

HENDERSON COUNTY HIGH SCHOOL
2424 Zion Road, Henderson, KY 42420

Main Office 270-831-8810

Amber Thomas, Principal
Amy Kellen, Instructional Coach
Kelly Nash, Bookkeeper
Marie Pickerell, Assistant Bookkeeper
Debbie Willett, Secretary
Preston Herndon School Manager (SM)
Jeff Kloet, School Manager (SM)

Student Services 270-831-8860

Paige Haynes, Assistant Principal for Student Services
Jennifer Rideout, Secretary
Mark Andrews, Athletic Director

Blue Unit 270-831-8820

Conner Mattingly, Asst. Principal
Janet Glick, Secretary
Tracy Rutledge, Counselor (A-K)
Jen English, Counselor (L-Z)

Green Unit 270-831-8830

Christian Klaas, Asst. Principal
Stephanie Pedigo, Secretary
Megan Meyer, Counselor (L-Z)

Red Unit 270-831-8840

Matt Richeson, Asst. Principal
Julie Dodson, Secretary
Amanda Joyner, Counselor (L-Z)
Nathan Grace, Counselor (A-K)

CTE Unit 270-831-8850

Amanda Lacer, Asst. Principal
J.T. Payne, Asst. Principal
Desirae Becker, Secretary

HCHS Phone Numbers

Receptionist 270-831-8800
Athletic Director 270-831-8860
JROTC 270-831-8871
Attendance Office 270-831-8861/270-831-8862

Youth Service Ctr. 270-831-8867
FAX 270-831-8870
Bookstore 270-831-8866

Henderson County Board of Education 270-831-5000

Mascot – Colonel School Colors – Maroon and White

Website – hchs.henderson.kyschools.us

Instagram – @colonelshchs

Twitter – @HCHSColonels

Facebook – HCHSColonels

OUR MISSION

The mission of Henderson County High School is to be the BEST high school in the state of Kentucky where all Colonels are Committed, Caring, and Confident.

OUR VISION

Henderson County High School accepts its mission as a comprehensive public high school. The faculty, staff, administration, students, the community, and we agree to support and pursue the following visions:

- Value personal and civic responsibility, academic integrity, and respect.
- Accept our essential roles as collaborators in a safe learning community.
- Pursue a well-rounded, world-class education necessary for all students to achieve personal and academic excellence

School-wide Expectations

Our 3 C's

Colonels are COMMITTED!

Colonels are CARING!

Colonels are CONFIDENT!

Colonels are COMMITTED!

- Persevere academically and socially.
- Engage in class.
- Always work to improve.

Colonels are CARING!

- Kind
- Put others before themselves.
- Inclusive

Colonels are CONFIDENT!

- Own their mistakes
- When they make a mistake, learn from it and try again.
- Do the right thing even when it's hard or they won't be recognized for it.

Henderson County High School

Regular Bell Schedule

Monday / Tuesday / Thursday / Friday

2024-2025

Period 1	8:00-8:54	(54)
Period 2	8:59-9:53	(54)
Period 3	9:58-10:52	(54)
Period 4	10:57-12:28	(91)

Lunch:

1st	10:52-11:22
2nd	11:25-11:55
3rd	11:58-12:28

Period 5	12:33-1:27	(54)
Period 6	1:32-2:26	(54)
Period 7	2:31-3:25	(54)

Regular Bell Schedule

Wednesday

2024-2025

Period 1	8:00-8:43	(43)
Period 2	8:48-9:31	(43)
Period 3	9:36-10:19	(43)
Advisory	10:24-10:40	(16)
RTI/Character Ed	10:45-11:25	(40)
Period 4	11:30-1:01	(91)

Lunch:

1st	11:25-11:55
2nd	11:58-12:28
3rd	12:31-1:01

Period 5	1:06-1:49	(43)
Period 6	1:54-2:37	(43)
Period 7	2:42-3:25	(43)

Henderson County High School Procedures/Expectations for Morning Arrival

Goal: Morning Arrival will be safe and orderly with students and staff interacting in a respectful and courteous manner.

Student Behavior Expectations:

Entry Points

- **Bus Riders – Front Lobby**
- **Car Rider Parent Drop Off – Green House Back Entrance**
- **Drivers – Green House Back Entrance**
- **Walkers – Front Lobby**

Once a student enters the building they may proceed to one of the morning arrival areas.

- **Cafeteria**
- **Main Gym**
- **Preston Media Center**
- **Before School Instruction (Detention, ISP (Study Skills) Room, ESL, etc.)**

Drivers – Any Junior and Senior who has obtained a parking permit through the bookstore.

- **Drive safely**
- **Follow the posted speed limit sign (15 mph) as well as all driving laws.**
- **Legally park their vehicle in the assigned student parking area.**
- **Exit the vehicle on arrival and enter the building.**

All students will:

- **Stay on campus after arrival.**
- **Use the main hallway to proceed to a morning arrival area.**
- **Be courteous to others upon arrival using appropriate language and inside voices.**
- **Students will respond in a respectful manner to all adults in morning arrival areas.**
- **Students will remain seated in one designated arrival area until the morning dismissal bell rings unless they are moving from the cafeteria after finishing breakfast to another morning arrival area.**

Henderson County High School Procedures/Expectations for Hallways

Goal: Hallways will be safe and orderly with students and staff interacting with courtesy and respect towards one another.

Student Behavior Expectations:

In Hallway

- Walk facing forward.
- Walk on the right side of the hallway and staircase facing forward.
- Enter the double doors on the right side.
- Be courteous to other students and adults in the hallways.
- Allow other students to pass through the hall, and make turns down other hallways (i.e., Main hall traffic, students trying to get into 100, 200 or 300 halls).
- Allow other students easy access to their lockers.
- Walk while they talk.
- Ehallpass should be completed if you are outside of class.
- Will limit themselves to their assigned areas/hallways at all times.
- Will show respect for each other's personal space by keeping hands, feet, and other objects to themselves.
- Will show respect to others by not displaying inappropriate affection towards one another.
- Will use appropriate language and display good manners while in the hallways.
- Speak with inside voices while in the hallways.
- Will move through the courtyards without loitering.

Henderson County High School Procedures/Expectations for Cafeteria

Goal: Cafeteria arrival will be safe and orderly with students and staff interacting with courtesy and respect.

Student Behavior Expectations:

In Cafeteria

- Walk into the cafeteria.
- Will form single file lines in one of the three food lines.
- Will know their lunch code.
- Will pay their lunch charge in a timely manner, keeping a positive balance.
- Will respond to all adult requests (i.e. all staff, custodians, guests, principals, etc.).
- We will talk using inside voices.
- Will use appropriate language.
- Will have pride in the building by picking up any trash they see, specifically around their table.
- Will be responsible for alerting an adult of any spills or messes.
- During lunch, students may use the restroom near the Marketplace, except within the last two minutes when it will be considered "out of area".
- The adults supervising the cafeteria will dismiss students from lunch.
- All food or drink should stay in the cafeteria with the exception of water bottles.
- Only Co-op students presenting a badge may get "to go" trays for their lunch.
- Students may use cell phones and earbuds in the cafeteria.

Henderson County High School Procedures/Expectations for Dismissal

Goal: Afternoon dismissal will be safe and orderly with students and staff interacting in a respectful and courteous manner.

Student Behavior Expectations:

Dismissal

- 1. Remain seated in classrooms or assigned areas until dismissed by an adult. The 3:25 bell does not dismiss students, the teacher does.**
- 2. Bus Riders will exit the building and be seated on their buses before the 3:31 bell.**
- 3. Students being picked up by parents after school will exit the building before the 3:31 bell using the South Entrance (CTE Entrance) doors and wait for their ride at the crosswalk behind the CTE Unit.**
- 4. Student drivers will exit the building before the 3:31 bell using the South Entrance (CTE Entrance) doors and proceed to their vehicles using the crosswalk and gated sidewalk towards the stadium parking lot.**
- 5. Drivers will exit the campus using the back gate on Stadium Drive, driving safely through the parking lots, following traffic guard directives, obeying the posted speed limit (15 mph), and being respectful of others.**
- 6. Students who are participating in after-school instruction or activities (athletics, clubs, detention, etc.) will report to the designated area for their activity (under adult supervision) by the 3:31 PM bell.**
- 7. Any student remaining in the hallway after 3:31 p.m. will be swept to the main office.**

Henderson County High School Procedures/Expectations for Assemblies

Goal: Assemblies will be safe and orderly with students and staff interacting with courtesy and respect.

Organizational Features:

Students will take care of needs (such as locker visits, restrooms, etc.) before assembly. Once dismissed to go to the assembly, students will follow behavioral expectations outlined in Procedures/Expectations for Hallway.

Student Behavior Expectations:

1. Will take care of needs before attending assemblies (ex. restroom, water, locker) since students will be expected to stay for the entire assembly.
2. Will walk promptly and directly in an orderly fashion to the area assigned to their advisory.
3. If sitting in class sections, students will be seated in the appropriate set of bleachers.
4. Will use walkways and stairs when entering and exiting upper-level bleachers.
5. Will use the stair sections when entering and exiting lower-level bleachers.
6. Will enter the bleachers and fill the center of each bleacher first.
7. Once in the designated area, students will be seated immediately and remain seated until staff members dismiss them.
8. Will listen attentively to speaker(s) or presentations avoiding cell phone usage and side discussions.
9. Will respond and participate when appropriate using appropriate language, actions, and volume.
10. Will respect each person's space by keeping hands, feet, and belongings to themselves.

Henderson County High School Procedures/Expectations for the Preston Media Center

Goal: The media center will be a safe and orderly learning environment with students and staff interacting with courtesy and respect.

The vision of the Preston Media Center is to provide current information and resources to assist students in their quest for success.

Student/Staff Behavior Expectations:

1. Students may check out books for two (2) weeks at a time.
2. English novels checked out for class may be held for a period no longer than 45 days and students are responsible for returning the books on time to the library. Students may check out an unlimited number of books at one time; however, students may not check out all books on a specific topic at one time.
3. Students who have a signed pass from a teacher will sign in and out at the main desk notating the time and date.
4. Students may use the Internet while in the media center if their current Acceptable Use contract is on file in the unit office.
5. Students will use computers only for school-related projects.
6. Students and staff may check out periodicals.
7. Staff, not the bell, will dismiss students. Students will stay seated rather than lining up at the door before the bell.
8. Media Center will be open at 7:30 a.m. each morning for quiet study time.
9. Any student not complying with media center rules or using the space/time for academic work will be asked to leave and return to class.

Prices for media center services are as follows:

- Overdue book fees = 5 cents each day they are overdue, except for school holidays, breaks, and snow days.
- If materials are lost or damaged, they must be replaced at current prices.



HENDERSON COUNTY HIGH SCHOOL

CODE OF CONDUCT (2024-2025)



Bullying / Harassment

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex (including sexual orientation or gender identity), or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

HCHS will not tolerate any form of bullying or harassment. Depending upon severity/frequency of the infraction, consequences may range from a School Counselor referral to being put up for recommendation for expulsion.

Bus Transportation Discipline

The privilege of any pupil to ride a school bus is conditioned upon his/her good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school which the pupil attends for necessary corrective action. The bus driver may assign seats.

Minor offenses are described as; Extending any part of the body out of the bus windows or doors, Loud talking or laughing, Unnecessary confusion, Unnecessary conversation with the driver, Improper behavior, Blankets or pillows, Throwing articles or objects in or from the bus, Tampering with mechanical equipment, accessories or controls of the bus, Placing musical instruments or other articles at the door by the driver, Obstructing the aisle in any manner, Possessing inflated balloons and /or floral arrangements in glass containers, Occupying more space in a seat than required, Littering the bus, Opening or closing windows without permission of driver, Live animals, fowls, reptiles, or any preserved specimen, Articles made of glass, such as bottles, jars, etc., Striking matches or using lighters, Spraying

others with water or other liquids, Use of radios, CD players, DVD players, MP3 players, Ipods, cell phones, etc., and Improper dress or not meeting the school dress code.

- 1st and 2nd offense: student conference and/or up to 1-3 days bus suspension
- 3rd offense: up to 5 days bus suspension
- 4th offense: up to 10 days bus suspension
- 5th offense and beyond: up to the remainder of the semester or school year bus suspension

Major offenses are described as; Smoking, possession, or use of tobacco/illegal substances/alcohol, fighting/physical aggression, verbal aggression, vandalism (damaging bus, such as cutting seats, breaking windows, etc.), repeated disrespect /defiance towards driver:

- All major offenses will follow the HCHS Code of Conduct Policies and result in transportation suspension for the length of consequence.
- The School Resource Officer (SRO) will be involved in all physical altercations, fights, assaults, the use or possession of alcohol/illegal substances, and vandalism that occur on HCS property, law enforcement charges may occur. Repeat or severe offenders will be assigned further consequences, up to possible suspension, placement at Central, or be put up for recommendation for expulsion.

Defiance / Disrespect / Disruption / Insubordination / Inappropriate Language - Consequence may vary depending on severity of the offense.

- Conference with student and/or parent
- Parent Contact
- School Counselor referral
- AM/PM Detention
- ISS and/or OSS
- Possible report to SRO
- Repeat offenders may be assigned further consequences, up to possible suspension or placement at Central

Dress Code

The wearing of any item, lack of clothing or presentation of any unsanitary body conditions which, materially or significantly disrupts or distracts from the educational process or threatens the health or safety of other students or staff members is prohibited. The standards set out in this policy shall be included in the District's Code of Conduct Handbook.

This dress code is adopted in the interest of developing and maintaining a student body that is neat and clean. When violations occur, the Principal/designee will inform the student of the violation and instruct him/her how to correct the discrepancy. If the student then fails to conform, the Principal/designee will schedule a conference with the parent/guardian to review the written policy, and the disciplinary action imposed.

District Dress Code Policy -

1. Clothing designed to fit at the waist shall be worn at normal waist level (no sagging or exposing undergarments).
2. For students in grades 4-12, shorts, skorts, and skirts must be a minimum of knee length.
3. Clothing, jewelry, buttons, and other forms of ornamentation (including those containing slogans, endorsements or commentary) are permissible except when they make distracting noises, express violence, are obscene or suggest obscenity, suggest racial bias, nudity, advertise alcohol, drugs, or tobacco products illegal items, or suggest promotion or identification of gangs.
4. All students shall wear shoes to school. House shoes are not permitted.
5. No hats, caps, bandannas, head coverings, or sunglasses will be worn inside the school building, unless for religious or medical purposes.
6. Heavy coats and/or long outerwear will not be worn inside the school building. Unless the Principal/designee grants an exception for a heating emergency, all heavy coats and/or long outerwear must be kept in the student's locker or stored in the designated area in each classroom.
7. Halter tops, spaghetti straps, muscle shirts, cut-off T-shirts, off-the-shoulder garments, see-through or mesh type garments, or any tops that expose cleavage or the midriff are prohibited.
8. No undergarments shall be worn as outerwear. No pajamas or articles of clothing that are torn or cut shall be worn.
9. Students in grades 6-12 will be allowed to bring backpacks/book bags to school.
10. Body or tongue piercing, other than ears, or unnatural hair color including but not limited to blue, green, red, and orange are prohibited for all students.
11. Visible tattoos are permissible in grades 9-12 with the exception of any gang or bias related sign or symbol which reasonably appears to offend, victimize, or intimidate another based on race, color, religion, sex or national origin, and/or which disrupts or interferes with the educational setting and/or process.
12. No costumes are allowed unless it is a school-wide activity approved by the Principal.

If a student arrives to class out of dress code, they will be sent to Unit Secretary

- 1st and 2nd offense - Warning and comply with dress code
 - Complying with dress code will mean that the student is able to correct the dress code violation, have a parent/guardian bring them something to change into, or be able to find something in the Youth Service Center to put on.
 - If the student is unable or refuses to comply with the dress code, he/she will be placed in ISS for the remainder of the day.
- 3rd offense and beyond - Unit Secretary will refer to Admin

Failure to do Detention

- ISS
- Repeat offenders may be assigned further consequences, up to possible suspension or placement at Central

Leaving Class Without Permission

- AM/PM Detention
- ISS
- Repeat offenders may be assigned further consequences, up to possible suspension or placement at Central

Off Limits / Out of Area

- AM/PM Detention
- ISS
- Repeat offenders may be assigned further consequences, up to possible suspension or placement at Central

PDA

After repeated warnings, PDA will be handled as defiance.

Physical Altercation / Fighting / Assault / Horseplay

- Level 1 – (Verbal Assault w/pushing) Parent Contact, Guidance referral, ISS, or OSS
- Level 2 – (Verbal w/one or more attempted strikes) Parent contact and suspended the rest of the day, 1 day OSS, and 3 days placement at Central Academy.
- Level 3 - (Physical contact resulting in visible injuries) Parent contact and suspended the rest of the day, 2 days OSS, and 5 days placement at Central Academy
- Level 4 – (Failure to comply with staff intervention) Parent contact, 2 days OSS, and long term (20 days or 45 days) placement at Central Academy, or be put up for recommendation for expulsion.

The School Resource Officer (SRO) will be involved in all physical altercations, fights, and assaults that occur on HCS property, law enforcement charges may occur.

Repeat or severe offenders will be assigned further consequences; up to possible suspension, placement at Central, or be put up for recommendation for expulsion.

Possession or Use of Alcohol, Drugs, and other Prohibited Substances

Definition of possession: the illegal or prohibited item was seen by school staff or found to be on the person/their personal property/or school assigned property such as but not limited to their school locker or the item is seen to be in the person's possession on school video camera.

Category A - Possession of any product that is on the shelf (over the counter) at a pharmacy or store that can be purchased without a request to the pharmacist.

- 1st Offense: Discipline write-up, one day of ISS and parent contact
- 2nd Offense: Suspended remainder of school day in addition to 2 days In School Suspension (ISS) and parent contact.

- 3rd Offense: Suspended remainder of school day in addition to 3 more full days In School Suspension (ISS) and parent contact.
- 4th Offense: Suspended remainder of the school day and one additional day and 5 days short term TCA. (Additional offenses will follow the 20, 45, 90 TCS placement.)
- *If at any time the Alternative Program is not followed the student may be referred to the Superintendent for Expulsion

Category B - Possession of a prescription(not controlled) prescribed to the person in possession

- 1st Offense: Suspended remainder of school day in addition to 3 more full days In School Suspension (ISS). Parent will be notified, and parent must come to the school and pick up the medication.
- 2nd Offense: Suspended remainder of the day in addition to one additional full day suspension. Parent will be notified, and parent must come to the school and pick up the medication.
- 3rd Offense: Suspended remainder of the day in addition to three additional full day suspensions. Parent will be notified, and parent must come to the school and pick up the medication.
- 4th Offense: Suspended the remainder of the day, plus 1 additional full day, and 5 days short term placement at TCA (additional offenses will follow the 20, 45, 90, 365 Elearning at TCS). Parent will be notified, and parent must come to the school and pick up the medication.
- *If at any time the Alternative Program is not followed the student may be referred to the Superintendent for Expulsion

Category C - (1) Possession of a prescription NOT prescribed (not controlled) to the person in possession OR (2) Possession of a behind the counter (BTC) medication

- 1st Offense: Suspended the remainder of the day in addition to 3 more, full day suspensions.
- 2nd Offense: suspended the remainder of the day, plus 1 additional full day, 20 day placement TCA
- 3rd Offense: suspended the remainder of the day, plus 1 additional full day, 45 day placement TCA (additional offenses will follow the 45, 90 TCA placement)
- *If at any time the Alternative Program is not followed the student may be referred to the Superintendent for Expulsion

Category D - If a student is under the influence, then a Policy Violation (PV) will be enforced

- 1st Offense: 5 days out of school suspension and 5 days in school suspension. Students must complete the assigned drug/alcohol education program within 10 days (must be complete prior to the last day of in school suspension). (If not completed-20 days TCA) Refer to SRO.
- 2nd Offense: Suspended the remainder of the day and next full day then 45 days TCA. (Student will be given the option to drug test around week 4. Students that test negative may immediately return to their home school. Students that test positive will complete the remainder of their 45 day placement. A POSITIVE screen will NOT be considered an additional offense.) Students must complete the assigned drug/alcohol education program within 20 days. (If not completed-20 days additional days at TCA) Refer to SRO.
- 3rd Offense: Suspended the remainder of the day and next full day then 45 days TCA. Students must complete the assigned drug/alcohol education program within 30 days. (If not completed-20 days TCA) Refer to SRO.
- 4th Offense: Suspended the remainder of the day and next full day then 45 days Elearning and 10 days Dayside. Students must complete the assigned drug/alcohol education program within 30 days. (If not completed-20 additional days Elearning) Refer to SRO.
- *If at any time the Alternative Program is not followed the student may be referred to the Superintendent for Expulsion

Category E - In possession of any substance as described in BOE policy 09.423 (any controlled substance), then a Policy Violation (PV) will be enforced

- 1st Offense: suspend the student the remainder of the day and the next full day then 20 days TCA placement. Students must complete the assigned drug/alcohol education program within 30 days. (If not completed-20 additional days at TCA) Refer to SRO.
- 2nd Offense: suspended the remainder of the day and next full day then 45 day placement at TCA. Students must complete the assigned drug/alcohol education program within 30 days. (If not completed-20 additional days at TCA) Refer to SRO.
- 3rd Offense: suspended the remainder of the day and next full day then 90 days E-Learning and 10 days Dayside. Students must complete the assigned drug/alcohol education program within 30 days. (If not completed-20 days ELearning) Refer to SRO.
- *If at any time the Alternative Program is not followed the student may be referred to the Superintendent for Expulsion

Category F - If a student is under the influence and/or in possession of any substance as described in BOE Policy 09.423 with intent to distribute/traffic including look-alikes, then a Policy Violation (PV) will be enforced.

- *NOT ALTERNATIVE PROGRAM ELIGIBLE
- Suspended the remainder of the day and next full day then 365 days of Elearning. Students must complete the assigned drug/alcohol program within 30 days. (If not completed-20 additional days Elearning). Refer to SRO.

Category School Bus

- If an offense takes place on the school bus then the same consequence will occur and **a bus suspension will occur for the same number of days as the consequence.**
- **Henderson County Schools will not transport any student to or from school on the days of a bus suspension. The parent or guardian will be responsible for transporting the student to and from school.**

Random Drug-Testing Program

The random student drug-testing program is based on a health and safety rationale with the purpose of prevention. Drug use encourages truancy, disruptive class behavior, bullying, violence, and interferes with learning, making it a threat to not only the drug users, but to all students and teachers. We recognize that the unlawful or unauthorized use of drugs seriously impairs the health, safety, education, and future success of all students and adults in the school environment.

This student drug-testing policy shall apply to all individuals in grades six through twelve (6-12) choosing to participate in the designated extracurricular activities identified in this policy, students who apply for a permit to park on school property and students that “opt-in” the program.

Students participating in the designated extracurricular activities, students that apply for a permit to park on school property, and students that opt-in to the program shall be subject to random drug testing, including an alcohol breathalyzer test, throughout the school year.

- 1st Offense – the participant shall be suspended from participation in any and all contests and student drivers shall have their parking permit suspended for four (4) weeks from the date of the initial positive test. Students involved in designated extracurricular activities may attend practice sessions, continue to attend team-group functions and sit with fellow participants at events during the four (4) week suspension. Any participant who tests positive will be required to

provide a negative drug test, at his/her own expense, before regaining eligibility or reinstatement of parking privileges. Failure to provide a negative drug test within thirty (30) days of the initial positive test will be considered a second violation.

- During the period of suspension, it is encouraged that the student receives drug counseling to assist in stopping the abusive behaviors that have occurred. The school will provide to the parent/guardian/custodian information on available counseling.
- 2nd Offense – the participant will be suspended from participation in any and all designated extracurricular activities and student drivers shall have their parking permit suspended for eighteen (18) weeks from the date of the confirmation of the positive test. The participant must provide a negative drug test, at his/her own expense, before regaining eligibility to participate in activities or reinstatement of parking privileges. If a participant does not comply, he/she will be suspended from any and all participation in any and all activities for the remainder of the season and/or parking privileges shall be revoked until such time as a negative test result is provided.
 - During the eighteen (18) week period, it is encouraged that the student receives drug counseling to assist in stopping the abusive behaviors that have occurred. The school will provide to the parent/guardian/custodian information on available counseling.
- 3rd or Subsequent Offense – For all subsequent offenses, the participant will be suspended from participation in all in-season and/or off-season activities and student drivers shall have their parking permit suspended for three hundred sixty five (365) calendar days from the date of the confirmation of the positive test.

Any violation of this policy that occurs while a student is in the ninth (9th), tenth (10th), eleventh (11th), or twelfth (12th) grade shall be cumulative in considering the level of offense.

Provided all criteria outlined in this policy have been met, students shall enter high school with a clean slate. Any violation of this policy which occurs after completion of the 8th grade shall be considered as a first offense, regardless of whether the student had a previous violation of the policy in grades six through eight (6-8).

Skipping Class

- ISS
- Repeat offenders may be assigned further consequences, up to possible suspension or placement at Central

Skipping School

- 1st offense - 1 day OSS and 1 day ISS
- 2nd offense - Repeat offenders may be assigned further consequences, up to possible suspension or placement at Central

Tardy to Class

In the building BEFORE 8am, but did not make it to class OR not in class when the late bell rings during the day

- 1st and 2nd unexcused tardy - Warning

- 3rd unexcused tardy - 1 Detention (AM or PM)
- 4th unexcused tardy - 2 Detentions (AM or PM)
- 5th unexcused tardy - 1 day ISS
- 6th unexcused tardy - 2 days ISS
- 7th unexcused tardy and beyond - Repeat offenders may be assigned further consequences, up to possible suspension or placement at Central

*Once the tardy bell rings, students will be sent to the unit desks to receive a late pass. Unit secretaries will track tardies.

*Tardies are tracked by period.

*Tardies to class are cumulative per nine weeks. Tardies to school are cumulative per semester

Telecommunication Devices - 2023/24 HCHS Cell Phone Policy

When and where can students have their phones outside of the classroom?

Before 7:50 a.m.	During Passing Period	During Lunch
Full appropriate access to phones and earbuds in the hallways and all designated areas (cafeteria, main gym, media center)	Cell Phones & One Earbud Allowed in hallways and common areas.	Full appropriate access to phones and earbuds in the cafeteria or media center.

When can students have their phones in the classroom?

RED	YELLOW	GREEN
NO cellphones allowed for any reason. Cell phones may NOT be visible (Ex. in pockets, in backpacks, over the door shoe organizer, zip locked pencil pouch on desk, etc.)	LIMITED cell phone usage is allowed by the teacher for: <ul style="list-style-type: none"> ● students using phones for an instructional activity because of chromebook issues ● one earbud allowed for music ● students may get permission to check a text from home, look up grades, etc. NOT permitted: streaming movie, video, or playing games, etc.	FULL appropriate access is allowed for REWARDS. Students may listen to music, stream movies, videos, play games, etc.

<p>Expected during instruction, assessment, and discussions. AT LEAST 80% of class time.</p>	<p>Up to teacher discretion during independent work. Approximately 15% of class time.</p>	<p>ONLY used for REWARDS. NO MORE THAN 5% of class time.</p>
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Consequences:
1. Teacher gives the student a verbal warning.
2. Teacher asks for the phone and gives it back at the end of class.
3. Teacher asks for the phone, writes a discipline notice, and the phone goes to the unit desk until the end of the day.
4. Teacher asks for the phone, writes a discipline notice, the phone goes to the unit desk until the end of the day, and the student receives a full day of in-house.
5. Teacher writes a discipline notice and the student is assigned Central Academy short-term placement. Further offenses may result in additional placements at Central Academy.
If a student refuses to hand over the phone at any point, it will result in the rest of the day suspension. Written discipline notice as defiance.

Tobacco Possession or Alternative Nicotine Product or Vapor Product Use

Students shall not be permitted to use or possess any tobacco, alternative nicotine product, or vapor product as defined in KRS 438.305, twenty-four (24) hours a day, seven (7) days a week, on property owned or operated by the Board, including stadiums/athletic facilities, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

** Every offense REQUIRES that any student under the age of twenty-one that violates this policy, then the **District/School will confiscate the alternative nicotine products, tobacco products, or vapor products** and:

Offense 1:

- School counselor or other school based mental health services provider must provide parent/guardian and student evidence based, age appropriate nicotine cessation information.
- 3 days ISS (Student must be provided access to nicotine cessation course to work on while in ISS.)

Offense 2:

- School counselor or other school based mental health services provider must provide parent/guardian and student evidence based, age appropriate nicotine cessation information.
- 1 day suspension
- AND 3 days ISS (Student must be provided access to nicotine cessation course to work on while in ISS.)

Offense 3:

- School counselor or other school based mental health services provider must provide parent/guardian and student evidence based, age appropriate nicotine cessation information.
- 5 days short term at Central

Offense 4:

- School counselor or other school based mental health services provider must provide parent/guardian and student evidence based, age appropriate nicotine cessation information.
- 20 days at Central Dayside

Offense 5:

- School counselor or other school based mental health services provider must provide parent/guardian and student evidence based, age appropriate nicotine cessation information.
- 45 days at Central Dayside

If during any of the above offenses the student has the intent to distribute: Minimum of 1 day OSS and 20 day placement at Central Academy or be put up for recommendation for expulsion.

Attendance

Educational research indicates the **strongest** relationship to academic achievement is good school attendance. Regular and punctual school attendance fosters the best educational environment; it is also **state law!**

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125. 1

All procedures included in the Henderson County Schools Board Policy on attendance (09.123) are followed.

Excused Absences

Reasons for an excused absence or tardiness include

1. Death, funeral, or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,

4. Appointments with doctor or dentist,
5. Failure of bus transportation,
6. summons to appear in court,
7. One (1) day for attendance at the Kentucky State Fair as a participant,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
13. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Within three (3) school days of an absence, students shall submit a written statement of verification from a parent, doctor, or public health official which shall be approved by the Principal or the Principal's designee in order for the absence to be excused.

Any absence or tardiness, regardless of the length of time, is considered an attendance event. A maximum of eight (8) absences and/or tardy events per school year (four [4] per semester) may be excused by a parent note. A statement from a medical practitioner, dentist, the judicial system, or county health department will be required for any additional absences and/or tardies. You may email the note to hcsattendance@henderson.kyschools.us

Loss of School Privileges

Students may lose school privileges if his/her attendance results in six (6) or more unexcused absences or six (6) or more unexcused tardies.

Unexcused Absences

All other absences shall be considered unexcused. Absences before or after a scheduled holiday, Christmas break, spring break, intersessions, or the senior prom will be automatically unexcused unless the student shows proof of a doctor's excuse or an emergency. In the event of an emergency or doctor's statement, the Principal's designee will check to verify that the reason is authentic.

Educational Enhancement Opportunities

EEO Forms are available on the district website and at each unit desk. **Completed forms must be received by the principal at least five (5) days prior to the absence to be considered for an excused absence.** Other valid reasons as determined by the Principal, include trips qualifying as educational enhancement opportunities. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the Principal determines that extenuating circumstances exist, requests for the date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students receiving an excused absence under this section shall have the opportunity to make up for school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

College Visits

College Visits have excused absences if you do the following. The student must turn into attendance a letter from the college visited stating the date that they were there. Once attendance receives this, they change the absence to a CV. College Visits are prohibited from being listed as an EEO

Truancy Defined

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. The Director of Student Services may hold a parental conference and/or attendance hearing with the student and parent(s) after a student is truant. For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

Sign-Out Procedures –

For a student to be able to sign out of school, the student's parent/guardian must be present to talk with the appropriate school official and ***must sign the student out with the attendance clerk***. A non-parent or non-spouse student must be at least 21 years of age to sign out a student. Noted are the following exceptions:

1. When the student has an official doctor's appointment stating the exact time and place and a telephone call from the parent/guardian confirms the appointment, the student may sign out.
2. The principal or his/her designee may determine the situation to be an ***emergency*** and may grant the student permission to sign out after talking with the parent/guardian by phone.

Attendance Consequences – Between 6 –10 absences from school an attendance hearing/truancy diversion meeting may be held. Individualized plans to improve a student's attendance may include a home visit and/or truancy charges. Students may lose parking privileges and/or their driver's license if attendance becomes a barrier to learning. (See below).

School Trips

Students who have any failing grades for the current nine weeks, have 5 or more missing or incomplete assignments, or have 5 or more unexcused absences are not eligible to participate in school-sponsored field trips. Students are allowed a maximum of 10 field trips per year, excluding trips for district, regional, or state competitions. It is the responsibility of the sponsor(s) of the field trip to make sure students are academically and behaviorally eligible to attend any school-sponsored trip.

School Counselor Mission Statement

The mission of the Henderson County High School Counseling Department is to ensure that each student has the opportunity and resources to mature physically, intellectually, socially, and emotionally in an atmosphere designed to support and encourage his or her unique talents and goals.

School Counselor Services

Students should make an appointment to speak with their unit counselor about these and other important issues:

Academic Issues

Advanced placement information & testing

ASVAB Testing

Career Counseling

College/Technical School Information

Conflict Resolution

Crisis counseling

Counseling Referrals

Drug/Alcohol Information

Family Counseling Referrals

FAFSA Free Application for Student Aid

Grief Counseling

Group Counseling

Military Information

PSAT, ACT, SAT Information

Scholarship Information and Applications

Social Services Referral

Study Skills Information

Schedule Changes

- Students who have a scheduling problem (i.e. a class the student has already passed or must-have for graduation or promotion) must make schedule changes during the first week of the semester at the unit office. Students must go to the HCHS Counseling Website to submit a schedule request.
- Students who have a failing grade in a class may drop the class any time before the initial progress report with the written approval of the principal, teacher, and parents. No grade will appear on the transcript for classes dropped before the initial progress report.
- Students who are failing a class at the end of the first grading period in a semester class and who have no chance to pass the class may drop the class with the written permission of the principal, teacher, and parents. A grade of F for the class with 1/2 credit attempted will be recorded on the transcript.
- Students may not drop a class that they are passing without administrative approval.

- Before dropping an Advance Placement (AP) course, the parent and student must have a conference with the teacher, guidance counselor, and unit principal.

Testing Information

- HCHS has a comprehensive testing program. We test our students multiple times per year on department, school-wide, and district common assessments. This helps us to constantly determine our students’ standing against national norms for college and career-ready standards. In addition, we provide opportunities for a wide variety of optional tests targeted to students’ individual interests and goals.

College Entrance Tests (PSAT, ACT, SAT, ASVAB)

- These are preliminary college entrance tests required by colleges and universities. They are used for admission and/or placement. Students who are interested in college should take the ACT or SAT. These tests are given throughout the year. Applications, which are mailed by the student, are available in the guidance office.

PSAT Testing Schedule (Optional for Grades 9, 10, 11) October 2023

2023-24 ACT Test Dates & Registration Deadlines

Test Date	Registration Deadline	Late Registration Deadline
September 14, 2024	August 9, 2024	Aug 25, 2024
October 26, 2024	September 20, 2024	October 7, 2024

December 14, 2024	November 8, 2024	November 22, 2024
February 8, 2025	January 3, 2025	January 20, 2025
April 5, 2025	February 25, 2025	March 16, 2025
June 14, 2025	May 9, 2025	May 26, 2025

*Note: The dates provided in these charts are based on information released by the ACT and previous ACT test dates. In some cases, the information provided has not yet been confirmed by the ACT. Visit www.act.org for the most up-to-date published information.

Spring State Testing: – To Be Announced

AP – Advanced Placement Courses

The **Advanced Placement** program offers college-level courses at **high schools** across the **United States and Canada**. **All students in advanced placement courses are required to take the Advanced Placement exam**. The dates and times of those exams are listed below. Before dropping an Advance Placement (AP) course, the parent and student must have a conference with the teacher, guidance counselor, and unit principal. We expect that 2022 AP Exams will be administered during the first two full weeks of May 2022, with late testing occurring during the 3rd week of May.

[AP Exam Calendar Link Here](#)

GRADING – Grading System/Honor Roll

Grade cards will be given to students approximately one week following the end of each nine-week grading period. At the end of each semester, the honor roll is reported. Students are eligible for the honor roll if they have a 3.5 average for the grading period. Students who have a 4.0 average will receive special recognition. A student's Grade Point Average (GPA) is determined by placing a numerical value on the semester or yearly grade in each subject. The numerical value of each letter grade is A=4, B=3, C=2, D=1, F=0. **"Weighted grade" scale (A=5, B=4, C=3) for AP classes only.**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

PROMOTION/GRADUATION REQUIREMENTS

Grade 10—6 credits

Grade 11—13 credits

Grade 12—20 credits

Graduation—27 credits

Graduates must have at least four math credits to graduate. They must take a math and English course every year of high school. This means if they have 6 math or English credits at the end of the junior year, he/she will still have to take a math and English class the senior year.

Graduation

Henderson County High School has two (2) graduation programs: Senior Night Reception and Commencement. All students graduating from HCHS are encouraged to take part in both of these exercises. Before students can go through the final exercise, they must meet the following criteria:

1. Students in the class of 2024 must have twenty- seven (27) credits to graduate and walk across the stage.
2. The student must have completed all state testing requirements.

3. The senior ***MUST ORDER*** a cap and gown at the time designated by the principal. Ordering a cap and gown set and announcements do not signify that a student is eligible to graduate.
4. The student ***MUST ATTEND*** the graduation practice session.
5. The student must dress appropriately to participate in these exercises. The principal has the authority to determine and specify appropriate attire.
6. All students must meet state and district graduation requirements in order to graduate. Any early graduate must have the recommendation of the coordinating principal, unit principal, unit guidance counselor, AND the approval of the Henderson County Board of Education. Early graduates will be eligible to receive diplomas. Participation in the graduation ceremony will be considered on a case-by-case basis.
7. All fines and fees will need to be paid to the school prior to the graduation ceremony.

Class Rank

Rank in class shall be determined by a student's Weighted Cumulative Grade Point Average, which includes all courses taken by the student for high school credit and approved by the district for high school credit. The weighted grade point average (GPA) will be rounded to the nearest tenth of a point.

Valedictorian/Salutatorian

The student(s) with the class rank of one (1) will be named valedictorian(s). A class rank of one (1) indicates the student(s) have the highest weighted grade point average in the class. Students graduating at the end of the senior year with a class rank of one (1) and having the highest Weighted Cumulative GPA based on final grades from all courses taken for high school credit shall be designated as valedictorian(s).

Transfer Students – Credit Adjustment

If a student transfers from a school, which uses a different daily period schedule, the number of credits a student presently has will be converted.

Transfer Students – Home School/Non-Accredited Private School

The SBDM Council will require a student to meet the following criteria in order to receive a credit for a course taken in home school or a non-accredited private school:

1. Present a folder of all assignments, exams, etc.
2. Score 60% on syllabus or End of Course (EOC) test.

Transfer Student – Portfolio and Assessment Policy

The SBDM Council will require a student entering Henderson County High School from a homeschool, a non-accredited private school, or an out-of-state school to be responsible for the completion of writing portfolios, and all appropriate state-mandated assessments to graduate.

Withdrawal from School

Before a student withdraws from school, the student should report his/her intention to the guidance office and teachers two (2) to three (3) days in advance. ***The student must take care of all financial obligations to the school prior to withdrawing from the school.*** Transcripts will not be forwarded unless this procedure is followed. If a transcript needs to be sent to another school, a written request on that school's letterhead must be sent to the Student Services office of Henderson County High School.

HCHS Course Audit

When a student “audits” a course, he/she will be responsible for all work/tests. The student will receive a grade in the class. It will not substitute for the previous course grade. It will be counted as elective credit. For example, if a student wants to audit Pre-Cal because he/she has received a C or D, and he/she sincerely wants more instruction to better learn the material, he/she will take the class again and will be responsible for all work/tests. Once the second grade is posted to the transcript, high school personnel will simply change the name of the course to Math Elective; there will be a second grade. The student will not be able to replace the original grade; however, the math elective will contribute to the GPA. **Therefore, the “HCHS audit” does not mean the same as a “college audit”.**

Independent Study

The Independent Study Program provides opportunities for high school students to meet their educational needs through independent study contracted with a staff member from that subject area. Students may enroll in independent study courses in order to earn additional credits that are not currently offered at HCHS toward graduation, and/or for enrichment purposes.

The principal/designee must approve each student’s application individually with signatures

from the student, parent, guidance counselor, and teacher. The student may not take more than two independent courses per year and 6 independent courses throughout the high school career.

Criteria for HCHS Independent Study Course:

1. A student must be entering his/her sophomore year.
2. A student may not take more than two independent study courses in a year or 6 during their high school career.
3. A student will not be allowed to be exempt from an independent study final or AP exam. (AP Exam Fee must also be paid)
4. The student must be under the supervision of a teacher in that subject area.
5. The student must fill out an application by October 1st for that school year.
6. All Independent study courses will be listed under the AS period on the student's IC schedule.
7. Teacher and student must submit a course syllabus and an academic calendar with the applications as part of the contract.
8. The requested courses must fit one or more of the following criteria:
 - *The course is not available for that year.
 - *The course is a necessary requirement for graduation.
 - *There is an irreconcilable schedule conflict. Independent studies will not be approved for core courses that fit into the normal school day schedule in place of an elective.
 - *The principal/designee will inform the student and guidance counselor and student services office if the independent study contract is approved.

Student Services

As students progress through high school, there will be many adjustments and important decisions to make. Every student needs to discuss these problems with an adult so he/she can make intelligent decisions. Students should feel free to contact members of the faculty, the administration, or the school counselors in the unit at any time. The unit principals, guidance counselors, YSC Staff, and school administrative managers are available to help with personal or school adjustment problems, as well as to help plan for the future.

Unit Transfer Policy

Parents may request (in writing) the transfer of a student from one unit to another for the following reasons:

- A parent's desire for siblings to be kept together in a unit or separated.
- Serious and ongoing strife with other students or staff members would be approved only after intervention measures, had been exhausted.

Requests must be made at least two (2) weeks prior to the beginning of a semester. Requests must be made in writing to the Principal. To encourage and maintain the family culture in the three units, few student transfers will be allowed.

Academic Assistance

Teachers are available by appointment to assist students with their academic needs. When additional assistance is needed students may take advantage of several additional resources at the high school.

KEES:: Kentucky Higher Education Assistance Authority information

Rotary Colonels to College Scholarship [Click for C2C site](#)

All Henderson County High School students who graduate and earn four (4) consecutive **Rotary Colonels 2 College** workforce certificates could receive up to \$1,000 per semester for four (4) semesters of tuition to Henderson Community College. This money can be used to meet tuition costs that available KEES money, scholarships, and grants do not cover.

Colonels 2 College CRITERIA

- **Quality**
Obtain a 2.5 GPA yearly.
My work does not have to be repeated.
- **Attendance**
Miss fewer than 7.5 days per year excluding doctor's notes and school trips.
I show up for work.
- **Persistence**
Complete high school in eight (8) consecutive semesters.
I finish what I start.
- **Rigor**
Take more than the state minimum number of credits required to graduate.
I go the extra mile.

21st Century – CHEERS

HCHS received a federally funded 21st Century Community Learning Center, Grant. This before and after-school program is designed to provide academic support to students struggling in Math and/or English/Reading as well as enrichment, recreational, and other educational opportunities. This program will operate Monday through Thursday from 3:25 pm – 5:30 pm and Monday through Friday from 7:00 to 7:50 a.m. Transportation is provided to the feeder elementary schools closest to the student's home. Watch for scheduled activities that will be offered throughout the year.

Tutorial Services

Morning and after-school tutoring will be available to all Henderson County High School students on designated days and times to be determined by budgetary considerations and student needs. Students should see their guidance counselor or unit secretary for current times for tutoring as it changes periodically throughout the academic year. Tutoring times will also be advertised through school-wide announcements and on the electronic sign in front of the school. The Extended School Services (ESS) have proven to be beneficial to many students who need assistance, either short-term or long-term.

Center for Youth Justice and Services

The goal of the Center for Youth Justice and Services is to be a resource and provide services for youth that have behavioral, family, and school-related problems. The Principal, Assistant Principal, School Resource Officer, Director of Pupil Personnel, School Administrators, the County Attorney, and Court personnel can make a referral to the Center. CYJS is committed to reducing the number of youth that are referred to the court system and sent to detention facilities for minor offenses by providing prevention and intervention services. This position is from the Department of Juvenile Justice that is permanently assigned to HCHS. Duties of the Director include assessing the youth referred to determine services for the youth, providing case management to the youth referred, developing a treatment plan for the youth referred, arranging and attending case conferences with the youth and families, and reviewing the case status of each youth with appropriate parties. The Center is located next door to the Youth Service Center. The phone number is 831-8893.

After-School Activities

HCHS has a wide variety of school-sponsored clubs, organizations and activities. There is truly something for everyone. Research shows that students who get involved in school activities do better academically in school and are less likely to drop out of school. We hope all of our students find their niche at HCHS!

All students remaining in the building after 3:31 PM must be under the direct supervision of a staff member or leave campus or they will be swept to the main office. Staff members will supervise all evening activities.

HCHS website <http://hchs.henderson.kyschools.us/> is updated daily and has a wealth of information that is essential to both parents and students! Daily Announcements, Scholarships, Bell Schedules, Graduation Requirements, Student Handbook, and Calendars are many of the pages available for your use!

Infinite Campus

This is an excellent way to check your grades, attendance, and contact information. Both parents and students will want to check out this link! To get the password and user code, the parent can contact their student's unit office to get the log on information.

Athletics/Academic Eligibility

Students can participate in many KHSAA-sanctioned sports at HCHS. To be eligible for participation, students must maintain a cumulative passing grade in at least 6 out of 7 classes. This is checked on a weekly basis. Individual coaches may have other criteria for participation.

Announcements

General announcements concerning the school will be made over the P.A. system. Announcements must be entered into the PA announcements tab on the living calendar. Only announcements concerning school activities and organizations will be approved.

Students Posting Information –

Any student posting information in the hallways or on bulletin boards in the building must have the approval of the unit office and sponsor of the organization. The person who places materials on the boards is also responsible for removing them after the activity is completed. The use of classroom bulletin boards is at the discretion of the teacher.

Student ID/School Pictures

Students will be provided picture ID cards. Students must carry their IDs at school functions. For ID purposes all students are required to have school pictures taken. School pictures will be taken shortly after the school year starts on a date to be announced.

Lockers

The unit office maintains a listing of locker assignments. Students should make a notation of their locker number and combination. Lockers should be kept neat and clean with no writing, stickers, or inappropriate pictures. **Doors must be closed and locked.**

The school retains joint ownership of the students' lockers during the school year.

Administrators may inspect a student's locker with or without the student's permission or knowledge, if he/she suspects a locker contains stolen articles, weapons, narcotics, alcoholic beverages, stimulant drugs, tobacco / nicotine products or any type of explosive or disruptive device.

School Nurse/Medications

A registered nurse is assigned to the high school during regular school hours and staffs the health clinic located in the main hall. Assistance with medical problems is available, and first aid is rendered when necessary. Students may visit the nurse's office with a pass from any staff member. The phone number of the nurse's office is 831-8863.

Most medications may be taken at home outside of normal school hours. However, when it is necessary for medications to be taken during school hours, the **PARENT/GUARDIAN must bring prescription medications in their original containers, properly labeled, showing the written doctor's order.** The school nursing office will distribute all medications. Permission forms signed by the parent/guardian are also required for any medications, including over-the-counter medications.

Parents **MUST** also bring in all over-the-counter medications (including cough drops) and they will also be required to fill out the necessary permission forms. We may not keep OTC (over-the-counter medications) for more than 3 days unless the parent gets a written order from the doctor.

AT NO TIME SHOULD A STUDENT TRANSFER ANY MEDICATION TO ANOTHER STUDENT. ANY TRANSFER OR POSSESSION IS A VIOLATION OF THE DISTRICT DRUG AND ALCOHOL POLICY.

BREAKFAST AND LUNCH INFORMATION

School Reimbursable Meal Prices are zero cost. The only cost to students are for extra entree items or ala carte items.

Students are responsible for charges incurred prior to going on Free/Reduced or CEP lunch status.

No Adult charges are allowed at any time.

Adult Breakfast - \$3.05

Adult Lunch - \$4.65

Child Nutrition Program Procedures:

- Ice cream, extra items, or a la carte items cannot be charged. Students cannot purchase extras if they student owe any charges.
- If a student has \$5.00 in charges, a notification Parent Link Call will be sent weekly.
- If a student has \$10.00 or more in charges, the student will be calling one time during the week to remind you to send money for his/her account.
- If a student reaches \$20.00 in charges, parents will be contacted by the school principal about the charges.
- If a student has over \$40.00 in meal charges extra activities may be withheld during the school year and at the end of the school year (example: field trips, final report card, diploma).

If there are any questions or concerns about how much money is in the student's account or what he/she is purchasing, please contact the Cafeteria Manager. If you have questions about the Free/Reduced Meal Program, please contact the Child Nutrition Office at 270-831-5014.

Selling and Fundraising

Sanctioned school clubs are allowed to do two fundraisers per year. Sponsors turn these into the school board for consideration each spring for the following school year. Outside fundraisers, charity drives, or other money making events need to be approved that distract students from their regular schoolwork will not be allowed.

Student Visitors

With the size of enrollment at Henderson County High School, we find it difficult to admit student visitors from other schools. It is a school policy that students do not bring visitors to school without advanced approval from the unit principal.

Instructional Fee Procedures

An Instructional Fee will be assessed to each student enrolled in grades 9-12 for the school year. This fee will be in the amount of **\$50.00** per student, and the required textbooks will be furnished to each child for each class in which he/she is enrolled. Students or parents must compensate the school for their assigned textbooks that are lost or destroyed. Replacement costs shall be as follows:

- 100% of the retail cost for one and two-year-old textbooks
- 75% of the retail cost for three and four-year-old textbooks
- 25% of the retail cost for five and six-year-old textbooks.

The guidelines for damaged textbooks are as follows:

A fair amount will be assessed based on cost, age of the book, damage as determined by the bookstore clerk, and/or teachers, and/or principal, and/or those persons who administer the textbook program at the secondary level.

Technology Fee

A Technology Fee will be assessed to each student enrolled in grades 9-12 for the school year. This fee will be in the amount of **\$25.00** per student. This will be the rental fee for the Chromebook. If the Chromebook is lost or damaged replacement, fees will be assessed.

Bookstore

Parking permits may also be purchased during these hours. Fees and fine payments are also accepted. Lost and found items may be claimed. The bookstore number is 831-8866. The bookstore hours are **7:30 AM-12:30 PM and 1:00 PM-3:00 PM**

Emergency/Safety Procedures

Earthquake Drill Procedures

- If inside, stay inside; if outdoors, stay there. During earthquakes, most injuries occur as people are entering or exit buildings.
- If indoors or in a classroom, take cover under a heavy desk, table, or bench in a supported doorway or along an inside wall. Stay away from windows or other glass objects. **DO NOT MOVE TO ANOTHER AREA OF THE BUILDING.**
- If outdoors, move away from buildings and utility wires. The greatest dangers from falling debris are just outside doorways and close to outer walls. Once in the open, stay there until the shaking stops.
- If in a moving car or school bus, stop as quickly as safety permits, but stay in the vehicle. When you drive on, watch for hazards created by the earthquake, such as fallen or falling objects, downed electrical wires, or broken or undermined roadways.

After an earthquake, be prepared for additional earthquake shocks called "aftershocks." Although most of these are smaller than the main shock, some may be large enough to cause additional damage or bring weakened structures down.

Fire Drill Procedures

At the sound of the alarm, students should start moving immediately, as directed by their teacher. Students will leave their rooms according to the plan. The first two students reaching the outside doors will hold the doors open for all others. Teachers will follow the students from the classrooms, checking to see that everyone has vacated the building. Students must stay clear of fire lane zones and stay with their class until all "clear sign" is given to return to the building.

Tornado Procedures

The signal for taking shelter will be a series of warble signals and an intercom. Everyone should seek shelter in a designated area for his/her classroom or as directed by the teacher. The tornado position is kneeling and facing the wall.

Lockdown Drill

An announcement will be made over the PA. Students and staff are to remain in their classrooms away from the door and windows. Blinds should be shut. If a student is out of class for any reason, he/she should report to the nearest unit desk for further direction. Under a modified lockdown, students are free to move about the building.

Parking Privileges-

10th - 12th Grade Students may park on campus. Those students who drive to school ***must*** purchase a Henderson County High School parking ***permit***. To purchase a Parking permit, a student ***must***

1. Be a 10th - 12th Grade Student at HCHS.
2. Have a valid state of Kentucky driver license.
3. Have all current school fees paid.
4. Have all previous school years fees, fines, or financial obligations paid.
5. Purchase a parking permit at a cost of \$20.00.
6. Students and Parents must sign an agreement to abide by parking and driving regulations.

The number of available student parking spaces is limited. **Stickers will be issued on a first-come, first-served basis until parking spaces are unavailable.** In no case should a student drive his/her car off the campus until the end of the day without permission from a school administrator. Students will be responsible for articles left in the cars.

For the privilege of parking on school property, the school retains the right to search all vehicles driven by students with or without the students' knowledge or permission. School administrators may search the vehicle if they have any reason to suspect the vehicle contains stolen articles, weapons, controlled substances (illegal drugs), narcotics, alcoholic beverages, stimulant drugs, tobacco / nicotine products, or any type of explosive or disruptive device. **Driving to school is a privilege that can be revoked for attendance problems or behavior violations at the discretion of the administrators. Repeated driving problems could also result in other disciplinary action, including having your vehicle towed at the owner's expense.**

If a student has need a second permit, a written request from a parent will be needed. It will be reviewed by the administration and will be given only with approval. **Permits may not be transferred from one vehicle to another without the bookstore clerk's knowledge.** Citations will be issued if the bookstore is not notified of a change. Students can receive a temporary parking permit (two-week maximum, the limit of three at no charge.) Each additional permit will cost \$2.00. If students know the afternoon before that, they will be driving an unregistered vehicle the following day(s) they may pick up their permit then. We understand that emergencies happen and we will work with students on a case-by-case basis.

Illegal parking will result in a parking ticket. Charges will be:

1st Ticket = \$4.00

2nd Ticket = \$6.00

3rd Ticket = \$8.00

Parking in faculty and /or staff parking lots is not permissible. Any offense will result in the loss of driving privileges for up to three weeks.

Parking in reserved or reward parking spaces is not permissible unless a reserved parking permit has been issued. No student should park in reserve until the reserved parking permit has been issued. Failure to do so will result in a citation and loss of driving privileges for up to 3 weeks. If a student's parking permit is revoked for any reason he or she cannot park on school property.

Student Responsible Use Policy Agreement

STUDENT RESPONSIBILITY

INSTRUCTIONS

Read each section. Students are to review each section with a parent or guardian.

Users acknowledge that they understand the following:

I am responsible for practicing positive digital citizenship.

- I will advocate for and practice positive digital citizenship, including appropriate behavior on all electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- I will demonstrate personal responsibility for lifelong learning.

I am responsible for keeping personal information private.

- I will not share personally identifiable information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, the District Responsible Use Policy, and all District security policies.
- I understand that if a device is reported to the District as lost or stolen, it may be located using IP addresses, GPS location services, and screenshots.

I am responsible for my passwords and my actions on District accounts.

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use school-appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form (in or out of school) including cyberbullying is unacceptable.

- Should I become aware of cyberbullying taking place, I will notify a counselor, teacher or administrator immediately.

I am responsible for accessing only educational content when using District technology.

- I will use only school-approved email and communication systems while on school property.
- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, commercial purposes, or to support a political candidate is strictly forbidden.

I am responsible for respecting and maintaining the security of District devices and networks.

- I will not try to get around security settings and filters, including with proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District devices.
- I know that I am not to use a personal data plan / mobile hotspot at school to access the Internet, including enabling access on District devices.
- I will not use the District network or devices to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling District equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to District equipment.
- I understand that I am responsible for damages to and loss of equipment assigned to me by the District.

I am responsible for respecting the works of others.

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines.
- I will not copy the work of others and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.

SUMMARY

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology. It is important, to be honest in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

Please review Henderson County Schools Student Code of Conduct for Updated Policies.

Students must have an Electronic User Agreement contract signed by parents/guardians in order to use the Internet at the high school.

Inappropriate use of the Internet

Examples of violations:

Playing games on the Internet at any time

Viewing streaming audio/video at any time

Accessing non-educational websites at any time (i.e. Xbox, Nintendo, and Wii)

Consequences of violations:

Two (2) week loss of computer privileges

Student account will be disabled

Parental contact will be made

Inappropriate use of network resources

Examples of violations:

Saving of any file that is non-educational in any unauthorized network resource

Deleting of any file that does not belong to the student

Installing any software program that is not authorized by the teacher of the class or the technology department

Consequences of violations:

30-day loss of computer privileges

Parental contact

Loss of computer privileges for the semester

Hacking the Network

Examples of violations:

Any type of unauthorized access to critical areas of the network or unauthorized access to any computer attached to the HCHS or district network

Using software to gain access to unauthorized areas of the network
Deletion of or addition to any school network resources (i.e. student accounts, teacher accounts, Infinite Campus, Compass Odyssey, Accelerated Reader/Math)

Consequences of violations

Loss of computer privileges for semester
Parental contact
Contact of local authorities for criminal prosecution

Inappropriate access to HCHS or district network

Examples of violations:

After losing network privileges, use of another student's account to gain access to the network

Use of a teacher account to gain access to the network

Use of any type of software to gain access to the network

Consequences of violations:

Loss of computer privileges for semester
Parental contact.
Contact local authorities for criminal prosecution

Viewing of adult materials

Examples of violations:

Viewing of pornographic materials or attempting to access pornographic websites.

Viewing of pornographic materials brought in on media and viewed on HCHS or district computers

Consequences of violations:

Loss of computer privileges for semester
Parental contact
Contact local authorities for criminal prosecution

HCHS Policy on Plagiarism

Plagiarism is on the rise nationwide. As a school that promotes **Committed, Caring, and Confident**, we firmly believe that it is vitally important that our school have a clearly defined policy that addresses plagiarism in a uniform manner throughout the school. This will send the clear message that plagiarism will not be tolerated at Henderson County High School and

that this is a serious offense that warrants significant consequences. As students enter college and the workforce, they will be prepared for the professional expectation of academic and intellectual integrity.

General Definition of Plagiarism:

Webster's New World Dictionary defines the word "plagiarize" as "to take and pass off as one's own ideas, writings, etc. of another." A verified copied piece of work with a verified source will be considered to be plagiarized. (i.e., paper from the student who was copied from, original text from book, internet, etc.)

On Assessments:

- Copying the answers from another student
- Copying passages from a book or magazine (without citations)
- Asking someone for the answers to test questions

On Out-of-Class Assignments:

- Copying from books or magazines without using quotation marks or citations
- Copying passages from books, altering some of the words but not crediting the source.
- Rewording an idea found in a book or magazine without giving credit to the source.
- Having someone else write the essays for you
- Copying an essay or exercise someone else has written
- Using an assignment or essay written for another class without
- The instructor's consent.

On In-Class Assignments

- Bringing outlines or notes to class unless specifically permitted by the instructor
- Copying an assignment written at home

Consequences for Plagiarism

The student will receive a reduced grade on the assignment and be required to redo the assignment in question to have a legitimate piece of work for the course. Reduced points may be awarded for the individual assignment, even after it is resubmitted.

A letter may be placed in the student's permanent file – for major assignments only. The teacher will write this letter or administrator who dealt with the situation explaining what happened, when it happened and how it was addressed.

If the student chooses, he/she will be allowed to respond in writing and have the essay attached to this formal letter. This allows the student to respond constructively without unfair criticism for the rule, the school or the faculty involved. This is a chance to show what was learned from experience.

A discipline referral and consequence will be given to the student. This is to be determined by the administration with the general recommendation of after school detention or ISS depending upon the degree of the offense (first time offense, repeat offender or greater value of the assignment).