

HENDERSON COUNTY HIGH SCHOOL
Home of the Fighting Colonels
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Henderson, KY 42420

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Mascot – Colonel School Colors – Maroon and White
Website – hchs.henderson.kyschools.us

COLONEL NATION PASSPORT		
Your Photo Here	First Name/Prénom/Nobre	Last Name/Nom/Apellids
	Date of Birth/Date de naissance/Fecha de nacimiento	Place of Birth/Lieu de naissance/Lugar de nacimiento
	Date of Issue/Date de delivrance/ Fecha de expedición	Date of Expiration/Date d' expiration/ Fecha de caducidad
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Note - This handbook was completed in May 2018. The Henderson County Board of Education will revise the student code of conduct for the 2018-2019 school year during the summer of 2018. Please refer to the revised student code of conduct for the most up to date information.

OUR MISSION

The mission of Henderson County High School is to challenge all students to become lifelong learners in their quest for success.

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

At HCHS, we believe that **PRIDE** in our families, our school, our community, and ourselves is vital for success in life. We start and finish our days with:



Preparation
Respect
Integrity
Dependability
Effort

School-Wide Expectations – An Introduction

School-Wide Expectations are more than the acronym **PRIDE**. They are the ideas we as a staff and student body of HCHS decided we needed to develop to help us achieve greater success academically and socially. **PRIDE** stands for Preparation, Respect, Integrity, Dependability, and Effort.

These five characteristics are the foundation with which we intend to improve student achievement and behavior throughout the school. Five lessons have been developed to coincide with each attribute of **PRIDE**. These lessons will give every student and teacher an understanding of what **PRIDE** should look like at HCHS. However, each teacher will hold students to their expectation of what **PRIDE** is in their individual classroom and will prominently post their expectations of **PRIDE** in their classrooms. As the year progresses, **PRIDE** will be implemented throughout the building to help make this year a great success with student achievement and accountability. With Colonel **PRIDE**, we will all succeed and become college and career ready!

School-wide Expectations

At HCHS, we are committed to student success. Our teachers and staff will teach students how to show **PRIDE** throughout the day with both academic and behavioral expectations.

All classroom and school-wide expectations will be taught to students at the beginning of the school year and reviewed after each long break so students remain familiar. If staff begins to notice a problem area, specific lessons will be re-taught, either individually or as a group, to help students maintain **PRIDE**.

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:

Designated Arrival Areas

- *Cafeteria*
 - *Main Gym*
 - *Preston Media Center*
 - *Before School Instruction (Detention, ISP (Study Skills) Room, ESL, etc.)*
1. Students who ride the bus will enter the building using the blue unit entrance and proceed to a designated area.
 2. Students who are dropped off will enter through the South Entrance (CTE Entrance) and proceed to a designated arrival area.
 3. Students who walk to school will immediately enter the building using the North Entrance (Front Foyer near the Blue Unit) and proceed to a designated arrival area.
 4. Students who drive to school will drive safely through parking lots following posted speed limit (15 mph) and legally park their vehicles in designated student parking areas.
 5. Students will immediately exit their vehicles, enter the building through the South Entrance (CTE Entrance), and proceed to a designated arrival area.
 6. Students will stay on campus after arrival.
 7. Students will use the main hallway to proceed to a designated arrival area.
 8. Students will be courteous to others upon arrival using appropriate language and inside voices.
 9. Students will respond in a respectful manner to all adults in designated arrival areas.
 10. 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 designated 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:

1. Students will walk on the right side of the hallway and staircase facing forward.
2. Students will walk through double doors on the right side.
3. Students will be courteous to other students and adults in the hallways.
4. Students will allow other students to pass through the hall, and make turns down other hallways (i.e., Main hall traffic, student trying to get into 100, 200 or 300 halls).
5. Students will allow other students easy access to their lockers.
6. Students will walk while they talk.
7. Students will carry a visible signed planner with them as a hall pass any time they are in the hallways.
8. Students will show their planner to any staff member who requests to see it.
9. Students will limit themselves to their assigned areas/hallways at all times.
10. Students will show respect to each other's personal space by keeping hands, feet and other objects to themselves.
11. Students will show respect to others by not displaying inappropriate affection towards one another.
12. Students will use appropriate language and display good manners while in the hallways.
13. Students will speak with inside voices while in the hallways.
14. Students will move through the courtyards without loitering.
15. Students will refrain from using cell phones, earbuds, earphones, or other electronic devices while in the halls.

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:

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

1. Students will remain seated in classrooms or assigned areas until dismissed by an adult. The 3:25 bell does not dismiss students, the teacher does.
2. Students who are riding the bus home 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. Student drivers will exit the campus using the back gate on Stadium Drive, driving safely through the parking lots, following 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 3:31PM 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, restroom, etc.) before assembly. Once dismissed to go to the assembly, students will follow behavioral expectations outlined in Procedures/Expectations for Hallway. All staff members will monitor student movement to the assembly. For formal assemblies, students will sit in the staff members' assigned section in the assembly area. Staff members are to take roll once in their assigned area, if they have a class, and to sit with their students to monitor appropriate behavior expectations. If a staff member does not have a class during an assembly, they are to attend the assembly to help monitor and reinforce appropriate behavior expectations of students.

Student Behavior Expectations:

1. Students will take care of needs before attending assemblies (ex. restroom, water, locker) since students will be expected to stay for the entire assembly.
2. Students 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. Students will use walkways and stairs when entering and exiting upper level bleachers.
5. Students will use the stair sections when entering and exiting lower level bleachers.
6. Students will enter the bleachers and fill the center of each bleacher first.
7. Once in designated area, students will be seated immediately and remain seated until staff members dismiss them.
8. Students will listen attentively to speaker(s) or presentations avoiding cell phone usage and side discussions.
9. Students will respond and participate when appropriate using appropriate language, actions and volume.
10. Students 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.
3. Students/Staff will avoid gum, food, drinks while in the media center.
4. 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.
5. Students who have a signed pass from a teacher will sign in and out at the main desk notating the time and date.
6. Students may use the Internet while in the media center if their current Acceptable Use contract is on file in the unit office.
7. Students will use computers only for school-related projects.
8. Students and staff may check out periodicals.
9. Staff, not the bell, will dismiss students. Students will stay seated rather than lining up at the door before the bell.
10. Media Center will be open at 7:30 a.m. each morning for quiet study time.
11. 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 school holidays, breaks, and snow days.
- Copies color/ black & white = 10 cents
- Transparencies = 25 cents.
- If materials are lost or damaged, they must be replaced at current prices.

General Classroom Expectations

(Individual classroom teachers will expand on these general expectations.)

Preparation means that our students will:

1. Be on time to class, working at your seat, when the bell rings.
2. Have supplies; paper, pencil/pen, and books ready to begin each class.
3. Complete homework assignments on time.

Respect is treating other individuals, both peers and adults the way we would like to be treated.

To show respect our students will:

1. Speak to others in a courteous manner.
2. Keep hands, feet, and objects to themselves.
3. Follow the teachers' classroom and school-wide expectations.

Integrity is doing what is right when no one is watching. Our students will build character and integrity by:

1. Being honest with themselves, with others, and in their work.
2. Bringing only necessary school items to school.
3. Being tolerant of individual differences.

Dependability is being accountable for our actions. Students will show dependability by:

1. Showing appropriate use of school building/property.
2. Being in the appropriate designated areas while on school property.
3. Demonstrating proper usage of all school equipment/property.

Effort is putting hard work into all we do with our abilities and attitude. A student showing effort will:

1. Follow the HCHS dress code.
2. Give 100%+ in school work, attitude, and school attendance.
3. Be attentive in class.

Possible Behavior Consequences

1. After-school detention is held Monday-Wednesday 3:31 PM-4:30 PM.
2. Morning detention will be held from 7:15-7:50 AM on Monday-Friday. On late start Wednesdays, morning detention will be held from 7:15-7:50AM, with a second session from 7:50-8:20AM.
3. Lunch detention is held every day during lunch in the Auxiliary Gym.
4. In-House Suspension
5. Saturday Detention is held on Saturdays 8:00-11:00 AM.
6. Referral to Central Academy
7. Expulsion

Minor Offenses - Warning/Principal conference; Parent Contact; Guidance Referral; AM/PM Detention

Major Offenses - In addition to Minor Offense Consequences: Saturday Detention; In-House Suspension, Short Term Central Academy; Suspension 1-5 days; Police Report; Long Term Central Academy; possible expulsion hearing

Failure to do Detention--In House suspension for the full day, the very next day, and stay after school for detention in the afternoon

Failure to do Saturday Detention - same as above but for 2 days In-House suspension and serve the next Saturday in Saturday Detention (if not served 3 days short term Central Academy or 1 day suspension may be assigned at principal's discretion)

Skipping Class - make up time in Saturday Detention (up to 3 hours of skipping - more Saturdays as time exceeds 3 hours); repeat offenders may be assigned more time and possible short term Central Academy

Skipping Full day -

- 1st offense - make up time in Saturday detentions
- 2nd offense - repeat offenders may be assigned additional detentions or short term Central Academy time

Off Limits - Detention

Leaving Class w/o permission - Detention

Disrespect to Staff – In-House suspension, detention, and possible report to SRO

Class Disruption – Detention, In-House suspension, Saturday detention or suspension

Refusal to Comply – Detention, In-House suspension, Saturday detention or suspension

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.

Confiscate tobacco product(s) -

- 1st offense – Detention, In-House suspension (1 day)
- 2nd offense – Detention(s), In-House suspension (2 days)
- 3rd offense and beyond – Detention(s), In-House suspension multiple days, short term Central Academy or suspension

Inappropriate Cell Phone Use –

- If student hands it over to teacher upon request - phone in vault 24 hr minimum and 1 detention;
- 2nd offense - Saturday detention;
- 3rd offense/repeated offense - In-House suspension or short-term Central Academy days.
- If student refuses to hand over phone to staff (even when asked in office) - This is considered defiance and could result in possible suspension for the rest of day and one full day In-House suspension. Any repeat offense of this level could also result in short term Central Academy placement.

PDA - After repeated warnings, PDA will be handled as defiance.

Inappropriate Language/Bullying/Verbal Assault – HCHS will not tolerate any form of bullying or harassment. Depending upon severity/frequency of the infraction, consequences may range from a guidance referral to expulsion.

Bus offenses – Same as school discipline consequences - Additional consequences may include copying bus rules or assigned seat for period of time in front of bus or bus suspension.

Horseplay - possible AM or PM. detention. Repeated or severe offenses may result in Saturday detention or In-House suspension.

Fights

Level 1 – (Verbal Assault w/pushing) Parent Contact, Guidance referral and In-House suspension

Level 2 – (Verbal w/one or more attempted strikes) Parent contact and suspended the rest of the day, 1 more full day, and 3 days short-term Central Academy placement.

Level 3 – (Physical contact resulting in visible injuries) Parent contact and suspended the rest of the day, 2 more full days, 5 days Central Academy, and police report

Level 4 – (Failure to comply with staff intervention) Parent contact and multiple days suspended and long term Central Academy placement and police report and possible expulsion

Students whose behavior justifies any of the above consequences will be required to have all textbooks, class assignments, and materials to study for the entire time assigned.

- Students assigned to morning/after school detention and Saturday School will provide their own transportation.
- Students may be assigned other duties by the supervisor while in any of the above settings.
- Failure to comply with In-House suspension or detention expectations will result in additional consequences.
- Parents will be contacted by phone, mail or both if students are assigned these consequences.
- Excessive numbers of discipline referrals may result in Central Academy placement.
- Suspended students are not allowed to attend school functions/activities or be present on campus during the period of their suspension.

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 tardy, regardless 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.

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.

Loss of School Privileges 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.

Students who have 12 or more full day unexcused absences (as defined by **702 KAR 007:125**) will not be allowed to participate in commencement (graduation) exercises and/or prom. **702 KAR 007:125** defines a full day absence as **being absent from school more than 84% of the scheduled school day**. Any student absent 85-100% of the scheduled school day is considered a full day absent. Students will be notified 5 schools day before the scheduled event (commencement (graduation) exercises and/or prom) if *they are exempted (not allowed) from participating in the specified event*.

Tardy to Class/ Sweep Procedures

Students are tardy to class if they are not in the classroom when the tardy bell rings. A tardy is excused if a student presents a proper signed pass. It is the expectation that students be in their seats with their materials and beginning their work when the bell rings.

Tardy to Class or School (Tardies to class are cumulative per nine weeks. Tardies to school are cumulative per semester.)

- 1st and 2nd unexcused tardy to any class = warning
- 3rd unexcused tardy to any class= 1 detention
- 4th unexcused tardy to any class= 2 detentions
- 5th unexcused tardy to class = Saturday detention
- 6th unexcused tardy to class = 1 day in-house
- 7th unexcused tardy to class = 2 days in-house

8th Tardy to Class and beyond - principal discretion

8th Tardy to School and beyond - required parent conference to be scheduled by SAM and unit principal

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, 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.

College Visits College Visits are 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 valid excuse for three (3) days or more, or tardy without 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 valid excuse for three (3) or more days, or tardy without 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.

Make-up Work - Please See Henderson County Schools Code of Conduct

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 of a 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. Principal or his/her designee may determine the situation to be an ***emergency*** and may grant student permission to sign out after talking with the parent/guardian by phone.

Attendance Incentives 2% (percentage) points will be added to the final term grade each 9 weeks in each class if a student has two (2) or fewer absences of any kind with the exceptions of field trips, AE's or EEO's in that class.

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).

Parking Privileges-

Junior and Senior Students may park on campus. Those Jr. & Sr. who drive to school ***must*** purchase a Henderson County High School parking ***permit***. To purchase a Parking permit, a student ***must***:

Be a Junior or Senior Student at HCHS.

Have a valid state of Kentucky driver license.

Have all current school fees paid.

Have all previous school years fees, fines, or financial obligations paid.

Purchase a parking permit at a cost of \$15.00.

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 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 the need for a second permit, a written request from a parent will be needed. It will be reviewed by 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, 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 reserved 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.

Loss of School Privileges

The ultimate goal is for all students to be ready for the next level – college or career. Work habits and academic achievement are shaped during the school years. For these reasons students may lose school privileges if attendance and/or student achievement is not acceptable.

Parking Privileges

- Students who maintain 95% attendance will be eligible to park on campus.
- This privilege may be revoked if attendance falls below 95% during any semester.
- This privilege may be reinstated the following semester if the student's attendance returns to 95%.
- Parking privileges will also be revoked at any time if a student accumulates ten (10) unpaid parking fines.

No Pass No Drive

Students, age sixteen (16) or seventeen (17), who drop out of school or are declared academically deficient will be reported to the Transportation Cabinet by the local school district for possible revocation of their driver's license, intermediate license, permit, or privilege to operate a motor vehicle. A student shall be deemed to have dropped out of school when:

- (1) He/She has nine (9) or more unexcused absences in the preceding semester. Any absences due to out-of-school suspension shall be unexcused absences. A student shall be deemed academically deficient when:
- (2) He/She has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. All reports will be made at the end of each semester for students who are academically deficient. Reports can be made earlier in the semester for accumulated absences.

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.

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 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.

GUIDANCE DEPARTMENT

Guidance Counselor Mission Statement

The mission of the Henderson County High School Guidance 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.

Guidance Counselor Services

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

Academic issues	Financial aid information and applications
Advanced placement information and testing	Grief counseling
ASVAB testing	Group counseling
Career counseling	Health Dept. referrals
College/technical school information & applications	Military information
Conflict resolution	Personal counseling
Crisis counseling	PSAT, ACT, SAT information
Drugs/alcohol information	Scholarship information and applications
Counseling and referrals	Social services referrals
Family dysfunction counseling	Study skills information.

2019-2020 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.

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 who have a failing grade in a class may drop the class any time before initial progress report with the written approval of principal, teacher and parents. No grade will appear on transcript for classes dropped before 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 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.

Youth Service Center

The purpose of the Youth Service Center is to break down the barriers to student achievement by linking students with outside organizations for help with problem situations. Examples include: dental, medical, counseling, family support. The main objectives will be to assist in reducing the number of dropouts and by promoting increased attendance among students. Shawna Evans, Coordinator and Tony Fanok Attendance Specialist, staff the Youth Service Center. The Youth Service Center is located in room M102. Their phone number is 881-8867.

School Resource Office

The School Resource Officer (SRO) is a sworn police officer from the Henderson Police Department who is permanently assigned to HCHS. Duties of the SRO include handling any criminal matter that may arise on campus as well as campus security. The SRO, at the request of a teacher, will give presentations to classes on crime, drug and alcohol abuse, or any related law subject. The main purpose of the SRO is to allow students' access to a police officer who will help them with problems at school or at home.

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 is a master's level social work position from the Department of Juvenile Justice who 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 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.

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 5 out of 7 classes. This is checked on a weekly basis. Individual coaches may have other criteria for participation.

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.

Important Test Dates & Times

PSAT Testing Schedule (Optional for Grades 9, 10, 11) October 16, 2019

Spring State Testing: End of Course (EOC) – To Be Announced (April/ May 2020)

Additional 2019-2020 ACT Test dates- optional

(STUDENTS MAY SIGN UP FOR ANY OF THESE DAYS AT THEIR OWN EXPENSE)

Additional Test Dates – Registration deadlines for 2019-2020 will be posted on the ACT website.

www.act.org

Test Date	Deadline	Late Deadline
Sept 14, 2019	Aug 16, 2019	Sept 1, 2019
Oct 26, 2019	Sept 27, 2019	Oct 13, 2019
Dec 14, 2019	Nov 8, 2019	Nov 25, 2019
Feb 8, 2020	Jan 10, 2020	Jan 17, 2020
Apr 4, 2020	Feb 29, 2020	Mar 16, 2020
June 13, 2020	May 8, 2020	May 25, 2020
July 18, 2020	June 19, 2020	June 29, 2020

2019-2020 SAT Test Dates and Registration Deadlines see

<https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

<u>SAT Date</u>
<u>August 24, 2019</u>
<u>October 5, 2019</u>
<u>November 2, 2019</u>
<u>December 7, 2019</u>
<u>March 14, 2020</u>
<u>May 2, 2020</u>
<u>June 6, 2020</u>

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. The 2020 AP Exams will be administered over two weeks in May: May 4 through 8 and May 11 through 15. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.

2020 AP Exam Week #1

Week 1	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time	Afternoon 2 p.m. Local Time
Monday, May 4, 2020	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 5, 2020	Calculus AB Calculus BC	German Language and Culture Human Geography	
Wednesday, May 6, 2020	English Literature and Composition	European History Physics 2: Algebra-Based	
Thursday, May 7, 2020	Chemistry Spanish Literature and Culture	Japanese Language and Culture Physics 1: Algebra-Based	

Friday, May 8, 2020	United States History	Art History Computer Science A	
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2020 AP Exam Week #2

Week 2	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time
Monday, May 11, 2020	Biology	Chinese Language and Culture Environmental Science
Tuesday, May 12, 2020	Seminar Spanish Language and Culture	Latin Psychology
Wednesday, May 13, 2020	English Language and Composition	Microeconomics Music Theory
Thursday, May 14, 2020	Comparative Government and Politics World History: Modern	Italian Language and Culture Macroeconomics
Friday, May 15, 2020	Computer Science Principles French Language and Culture	Statistics

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 to 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 = 92-100 B = 82-91 C = 70-81 D = 60-69 F = Below 60

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.

21st Century

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.

Personalized Learning Time (PLT)

Personalized Learning Time (PLT) is another opportunity for students to work with teachers to complete make-up work, receive additional help with concepts and skills and enhance their learning beyond regular classroom instruction. During PLT, students are to remain with their advisory teacher unless a pass/invitation is written in the student's planner. Enhancing students' study skills and providing academic assistance to struggling students are the main goals of PLT. Students who are not in need of academic assistance should use this time to be proactive and begin future assignments. The media center and the cafeteria are open to students to use for study purposes during this time with a written pass/invitation from the

advisory teacher. Reading for pleasure during this time is also encouraged.

Evening Credit Recovery School Intersession and Midterm

Mission Statement:

The mission of Evening Credit Recovery School is to provide students the opportunity to achieve and recover credits in order to earn a diploma from Henderson County High School.

Hours of Operation: Evening Credit Recovery School will be held every Tuesday, Wednesday and Thursday evenings from 3:30PM - 4:30PM at HCHS and will follow the district calendar. Evening Credit Recovery School will follow the Henderson County Schools district calendar

Cost: \$150.00 for initial credit if the initial credit is not for credit recovery.

Academic Progress and Attendance: The staff of the Evening Credit Recovery School is available to assist students in achieving their goals using the Odysseyware curriculum. Odysseyware is a web-based program that is available where students have internet access. This means that students have 24/7 access to the program. Although the staff encourages nightly participation to remain actively enrolled in Evening Credit Recovery School, students must:

- Submit at least three (3) assignments with a score of 70% or above each week.
- Attend Evening Credit Recovery School at least one (1) night each week for at least three (3) hours per week. Students have the flexibility to choose the combination of hours/nights to meet this requirement.
- Students must work on assignments regularly through each week while at home and at ECRS.
- Take all assessments at HCHS.
- Sign an electronic user agreement.

When attending Evening Credit Recovery School, instructors will be available to assist students as needed and ensure the successful completion of goals.

Discipline Policy: Any discipline issue can be the cause for the removal of a student from the Evening Credit Recovery School. Students will be held responsible for their own behavior. The

Discipline Policy and Code of Conduct of the Henderson County Schools will be followed at all times.

The Evening Credit Recovery School staff is eager to help students in completing the requirements for their Henderson County High School diploma. If students should have any questions and/or concerns, they should do not hesitate to contact staff at 831-8800.

Kentucky Educational Excellence Scholarship (KEES)

The KEES program provides scholarships to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. The better they do in high school, the more they earn toward college. They may also earn awards for ACT/SAT scores and Advanced Placement (AP), International Baccalaureate (IB) or Cambridge Advanced International (CAI) test scores. Home school and GED graduates may earn awards based on their ACT scores.

KEES Base Award Amounts

For each year you earn a 2.5 or better GPA, you can earn the base amount listed below. For instance, a high school freshman who earns a 3.5 GPA would have a \$375 scholarship for each year of college. Amounts may change based on available funds.

GPA	Amount
2.50	\$125
2.60	150
2.70	175
2.75	187
2.80	200
2.90	225
3.00	250
3.10	275
3.20	300
3.25	312
3.30	325
3.40	350
3.50	375
3.60	400
3.70	425
3.75	437
3.80	450
3.90	475
4.00	500

ACT Bonus Award Amounts

You can earn a bonus award for an ACT score of 15 or above. For example, a KEES-eligible student who has a score of 25 would earn an additional \$393 for each year of college.

ACT Score	Bonus
15	\$36
16	71
17	107
18	143
19	179
20	214
21	250
22	286
23	321
24	357
25	393
26	428
27	464
28+	500

AP/IB/CAI Supplement Award Amounts

If you have been eligible for free or reduced-price lunch during any year of high school, you can earn a supplemental award if you have received a qualifying score on an Advanced Placement (AP), International Baccalaureate (IB) or Cambridge Advanced International (CAI) exam. For example, a KEES eligible student who receives a score of 3 on an AP exam and is eligible for free or reduced-price lunch would earn an additional \$200 for each year of college.

Advanced Placement Exam Score	Supplemental Amount
3	\$200
4	\$250
5	\$300



All Henderson County High School students who graduate and earn four (4) consecutive **Rotarians 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.

Rotarians 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.

Graduation

Henderson County High School has two (2) graduation programs: Honors 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 2020 must have twenty- seven (27) credits to graduate and walk across the stage.
2. The student must have completed all state testing requirements and portfolio(s). Seniors must score an **apprentice** or above on their portfolio and upload the portfolio to their ILP in order to graduate.
3. The senior **MUST ORDER** a cap and gown at the time designated by the principal. Ordering a cap and gown set and announcements does 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 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 homeschool, a non-accredited private school or an out-of-state school to be responsible for 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 an elective credit. For example, 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 "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 the year or 6 during their high school career.
3. A student will not be allowed to exempt out of 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. Requested courses must fit one or more of the following criteria:
 - a. The course is not available for that year.
 - b. The course is a necessary requirement for graduation.
 - c. 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.
9. The principal/designee will inform the student and guidance counselor and student services office if the independent study contract is approved.

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 student or staff member, which 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.

Henderson County High School Website -

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.

Student Planners

Each student will receive an HCHS Student Planner. The planner is designed to enhance communication between home and school, as well as help students become better organized in their daily activities. Students should record assignments in their planners on a daily basis. Students should take their planners home to share information with parents/guardians on a daily basis to ensure success in the classroom. Students will be responsible for their planners and must be in possession of their planners to be allowed out of class for any reason. The planners may be replaced at a cost of \$8.00.

Dress Code

Note - This handbook was completed in May 2019. The Henderson County Board of Education will revise the student code of conduct for the 2019-2020 school year during the summer of 2019. Please refer to the revised District student code of conduct for the most up to date information.

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. Extremely tight, form-fitting or baggy clothing is prohibited.
3. Shorts, skorts, and skirts that are of fingertip length may be worn by primary school students (P-3).
4. For students in grades 4-12, shorts, skorts, and skirts must be a minimum of knee length.
5. 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.
6. All students shall wear shoes to school. House shoes are not permitted.
7. No hats, caps, bandannas, head coverings, or sunglasses will be worn inside the school building, unless for religious or medical purposes.
8. 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.
9. 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.
10. No undergarments shall be worn as outerwear. No pajamas or articles of clothing that are torn or cut shall be worn.
11. Students in grades 6-12 will be allowed to bring backpacks/book bags to school. All such bags must be kept in the student's locker during the regular school day and may not be taken to class, unless it is a clear or mesh bag approved by the Principal/designee.
12. 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.
13. Visible tattoos are prohibited for students in grades P-8.
14. 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.
15. No costumes are allowed unless it is a school-wide activity approved by the Principal.

BREAKFAST AND LUNCH INFORMATION

Students are required to go to their lockers and/or take medication before entering the cafeteria.

School Meal Prices

Student Breakfast-	\$1.00
Reduced Breakfast-	\$.30
Student Lunch-	\$1.85
Reduced Lunch-	\$.40
Adult Breakfast-	\$2.25
Adult Lunch-	\$3.25

Parents/guardians can prepay for lunches online at www.myschoolbucks.com.

Child Nutrition Program Procedures:

1. Students are allowed to charge a regular, main line meal or salad on a limited basis.
2. Ice cream, extra items, or a la carte items cannot be charged. Students cannot purchase extras if the student owes any charges.
3. If a student has \$5.00 in charges, a notification (charge letter) will be sent weekly.
4. 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.
5. If a student reaches \$20.00 in charges, parents will be contacted by the school principal about the charges.
6. If a student has over \$40.00 in meal charges, the student may receive an alternate meal (deli sandwich and milk) or other extra-curricular restrictions. A ten (10) day notice will be sent before this happens.

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.

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.

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

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 or any type of explosive or disruptive device.

Cell Phone Usage

Cell phone usage at HCHS is a privilege not a necessity. Students are permitted to use cell phones before school, after school, during their lunchtime, and in the classroom for educational purposes under the supervision/discretion of the teacher. Cell phones are not permitted to be used after the school day begins. If the privilege is abused, consequences will follow. See page 13 for consequences.

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.

Review/Revised 3/20/2017

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 of 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

Selling and Fundraising

Sanctioned school clubs are allowed to do two fundraisers per year. Sponsors turn these in to the school board for consideration each spring for the following school year. Outside fundraisers, charity drives or other moneymaking event needs 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. Original planners will be issued free of charge, with a replacement charge of **\$8.00**.

Students or parents must compensate the school for their assigned textbooks that are lost or destroyed. Replacement costs shall be as follows:

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

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

The bookstore offers a variety of items that may be purchased during the day. 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 **7:30AM-12:30AM and 1:00AM-3:00PM**

Emergency/Safety Procedures

Earthquake Drill Procedures

- If inside, stay inside; if outdoors, stay there. During earthquakes, most injuries occur as people are entering or exiting 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 is 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 the all “clear sign” is given to return to the building.

Tornado Procedures

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

HCHS Policy on Plagiarism

Plagiarism is on the rise nationwide. As a school that promotes **Integrity, Colonel Character and PRIDE**, 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 the 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 Saturday school depending upon the degree of the offense (first time offense, repeat offender or greater value of the assignment).

Student Data Journal

As a student, you generate more data than you can imagine. Every time you take a test, check out a library book, come to school, or even purchase your lunch you are generating data that the school uses to provide you with the best education possible.

The reason that we as a school are collecting data is because data drives change. The education that you are receiving is a collective effort of the staff here at Henderson County High School in cooperation with you, the student. Just like any other business, we are interested in producing

the best quality product that we can. Just as companies keep records, spreadsheets, or receipts; as a school, we keep track of similar data for each one of our students.

This data journal will be a powerful tool for students to set goals, monitor progress, and understand why individualized data is vital to a personalized education.

How does this work?

In an effort to create individual ownership of increased student achievement, you, the student, will be asked to enter goals, progress, or data as it fits into your journal. This journal has templates, tables and charts ready for student data. Student data journals will be kept and monitored for accuracy by homeroom teachers. These journals will be continual in nature and will help monitor students through graduation. The data from these journals will also prove very useful to administrators and staff in creating a personalized education targeting the student’s goals and strategies for continuous improvement.

ACT Test - juniors

The ACT test is a national college admission examination that the Commonwealth of Kentucky has mandated for all public high school juniors to take as part of the state accountability assessment. Similar to the ACT assesses students in Reading, Math, Science, and English. Most colleges and universities, as well as many scholarship opportunities across the United States, use the ACT score as benchmark criteria for admission or award. The ACT can be taken multiple times by students looking to improve their scores. College Readiness Scores are listed to guide you. The Post-Secondary Education and the Kentucky Dept. of Education as College Readiness Benchmarks Council sets the benchmarks. These benchmarks will ensure readiness for the first credit-bearing course for any Kentucky public college or university. If students plan to attend an out of state school or a private institution in Kentucky, they should check the school’s specific requirements for their intended area of study.

Date Taken	Reading (22)	Math (22)	Science (23)	English (18)

PSAT / SAT Test (Optional)

The SAT test is similar to the ACT test in that it is a national college admission examination; however, the scoring process is different. The Commonwealth of Kentucky or any state college

or university in Kentucky does not require the SAT. The PSAT, taken as a sophomore, is used to determine National Merit Scholars and prepare students for the SAT. You can learn more about the SAT and the PSAT from its website at www.collegeboard.com.

	Reading	Math	Writing
PSAT			
SAT			
SAT			
SAT			

INDIVIDUAL LEARNING PLAN - ILP

An Individual Learning Plan (ILP) is a plan of study that emphasizes academic and career development for students beginning in middle school and continues throughout high school. The plan serves as a tool which helps students set learning goals based on academic and career interests. Kentucky schools have an online education-planning tool readily available. The web-enabled Individual Learning Plan will help secondary students (grades 6-12) better focus their coursework on individual goals as they prepare for postsecondary studies and careers.

Students can access and update their ILP at www.careercruising.com/ILP

In partnership with www.gohigherky.org, the student's ILP will include:

- Advisement Activities
- Career Exploration & Assessments
- Establish Goals & Plans
- Track Activities, Experiences, and Awards
- Create an Education Plan
- Apply to schools
- Link to other valuable educational resources

Updated ILP	Date
Freshmen	
Sophomore	
Junior	
Senior	

Data Tracker Quarter 1								
Periods	1st	2nd	3rd	4th	5th	6th	7th	Other
Formative /Minor grades								
Summative/ Major								
EPAS		Spring '17	Fall '17	Winter 17-18	Spring '18		ACT	COMP ASS
Freshman/ Sophomore	English					JR & SR		
	Math							
	Reading							
	Science							
	Composite							

Data Tracker Quarter 2								
Periods	1st	2nd	3rd	4th	5th	6th	7th	Other
Formative /Minor grades								
Summative / Major								
EPAS		Spring '17	Fall '17	Winter 17-18	Spring '18		ACT	COMPASS
Freshman/ Sophomore	English					JR & SR		
	Math							
	Reading							
	Science							
	Composite							

Data Tracker Quarter 3								
Periods	1st	2nd	3rd	4th	5th	6th	7th	Other
Formative /Minor grades								
Summative/ Major								
EPAS		Spring '17	Fall '17	Winter 17-18	Spring '18		ACT	COMPASS
Freshman/ Sophomore	English					JR & SR		
	Math							
	Reading							
	Science							
	Composite							

Data Tracker Quarter 4								
Periods	1st	2nd	3rd	4th	5th	6th	7th	Other
Formative /Minor grades								
Summative / Major								
EPAS		Spring '17	Fall '17	Winter 17-18	Spring '18		ACT	COMPASS
Freshman/ Sophomore	English					JR & SR		
	Math							
	Reading							
	Science							
	Composite							

