially exclusive societies, fraternities, or sororities. The Board must approve affiliation with state and national organizations. Meetings are called by the sponsor and are set up on a monthly basis. Field trips and/or other activities must be chaperoned by the sponsor(s). Some clubs operate fund raising projects; others collect dues. Groups such as honor clubs, athletic clubs or other groups where membership is determined by scholarship, special curricular-related interests, or other such qualifications, may restrict membership to pupils who qualify according to bylaws of the organization approved by the Principal. The guidelines, bylaws, and/or rules for specific activities may be obtained from sponsors. School facilities shall not be provided for non-curriculum-related secondary school student-initiated groups during or outside of instructional time.

Community Activities

Organizations and groups may participate in activities such as fund drives and community services with the principal's and the superintendent's approval.

Elections or King, Queen, Prince, Princess - Homecoming Events

For basketball and football homecoming there will be a king and queen for the senior class, as well as a prince and princess for the freshman, sophomore and junior classes combined. Each class will be assembled for the purpose of nominating candidates. This nomination process will last no longer than 10 minutes. Candidates must accept or decline the nomination before their names will be accepted. During the next week of school, the students will vote electronically for two males/two females to represent their class during homecoming (senior students will vote three males/three females to represent their class). The top two male/female candidates receiving votes for each class will represent that class during homecoming (top three for seniors). Lastly, a ballot will be made with all junior, sophomore and freshman representatives - these classes will make one last vote for prince and princess. The seniors will vote one last time for the Homecoming Queen and King.

Prom and Election of Prom King, Queen, Prince and Princess

The Junior/Senior Prom may be attended by Juniors and Seniors. Freshman, Sophomores, past graduates and students from other schools may attend only if they have a Junior or Senior escort from Hancock County High School (**all guests must be under the age of 21 - no exceptions**). Middle school students are not allowed to attend the prom under any circumstances. All guests who are NOT enrolled at HCHS must have a guest invitation form submitted to the Prom Sponsor one week from the date scheduled for pro. The school administration reserves the right to NOT allow guests to participate in Prom if the proper form is not complete or turned in by the deadline. **Any guest who has been charged with anything more than a minor traffic violation will NOT be allowed to participate in the prom.** See the Prom Guest Form for more details.

All Hancock County High School Seniors and Juniors who are going to the prom will meet on the Monday prior to the prom to make nominations for King/Queen and Prince/Princess. A ballot will be developed and during ASPIRE class, prior to prom night, all Seniors and Juniors attending prom will be

brought together to vote for their candidates of choice. Seniors and Juniors will only vote for their prospective classmates.

Senior Superlatives

Categories for Senior Favorites will be distributed during ASPIRE class. Students will nominate one female and one male per category. The students who were nominated AND accept the nomination will be placed on a ballot. Seniors will be given an opportunity to vote (on paper or using an on-line platform) for all categories. The students with the most votes will win the title, but a student may win in only one category with the exception of Mr. and Miss HCHS. If the student wins more than one category, the student will receive the title in which the most votes were collected. The other category will go to the runner-up. The Yearbook Sponsor(s) will be in charge of handling the process of electing Senior Favorites and reserves the right to add alternative favorite titles.

Faculty and staff members will elect the Mr. and Miss HCHS category.

Mr. and Miss Senior	Individuals who respectfully represent the senior class
Most Athletic	Individuals who demonstrate superior athletic ability
Most Likely to Succeed	Individuals who will most likely make the most out of his or her life
Best Dressed	Individuals who demonstrate a keen sense of style
Most Talented	Individuals who display superior ability in the fine arts
Most Dependable	Individuals who have high values and is responsible
Wittiest	Individuals who display a tactful sense of humor
Most School Spirit	Individuals who actively support all aspects of HCHS
Most Congenial	Individuals who go out of his or her way to be friendly to everyone
Mr. and Miss HCHS	Individuals who have earned the respect of the Faculty/Staff at HCHS.

Student Council

Each SWARM class will elect a student council representative, during the first month of school, from the students in that homeroom. The election will be done by secret ballot. Each representative must have at least a “B” average and **no more than four (4) unexcused absences** in the previous semester.

Student Council and Class Officer Responsibilities

Election to and acceptance of a position as a class officer and/or a member of the student council is an agreement to work hard throughout the school year to improve the school atmosphere by addressing the concerns of the student body. The objective of these two groups is to hear student concerns and work toward a solution to those concerns.

Any student elected and accepting as a junior class officer, understands that the junior class officers will comprise the steering committee for the prom. It is understood that all junior officers are responsible to participate fully in all aspects of the prom, including decorating on the day of the prom.

Field Trips

Because attendance at school and avoiding misbehavior is crucial to the success of students and their education, the following policy will be put in place effective immediately regarding students and participation in Field Trips.

Students are not eligible for Field Trips based on the following criteria:

Ø **Students that are absent 5 or more days in a semester – UNEXCUSED – No exceptions will be made to this part of the policy, regardless of non-refundable reservations that have been made for the student (SBDM Policy 5.11).**

Ø Students that are failing in ANY of their classes in the current term. Students failing the course overall will be encouraged to stay at school to focus on their coursework, but the choice to attend will be their own. This does not apply to seniors in danger of not graduating. Seniors in danger of not graduating are not eligible for any trips, including the Senior Trip.

Ø Students that have spent more than 4 days in ISLA in a semester.

A list of those students that become ineligible to participate in field trips will be generated in the office. This list will be checked before groups are allowed to leave on a field trip. Teachers will be expected to check the office list with their own before submitting it to the office.

Supervision

It is the policy of this school and also state law that all students involved in school sponsored activities be properly supervised by certified staff members. All teachers and coaches who are responsible for supervising an activity must remain at school until all students leave for home. Students have the responsibility for making sure their ride is punctual.

All students participating in activities not held on school grounds and sponsored by the school must be transported via a school bus. The school is legally responsible for students on all extracurricular trips and the student is bound by the same rules of conduct as for regular school hours.

Just for Grads

Local Requirements for HCHS Students to Graduate (Class of 2021)

- | | |
|--|---|
| (4) Units of language arts -one each year | (1) One unit of Digital Literacy |
| (4) Units of math - one each year | (1) One unit of Performing or Visual Arts |
| (3) Three units of science | (9 or more) Electives |
| (3) Three units of social studies | |
| (1) One unit of health (1/2) and Phys. Ed. (1/2) | |

Note: Current students are strongly encouraged to take two years of Spanish **if they plan on attending a four-year college.**

Vocational School Requirement for Graduation

Any student who plans on attending vocational school during his/her junior year should develop a course of study plan with the guidance counselor. If you plan on attending vocational school, this plan will have to be followed; otherwise, you will be short of credits and will not be able to attend vocational school or will have to have a fifth year program in order to graduate.

If a student attends vocational school during his/her senior year only, he/she will be required to have **24 credits** to graduate. Classes taken at the Owensboro/Daviess County Technical Colleges give the students four high school credits per year.

Honors & Awards

All students who qualify will be recognized in a special awards program that will be held each spring. Seniors will be recognized with a cord or cords denoting proficient or distinguished scores on the ACT and End-of-Course assessments.

Cords for the Class of 2020

Earning 6 or more hours Dual-Credit (B or higher)	Yellow/Black
Earning 2 or more qualifying scores (3-5) on AP Exams	Blue/Blue
Earning 1 Industry Certification	Red/White
Earning 2 or more Industry Certifications	Red/Silver
21 Composite or better on ACT	Red/Navy Blue
Cumulative Unweighted GPA 4.0	Black/White
Distinguished rating on the state Science Exam	Red/Blue
Proficient rating on the state Science Exam	Yellow
Distinguished rating on the state On-Demand Writing	Red/Light Blue
Proficient rating on the state On-Demand Writing	Light Blue
Pass CTE EOP Exam	White
Workplace Essential Skills Benchmarks	Yellow/Beige/Blue
STAMP (World Language) test	Red/Green
Three (3) years or more perfect attendance	Black

Community Service Cord

Students may be awarded a Red, White and Blue Cord for obtaining and properly documenting 48 hours or more of community service. The students will be given a list of places/events that community service would be acceptable (Relay for Life, Care & Share, Habitat for Humanity, etc) and contact people to get their hour approved. **No Court-Ordered Community Service hours will be accepted for the purpose of the Cord Recognition. Students may not use hours worked in group fundraisers toward Community Service Hours.**

Content Area Awards

Faculty Department Awards shall be given to those individuals with the highest cumulative rating in the department for a four-year time period at Hancock County High School. The faculty will base their award on grades, leadership, interest, attitude, and conduct. The awards will be presented during the annual Awards Celebration Program.

Distinguished Honors Program

The following program will be fully implemented starting with the Class of 2018 and will take the place of the current Honors Program and Valedictorian/Salutatorian Program.

Students must score a 21 composite on the ACT or a 1510 on the SAT and meet the following GPA requirements:

Summa Cum Laude – Weighted GPA 4.00 or higher

Magna Cum Laude – GPA 3.800 to 3.999

Cum Laude – GPA 3.600 to 3.799

Biliteracy Seal

Steps to attain the seal:

1. Taking the ACT with a minimum score of 20 in English.
2. A minimum overall 2.0 GPA.

3. Attaining a minimum score of Intermediate Mid on all four areas tested on a nationally recognized World Language test, such as the STAMP test or a minimum of a 3 on the AP Spanish Exam.
4. Filling out the application for the seal. The application will be available on the school website.
5. ELL (English Language Learners) will need to attain a minimum score of 5 on the WIDA test or will need to attain a minimum score of Intermediate Mid on the OPI (Oral Proficiency Interview) AND attain the minimum mandated score for the English portion of the state mandated assessment. They will also need to attain a minimum of 4 on the AP Spanish Exam or Intermediate High on a nationally recognized language assessment.

The application process should be completed at least one month prior to graduation in order to have enough time to verify that all steps have been completed, to order and to affix the seal to the students' diplomas.

TOP 10 - Academic Banquet

Since the Class of 1997, the Hancock Co. Board of Education has sponsored an Academic Banquet to celebrate the success of the Top 10 Seniors of the current graduating class. This event will be held in May of each year and scheduled around other events so the Top 10 Seniors will have an opportunity to participate with their families. Beginning with the 2019-2020 school year, the Top 10 Seniors who participate in the Academic Banquet will be determined using SBDM Policy 5.22.

Beginning with the 2019-2020 school year, the Top Ten students who earn the annual Top Ten banquet sponsored by the Hancock County Board of Education will be determined using the following process:

- Grades from the midterm of the 4th nine weeks will be used.
- The 10 students with the lowest sum of weighted and unweighted ordinal rankings will make up the Top Ten. *(The 10 students with the highest weighted and unweighted average rankings will make up the Top Ten.)*

The specific protocol used by school leadership to calculate these rankings is on file with the Principal and Guidance Counselor.

Scholarship – KEES Program

Hancock County High School students have a great opportunity to make their education pay with the Kentucky Educational Excellence Scholarship (KEES PROGRAM). KEES is an exceptional program administered by the Kentucky Higher Education Assistance Authority (KHEAA). Students who try to get the most from high school by studying hard and making good grades (C+ and above) and by making a certain score on the ACT can earn scholarships for college or technical school. The higher a student achieves in high school, the more he/she will earn toward college scholarships. Students who continue to make good grades in college can retain their scholarships. A student may receive up to \$500 per year in scholarships from this program. Contact your guidance counselor or **ASPIRE** teacher for more information.

Graduation Ceremony Information

The faculty and staff of Hancock County High School, with the collaborative effort of the student body, have developed the following graduation ceremony policy:

1. Honor's Distinctions will be announced at the Spring Awards Celebration.
2. Seniors will complete their finals **prior to the last day of school**. Final grades will be calculated at this time.

3. A student who does not meet the requirements for graduation will not be allowed to walk the line on graduation night. The following items will be in place to ensure that the senior will know as quickly as possible if he/she will be able to graduate:
 - A. Within two weeks of the start of the Spring Semester, a member of the school leadership team will meet with any senior in danger of not graduating to develop a success plan. A copy of this plan will be emailed or mailed home to the parent/guardian of each student.
Teachers will correspond with students and student's parents who are in danger of failing a class at the mid-term of each nine weeks. (Mid-September, Mid-October, Late November/Early December, Mid-February, Early April)
4. Dress for graduation
 - A. Graduates are expected to dress professionally and to their personal best for graduation ceremonies.
 - B. Seniors MUST report to the Commons Area by 6:15pm (with graduation scheduled to start at 7:00) and report to an adult that has been assigned to them.
5. No celebration instruments are to be displayed or used prior to dismissal.
6. Security, in the form of the HCPS SRO, additional Hancock County Sheriff's Department presence or Kentucky State Police, will be in attendance for crowd control.
7. Reserved seating is not available for graduation ceremonies. Seating for those with special needs or limited mobility is available on the floor around the perimeter of the gym, and will be marked as such. Doors open to the public at 5:30 for graduation ceremonies.

This is who we are...

At Hancock County High School, we have **HornetPRIDE.**

Perseverance

Respect

Integrity

Discipline

Excellence

At Hancock County High School, we believe that *Together we Thrive.* We strive to create and maintain a community of students growing into successful professionals through a commitment to student-centered high expectations. Our students, staff, and families believe in the following **PRIDE** principles that guide us throughout our day.

- PRIDE in how we speak
- PRIDE in how we treat ourselves
- PRIDE in how we treat others
- PRIDE in how we treat our school building
- PRIDE in how we use technology

We are also committed to ensure every Hornet has the opportunity to thrive in the classroom, using our **STING** to push us toward excellence.

Show-up/Sit-up

Track the speaker

Initiate your learning

Note key ideas

Get here on time

Other High Expectations for Hornets

Bags

Students may carry backpacks throughout the school day. Bags should not be oversized and every effort should be made to carry only essential items and keep bags neat and organized.

Cell Phones & Personal Devices

Students may carry their cell phones throughout the school day. During instructional time, cell phones should not be seen or heard without teacher permission. Students may use their cell phones during breaks and lunch. No personal device (including smart watches) may disrupt the educational process. Personal mobile devices or laptop computers are NOT allowed at any time unless permission is granted from the office.

HCHS/HCPS is NOT responsible for lost or stolen cell phones or electronic devices.

After an initial warning, students will complete a HornetsCare Form if they do not uphold the school or classroom expectations shown above. The student will receive a copy, the staff members issuing the ticket will retain a copy, and the office will receive a copy for documentation purposes. See example below:

Cheating or Plagiarism

Plagiarism means using another's work without giving credit. You must put others' words in quotation marks and cite your source(s) and must give citations when using others' ideas, even if those ideas are paraphrased in your own words.

1. Plagiarism of any work = HornetsCare Form & subsequent behavior intervention. (See Behavior Management)
2. All assignments deemed to be plagiarism or on which the student cheated must be redone to completion by a deadline set by the teacher. Teacher may assign parallel tasks to replace the plagiarized task.
3. In Dual-Credit courses, the student may receive a failing grade for the term depending on the college's expectations.

Public Display of Affection

It is our goal to promote a professional learning community for our students. Therefore, displaying professional behavior is vitally important. Students may hold hands or give brief hugs. Other forms of physical affection will result in a *HornetsCare Form*. (See Behavior Interventions)

Dress and Appearance

As part of Hancock County High School's commitment to ensuring every student has the skills he/she needs to thrive during high school and beyond, we have the expectation that students will dress in a way that helps them represent their best and practice for the professional world beyond while still being comfortable and expressing their individual style every day. The following are guidelines for student dress and attire:

- o Piercings that are a distraction to the educational process are not allowed, such as bull nose rings, eyebrow rings, or oversized tongue and nose rings. Small nose rings and tongue rings are permissible as long as the wearing of them is not distracting and that tongue rings do not inhibit clear & articulate speech.
- o Shoes shall be worn at all times. House shoes are only permitted on designated spirit days.
- o Shirts should cover midriff when arms are raised. If a shirt is short enough to expose the midriff, another longer shirt must be worn underneath.
- o Pants must be worn and stay at waist level. No skin shall be shown or revealed on pants above mid thigh level. Pajama Pants may NOT be worn except for approved spirit days.
- o See-through garments shall be worn with proper undergarments. This includes garments with large cut armholes.
- o Straps of tank tops or sleeveless shirts must be at least three finger-widths wide. Backless shirts must have appropriate garment underneath that is also three finger-widths wide.
- o Appropriate shorts, skirts and dresses may be worn. All shorts and skirts must be appropriate length at all times. Shorts & skirts must not expose under garments when a student bends or kneels. The Administration or a Designee shall have the discretion to approve the appropriateness of these items.
- o No clothing shall be worn which displays profanity, suggestive phrases, alcohol, or drug advertisement, expresses violence or suggests racial bias (including but not limited to confederate flag images).
- o Hats are permitted so long as they do not disrupt the educational process.. Logos & designs should adhere to the above guidelines.
- o Hoodies and jackets with hoods are permitted; hoods may not be worn in the school building at any time.
- o No spike brace bracelets, armbands or necklaces may be worn. Anything that can be determined to be harmful to students will not be permitted at any time.

Leaving the Classroom

Students must have permission of a teacher or staff member to leave a classroom during instructional time.

Leaving the School or the School Grounds

No student shall be dismissed early from school without permission from the principal or their designee. No student shall be dismissed early from school without permission from the custodial parent.

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 shall be notified at the earliest opportunity (09.1231). Emancipated students may sign for their own dismissal when approved by an administrator. In most cases a call to the parent will be required.

Behavior Interventions

Hancock County High School is committed to restorative justice practices. We believe that in order for students to grow and thrive, they need opportunities to take responsibility for, reflect on, and learn from their choices and mistakes. Therefore, when a student does not meet a school or classroom expectation, the following protocol will be used:

1. Teachers and staff will offer appropriate opportunities to meet the expectations, including reteaching expectations and redirecting students as needed.
2. Student will complete a *HornetsCare Form* and attend lunch detention.
3. When a student completes a second or third *HornetsCare Form*, he/she will attend afternoon detention, which runs from 3:10-3:45 Mondays through Thursdays.
4. When a student completes a fourth or fifth *HornetsCare Form*, students will attend Saturday School on the 3rd Saturday of the month from 8:30-12:00. The students, parent/guardian, teacher, and school administrator will meet for a conference.
5. Six or more *HornetsCare Forms* will lead to an ISLA assignment.

Reteaching/Redirection >> Lunch Detention >> Afternoon Detention>>Saturday School>>ISLA

Some choices and behavior require more intensive intervention. These behaviors and subsequent interventions are discussed below.

Tobacco, Alcohol, & Drugs

BOARD POLICY - No pupil shall possess, use, be under the influence of, offer or attempt to sell, or sell any controlled drug substance, or any substance which "looks like" a controlled substance, possesses drug paraphernalia, dangerous non-controlled substances and/or other intoxicants, on or within 1000 feet of school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity. Violation of this policy may result in suspension from school. Intent to distribute will result in expulsion.

Hancock County School system has adopted a Random Drug Screening Policy for any student involved in extracurricular programs as well as those students who drive to school. Screenings will also be made available for those who volunteer to be tested (see the Hancock County High School Drug Policy on the school website or stop by the office and request a copy).

Drugs and Drug Testing

Alcohol and drug abuse is a serious problem in today's society, and schools are not immune to such problems. It is statistically predictable and it is within our experience, that some students have used alcohol and/or have experimented with "street drugs" such as marijuana, methamphetamine, and prescription medications, and they may do so during their high school careers. For this reason, Hancock County High School (with the approval of the Hancock County Board of Education) has adopted a Random Drug Screening Policy for any student involved in extra-curricular programs, those students who drive to school and those who choose to voluntarily be tested. The students that will be affected by this Random Drug Screening Policy include: **any student in grades 9-12** participating on a high school athletic team, any student participating in high school band, any student who drives to school, and any student who participates in Clubs.

****See Hancock Co. Board Policy on the following 4 Pages**

09.423 AP.21

Drug Testing Procedures
Hancock County High School

Procedures:

High school students who are involved in athletics, who participate in extra-curricular activities, who drive to school, and /or who volunteer will have their names placed in a pool to be randomly screened.

1. Random drug screens of the student population will be conducted at least **six (6) times** a year.
2. **Ten percent (10%)** of total students eligible for testing at the high school will be randomly selected for drug testing.
3. The random drug screening will be conducted by Hancock County High School with utmost attention given to student confidentiality.
4. Positive tests will be confirmed by a Medical Review Officer (MRO). Subsequent screening required by a positive test or any additional screening shall be done at the parent/guardian's expense.
5. Student's refusal to participate in the screening will be considered a positive test and will be subject to the sanctions outlined. Students must test negative to be reinstated.
6. Parents will be notified of negative results by mail. All positive results will result in a face-to-face meeting with the parents/guardians.
7. Student positive test results will be sent to an off campus lab to confirm the results. If the positive test is confirmed, once confirmed appropriate procedures will be followed after a meeting/hearing with the Principal or other school leader.
8. Students who are found to have a positive test will be referred to an initial session with the Guidance Counselor. Treatment beyond the initial consultation will be left to the student's parents and their choice of a provider and at the parent/guardian's expense.
9. Students testing positive will have seventy-two (72) hours to provide evidence of a legitimate basis for the positive test.
10. Shy bladder policy: students who cannot provide a urine sample when requested to do so shall period.
 - b. Shall stay within observation of school personnel until a sample can be provided.
 - c. Failure to produce a sample within the school day will be deemed a positive result. The parent will be notified with an option of a blood test at own drug screen expense.
 - d. Any attempt by students to dilute the urine sample; or a diluted urine sample will be deemed a positive result.

Positive Test Results Shall Result in the Sanctions that Follow:

Note: The following sanctions are based on the period of time a student enters high school activities (sports, or other extra-curricular activities) regardless of their grade level until the time they graduate. The students have four (4) violations within their high school experience - not four (4) violations per year.
Sanctions

Participation Defined - Attending practice on days that the student does not have counseling and **attending** games located near the bench area but not in uniform. Students should **not** receive recognition with or for activities in which the student is involved during the suspension period.

First Violation

- Students who test positive on the random drug test will have their driving privileges and extra-curricular participation suspended for an initial two (2) week period - **For student athletes, see the Athletic Handbook for additional rules and consequences. If the positive test occurs during the off-season, the two (2) week suspension will take place during the first two (2) weeks of the season for the sport they are involved.**

- After the student has tested positive, the parents will be called in and invited to attend a session with their child and a counselor at no cost to the student. The session with the counselor will be a mandatory meeting for the student.

- After a first offense, the student will be tested again after two (2) weeks.

- Students will serve a mandatory suspension from the team or teams on which they participate until the student tests negative.

At that point, the student may have driving privileges and extra-curricular participation reinstated; however, the student must continue to drug test every two (2) weeks at their own expense for the remainder of the forty-five (45) day period.

- A second offense is not considered until after a negative test has been achieved or after the initial period. After forty-five (45) days, a positive test will be considered a second offense.

Second Violation

- Students who test positive a second time on the random drug test will have their driving privileges and extra-curricular participation suspended for ninety (90) days.

- Before reinstatement of driving privileges or participation the student must complete the initial assessment from the appointed drug counselor. Records will be sent to the High School Dean of Students. In addition, the student must submit to another drug test, at the student's expense. A positive test here will be dealt with as a second violation.

- After the initial appointment with the drug counselor that will be paid for by the District, the parents are strongly encouraged to continue the counseling sessions. If the counseling sessions are continued, they will be paid for by the parents.

- In addition to the initial appointment with the certified drug counselor any student that tests positive will be required to attend counseling sessions (once per week) with the HS Guidance Counselor or the FRYSC Coordinator where anti-drug and prevention discussions will be used as well as videos/other resources that are deemed appropriate.

- If the student tests negative AND completes the required counseling session within the first thirty (30) days, then the student can qualify for a reduction of suspension. Students could have driving privileges and extra-curricular participation suspension reduced to sixty (60) days, and student athletes could have their suspension reduced to thirty percent (30%) of the regular season games allowed by the KHSAA.

- If the student elects to seek reinstatement to a team/organization or to regain their parking privileges, the student will be required to fulfill all obligations before they can regain these privileges, (regardless how long the suspension period has been).

- A student serving a suspension may try out for another team **that the student has participated in the past** if the student, at their own expense, provides a negative drug test. If the student tries out and is able to participate, they must complete the unexpired portion of the initial suspension.

- A student that tests positive in the off-season of the sport in which they participate, the student cannot try out for a team that they have never played before just to serve the suspension and get it out of the way before their main sport begins.

Third Violation

- Students who test positive a third time on the random drug test will have their driving privileges and extra-curricular participation suspended for one hundred twenty (120) days.
- After the third violation and before reinstatement of parking privileges or participation, the student must successfully complete a chemical dependency assessment certified chemical dependency professional.
- The student must submit to a new drug test. A positive result will result in a fourth violation.
- If the student tests negative, completes the required counseling session and is reinstated by the team/organization or have their driving privileges returned, there shall be no additional restrictions because of this third violation.
- If the student elects not to seek reinstatement to a team/organization or to regain their parking privileges, the student will be required to fulfill all obligations before they can regain these privileges.
- A student serving a suspension may try out for another team if the student, at their own expense, provides a negative drug test. If the student tries out and is able to participate, they must complete the unexpired portion of the initial suspension.

Fourth Violation

The driver will be suspended for the remainder of their time at Hancock County High School.

Voluntary Participation

Any positive test by a voluntary participant shall be reported to the students' parent/guardian,

Notice to Participants

Informational forums will be scheduled each year prior to tryouts for any team/organization or issuance of parking permits.

At that time, School Officials shall provide a written copy of this procedure to all students who choose to participate as a member of a team/organization and/or who wish to park on the school campus and their parents/legal guardians.

Each student or volunteer who chooses to participate with a team/organization or who wishes to park on campus and that students parents/guardians shall be required to sign a statement indicating that they have read and understand this procedure and agree to be bound by the terms and conditions contained in them.

Review/Revised:7/2018

Drugs/Controlled Substances on School Grounds/School Activities

Controlled substance is defined to be any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance, which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020. (09.434)

Use of a drug authorized by a medical prescription from a registered physician and registered to the person possessing or taking the drug, shall not be considered in violation of this policy.

Drug violations may also constitute reason for suspension or dismissal from athletic teams and/or other extra-curricular activities. See the HCHS Athletic Handbook for more information. Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within 1,000 feet of school premises, on a school bus, or at a school sponsored or sanctioned event (09.423).

Students in possession of or under the influence of drugs or controlled substances will be suspended pending a board hearing.

Alcohol – Under the Influence on School Grounds/School Activities

If a student is suspected of being under the influence of alcohol, the SRO and parent will be called. A recommendation will be made to the parent to have the student tested for the presence of alcohol in the student's blood. The school/district may reserve the right to suggest a specific facility to conduct the test.

If the drug or alcohol test is taken and is negative the district will pay the cost of the test. If the student test is positive the parent/student will pay the cost of the test. Students who are deemed under the influence while at school will be suspended pending a board hearing, and students on athletic teams will be dismissed for the season.

If the parent refuses to have the student tested, they will be considered under the influence and will be suspended pending a board hearing.

Tobacco Use or Possession On School Grounds/School Activities

Tobacco use or possession is prohibited on school property (any property owned by the Hancock Board of Education) during the school day, inside school owned buildings or vehicles, and during school-related trips. All tobacco products including smokeless tobacco and paraphernalia will not be allowed in the school building during the school day, inside board-owned buildings or vehicles, or during school related trips.

Students are not to possess tobacco products, including smokeless tobacco, or other tobacco related products on their persons during the school day. This includes the use of electronic cigarettes or "e-cigs".

Definition of Paraphernalia: Paraphernalia is referencing, matches, lighter, pipes, clips, vaping pods, chargers etc.

Having tobacco out of the package while in a vehicle will merit the same discipline as smoking.

Please remember that tobacco use or possession by pupils under the age of 18 is illegal. Students under 18 will be cited for tobacco violations.

Behavior Interventions for use or possession of tobacco products and paraphernalia on school property:

1st offense	Saturday School
2nd offense	ISLA Assignment
3rd offense	Board Hearing & ICE Assignment

Fighting or Aggressive/Violent Behavior

Hancock County High School does not tolerate physical violence. All parties exhibiting any physical aggression will be immediately suspended for at least the remainder of the school day. Students will then receive an ISLA assignment. The School Resource Officer will investigate and determine if charges are warranted.

Harassment

DEFINITION - Harassment is intimidation by threats of, or actual, physical violence; the creation, by whatever means, of a climate of hostility, or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice; or to have the effect of insulting or stigmatizing an individual. Students who engage in harassment of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action including but not limited to suspension and expulsion (09.42811). The minimum punishment for harassment is 20 days in ISLA, and the incident is then investigated by law enforcement.

Harassment falls into three main categories: Physical or Sexual, Verbal and Nonverbal.

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors, teasing about one's sexual orientation;
3. Being subjected to unwanted sexual remarks in the context of the classroom, being continually stared at.
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student;
5. Writing people's names along with sexual remarks, suggestions, or drawings in public places.
6. Limiting student access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and
7. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

Harassment Guidelines - A copy of Hancock County Board policy on harassment is on file in the principal's office.

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their Principal, who shall provide a form for the student to complete and then immediately notify the Superintendent and/or Title IX/Equity Coordinator, as appropriate.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

- A. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of the submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.
- B. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required an explanation shall be included in the report.
- C. Annual dissemination of written policy to all staff and students.
- D. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
- E. Development of alternative methods of filing complaints for individuals with disabilities and others who may need accommodation.

Cyber-Bullying

When a child of any age is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child of any age using the Internet, interactive and digital technologies or mobile phones. If any student is found to be involved in these activities, he/she will receive the same punishment as students who are found to have been harassing other students. This punishment will result in a minimum of 15 days in ISLA and could have the potential of having charges filed.

NOTE – For any form of Bullying or Harassment, students may be punished for events and or communication that happen outside of school hours if it can be determined by administration that the events or communication is causing issues or is in any way disrupting the educational process.

Peer Conflict & Bullying

Peer conflict is a mutual disagreement between peers or among groups of peers. It is considered a conflict between people of equal or similar power; friends. It occurs occasionally and is an unplanned situation where the offender(s) are not seeking power or attention. Occasionally, peer conflict may result in some type of violence or result in serious harm, however, the offender will usually have comparable emotional reactions, demonstrate some remorse and actively try to resolve the situation. So, how is bullying different than peer conflict?

Traditional **Bullying** is unwanted, aggressive behavior among school aged peers that often takes place repeatedly over time or has the potential to be repeated, over time. Generally, bullying occurs when the perpetrator has a real or perceived power imbalance over the victim. Refer to Recognizing the Difference Between Normal Peer Conflict and Bullying Chart below. - See more at:

<http://igrow.org/4h/personal-development/is-it-peer-conflict-or-is-it-bullying/#sthash.bRQ9x5W6.dpuf>

Recognizing the Difference Between Normal Peer Conflict and Bullying*

Normal Peer Conflict	Bullying
Equal power or friends	Imbalance of power; not friends
Happens occasionally	Repeated negative actions, or predictable

Accidental	Purposeful
Not usually serious	Serious with threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction from bully
Not seeking power or attention	Seeking power, control, or material things
Not trying to get something	Attempt to gain material things or power
Remorse – takes responsibility	No remorse. Blames victim.
Effort to solve the problem	No effort to solve problem
Roles change – chaser can also be chased and vice versa.	Roles stay the same – chaser always chases.

***Source:** Adapted from Bully-Proofing Your School: Teacher’s Manual and Lesson Plans and A Guide to Bullying Prevention programs.

See more at:

<http://igrow.org/4h/personal-development/is-it-peer-conflict-or-is-it-bullying/#sthash.bRQ9x5W6.dpuf>

Harassment – Appeal

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

False Complaints

False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the person making the complaint.

Harassment Retaliation Prohibited

No one shall retaliate against an employee or student because he/she files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or misconduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

Notification of Parents

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

Hazing

Hazing is an act to “initiate”, as in clubs, etc., by exacting humiliating performances from or playing rough practical jokes upon a student. Hazing, harassment, or abuse of pupils by other pupils or groups of pupils will not be tolerated (09.422). Punishment will be subject to disciplinary action including but not limited to suspension and/or expulsion.

Theft

Any student that is found to have taken the property of the school or another student, which includes any amount of money, will be assigned to a Saturday School. A second incident will result in an ISLA assignment. Further incidents will result in a board hearing. If the value of the property or personal items is deemed to be significant, the incident will be turned over to law enforcement.

Threat – Definition of

A threat (as defined in American Heritage Dictionary) is an expression of an intention to inflict pain, injury, evil, or punishment. A threat may be an overt statement. A threat is when a person states or otherwise communicates his/her intent to inflict harm or property loss on another person. Example: “I’ll shoot you”. Or something as subtle as, “It would be a shame if something happened to your car.” A threat may even be non-verbal as a student pointing a finger as if it were a gun or dragging his finger across the throat. In any form, threatening is prohibited under the Hancock County High School Code of Conduct. Students and parents/guardians should read Senate Bill-271 KRS 161.190, amended unconstitutional language to now make it a specific offense (Class A misdemeanor--maximum 12 months imprisonment or \$500 fine, or both) to direct speech or conduct toward a teacher or administrator, while functioning as a board employee, when the person knows or should know that such will disrupt or interfere with normal school activities or undermine the good order and discipline of the school. School districts, teachers, or administrators involved can prosecute offending parties.

Threatening Students or School Personnel

Any student who threatens another student or school personnel will be suspended immediately, and upon return to school serve a minimum 5 day ISLA assignment, if it can be substantiated that a threat did occur. The parent is to attend a conference with school personnel before the student will be allowed to return to the regular classroom. If the severity of the threat warrants out of school suspension, then the student will remain suspended until a Threat Assessment can take place with either the Hancock County Public Schools official or another outside certified agency. If threats exist between two students that warrants out of school suspension, then the Threat Assessment MUST be performed from the same individual or agency.

Repeat offenders will be suspended out of school pending a Board of Education hearing with the Assistant Superintendent for Student Services.

Weapons

Pupils shall not wear or carry on their person or cause to be brought to school firearms, knives, artificial knuckles, karate stick, billy club, stars, nightsticks, look-alikes, or any other object, which can be classified as a dangerous instrument. Violation may constitute reason for suspension or expulsion (5.48). Look-alikes (examples: switchblade combs, toy guns, etc.) - carrying such items will result in consequences including but not limited to an ISLA assignment. Incidents involving weapons or look-alikes will also be review by the SRO.

HCHS engages in periodic bag checks in an effort to improve school safety. The procedure is as follows:

- A portable metal detection device is used to scan each student.
- When the detection device alerts the presence of any metallic item, the student then goes through a bag check line.
- At the end of the bag check line, the student is scanned again with a metal detection device.
- If the metal detection device alerts the presence of an object the second time, the student will conference with the principal, assistant principal, or dean of students, and a parent/guardian may be contacted if a further search of the student's person is warranted.

Appealing a Behavior Consequence

Due Process

Due Process – In all instances of discipline due process procedures will be carried out in accordance with Kentucky Law as specified in KRS 158.150.

Students in the Hancock County Schools will be afforded Due Process by (1) being notified of misconduct, how the discipline code was violated and the charges made against them. (2) Having the right to present their cases to the charging authority, and (3) having the right to appeal any decision to the next higher authority or person until all appeals have been exercised.

Stages of Appeal

Any student who wants to appeal any school related incident should start with the person in question and proceed down the list below until satisfaction is reached:

- Teacher
- Dean of Students
- Principal (or Asst. Principal if Principal is not available)
- Assistant Superintendent for Support Services
- Superintendent
- Board of Education

Confidentiality

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Transportation

Driving Privileges

High school students have the privilege of driving and parking in a designated area. This freedom will not be revoked as long as students exercise good judgment and live up to their responsibilities. However,

the school board retains the control of all parking areas at the public school locations. The right and privilege to use the parking lot is granted to any 10th thru 12th Grade student who wishes to drive to school, with the expressed understanding, that the principal or other school officials have the right to make searches of any or all vehicles with reasonable suspicion. If the vehicle is searched, the student will be present during the search. If the driver does not wish for the car to be searched, the parents will be called for permission. If they also refuse permission, local law enforcement authority will be called (09.223).

The following are regulations that students must abide by in order to retain driving privileges:

1. Within five (5) days of school starting or within five (5) days that the student starts driving to school, the student must fill out the Vehicle Registration Form at the office and obtain a parking sticker. Any student who parks an unregistered vehicle in the Parking Lot may have driving privileges removed and/or be disciplined.
2. Driving behavior must be exemplary – drive slowly (15 mph or less, do not spin tires or rev engines). Cutting across the Parking Lot while exiting or entering the school is not allowed. For the safety of students in the Parking Lot – drive around the oval.
3. Park only in the lined parking spaces.
4. Students are to park only in the places available for students. Students are never to park in handicapped or visitor spaces.
5. Students are to leave their vehicles immediately upon arrival and report to the school building.
6. Students are not to return to the Parking Lot at any time during the school day without the permission of a faculty or staff member who supervises them.
7. **Students are not allowed to park behind the school at any time during the year before 3:15pm.**

It is the responsibility of the student who drives a vehicle that is not properly registered to report a vehicle change to the office staff. The new registration form is to be filled out anytime a will be parking an unregistered vehicle in the Parking Lot for more than one school day.

Note: Driving privileges may be suspended or revoked for a variety of safety & behavior reasons, including, but not limited to:

- **Speeding**
- **Wreckless driving**
- **Driving thru the grass**
- **Parking outside marked spaces**

Students who are transported to and from school by other students must have parent permission and agree to abide by the above regulations regardless if the students drives or has a vehicle themselves. Automobile use regulations apply to all types of vehicles (other than school buses) used in transporting students to and from school.

If a student's driving privileges are revoked that student must either ride a bus to school or be brought to school by the student's parents. The student is not allowed to drive to another parking area and ride or walk to school from that parking area. Further disciplinary action will occur if students violate this regulation

Bus Regulations - See also District Discipline Code Pamphlet

The use of public school bus transportation by students is conditional upon satisfactory behavior of the student in accordance with the rules established by the Hancock County Board of Education. All buses are loaded and unloaded at the canopy-covered walk at the west end of the building. Once a student

leaves the bus, the student must go directly into the school building and must not leave school grounds or go to the parking lot. If after arriving on school grounds the student leaves the school grounds without the permission of the dean of students, the student will be assigned to the ISLA. (See the County Discipline Handbook for regulations.) The bus driver will report any discipline problem to the administration. Bus discipline and school discipline may be administered for bus infractions.

Emergency Procedures

Emergency Information Required

Parents are asked to complete ONLINE Emergency Information forms at the start of each new school year. The information on this card will direct the administration on procedures to follow when a child is injured at school. For the administration to be able to release your child to another individual, you must list the names and phone numbers of those individuals. **Any individual not known by the office staff may be required to show a picture ID before being allowed to take a student from the school.**

New students enrolling in Hancock County High School will complete the online Emergency Procedure Form, which must be completed by the student's parent/guardian within two school days. At the beginning of each school year, the old Emergency Procedure Form will be updated online and digitally signed by the parent/guardian.

If changes occur during the school year, which affect the accuracy of information supplied on the emergency procedure form, it is the responsibility of the parent/guardian to inform the school. Social Security Numbers must also be placed on the form.

Documentation of Accidents, Illness, or Other Emergencies Which Might Affect the Health / Safety of a Student

ACCIDENTS - All accidents in the school building, on the school grounds, or at any school-sponsored event must be reported to the certified person in charge who in turn must file a written report of the accident with the principal/assistant principal. All accidents must be documented and copies sent to the superintendent. Information to the parent/guardian concerning the accident will be followed as directed by the Emergency Procedure Form. The administrator or his/her designee will inform teachers of any accident that requires such consideration and will ask the teacher to contact the office if any of the student's actions are out of the ordinary.

Procedures to be followed in Contacting Parents/Guardians for Medical Assistance

1. In cases of minor accidents or illness, the certified person in charge and/or the student will determine if parent/guardian should be contacted according to information on student emergency card.
2. In cases of more serious accidents or illness, the certified person in charge shall contact parents/guardians listed as #1 in Infinite Campus or on a student's emergency card. A witness should verify that an attempt was made to follow the parents'/guardians' instructions on the student's emergency card. If instructions on the student's emergency card cannot be fulfilled, the District Health Coordinator and/or the local EMT's will be contacted for assistance in determining action to be taken.
3. In cases of medical emergency, the certified personnel in charge shall contact the local EMT's immediately and shall follow instructions on the student's emergency card concurrently or

immediately thereafter. A witness should verify that an attempt was made to follow the parents'/guardians' instructions on the student's emergency card. If instructions on the student's emergency card cannot be fulfilled, the local law enforcement agency shall be contacted for assistance (09.21 p.1).

In case of an emergency during school or at a school sponsored event, school officials will follow emergency protocols and contact parents and guardians to provide instruction and give information about when and where students may be picked up.

Enrollment Information

Course/Program Placement Recommendations

Information concerning the guidelines used by school officials in recommending placement/enrollment in special education programs, the gifted/talented program or intervention courses may be obtained from the guidance office.

Custody Protection Procedures

In order to protect the rights of parents and to be in compliance with court orders involving students at Hancock County High School, each new student enrolling in Hancock County High School and each returning student will receive on the first day of enrollment each school year a form entitled PARENTS' /GUARDIANS' RIGHTS AND STUDENT PROTECTION FORM which must be completed by parents/guardians and returned immediately to the school. Any student who is attending or is enrolling in Hancock County High School and who is not residing with a natural parent or an individual who has legal custody should have the individual with whom he/she is residing appointed temporary legal guardian. The Parent/Guardian should contact an attorney regarding temporary legal guardianship. This is a civil court process, and an attorney must be hired to handle this procedure. This form and any attached court custody papers will be reviewed by a school official before any school official will allow any individual to review a student's records, an adult non-school related visitor to converse with a student, and a student to leave the school grounds with an individual. **After initial enrollment, it is the responsibility of the parent/guardian to notify the school of any changes related to the student and to furnish the school with a copy of any court related actions.**

Enrollment of Students and Student Information to Divorced, Separated, or Single Parents - BOARD POLICY

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary. Release of the student or information concerning the student coming from a single parent or a divorced/separated parent will be accomplished according to the following procedures: unless the school has been informed and given evidence of state law or court order concerning the status of the student: (1) Both parents shall have equal access to any information concerning the student, (2) Both parents shall have the right to release of the student under their care.

Enrollment Information and Procedures

A student re-enrolling at the beginning of the school year must:

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Have a current Immunization Certificate (Epid 230), a Medical Exemption Certificate (Epid 230B), a Religious Exemption

A Certificate or a Provisional Certificate of Immunization (Epid 230A) must be on file in the school office.

BOARD POLICY – Except as provided by law, each pupil shall be required to present a valid immunization certificate upon enrollment in school or present a certificate from a physician stating the child has been immunized against diphtheria, tetanus, poliomyelitis, rubeola, and rubella.

Immunization certificates shall be kept current. Students with expired immunization certificates shall not be re-enrolled until the certificate is current (09.211).

NOTICE TO PARENTS/GUARDIANS – Parents/Guardians of students who have expired immunization certificates or who have no immunization certificates will receive notification from the District Health Coordinator at the end of the school year so a current immunization certificate can be obtained and delivered to the school before school begins the next year. Lack of proper medical papers will mean that the student will not be able to enroll until the papers are presented to the school counselor where the student will attend.

The Immunization Certificate (Epid. 230) is an official documentation of immunizations and is required to be on file for all students enrolled except for those students who have on file a Medical Exemption Certificate (Epid 230B), a Religious Exemption Certificate (Epid 230C), or a Provisional Certificate of Immunization (Epid 230A). The Immunization Certificate (Epid 230) must be signed by a physician, clinic or local health department, and have a date of expiration to be valid. Students entering school for the first time or are providing an updated certificate to school after the 85-86 school year must also have the dates of each immunization recorded on the certificate. Certificates shall be monitored biannually by school personnel for compliance and any student whose certificate has expired shall be notified and a new certificate provided to the school.

Enrollment Information for Current Students

The following steps will be taken. If a student's immunization records are out of date, the school will take the following steps to exclude or reinstate the student:

1. First Notice – The parents/guardians shall be notified by letter that the student's certificate must be completed and sent to school in 30 days.
2. If the parent does not present the proper medical certificate by the end of the thirty day notice, the Assistant Superintendent in charge of attendance will serve a notice of neglect of education on the parent to the court designated worker, and the student will be suspended from school until he/she presents proper immunization documentation.
3. Have a Physical Examination on file in the school office. The physical must be on KY Department of Education form (1671-410). (Students previously enrolled have met this requirement unless parents/guardians received a notification from the Health Coordinator)
BOARD POLICY - All pupils shall undergo a medical examination within a period of six (6) months prior to one (1) month following initial admission to school, regardless of grade. (09.211©)
4. Have an Emergency Procedure Form completed and revised each year. (See Emergency Procedures)

5. Have a Parents'/Guardians' Rights and Student Protection Form completed and returned each year. (See CUSTODY)
6. Have Fees paid within one week or have on file in school office Application for Special Arrangements. (See FEES)

New Student Enrollment at the Beginning of School Year or Transfers during School Year

A student who is a new enrollee at the beginning of the school year or transfers during the school year must enroll through the guidance office and must:

1. 1-6 Same as above except as noted below. Students entering school for the first time must present a valid immunization certificate on the first day of enrollment. Students not presenting a valid certificate shall not be allowed to stay in school. The parents/guardians shall be notified that they can obtain a certificate from their private physician or local health department. Transfer students will not be allowed to enter school until proper medical forms have been presented to the guidance counselor. Parents will be advised in writing or by a phone call that charges for educational neglect will be brought against the parent, if proper medical papers are not received by the school's guidance counselor by the end of the fifth school day. A student who transfers within the state should present the original certificates in order to enroll in the school. Copies of the certificates should not be forwarded.
7. Have completed and on file a Student Information Card, a Demographic Form, and a Bus Form. Have completed and on file a Pupil's Health and Appraisal Card.
8. Have signed a Permission Form for Obtaining a Certified Copy of Student's Records from Previous School and furnished name and address of previous school to the guidance counselor.
9. STUDENTS ENROLLING IN HANCOCK COUNTY HIGH SCHOOL FOR THE FIRST TIME must furnish the school with a certified copy of the student's birth certificate or reliable proof of the student's identity after the person enrolling the student has received written notification that within thirty days the person must provide either:
 - (A) a certified copy of student's birth certificate (must be a full-sized copy containing parents names from Vital Statistics; or
 - (B) other reliable proof of student's identity and age, plus they must provide an affidavit of the inability to produce a copy of the birth certificate.
10. Each new student must view the online material regarding school regulations. Each student will sign a paper stating he/she has received a copy of the Student Discipline Code Book and the Student Handbook and has reviewed the video.
11. FOR STUDENTS RE-ENROLLING AT HCHS AFTER WITHDRAWING FROM HCHS DURING THE SAME SCHOOL YEAR –
If a student withdraws from HCHS and returns to our school without enrolling in another school, he/she is responsible to make up work missed while not in attendance. He/she will be given a reasonable period of time to make up missed work. Work not completed will be given a zero.

Missing Children's Laws Compliance

Hancock County High School is in compliance with all state laws and regulations regarding missing children. Cumulative folders of missing students enrolled in Hancock County High School will be flagged, and new enrollees to Kentucky Public Schools will be given written requests for proof of birth. Curriculum & Technology Fees Payments

Tuition

Students whose parents/legal guardians are not bona fide residents of Hancock County must consult the Director of Student Services regarding possible tuition fees. Tuition fees will be charged according to

Board Policy (09.124 & 09.124AP.1). The Hancock County School System has a reciprocal agreement with several surrounding KY counties which allows students living in those counties to attend Hancock County Schools without paying tuition (09.125).

Confidentiality of Records

Annual Notification to Parents (See also Custody Protection Procedures – under Enrollment Information)

Hancock County High School is in compliance with the Family Education Rights and Privacy Act (PL 93-380) as amended by the Education of the Handicapped Act (PL 94-142). Interested persons may contact the principal's office to receive a complete copy of the written policy which describes the types and locations of these records and the specific procedures available to parents and eligible students for: the review of records, amending of or hearing concerning education records believed to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, or for the disclosure and destruction of records.

In accordance with the Family Education Rights and Privacy Act, parents and an eligible student shall have the right to inspect and review all education records relating to the student by making a request to the principal or the principal's designee. Eligible students include those over 18 years of age or those duly enrolled in a post-secondary school program. Parents of eligible students shall be provided with a copy of the records upon written request. Such copies shall be provided in a manner that protects the confidentiality of other students. In instances in which a student does not reside with one or both natural parents and there exist court orders which prohibit a natural parent from viewing the educational records of the student, it is the responsibility of the parent/guardian to furnish the school with a copy of the court orders. Each new student enrolling in Hancock County High School and each returning student will receive on the first day of enrollment each school year a form entitled PARENTS'/GUARDIANS' RIGHTS AND STUDENT PROTECTION FORM which must be completed by parents/guardians and returned immediately to the school. (09.12311) (09.14)

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of Hancock County High School to forward, upon written request from a school in which a student seeks or intends to enroll, a copy of the student's educational records. Notification of this policy appears in the Student Handbook and appears on the Withdrawal Form given to students who are withdrawing from Hancock County High School. Parents who object to this policy must notify the school not to forward copies of educational records. Parents may obtain upon request copies of the records transferred and an opportunity for a hearing.

Directory Information

Directory information may be released by the school regarding an individual student unless specific instructions not to do so are presented to the principal in writing by the parent/guardian on or before September 30 of each school year or two weeks after enrollment of student. Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent education institution attended by the student (09.14).

Parents shall have the right to file complaints of the Family Education Rights and Privacy Act concerning any alleged failures of Hancock County High School to comply with this act.

The Exceptional Child

When a child enrolled in a program for exceptional children graduates or otherwise leaves the District, the parents or child, if eligible, may request that any personally identifiable information in the educational record, which relates to identification or placement of the child in the program for exceptional children, may be destroyed. Such request should be made in writing to the principal or superintendent. However, parents and students are warned that there may be possible future uses of such records (e.g. Social Security petition). The district may maintain records related to attendance and grades. The district may exercise its discretion to destroy student's records if they are no longer needed for educational purposes.

Certificate for Non-diploma Students

- A. File an IEP with non-diploma notation on file.
- B. Complete the requirements of the OCCU Services Certificate or the General Vocational Certificate.
- C. Complete the employability curriculum via integration within the IEP specified courses.
- D. Complete a student career transition plan.

Certificate of Completion

The special student who completes an alternative program specified in an individual educational plan is entitled to a Certificate of Completion.

Medical Information

Illnesses – See Emergency Procedures

Immunization – See Enrollment Procedures

Medications

Internal medicine, including aspirin, shall not be kept at school for the purpose of administering to students unless the following procedure is followed. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit. The School Nurse or Office Staff will keep a record of days and times medication is issued to students.

Students may take prescription and over-the-counter medicine brought from home if they use the following provisions:

- The medicine must be in the original container.
- Prescription medicine must have the student's name on it. Over-the-counter medicine must be in the original container. Medicine will be dispensed per the instructions on the container.
- A parent must send a note with specific directions.
- Special arrangements for medications or inhalers, to be carried by the student, must be communicated to the assistant principal, by the parent.
- Students should make every effort to take medicines during break, between classes, or during lunch.

Student Communicable Diseases

Hancock County High School Policy - According to Kentucky Senate Bill 207

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the student's name will be reported to the Hancock County Superintendent's Office. The superintendent may order the student excluded from school for a time period in accordance with generally accepted medical standards. The

time period the student is excluded from school shall be in accordance with generally accepted medical standards which the superintendent shall obtain from consultation with the student's physical, the local health offices, or the Kentucky Department of Health Services (09.213).

Home Instruction

BOARD POLICY - Children not able to come or be transported to school shall be provided instruction at home or the hospital or sanitarium. The instruction will consist of a minimum of two (2) visits per week with a minimum of one (1) hour of instruction per visit. This may be counted as equivalent to the attendance of one (1) child five (5) days in school (08.1312).

GUIDELINES for Home Instruction

1. We must have, on file, a signed statement from a licensed physician, psychologist, psychiatrist, or public health officer certifying that the student is unable to attend school for 10 days or longer before we begin home instruction. If the licensed physician, psychologist, psychiatrist, or public health officer will sign the papers on the first appointment, homebound instruction may begin immediately.
2. The teacher will visit an average of two hours per week.
3. The student must be present for each scheduled visit, and should notify the teacher at home or at the Board of Education Office at least 24 hours in advance if a cancellation is necessary. All cancelled visits must be rescheduled.
4. Homework assignments will be left during each visit. These assignments must be completed by the next scheduled visit. If a student fails to complete the homework assignments, within four consecutive sessions, the student will be referred to the Placement Committee for re-evaluation.
5. The parents will be responsible for providing an adequate work area free from distractions such as radio, hi-fi, television, and other children. The students, books and working area must be prepared prior to the teacher's appointment. If these conditions are not consistently met, the student will be referred to the placement committee (08.1312).

Quick Facts

Food

Concessions and Food Sales Outside of Lunch Program

According to the policy of the Hancock County Board of Education, foods of minimal nutritional value, as defined by KRS 158.854 shall not be sold from the beginning of the school day until the end of the Instructional Day. Therefore, no students or staff may sell candy or other food items to other students until after the end of the day (2:55). According to board and state policy, vending machines shall not be opened from the beginning of the school day until 30 minutes past the end of the school lunch period throughout the school campus.

Food from outside sources is not allowed to be brought into school, during lunch shifts. If the student is away from school immediately prior to lunch and chooses to eat before coming to school, the student may not bring food or drink into the building for personal consumption or for others.

Students may not sign out during lunch for the purpose of eating lunch off-campus.

School Meal Program

Students and staff members will be issued a security code to access his or her account in the cafeteria. This code will be given to students at the beginning of the year when schedules are picked up and fees are paid. Students and staff will key in their code each time a purchase is made in the cafeteria. The cost of any item purchased from the cafeteria will be deducted from the individual's account. Deposits for meals can be made in the school's main office before the school year starts, during designated schedule pick-up times.

Like the previous year, there will be two lines available for the students during lunch. Students will be able to choose a Regular Meal line that will include all of the daily nutritional requirements. There will also be an A la Carte line available for students who want to pay for individual items for their lunch. The same menu items will be made available each day. If a student has a negative balance in their meal account, they will *NOT* be allowed to purchase items from the A la Carte line.

Once school starts:

- Deposits may be made to the cafeteria cashier Monday through Friday during breakfast serving time (between 7:30 am and 8:00 am) in the Commons Area.
- Cash or checks (made out to HCHS Cafeteria) will be accepted in the amount to be deposited in the school's account. Cafeteria staff cannot refund part of the check or cash to the student.
- Money may be deposited through CampusPortal in Infinite Campus.

Charge Policy

Students will be allowed to charge meals. When the amount charged exceeds \$25, a member of the office staff will contact the parent or guardians to request the balance on the account be paid.

Our cafeteria policies ensure that all students eligible for free and reduced price meals are kept completely confidential and that students spend as little time as possible waiting in the cafeteria line.

Applications for the Free and Reduced Lunch Program will be distributed to all students enrolling in Hancock County High School. Applications are also available in the school's main office year round and

can be filled out any time there is a need. All completed applications must be mailed directly to the Hancock County Board of Education.

Lockers — All Students—

Due to COVID-19, Students will not be assigned lockers.

~~A locker with a lock will be assigned to each individual student. Students are not to change locker assignments without having received permission from the principal or dean of students. This rule must be followed for your own protection. The student is responsible for damage to his/her lock or locker. Lock combinations can be changed, but it is the student's responsibility to maintain the combination.~~

~~The principal may inspect the student's locker with or without student permission or knowledge if the principal has reasonable suspicion that the locker contains stolen articles, weapons, tobacco, vaping paraphernalia, narcotics, alcoholic beverages, drugs, or any disruptive device. **Furthermore, it may become necessary for the principal / dean of students and designated certified personnel to conduct a search of all student lockers.** The option will only be employed if it is felt the general safety of those within the school building may be in jeopardy. Locker searches will be conducted under the guidance of the administration. School employees may search lockers and searches will be conducted in parties of two. Periodic locker checks are made for cleanliness. Storage of food and drink in lockers creates bug problems. Storage of items, which will attract bugs, is prohibited and breaking this rule may require punishment. Students are reminded that the school allows use of lockers with the aforementioned provisions (09.436).~~

~~Lockers are the property of the Hancock County School System and, as such, they can and will be searched as the need arises. ***The school is not responsible for any items taken from your locker. It is your responsibility to make sure your locker is locked and that you do not give your combination to any another individual.***~~

Students are required to have a lock on their P.E. locker.

Lost and Found

Students who find lost articles are asked to take them to the office. Students who have lost items should notify a member of the office staff. If the item is not claimed, it will be turned over to FRYSC for distribution to the needy of our community.

Pictures

Underclassmen: a photographer selected by the Hancock County Board of Education during a bid process will take underclassmen photos for the Yearbook. Additional photographs may be taken during the spring if sufficient interest warrants.

Seniors: Bids will be requested in the spring, before your senior year. The photographer awarded the bid will be the official photographer for the senior Yearbook pictures. All seniors are required to make an appointment for one free sitting with the photographer at school – otherwise, the senior's picture will not be printed in the yearbook. The company receiving the board bid must provide photos for the Yearbook and newspaper.

Students are responsible for pick-up and paying of any pictures ordered through the photographer (the school is no longer paid for pictures). Problems about photos or a request for reprints should be made to the photographer. ALL STUDENTS are required to have one picture made for school record purposes.

Technology User Agreement

The students and teachers will be receiving personal technology tools by the end of the **first full week** of the school year. Students and parents need to understand the responsibility that we all have for proper use and care of these educational devices. The Technology User Agreement **MUST** be signed by all users before the devices will be allowed to go home. There is an additional copy of the Technology User Agreement on the school website.

Valuables

Students should not leave valuables where they may be picked up. **This is one of many reasons it is crucial that student lockers remain locked at all times and lockers are not shared.** The school cannot be responsible for stolen or misplaced articles. Personal items need to be left at home. Students who have lost personal items need to check the office first to see if the item was turned in. The Hancock County School District does not have insurance to cover the cost of a student's or staff member's personal items that are lost, stolen, or destroyed on school property or at a school event. If you have lost an item, make sure you come to the office to claim the item within three weeks of the loss. If items are not claimed, they will be given to the FRYSC to distribute to the needy of our community. **Note: Any item that is left in a locker at the end of the school year will be kept in the office until June 30. If the item is not claimed by June 30, it will be sent to the local FRYSC Office or Help Office for distribution.**

Visitors

Due to COVID-19, beginning in the fall of 2020, no visitors will be admitted to the school. If and when we can change this protocol, we will notify parents and families.

Title IX Grievance

1. The Hancock County Schools will not discriminate against any person on the basis of age, sex, marital status, race, color, national origin, religion, socio-economic level, handicap, intelligence or any other reason. Evidence of such discrimination should be reported to the Superintendent.
2. Due Process – Students in the Hancock County Schools will be afforded due process by: (1) being notified on misconduct, how the discipline code was violated and the charges made against them, (2) having the right to present their cases to the charging authority, and (3) having the right to appeal any decision to the next higher authority or person until all appeal rights have been exercised.

POLICY TO FOLLOW WHEN FILING A GRIEVANCE FOR TITLE IX

Students who feel they have been discriminated against or denied an opportunity because of their Race, Color, National Origin, Age, Religion, Marital Status, Sex, or Handicap in an educational program and/or formal grievance as follows. This process is conducted through the Title IX, Title VI, and Section 504 Coordinator. This person in our school system is: Mr. Nick Boling, Grievance Coordinator for the Hancock Co. Board of Ed. Office Phone: 927-6914.