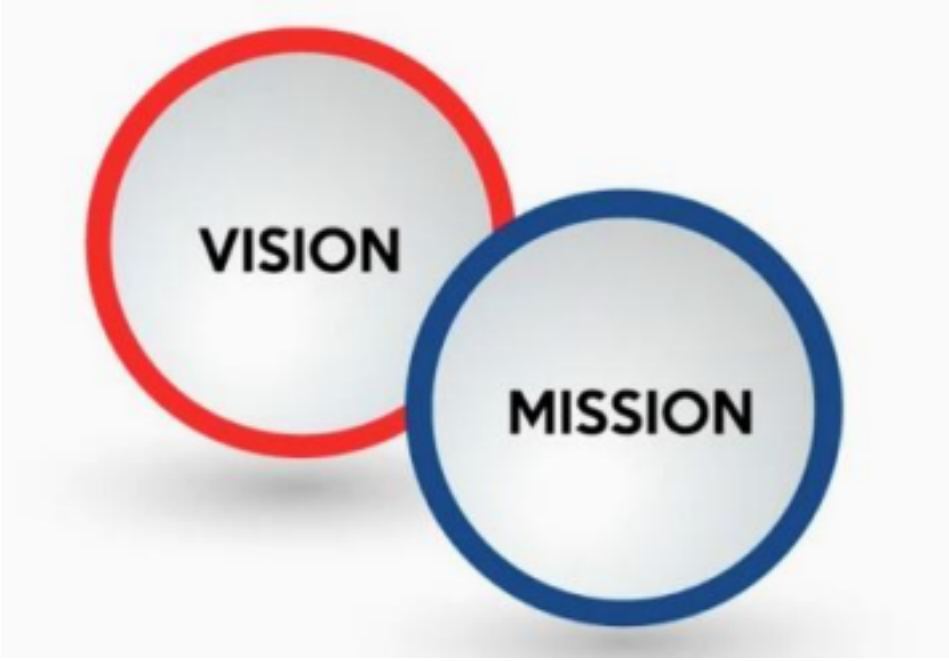
Hancock County High School

Student Handbook

WE ARE HC!

2025 / 2026

SBDM Approved June 2025



HCHS Vision

Hancock County High School is committed to ensuring **ALL** students have the skills needed to create a future in which **THEY** can believe.

HCHS Mission

The mission of HCHS is to follow through with the promise of a better today by allowing students to develop into tomorrow's thinkers and believers.

Arrival and Dismissal Information

Every child's safety is our main priority by establishing a clear plan for arrival, dismissal, and parking. Please be compliant, patient, aware, and safe when driving on campus.

- The high school is in session from 7:55 until 2:55 p.m.
- No student should arrive at school before 7:00 a.m. (Doors will be locked.)
- Students should enter the building and immediately put backpacks and belongings in their lockers. No backpacks are allowed in the commons area or classrooms during the school day.
- Students should be in their assigned first period at 7:55.
- In order to maintain safety procedures at dismissal
    - All students are released from class at 2:55.
        - Drivers release through the ISLA exit
        - Parent pick up students release through the front exit
            - 1st run bus riders retrieve backpacks and report to their bus via bus exit by 3:00
            - 2nd run bus riders retrieve backpacks and report to the commons area by 3:00

Daily Schedule

First Bell	7:50
HR	7:55 - 8:10
1st	8:13 - 9:03
2nd	9:08- 10:00
3rd	10:03- 10:53
4th	10:56 - 11:46
5th	11:49 -1:09
6th	1:12 - 2:02
7th	2:05 - 2:55

NTI Schedule

	VIRTUAL
1st	9:00 - 9:20
2nd	9:25 - 9:45
3rd	9:50 - 10:10
4th	10:15 - 10:35
5th	10:40 -11:00
6th	11:15 - 11:35
7th	11:40 - 12:00
??s	1:00 - 2:00

DRIVING TO SCHOOL & BUS REGULATIONS

Automobile Use & Parking Lot Expectations

High school students have the privilege of driving and parking in a designated area. The privilege to use the parking lot is granted to any **HCHS student** who wishes to drive to school, with the expressed understanding that the principal or other school officials have the right to make unannounced searches of any or all vehicles at any time. If the vehicle is searched, the student will be present during the search. If the driver does not wish for the car to be searched, the parents will be called for permission. If they also refuse permission, local law enforcement authority will be called (09.223). Students who drive acknowledge that the school board retains control of all parking areas at public schools and therefore must abide by all of the policies and procedures set forth by the school and district.

In order to retain driving privileges, students must abide by the following regulations:

(1) Within five (5) days of school starting or within five (5) days that the student starts driving to school, the student must fill out the Vehicle Registration Form at the office and obtain a parking sticker. Any student who parks an unregistered vehicle in the Parking Lot may have driving privileges removed and/or be disciplined. (2) Driving behavior must be exemplary – drive slowly (15 mph or less, do not spin tires or rev engines). Cutting across the Parking Lot while exiting or entering the school is not allowed. For the safety of students in the Parking Lot – drive around the oval.

(3) Park only in the lined parking spaces.

(4) Students are to park only in the places available for students. Students are never to park in handicapped, visitor's or staff parking spaces.

(5) Students are to leave their vehicles immediately upon arrival and report to the school building. (6) Students are not to return to the Parking Lot at any time without the permission of a faculty or staff member who supervises them.

(7) Driving anywhere off-pavement is not allowed. Students who operate vehicles off the pavement are subject to disciplinary action.

(8) Music must be at a reasonable volume.

(9) Students are not allowed to park behind the school at any time during the year.

(10) HCHS follows the State regulated NO PASS NO DRIVE mandates.

Failure to follow these regulations will result in suspension of driving privileges in addition to possible disciplinary consequences.

Vehicle Registration

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

Parking

- The yellow section of the parking lot is for staff parking only.
- The white section of the parking lot is for students only.
- The visitor parking section is for visitors only.

Student Passengers

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

Revocation of Driving Privileges

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

Bus Regulations

Also see District Code of Acceptable Behavior and Discipline for more information.

The use of public school bus transportation by students is a privilege--**not a right**--and is conditional upon satisfactory behavior of the student in accordance with the rules established by the Hancock County Board of Education. All buses are loaded and unloaded at the canopy-covered walk at the west end of the building. Once a student leaves the bus, the student must go directly into the school building and must not leave school grounds or go

to the parking lot. If after arriving on school grounds the student leaves the school grounds without the permission of school administration, the student will be assigned to the ISLA. (See the District Code of Acceptable Behavior and Discipline for information.) The bus driver will report any discipline problem to the administration. Bus discipline and school discipline may be administered for bus infractions.

Enrollment Information

Course/Program Placement Recommendations

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

BOARD POLICY-Enrollment of Students and Student Information to Divorced, Separated, or Single Parents The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student coming from a single parent or a divorced/separated parent will be accomplished according to the following procedures: unless the school has been informed and given evidence of state law or court order concerning the status of the student: (l) Both parents shall have equal access to any information concerning the student, (2) Both parents shall have the right to release of the student under their care.

Enrollment Information and Procedures

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

- Have a current Immunization Certificate (Epid 230), a Medical Exemption Certificate (Epid 230B), a Religious Exemption Certificate (Epid230C), or a Provisional Certificate of Immunization (Epid 230A) on file in the school office.

BOARD POLICY– Except as provided by law, each pupil shall be required to present a valid immunization certificate upon enrollment in school or present a certificate from a physician stating the child has been immunized against diphtheria, tetanus, poliomyelitis, rubeola, and rubella. Immunization certificates shall be kept current. Students with expired immunization certificates shall not be re-enrolled until the certificate is current (09.211).

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

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

Enrollment Information for Current Students

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

(1) First Notice – The parents/guardians shall be notified by letter that the student's certificate must be completed and sent to school in 30 days.

(2) If the parent does not present the proper medical certificate by the end of the thirty day notice, the Assistant Superintendent in charge of attendance will serve a notice of neglect of education on the parent to the court designated worker, and the student will be suspended from school until he/she presents proper immunization documentation.

(3) Have a current Physical Examination on file in the school office. The physical must be on KY Department

of Education form (1671-410). (Students previously enrolled have met this requirement unless parents/guardians received a notification from the Health Coordinator)
(4) Have an Emergency Procedure Form completed and revised each year. (See Emergency Procedures) (5) Have a Parents'/Guardians' Rights and Student Protection Form completed and returned each year. (See CUSTODY)
(6) Have Fees paid within one week or have on file in the school office Application for Special Arrangements. (See FEES)

New Student Enrollment at the Beginning of School Year or Transfers during School Year A student who is a new enrollee at the beginning of the school year or transfers during the school year must enroll through the guidance office and must:

1.- 6. Same as above except as noted below. Students entering school for the first time must present a valid immunization certificate on the first day of enrollment **[Board Policy 09.211 says within 2 weeks of enrollment]**. Students not presenting a valid certificate shall not be allowed to stay in school. The parents/guardians shall be notified that they can obtain a certificate from their private physician or local health department. Transfer students will not be allowed to enter school until proper medical forms have been presented to the guidance counselor. Parents will be advised in writing or by a phone call that charges for educational neglect will be brought against the parent, if proper medical papers are not received. A student who transfers within the state should present the original certificates in order to enroll in the school. Copies of the certificates should not be forwarded.

7. Have completed and on file a Student Information Card, a Demographic Form, and a Bus Form. Have completed and on file a Pupil's Health and Appraisal Card.
8. Have signed a Permission Form for Obtaining a Certified Copy of Student's Records from Previous School and furnished name and address of previous school to the guidance counselor.
9. STUDENTS ENROLLING IN HANCOCK COUNTY HIGH SCHOOL FOR THE FIRST TIME – must furnish the school with a certified copy of the student's birth certificate or reliable proof of the student's identity after the person enrolling the student has received written notification that within thirty days the person must provide either:

(A) a certified copy of student's birth certificate (must be a full-sized copy containing parents' names from Vital Statistics); or
(B) other reliable proof of the student's identity and age, plus they must provide an affidavit of the inability to produce a copy of the birth certificate.

10. Each new student must view the online material regarding school regulations. Each student will sign a paper stating he/she has received a copy of the District Student Code of Acceptable Behavior and Discipline Handbook.
11. FOR STUDENTS RE-ENROLLING AT HCHS AFTER WITHDRAWING FROM HCHS DURING THE SAME SCHOOL YEAR – If a student withdraws from HCHS and returns to our school without enrolling in another school, he/she is responsible to make up work missed while not in attendance. He/she will be given a reasonable period of time to make up missed work. Work not completed will be given a zero.

KRS 159.051 Loss of License or Permit for Dropping out of School or Academic Deficiency.

Section 1. KRS 159.051
(1) When a student age sixteen (16) or seventeen (17) drops out of school or is declared to be academically deficient, the school administrator or his designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports shall be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student shall be deemed to have dropped out of school when he has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when he has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. The local school board shall adopt a policy to reflect a similar standard for academic deficiency for students in alternative, special education, or part-time programs.
(2) Within ten (10) days after receiving the notification, the superintendent shall report the student's name and Social Security number to the Transportation Cabinet. As soon as possible thereafter, the cabinet shall notify the student that his operator's license, intermediate license, permit, or privilege to operate a motor vehicle has been revoked or denied and shall inform the student of his right to a hearing before the District Court of appropriate venue to show cause as to the reasons his license, permit, or privilege should be reinstated. Within fifteen (15) days after this notice is sent, the custodial parent, legal guardian, or next friend of the student may request an ex parte hearing before the

District Court. The student shall not be charged District Court filing fees. The notification shall inform the student that he is not required to have legal counsel.
(3) In order for the student to have his license reinstated, the court shall be satisfied that the license is needed to meet family obligations or family economic considerations which if unsatisfied would create an undue hardship or that the student is the only licensed driver in the household or the student is not considered a dropout or academically deficient pursuant to this section. If the student satisfies the court, the court shall notify the cabinet to reinstate the student's license at no cost. The student, if aggrieved by a decision of the court issued pursuant to this section, may appeal the decision within thirty (30) days to the Circuit Court of appropriate venue. A student who is being schooled at home shall be considered to be enrolled in school.
(4) A student who has had his license revoked under the provisions of this section may reapply for his driver's license as early as the end of the semester during which he enrolls in school and successfully completes the educational requirements. A student may also reapply for his driver's license at the end of a summer school semester which results in the student having passed at least four (4) courses, or the equivalent of four (4) courses, during the successive spring and summer semesters, and the courses meet the educational requirements for graduation. He shall provide proof issued by his school within the preceding sixty (60) days that he is enrolled and is not academically deficient.

Missing Children's Laws Compliance
Hancock County High School is in compliance with all state laws and regulations regarding missing children. Cumulative folders of missing students enrolled in Hancock County High School will be flagged, and new enrollees to Kentucky Public Schools will be given written requests for proof of birth.

Curriculum & Technology Fees Payments

Tuition
Students whose parents/legal guardians are not bona fide residents of Hancock County must consult the Director of Student Services regarding possible tuition fees. Tuition fees will be charged according to Board Policy (09.124 & 09.124AP.1).

School Fees
School fees are required for technology devices (to include device insurance), dual credit courses, certain CTE classes, and some co-curricular classes. **SBDM Policy 3.19 states the maximum fee any student may pay in a single school year will not exceed $200. Family maximum is $400.**

CONFIDENTIALITY OF RECORDS

Annual Notification to Parents (See also Custody Protection Procedures – under Enrollment Information)
Hancock County High School is in compliance with the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g. Interested persons may contact the principal's office to receive a complete copy of the written policy which describes the types and locations of these records and the specific procedures available to parents and eligible students for: the review of records, amending of or hearing concerning education records believed to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, or for the disclosure and destruction of records.
In accordance with FERPA, parents and an eligible student shall have the right to inspect and review all education records relating to the student by making a request to the principal or the principal's designee. Eligible students include those over the age of 18, or those duly enrolled in a post-secondary school program. Parents of eligible students shall be provided with a copy of the records upon written request. Such copies shall be provided in a manner that protects the confidentiality of other students.
In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of Hancock County High School to forward, upon written request from a school in which a student seeks or intends to enroll, a copy of the student's educational records. Notification of this policy appears in the Student Handbook and appears on the Withdrawal Form given to students who are withdrawing from Hancock County High School.

Directory Information
Directory information may be released by the school regarding an individual student unless specific instructions not to do so are presented to the principal in writing by the parent/guardian on or before September 30 of each school year or 30 days after enrollment of the student. Directory information shall include the student's name, address,

telephone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent education institution attended by the student (09.14).

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

Emergency Procedures

Emergency Information Required
Parents are required to complete ONLINE Emergency Information forms at the start of each new school year. The information on this card will direct the administration on procedures to follow when a child is ill or injured at school. For the administration to be able to release your child to another individual, you must list the names and phone numbers of those individuals.

All visitors will be required to show a picture ID before being allowed to take a student from the school.

New students enrolling in Hancock County High School will complete the online Emergency Procedure Form, which must be completed by the student's parent/guardian within two school days. At the beginning of each school year, the old Emergency Procedure Form will be updated online and digitally signed by the parent/guardian.
If changes occur during the school year, which affect the accuracy of information supplied on the emergency procedure form, it is the responsibility of the parent/guardian to inform the school. Social Security Numbers must also be placed on the form.

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

1. In cases of minor accidents or illness, the certified person in charge and/or the student will determine if parent/guardian should be contacted according to information on the student emergency card. 2. In cases of more serious accidents or illness, the certified person in charge shall contact parents/guardians according to information on the student's emergency card. A witness should verify that an attempt was made to follow the parents'/guardians' instructions on the student's emergency card. If instructions on the student's emergency card cannot be fulfilled, the District Health Coordinator and/or the local EMT's will be contacted for assistance in determining action to be taken.
3. In cases of medical emergency, the certified personnel in charge shall contact the local EMT's immediately and shall follow instructions on the student's emergency card concurrently or immediately thereafter. A witness should verify that an attempt was made to follow the parents'/guardians' instructions on the student's emergency card. If instructions on the student's emergency card cannot be fulfilled, the local law enforcement agency shall be contacted for assistance.
4. Once the school has called for an ambulance, the school does not have the authority to HOLD the ambulance until a parent/guardian is available to arrive. Every attempt will be made for an administrator to follow the ambulance and meet the student's parent/guardian at the hospital.

Absentee Policy

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

No Excused Absences During State or Local Testing

Absences cannot be excused during required state testing windows because the state doesn't allow any changes to the testing window or make exceptions for make up tests**.**

Attendance and Tardiness Determination

Attendance and tardiness will be determined based on the following, using 420 minutes as a full school day : 1. A full day of attendance shall be recorded for a pupil who is in attendance at least 65 percent of the regularly-scheduled school day for the pupil's grade level.

2. A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.
3. A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.
4. A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

Truancy Calculation

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

School Sponsored Functions and Events

Students may NOT attend any school sponsored function or event on the day of an absence unless they provide an excuse listed below in the SBDM Policy on Excused Absence. Per SBDM Policy 5.13, students who miss more than 4 unexcused days or 6 unexcused tardies in a semester are not eligible for Special Events during that semester. Special events include, but are not limited to: school dances, Winter Formal, Prom, Class Field Trips, and other special events as designated by the principal or assistant principal.

SBDM Policy on Excused Absences

SECTION A

Determining Discipline for Absences from School

A student may have five parent-excused absences (call ins) per school year without additional excuse documentation. All additional absences will be counted as unexcused without documentation as outlined in Section B of the Attendance Policy. The following absentee policies are in place to guide the school response to absences. Excessive unexcused absences or tardies may result in alternate placement. Note that any absence falling under Section B is excused.

Hancock County High School Truancy Flowchart

1st Unexcused Absence: (after allowable parent "call ins")– Phone Call Home

2nd Unexcused Absence: A letter will be sent home from the school notifying the parents that the student has accumulated 2 unexcused absences and includes the definition of truancy. The letter will also state that if the student accumulates a 3rd unexcused absence, they will be considered truant.

3rd Unexcused Absence: Students will meet with the Truancy Diversion Program school review team consisting of a school administrator, guidance counselor, youth service coordinator, and any other school official who may assist with the student's needs. This is considered the Pre-Complaint Meeting for TDP.

4th Unexcused Absence: A letter (Initial Notice) will be sent from the Hancock County Board of Education notifying the parent that their child is in truant status and has continued to accumulate unexcused absences. This will result in the child being turned over to the court-designated worker and a truancy case being filed.

5th Unexcused Absence: No letter sent. Administrator meets or contacts parent/guardian.

6th Unexcused Absence: Once a student has compiled their 6th unexcused absence, a letter (Final Notice) will be sent from the Hancock County Board of Education notifying the parents and student that any additional unexcused absences from that point on will result in a complaint being filed with the CDW. They will also be notified that the student is now at habitual truant status.
7th Unexcused Absence: The CDW will be notified and the district may conduct a home visit.
8th Unexcused Absence: The school system will work in conjunction with the court system in seeking to take appropriate action, including but not limited to alternate placement.

Absence Appeals
Students have the right to an appeal at any time.

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

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

SECTION B

Excused Absence Reasons
Parents/guardians have seven days to turn in excuse documentation except for Educational Enhancement Opportunities.
Excused Absences will be given for:

- Illness, injury, or medical condition with doctor or health department verification–students with children will be allowed the same applicable days (whether used for the child or the parent);
- Orders of the Court (The reasonable amount of time necessary to travel to and from the courtroom and the amount of time you are in court);
- Death or severe illness in the immediate family (documentation must be received upon return); ● Religious holidays and practices (Note from parent or pastor);
- Driver's test;
- One (1) day for attendance at the Kentucky State Fair;
- One (1) day for the military deployment of a parent/guardian;
- One (1) day for the return of a parent/guardian or sibling on active duty; or
- Other activities approved in advance by the school-based Attendance Committee (09.1233).

Educational Enhancement Opportunities
Students have up to ten (10) days for Educational Enhancement Opportunities during the school year. These must be requested through the front office and the request must be submitted at least five days prior to the absence. The absence must be approved by the school principal in order for the absence to be excused. Additionally, the major intent of the absence must be to participate in an activity of significant educational value. School policy applies to an Educational Enhancement Opportunity absence the same as any other excused absence.

SECTION C

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

- **Parents should notify the principal two weeks before scheduled dates.**

- **The principal will consult with the Attendance Committee to determine if the absences will be excused or unexcused.**
- **Previous attendance, classroom performance, behavior, and work ethic among other positive character attributes will be considered by the committee when determining whether absences will be excused or unexcused.**

SECTION D

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

Parents and Guardians are expected to follow the procedure below when a student is absent: 1. The parent/guardian who has legal custody of the student shall call the school after 7:15 a.m. and give one of the reasons listed in Section B. If the parent/guardian does not call the school, the school secretary will contact the parent/guardian to determine the nature and anticipated length of the absence. 2. After all parent call-ins have been exhausted, the secretary will call the parent/guardian. The absence will be coded as unexcused until documentation has been returned to the school.

3. A note or phone call from the parent/guardian **WILL NOT** be accepted for verification or excuse of absence after the first five absences.
4. Continued unexcused absences will result in truancy procedures.

Definition of an Absence Day

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

SECTION E

Procedure to Appeal an Absence

1. The parent or his/her adult designee will address the committee in person and explain why they are asking the absence to be excused. **This must be done prior to or within five school days of the absence.** 2. The school-based attendance committee (consisting of the principal or designee and several classroom teachers) will meet with the parent or their designee on a school day during the committee's designated meeting time.
3. The purpose of the committee is to follow the guidelines that have been established to consider requests of students and parents/guardians, and to render a decision based on the response of the parent/guardian.

Leaving School during the School Day

Only the parent or guardian shall call and give permission for the student to leave school before the student will be allowed to leave during the school day. Once permission is granted, the student may leave with those individuals listed on their school records. A student may not leave with another student or with an adult who is not listed on his/her school dismissal record without consent from the parent on record. Names of persons who may take the child from school may be added at the parent's convenience (09.1231).

Sign-Out Procedures

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

ALL students, regardless of age, are required to abide by rules and sign out procedures.
Any individual signing a student out of Hancock County High School will be required to sign the sign-out sheet ***after permission has been given by the Principal or Assistant Principal.***

Making Up Work after an Absence

Once an absence has occurred, any missing assignments/assessments will be marked as missing in IC. Make-up work should be submitted within 7 days of the absences. For UNEXCUSED absences, assessments may be made up for a maximum score of 50%. For excused absences, students need to request make-up work from all their teachers for the classes that he/she was absent. After seven (7) days have passed and the make-up work has NOT been requested, the students will be given 0's for the work assigned (corresponds with Excuse Policy – only 7 days are allowed for parents to turn in doctor excuse or other forms of excuse documentation). A parent requesting make-up work for a student may pick up the student's materials and assignments 24 hours after the request is made.

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

Participation Exclusions for Absences and Tardies

Per SBDM Policy 5.13, students who miss more than 4 unexcused days or 6 unexcused tardies in a semester are not eligible for Special Events during that semester. Special events include, but are not limited to: school dances, Winter Formal, Prom, Class Field Trips, and other special events as designated by the principal or assistant principal.

Tardiness

Tardiness is defined as being late to any class during the school day. For students who are late to their first period class, a note from the front office is required.

Disciplinary Action for Tardiness

Tardiness (number of tardies) will accumulate per SEMESTER. The following discipline will take place for students who are late to school: (Amended per SBDM on Feb 3, 2022)

A. Any student who is late to class will be marked as absent. The front office will call and determine if that the student is tardy or absent.

B. All students will check in at the front office whenever they are late to school.

C. Unexcused Tardies Recorded in the Office

a. First through fourth tardies are warnings. The fifth tardy will require a day served in ISLA. b. Sixth tardy through 9th tardy are warnings. The tenth tardy will require a day served in ISLA. D. After ten tardies, the discipline becomes more severe and will be dealt with on a needs basis.

HCHS Foods Policy

Concessions and Food Sales Outside of Lunch Program

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

Leaving school / bringing Lunch to school. This policy excludes fundraisers that have been approved by the board and cafeteria sales.

- Students are not permitted to leave school for lunch
- Parents are not permitted to bring fast food, coffee, etc. to school for their children.
- Students are not permitted to have lunch delivered to school
- Food from outside sources is not allowed to be brought into school, during lunch shifts. If the student is away from school immediately prior to lunch and chooses to eat before coming to school, the student may not bring food or drink into the building for personal consumption or for others.
- Charges are not permitted for a-la carte items.

Cafeteria Behavior

- Take proper place in line.
- Stay in the commons area until time to return to class.
- Clean your area and push in chairs.
- Do not take food from the commons area.

School Meal Program

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

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

Once school starts:

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

Charge Policy

Students will be allowed to charge no more than the cost of three (3) meals.

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

Applications for the Free and Reduced Lunch Program will be distributed to all students enrolling in Hancock County High School. Applications are also available in the school's main office year round and can be filled out any time there is a need. All completed applications must be mailed directly to the Hancock County Board of Education.

Curriculum and Technology Insurance Fees

According to Board Policy, students in grades nine (9) through twelve (12) shall incur fees for curriculum, technology and other related materials. The technology insurance fee shall be sixty dollars ($60) per student and fifteen dollars ($15) for optional insurance. **Students are not allowed to take the technology home unless this fee has been paid in full.** Students or parents shall compensate the District for textbooks, technology or other materials lost, damaged, or destroyed while in their possession. Students who are unable to rent or purchase textbooks, totally or in part, shall apply through the principal for assistance. Some high school courses require a curriculum fee for non consumable items. College courses have fees for books and some tuition. See your guidance counselor for more information regarding current OCTC fees.

2025 / 2026 School Fees

Prices are per student. Students who qualify for free lunch are not required to pay student fees with the exception of textbooks for college classes. College classes (dual credit classes) require aligned textbooks and fees that are not always covered under scholarships. Those fees are not reflected here.

Science Dept	$10.00 for each teacher
Math Dept	$10.00 for each teacher
Med term/ ER procedures	$15
Band	$225
Choir 1,2, theater	$10 each class
Art 1, 2, AP, Adv Art	$10
Tech insurance	$15 (optional)

The curriculum and technology fees are due one week after enrollment in Hancock County High School unless the parent/guardian of the student makes a written application to the principal for special arrangements. Assistance with payments can be requested and will be granted based on qualifying for free and reduced meal programs. Application forms are available on the Hancock County Board of Education website. Cumulative records of fees or other monies

owed by students are kept on file in the school office throughout the time a student is enrolled in Hancock County High School. All receipts for payments should be kept for proof of payment. All students must have paid fees or have an application on file within one week after enrollment.

Academia Information

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

Grades
Progress of high school students shall be evaluated according to the following grading scale:

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

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

Infinite Campus Parent Portal

- Teachers post student grades, homework assignments, and attendance records regularly in IC for parent and student viewing 24 hours a day, 7 days a week (excluding time designated for network maintenance). ● Students and parents should contact the high school office if information is needed or corrected.
- Most grades are recorded as soon as a student is assessed, however, specific assignments related to writing, projects, etc. take longer for students to complete, teacher to grade and post in IC.
- Parents should continuously monitor and speak with their children pertaining to assignments that should be inIC that are not yet posted.
- If a teacher takes longer than a week to post grades, contact the teacher with details related to the assignment.

Calculations - class GPA in IC may be different than the actual GPA for the class. This is a result from some teachers assigning specialized assessments or assignments to a different weighted portion of the gradebook. (70%, 20%, 10%).

Early College Program - Hancock County High School partners with local colleges to allow eligible students the opportunity to receive a college experience while simultaneously holding a high school student status. If a student fails a college class, through the Early College Program, they are no longer eligible to be in the early college program and must return to HCHS for the next semester. Additionally, the failed class will remain on the high school transcript and the credit (not necessarily the class) will need to be recovered. Students may take summer college classes to recover college credits but those are not guaranteed to meet the high school graduation required credits.

Promotion and Retention
Hancock County High School students will be promoted or retained in grades according to the credit requirements for each grade level. Also, course requirements for each grade level listed in the Kentucky Program of Studies will be followed as prescribed. Deficient credits may be earned during the 9 weeks following a failing grade while remaining a student in the class. This allows credits to be recovered during the year instead of having to take an entire credit course later.

Freshman (Grade 9) 0-5 credits
Sophomores (Grade 10) minimum of 6 credits
Juniors (Grade 11) minimum of 12 credits
Seniors (Grade 12) minimum of 18 credits

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

One Credit Classes
Hancock County High School will accept half credits in classes with the purpose to allow for students who fail half of any course to make up that half only and not have to make up an entire course. Students that fail half of a course will be automatically enrolled in the Credit Recovery program at HCHS. This program is only available to students FAILING a class.

Gifted and Talented
Hancock County High School follows all guidelines and regulations regarding students who participate in the GT program.

Physical Education Course Requirements
In the event that a high school student's physical condition or religious convictions prohibit participation in the one-half unit PE course, the Board may authorize a variance in or exempt the student from graduation requirements for the course. Upon presentation of a certificate from a licensed physician or an affidavit from the pastor of the church to that effect, a course may be substituted that is within the student's capabilities as specified.
Any high school student starting a semester with a medical doctor's excuse from participation in any physical education activity for more than three (3) weeks and/or who does not participate in any physical education activities for the first three weeks of the semester will have his/her schedule changed, and she/he will be placed in physical education for the corresponding semester the following year and/or exempted from participation by the Board of Education. The High School Attendance Committee will verify the doctor's excuse.

Fine Arts
Fine Arts are encouraged at Hancock County High School. Regular events include two band concerts per year, two choir concerts per year, a musical theater program, a jazz band concert, art exhibits and programs organized by the Arts & Humanities Department.

Tutoring
Hancock County High School has developed a tutoring program for students who need assistance in one or more core subjects. Students with D's or F's will be recommended for the program. The student will be recommended for tutoring by classroom teacher(s). High School students must pass their classes if they are to graduate. It is the intention of this program to help students who are having problems with particular classes. The classroom teacher will inform students and parents regularly if the student should be involved in the school's tutoring program (08.133)

ACADEMIC & AWARDS PROGRAMS

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

Distinguished
One Distinguished Assessment Test Purple
Two Distinguished Assessment Tests Purple / Red
Three Distinguished Assessment Tests Purple / Yellow
Four Distinguished Assessment Tests Purple / White
On Demand Writing Assessment Tests Purple / Beige

Proficient

One Proficient Assessment Test Yellow
Two Proficient Assessment Tests Yellow / Red
Three Proficient Assessment Tests Yellow / Yellow
Four Proficient Assessment Tests Yellow / White
On Demand Writing Assessment Tests Yellow / Beige
Agriculture EOP/Industry Certification Navy (per certification)
Allied Health EOP/Industry Certification Black (per certification)
Business EOP/Industry Certification Royal Blue (per certification) Computer Science EOP/Industry Certification Light Blue (per certification) Engineering EOP/Industry Certification Brown (per certification) Family Consumer Science EOP/Industry CertificationSilver (per certification)
Graphic Design EOP/Industry Certification Orange (per certification)
Earning 6 or more hours Dual Credit B or Higher Yellow/Beige/Blue
Earning 2 or more qualifying AP exam Scores Yellow/Black
21 Composite or better on ACT Red / Navy Blue
Three (3) plus years perfect attendance Medal with Yellow Ribbon

Four-Point Student Recognition
All 4.0 students will receive special recognition at the graduation ceremony and will be presented a Black/White Cord.

Club Awards (contact club sponsor for more information):
4H Club Member Green & White Cord
Beta Club Member Yellow Stole
HOSSA Club Member White Stole
FBLA Yellow & Blue Cord

Western Kentucky Blood Center Donor/Volunteer:
If you have donated all four years of High School or volunteered 1 hour each year of High School you will receive a Red Cord.

Community Service Cord
Students may be awarded a Red, White and Blue Cord for obtaining and properly documenting 48 hours or more of community service. The students will be given a list of places/events that community service would be acceptable (Relay for Life, Care & Share, Habitat for Humanity, etc) and contact people to get their hours approved. **No**

Court-Ordered Community Service hours will be accepted for the purpose of the Cord Recognition. Students may not use hours worked in group fundraisers toward Community Service Hours.
SWARM teachers can help direct and guide students to log hours and help generate proper community service ideas. Community Service totals and files will be kept in the FRYSC Office.

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

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

Summa Cum Laude – Weighted GPA 4.00 or higher
Magna Cum Laude – Weighted GPA 3.800 to 3.999
Cum Laude – Weighted GPA 3.600 to 3.799

Biliteracy Seal
Steps to attain the seal:
1. Taking the ACT with a minimum score of 20 in English.

2. A minimum overall 2.0 GPA.
3. Attaining a minimum score of Intermediate Mid on all four areas tested on a nationally recognized World Language test, such as the STAMP test or a minimum of a 3 on the AP Spanish Exam.
4. Filling out the application for the seal. The application will be available on the school website. 5. ELL (English Language Learners) will need to attain a minimum score of 5 on the WIDA test or will need to attain a minimum score of Intermediate Mid on the OPI (Oral Proficiency Interview) AND attain the minimum mandated score for the English portion of the state mandated assessment. They will also need to attain a minimum of 4 on the AP Spanish Exam or Intermediate High on a nationally recognized language assessment.

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

TOP 10 - Academic Banquet

Since the Class of 1997, the Hancock County Board of Education has sponsored an Academic Banquet to celebrate the success of the Top 10 Seniors of the current graduating class. This event will be held in late April or earlyMay of each year and scheduled around other events so the Top 10 Seniors will have an opportunity to participate with their families. January midterm grades for dual credit students attending all OCTC classes will be used to determine the weighted Top 10 awards for the spring banquet.

Scholarship – KEES Program

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

Honor Roll

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

Mid Term and Semester Exams

It is the thought of the administration, faculty/staff based decision making council that taking cumulative exams is all a part of the educational process. Particularly for the students planning to go on to college, it is our duty that each student has the opportunity to experience several cumulative exams before they graduate. For this reason students may be required to take mid-term exams along with final exams.

Repeating Classes Failed

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

Repeating Classes Not Failed

Students will not be allowed to repeat a class again unless they have previously failed the class. Classes may not be retaken in order to improve GPA.

Summer School

Summer school options are for students who have earned at least a 50% or higher in the class. Summer school is a two week period to gain the necessary 60% to pass any given class and an online program is used to monitor the correct standards for the content that is delivered. All exams in the program will be proctored by an assigned summer school teacher.

Graduation

GRADUATION CEREMONY POLICY

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

All HCHS graduates must meet transition readiness and credit requirements in order to participate in the graduation ceremony.

1. Honor's Distinctions will be announced at the Spring Awards Celebration.
2. Seniors will complete their finals prior to the last day of school. Final grades will be calculated at this time.
3. A student who does not meet the requirements for graduation will not be allowed to walk the line on graduation night. The following items will be in place to ensure that the senior will know as quickly as possible if he/she will be able to graduate:
    A. By January 15 or within two weeks of the start of the Spring Semester, the counselor will instruct all seniors of their current graduation status.
    B. Teachers will correspond with students and student's parents who are in danger of failing a class.
4. Dress for graduation is the official cap / gown and the following:
    A. Appropriate /professional dress is required.
    B. Seniors MUST report to the Commons Area one hour prior to graduation and report to an adult that has been assigned to them. If the adult does NOT approve of the senior's attire, this will allow time for the senior to obtain the clothing necessary. Any senior that reports LATER may jeopardize his/her right to participate. Failure to comply with these requirements will result in not being permitted to participate in the graduation ceremonies.
5. No celebration instruments are to be displayed or used prior to dismissal.
6. Security, in the form of the Hancock County Sheriff's Department or Kentucky State Police, will be in attendance for crowd control.

GRADUATION REQUIREMENTS

Graduation Requirements for All Students

Twenty-six (26) credits will be required for graduation. (see Vocational School Requirements for Graduation for an exception to this total).

Local Requirements for HCHS Students to Graduate

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

Vocational School Requirement for Graduation

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

Certificate for Non-diploma Students

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

Certificate of Completion

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

Guidance Guidelines

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

Concurrent Enrollment Courses
Concurrent enrollment credit courses are those offered by HCHS for college credit.

Early College Courses
Junior students may apply by the end of their sophomore school year to participate in college classes taken off campus. If a student does not meet ACT requirements prior to college enrollment, those students are required to attend ACT Prep session(s) to increase ACT scores for future needs. College courses may not be retaken during the summer to meet high school credit requirements. If an Early College student is unsuccessful, they are required to return to HCHS and participate at this campus. Additionally, MAP scores should be at grade level for consideration for any non-traditional program.

Work Based Learning, Cooperative and/or Internship Opportunities
Hancock County High School and local businesses have partnered to create learning opportunities for on the job training. If a student does not meet ACT requirements prior to internships/work based learning/etc, those students are required to attend ACT Prep session(s) to increase ACT scores for future needs. Additionally, MAP scores should be at grade level for consideration for any non-traditional program. Students will be required to pass all classes while in any of the WBL, Coop and/or Internship programs.

Guidance Services
The HCHS Guidance Department seeks to assist all students with their counseling and guidance needs. Services include (a) course planning, (b) college/vocational planning, (c) group/individual counseling, (d) standard testing, evaluation, and test results interpretation, (e) orientation sessions, and (f) referral services, during all lunch shifts. In addition, students may schedule appointments with the guidance counselor.
Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The guidance counselor, the principal, assistant principal, or your teacher will be happy to try to help you with your problems. Seek help with your social or study problems! Recognizing problems and seeking help is half the battle.

HOME INSTRUCTION

Board Policy Regarding Home Hospital Instruction
Children not able to come or be transported to school shall be provided instruction at home or the hospital or appropriate placement. The instruction will consist of a minimum of two (2) visits per week with a minimum of one (1) hour of instruction per visit. This may be counted as equivalent to the attendance of one (1) child five (5) days in school (08.1312).

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

(08.1312).
6. State law prohibits students on home hospital instruction from participating in extracurricular activities.

ADDITIONAL ACADEMIC INFORMATION

Parental Conferences
The Administration and Faculty of Hancock County High School encourage parental conferences. Parents may make appointments for conferences with the staff by calling the school at (270) 927-6953.

Part-time Students
Upon approval of the principal, a married student who is responsible for family support may be considered for part-time status. Board policies do not provide for any other part-time students (09.1211)

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

Transcripts
Official transcripts are printed for every senior at the conclusion of the first and second semesters of their senior year. A student or parent may view the student's transcript at their request. Seniors are allowed to obtain one official copy of their transcript for free. A charge may be given for additional transcript requests. The one official transcript will be sent to the senior in the envelope containing his/her diploma. Students with outstanding fee balances will not be issued a second transcript until said fees are paid.

Withdrawals – Transfers
All students departing Hancock County High School MUST get a WITHDRAWAL FORM from the guidance counselor on the last full day of attendance. This form must be completed before copies of student records will be forwarded to any institution except those required by law. All fees must be paid, and all textbooks and technology must be returned to the guidance counselor. The student's guardian must sign the withdrawal paper.
Students eighteen or older who wish to terminate their education prior to graduating from high school must provide the school with written notification signed by parents/ guardians that they wish to withdraw from school. The student is to contact the guidance counselor concerning the desire to withdraw from school. The counselor will set up a conference with the parent and student. After the conference, the parent and student will be required to watch a presentation from the State Department of Education, which shows economic statistics and other information on potential problems of non-graduates. After viewing the presentation, the parent and student will return to the guidance office to sign the withdrawal papers.

Activities / Organizations / Clubs

Encouragement of Students to Participate
All HCHS Students are encouraged to participate in clubs, extracurricular, or co-curricular activities while enrolled at the school.

Extra Curricular Activities are those, which are not directly related to the academic curriculum.
HCHS offers the following extra-curricular activities:
Academic Team, Archery Team, Baseball, Fishing Team, Fastpitch Softball, Boys Basketball, Girls Basketball, Girls Golf, Boys Golf, Girls Tennis, Boys Tennis, Cheerleading, Cross Country, Football, Girls Volleyball, and Track.

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

Band (including Jazz and Pep Band), Choir, Musical Theatre, Beta Club, Esports, FCCLA, FFA, FBLA, Young Historians, and TSA.

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

Class Officers

1. The following offices shall be filled by secret ballot for each class during the first month of school; (a) president, (b) vice-president, (c) secretary, (d) treasurer, and (e) reporter.
2. To hold office, the candidate must have at least a 3.0 average.
3. Students must sign up with a sponsor and campaign for an elected office to serve as the student council.
4. All qualified nominees will be placed on a ballot to be voted on by each class.

Guidelines and Requirements for Activities

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

Community Activities

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

STUDENT ELECTIONS & EVENTS

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

For basketball and football homecoming there will be a king and queen for the senior class, as well as a prince and princess for the freshman, sophomore and junior classes combined. Each class will be sent a google form for nominating candidates. This nomination process will last no longer than 2 days. Candidates must accept or decline the nomination before their names will be accepted. During the next SWARM period, the students will all vote for two males/two females to represent their class during homecoming (senior students will vote for three males/three females to represent their class). The top two male/female candidates receiving votes for each class will represent that class during homecoming (top three for seniors). Lastly, a ballot will be made with all junior, sophomore and freshman representatives - these classes will make one last vote for prince and princess. The seniors will vote one last time for the Homecoming Queen and King.

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

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

All Hancock County High School Seniors and Juniors who are going to the prom will be sent a Google Form on the Monday prior to the prom to make nominations for King/Queen and Prince/Princess. A ballot will be developed and voted on at Prom where all Seniors and Juniors attending prom will be given a paper ballot to vote for their candidates of choice. Seniors and Juniors will only vote for their prospective classmates.

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

Faculty and staff members will elect the Mr. and Miss HCHS category.
Mr. and Miss Senior Individuals who respectfully represent the senior class Most Athletic Individuals who demonstrate superior athletic ability Most Likely to Succeed Individuals who will most likely make the most out of their life Best Dressed Individuals who demonstrate a keen sense of style
Most Talented Individuals who display superior ability in the fine arts Most Dependable Individuals who have high values and are responsible Wittiest Individuals who display a tactful sense of humor
Most School Spirit Individuals who actively support all aspects of Hancock County High School Most Congenial Individuals who go out of their way to be friendly to everyone Mr. and Miss HCHS Individuals who have earned the respect of the Faculty/Staff at HCHS. Mr. and Miss HCHS may hold another Senior Favorite category.

Supervision
It is the policy of this school and also state law that all students involved in school sponsored activities be properly supervised by authorized staff. All teachers and coaches who are responsible for supervising an activity must remain at school until all students leave for home. Students have the responsibility for making sure their ride is punctual. All students participating in activities not held on school grounds and sponsored by the school must be transported via a school bus or board van. The school is legally responsible for students on all extracurricular trips and the student is bound by the same rules of conduct as for regular school hours.

Procedures to Resolve Parent/Teacher Disagreements

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded, notwithstanding those forwarded through the official district tipline. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.
The goal of this section is:

- To establish a simple framework for addressing concerns.
- To provide for prompt resolution of concerns.
- To ensure that most concerns will be handled without resorting to the procedure beyond step 1 below. ● To assure the system has a procedure to receive citizen concerns in an orderly fashion to achieve the best possible educational program for students.

Step 1 - Direct Conversation with Teacher
When a student, parent or community member has a disagreement or misunderstanding with a teacher, the complainant should address the concerns to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the student and / or parent as soon as reasonably practicable, within 5 school days of the initial notification unless agreed upon by both parties.

Step 2 - Meeting to Include an Administrator
If the complainant or the teacher is not satisfied with the outcome of step 1, a meeting with an administrator will be arranged at a mutually convenient time. This step is to be informal and verbal.

Step 3 - Formal Process - Complaint Form Initiated
No further action will be taken beyond step 2 unless the complainant submits, in writing, a signed and dated

statement of facts giving rise to this concern, the name of the teacher involved and the remedy or solution sought.. This letter will be given to the administrator and will be filed with the Superintendent and/or Board of Education.

HARASSMENT/DISCRIMINATION, BULLYING, AND HAZING

Everyone in the Hancock County School District has a right to feel respected and safe. Consequently, the District prohibits discrimination and harassment because of sex, race, color, national origin, disability, religion, or age. Bullying and hazing are also prohibited.

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.

Harassment Examples: Examples of conduct or actions prohibited under this policy include, but are not limited to: ● Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;

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

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

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

Hazing is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to: 1. Violate federal or state criminal law;

2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding or exposure to the elements;
4. Endure brutality of a sexual nature; and
5. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

If any words or actions make you feel uncomfortable or fearful, you need to tell the school principal, the District Coordinators for Title VI, Title IX and Section 504, or the District Superintendent. You may also make a written report. Your right to privacy will be respected as much as possible.

We take all reports of discrimination, harassment, bullying and hazing seriously and will take all appropriate action to investigate such claims, to eliminate such conduct, and to discipline any persons found to have engaged in such conduct. The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of the School District's policy against discrimination, harassment, bullying, and hazing. A complete copy of the policies are available at the principal's office upon request.

The School District's Coordinator for Title IV, Title IX, and Section 504 are:

Nick Boling
83 State Route 3543
Hawesville, KY 42348
270-927-6914

nick.boling@hancock.kyschools.us

Aleta Sisk
83 State Route 3543
Hawesville, KY 42348
270-927-6914
aleta.sisk@hancock.kyschools.us

NOTICE TO INDIVIDUALS REGARDING TITLE IX SEXUAL HARASSMENT/DISCRIMINATION The Hancock County School District is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Nick Boling	Education Office for Civil Rights 400 Maryland
83 State Route 3543	Ave., SW
Hawesville, KY 42348	Washington, D.C. 20202-1100
270-927-6914	1-800-421-3481; 1-800-877-8339 (TDD)
nick.boling@hancock.kyschools.us	202-453-6012 (Fax)
Assistant Secretary for Civil Rights U.S. Dept. of	**OCR@ed.gov**

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

Title IX of the Education Amendments of 1972

Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX.

Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX.)

The District's policies and procedures for addressing reports and complaints of sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

Title IX Coordinator

Who is the Title IX Coordinator?

The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator's name and contact information are as follows:

Nick Boling
83 State Route 3543
Hawesville, KY 42348
270-927-6914
nick.boling@hancock.kyschools.us

Who can contact the Title IX Coordinator?

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How can I contact the Title IX Coordinator?
Any person can contact the Title IX Coordinator in person, by mail, telephone, or by electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Sexual Harassment Under Title IX
What is sexual harassment?
Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:
● A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
● Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or ● Sexual assault, dating violence, domestic violence, or stalking.

How does the District respond to reports of sexual harassment?
All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment. The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

What is a formal complaint of sexual harassment?
Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.
To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.
At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.
How does the District respond to formal complaints of sexual harassment?
Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below.
Title IX Policies and Procedures
● District Policy 03.1621 (Title IX Sexual Harassment – Classified Personnel)
● District Policy 03.2621 (Title IX Sexual Harassment – Certified Personnel)
● District Policy 09.428111 (Title IX Sexual Harassment – Students)
● District Procedure 09.428111 AP.1 (Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination)
● District Procedure 09.428111 AP.11 (Title IX Sexual Harassment Grievance Procedures) ●
District Procedure 09.428111 AP.21 (Title IX Sexual Harassment Reporting Form)
Copies of these policies and procedures can be accessed online at http://policy.ksba.org/Chapter.aspx?distid=43 or be requested from the Title IX Coordinator.

SB 19 requires an inclusion of a moment of silence during the first class of each day in all public schools. All students must remain seated and quiet in order to provide every student with the opportunity to use their moment of silence each morning.

HCHS Drug Testing Policy

Policy on Drugs
Hancock County High School is a drug-free, alcohol-free, vape-free, and tobacco-free campus. When a student possesses or has consumed an alcoholic beverage, controlled dangerous substance, look alike, non-controlled substance, or other intoxicant, the student will be disciplined according to policy.

Drug Testing Policies

Random Drug Screening. Hancock County High School has adopted a Random Drug Screening Policy for any student involved in extracurricular programs **and** those students who drive to school and those who choose to voluntarily be tested. Students who fall into at least one of those groups will have their names placed in a pool to be randomly screened. Refusal to test will result in loss of access to the group(s) to which a student belongs.

Drug screenings conducted by HCHS follow the Hancock County Board of Education policy: 09.423 AP.21 Drug Testing Procedures.

Extracurricular programs: Academic Team, Archery Team, Baseball, Fishing Team, Fastpitch Softball, Boys Basketball, Girls Basketball, Girls Golf, Boys Golf, Girls Tennis, Boys Tennis, Cheerleading, Cross Country, Football, Girls Volleyball, and Track.

Notice of Screening to Participants

Each student who plans to participate in athletics or extra-curricular activities, including driving to school, at the high school level and his/her parent or guardian shall be required to sign a written consent for drug testing at the beginning of the school year as a prerequisite to the student's participation in a program.

Drug Screening Procedures

Random Drug Screens may occur, at a minimum, four (4) times per year. Ten percent (10%) of students from the eligible groups outlined above will be randomly selected for screening. All drug screens will follow these procedures:

1. The test will be conducted in a confidential manner.
2. The test will be conducted by a school or district official.
3. A positive test will be confirmed by an authorized individual, such as a Medical Review Officer. Subsequent screenings will be at the parent's expense.
4. Student's refusal to test will be considered a positive test and subject to the disciplinary action outlined in school and district policy. A negative test from a medical facility must be provided within 24 hours to dismiss the disciplinary action.
5. For students who may exhibit signs of a "shy bladder" (failure to provide a sample for testing), the following policy will be used:
    a. Be provided with up to forty (40) ounces of clear fluid for consumption within a two-hour period.
    b. Shall stay within observation of school personnel until a sample can be provided.
    c. Failure to produce a sample within the school day will be deemed a positive result. The parent will be notified with an option of a blood test at their own drug screen expense.
    d. Any attempt by students to dilute the urine sample; or a diluted urine sample will be deemed a positive result.
6. Students who test positive will have 72 hours to provide medical documentation for legitimate evidence for a positive result. The district will determine the legitimacy of the evidence.
7. Parents will be notified by phone when a test occurs, whether positive or negative.

Drug Screening Result Consequences

Random Screening versus Reasonable Suspicion

Although the procedures for testing are the same for both random screening, the circumstances surrounding a positive test result may differ. A positive test result from a random drug screening indicates that the individual was impaired *within a given period of time* but does not indicate that the individual is *currently impaired.* A positive test result when under reasonable suspicion, however, indicates that additional evidence of current impairment exists at the time of the test. Therefore, the disciplinary action taken by the school and district are dependent upon those additional circumstances and evidence of current impairment. This does not preclude the possibility of a random screening of an individual who also is currently impaired at the time of the test.

Random Drug Screening Positive Test Consequences

First Violation

- (Initial Test) Students who test positive on the random drug test will have their driving privileges and extra-curricular participation suspended for an initial two (2) week period - this includes student athletes. **If the positive test occurs during the off-season, the two (2) week suspension will take place during the first two (2) weeks of the season for the sport they are involved in.** A negative test will end the testing

cycle until the next random testing period.

- A student who tests positive will be required to attend a mandatory counseling session. Parents will be invited to participate.
- (Follow-up Test) The student will be tested again after two (2) weeks.
- A second positive test will result in a mandatory suspension from driving privileges and any extracurricular participation for an additional two (2) weeks. A negative test will result in driving privileges and extra-curricular participation reinstated but will be placed on probation for two (2) weeks.
- (Final Test) A third positive test will be considered a Second Violation. A first negative test will require a second negative test in two (2) weeks. A second negative test will end the testing cycle until the next random testing period or 45 days (whichever comes first).

Second Violation

- A second violation occurs when either 1) a student who has previously tested positive on a random screening tests positive in a new testing cycle or 2) a student fails to test negative from the third first violation test. Students who receive a second violation will have their driving privileges and extra-curricular participation suspended for ninety (90) days.
- Student athletes will serve a mandatory suspension from the team or teams in which they are participating or are planning to participate determined by fifty percent (50%) of the regular season games allowed by the KHSAA, in conjunction with the 90 day suspension. Once the number of games suspended is determined, the suspension period may extend into the postseason.
- If necessary, the suspension will carry over to the next season or school year, which may include the student's participation with another team or organization and driving privileges.
- During the 90 day suspension period, the student will be required to attend drug counseling. ● The 90 days suspension may be reduced to sixty (60 days) and student athletes could have their suspension reduced to thirty percent (30%) of the regular season games allowed by the KHSAA, if the following conditions are met:
    - The student has two negative tests, with the second negative test being no less than thirty (30) days after the suspension begins; AND
    - Receives a recommendation from the drug counselor after completing the required sessions. ● At the end of the suspension period, a student will remain ineligible for extracurricular activities and driving privileges but no additional testing will occur unless reasonable suspicion of impairment exists. The student must provide a negative drug test, at their own expense, at the end of the suspension period in order to be eligible to participate in extracurricular activities and regain driving privileges.

Third Violation

- Students who test positive a third time during a random drug testing period will have their driving privileges and extra-curricular participation suspended for one hundred twenty (120) days. ● The athlete will face mandatory suspension from the team or teams in which they are participating or are planning to participate for one (1) calendar year from the date of the third positive test.
- After the third violation and before reinstatement of parking privileges or participation, the student must successfully complete a chemical dependency assessment by a certified chemical dependency professional. ● At the end of the suspension period, the student must submit to a new drug test. A positive result will result in a fourth violation.
- If the student tests negative, completes the required counseling session and is reinstated by the team/organization or have their driving privileges returned.

Fourth Violation

- The student will be suspended from all extracurricular activities and driving privileges for the remainder of their time at Hancock County High School.

Professional Discretion in Determining Testing

The procedures listed above are guidelines for the implementation of the HCHS Drug Testing Policy. The school and district reserve the right to supersede any of the guidelines in order to promote the safety and security of all students. School officials may use their professional discretion in regard to disciplinary actions that may result due to positive testing results.

Initial Exemption of Volunteer Testing

Any student who voluntarily participates in Random Drug Screening who is not a member of any of the above groups will receive an initial exemption from disciplinary action if parents agree to the student receiving drug counseling services. All subsequent test results will follow the policies outlined above on positive tests.

Participation Prohibited
During the suspension periods outlined above, participation in extracurricular activities is prohibited. This includes attending practice on days that the student does not have counseling and attending games located near the bench area but not in uniform. Students should not receive recognition with or for activities in which the student is involved during the suspension period.

Medical Policy

Illnesses – See Emergency Procedures

Immunization – See Enrollment Procedures

MEDICATIONS

Internal medicine, including aspirin, shall not be kept at school for the purpose of administering to students unless the following procedure is followed. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit. The School Nurse or Office Staff will keep a record of days and times medication is issued to students.
Students may take prescription and over-the-counter medicine brought from home if they use the following provisions:

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

Student Communicable Diseases
Hancock County High School Policy - According to Kentucky Senate Bill 207
If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the student's name will be reported to the Hancock County Superintendent's Office. The superintendent may order the student excluded from school for a time period in accordance with generally accepted medical standards. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the superintendent shall obtain from consultation with the student' physician, the local health officer, or the Kentucky Department for Public Health(09.213).

Miscellaneous Items

Field Trips
Because attendance at school and avoiding misbehavior is crucial to the success of students and their education, the following policy governs student participation in field trips.
Students are not eligible for field trips if they meet any of the following criteria the day prior to the scheduled event:

- **Students who are absent 5 or more days in a semester – UNEXCUSED – No exceptions will be made to this part of the policy, regardless of non-refundable reservations that have been made for the student.**
- Students that are failing in ANY of their classes (cumulative grade)
- Students that have spent more than 5 days in ISLA in a semester or currently serving ISLA days.

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

Lockers – P.E.
Lockers are provided for all freshmen taking physical education. Locks are provided for ALL students. All freshmen students are required to have a lock on their P.E. locker. Discipline can be issued for not having lockers locked. Because locks are issued, Hancock County High School will not be held responsible for items that are lost/stolen while in the PE Locker Room. P.E. lockers are for P.E. students only. Athletes and other students are not to use the P.E. lockers in the boy's and girl's locker rooms for storage of personal and/ or athletic materials.

Lockers – All Students
A locker with a lock will be assigned to each individual student. Students are not to change locker assignments without having received permission from school administration. This rule must be followed for your own protection. The student is responsible for damage to his/her lock or locker. Lock combinations can be changed, but it is the student's responsibility to maintain the combination. Discipline may be given to the owner of a locker that has been fixed to stay open.

The principal may inspect the student's locker with or without student permission or knowledge if the principal has reasonable suspicion that the locker contains stolen articles, weapons, narcotics, alcoholic beverages, drugs, or other evidence of a violation of the law or a school rule and for cleanliness. **Furthermore, it may become necessary for the principal or designated certified personnel to conduct a search of all student lockers.** This option will only be employed if it is felt the general safety of those within the school building may be in jeopardy. Locker searches will be conducted under the guidance of the administration. School employees may search lockers and searches will be conducted in parties of two. **Periodic locker checks are made for cleanliness**. Storage of food and drink in lockers creates bug problems. Storage of items, which will attract bugs, is prohibited and breaking this rule may require punishment. Students are reminded that the school allows use of lockers with the aforementioned provisions (09.436).
Lockers are the property of the Hancock County School System and, as such, they can and will be searched as the need arises.

The school is not responsible for any items taken from your locker. It is your responsibility to make sure your locker is locked and that you do not give your combination to any other individual. **Students are required to have a lock on their P.E. locker.**
Note: Any item that is left in a locker at the end of the school year will be sent to the local FRYSC Office or Help Office for distribution.

Lost and Found
Students who find lost articles are asked to take them to the office. Students who have lost items should notify the school receptionist. All items turned in to the office will be kept for three weeks. If the item is not claimed, it will be turned over to FRYSC for distribution to the needy of our community.
Pictures
Underclassmen: a photographer selected by the Hancock County Board of Education during a bid process will take underclassmen photos for the Yearbook. Additional photographs may be taken during the spring if sufficient interest warrants.
Seniors: Bids will be requested in the spring, before your senior year. The photographer awarded the bid will be the official photographer for the senior Yearbook pictures. All seniors are required to make an appointment for one free sitting with the photographer at school – otherwise, the senior's picture will not be printed in the Yearbook. The company receiving the board bid must provide photos for the Yearbook and newspaper.
Students are responsible for pick-up and paying for any pictures ordered through the photographer. Problems regarding photos or a request for reprints should be made to the photographer. ALL STUDENTS are required to have one picture made for school record purposes.

Landline Telephone Use
Improper use of the school's phones will result in discipline. **Under no circumstance shall a student use a phone in the classroom. Student use of the school's phone system is limited to the main office.**

Cell Phone Policy
HCHS/HCPS adheres to current policies and procedures put forth from state and national legislature. HCHS/HCPS is NOT responsible for lost, broken, or stolen cell phones or electronic devices. Per HB208, cell phones and personal devices (including but not limited to phones, smart watches, etc) shall not be accessible or visible and are prohibited during instructional time. Exceptions would be only if used as an instructional tool and included in a teacher's lesson plan. (HB208)

Cell phones are not to be visible. Smart watches are to be put on DO NOT DISTURB and ear buds are not allowed.

HCHS is not responsible for lost devices and discourages bringing devices to school. Use of personal electronic devices (including cell phones, smartwatches, gaming devices, etc.) is prohibited during instructional time and during any state assessments, UNLESS used for a specific purpose supported by the teacher.

Unauthorized use may result in device confiscation along with discipline measures listed in the behavior section, and a parent may be contacted to pick up the device. Administrators reserve the right to return devices directly to the parent/guardian. Any form of digital recording is prohibited in all areas of the building without prior approval from a teacher or administrator.

Social Media Policy
Students are prohibited to be on social media at any time during the school day. Exceptions would be only if used as an instructional tool and included in a teacher's lesson plan. (HB208)

If a parent needs to send a message to a student during the school day, please contact the front office at (270) 927-6953 and we will deliver the message to your student. Students using cell phones during the school day, even when communicating with parents, will be disciplined according to the school's code of conduct.

Paging Devices
Students Granted Permission: Members of volunteer fire departments or a volunteer emergency medical service organization shall give written notice from the head of the organization, to the school administrator of the intent for the student to carry such a device.

Valuables
Students should not leave valuables where they may be picked up, nor should valuable items be shared with other students. **This is one of many reasons it is crucial that student lockers remain locked at all times and lockers are not shared by those not registered by the front office.** The school cannot be responsible for stolen or misplaced articles. Personal items need to be left at home. Students who have lost personal items need to check the office first to see if the item was turned in. The Hancock County School District does not have insurance to cover the cost of a student's or staff member's personal items that are lost, stolen, or destroyed on school property or at a school event. If you have lost an item, make sure you come to the office to claim the item within three weeks of the loss. If items are not claimed, they will be given the FRYSC to distribute to the needy of our community. **Note: Any item that is left in a locker at the end of the school year will be sent to the local FRYSC Office or Help Office for distribution.**

Participation in Volunteer Fire Department & Medical Service Organizations
Students who participate in the Volunteer Fire Department and/or Volunteer Medical Service Organizations for the surrounding community may carry an organization-issued paging device. As part of the agreement between Hancock County High School and area emergency services, participating students may be checked out by authorized emergency supervisors to assist in efforts as long as those students are in good academic and disciplinary standing. These absences are considered excused per Section B of the Attendance Policy.

Visitors
The staff of Hancock County High School encourages parents to visit our school. ***All visitors, including former students and parents, are asked to check in at the main office upon arriving at the school and obtain a visitor's pass.*** All visitors must have some form of valid identification, such as a driver's license. Visitors are expected to leave promptly when their business is completed and abide by school codes and regulations while visiting. Organizations wishing to visit the school on a regular basis (such as the Armed Forces) must contact the principal to establish an approved schedule for visitation.

HCHS Student Technology Device User Agreement

Device User Agreement
Students and parents need to understand the responsibility that we all have for proper use and care of these educational devices. The Device User Agreement MUST be signed by all users before any school assigned device will be allowed to go home.

Goals for Student Users

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

Guidelines

Student use of technology falls under the District Acceptable Use Policy for technology. Internet and device use will be monitored through district level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on student devices or school assigned cloud are the property of the school district and subject to review and monitoring.

Students should NOT:

- Exchange devices with another student.
- Disable devices or applications
- Remove the Mobile Device Management (MDM).
- Install apps from anywhere other than those found in the Self Service app.
- Add email accounts other than school email.
- Delete district accounts.
- Reset the device to factory defaults/formatting.
- Put the device in any case other than the case issued by the school.

Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school's discipline code.

Using the Device

- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- If a stylus is used it must be a "capacitive" stylus.
- Charge the device only with the included charger and using a standard wall outlet for your power source.
- Have the device fully charged and ready for use during the school day.
- Students are expected to keep notifications disabled to minimize distractions.
- Keep the device away from extreme heat and extreme cold.

Reporting Technical Issues

Any errors, problems, damage, or misplacement of student devices should be reported as soon as possible to the IT Department at HCHS.

Security

Students should set a security passcode on his/her device. This passcode should be known only by the student to ensure the device is only used by the designated student. The school district has the right to bypass the security code with justifiable reason.

Homebound/ Students Not at School

Homebound students without wireless internet access at home will still be allowed access to his/her device but will be expected to download materials needed before going home.

Care and Responsibility

Proper care of the student device through the school year and returning at the end of the school year with all accessories are the responsibility of the student. Students not returning their device will be assessed the value of a replacement and will not be issued a device the following year until all balances are paid from the previous year (lunch, previous damage, etc.).

- Students are only to utilize the device for instructional purposes during class time.
- Be responsible for adequate care and upkeep of the device.
- Report any issues immediately.
- Intentional damage results in school disciplinary consequences plus costs for repair/replacement before the students may be issued another device.
- Any threatening or bullying of other students or possession or distribution of pornography of any kind will result in appropriate school discipline and possible charges filed

Insurance
Insurance can be purchased for only $15. With insurance the student would be responsible for costs as listed below:

- 1st time for repair of student issue--$0.00
- 2nd time for repair of student issue--$30.00
- 3rd time for repair of student issue--$60.00
- 4th time for repair of student issue--Full repair cost

Note: Damage considered beyond normal wear and tear may result in a full replacement cost, regardless of insurance.

Replacement Costs Without Insurance

- Lost or beyond repair of device: $325.00
- Battery: $75.00
- Device Screen: $150.00
- Damaged/Lost Cover: $40.00
- Camera: $75.00
- Home Button/Charging Port/Headphone Jack: $75.00
- Prices are subject to change due to availability

Device Case
Devices must be kept in school issued cases. If the case is damaged beyond being able to protect the device the student is responsible for the replacement cost of the cover.

School Safety

Fire, Tornado, Earthquake, and Lock-down Drills
Fire, Tornado, Lockdown, and Earthquake drills are held periodically during the school year. Upon hearing an alarm, all students are expected to follow proper procedures related to the type of alarm being given and follow prescribed directions of certified school personnel. If the alarm requires you to go outside, move away from the building for safety. Each alarm must be regarded as real!!!
School Safety Procedures
Students are expected to follow the directions of school staff during all safety events. Failure to comply with directions may result in disciplinary action.

School Based Decision Making Council

Two elected parents and three elected teachers serve on the Hancock County High School Based Decision Making Council (SBDM). Parent council members are elected for two years and we elect a parent each year to meet the rotating requirement set forth in the by laws. Two teachers are elected and rotate with the third elected teacher every other year. SBDM meets monthly and makes policy on the following: Curriculum, Assigning staff time, School schedules, School Space, Instructional practices, Discipline and classroom management, Extracurricular programs, technology use, etc. SBDM does not address personnel issues nor does it focus on the operations of the school. SBDM members are required to attend annual training and attend every meeting.

Student Code of Conduct & Discipline

Expectation of Acceptable Behavior
Students are responsible for exhibiting exemplary behavior when on the school campus and when representing the school outside of the school campus. Students are expected to know and abide by all policies and regulations in the DistrictCode of Acceptable Behavior and Discipline, the Hancock County High School Student Handbook, and in co-curricular and extra-curricular activities in which they are involved. Administration reserves the right to assign ISLA, alternative or other placement based on student need and behavior consequences.

Basis of Code of Conduct

- Discipline Code: At a minimum, Hancock County High School adheres to the *District Code of Acceptable Behavior and Discipline*. See that documentation for more information.
- Repeated Warnings will not be given for unacceptable behavior.

- Discipline may be carried over from year to year.
- In-School Learning Area (ISLA) may be used for short-term or long-term behavior consequences.
- Hancock County Alternative Program (HCAP) may be used as placement based on student need and behavior consequences.

STUDENT CODE OF CONDUCT

Students shall be expected to follow a standard code of conduct that includes appropriate dress and appearance, respect for others, and compliance with school rules and procedures.

Dress and Appearance

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, which, in the judgment of administration, disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited. **School administrators may address any form of personal appearance which distracts from the educational mission of HCHS.**

The criteria below do not constitute the only possible violations of the dress code, but all students must abide by these regulations. All students shall be clean in their dress and personal appearance. Shoes must be worn at all times. "Inappropriate" items listed below are those considered obscene, vulgar, or disruptive of the educational process. **No form of dress that creates a disturbance or creates unusual attention is acceptable**.

The following types of clothing and related items are NOT ACCEPTABLE:

- Clothing bottoms shorter than above the fingertips
- Clothes with excessive tears or holes, especially above fingertip length
- Midriff tops (no exposed skin when sitting or standing)
- Spaghetti strap tops (must be at least one inch width)
- Backless clothing
- See-through clothing (unless clothing underneath is in compliance)
- Visible underwear (including biker shorts or shorts under pants)
- Clothing which displays profanity, suggestive phrases, alcohol or drug advertisement, expresses violence, suggests racial bias, or is gang-related
- Visible cleavage
- Headwear including but not limited to bandanas, scarves, visors, caps, hats, coat hoods, hooded sweatshirts ○ All headwear must be removed before entering the building
  ○ Hooded items may be worn to school but may not cover the head while inside the building
- Sunglasses (unless prescribed by a physician-must be on file)
- Inappropriate piercings, tattoos, or other body modifications
- Pants below waist level
- Sleepwear including pajamas, nightgowns, house shoes (slippers), blankets, and pillows
- Costumes (except on approved days)
- Tight-fitting clothing that reveals human anatomy
- Inappropriate accessories
- Blankets as part of clothing (i.e. as a jacket or wrap)

Hall Passes

HCHS uses SMART PASS for hallway monitoring. Students are responsible for obtaining a hall pass prior to leaving any classroom or instructional area. Those students who are excused from class during a given period must use a hall pass. If requested, a student must present the hall pass to any teacher. Students are required to get permission before leaving a classroom. Any student not in compliance will be considered "out of area" and is subject to disciplinary action.

Leaving the School Building

When students arrive at school, regardless of the mode of transportation, the expectation is that they promptly enter the building upon arriving on campus grounds. Once in the building, students are not permitted to leave the building at any time, regardless of whether classes have started for the day. Students must remain in the building until being dismissed at the end of the school day, with the following exceptions:

- When a student driver must retrieve an item from their vehicle, they must get permission from the front office and be accompanied by a staff member.

- When a teacher or staff member authorizes students to go to another part of the campus grounds, including but not limited to the track, football field, athletic building, or diesel program facilities for educational purposes. Adult supervision is required.
- When following check-out procedures outlined elsewhere in this handbook.
- When safety procedures require the building to be vacated.
- In other circumstances determined by administration.

Students who leave the school building after arrival will be considered out-of-area and will be subject to disciplinary action.

Leaving the Classroom
Students must have a hall pass when leaving the classroom. Only one student is to leave the classroom at a time and that student **must use** a hall pass from the teacher. If more than one student is leaving the room with a hall pass they must be going to the same area. Leaving a classroom without the teacher's permission can result in an assignment to the ISLA. Students must have permission from the teacher to leave during SWARM to visit another teacher's classroom.

Leaving Campus During School Hours
If it is necessary to leave the school or the school grounds during school hours, the student must come to the front office and sign out. Permission to leave must be given, by a phone call from the parent, and by principal or assistant principal. Leaving school without permission is classified as skipping school. Appointments of all kinds should be made after school hours whenever possible. After the last assigned class, the student must clear the building within ten minutes or report to the office to get permission to stay.

Acceptable Use of Parking Areas
As noted elsewhere in the Student Handbook, driving privileges may be revoked if a student is in violation of the expectations set by the school. Additionally, all school rules apply to any campus grounds, including but not limited to the parking areas surrounding the school. Students who violate those rules on campus grounds may be subject to disciplinary action.

STUDENT DISCIPLINE

Disciplinary Procedure
School personnel will follow these steps in conducting disciplinary actions:

1. Confer/investigate with parties concerned as soon as possible.
2. Students will be afforded Due Process.
3. Assign consequences defined by the Code of Conduct.
4. Notify a legal guardian by phone, letter, email, or message as soon as possible.

Discipline Recorded in Infinite Campus
Discipline events are recorded in Infinite Campus. Discipline events CANNOT be removed without appeal. Only the assistant principal or principal has the authority to remove a disciplinary record once it is entered.

Positive Behavior Intervention Supports (PBIS)
Hancock County High School uses the PBIS framework for its disciplinary consequences. There are two types of behavior incidents: *Minor* and *Major*. Both minor and major behaviors are recorded by HCHS staff on an Office Discipline Referral (ODR). An administrator tracks each ODR and uses that information to determine appropriate consequences for student behavior.

Minor Behaviors: These behaviors are typically handled by the classroom teacher. Consequences are determined within the classroom. However, when a student accumulates multiple minor behavior ODRs, the behavior is considered *Major*.
Major Behaviors: These behaviors are typically handled by a school administrator and are more serious than minor behaviors. Consequences are determined by the administrator.

PBIS Classroom Guidelines for Minor Behaviors
In any given class period, minor behavior responses are as follows:

- 1st Minor Behavior: Staff Response (Staff Records Minor on ODR)
- 2nd Minor Behavior: Staff Response (Staff Records Minor on ODR)
- 3rd Minor Behavior: Now a Major Behavior. Student Referred to Administrator (Staff Records Major on ODR)

Cumulative Minor Behaviors

If a student accumulates nine (9) minor behavior office discipline referrals from any combination of classes within a grading period, the 10th minor will automatically be considered a major and administrators will take appropriate disciplinary action, which may include ISLA placement. The ODR count for minor behaviors will reset each grading period.

District Discipline Levels & Types

The Hancock County School District has four behavior levels listed in the *District Code of Acceptable Behavior and Discipline* . Levels I and II are considered minor behaviors and Levels III & IV are considered major behaviors. Depending on the behavior incident, the following types of discipline may be used:

- Teacher response action (i.e. verbal reprimand, withdrawal of privileges, special assignment, parent conference)
- Administrator response action (i.e. schedule change, assignment to counseling, loss of privileges, temporary removal from class, ISLA placement, temporary suspension from school, suspension pending alternative placement, suspension pending Board Hearing)
- District response action (i.e. Placement in alternative setting, other Board action, expulsion) The levels and types outlined here and in the district disciplinary code are not meant to be an exhaustive list but rather a guide of possible actions that may be taken for behavior incidents. Each incident is treated on a case-by-case basis.

HCHS MAJOR/MINOR BEHAVIOR DEFINITIONS & POSSIBLE CONSEQUENCES

The table below outlines the definitions of Major and Minor Behaviors as well as possible consequences. This is not a comprehensive list and school administrators reserve the right to address any student behavior that disrupts the learning environment or threatens the safety of self or others. Additionally, administrators may use their professional discretion in determining actual consequences for specific behavior incidents. **As always, criminal activity must be reported to law enforcement.**

Infraction	Severity	Definition	Action (All Require ODR)	Possible Consequence
			Teacher-Level Admin-Level	
Abuse of Teacher	**Major**	**Behavior beyond control.**	**X**	Minimum 3-5 days of ISLA, Suspension, Possible Alternate Placement
Arson	**Major**	**Plans or Participates in malicious burning of property**	**X**	Suspension pending expulsion or alternate placement
Bomb Threat/False Alarm/Threat of Violence	**Major**	**Plans or Participates in the act of delivering a message concerning possible explosion or violence.**	**X**	Suspension pending expulsion or alternate placement
Bullying	**Major**	**Delivery of direct or indirect verbal, physical, or social behavior that includes intimidation, teasing, threat, or name calling.**	**X**	Minimum 15-20 Days of ISLA, Possible Suspension, Possible Alternate Placement
Cell phone or personal device (to include smart watches, ear buds, any other personal device)	**Minor**	**Visible to the teacher. (not in use)**	**XX**	1stOffense: Informal warning 2nd offense: loss of device for the day 3rd offense = major
	Major	**Using the device without authorization during the school day.**	**X**	**Additional Consequences at administrative Discretion, including Suspension and/or alternate placement;* Loss Of device and/or 1stOffense: 1-3 Days ofISLA 2ndOffense: 3-5 Days of ISLA 3rdOffense: Minimum 5 Days Of ISLA
Cyber-Bullying	**Major**	**When any individual is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted using the Internet, interactive and digital technologies or mobile phones.**	**X**	Minimum 15-20 Days of ISLA, Possible Suspension, Possible Alternate Placement

	Major **Minor**	**Threatening and confrontational (aggressive) ignoring of staff directives; Excessive sleeping. Dismissive and rude messages to adults or students.**	 **X**	**X**	ISLA Placement, Temporary Removal from Classroom, or other consequence depending on circumstance Staff Response
	Major **Minor** **Major**	**Confrontational or argumentative messages to adults or students.** **Noises, refusal to settle down, or being out-of-seat that affect a small group.** **Throwing, yelling, or continued minor disruptions that affect the whole class or area.**	 **X**	**X** **X**	Minimum 1 Day of ISLA, Possible temporary removal from class, Possible suspension Staff Response Minimum 1 day of ISLA, possible temporary removal from class, possible suspension. Additional offenses have a minimum of 3 days of ISLA
Dress Code Violation	**Major**	**Wearing items that violate guidelines. Hats worn during the school day must be placed in the front office until the end of the school day.**		**X**	1st Offense: Administrator Conference 2nd Offense: Formal IC Warning 3rd Offense: 1 Day of ISLA All other offenses are considered defiance and receive a minimum of 2 days of ISLA
Driving Infractions	**Major**	**Violations of parking lot expectations such as but not limited to driving through grass, not leaving the vehicle upon arrival, revving engine, squealing tires, cutting through the line, driving in an unsafe manner, excessive noise or music from vehicle**		**X**	Warning, Possible ISLA Placement, Possible Temporary Suspension of Driving Privileges, Permanent Suspension of Driving Privileges, Additional Consequences per Administrative Discretion
Gang Affiliation Display	**Major**	**Gestures, dress, or speech affiliated with a gang or known hate group.**		**X**	Possible Suspension, Minimum 5 Days of ISLA, Possible Alternate Placement

Harassment	**Major**	**Inappropriate,unwanted touching, unacceptable written/verbal comments, photos,gestures,or behaviors based on race,color,national origin,age,religion, sex,or disability . To include social media or digital platforms.**		**X**	Suspension,Minimum 20DaysofISLA, PossibleAlternate Placement
Hazing	**Major**	**Causing Mental,physical,or other harm for the purpose of initiation.**		**X**	PossibleSuspension, AlternatePlacement, or Expulsion

Inappropriate DisplayofAffection	**Minor**	**Showing physical affection inappropriate for public view.**	**XX**	1stOffense: Informal warning 2ndOffense: Formal IC warning 3rdOffense: 1 Day of ISLA 4th Offense: 3-5 Days of ISLA
	Major	**Engaginginanysexualcontact, verbal/physicalgestures/contacto fa sexualnaturetoanotherindividual.**	**X**	Suspension,Alternate Placement
Inappropriate Language Inappropriate Location (OutofArea) Insubordination	**Major Major Major**	**Profanity, slurs, Or derogatory gestures with self objects. Located outside unauthorized while on schoolproperty and/or under school supervision. Failing to comply with staff directives.**	**X X X**	Minimum1DayISLA; repeated offenses will result in additional consequences FirstOffense: 1 Day of ISLA Second Offense: 2 Days of ISLA Third Offense: 3 Days of ISLA Additional Offenses mayresultinAlternate Placement And/or Suspension Minimum1DayISLA; repeated offenses will result in additional consequences
Lying	**Minor**	**Delivery of an Untrue Statement.**	**X**	StaffResponse
	Major	**Delivery Of A Message That Deliberately Violates School rules.**	**X**	Minimum Day of ISLA;repeated offenses will result in additional consequences
PhysicalContact, Aggression,and /or Fighting	**Minor**	**Horseplay(pushing,shoving,grabbing, "goofing off,"touching,kicking,etc.) without intent to harm.**	**X**	Minimum of 1 Day of ISLA
	Major	**Physical or severe aggression toward another individual with intent to harm. (may include social media)**	**X**	Suspension,Removed bySRO,Minimum 15-20DaysofISLA, PossibleAlternate Placement
Plagiarism/ Copying	**Minor**	**Copying From Website rather that the student's own work.**	**X**	Teacher Discretion. Students must redo work. Possible ISLA.
	Major	**Deliberately taking another's work and using it as one's own.**	**X**	1-3 Days of ISLA. Students must redo work.
Property Misuse/ Vandalism	**Minor**	**Damage to school property that can easily be cleaned or corrected.**	**X**	Staff Response, possible ISLA,

				Restitution

	Major	**Destruction or disfigurement property that cannot be cleaned or corrected.**	**X**	Minimum Days of ISLA,Possible suspension,Restitution
SkippingClass	**Major**	**Leaving Or Missing Class Or School grounds without permission.**	**X**	Minimum Days of ISLA
Tardy	**Minor**	**Arriving To Class After Class Has Started (canbecomeMajor).**	**X**	StaffResponse,Mark as AbsentinIC
	Major	**Every 5th Tardy to school OR class**	**X**	1DayofISLA
Technology Violation (including social media HB208)	**Minor**	**Off task usage (school or personal device).**	**X**	StaffResponse, PersonalDeviceto Office,PossibleISLA
	Major	**Engaging in serious and inappropriate use of school or personal devices.**	**X**	**Additional consequences administrative discretion,including suspension and/or alternate placement;* LossofTechnology and/or 1stOffense: 1-3 Days ofISLA 2ndOffense: 3-5 Days of ISLA 3rdOffense: Minimum 5 Days Of ISLA
Theft/Forgery Threats	**Major** **Major**	**Theft from peers or adults; removing items without permission from classroom,locker,orschoolarea; Possession Of Stolen Items ;Passing on stolen items to others; Signing for someone else's work or property. Falsifying documents and absence excuses. An Expression Of Endangerment To others through pain,injury,or other harm.**	**X** **X**	Minimum 10-15 Days oflSLA,Possible Suspension, Restitution,Possible AlternatePlacement Suspension,Possi ble suspension pending ThreatAssessment, Minimum 5-10 Days Of ISLA,PossibleAltern ate Placement
Transportation Violation	**Minor**	**Violations that occur per District Code Acceptable Behavior and Discipline That Don't Warrant Immediate serious disciplinary action.**	**X**	Warning,Possible TemporaryRemoval fromBus Transportation, PermanentRemoval fromBus Transportation,IS LA placement
	Major	**ViolationsthatoccurpertheDistric t CodeofAcceptableBehaviorand Discipline That Warrant Immediate serious disciplinary action.**	**X**	PossibleTemporary RemovalfromBus Transportation, PermanentRemoval fromBus Transportation,IS LA placement
Truancy	**Major**	**BeingidentifiedasTruantperHC S guidelines**	**X**	PossibleAlternate Placement,District DisciplinaryAction

Use/Possession of Combustibles or Sprays	**Major**	**Possession of substance/objects (including fireworks or sprays) capable of causing bodily harm and/or property damage. Offering for sale or offering to others is a more serious offense.**	**X**	Possible Suspension, Possible Alternate Placement, 20 Days of ISLA *Severity depends on nature of substance
Use/Possession of Drugs/Alcohol	**Major**	**Possession or use of drugs or alcohol on school grounds. Offering for sale or offering to others is a more serious offense.**	**X**	Suspension, Alternate Placement
Use/Possession of Tobacco, Alternative Nicotine, or Vapor Products **Use/Possession of Weapons**	**Major** **Major**	**Possession or use of tobacco or vapor products (nicotine) on school grounds. Offering for sale or offering to others is a more serious offense.** **Possession or use of weapons on school grounds. Weapons include any object that will cause bodily harm or mental distress to school staff or peers. Offering for sale or offering to others is an additional offense. This includes "look alike" weapons such as trainers or cosplay weapons still capable of harm.**	**X** **X**	1st Offense: 3 Days of ISLA and cessation assignment. 2nd Offense: 5 Days of ISLA and cessation assignment. 3rd Offense: 10 Days of ISLA and cessation assignment. 4th Offense: 15 Days of ISLA, Possible Alternate Placement *Selling/Offering is minimum 15 days of ISLA, Possible Alternate Placement Suspension, Suspension pending Threat Assessment, Alternate Placement

Excessive Classroom Disturbance
In addition to the PBIS Classroom Guidelines, any combination of excessive classroom disturbances may result in additional disciplinary action at the discretion of the administration.

Bus Discipline
Bus discipline will be handled according to the District Code of Acceptable Behavior and Discipline.

Spectator Code of Conduct & Discipline
Students who attend any school-sponsored or school-related events as participants or spectators are expected to abide by all school and district policies. Students who violate the Spectator Code of Conduct may be subject to appropriate disciplinary action as determined by school administration. This includes but is not limited to being banned from future school events See the Spectator Code of Conduct for specific expectations.

Refusal of Consequences
Any student who refuses to comply with ISLA placement or any other behavior consequence will be subject to suspension and will serve ISL upon return to school.
The school reserves the right to initiate additional disciplinary action, including change of educational setting to an alternative placement.

Professional Discretion in Disciplinary Consequences
In order to promote a safe and orderly environment for learning of all students, school administrators may operate with professional discretion in determining disciplinary consequences. The Behavior and Possible Consequences Chart above is not intended to be the limit of potential disciplinary action but rather the starting point. Students may appeal disciplinary decisions.

Repeated Violation and Disciplinary Consequences
When repeated violations or multiple suspensions have transpired but a student still continues to have disciplinary issues, the school reserves the right to initiate a change of educational setting to an alternative placement, suspend pending a Board Hearing, or pursue expulsion, as defined in the District Code of Acceptable Behavior and Discipline. Additionally, if a student does not respond to intervention after being placed in ISLA, the school may pursue further disciplinary action. Students who have served more than 20 days of ISLA during the school year will be referred to the Board for alternative placement.
Administration reserves the right to withhold students from participating in any "Reward Day, including Field Day, Prom, Graduation, or any other school sponsored events for those who have spent 15 or more days for the year in ISLA.
Additionally, students who are in ISLA may not attend or participate in school sponsored events while serving ISLA.

Administration reserves the right to assign alternative education placement for excessive or repetitive ISLA days or behaviors. Students who are in alternative placement are not allowed to attend or participate in any school sponsored events or activities.

Additional Charges
Depending on the behavior incident, the school may work in conjunction with the School Resource Officer and/or law enforcement officials to file criminal charges against the student in addition to the school or district level disciplinary consequences. This includes but is not limited to fighting, theft, vandalism, bullying, harassment, hazing, threats, abuse of a teacher, truancy, and the use or possession of any unlawful or prohibited item.

Court Designated Worker
Once a student reaches a disciplinary level that is beyond the scope of the school's ISLA program, the school may turn that student over to a Court Designated Worker. A CDW may also be assigned if charges are brought against the student for a behavior incident.

Recommendation for Counseling
In addition to the punitive responses for behavior incidents, the administration reserves the right to recommend guidance counseling as part of the restorative consequences.

DEFINITIONS FOR PROHIBITED ITEMS & ACTIONS

The following prohibited items, actions, and behaviors are listed below in alphabetical order.

Bags and Backpacks
Athletic bags, backpacks, purses or any other carrying satchel of any size ARE NOT allowed in the classroom and may not be worn during the school day. These items must be kept in lockers. When students arrive at school, bags must be put in lockers immediately.

Bathroom Behavior
No food or drink is allowed in any bathroom at any time. Students who bring food or drink into the bathroom are subject to disciplinary action. Additionally, any act that defaces, damages, or destroys bathroom facilities will be considered an act of vandalism. Students who loiter in the bathroom and are not actively using the facility may be considered out-of-area and may also be subject to a probable cause search per district policy.

Blankets and Pillows
Blankets and other wrap-style materials are not allowed to be carried or worn before, during, or after the school day. Pillows and other similar items are also not allowed.

Bullying versus Peer Conflict
Definition of Bullying: Bullying is unwanted, aggressive behavior among school aged peers that often takes place repeatedly over time or has the potential to be repeated, over time. Generally, bullying occurs when the perpetrator has a real or perceived power imbalance over the victim.

Peer Conflict: Peer Conflict is a mutual disagreement between peers or among groups of peers. It is considered a conflict between people of equal or similar power; friends. It occurs occasionally and is an unplanned situation where the offender(s) are not seeking power or attention.
Consequences: Both Bullying and Peer Conflict are subject to disciplinary action.

Cheating or Plagiarism
Definition of Plagiarism: Plagiarism means using another's work without giving credit. You must put others' words in quotation marks and cite your source(s) and must give citations when using others' ideas, even if those ideas are paraphrased in your own words. The use of AI generated answers is considered plagiarism.
Definition of Work: "Work" includes "original ideas, strategies, and research" in writing, art, graphics, computer programs, music, and other creative expressions. The work may consist of writing, charts, pictures, graphs, diagrams, data, websites, or other communication or recording media, and may include "sentences, phrases, and innovative terminology," formatting, or other representations.
Definition of Source: The term "source" includes published works (books, magazines, newspapers, websites, plays, movies, photos, paintings, and textbooks) and unpublished sources (class lectures or notes, handouts, speeches, other students' papers, or material from a research service).
Plagiarism Prohibited: Using words, ideas, computer code, or any work by someone else without giving proper credit is plagiarism. Any time you use information from a source, you must cite it. (Adapted from UC-Davis, 2005).

Drugs or Alcohol
Board Policy: No pupil shall purchase, possess, attempt to possess, use, be under the influence of, or sell, or transfer any alcohol, controlled drug substance, or any substance which "looks like" a controlled substance, possesses drug paraphernalia, dangerous non-controlled substances and/or other intoxicants, on or within 1000 feet of school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity. Violation of this policy may result in suspension from school. Intent to distribute will result in expulsion.
Controlled Substance: Controlled substance is defined to be any substance or immediate precursor listed in Chapter 2l8A of the Kentucky Revised Statutes or any other substance, which may be added by the Kentucky Cabinet for Health and Family Services under regulations pursuant to KRS 218A.020. (09.434)
Prescribed Medication: Use of a drug authorized by a medical prescription from a registered physician and registered to the person possessing or taking the drug, shall not be considered in violation of this policy. The student must have a plan on file in the health room office.
Grounds for Removal: Drug or alcohol violations may also constitute reason for suspension or dismissal from athletic teams and/or other extra-curricular activities. Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within 1,000 feet of school premises, on a school bus, or at a school sponsored or sanctioned event (09.423).
Under the Influence: If a student is suspected of being under the influence of drugs or alcohol, the sheriff's department and parent will be called. A recommendation will be made to the parent to have the student tested for the presence of drugs or alcohol in the student's blood. The school/district may reserve the right to suggest a specific facility to conduct the test, including but not limited to tests utilized by the district.

Cost of Test: If the drug or alcohol test is taken and is negative the district will pay the cost of the test. If the student test is positive the parent/student will pay the cost of the test. Students who are deemed under the influence while at school will be suspended pending a board hearing, and students on athletic teams will be dismissed for the season.
Refusal to Test: If the parent refuses to have the student tested, they will be considered under the influence and will receive district level disciplinary consequences.

Falsified Notes or Phone Calls
Any student found falsifying check in or check out, absences notes,or phone calls from parents will be considered skipping and forgery; no further check in or outs will be possible during that school year without a parent personally checking that student in or out. School discipline and loss of school parking privileges may also occur.

Fighting
Hancock County High School has a zero tolerance policy on fighting. Any fighting, physical or verbal, is prohibited. Assault charges may be pursued through the county attorney's office. All parties physically involved will be

immediately subject to disciplinary action.

Food & Drink in Classrooms
Teachers and staff reserve the right to prohibit food and drink in the classroom. Water is allowed if in a clear, closable bottle.

Leaving the School or the School Grounds
Leaving Prohibited: No student shall be dismissed early from school without permission from the principal or their designee. Any student who leaves the school grounds without permission from the principal shall be subject to appropriate disciplinary action, including assignment to ISLA or suspension.
Permission Required: No student shall be dismissed early from school without permission from the custodial parent. If the student is to be picked up, the parent/guardian or parental designee shall report to the Principal's office. A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such cases, the student's parents shall be notified at the earliest opportunity (09.1231). Emancipated students may sign for their own dismissal when approved by an administrator. In most cases a call to the parent will be required. Students attending an early morning session sanctioned by the school must have parental permission to leave school grounds. Examples of sessions include: weightlifting, sports practices, play practices, tutoring, etc.

Public Displays of Affection
The only acceptable public display of affection is holding hands while making no other bodily contact. All other forms of public displays of affection are subject to disciplinary action.

Restricted Areas
Commons Area: The Commons Area is to be used before school, during extended break, and during lunch. Students are not permitted to be in the Commons Area when unsupervised.
Gymnasium: Students are not allowed in the gym before school, after school, during break, between classes, or during the lunch hour unless they have a scheduled class or special meeting there. Students are not to cut through the gym when changing classes or when the bell rings for the end of the day. Students found inside or using the gymnasium, without teacher supervision, will be subject to disciplinary action.
Faculty Restrooms: Students are only allowed to use the main restrooms in front of the gymnasium and the bathrooms across from the ISLA room. Students must obtain permission to use any other restroom facility in the school.
Hallways: Students should only be in the hallways when arriving during the school day, during passing periods, and when being dismissed at the end of the day. Students who are in the hallways during instructional time without permission are subject to disciplinary action.

Non-Supervised Areas: All non-supervised areas of the school building, including but not limited to the teacher's lounge, closets, electrical rooms, locker rooms, athletic fields, and empty classrooms are off-limits to students. Note: Locker inlets in the main hall/commons area are considered non-supervised areas. Students are not permitted to loiter or gather in the inlet areas at any time.

Theft
Any student that is found to have taken the property of the school, adult, or another student, which includes any amount of money, will be subject to disciplinary action. If the value of the property or personal items is deemed to be significant, charges will also be filed with the Hancock County Sheriff's Dept.
Threats
Definition of Threat: A threat is any expression of an intention to inflict pain, injury, evil, or punishment. A threat may be an overt statement or it may be non-verbal. Any threat to self or others is prohibited.
Threatening Self or Others: Threat to Students or School Personnel: HCHS has a zero tolerance policy for threats. Any student who threatens another student or school personnel will be suspended immediately , and upon return to school serve for five (5) to ten (10) days, in ISLA, if it can be substantiated that a threat did occur. The parent is to attend a conference with school personnel before the student will be allowed to return to the regular classroom. If the severity of the threat warrants out of school suspension, then the student will remain suspended until a Threat Assessment can take place. If threats exist between two students that warrant out of school suspension, then the Threat Assessment MUST be performed from the same individual or agency. Administration determines who conducts the threat assessment based on the level of threat to self or others.

Repeat Offenses: Repeat offenders will be suspended out of school pending alternative placement or Board Hearing.

Tobacco, Alternative Nicotine Or Vapor Products Prohibited

Students are not permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all District property at all times, including any vehicle, owned, operated, leased, or contracted for use by the District and while attending or participating in any school-related student trip or student activity.

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and:

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;

2. A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline; and 3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

Weapons

HCHS has a zero tolerance policy for all weapons. Pupils shall not wear or carry on their person or cause to be brought to school firearms, knives, artificial knuckles, karate stick, billy club, stars, nightsticks, look-alikes, or any other object, which can be classified as a dangerous instrument. Violation may constitute reason for suspension or expulsion (5.48). Carrying Look-alikes may also be subject to disciplinary action.

DISCIPLINE APPEALS

Due Process

Due Process, Defined: In all instances of discipline due process procedures will be carried out in accordance with Kentucky Law as specified in KRS 158.150. Students in the Hancock County Schools will be afforded Due Process by (1) being notified of misconduct, how the discipline code was violated and the charges made against them; (2) having the right to present their cases to the charging authority; and (3) having the right to appeal any decision to the next higher authority or person until all appeals have been exercised.

Stages of Appeal

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

- Teacher
- Assistant Principal
- Principal
- Site-Based Council (Only When Appeal is Regarding Site-Based Policy)
- Assistant Superintendent for Support Services
- Superintendent
- Board of Education **(permitted on a case-by-case basis)**

Confidentiality

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

Spectator Code of Conduct

Code of Conduct for Student Spectators

Hancock County Schools are proud to promote the physical, social, and emotional development of student-athletes and performers through their participation in a variety of athletics, fine arts, and other academic extracurricular activities. Therefore, those who wish to support these programs as spectators should encourage student-athletes and performers, and embrace the values of good sportsmanship and civility. Spectators at all Hancock County Schools events must adhere to this Code of Conduct. Spectators must be responsible for their words and actions while attending athletic events and performances, home or away. Spectators must not engage in or encourage others to engage in:

1. Unsportsmanlike conduct with any coach, parent, participant, official, or other attendee before, during or immediately after the event while on school grounds.

2. Any behavior that would endanger the health, safety, or well-being of any coach, parent, participant, official, or other attendee.
3. The use of profanity.
4. Treating any coach, parent, participant, official, or other attendee with disrespect based on race, creed, color, national origin, sex, sexual orientation or ability.
5. Verbal or physical threats or abuse of any coach, parent, participant, official, or other attendee. 6. Initiating a fight or scuffle with any coach, parent, participant, official, or other attendee. 7. Violating any school or district policy.

Violations of the Spectator Code of Conduct
Any student who violates the Spectator Code of Conduct will be subject to disciplinary action. The disciplinary action will be at the discretion of administration based on school and district policies. Additionally, students who violate the Spectator Code of Conduct may be temporarily or permanently banned from future school sponsored activities or events.

Athletic Code of Conduct

Code of Conduct for Student Athletes
The following section outlines the code of conduct for student athletes.

HIGH SCHOOL ATHLETIC PROGRAMS OFFERED IN HANCOCK COUNTY PUBLIC SCHOOLS

FALL SPORTS

- **Cheerleading**
- **Cross Country, Boys/Girls**
- **Football**
- **Golf, Boys/Girls**
- **Volleyball**

SPRING SPORTS

- **Baseball**
- **Bass Fishing, Boys/Girls**
- **Softball**
- **Tennis, Boys/Girls**
- **Track and Field, Boys/Girls**

WINTER SPORTS

- **Archery, Boys/Girls**
- **Basketball, Boys/Girls**
- **Cheerleading**

HANCOCK COUNTY HIGH SCHOOL CODE OF CONDUCT ATHLETIC POLICY

Introduction
The Hancock Co. Athletics Department is committed to excellence while supporting the educational mission of Hancock County High School. We meet student-athletes at their individual skill levels and educational needs and provide a challenging environment for skill development in both team and individual sports. Hornet Athletics is connected to the whole student: academically, socially, emotionally, and physically, through intentional preparation and planning throughout the school day and season. We focus on creating opportunities for all student-athletes to develop skills through individual and team instruction, peer interaction, and competition. While winning is not an end in itself, we believe that our student-athletes' efforts to be their best will lead them to succeed.

Belief Statement
Our student-athletes not only represent their teams but also embody the spirit of our school. Regardless of the field of play, we encourage them to give their best effort. Hard work, dedication, and perseverance are the cornerstones of success. When our athletes step onto the playing field, they carry with them the legacy of those who came before—a legacy built on respect, loyalty, teamwork, resilience, integrity, and a relentless pursuit of excellence. By instilling

these values, we prepare our Hornets not just for victories but for life beyond sports.
Our mission is that all individuals associated with Hornet Athletics (coaches, staff, student-athletes, alumni, and parents) will value character traits developed through athletic participation. We expect all participants to **respect** themselves and others, demonstrate **loyalty** and have school pride, be good teammates and put the **team** before themselves, be **resilient** and handle failure like they handle success, and have **integrity** with a strong work ethic.

We consider it a privilege to be an athlete at Hancock County High School and expect our athletes to be top-quality representatives of our community. As a representative of the athletic program and the school district, it is the responsibility of the student athlete to make positive decisions at the school and in the community. Behaviors that violate these expectations and reflect poorly on the student athlete, athletic program, and school will be met with proportional consequences. Such behaviors will be identified by the coach, athletic director, and principal. These policies are in effect year-round.

Governing Bodies

Hancock County High School is a member of the Kentucky High School Athletic Association (KHSAA), whose purpose is to organize, regulate, and promote interscholastic athletics for secondary schools in Kentucky. As a KHSAA member school, HCHS abides by the minimum standards set forth by this organization. Please note that these are minimal standards and member schools may enforce stricter standards, which HCHS does in many instances. We are in the 11th District and 3rd Region.

Parent/Player Responsibilities

Insurance, Permission, and Physical Examination All participants in athletics must have on file with the athletic director a copy of a current physical examination, a statement indicating parental permission to participate, proof of insurance coverage and a receipt indicating parental understanding of KHSAA eligibility rules. THIS MUST BE ON THE CURRENT KHSAA (Rev. 4/15) PHYSICAL FORM PROVIDED BY KHSAA.
Forms may be accessed at https://khsaa.org/general/resources/khsaa-forms/

General Regulation

KHSAA rules and by-laws must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. If, at any time, you have any questions regarding these rules or by-laws, contact the Athletic Director at the school (270-927-6953).

Athletic Policies & Code of Conduct

Students and parents must follow all rules and regulations addressed in the Athletic Contract. It is the responsibility of the student to read the Athletic Contract and to follow all of the policies of that contract. Failure to follow the rules addressed may result in disciplinary action. **All school rules apply at athletic events.**

Age

According to KHSAA rules, any student that turns 19 years of age, before August 1 of any year that they are still in high school, becomes ineligible to participate in high school sports programs.

Participation

Students wishing to participate in sports shall receive a copy of the Athletic policy, a copy of the coach's rules for the sport and an athletic contract. **Participating students and parents/guardians shall sign the athletic contract (located on the school's website)** and shall abide by the rules of the sport established by the coach and the general athletic rules for all sports. All school rules will apply at athletic events. Each student must pass a medical examination as a prerequisite to be eligible for interscholastic athletics (09.3132 & 09.311).
At any point that a student's enrollment is switched to the Hancock County Alternative School, that student shall no longer be eligible to participate at Hancock County High School. Once a student's enrollment has changed to Hancock County High School , the Principal, Assistant Principal and Athletic Director will meet to decide the athletic eligibility of each student.

Tryouts

No student-athlete will be required to participate in tryouts for another sport while they are already in season with a different sport. For example, a football player will not be required to participate in basketball tryouts while in the middle of the football season. Similarly, a girl basketball player will not be required to try out for softball in the

middle of the basketball season.

Student-athletes will be granted a mandatory 48-hour grace period at the conclusion of their current season before participating in tryouts for another sport. This time allows them to rest, recover, and mentally prepare for the next tryout.
Note: This does not apply to student-athletes who participate in more than one sport within the same season.
Coaches will be encouraged to work together to make sure the best interests of the student athlete can be met.

Athletic Attendance Policy
Student athletes must be in attendance over .5 for the entire day to be able to practice or participate in an athletic contest as stated by the KHSAA. 11:00 am will be used as the midpoint to our school day, this is the end of 4th period. The student athlete must be at school through the 4th period (11:00 am) or sign-in before 11:00 am and stay for the remainder of the day.
Excused reasons for missing school must be pre-approved by administration **BEFORE** the absence. An example could be, but not limited to, a funeral.
After 4 unexcused absences in a given semester, student athletes will be removed from the team and may not begin pre-season conditioning or participation in another sport until the next semester.

Grade Eligibility Requirements (Local and KHSAA)
Any student who is enrolled in the sixth grade shall have seven (7) school years from the times of his/her initial enrollment to complete eligibility in high school interscholastic athletics, subject to the jurisdiction of the Kentucky High School Athletic Association (KHSAA). No student shall be eligible to participate in secondary interscholastic athletics for more than a total of one (1) year in each grade.
Students must have earned at least six (6) units prior to their second year, thirteen (13) by the end of their second year, and twenty (20) by the end of their third year of enrollment in high school. All students must pass at least four (4) of five (5) classes during each of the semesters they are participating in a sport.

Weekly Grade Check
The Athletic Director will make a weekly check of grades of all students participating in athletics. Student-athletes will remain eligible as long as their grades are passing each week. If a student-athlete has a failing grade in ONE or MORE classes, the following will be criteria used to determine eligibility:

1. If a student-athlete has an "F" average in ONE of his/her classes (through the weekly checklist) then the student-athlete will be placed on probation until grades are checked the following week. During this time the student-athlete will be required to attend ESS. The student-athlete WILL be eligible for game or practice activities for that week **as long as their grade has improved from the previous week**, all homework has been turned in and the teacher agrees the student has given proper effort. **(Note: This requirement is more strict than the policy required by KHSAA).**

Absence from Practice
Students with unexcused absences from practice sessions (absences for which the coach had no notice) shall be subject to the following:

- 1st Offense: Coach's discretion. See coach's rules.
- 2nd Offense: Suspension from 10% of the regular games scheduled.
- 3rd Offense: Suspension from 15% of the regular games scheduled.
- 4th Offense: Dismissal from the sport.

* If a student-athlete has gone to the Doctor's Office and does not attend practice that day or subsequent days, the Doctor's Excuse MUST indicate all days the student should be excused from school and athletics.

NOTE: Students may NOT attend or participate in school functions or sporting events for any full day absence unless they provide an excuse.
Additional regulations may be placed on the student athlete by the coach, but those rules must be approved yearly by the administration, prior to the beginning of each season.

Use of Weight Room
No student shall be allowed to use the weight room unless a coach is present. A weight room schedule will be

posted. The weight room shall be locked except when authorized personnel are present to supervise students. The weight room shall be scheduled through the athletic director's office.

CONSEQUENCES FOR STUDENT ATHLETES

The following section will be followed for any student athlete or students who are involved in any athletic activity, in addition to the disciplinary consequences outlined elsewhere in the school handbook and in district policy.

Tobacco/E-Cigs/Vaping

In addition to school and district policy outlined elsewhere, students who are members of athletic teams, or try out for athletic teams who are determined to have possessed, used, sold, transferred, or attempted to sell or transfer any alcoholic beverage or any controlled substance, AT ANY TIME, whether on school property or at a private function, shall be subject to the following corrective action:

1st Violation: Mandatory suspension from the sport in which they are participating for 5% of the number of the regular games scheduled. If the suspension period is not complete by the end of the season, the suspension will carry over to the next sport that the student-athlete participates OR the next season of the same sport until the original suspension is complete.

2nd Violation: Mandatory suspension from the sport in which they are participating for 15% of the regular games scheduled. If the suspension period is not complete by the end of the season, the suspension will carry over to the next sport that the student-athlete participates OR the next season of the same sport until the original suspension is complete.

3rd Violation: Mandatory suspension from the sport for 25% of the remainder of the year in that sport.

4th Violation: Mandatory suspension for the remainder of the year in that sport. Participation in other sports during the same year may be revoked.

At least one of the following criteria may be used to determine whether a student has violated these rules:

1. An admission by the student;
2. Detection by an employee of the school system;
3. Citation or arrest of the student by an law enforcement officer;
4. A positive result of any blood, breath, or urine test.

**** ANY student-athlete found to have committed crimes against the school / district OR otherwise will be suspended the number of games described above. This includes any misdemeanor OR felony charges and also refers to student-athletes who have been accused based on probable cause that MAY eventually lead to charges being filed.**

Alcohol

Students who are members of athletic teams, or try out for athletic teams who are determined to have possessed, used, sold, transferred, or attempted to sell or transfer any alcoholic beverage, AT ANY TIME, whether on school property or at a private function, shall be subject to the following corrective action:

1st Violation: Mandatory suspension from the sport in which they are participating for 20% of the remaining games scheduled. If the suspension period is not complete by the end of the season, the suspension will carry over to the next sport that the student-athlete participates OR the next season of the same sport until the original suspension is complete.

2nd Violation: Mandatory suspension from the sport in which they are participating for 50% of the remaining games scheduled. If the suspension period is not complete by the end of the season, the suspension will carry over to the next sport that the student-athlete participates OR the next season of the same sport until the original suspension is complete.

3rd Violation: Mandatory suspension from ALL SPORTS ACTIVITIES for ONE FULL YEAR.

At least one of the following criteria may be used to determine whether a student has violated these rules:

1. An admission by the student;
2. Detection by an employee of the school system;
3. Citation or arrest of the student by an law enforcement officer;
4. A positive result of any blood, breath, or urine test.

If the student refuses to cooperate during investigation by school officials, or is found at a later date to have misled school officials, the student is subject to suspension of additional games, the number of which will be determined by the high school administration.

***Students under the influence at school are dismissed from participating in athletics for the remainder of the school year.**

Drugs/Controlled Substances

Students who are members of athletic teams, or try out for athletic teams who are determined to have possessed, used, sold, transferred, or attempted to sell or transfer any controlled substance, including THC vaping devices, AT ANY TIME, whether on school property or at a private function, shall be subject to the following corrective action:

1st Violation: Mandatory suspension from the sport in which they are participating for 30% of the regular games scheduled. If the suspension period is not complete by the end of the season, the suspension will carry over to the next sport that the student-athlete participates OR the next season of the same sport until the original suspension is complete.

2nd Violation: Mandatory suspension from ALL SPORTS ACTIVITIES for ONE FULL YEAR.

At least one of the following criteria may be used to determine whether a student has violated these rules:

1. An admission by the student;
2. Detection by an employee of the school system;
3. Citation or arrest of the student by an law enforcement officer;
4. A positive result of any blood, breath, or urine test.

If the student refuses to cooperate during investigation by school officials, or is found at a later date to have misled school officials, the student is subject to suspension of additional games, the number of which will be determined by the high school administration.

Dropping Out of a Sport

Any student who drops out of a sport may request to be reinstated. The request must be made to the athletic director and a meeting will be held with the coach, player and athletic director.

If the initial request for reinstatement is not made within two days, the student will not be allowed to play that sport for the remainder of the season, and may not practice another sport until the sport in which they have quit is completed. The player may request reinstatement one time. If a player quits a second time, the player is dropped from the team eligibility roster for the season, and may not practice or preseason conditioning for another sport until the sport in which they have quit is completed.

A high school student may quit a sport without penalty before the first game of the regular season for that team. A student athlete may leave the team at any time without penalty if he/she initiates a conference with the coach. **If a student quits a sport and wishes to begin practice or pre-season conditioning with another sport, the student must make that request to the Athletic Director. The Athletic Director, Coaches of both sports, and the Principal will make the determination if a student may begin participation in the other sport.** Any student who quits a team without first conferencing with the coach may not begin practice of another sport until the players of the sport quit are allowed to begin practice.

Note about suspensions: Suspensions are based on the number of regular season games scheduled, and may carry over into play-offs or other post-season play.

ISLA

Student athletes are not allowed to participate in games or competitions while serving time in ISLA. Student athletes may attend practice at the coach's discretion. It is up to the discretion of the coach if a student in ISLA may attend events with the team, but he/she may not dress out. The ISLA assignment will end at 3:00 pm on the last day assigned; student athletes may participate that day.

OTHER INFORMATION

Transportation

All student athletes must ride the bus to and from the contest unless they have prior approval. The head coach is responsible for the athletes at home games and from the time that a team leaves until they return from away games. Students are only allowed to leave games with their parents/guardians and must be signed out from a contest by a coach and parent/guardian. Approval of special transportation may be given by administration for exceptional circumstances such as funerals, doctor appointments, ect.

At no point in time should a student athlete transport him/herself to or from events.

Insurance

The board shall designate an insurance company to provide a group accident insurance program for pupils (09.312). The Board of Education pays for the insurance coverage through this insurance company for all students who are participating in athletics.

In case of accident or injury:

· In all cases, parental insurance is the primary coverage
· School insurance is always the secondary coverage.
· Kentucky High School Athletic Association provides catastrophic coverage

To access the secondary coverage:

· Secure claim form from Coach, High School Office or Board of Education
· Coach will complete Section I (top) of the form BEFORE giving the form to the parent. · Parent will complete Section II (bottom, page 1) of claim form and submit to insurance company at the address provided on the back of the form. NOTE: It is the parent-guardian's responsibility to submit the claim form and any related paperwork to the insurance company.
· For more detailed information or questions, contact the Athletic Director.

Coverage for the student begins on the first day of official practice for the sport each new school year upon receipt of the signed athletic contract, signed KHSAA parental consent forms, and the signed physician's physical certificate. The insurance provided by the Hancock County School System and the KHSAA is only in effect during the official season for the respective sport.

Social Media Policy

1. Social networking sites such as Snapchat, Facebook, Instagram, Twitter/X, chat rooms, and bulletin boards can be an important part of a young person's life. But it can also pose a lot of dangers as well.
2. Since **participation in athletics is a privilege and not a right**, an athlete needs to accept responsibility for appearing or posting on these internet websites.
3. When visiting or appearing on any Internet site, athletes at HCHS shall maintain acceptable behavior and standards. These acceptable behaviors and standards will be based upon the policies and expectations described in the Hancock County Schools student handbook, code of conduct, and athletic handbook, as well as any individual team rules.
4. Any posting or communication via website, app, etc. which disrupts either the educational setting or athletic environment or that advocates the violation of any school or team policy would be unacceptable. This would include, but is not limited to:
    - The consumption of alcohol or the use of illicit drugs
    - Inappropriate sexually-oriented material
    - Activities that involve bullying, hazing or harassment
5. It is the intent of HCHS to provide leadership, education and protection of athletes from the dangers involved with some internet sites and to maintain the positive aspects of an educational based athletic program. Disciplinary action may be issued by the school administration as deemed necessary.

Obtaining a Sports Letter

Football: The participant must play in six (6) quarters more than the number of games in a season. Example - 10 games = 16 quarters

- Girls' & Boys' Basketball: Thirty-five (35) quarters
- Track: Athletes must participate in 50% of the varsity meets.
- Cross Country: Participate in 75% of the varsity meets
- Cheerleading: Complete each sports season as a member of the squad
- Baseball & Softball: Participate in 50% of the varsity games played
- Tennis: Participate in the regional meet
- Golf: Participate in one-half of the matches or be present when one-half of the matches are played. (Note: Other schools cannot always bring large numbers of golfers.)
- Volleyball: Participate in one-half of the varsity matches plus tournament play

In case of injury, a student may still letter as long as they have met the requirements of their sport and complete the season by attending the remaining scheduled varsity events (as medically able to do so) to support their teammates.

NCAA Division I Eligibility Rules

For student-athletes that plan to enroll in any college or university and participate in NCAA Division 1 Athletics, find information at this link NCAA Div 1 Eligibility

Refer to the HCHS Student Handbook for detailed information. For more help, contact the Athletic Director and/or Guidance Counselor.

Future Changes

Every effort will be made to update the handbook on a timely basis. Hancock County Schools reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

HCHS Student Handbook & Code of Conduct Signature Page

I have received and read the 2024-2025 HCHS Student Handbook & Code of Conduct required of all students at Hancock County High School.

_____ _____

Student (Print name) Date

_____

Student Signature

_____ _____

Parent/Guardian Signature Date

HCHS Athletic Code of Conduct Signature Page

I have received and read the 2024-2025 Code of Conduct for participating in athletics at Hancock County High School.

_____ _____

Student (Print name) Date

_____

Student Signature

_____ _____

Parent/Guardian Signature Date