HCHS SBDM Policies

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Reviewed 2025
Ginger Estes

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
2.00

☐ BY LAW (Council Operational Policy)

☐ FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Administrative Procedures - Standing Committees

POLICY STATEMENT

Standing Committees shall be representative of the teachers, students, and parents (with the exception of positive action, scholarship and guidance). The committee serves for one year beginning July 1 and ending June 30. The committee will select a chairperson and a secretary from its membership and determine the frequency of their meetings and the agenda for the meetings. The committee is subject to the open meetings law in KRS 61.280 and KRS 61.825. Minutes of each meeting will be taken and filed in the school office as part of the council's official records.

Date Adopted: August 1996
Date Reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
2.01

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Administrative Procedures - Ad Hoc Committees

POLICY STATEMENT

An Ad Hoc Committee shall be formed to help complete a specific task. The committee is subject to all the administrative procedures assigned to a standing committee. The Ad Hoc Committee will be abolished when the task(s) for which it was formed has been accomplished.

Date Adopted: August 1996

Date Reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
2.02

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Scholarship Committee

POLICY STATEMENT

The Scholarship Committee shall be the guidance counselor(s) and or their designees unless the scholarship awardee has requested specifically for a sampling committee to be organized.

Date Adopted: August 1996

Date Reviewed: July 2025

Ginger Foster
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
2.03

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Positive Action Committee

POLICY STATEMENT

The principal and instructional staff shall be responsible for the selection of assembly programs and determination of policies related to the programs. The principal shall approve or disapprove the selection of assembly programs and the determination of policies relating to them.

Date Adopted: August 1996

Date Reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
2.04

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Policy Development

POLICY STATEMENT

Policy Development: Council policy shall be developed through its committee system. All policies shall have two (2) readings before they are adopted unless mandated by law. Council policies may be reviewed and upon review, edited or amended by the council. The principal shall maintain a manual of current council policy for staff and public inspection and shall provide each council member a current manual. A copy of the manual and its amendments shall be provided to the superintendent.

Date Adopted: August 1996

Ginger Estes
Council Chairperson Signature

Date Reviewed: July 2025

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
2.05

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Creation of technology committee

POLICY STATEMENT

The site based council or its designee shall create and maintain a technology committee. The purpose of this committee shall be to shape the upkeep, direction, and utilization of the technology of Hancock County High School.

The committee shall:

1. Lay plans for future purchases.
2. Monitor upkeep for current assets.
3. Help ensure adequate training is provided
4. Ensure that technology, at HCHS, is being used to its fullest potential.

This committee shall consist of volunteers from the faculty at HCHS. The committee shall be chaired by the principal or their designee.

*At the time of the July 2022 and again in 2023 review, this policy was outdated and the district technology director was in lieu of this committee.

Date Adopted: August 1996

Ginger Estes
Council Chairperson Signature

Date Reviewed: July 2025

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
2.06

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Staff members who are parents of HCHS students will be removed from decision-making.

POLICY STATEMENT

Because of conflict of interest, Staff members who are parents of HCHS students will be removed from the decision-making process for anything that the student would be applying for that involves competition for award or entry in a special program.

Examples include but are not limited to: Governor Scholar, scholarships, etc.

Date Adopted: August 1996

Date Reviewed: July 2025

Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
3.07

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Requirements for a Middle School core class to be transferred to the High School for credit.

POLICY STATEMENT

Hancock County High School accepts credit for Hancock County Middle School for core courses offered for high school credit (*Algebra 1, Spanish 1 and in other special cases involving GT students). The following criteria must be met by middle school students in order for the course to be accepted as high school credit:

1. The student must obtain an A or B for any course grade transferred to the high school for credit.
2. 2. A student who makes an A or B on a transferable course may opt to take the class over at the freshman level.
3. The student/parent will make a decision to accept or reject the grade for high school credit at the end of the middle school's third nine week grading period.

Date Adopted: February 2006

Jinger Esters
Council Chairperson Signature

Date Reviewed: July 2025

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
3.17

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Transfer Credits and Grades recorded on transcripts

POLICY STATEMENT

For the purpose of being consistent, the following is the suggested format by the administration of Hancock County High School for recording grades of transferring students from other districts as well as schools out of the state of Kentucky. The reason for this need is that some school districts only provide letter grades on official transcripts. For these students, numerical grades will be entered as follows;

A = 95%
B = 85%
C = 75%
D = 65%

Note: It is possible for a student to have transfer grades recorded on HCHS transcripts that are LOWER than what would be acceptable according to the HCHS grading scale. For example, if a student is credited with getting a B at another school with an 83%, we have to honor that B even though 85% is the lowest B on the HCHS grading scale.

***At the time of the July 2023 review, this policy was outdated and obsolete. The revisions were made to reflect appropriate percentages to allow students success with transitioning to HCHS.**

Date Adopted: February 2006

Council Chairperson Signature

Date Reviewed: July 2025

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
3.18

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Credits Needed to be Promoted

POLICY STATEMENT

Hancock County High School students will be promoted or retained in grades according to the credit requirements for each grade level. Course requirements for each grade level listed at the Kentucky Department of Education (see graduation requirements).

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: Students with excessive credits will be classed by their year in school, not by the number of credits they have obtained.

Date Adopted: September 2008
Date Reviewed: July 2025

Ginger Easter
Council Chairperson Signature

SCHOOL COUNCIL POLICY

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
3. 19

☐ **BY-LAWS (Council Operation Policies)**

☒ **FUNCTION (School Operational Policy)**

POLICY TOPIC DESCRIPTION

Co-Curricular Fees

POLICY STATEMENT

Co-Curricular programs at Hancock County High School may, after consultation with the School Principal, institute a program fee to students who enroll in a specified co-curricular program. The amount of said fees will be agreed upon between the program director and the School Principal each year. Examples of Co-Curricular programs include, Band, Engineering, Culinary, Agriculture, Visual & Performing Arts, Business, & Information Technology.

Co-curricular fees may be paid through installments as needed.

No student may be excluded from enrollment in a program or withdrawn from enrollment in a program due to inability to pay co-curricular fees.

Approved fees (2025/26 school year) CTE is not included in this year's policy due to increased funding from the state.

Science Dept	$10.00 for each teacher
Math Dept	$10.00 for each teacher
College classes	$textbook costs and classes that are not in the scholarships
Principles of Health	$30
Med term/ ER procedures	$15
Band	$225
Choir 1,2, & Theater	$10 each class
Device insurance	$15 (optional)
Art 1, 2, AP, Adv Art	$10

Signature Ginger Estes
Council Chairperson

Date Reviewed: July 2025

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
3.22

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

School Wellness Program

POLICY STATEMENT

Hancock County High School wants to ensure all students have healthy choices and are provided a safe environment that promotes overall health.

Physical education and health class (each are .5 credit) is a required class for all students as a graduation requirement.

HCHS provides filtered, unflavored water to all students.

HCHS will meet the requirements set forth by board policy regarding school wellness to include nutritional needs, physical and emotional needs.

Date Reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
4.00

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Graduation Requirements

POLICY STATEMENT

Class of 2026 = 25 credits
Class of 2027 and on requirements decreased to 24 because of the 7 period class day.

Every graduate will have completed
4 Math classes (to include Algebra 1 and Geometry)
4 English classes
3 Social Studies classes
3 Science classes
1 Health / Physical Education
1 Arts & Humanities
Correct amount of electives

Digital literacy and financial literacy components are required before graduation.

Date Adopted: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT | **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE)

☐ BY LAW (Council Operational Policy)
X FUNCTION (School Operational Policy)

POLICY NUMBER
4.10

POLICY TOPIC DESCRIPTION

Graduation Cords and Awards

POLICY STATEMENT

Cords Program
All students who qualify will be recognized in a special awards program that will be held each spring.

Distinguished

One Distinguished Assessment Tests	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 Tests	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 Certification	Silver (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

(Continued to page 2)

SCHOOL COUNCIL POLICY FORMAT

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/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.

Distinguished Honors Program
The following program takes the place of the current Honors Program and Valedictorian/Salutatorian Program. Students must score a 21 composite on the ACT **or** a 1510 on the SAT **and** meet the following GPA requirements:
Summa Cum Laude – Weighted GPA 4.00 or higher
Magna Cum Laude – Weighted GPA 3.800 to 3.999
Cum Laude – Weighted GPA 3.600 to 3.799

Date Adopted: July 2023
Date Reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
4.17

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Bi-Literacy Seal

POLICY STATEMENT

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.

Date Adopted: January 2017
Date reviewed: July 2025

Council Chairperson Signature

SCHOOL COUNCIL POLICY

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**

4.20

☐ **BY-LAWS (Council Operation Policies)**

☒ **FUNCTION (School Operational Policy)**

POLICY TOPIC DESCRIPTION

Dual Credit Class Location Determination

POLICY STATEMENT

Dual Credit class students will attend the home campus when the class is offered at HCHS. If a Dual Credit class is scheduled with the partnering college and conflicts with the student's home campus schedule or other extenuating circumstances are necessary, the principal will use their discretion and determine the location the student will attend the class.

Date Adopted: March 2021
Date Reviewed: July 2025

Signature Ginger Eaton
Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
5.00

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Hancock County High School - Writing Policy

POLICY STATEMENT

Pursuant to KRS 160.345(2)(g), the local superintendent shall determine which curriculum, textbooks, instructional materials, and student support services shall be provided in the school after consulting with the local board of education, the school principal, and the school council and after a reasonable review and response period for stakeholders in accordance with local board of education policy. As such, Hancock County High School's school-based decision making (SBDM) council or designated committee will assess the school's writing curriculum, as selected by the district's superintendent, to determine congruency and alignment to the Kentucky Department of Education's Guidelines for Including an Effective Writing Program Within the Curriculum for districts, which establishes that all students shall be provided multiple opportunities to develop complex communication skills through writing and shall be allowed student choice and exploration.

During its assessment, the SBDM council will utilize an evaluative method that ensures the superintendent's writing program selection allows teachers and students an opportunity to meet the KDE's Guidelines for Including an Effective Writing Program Within the Curriculum allowing for multiple opportunities for students to develop complex communication skills for a variety of purposes, to read and analyze a variety of print and non-print materials, and to use a variety of technological tools in the writing process.

Evaluation: The school council shall annually review the effectiveness of the school's writing program to ensure the writing program aligns to the Kentucky Department of Education's Guidelines for Including an Effective Writing Program Within the Curriculum for districts. This data shall be included as part of the comprehensive school improvement planning process and the resulting feedback shall be shared with the district's superintendent for consideration.

Date Adopted: September 2022
Date Reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

Hancock County High School
Writing Continuum
2022-2023

Mode of Writing	Potential Tasks	Which tasks do I already incorporate into my curriculum? What other tasks might be beneficial for my students?
Writing to Learn	Provide students with print and non-print resources to analyze: print materials, technology, personal interviews, observations, multimodal tests (artwork), photographs, electronic text, graphics, illustrations, web images, maps, multimedia, etc. Response Journals Learning Logs Writer's Notebook Exit Slips Bell Ringers Inquiry Logs Mathematics Logs Guided Writing Whole Class Essays (modeling how)	Social Studies: Science: English: Math: Electives:
Writing to Demonstrate Learning	Academic paragraphs Academic Essays Essay Test Questions Open-Response Questions Lab Reports Creative Tasks On-Demand Writing Process Papers (step-by-step) Research Papers (various length)	Social Studies: Science: English: Math: Electives:

SCHOOL COUNCIL POLICY FORMAT

Writing for Publication	Write for a variety of audiences -Peers -School -Community -Organization -Experts Examples: -Scholarship Essays -Presentations (outline, summary, works cited) -Press Release -Screen Play -Article, Journal, letter, interview	Social Studies: Science: English: Math: Electives:

Genres: Literary/Narrative, Argumentative, Informative/Explanatory, Practical/Workplace Materials, Speaking
Writing Process: Planning, Drafting, Revising, Editing, Publishing, and Reflecting
Use of technology:

Teacher Expectations:

1.) Intentionally schedule time within the instructional day for writing instruction and experiences
2.) Provide consistent and timely feedback throughout the entire writing process to guide and improve writing skills
3.) Provide experiences in both on-demand and writing-over-time situations
4.) Provide writing exemplars (from various sources) to guide student writing

Writing Differentiation:

- Multiple text / examples
- Mini lessons
- Organizers
- Highlighted print materials
- Stations / Centers for writing content
- Independent studies
- Tiered product assignments

SCHOOL COUNCIL POLICY FORMAT

- Rubrics (varied)
- Writing frames (fill in)
- Word walls or banks

School Literacy Goals

Goal 1: Read the equivalent of ____ books per year across the curriculum.
All students are expected to have a book with them at all times.
English courses will implement SSR (Silent Sustained Reading).

Goal 2: Write weekly in classes.
Provide teacher training in writing for learning, writing to demonstrate learning, and authentic writing.
Establish rigorous writing expectations for each grade level.

Goal 3: Write research papers in all classes.
All English courses will assign one research paper per year following the research writing continuum already established.

Goal 4: Hold all students accountable for appropriate grammar, language, and mechanics.

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
5.04

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Use/Display of material or movie for instructional purposes

POLICY STATEMENT

Any material that is not a part of the regular curriculum of Hancock County High School which may, in any way, be deemed inappropriate must be reviewed prior to being used as instructional material.

Teachers must get approval from the council prior to showing or using the material.

If the material is approved as appropriate by the council, the teacher must also send permission forms home with students. On these forms, the teacher must explain to the parents/guardians the nature of the material to be used and the connection to the instructional material being taught in the classroom. Even though the council may have approved the material, parents/guardians may still opt out of their students participating and the student will not be responsible for knowledge of that particular material in class.

NOTE: Any movie that carries more than a "PG13" rating must be reviewed using the process listed above. Absolutely no movies that carry more than an "R" rating will be shown during school time or at a school sponsored event.

Date Adopted: March 2006
Date reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE)

POLICY NUMBER
5.05

☐ **BY-LAWS (Council Operational Policies)**

☒ **FUNCTION (School Operational Policy)**

POLICY TOPIC DESCRIPTION

Grades Updated in Learning Management System

POLICY STATEMENT

For the purposes of maintaining up-to-date records of students performance, scores will be updated in the school's learning management system ***weekly*** beginning during the 2nd full week of instruction and running throughout the school year.

Teachers are required to record a FORMATIVE grade in IC weekly to ensure growth before reporting an assessment grade.

All parents with up-to-date emails entered in the learning management system will notified of grade postings through the message system connected to the learning management system.

Date Adopted: July 2021
Date Reviewed: July 2025

Signature Ginger Estes
Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
5.06

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

School wide grading policy and calculations

POLICY STATEMENT

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

Calculations -
70% = summative assessments
20% = formative assessments
10% = work ready skills

Per KSBA 08.221 Teachers shall maintain detailed, systematic records of the achievement of each student.

Grade reports shall be issued every nine (9) weeks for high school students.

Date Reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
5.08

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Home Hospital Policy

POLICY STATEMENT

HB 132 Amends KRS 158.033 to provide that "a student admitted to an inpatient facility may receive home or hospital instruction effective on the day of admittance" and therefore the requirement of an inability to attend regular school for more than 5 consecutive days will not apply to students in an inpatient facility.

Students on Home Hospital FOR THREE WEEKS OR LESS:

Homework assignments will have a two week expectation for students to turn in work while on home hospital. Any assignment not turned in within two weeks of the assigned date will result in a zero "0" in the gradebook.

Students on Home Hospital for FOR MORE THAN THREE WEEKS:

Any student on Home Hospital for three or more weeks will be enrolled in the Edgenuity virtual learning system to complete coursework. The HS Home Hospital coordinator and the Home Hospital teacher will monitor student progress and provide assistance to the student. The individual plan for each student and circumstances will determine the progress checkpoints for Edgenuity or equivalent program.

Date Adopted: September 2006
Review date: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**

☐ **BY-LAWS (Council Operation Policies)** **5.09**

☐ **FUNCTION (School Operational Policy)**

POLICY TOPIC DESCRIPTION

Driver's Test Considered as Educational Enhancement (EHO) by State

POLICY STATEMENT

The State Department of Education passed a law which allows schools to consider students going for their driver's test to be considered as "educational enhancement".

The Regional Driving Facility is not in Hancock County and therefore, students taking their driver's tests should be permitted excused for a full instructional day.

Date Adopted: July 2021
Date Reviewed: July 2025

Signature Ginger Estes
Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
5.11

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Field trip eligibility

POLICY STATEMENT

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

- **Students that are absent four (4) or more days in a semester - UNEXCUSED**
- **Students that are failing in ANY of their classes (overall grade)**
- **Students that have been assigned four (4) or more events in ISLA in a semester.**

Teachers will generate a list of students who wish to participate and send it to the staff. The Attendance clerk will check grades for eligibility and alert teachers of ineligibility. Field trips of this category include:

- **Any field trip that is taken during the school day as an enrichment for instructions.**
- **Any field trip that is taken during the school day that IS considered competition will only apply up to the point that students' names must be submitted for competition (Ex: FBLA enters names in Feb for a March competition).**

Exceptions to this policy are:

- **Any co-curricular field trip that is taken outside of the normal school day, especially if the field trip involves competition (Examples: FFA, FBLA competitions)**
- **Any athletic event that takes place after school or for District, Region or State competitions during the school day.**
- **If students have prepaid or earned rewards, then those field trips will have "learning contracts" assigned to make up work missed.**

Date Adopted: January 2008
Review date: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE)

POLICY NUMBER
5.13

☐ **BY-LAWS (Council Operational Policies)**

☐ **FUNCTION (School Operational Policy)**

POLICY TOPIC DESCRIPTION

Attendance Expectations for Special Events:
Dances, Winter Formal, Prom, Class Field Trips (ie Senior Trip)

POLICY STATEMENT

Student who miss more than 4 unexcused days or 6 unexcused tardies (beyond parent call ins) 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
- Graduation Ceremonies
- Other special events as designated by the principal or assistant principal

Date Adopted: June 2019
Date Reviewed: July 2025

Signature Ginger Esters
COUNCIL CHAIRPERSON

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
5.19

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Reimbursement for Passing AP Exam

POLICY STATEMENT

Any student passing any AP Exam with a 4 or 5 qualifying score will be reimbursed 100% of what they paid.
Any student passing any AP Exam with a 3 qualifying score will be reimbursed 50% of what they paid.
If someone other than the student or group paid for the exam, that person or group will be the refunded party.
All checks will be printed and given to the individual who paid for the exams by they end of July.

Date Adopted: September 2006
Review date: July 2025

Ginger Easters
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE)

POLICY NUMBER
5.20

☐ **BY-LAWS (Council Operational Policies)**

☒ **FUNCTION (School Operational Policy)**

POLICY TOPIC DESCRIPTION

Educational Enhancement Opportunities (EHOs) – Submitting and receiving approval

POLICY STATEMENT

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

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

- EHOs forms must be submitted to the front office a minimum of 48 hours in advance of the absence.
- The school principal or assistant principal will review the application for EHO. The strength of the application as well as the student's current grades, attendance, and behavior will also be considered.
- Communication will come from the principal, assistant principal, or attendance clerk.

Date Adopted: June 2019
Date Reviewed: July 2025

Signature Ginger Estes
COUNCIL CHAIRPERSON

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE)

POLICY NUMBER
5.21

☐ **BY-LAWS (Council Operational Policies)**

☒ **FUNCTION (School Operational Policy)**

POLICY TOPIC DESCRIPTION

Internship and Work Based Learning Guidelines for HCHS Students

POLICY STATEMENT

In order for students to apply for internships, students must meet the following criteria:

- Hold a 2.0 Unweighted Cumulative GPA
- Must meet 1 of the following Transition Ready Criteria:
  - Have met College Ready Benchmarks on the ACT/SAT
  - Have earned 6 or more hours of approved dual credit with a C or higher
  - Hold an industry certification in an approved CTE pathway
  - Have achieved Career Ready status by meeting the benchmark on an End of Program assessment in an approved CTE pathway
- Have 4 or fewer unexcused events during the preceding semester (Event is defined as an tardy, morning or afternoon, partial, or full-day absence)
- Be currently enrolled in a connecting pathway OR submit in writing why the internship placement will promote future goals
- Complete all required applications and paperwork on time

All students enrolled in an internship may receive up to 2 course credits for their internship work. Students may be removed from internships and re-enrolled in coursework if grades or attendance fall below the above conditions during the semester.

Date Adopted: July 2021
Date Reviewed: July 2025

Signature Ginger Estes
COUNCIL CHAIRPERSON

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE)

POLICY NUMBER
5.22

☐ **BY-LAWS (Council Operational Policies)**

☒ **FUNCTION (School Operational Policy)**

POLICY TOPIC DESCRIPTION

Top Ten Awards Banquet – Students Selected from Early College & Full-Time HCHS

POLICY STATEMENT

Top Ten students who earn the annual Top Ten banquet sponsored by the Hancock County Board of Education will be determined using the following process:

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

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

Amended (July 2021) - College students will use grades based on Fall term as long as they are making progress in the Spring Term towards an associates degree. (Rational: College classes will not give update grades to high schools while a class is in session.)

Date Adopted: June 2019
Amended July 2021
Review Date: July 2025

Signature Ginger Esters
COUNCIL CHAIRPERSON

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
6.01

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Adoption of Student Handbook as school policy.

POLICY STATEMENT

The student handbook is the official policy for discipline, attendance, and all written general regulations to be enforced by the staff and administration of the school. The staff will adhere to the regulations in the handbook and the site based council agrees to support these regulations. The handbook is reviewed and policies approved by SBDM on a yearly basis.

All KRS statutes and Senate Bills and the District Superintendent will have authority over all SBDM policies as written.

Date Adopted: July 1997
Date Reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
6.02

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Safety Policies

POLICY STATEMENT

The student handbook is the official policy for safety protocols, and all written general regulations to be enforced by the staff and administration of the school. The staff will adhere to the regulations in the handbook and the site based council agrees to support these regulations. The handbook is reviewed and policies approved by SBDM on a yearly basis.

Date Adopted: July 1997
Date Reviewed: July 2025

Ginger Esters
Council Chairperson Signature

SCHOOL COUNCIL POLICY

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE)

☐ **BY-LAWS (Council Operation Policies)**

☐ **FUNCTION (School Operational Policy)**

POLICY NUMBER

6.03

POLICY TOPIC DESCRIPTION

Smoking / Vaping prohibited on school grounds

POLICY STATEMENT

KRS 438.305 prohibits the use of any tobacco product, alternative nicotine product, or vapor product on Kentucky school property.

Property definition: School property is the property owned by the Hancock County Board of Education (all schools, grounds, parking lots, football and track fields, etc).

Date Adopted: July 2021
Date Reviewed: July 2025

Signature Ginger Esters
Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
6.10

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Disaster Plans

POLICY STATEMENT

The student handbook is the official policy for safety protocols, and all written general regulations to be enforced by the staff and administration of the school. The staff will adhere to the regulations in the handbook and the site based council agrees to support these regulations. The handbook is reviewed and policies approved by SBDM on a yearly basis. Drills will be conducted each month for fire / lockdown and once a semester for tornado, earthquake and other disasters.

Date Adopted: July 1997
Date Reviewed: July 2025

Ginger Estes
Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
7.00

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Policy on Accelerated Coursework (KRS 158.6453(21)

POLICY STATEMENT

Advanced or Accelerated coursework is defined as educational programs or opportunities designed to challenge students with more rigorous content beyond the standard curriculum. This policy outlines prerequisites, strategies, and /or placement requirements.

Grade-Level Framework

Grade 9 – Foundation & Identification

- Academic Placement:
  - Use 8th-grade performance, standardized test scores, and teacher recommendations to identify students for Accelerated-level classes, and GT placement.
  - Allow self-nomination for students who wish to challenge themselves.
- Offerings:
  - Honors-level courses in core subjects.
    - Accelerated Algebra 1
    - Accelerated Geometry (for students who have completed Algebra 1 in 8th grade.
    - Accelerated English 1
    - Accelerated Science 1
    - Accelerated Government
  - Encourage dual enrollment exploration and gifted/talented (G/T) identification reviews.
  - Study skills seminars and accelerated learning workshops.
  - Advisory period focused on academic goal-setting and college awareness.

SCHOOL COUNCIL POLICY FORMAT

Grade 10 – Exploration & Enrollment

- Academic Placement:
  - Use 9th-grade performance, standardized test scores, and teacher recommendations to identify students for Accelerated-level classes, and GT placement.
  - Allow self-nomination for students who wish to challenge themselves.
- Offerings:
  - Honors-level courses in core subjects.
    - Accelerated Geometry
    - Accelerated Algebra 2 (for students who have completed Geometry in 9th grade.
    - Accelerated English 2
    - Accelerated Science 2
    - Accelerated World History
  - Encourage dual enrollment exploration and gifted/talented (G/T) identification reviews.
- Support:
  - Study skills seminars and accelerated learning workshops.
  - Advisory period focused on academic goal-setting and college awareness.

Grade 11 – Acceleration & Specialization

- Offerings:
  - Honors-level courses in core subjects.
    - Dual Credit College Algebra
    - Dual Credit Biology
    - Accelerated Science 3
    - Accelerated US History
- Coursework Expectations:
  - Strong encouragement to take at least 2 Accelerated courses or dual credit courses.
  - Emphasis on aligning course choices with career or college interests.
- Support:
  - Individual academic planning meetings.
  - Test fee waivers for eligible students (SAT, ACT, AP).

Grade 12 – Mastery & College Readiness

- Coursework Expectations

SCHOOL COUNCIL POLICY FORMAT

- Students should complete a minimum of 4 Accelerated courses across grades 9–12.
- College Transition:
  - Access to dual enrollment courses with local colleges.
  - Senior seminar on college application writing, FAFSA, scholarships.
- Recognition & Incentives:
  - Honors cords for students completing a set number of AP/IB/dual enrollment courses.
  - Public recognition for students completing an accelerated track.

Equity & Access Safeguards

- Open Enrollment:
  - No prerequisites beyond academic readiness; encourage open access to Accelerated coursework for all students, with opt-out rather than opt-in models.
- Monitoring & Intervention:
  - Quarterly reviews of student performance in Accelerated courses.
  - Flexible exit policies and targeted tutoring for struggling students.
- Professional Development:
  - Ongoing teacher training in differentiated instruction and equitable acceleration practices.

Policy Review & Accountability

- Annual Reporting:
  - Track enrollment, performance, and demographic data for all Accelerated courses.
  - Conduct surveys from students and teachers for feedback.
- Continuous Improvement:
  - Adjust offerings based on student interest, success rates, and post-secondary outcomes

Date Adopted: July 2025

Ginger Estes

Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
8.00

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

Consultation and the Hiring of Classified and certified Personnel

POLICY STATEMENT

The Hancock County Site Based Decision Making Council has established the following policies to be followed when hiring certified and classified employees.

- The principal will review the applications sent from the Superintendent and will set up interviews.
- The interview committee will be appointed at the discretion of the principal but every effort will be made to include a SBDM member (teacher and/or parent) and a certified member from the department that the position is filling.
- The principal will determine appropriate questions and ensure the same questions are asked to each applicant with an opportunity for follow up questions from the council or applicant.
- The principal will make every effort possible to fill vacant positions as soon as possible.
- When the hiring decision has been completed the principal will contact the references of the person to be hired. If the references are positive, the principal will recommend the hire to the Superintendent of the school system. Employment will not be made official until the Board meets to accept the hiring of the individual for the position.
- The principal will inform the SBDM Council of any new hires and/or resignations and retirements at the next available SBDM meeting.
- The principal will include a bullet on each monthly meeting regarding consultation and hiring of classified and certified staff.
- The District Superintendent is the authority of all hiring and firing within the school district.

Date Reviewed: July 2025

Council Chairperson Signature

SCHOOL COUNCIL POLICY FORMAT

HANCOCK COUNTY SCHOOL DISTRICT **HANCOCK COUNTY HIGH SCHOOL**

COUNCIL POLICY TYPE (CHECK ONE) **POLICY NUMBER**
8.01

☐ BY LAW (Council Operational Policy)

X FUNCTION (School Operational Policy)

POLICY TOPIC DESCRIPTION

HCHS students attending virtual school.

POLICY STATEMENT

HCHS students who wish to attend as virtual students will follow all HCHS student policies, complete an application and have administrative approval.

Accountability:
- Students who attend virtual school are required to participate in all state mandated testing for their grade level per KRS 158.6453 and 703 KAR 5:240.
- Students who attend virtual school are required to meet all HCHS and KDE graduation requirements (credit completion, transition readiness, civics testing, etc.)

Participation:
- Students who attend virtual school are allowed to participate in all HCHS student activities (dances, etc.) when appropriate progress has been made in virtual classes.
- Students who attend virtual school are allowed to participate in all HCHS athletics when appropriate progress has been made and meeting grade requirements per the HCHS athletic policies and KHSAA requirements.

Schedules:
- Students who attend virtual school are allowed to have a "hybrid" schedule where CTE classes or classes where the student struggles are attended in person while simultaneously attending HCHS virtual school for other classes. Hybrid schedules can also include dual credit, early college, and TRACK classes. KHSAA students must simultaneously make progress in four classes in order to meet KHSAA regulations.

Date Adopted: July 2024

Ginger Esters
Council Chairperson Signature

Date reviewed: July 2025