



Please make sure to read:

2024-2025 Cell Phone Policy, pg. 18-19  
Dress Code Policy, pg. 8-9  
Promotion and Promotion Event Policy,  
pg. 7-8  
Bus Rules and Expectations, pg. 9-11

## **Student Handbook**

2024-2025

## Contents

Non-discrimination Notice.....	4
SECTION 504 POLICY STATEMENT & PUBLIC NOTICE .....	4
PUBLIC NOTICE TO PARENT.....	4
IMPORTANT NUMBERS.....	6
DAILY SCHEDULE .....	6
AFTER SCHOOL SUPERVISION.....	6
STUDENT SERVICES .....	6
SCHOOL CALENDAR.....	7
MISSION & VISION STATEMENT.....	7
ATTENDANCE.....	7
Absences from School .....	7
Tardy-to-school.....	8
HOMEWORK AND GRADING INFORMATION .....	8
GRADES.....	8
Grade Scale .....	8
Honor Roll Criteria .....	8
Policy on Promotion and Promotion Events and other Awards Ceremonies .....	9
STUDENT DRESS CODE .....	10
Bus/Transportation Expectations and Discipline/Consequences.....	11
PBIS .....	13
Definitions of Problem Behaviors .....	14
HCMS Behavior Flow Chart .....	16
DRUGS, ALCOHOL, & ETC... ..	16
SMOKING/TOBACCO PRODUCTS.....	17
PERFUMES, BODY SPRAYS, COLOGNES, AND OTHER SCENTED ITEMS .....	17
HARASSMENT and BULLYING .....	17
Henry County Public Schools Board Policy 09.42811 .....	17
DUE PROCESS.....	18
CLUBS & ACTIVITIES.....	18
TECHNOLOGY .....	19
TEXTBOOKS & SCHOOL PROPERTY .....	19
VALUABLES.....	19
CELLULAR PHONES .....	20
LOST & FOUND.....	21
FOOD SERVICES.....	21
WELLNESS POLICY .....	21

MEDICATION .....	22
OFFICE TELEPHONE.....	22
MEDIA CENTER.....	22
Henry County Public Schools Parent Emergency Guide.....	23
Important Information for Parents to Follow in the Event of a School Emergency .....	23
What can I do to prepare for a school emergency?.....	23
What should I do during a school emergency? .....	23
School Emergency Procedures .....	23

# **HCMS Student Handbook**

## **Non-discrimination Notice**

Students, their parents, and employees of the Henry County Public Schools are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, Title VII, of the Civil Rights Act of 1964, and Section 504. Any person having inquiries concerning the Henry County Public Schools' compliance with Title IX, Titles VI or VII of the Civil Rights Act of 1964 may contact Dr. Jim Masters, Henry County Public Schools, 326 South Main Street, New Castle, KY 40050, telephone (502) 845-8600.

## **SECTION 504 POLICY STATEMENT & PUBLIC NOTICE**

**The Henry County Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the educational programs and provision of services or in employment policies. It is the policy of the Henry County Schools to provide a free appropriate public education to each student with a disability, regardless of the nature or severity of the disability, residing within the jurisdiction of Henry County.**

**It is the intent of Henry County Schools to ensure that students who have 504 disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may have 504 disabilities under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).**

**Due process rights under Section 504 of students with disabilities and their parents are guaranteed in the Henry County Schools are described in the Henry County Schools Procedures for Section 504 of the Rehabilitation Act.**

**Inquiries regarding compliance with Section 504 or the Americans with Disabilities Act should be directed to Section 504 Coordinators below:**

**Henry County Schools  
326 South Main Street  
New Castle, Kentucky, 40050  
Phone: 845-8607**

**Or the  
Office for Civil rights, U.S. Department of Education, Washington, D.C.**

## **PUBLIC NOTICE TO PARENT**

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Henry County (HCSD) or Eminence School District's requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age 18. For the purpose of this notice, the student 18 years or older, will be referred to as the "eligible" student. Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the Principal of the school where the student attends.

The HCSD OR EMINENCE will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce.

Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions that have access to personally identifiable information is on file in each school. The HCSD OR EMINENCE has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory Information" is information contained in an educational record which would not generally be considered harmful

or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. "Directory Information" includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child's school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulation concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll.

Parents may obtain, upon request, a copy of the records transferred. The Henry County or Eminence Schools keep child and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the Principal of your child's school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The HCSD OR EMINENCE may destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be needed later for Social Security purposes. The HCSD OR EMINENCE retains for an indefinite period of time a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed, and year completed.

Children and youth determined eligible for special education include those children and youth with disabilities including hearing impairments, vision impairments, emotional and behavior disorders, both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, or traumatic brain injuries, and who, because of these impairments, need specially designed instruction and related services.

The Henry County or Eminence Schools have an ongoing Child Find system, which is designed to find any child or youth, age birth to 21 years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school but are not receiving the special education they need to have an appropriate public education. The Henry County or Eminence Schools will make sure any child or youth who has a disability, regardless of how severe the disability, is provided an appropriate public education at no cost to the parents of the child or youth.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Henry County or Eminence Schools find any infant, toddler, child, or youth who may have a disability and need special education and related services. The district needs to know the name and age, or date of birth of the child or youth; the name, address, and phone of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letters and phone calls are some of the ways Henry County or Eminence Schools collect the information needed. The information the school district collects will be used to contact the parents of the child or youth and find out if the child or youth needs to be evaluated or referred for special education services. If you know of a child or youth who lives in Henry County or Eminence, that may have a disability, and is not receiving needed services, bring, telephone, or send the information to:

Director of Special Education  
Henry County Schools  
326 South Main Street  
New Castle, KY 40050  
Phone: 845-8607

Director of Special Education  
Eminence Public Schools  
P.O. Box 146  
Eminence, KY 40019  
Phone: 845-5427 ext.: 2213

Child Find activities will continue throughout the school year. As part of these efforts, Henry County or Eminence Schools will use screening information, student records, and basic assessment information it collects on all children and youth in the district to help locate those children and youth who have a disability and need special education. Any information the district collects through Child Find is maintained confidentially.

Parents, guardians, or eligible students have the right to file a complaint with the U.S. Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is: Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202. Written policies and procedures have been developed which describe the district's requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal's office of each school and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting the Director of Pupil Personnel at the address above. The district office is open Monday through Friday. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Special Education at the address or phone number listed above for the district office.

## IMPORTANT NUMBERS

Henry County Middle School	(502)845-8660
HCMS Fax	(502)845-8661
Henry County Board of Education	(502)845-8600
Transportation Department	(502)845-8624
Youth Services Center	(502)845-8608
Crisis & Information Center:	
Seven Counties Services	(800)221-0446
Web Address	<a href="http://www.henry.kyschools.us">www.henry.kyschools.us</a>

## DAILY SCHEDULE

**8:00 a.m.→ All students may enter HCMS at 8:00 am.** If students wish to eat breakfast, they will report to the cafeteria and eat breakfast, and then report to their first period classroom when finished eating. Students who do not wish to eat breakfast must report directly to their first period classroom. **HCMS is not responsible for the supervision of any student arriving on school grounds prior to 8:00 am. Students who are car riders who arrive at school before 8:00 am must remain in their families' vehicle until staff allows them to enter the building.**

**8:25 a.m.→ Classes begin.**

**Tardies to school occur when a student enters the building after 8:25 am.**

**3:20 p.m.→ School dismisses.**

## AFTER SCHOOL SUPERVISION

Supervision is provided for students from **8:00 a.m.-3:20 p.m.** Any student remaining on campus after these hours requires supplemental adult supervision. Students must obtain approval **PRIOR** to staying after school for any type of activity that does not occur immediately after school such as games, late practices, concerts, etc. Approval can be from any faculty, staff or administrative employee willing to personally supervise the student. **A student should only attend after-school activities if a parent/guardian can arrange pick up on time.**

## STUDENT SERVICES

1. **Guidance Counselor**--Kendall Goddard. To make an appointment, you must see the school secretary or sign up in the front office.
2. **School Nurse**--Melissa Jeffries, RN and Jennifer Crabb, RN. The counselor, teachers, administrators, or secretary will contact the nurse if you need health services or call (502) 845-8600.
3. **Youth Service Center**--Debbie Hartford. The YSC provides support to students and families. They also make referrals to health and social services, drug and alcohol counseling and referrals to crisis and mental health counseling. (502) 845-8608

## SCHOOL CALENDAR

Students are expected to be in school on all days it is in session. Please schedule vacations, appointments, and any other events that require student absences on days when classes are not held or when students are released early. The following holidays will be observed:

August 12:	Opening Day - Staff
August 14:	Students' First Day
September 2:	Labor Day
October 7-11:	Fall Break
October 14:	No School-Teacher Work Day
November 4:	No School – Teacher Work Day
November 5:	No School-Election Day
November 27-29:	Thanksgiving Holiday
Dec 23-Jan 3:	Winter Break
January 6:	No School-Teacher Work Day
January 20:	No School-Martin Luther King Day
February 14-17:	No School-Teacher Work Day
March 14-17:	No School-Teacher Work Day
April 7-14:	Spring Break
May 27:	Students' Last Day of School
May 28:	Closing Day-Staff

## MISSION & VISION STATEMENT

### Mission:

*Empowering leaders and life-long learners for an ever changing world.*

### Vision:

*A district of educational excellence, the pride of our community.*

## ATTENDANCE

Good student attendance makes the difference in school and future successes. All students are expected to be in school every day. They should arrive on time and remain at school until the final dismissal bell. However, sometimes an absence is necessary. Board Policy 09.123 governing attendance takes this into account. An excuse for absence or tardiness can be obtained for the following reasons:

- Illness of pupil as verified by physician's statement.  
After the 10<sup>th</sup> medical absence, Medical Excuse Form 09.123AP must be submitted. It is available in the school office or online.
- Religious holiday observance.
- Death in the pupil's immediate family as verified by a note from the funeral director.
- Court appearances as verified by an official court note.
- Other valid reasons as stated in board policy.

### Absences from School

Please phone the school as soon as you determine your child will miss all or part of the school day. You may call prior to 8:00 am and leave a message in the school's general voice mailbox or call to speak to someone after 8:00 am. Within two days of returning from an all-day or partial

day absence, students are expected to bring and turn in an excuse note. Failure to do so will result in an unexcused absence. These excuses are kept on file so they must be in the form of a written note or email to [julie.mann@henry.kyschools.us](mailto:julie.mann@henry.kyschools.us), not just a phone call. (Signing students out at the front desk does not meet the requirement for an excused absence). A signed statement of the parent, when presented upon the student's return to school, will be accepted as proper verification for up to five (5) absent events per year. (An event will be considered three consecutive days or less.) Absences verified by a doctor's statement shall not be counted as one of the initial five (5) events. Any absences in excess of ten (10) days with doctor's notes shall require the presentation of a completed Medical Excuse Form 09.123 AP before the absences shall be excused.

### **Tardy-to-school**

For every 3<sup>rd</sup> tardy-to-school a student accumulates within a 9 week period (grading term) without a doctor, funeral or court note, the student will be assigned a lunch detention. Tardies to school occur when a student enters the building after 8:25 am.

## **HOMEWORK AND GRADING INFORMATION**

- **Infinite Campus** can be accessed through the app (available in the App Store on your device) or through your internet browser (<https://kyede5.infinitecampus.org/campus/portal/henry.jsp>). This online program will allow you to view student information such as assignments, grades, discipline and attendance records. Call Mrs. Goddard to get a login ID.
- As a 1:1 school (meaning there is one Chromebook for each child), teachers are expected to use Google Classroom to post assignments. Work can be completed at school and at home (in many cases). If there is ever a question about whether or not an assignment was completed, Google Classroom will allow your child to show it to you. Please ask your child to show you how it works!

## **GRADES**

Each grading period lasts approximately nine weeks. At the four and one-half week mark, parents will receive a midterm grade report. Report cards can be accessed a few days after each nine-week period ends. Both midterms and report cards can be accessed through Infinite Campus. No paper report cards will be sent home.

### **Grade Scale**

<b>A→</b>	<b>90–100</b>
<b>B→</b>	<b>80–89</b>
<b>C→</b>	<b>70–79</b>
<b>D→</b>	<b>60–69</b>
<b>F→</b>	<b>59 &amp; below</b>

### **Honor Roll Criteria**

Eligibility for the “All A” honor roll requires grades consisting of only A's. Similar requirements apply to the “A & B” honor roll. Grades must be only A's **and** B's.



## **Policy on Promotion and Promotion Events and other Awards Ceremonies**

The following policy was adopted by the SBDM Council in July of 2021. It contains important expectations for all students, but especially eighth graders as it pertains to eligibility to participate in the promotion ceremony and other promotion-related events/activities.

This policy outlines the minimum guidelines and expectations for the promotion of eighth graders from Henry County Middle School to Henry County High School as well as the minimum requirements to participate in any accompanying events; minimum guidelines for other awards and/or recognition events or ceremonies are also described.

**Promotion** from Henry County Middle School to Henry County High School (or any other secondary institution the student may enroll in) is defined as meeting the following criteria.

The minimum requirement(s) for promotion from Henry County Middle School is:

- 1) Students must pass all core content courses for the year; defined as an average of all four quarters' grades that is 60% or higher.
- 2) Any other requirements established by the school administration and communicated to students and families in writing within a reasonable timeframe.

Any promotion events, including whether they will occur or not, will be scheduled at the discretion of the school administration and planned by the school administration or their designees. Any promotion events will be by invitation only. Students meeting the criteria outlined above for promotion will be invited, provided they meet the following criteria:

Minimum criteria for invitation to a promotion event (ceremony(ies), field trips or other non-curricular end of the year activities, etc.) at Henry County Middle School is:

- 1) Students must pass all core content courses for the year; defined as an average of all four quarters' grades that is 60% or higher.
- 2) Students must be in good standing behaviorally; i.e., not under current suspension from school.
- 3) Any other requirements established by the school administration and communicated to students and families in writing within a reasonable timeframe.

**Placement** from Henry County Middle School to Henry County High School (or any other secondary institution the school may enroll in) is defined as not meeting either of the following criteria, but the student is not being retained.

**Retention** in the eighth grade at Henry County Middle School is considered only in extraordinary circumstances and on a case by case basis for not meeting the following criteria or for other reasons discussed with the individual student's family.

Other awards ceremonies or events at Henry County Middle School shall be by invitation only and the requirements for invitation shall be determined by the school administration; additionally, the definitions

and criteria outlined above will be used to determine placement or promotion of sixth and seventh grade students in their cumulative record.

## **STUDENT DRESS CODE**

### **Rationale:**

Henry County Middle School expects that all students will dress in a way that is appropriate for the school day or any school event. Attire and grooming must permit students to participate in learning without posing a risk to the health or safety of any other students or school personnel. School staff will consistently and equitably reinforce the dress code.

### **Student/Parent/Guardian Responsibility:**

Although HCMS wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The school asks for the support of parents/guardians in the enforcement of its dress code.

### **Students:**

Some articles of clothing that may be appropriate for other situations do not meet the appropriate guidelines for school. All HCMS students are responsible for complying with the dress code during school hours and school activities.

#### **1) Garments:**

- a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (i.e. dresses, sweatpants, leggings, or shorts) and shoes.
- b) Shirts and dresses must have fabric in the front, back, and on the sides (under the arms). Shirts must be waist length and completely cover the midriff, stomach, and back.
- c) Clothing must cover all undergarments.
- d) Fabric must cover breasts, torsos, genitals, and buttocks and must not be see through or have any rips or tears.
- e) Bathing/swimming wear, blankets, etc. are not permitted.
- f) Clothing and footwear must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- g) Attire that bears logos, insignia, letters or colors signifying a gang, violent actions, or weapons will not be tolerated.
- h) Attire which insinuates, makes vague reference to, or depicts insignias that are crude, vulgar, profane or sexually suggestive, or that bears drug, alcohol or tobacco company advertising, promotions and likeness, or that advocates prejudice against any race, gender, sexual orientation, or religion is strictly prohibited.
- i) Per the HCBOE Code of Acceptable Behavior and Discipline, clothing bearing insignia that displays hate symbols or espouses hate speech, including but not limited to Confederate, Nazi, or other White Supremacist symbols is prohibited on HCBOE administered property. Please refer to the District's Code of Acceptable Behavior and Discipline for more information.

- j) Dog collars, wallet chains, large or metal hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

**2) Head Coverings/Sunglasses:**

- a) Scarves (except for medical or religious reasons), curlers, bandanas, or other similar head coverings shall not be worn to class or within school buildings.
- b) Caps, hats, sweatshirt hoods, or other similar head coverings shall not be worn or carried to class unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
- c) Sunglasses (unless prescribed by a physician) shall not be worn on the eyes, on the top of the head, or as an accessory within school buildings.

**Penalties/Sanctions:**

A log will be kept to track offenses. Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as follows:

1st Offense: Staff will alert the front office. The student will be given the chance to call parents to bring appropriate clothing. If parents cannot be reached, the school will supply a shirt or pants for the student.

Repeated offenses will be considered defiance.

The building administrator shall have the authority to rule on the appropriateness of attire if not covered specifically in this policy.

## **Bus/Transportation Expectations and Discipline/Consequences**

These expectations may also be found in the student code of conduct online. Specific questions should be directed to the school first and the transportation department second. **Please note, that in many cases below, there are state laws that require that bus expectations are set accordingly.**

### **Henry County Public Schools School Bus Rules and Expectations**

Instruction in bus conduct and safety shall be provided to all transported students. Instruction shall include the following rules:

1. Students shall be on time at the bus stops. The bus cannot wait for those who are late.
2. Students shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
3. Students shall not cross the roadway when entering the school bus until signaled to do so by the driver.

4. When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Students shall cross approximately ten (10) feet in front of the bus in order that the bus driver may see them.
5. When students enter the bus, they shall proceed directly to a seat.
6. Students shall remain seated until the bus has come to a complete stop.
7. Students shall not extend their arms, legs, or heads out the bus windows.
8. Students shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
9. Students shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
10. Students shall not bring on the bus any item that might block the aisle or exits or the view of the bus driver. A more detailed list of items allowed and not allowed on the bus can be found on the Transportation Department's page on the district's website at [www.henry.kyschools.us](http://www.henry.kyschools.us).
11. Students shall not bring / have food or drink on the bus unless designated by the district.
12. The driver shall be responsible for the bus and the behavior of the passengers. Students shall comply fully and promptly with the driver's instructions and without arguing viewpoints.
13. Students shall be courteous to the driver and fellow students.
14. Students shall not mar or otherwise deface the bus. If a student willfully damages a bus, he/she will lose riding privileges until charges for repair of damages have been paid in full.
15. Students are not to tamper with mechanical equipment, accessories, or controls of the bus.
16. Students shall assist in keeping the bus safe and clean at all times. Students shall not throw litter of any kind on the floor of the bus. A bag or box shall be provided for trash.
17. Students shall not leave the bus through the rear door except during an emergency situation.
18. In the case of a road emergency involving the bus or the bus and another vehicle, the students shall remain in the bus unless given other instructions by the driver.
19. Student behavior can be monitored by use of electronic equipment. All tapes are subject to confidentiality restrictions.
20. Bus passes are only utilized for emergencies or permanent transportation address changes and must be approved by the bus department in conjunction with administration.

#### **Procedure for Handling Bus Misconduct**

1. Upon enrollment in school, all students will be provided access to the Code of Acceptable Behavior and Discipline Handbook. The Acknowledgement Form must be signed by the parent and returned to school.
2. For minor infractions, the driver will warn the students.
3. For the FIRST MISCONDUCT REPORT, the Principal will have a conference with the student and give a severe reprimand or appropriate additional discipline. The Principal will explain to the student what will happen if a second misconduct occurs. A copy of the misconduct report will be sent home explaining what will occur if a second bus misconduct occurs.
4. For the SECOND MISCONDUCT REPORT, the Principal will conference with the student and may issue a 1 – 3 day bus suspension. The Principal will send information home with the parent's copy of the misconduct report explaining what will happen if a third bus misconduct

occurs. The Director of Student Services will contact the student concerning his/her bus behavior when necessary.

5. For the **THIRD MISCONDUCT REPORT**, the principal will conference with the Director of Transportation and student and may issue a 3-5 day bus suspension. The principal will notify the parent that a conference will be needed before the student is allowed back on the bus. The Director of Student Services will be notified.
6. For the **FOURTH MISCONDUCT REPORT**, the Principal will work with the Director of Transportation, bus driver, Director of Student Services, and parent to determine riding privileges for the year. If privileges are revoked, a letter from the Superintendent will be sent home explaining when the next board meeting will be held and how a student may appear at the meeting to request reinstatement.

\*\* A student may be suspended from riding the bus on the first offense if the problem is severe enough to warrant such action.

\*\* The principal will use discretion when dealing with minor bus problems that may not warrant bus suspension.

A complete list of rules is included in the district's **Code of Acceptable Behavior and Discipline handbook**.

No HCMS student may drive to school.

## **PBIS**

**PBIS** stands for ***Positive Behavior Interventions and Supports*** and is a process for creating safer and more efficient learning. It is an approach that focuses on the systems in place in a school to enhance the capacity of schools to educate all students by developing research based, school-wide behavior support systems. It is not a program or a curriculum, but rather a team-based process for systematically identifying areas where students need extra behavioral support--individually or as a group--to ensure the school and classroom environment are supportive of effective instruction.

**PBIS** at HCMS is supported through a school-wide staff commitment to:

- constantly teach and model our school-wide **CATS** expectations.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.
- Treat minor offenses as the opportunity to teach appropriate behaviors.

The students and staff at HCMS are using the **CATS** expectations to focus on learning. Please take the time to read through the **CATS** expectations with your child. As you read, notice how we communicate clear expectations; the HCMS staff appreciates your support and reminders that will help us develop an atmosphere that promotes Care for others, Acting safely, Taking responsibility, and Showing respect.



### Definitions of Problem Behaviors

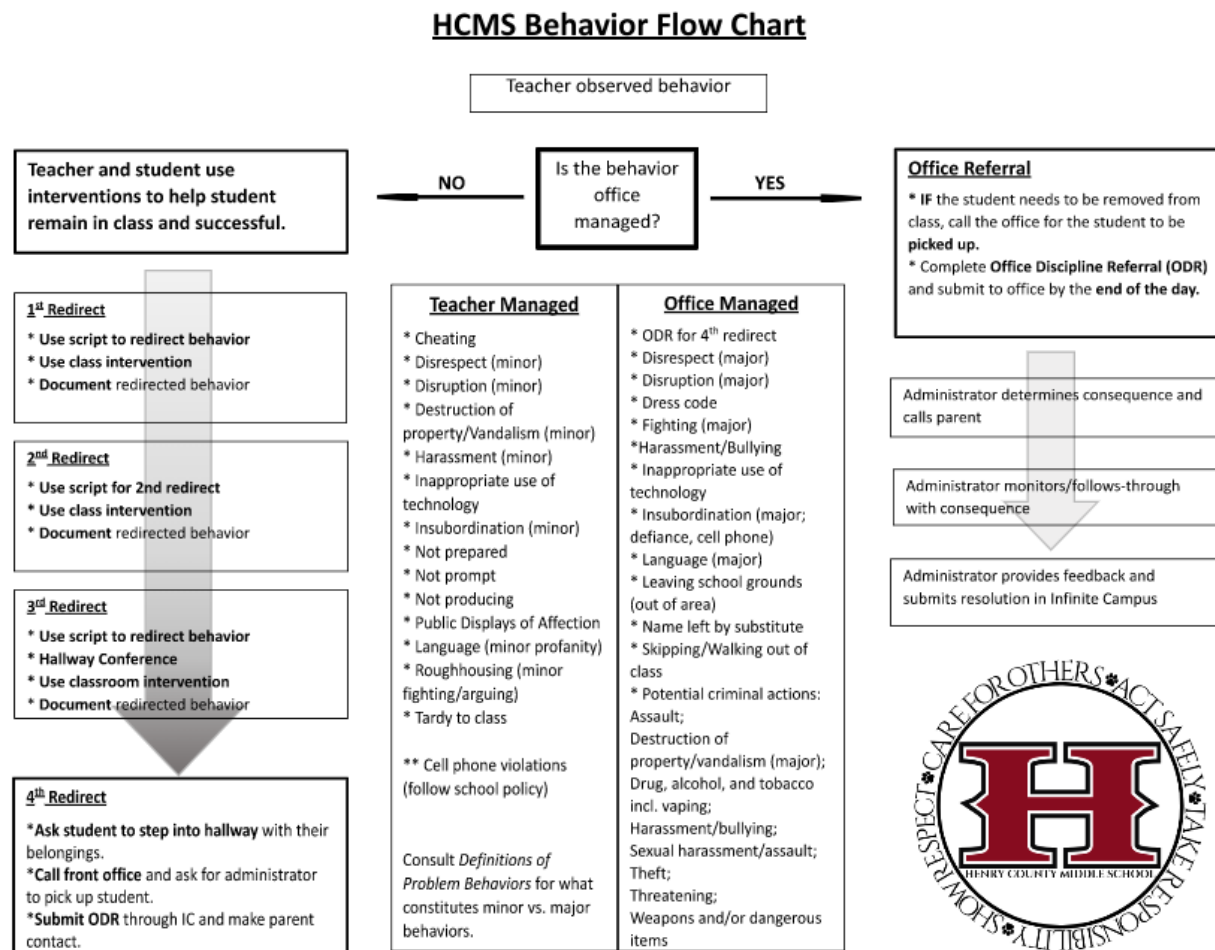
The following table provides examples of certain behaviors that will be addressed by the classroom teacher or school administration. This list is not exhaustive; some behaviors may not be defined on this list and school staff will use professional judgment in determining where a behavior fits most appropriately.

<b>Classroom Management</b>	<b>Offense</b>	<b>Office Management</b>
Small behaviors that disrupt the learning environment; talking, excessive noise, off-task, out of space, distracting others, throwing small things (paper, pencils, etc), sleeping, etc. and other behaviors that disrupt the learning environment not addressed by other descriptors.	<b>Disruption</b>	Continued minor disruptions that impede learning (2 or more repeated minor behaviors); Shouting, throwing/shoving things, refusing to comply with instructions, acting in an aggressive or erratic/irrational manner; Class stops because student is "causing a scene"; safety may be an issue.
Minor issues resulting in damage to school or individual property that is inexpensive or not "worth the time."	<b>Vandalism/Destruction of Property</b> <i>Determined by context; intent and value of property damaged</i>	Major issues that result in permanent or semi-permanent damage to property of value.
Conversational or incidental.	<b>Language</b>	Cursing at someone or something; racial slurs, profanity or vulgarity of a sexual nature.
Unwanted interactions directed towards another; may include minor name calling or "picking", poking, pulling out a chair, stirring up "drama" (telling someone something for purposes of instigating them), etc.	<b>Harassment</b>	Continued unwanted interactions toward another student; after being told to "stop" and being addressed by the teacher; sexual remarks or behaviors with sexual implications; requesting or sharing inappropriate or sexual pictures/materials.
	<b>Bullying</b>	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; may involve threats of physical or mental harm to another or for one's personal benefit.
Playing games, watching videos, listening to music, visiting social media, being on the wrong site, etc.	<b>Inappropriate use of Technology</b>	Sharing passwords/logging in to another person's account, harassing or bullying communications, inappropriate sites; recording or sharing anything not related to or appropriate for school, (this includes anything that violates the Student Code of Conduct)
Mutual roughhousing/horseplay; minor posturing/arguing	<b>Fighting</b>	Making physical contact with someone with the intent to harm or incite them; can include pushing, shoving, hitting, etc.
Rolling eyes, body language, talking back ("whatever"), stomping feet, unkind words, throwing/hitting/ slamming object(s), etc.	<b>Disrespect</b>	If it turns into a major disruption or continuous issue (2 or more minor disrespectful interactions; see definition of "Major Disruption," above)
Refusal to work or participate, rude	<b>Insubordination</b>	Verbal refusal with aggression

response/tone, ignoring instructions	and/or disrespect toward staff
--------------------------------------	--------------------------------

## HCMS Behavior Flow Chart

The following chart(s) illustrates the process staff will use to address behaviors(s) that arise. The flow chart shows the process staff will use to refer a student to the office and the second, Discipline Matrix, shows the range of consequences that can be administered by the school administration.



## DRUGS, ALCOHOL, & ETC...

Students may not possess, use, sell, distribute, or be under the influence of any of the following:



- Drugs, narcotics, alcohol, inhalants and/or
- Any look-alike substance.

Violation of this policy may result in suspension and action by the Board of Education. See Board Policy Manual for further details.

## **SMOKING/TOBACCO PRODUCTS**

Smoking or use of any tobacco products (including vapes) on school property including school buses is not permitted and will result in disciplinary action.

## **PERFUMES, BODY SPRAYS, COLOGNES, AND OTHER SCENTED ITEMS**

In order to follow our CATS values of Care for Others and Act Safely, **body sprays, perfumes, colognes and heavily scented lotions cannot be used in the school building or on buses.** We have many students and staff who have medical conditions that these sprays and lotions can trigger allergic reactions and serious medical emergencies. In order to keep all students and staff safe, **these scented sprays and lotions need to be left at home each day.**

## **HARASSMENT and BULLYING**

Harassment, sexual harassment or bullying of any kind will not be tolerated at HCMS. Harassment or **sexual harassment** is “unwelcome behavior from anyone that makes you feel uncomfortable or unsafe”. **Bullying** is “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.” If you feel you have been a victim of harassment or bullying please let an adult know immediately. Our goal is to provide a safe and enjoyable learning environment at HCMS.

Harassment, sexual harassment, and bullying can take many forms. They may include the following behaviors:

- Standing too close to someone, bumping into or brushing against someone on purpose
- Patting, hugging, or kissing
- Any unwelcome contact, including grabbing, touching, pinching, or shoving
- Threats
- Insults
- Racial slurs
- Comments about a person’s body
- Sexual jokes, remarks, stories, or rumors
- Notes or pictures, including comments on social media
- Pressure to date
- Whistles or rude noises
- Staring at someone’s body, gestures, looks, or suggestive body movements

## **Henry County Public Schools Board Policy 09.42811**

### **Harassment/Discrimination**

#### **Definition**

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.

### **Prohibition**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

### **Disciplinary Action**

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

## **DUE PROCESS**

If a student has been charged with breaking a school rule, that student will be afforded his/her due process. Due process is defined as providing the following:

1. The student has been given oral or written notice of the charge or charges against him/her.
2. The student has been given the explanation of the evidence against him/her.
3. The student has been given the opportunity to present his/her version of the facts.

This due process procedure shall precede any suspension from school unless immediate suspension is essential to protect persons or property. If the nature of the charges warrants having the student appear before the school district's Discipline Review Committee, the Director of Student Services will notify all parties involved as to the time and place of the meeting.

## **CLUBS & ACTIVITIES**

All students at HCMS are encouraged to get involved in extra and co-curricular activities. You may participate in the following:

Academic Team	Chorus	Football	Softball
FCA	Girls Volleyball	Track & Field	
Soccer	Robotics	Band	
Baseball	Cross Country	Basketball	
Junior Beta Club	Cheerleading	Student Leadership Team	

## TECHNOLOGY

- Please also consult the district's Acceptable Use Policy (AUP) regarding expectations for all technology.
- All students must sign the Acceptable Use of Electronic Resources form to use a computer and any related applications.
- All students will be assigned a login name and password. Student's ARE NOT to share their passwords with other students under ANY circumstance; Students that do will be issued consequences.
- All students will be assigned a Chromebook or must bring a suitable device of their own for use everyday For more information visit <https://sites.google.com/henry.kyschools.us/1to1>.
- The school will not be responsible for or repair any damage that happens to a personal Chromebook; students using a personal Chromebook WILL NOT be provided access to a school Chromebook if their personal one is damaged, unusable, or left at home.
- The FIRST accidental damage of the device's three year lifetime is covered by the Chromebook fee that you pay to the school at the beginning of the year.
- Malicious damage/destruction to a Chromebook or any accidental damage beyond the first incident will result in a charge for repairs.
- Some damage is, by nature, only possible if it is intentional. Damage such as keys picked off of keyboards, removal of district asset ID labels and manufacturer labels, can only result from intentional actions.
- Further, drawing on, carving into, or placing material that is not designed to be a sticker on the Chromebook will result in charges.
- Any damage reported as being the result of another student that isn't the assigned owner of the device will be investigated by school administration, and if verified, will result in the student who damaged the device being charged.
- Parents will be informed of the charge via email or phone call.
- Student internet access will be heavily restricted until the charge is paid and students with multiple damages may be assigned to "Day User" status.

## TEXTBOOKS & SCHOOL PROPERTY

Students are responsible for all textbooks, library books, and Chromebooks. You must pay for any damage or loss of school property, including Chromebooks.

## VALUABLES

Do not bring money and other valuables to school unless it is necessary. **The school is NOT responsible for lost, stolen, or damaged items. Personal electronic devices (including cell phones and headphones) are brought to school at your own risk.**

## CELLULAR PHONES

Please also consult the district's **Acceptable Use Policy (AUP)** regarding expectations for all technology.

With our 1:1 initiative, all students will have access to a Chromebook; therefore, there is no reason for students to have their phones out during the school day, unless given a specific educational task by the teacher. The HCMS cell phone policy is as follows:

- **Cell phones/Electronic Devices must remain out of sight from the time students enter the building until the time they exit the school building except when authorized by a teacher or administrator.**
- Teachers may permit use of cell phones/electronic devices for academic activities related to curriculum and will notify students when this type of use is authorized.

When a device is in use in the classroom, students WILL NOT:

- Answer an incoming SMS (text) message or phone call.
- Be on any social media site (Facebook, Twitter, Snapchat, etc...).
- Access or play any game or access any entertainment site on their device.
- Access or use any application (app) on their device unless expressly instructed to by the teacher.
- Take any picture or video that the teacher has not expressly asked you to take.
- Upload any picture or video taken during the instructional day to any social media site or website.
- SMS (text) message or email any picture or video taken in class to any person, including themselves.
- Access any type of mobile web browsing for any reason unless directed by the teacher.
- Take any pictures, video or text any class assignments or assessments without permission.
- Cell phones/Electronic Devices will be confiscated if used from 8:00 AM-3:20 PM (classroom, gym, cafeteria, hallways, restrooms, or field trips) – this includes talking on, ringing during class, text messaging, listening to music, photographing or videoing.
- Confiscated devices will be held by administration for the parent or guardian to pick up.

### Additional Notes

- Every incident will be documented in Infinite Campus.
- Anyone loaning a device that gets confiscated is taking the chance that the device will be held by the administration for a parent/guardian to pick up.
- If a student refuses to relinquish the device to a school staff member, the parent will be contacted and possible suspension will occur.
- The staff of Henry County Middle School is not responsible for devices that are brought to and/or confiscated at the school.
- If a student needs to contact their parent or guardian, the student needs to come to the office to call home.
- Parents should contact the school if important information needs to be relayed to the student.
- The use of wireless communication devices to commit a crime can result in criminal penalties.

Consequences for violation of the general guidelines above or for a specific classroom policy shall include the following:

- **1st offense-** Warning issued by teacher and is documented.
- **2nd offense-** Teacher confiscates device and gives it to administration. Administration will give the phone back to the student at the end of the day and contact the parent or guardian. Documentation of action.
- **3rd offense-** Teacher confiscates device and gives it to administration. Administration contacts the parent or guardian to pick up the phone at school. Documentation of action

in Infinite Campus.

- **4th and subsequent offenses** - Teacher confiscates device and gives it to administration. Administration contacts the parent or guardian to pick up the device at school and an after school detention or ICE will be served and will be documented as an office referral.

\*Each subsequent incident will be treated the same as the 4th incident. If several detentions or ICE terms are served, the administration can assign multiple ICE days or suspensions for repeated offenses.

\*Abuse of front office staff when picking up phones will not be tolerated.

We understand that being in constant communication with your child or parent is a positive aspect of our culture's adoption of technology, but in school, given that each student has a Chromebook, personal devices are really more of a distraction or disruption than a resource or tool. You will always be able to communicate with your child by calling the office at 845-8660.

## LOST & FOUND

Lost items are taken to the clothes rack in the commons area. Items should be claimed as soon as possible after learning they have been misplaced. Periodically the lost and found must be cleared out. When these occasions arise, the items will be displayed during lunch for 2-3 days. Items that have not been claimed by this time will be donated to an organization that can distribute them to needy families.

## FOOD SERVICES

Breakfast is served from 8:00 a.m. to 8:25 a.m. in the commons area. Lunch is served by grade level. We provide FREE breakfast and lunch for EVERY student. The following rules apply to all students:

- Be polite and quiet during lunch and while moving to and from the commons area.
- No food or drinks leave the commons area.
- Students should not leave school to eat lunch.
- In accordance with federal law all food, other than sack lunches, is prohibited before and during lunch periods.
- In accordance with the new **HCMS School Wellness Policy**, outside food that does not meet specified dietary guidelines **MAY NOT** be brought into school (e.g., parents will no longer be allowed to bring their child fast food for lunch). For more information, please consult the School Wellness Policy.

## WELLNESS POLICY

The following is important information from the HCMS Wellness Policy as it pertains to students and families. The HCMS Wellness Policy can be accessed on the school's website.

- Any food item brought in by parents (or students) during the regular lunch schedule **must meet the same dietary guidelines** as food served in the cafeteria.
- Students may **only** carry a water bottle containing **water only** with them throughout the day. **Outside of lunchtime, no other drinks/bottles of any type are allowed.**
- Any outside snack foods (e.g., chips, candy) brought in by an individual student are to be individually packaged, either in a prepackaged snack size or in a small ziplock bag; **students are not to share these snacks with others.**

- **No energy drinks are allo**

## **MEDICATION**

1. All medications must be in the original labeled containers.
2. No medication will be given without a completed medication authorization form.
3. The school will not administer the first dose of any new medication.
4. All medications should be brought to and from school by an adult **ONLY**.
5. Students will be picked up from classrooms by office staff when it is time to take medications.
6. Disciplinary action may be taken against any student in possession of medication.

## **OFFICE TELEPHONE**

- In an emergency, students may use the school phone with permission from a staff member. A student **may not** use the phone during school to make social plans. Social arrangements must be made outside of school.
- Messages from home will be left at the office and delivered to the student at a time that does not interrupt the educational process.

## **MEDIA CENTER**

- Books will be checked out for two weeks at a time.
- You must return or renew books by the due date.
- Fines are not charged for overdue books; **however, students are responsible to pay for lost or damaged books.**
- If you owe money for lost or damaged books you may not be permitted to check out another book.
- Be respectful of others in the media center.
- Students will request books for checkout and the librarian will deliver these books to students.
- You may not be allowed to check out books if you consistently lose them.

# Henry County Public Schools Parent Emergency Guide

## Important Information for Parents to Follow in the Event of a School Emergency

### What can I do to prepare for a school emergency?

- Provide accurate emergency contact information to school and update the information as changes are made.
- Sign up for the district's communications opportunities: Facebook, Twitter, OneCallNow, email. If you need help with doing this, call the district office at 502-845-8600.  
<http://www.facebook.com/hcpsky>  
Twitter@hcpsky

### What should I do during a school emergency?

- Visit the HCPS website at [www.henry.kyschools.us](http://www.henry.kyschools.us) for up-to-date emergency information. In an emergency, the home page will show critical information.
- Check for Facebook and Twitter postings for the latest details from the superintendent.
- Tune into local radio and television stations for news alerts. Information is shared with WHAS 840 AM radio and WKID K95.9, 104.9 and 101.7 FM radio and FOX 41, WLKY 32, WHAS 11, and WAVE 3 television stations.

## School Emergency Procedures

The actual procedures followed will depend upon the nature of the emergency. In some cases, students are kept inside the school building and in others they are removed to the outside. All schools practice fire, severe weather, earthquake, and lockdown drills so that students and staff are prepared. These drills ensure that everyone knows what to do and alleviates the anxiety of the children.

Evacuation: During an evacuation, students are sent outside to prevent harm/injury due to an emergency inside the school, such as a fire.

Lockdown: During a lockdown all exterior and interior doors are locked and students are confined to their classrooms. No entry or exit of the school is allowed. A lockdown takes place if a threat or possible threat is identified inside the school. Main entrance doors are normally locked; however, access will be curtailed in a lockdown.

Shelter-in-Place: During a shelter-in-place students are taken to an inner hallway or a room with no windows and take refuge until it is safe to release students. This would happen in the threat of a tornado or if hazardous materials were released into the atmosphere. Students will not be released until it has been determined that they would not be placed in danger by leaving the building.

---

er-in-Place: During a shelter-in-place students are taken to an inner hallway or a room with no windows