

Henry County High School

Pride, Tradition and
Excellence

STUDENT HANDBOOK

2025-2026

Henry County High School
1120 Eminence Road
New Castle, Kentucky 40050
(502) 845-8670

Equal Educational Opportunities

Students, their parents, and employees of the Henry County Public Schools are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI and Title VII of the Civil Rights Act of 1964 and Section 504.

Any person having inquiries concerning the Henry County Public Schools' compliance with Title IX, Titles VI or VII of the Civil Rights Act of 1964 may contact Zach Woods, Henry County Public Schools, 326 South Main Street, New Castle, KY 40050, (502) 845-8600. 504 and special education issues should be referred to Molly Greer at the address above or (502) 845-8607. Mrs. Greer has been designated by the Henry County Public Schools to coordinate the district's efforts to comply with these federal acts.

Notice to Parents

Family Educational Rights and Privacy Act (FERPA)

Approved student directory information includes student name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by a student.

If you do not want student directory information on your child released, please notify the school in writing.

Henry County Board of Education

Superintendent – Dr. Jim Masters
Assistant Superintendent – Chelsey Tingle
Tony Whaley
Miranda Club
Danny Chisholm
Lori Abney
Steve Dent

Henry County High School

Principal – Kevin Webster
Assistant Principal – Becky Wright
Director of Behavioral Intervention – Richie Robbins
Counselor – Sarah Golden
Counselor – Kendall Goddard
Director of Counseling- Jason Banta
Athletic Director – Derek Tingle

Mission Statement

Our mission at HCHS is to create an environment where our students become effective citizens through learning and building relationships in our school and community.

Foreword

This handbook gives each student, parent, and staff member an adequate source of information about the school and its activities. Through this handbook, we hope the members of the student body and their families may more fully understand and appreciate their school, and that each student may be inspired to strive to live up to these ideals and bring honor to Henry County High School.

Regular Bell Schedule:

Release Bell	8:20
1 st	8:30-9:43
2 nd	9:48-11:01
3 rd	11:06-12:46
Lunch A	11:06-11:29
B	11:32-11:55
C	11:58-12:21
D	12:24-12:46
4 th	12:51-2:03
5 th	2:08-3:20

Grading System

By official action of the Henry County Board of Education, no student will receive credit for a course without completing a full semester. To receive credit for a subject at the end of the semester, a student must have earned a final average of at least the grade "D". It is the student's responsibility to know the grading procedures in each class.

Homework, class participation, and class attendance are essential parts of each student's work. These are given due consideration, along with examinations in our grading system, to determine the final grade and credit earned at the end of the semester.

High School Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	59 & below

End of Course Assessments/Final Exams

Per state regulation 703 KAR 5:200 Grades earned on required high school end-of-course exams will count as 20% of the final grade.

Report Cards

The school year is divided into four (4) nine-week grading periods. Two (2) nine-week grading periods constitute a semester. Report cards are issued shortly after the grading period ends. Progress report cards will be issued halfway through each grading period.

The following symbols will be used to explain student's achievement on report cards and permanent records.

<u>Regular Class Quality Points</u>	<u>Dual Credit Quality Points</u>
A – Superior, 4 quality points	A – 5
B – High achievement, 3 quality points	B – 4
C – Average, 2 quality points	C – 3
D – Poor, 1 quality point	D – 2
F – Failure, no quality points	
I – Incomplete, no quality points	

Graduation Requirements

A student must successfully complete twenty-two (22) credit hours before he/she is eligible for graduation from Henry County High School. The following courses are required for graduation:

- English – 4 credits
- Math – 4 credits, one of which will be a financial literacy course.
- Science – 3 credits
- Health- One-half (1/2) credit
- Physical Education – One-half (1/2) credit
- Social Studies – 3 credits
- Art/Humanities – 1 credit
- Electives – 6 credits

Additional graduation requirements include (but may not be limited to) the following:

- Pass state-mandated Civics test
- Receive instruction is essential workplace ethics (Individual Learning Plan-ILP)
- Demonstrate Digital Citizenship (competency in technology)

Students who have not completed all of the above requirements will not be permitted to participate in graduation activities and will not receive a diploma. It is the student's responsibility to work with the counselor to be sure requirements are being met.

Total: 16 required credits plus 6 electives (22) credits total.

Scholastic Honors

There are three (3) forms of scholastic honors recognized by Henry County High School.

1. **Highest Academic Honor** – This is the highest honor for students. A cumulative 3.75 grade point average is required at the end of the third nine-week grading period of the senior year for highest academic honors. Each student must complete ten (10) honor courses during high school.
2. **Academic Honors** - A cumulative 3.50 grade point is required at the end of the third nine-week grading period of the senior year for academic honors. Each student must complete ten (10) honor courses during high school.
3. **Honor Student** – A cumulative 3.50 grade point average (any courses) is required at the end of his/her junior and senior year in order to be an honor student.

The following courses are considered Honor Courses:

All Dual Credit Classes
Chemistry & Physics
Honors Algebra I
Honors Algebra II
Honors Conceptual Progression (Science) 1,2, and 3
Honors English 1,2, and 3
Honors Geometry
Honors Social Studies 1, 2, and 3

Classification and Promotion

All students must be enrolled in 5 subjects unless the principal grants an exception. Students are promoted on the basis of units of credit earned by passing classes. To be promoted, a student must have earned a set number of credits for the year.

- Sophomore: 5 credits
- Junior: 11 credits
- Senior: 17 credits

Drop-outs/Withdrawals

Any student withdrawing from HCHS must be 18 years-of-age or older and should meet with the high school guidance office in-person prior to dropping out of school. That discussion should focus on the withdrawing student's roadblocks to completing high school and next steps when no longer a high school student (life transitions). If, after this meeting, it is decided that the student will withdraw, the high school guidance office will inform the high school's administrative staff and student services office at the Board of Education. All HCHS property must be returned. All fees must be paid in full.

Academic Honesty Policy

Students shall not misrepresent examination materials, research materials, class work, and/or homework assignments as their own, when in fact they are the work of someone else.

Academic dishonesty includes but is not limited to the following:

- Turning in any work, or part thereof, that is not the students own work.
- Copying another student's or author's work or class assignment.
- Allowing another student to copy your work or class assignment.
- Putting your name on someone else's paper/project.
- Using a "cheat sheet" or any unauthorized piece of writing on a quiz/test.
- Giving another student help on an individualized quiz/test.
- Tampering with the teacher's grade records or tests.

- Stealing and/or selling quizzes/exams* (*this offense will result in an automatic suspension due to the seriousness of the offense).
- Using teacher manuals/solution manuals.
- Using any material from the internet without proper citation and appropriate credit (Including AI such as ChatGBT, It is Chat GPT Grammarly, etc.)

First Offense:

- Student will receive a zero on the assignment. However, the assignment must still be made up, with source (reference) data included. Students will receive at most 50% of their grade at their teacher's discretion. If the student refuses to complete the assignment, he or she will be placed in ICE until the assignment is completed.
- Teacher will contact parent or guardian and warn them of possible consequences for subsequent offenses.
- A referral will be sent to an administrator for recording into a plagiarism data base/file.
- Administrator or counselor will inform all the students' teachers that this is the student's first offense; first data base entry.

Second Offense (in the same or any other class):

- Student will receive a zero on the assignment. However, the assignment must still be made up, with source (reference) data included. No grade will be given. If the student refuses to complete the assignment, he or she will be placed in ICE until the assignment is complete.
- Teacher will contact parent or guardian and warn them of possible consequences for subsequent offenses.
- Student will lose privileges (e.g. dance, field trip, game admission) at the discretion of the principal.
- Student will receive a referral to an administrator or counselor.
- Administrator or counselor will inform all the students' teachers that this is the student's second offense; second data base entry.

Third or Subsequent Offense (in the same or any other class):

- Student will receive a zero on the assignment.
- Student may be dropped/failed from the class in which he/she committed the third or subsequent offense or, if student is not drop/failed, his/her grade will be dropped by one or two letter grades at the teacher's discretion. Student will be suspended from school; length of suspension will be determined by administration. No makeup work will be allowed.
- Administrator will meet with parent/guardian, student, and teacher.
- Administrator will inform all the student's teachers that this is the student's third offense.

Extracurricular Requirements

Participation in school events, which take place after school hours, is allowable only for those who are passing five (4) out of five (5) classes. Grades will be checked weekly during the season. For the year, students must be on track for graduation as defined under CLASSIFICATIONS AND PROMOTION.

Students who leave school because of illness must have a physician's written verification of fitness to participate in that competition. Students must attend ½ day in order to participate in after-school activities. Special consideration can be granted by the Principal or Assistant Principal.

Students are required to have a physical examination before they will be permitted to participate in athletics.

Electronic Devices

Personal Telecommunications Device means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone. Students and staff have a right to an expectation of privacy while on school grounds. Due to this, unauthorized taping, duplication, picture taking, audio, video, or other means or methods are strictly prohibited.

Due to HB 208, the Henry County Board of Education adopted a district-wide cell phone policy. This policy prohibits the use of personal telecommunication devices during instructional time. While students may have their phone on campus, they are only to be used during breaks between classes, lunch, noninstructional time, and in emergency circumstances with permission from a teacher or administrator.

By choosing to allow your student to bring any type of COMMUNICATION DEVICES/CELL PHONES to school, parents/legal guardians agree and support the following:

- Schools may require students to register cell phones and numbers in order to carry them on campus.
- The restrictions below shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.
- When students violate prohibitions of this policy; they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement.
- The contents of cell phones may be searched by school administration. In addition, an administrator may confiscate the

device, which shall only be returned to the student's parent/guardian. CONFISCATION MAY INCLUDE THE CELL PHONE AND SIM CARD.

KRS 158.165 (The school district accepts no responsibility for use, breakage, theft or loss of these personal items). Also refer to the AUP (Acceptable Use Policy) VIOLATIONS. Consequences may include removing computer privileges as well as additional consequences.

- Devices shall not be used in a manner that disrupts the educational process, including.
but not limited to:
 - Creates noise or distractions
 - Poses a threat to academic integrity, such as cheating
 - Violates confidentiality or privacy rights of another individual
 - Is profane, indecent, obscene and/or offensive to other individuals
 - Social Media use
 - Constitutes or promotes sending, sharing or possessing sexually explicit messages, photographs, or images using any electronic device.

The use of cell phones and other electronic media usage may be directed by teachers through classroom assignments. Schools may require phones to be turned off as appropriate. At no time should a phone or other electronic media device interrupt classroom instruction. Students with phones that ring or vibrate interrupting instruction may face consequences for this disruptive conduct.

*Example(s): Students taking pictures of other students on their phones, modifying it and sending it to others. Students taking pictures/texting about other students and spreading rumors about the student in the messages. Students taking pictures of themselves or others, sending it around, for personal gain.

Violation of Electronic Device Policy:

1st offense will receive a warning and confiscation of devices, only to be returned at the end of the day by the administration.

2nd offense will receive a warning and confiscation of devices, only to be returned at the end of the day.

3rd offense will receive a warning and confiscation of devices, only to be returned at the end of the day by the administration to a parent or guardian.

4th offense will receive confiscation of devices, only to be returned at the end of the school year by the administration to a parent or guardian.

***Student refusal to hand over cell phone when in violation of cell phone policy will result in adverse disciplinary action.**

Codified Rules

Dress Code

All students at Henry County High School are expected to adhere to the decency code as outlined in the Henry County Public Schools' "Student Code of Conduct." Specific guidelines are posted below.

1. Hats and other head coverings are not allowed unless special permission is given by administration.
2. Clothing, jewelry, or hats bearing drawings or words related to drugs, tobacco, alcohol, profanity, sexual innuendo, derogatory speech, or gang related are not to be worn including bandanas, scarves, anything deemed as a costume, etc. or any other headwear not for the purpose of holding back hair.
3. Shirts, blouses and dresses that do not cover the midsection, sides, or back are unacceptable. All shirts must cover the axillary and below.
4. Shorts, pants, skirts, and dresses must be worn to cover one's buttocks and does not reveal a student's private area during normal activity with the ability to move in a full range of motion (full range of motion includes bending, walking, sitting, standing, and stretching).
5. Sunglasses may not be worn inside the building (except for verified medical reasons).
6. Shoes must be worn at all times.

***Styles change and the administration of the High School has the right to deem any attire inappropriate, appropriate, or a disruption of the educational process as stated in the district code of conduct. If you are unsure about an article of clothing, inquire before you wear it. Students out of dress code will be placed in ICE unless they have appropriate clothing. Infractions will follow the consequences of the discipline matrix.**

Disrupting the Educational Process

Behavior that is disruptive to the educational process shall not be tolerated. For the purpose of this section, behavior that disrupts the educational process, shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others;*
2. Conduct which may potentially damage property;
3. Illegal activity; or
4. Conduct that interferes with or hinders the orderly administration of the school and school-related activities.

Violation of this policy shall be grounds for disciplinary action. Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

*Engaging in hate speech or displaying hate symbols on school grounds including but not limited to Confederate, Nazi, or White Supremacist symbols constitutes the “substantial disruption” exception to free expression, will be considered a racially inflammatory expression and will not be allowed on the grounds of Henry County Public Schools and at school sponsored events.

Infraction and Consequence Code

Discipline at Henry County High School is based on the right of every student to receive the best education his/her abilities permit. Any action by the student which deprives others of that right will be grounds for disciplinary action, whether specifically stated in the rules or not.

INFRACTION	CONSEQUENCES									
	W	W	LD	LD	LD	I	I	I	I	S
Arson										
Assault on Staff / Student										
Dress Code Violation *										
Drug / Alcohol Violation										
Disrespect to Staff / Students										
Disruption of Class										
Disruption outside of Class										
Disruption of School Event										
False Bomb Threat										
False Fire Alarm										
Forgery										
Gambling										
Harassment - Bullying										
Harassment – Sexual (Verbal)										
Harassment-Sexual (Physical)										
Hats / Bandannas										
Inappropriate Display of Affection										
Incendiary Devices										
Indecent Exposure										
Insubordination										
Leaving School w/o Permission										
Out of Class w/o Signed Hall-pass										
Profanity / Vulgarity to student										
Reckless Driving **										
Robbery, Extortion										
Skiping ICE										

1. In violation of any of the listed above infractions other than those resulting in problem solving, teachers will complete the appropriate referral form (except in emergency situations).
2. Principal or Assistant Principal investigates the issue, observing the student's right to due process as described in Henry County School Board Policy 09.432.
3. Principal or Assistant Principal will follow the infraction/consequence guidelines provided above.

Bullying / Hazing

In accordance with KRS 158.148 and 704 KAR 7:050; bullying, hazing, menacing, intimidating, or abuse of students on school property, off school property, or at school-sponsored events will not be tolerated. The district will identify, document, and report any violations under Section 1 of the Act. Students who believe they are victims of bullying/hazing shall report the incident to the building principal or Zach Woods, Director for Student Support Services, for appropriate action.

Explanation of Disciplinary Infractions
(Consequences listed on violations chart)

ARSON: The intentional starting of a fire or explosion on any school property or at any school-sponsored activity which results in property damage or personal injury.

ASSAULT: Intending to or causing physical injury to another person by means of physical force or the use of a dangerous or deadly instrument.

DISPLAYS OF AFFECTION: Physical contact of a romantic nature.

DISRESPECTFUL TO STAFF: Any actions, comments, and/or writings that demean or show disrespect to any staff member.

DISRUPTION: Any actions, comments and/or writings that interfere and/or disrupt the teaching in classrooms, the safety and security in the building and disrupt the educational process.

DRESS CODE: Any violations of the dress code as listed.

DRUGS/ALCOHOL/CONTROLLED SUBSTANCES:

Controlled substances mean any substance of immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes*** or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020. ***

Alcohol and alcoholic beverage means any substance listed in Chapter 242 of Kentucky Revised Statutes. *****

Alcohol, Drugs and other Controlled Substances Prohibited

No pupil shall possess, use, sell, distribute, or be under the influence of alcoholic beverages, narcotics, drugs, counterfeit controlled substances or any substance which "look like" a controlled substance* or possess, sell or distribute drug paraphernalia while at school, on school grounds, on school owned vehicles, or at any location of a school-sponsored activity. **

If, after due process procedure has been followed at the school level, it is determined that a student has violated the above policy in regard to alcohol, narcotics, drugs, counterfeit controlled substances or any

substance which “look like” a controlled substance* or in regard to drug paraphernalia, the pupil violating the policy shall receive an immediate five (5) day suspension, and the administration shall make a recommendation to the superintendent for the student’s case to be brought before the Disciplinary Review Committee. The superintendent may suspend for an additional five (5) days if warranted. Appropriate juvenile and law enforcement authorities will be immediately notified when violation of laws governing possession or sale of drugs has occurred. Upon hearing the case, the Disciplinary Review Committee will make a recommendation to the superintendent.

A second offense of the above policy, in regards to alcohol, drugs and paraphernalia, shall result in immediate suspension of five (5) days following due process procedures at the school level and the administration shall make a recommendation for expulsion to the superintendent. Appropriate juvenile and law enforcement authorities will be immediately notified.

The Board will consider reinstating a student who has been expelled for violation of this alcohol/drug policy if the student acts in accordance with procedures established by the Board

References:

* OAG 82-633

** KRS 161.180

*** KRS Chapter 218A

**** KRS Chapter 242

FALSE FIRE ALARMS: Falsely alerting the Fire Department or school to a non-existent fire.

FALSE BOMB THREATS: Making a threat that a bomb has been placed in or is about to explode on school property or at any school sponsored activity.

FIGHTING: Two or more students willfully engaged in physical contact for the purpose of inflicting harm.

FORGERY: The act of falsely using the name of another person, or falsifying documents or communication to or from the school.

GAMBLING: To play games of chance for money or some other stake.

HARASSMENT/DISCRIMINATION: Intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

INAPPROPRIATE DISPLAY OF AFFECTION: Physical contact of a romantic nature.

INCINDIARY DEVICES: The possession or use of any device that is used to disrupt the educational process that can cause damage (smoke bombs, firecrackers, etc.).

INSUBORDINATION: The willful disobedience of a reasonable request, either verbal or written, of school personnel and/or defiance of the authority of school personnel.

OFF CAMPUS: Leaving the school grounds without permission of and appropriate paperwork by parent(s) and school personnel.

OTHER ACTS: Behavior violations not listed here that are deemed inappropriate and disruptive to the educational process and that may cause injury to oneself or others that does not fall under the definition of fighting.

PROFANITY/VULGARITY: Cursing, use of obscene language/gestures, engaging in actions that are coarse or crude or insensitive to others.

RECKLESS DRIVING: Careless and reckless driving on entering and leaving school grounds, parking in restricted areas, and other actions using a vehicle that endanger others.

ROBBERY/EXTORTION/COERCION: Stealing school property or the belongings of another student or staff member, getting money by threats, forcing others to pay money or give away their possessions against their will.

SEXUAL HARASSMENT: Sexual harassment is a violation of federal law and will not be permitted in any Henry County school. If any Henry County student feels he or she has been sexually harassed, a representative of the school or school system should immediately be notified such as a teacher, counselor, or principal. Sexual harassment consists of unwelcome sexual advances, request of sexual favors, and other verbal or physical conduct of a sexual nature as determined by the receiver of the action in school or at school-sponsored activities, including transportation to and from the school or its activities.

SKIPPING SCHOOL/CLASS: Not being in assigned class and/or not entering or leaving school during the school day without permission of a school official. Students must have hall pass or a note signed by an appropriate staff member to be out of the classroom during instructional hours.

TARDIES: Students are considered tardy to school if they are not in first block when the tardy bell rings. Students tardy to school must check in at the office and receive an admit slip. All tardies are unexcused. Individual teachers determine what constitutes tardy to his/her class. Students are referred to the office for tardies only when in class consequences are unsuccessful. Three tardies result in a day in ICE, then each tardy afterwards results in an additional day in ICE. The Director of Behavior can modify this for individual students as deemed necessary.

TECHNOLOGY MISUSE: Any damage to, alteration of equipment, misuse of devices for purposes other than educational, and/or other actions that are deemed inappropriate uses of technology equipment.

THREATENING: Threat of physical contact directed toward school personnel, students, or others with the intention of doing bodily harm or damaging one's property by a student or group.

TRESPASSING: To be on school property without permission or supervision.

TOBACCO/SMOKING/VAPING: Board Policy number 09.4232 states, "Students shall not use or possess tobacco products on school property." Students who are determined by any means to be in violation of this policy (i.e., cigarettes observed in pockets, strong smell of smoking on breath, etc) will be subject to disciplinary action.

VANDALISM: Intentional damage of school property or property of school personnel.

Individually Centered Education

PURPOSE:

- To serve students who are having academic and/or behavior needs

WHO:

- Students who are eligible under the “Problem Solving” Intervention Plan or other disciplinary infractions
- Alternative to suspending students from school
- Students who are identified as “priority” need based on academic or behavioral need
- Students will attend ICE based on student need or administrator’s discretion

Steps for intervention to increase student success (based on Problem Solving Referrals): Note: A “problem solving” event is when a student receives 3 redirects in class and has to be removed.

- On the second problem solving, a meeting will be set up with a counselor and the one who did the problem solving with the student. In addition, on the problem solving sheet, students will be made aware of future action steps.
- On the third problem solving, the counselor will call the parents and set up a meeting where future action steps will be discussed
- On the fourth problem solving, the student will be placed in ICE for one full day to complete school assignments, and develop a behavior plan with ICE counselor.
- On the fifth problem solving, the student will be placed in Wildcat Academy for a six week period.
Note: 3 occurrences in the same setting/class, the student can be identified as a “Chronic Disruptor” and can be removed permanently from that environment.

Steps for intervention to increase student success (based on Disciplinary Infractions):

- Will be reviewed on a case by case basis and upon administrator’s discretion

Steps for intervention to increase student success (based on Academic and Behavioral need):

- School administration will determine student placement in ICE.

Note: Students will be reviewed on a case by case basis.

Note: Any student who has an Out of School Suspension whether it be 1 or 10 days, will need to transition back to school through a day of ICE upon their return. Administration will evaluate where the student is in their process of transitioning and allow the student an opportunity to catch up on work.

Individually Centered Education (ICE)

ICE is also designed as an alternative to suspending students from school so they can keep up on class work and attend school. The following are ICE rules designed to maintain an orderly atmosphere.

- A. Students are to report directly to the designated ICE center.
- B. Students should have necessary materials upon entering ICE. Students will not be allowed to visit lockers.
- C. Students will have assigned seats in ICE and must remain seated at all times unless permission is obtained from the teacher.
- D. **Cell phones are not permitted in ICE or Credit Recovery. They will be returned at the end of the day.**
- E. Sleeping in ICE is not permitted.
- F. Students must work on assignments throughout ICE assignment and will not be released from ICE until all assignments are complete.
- G. If, for any reason, students in ICE do not have class work to complete, an alternative assignment will be provided.
- H. Restroom breaks will be given throughout the day.
- I. Breakfast and lunch will be eaten in the ICE as a group.
- J. Students are not permitted to have food, drink, or gum in ICE.
- K. No music, YouTube, videos, games, etc. on the Chromebooks
- L. Students should be working on school assignments only
- M. There is to be ZERO talking in ICE without permission
- N. Students should remain in their seats facing forward unless told otherwise
- O. Students assigned to ICE are not permitted to be in the high school during the ICE placement unless supervised.
- P. Students unable to follow ICE expectations and receive 3 re-directs will result in out-of-school suspension. Upon completion, they will serve additional day(s) in ICE.

Non-behavior Related ICE Placement

- There are some circumstances where students need to spend time in ICE for non-behavior related issues.
- Students are NOT permitted to be in ICE/Credit Recovery unless allowed by administration.
- Teachers should NOT allow students to go to ICE without first contacting administration.
- Students in ICE for non-behavior related issues will still follow ICE protocols and must complete all school work.

*Note: Additional Protocols and Procedures can be added by administration.

Wildcat Academy

Wildcat Academy is a makeshift pathway program for students who have not met Henry County High School's student expectations. The goal of the program is for students to receive services that lead them to rejoining the regular school environment. Placement will be at the discretion of the administrations.

Suspension and Expulsion Defined

Out-of-School Suspension is a severe disciplinary action by which a student is prohibited from attending school, coming on the school grounds, or participating in/attending any school event. Parents or guardians are notified of all suspensions and are usually required to attend an administrative conference before the student may return to school. The administration may suspend for five days or less. The superintendent has the authority to suspend for longer periods. Students will receive no credit for work completed during the suspension.

Expulsion is the most extreme penalty that can be imposed. It must be an action of the School Board on recommendation of the superintendent. It involves the removal of the student's privilege of attending school and the loss of credits. Expulsion is generally for the remainder of the school year.

Dispensing Medication

Internal medicine, including aspirin, shall not be kept at school for the purpose of administering to pupils. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit. Any student needing to take medication while at school must have the following items on file in the main office.

1. Medication brought to school must be in the original prescription container.
2. Information listed on the container shall include the student's name, the name of the medication, and the prescribed dosage.
3. A letter of request and/or explanation from the doctor or parent shall be on file in the principal's office before a student shall be permitted to keep emergency medication on his/her person.
4. Students shall sign a log in the office showing the date, time, and amount of medication administered.
5. The student will be issued a permission slip showing the medication has been registered. All over-the-counter (OTC) medications will now require both physician and parent consent for administration in the school setting.

Attendance Information

All students are expected to be in school every day. They should arrive on time and remain at school until the final dismissal bell. However, there are times that it is necessary to be absent. Board Policy 09.123 governing attendance takes this into account.

Excused absences: An excuse for absence or tardiness can be obtained for the following reasons:

- Illness of pupil as verified by a physician's statement.
- Death in the pupil's immediate family as verified by a note from the funeral director.
- Court appearances as verified by official court note.
- Driver's test for permit or license
- Religious holiday observance.
- Other valid reasons as stated in board policy or approved by the principal.

***After the tenth (10) physician's note, the parent/guardian must have a Medical Excuse Form 09.123AP (available at each school office) completed by the physician.**

A signed statement of the parent, when presented upon the student's return to school, will be accepted as proper verification for up to five (5) days of absence per year. Absences verified by a doctor's statement shall not be counted as one of the initial five (5) days. Any absences in excess of ten (10) shall require the presentation of a completed Medical Excuse Form 09.123AP before the absences shall be excused.

When returning to school following the absence, the student must bring a signed note as described above **within 2 days** following the absence. The student also needs to bring a note for check-ins/outs. The student will receive an admission slip that notifies the teacher that the absence was excused. Unless you complete this process, the day will count as unexcused.

Unexcused absences: Any absence that is not for the above stated reasons is considered unexcused. Suspension days are unexcused. School work for unexcused absences cannot be made up.

Under NO circumstances will a student be allowed to check out of school to go eat lunch

Anytime a student is absent, they should:

1. **Have their parent call the school to let them know they will not be attending at 845-8670**
2. **Obtain an appropriate note stating the date they were absent**
3. **Submit the note in the front office before classes begin on the day they return to school.**
4. **Take their admission slip to each teacher so you are given an excused absence**
5. **Make up any missed assignments**

NO PASS / NO DRIVE: Students must have proof they are in good standing before obtaining a driver's license or permit. To meet the requirements of law they must meet the following criteria:

- Enrolled in school – not a drop-out
- Attending regularly
- Passing 4 of 5 classes

The Process:

1. Student obtains a form from the school
2. Parent signs the form
3. School certifies that the student is not deficient
4. Student takes form to the Circuit Clerk's office

***The school is required to notify the Department of Transportation (DOT) when any student accumulates 9 unexcused absences or fails to meet the academic standard. The DOT will revoke driving privileges.**

Truancy: According to Kentucky law, “Any pupil who has been absent or tardy from school without a valid excuse for 3 days or more is a truant. A pupil who has been reported as truant 2 or more times is a habitual truant.” Kentucky law requires school districts enforce attendance laws. When students are habitual truants (6 unexcused absences and/or tardies), the Director of Pupil Personnel shall notify the courts to begin proceedings for enforcement of the compulsory attendance laws. If a student fails to meet the requirements for attending school, either the parent/guardian or the child will be held responsible for the truancy. Schools must enforce the No Pass / No Drive requirements, and students must stay in good standing to keep driving privileges.

The school will communicate with parents to make sure they know when their student is absent. Parents should call the high school 845-8670 any morning after 7:45 when a student will not be attending. If a student is on the absentee list and no call has been received, staff members will contact the parent to validate the absence.

Attendance/Privilege Policy

Henry County High School students that are truant or habitual truant will be subject to loss of privileges. It is the belief of Henry County High School that good attendance to school and behavior are essential in developing good habits for a lifetime. Unexcused absences and unexcused tardies to school are known to have a negative affect on academic achievement. Each school year, a student will lose privileges to participate in extra-curricular or co-curricular events sponsored by Henry County High School if his/her attendance results in any of the following:

An accumulation of more than 6 unexcused absence days, through whole or partial day absences. (Note: Three (3) unexcused tardies to school will equal one unexcused day.)

Upon the 7th unexcused absence, students will lose privileges for the remainder of the school year.

(Note: Upon the 5th unexcused absences, students will be required to meet weekly with a SST (Student Support Team) member.)

Loss of privileges include, but is not limited to the following:

- Participation in the HCHS graduation ceremony—for seniors only (NOTE: Diplomas will be delivered to students who do not meet the criteria to be honored at the graduation ceremony.)
- Participation as an athlete or cheerleader in sporting events
- Participation in school plays
- Club Activities
- Senior events including Senior Awards Night

- School dances including Homecoming Dance, Junior Prom, Senior Prom
- Field Trips
- Co-curricular activities that meet after school (For example: Marching Band, JROTC, etc.)
- Parking privileges
- Loss of Co-Op for current year and/or the next school year
- Class officer for the following school year

Loss of extra-curricular and co-curricular privileges may be appealed to the Student Privileges Committee. The Student Privileges Committee will meet once each month. Student Privileges Committee members will be appointed by the school principal. The committee will hear individual appeals and render decisions regarding privileges. All appeals must be made 7 days prior to the committee meeting.
(Note: The committee will only hear appeals based on, for example, medical and family emergencies.)

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Illness of the pupil or severe illness in the pupil's immediate family (a physician's note is required for verification for the sixth and all subsequent absences for illness). After the tenth (10) physician's note, the parent/guardian must have a Medical Excuse Form 09.123 AP.2 completed by the physician,
2. Death in the pupil's immediate family as verified by a note from the funeral director,
3. Court appearances as verified by a note from a court official,
4. Driver's test for permit or license (1/2 day is allowed for this purpose),
5. Religious holidays and practices,
6. One (1) day for attendance at the Kentucky State Fair,
7. Documented military leave,
8. One (1) day prior to departure of parent/guardian called to active military duty,
9. One (1) day upon the return of parent/guardian from active military duty,
10. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
11. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

EXCUSED ABSENCES (CONTINUED)

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

VERIFICATION REQUIRED

A signed statement of the parent, when presented upon the student's return to school, will be accepted as proper verification for up to five (5) days of absence per year. Absences verified by a doctor's statement shall not be counted as one of the initial five (5) days.

Up to ten (10) absence events with doctor's statements shall be allowed.

Any absences due to medical reasons in excess of ten (10) shall require the presentation of a completed Medical Excuse Form 09.123 AP.2 before those absences shall be excused. Medical Excuse Forms shall be available at each school and the central office.

When a student returns to school following an absence, s/he must bring a signed note with the dates of the absence(s). When notes are turned in, the student will be issued an excused admit slip. The student is responsible for presenting the admit slip to each teacher upon return to class following the absence and at that time, turn in any work due and request any missed assignments.

UNEXCUSED ABSENCES

Absences for reasons not stated above shall be considered unexcused.

Plans for Closing Schools

Occasionally hazardous road conditions exist due to weather and it becomes necessary to make changes in the daily school schedule. Likewise, other unforeseen events may occur that require school to be closed. Once a decision has been made to close schools or change the daily time schedule, information will be given to media sources and HCPS district website (www.henry.k12.ky.us).

IF THERE IS NO ANNOUNCEMENT FROM THESE SOURCES, SCHOOL WILL BE IN SESSION AS USUAL.

Grievance Procedure

Board Policy #09.4281, provides the opportunity for student grievances to be addressed and resolved at each level.

School Resource Officer

A school resource officer is on site at the High School during school hours and during most school-sponsored events. A resource officer is a trained, official police officer with the Henry County Sheriff's Department.

HCPS Virtual Pathway

The Henry County Public Schools Virtual pathway is a unique program for students in grades 6-12 that allows students to complete courses online through the Edgenuity platform while completing required credits for graduation under supervision virtually. The HCHS Principal or Designee will work with students and caregivers to assist students with enrolling in appropriate courses and in setting postsecondary readiness goals for students as required by law. HCPS will provide a Google Chromebook (if needed) for students to use for the coursework, but families are responsible for providing reliable Internet access and a supportive environment for online learning. Acceptance into the program will be determined by the principal or designee. Students in the program not meeting program requirements can be dropped from the program and required to return to in-person instruction.

For students interested, they will meet with the Director of ICE and Wildcat Academy to discuss options and the program outline. Students who do not follow the program expectations may be opted out of the Virtual Pathway and be brought back to school in person.

5 Indicators of Postsecondary Readiness through **CAREER READINESS** 2023-2024



Industry Certifications

A Valid Industry Certification list is maintained by the [Kentucky Workforce Innovation Board \(KWIB\)](#) in collaboration with local Workforce Investment Boards (WIBs) and the Office of Career and Technical Education.

CTE End of Program (EOP) Assessments

The [CTE EOP Assessments](#) are state-developed assessments designed to indicate that a student has retained knowledge related to their chosen career pathway. The EOPs are based upon clear and concise standards identified by Kentucky employers, aligned with statewide articulation agreements with postsecondary partners.



Approved CTE Dual Credit

[Eligible dual credit courses](#) aligned to CTE career pathways for "career readiness" are approved annually by the KDE. To meet this indicator, students must complete one (1) of the approved CTE dual credit courses with a "C" or higher letter grade.

Cooperative Education and Internships

Students can meet this indicator by completing a minimum of 300 hours of on-the-job work experience in a cooperative (co-op) or internship that is approved by the Kentucky Board of Education (KBE). Co-ops and internships should adhere to [Kentucky's Work-Based Learning Manual](#) and to [705 KAR 4:041](#).



Registered Apprenticeship TRACK

The KDE's [Tech Ready Apprentices for Careers in Kentucky \(TRACK\)](#) youth/pre-apprenticeship program regulated by the United States Department of Labor and the Kentucky Education and Labor Cabinet. TRACK is nationally recognized as a best practice youth apprenticeship model.

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