HCMS Student Handbook

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

SECTION 504 POLICY STATEMENT & PUBLIC NOTICE
The Henry County Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the educational programs and provision of services or in employment policies. It is the policy of the Henry County Schools to provide a free appropriate public education to each student with a disability, regardless of the nature or severity of the disability, residing within the jurisdiction of the Henry County. It is the intent of Henry County Schools to ensure that students who have 504 disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may have 504 disabilities under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

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

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

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

        Or the

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

The HCSD OR EMINENCE will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce.
Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a “Legitimate Educational Interest” as defined in the policies and procedures for confidentiality. A current list of employees’ names and positions that have access to personally identifiable information is on file in each school. The HCSD OR EMINENCE has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

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

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

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

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

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

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

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

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

Letters and phone calls are some of the ways Henry County or Eminence Schools collect the information needed. The information the school district collects will be used to contact the parents of the child or youth and find out if the child or youth needs to be evaluated or referred for special education services. If you know of a child or youth who lives in Henry County or Eminence, that may have a disability, and is not receiving needed services,
Child Find activities will continue throughout the school year. As part of these efforts, Henry County or Eminence Schools will use screening information, student records, and basic assessment information it collects on all children and youth in the district to help locate those children and youth who have a disability and need special education. Any information the district collects through Child Find is maintained confidentially.

Parents, guardians, or eligible students have the right to file a complaint with the U.S. Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is: Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202. Written policies and procedures have been developed which describe the district’s requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal’s office of each school and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting the Director of Pupil Personnel at the address above. The district office is open Monday through Friday.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact Director of Special Education at the address or phone number listed above for the district office.

**HCMS OFFICE STAFF**

Principal
Lucia Hughes
Assistant Principal
Andy Buchholz
Counselor
Shelby Mings
Secretary
Carrie Beutel
Registrar & Attendance Clerk
Julie Mann

**IMPORTANT NUMBERS**

Henry County Middle School (502)845-8660
HCMS Fax (502)845-8661
Henry County Board of Education (502)845-8600
Transportation Department (502)845-8624
Youth Services Center (502)845-8608
Crisis & Information Center: Centerstone (800)221-0446
   (formerly Seven Counties Services, Inc.)
Web Address www.henry.kyschools.us
DAILY SCHEDULE

8:00 a.m. • Supervision of students arriving to school will begin each day at this time in the gym. If eating breakfast, students should report promptly to the commons area through the commons area doors; otherwise, students are to go to the gym. **HCMS is not responsible for the supervision of any student arriving on school grounds prior to 8:00 am.**

8:20 a.m. • All students will be dismissed from the gym and commons area to go their lockers. All bus passes must be obtained before 8:20 a.m. in the commons area. (**Bus passes require a written note from the parent/guardian. Phone calls will only be accepted if it is an emergency.**)

8:25 a.m. • Classes begin. Students must be in their classroom. **Tardies to school occur when a student enters the building after 8:25 am.** (see attendance policy)

3:20 p.m. • School dismisses.

AFTER SCHOOL SUPERVISION

Supervision is provided for students from **8:00 a.m.-3:30 p.m.** Any student remaining on campus after these hours requires supplemental adult supervision. Students must obtain approval PRIOR to staying after school for any type of activity that does not occur immediately after school such as games, late practices, concerts, etc... Approval can be from any faculty, staff or administrative employee willing to personally supervise the student. **A student should only attend after-school activities if a parent/guardian can arrange pick up on time.**

STUDENT SERVICES

1. **Guidance Counselor**--Shelby Mings. To make an appointment, you must see the school secretary or sign up in the front office.

2. **School Nurse**--Melissa Jeffries, RN and Jennifer Crabb, RN. The counselor, teachers, administrators, or secretary will contact the nurse if you need health services or call (502) 845-8600.

3. **Youth Service Center**--Debbie Hartford. The YSC provides support to students and families. They also make referrals to health and social services, drug and alcohol counseling and referrals to crisis and mental health counseling. (502) 845-8608

SCHOOL CALENDAR

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

- August 12: Opening Day - Staff
- August 14: Students Enroll
- September 2: Labor Day
MISSION & VISION STATEMENT AND SCHOOL BELIEFS

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

Vision:
A district of educational excellence, the pride of our community.

…It’s a Wildcat Thing! #WIT

Welcome to Henry County Middle School, home of the Wildcats. We are so excited to have you as part of our middle school family! Here at the middle school, we have a motto and it is “It’s a Wildcat Thing”. This means that we expect excellence from everyone – mediocrity is not accepted. We will do “Whatever it Takes” (#WIT) for you to reach your fullest potential during your three years with us. While you are here, we will focus on two things: building relationships and improving student achievement. Working together, there is nothing we can’t accomplish!

ATTENDANCE

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

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

Please phone the school as soon as you determine your child will miss all or part of the school day. You may call prior to 8:00 am and leave a message in the school’s general voice mailbox or call to speak to someone after 8:00 am. **Within two days of returning from an all-day or partial day absence, students are expected to bring and turn in an excuse note.** Failure to do so will result in an unexcused absence. **These excuses are kept on file so they must be in the form of a written note or email to julie.mann@henry.kyschools.us, not just a phone call.** (Signing students out at the front desk does not meet the requirement for an excused absence). In the case of minor illness not requiring a doctor note or other reasons, you may write a parent note for a maximum of five (5) days per year. Please use these days carefully since they must last all year. **It is the student’s responsibility to ask the teacher for their make-up work.**

Tardy-to-school

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

HOMEWORK AND GRADING INFORMATION

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

GRADES

Each grading period lasts approximately nine weeks. At the four and one-half week mark, parents will receive a mid-term grade report. Mid-terms are accompanied by a signature slip that should be signed by a parent and returned to your child’s first period teacher. Report cards will be sent home a few days after each nine-week period ends. Report cards are sent home in a manilla envelope with a signature card that should be signed by a parent and returned to your child’s first period teacher.

Grade Scale

| A+ | 90-100 |
### Honor Roll Criteria

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

### 8th grade Promotion/Retention

8th grade students failing any core content area classes will not be allowed to participate in the promotion ceremony. Grade placement will then be determined.

### STUDENT DRESS CODE

**Rationale:**

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

**Student/Parent/Guardian Responsibility:**

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

**Students:**

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

1) **Garments:**
   a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (i.e. dresses, sweatpants, leggings, or shorts) and shoes.
   b) Shirts and dresses must have fabric in the front, back, and on the sides (under the arms). Shirts must be waist length and completely cover the midriff, stomach, and back.
   c) Clothing must cover all undergarments.
   d) Fabric covering breasts, torsos, genitals, and buttocks must not be see through and not have any rips or tears.
   e) Bathing/swimming wear, sleepwear (including pajamas and house slippers), blankets, etc. are not permitted.
f) Clothing and footwear must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.

g) Attire that bears logos, insignia, letters or colors signifying a gang, violent actions, or weapons will not be tolerated.

h) Attire which insinuates, makes vague reference to, or depicts insignias that are crude, vulgar, profane or sexually suggestive, or that bears drug, alcohol or tobacco company advertising, promotions and likeness, or that advocates prejudice against any race, gender, sexual orientation, or religion is strictly prohibited.

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

2) **Head Coverings/Sunglasses:**
   
a) Scarves (except for medical or religious reasons), curlers, bandanas, or other similar head coverings shall not be worn to class or within school buildings.

b) Caps, hats, sweatshirt hoods, or other similar head coverings shall not be worn or carried to class unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

c) Sunglasses (unless prescribed by a physician) shall not be worn on the eyes, on the top of the head, or as an accessory within school buildings.

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

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

Repeated offenses will be considered defiance.

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

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

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

Henry County Public Schools School Bus Rules and Expectations
Prior to loading the bus:

- Students have a responsibility to be at the designated stop at least 5 minutes before the scheduled pick-up time. The driver cannot be expected to wait. Parents are responsible for their child’s behavior prior to loading the bus.
- Students should stay at least 10 feet away from the roadway while waiting for the bus and at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
- Students will only be picked up at designated stops.

Loading the Bus:

- If a student must cross the road to load the bus, he/she shall wait for the driver’s signal and then cross in front of the bus.
- Students should board the bus and immediately go to their assigned seat/area and sit down.

While on the bus, students will: Respect the bus driver, bus monitor, other students, property, and themselves.

- Obey the bus driver’s instructions/directions the first time given.
- Keep hands/feet off other people and their property.
- Sit while the bus is in motion.
- Speak only to those around them in a conversational (inside) voices using respectful words.
- Do not eat food while on the bus. Water will be allowed on the bus, in an approved container with lid. Per state law, it can only be consumed when the bus is not in motion.
- Communicate any problems or conflicts with the bus driver and monitor. If the student does not feel like the driver is handling the situation, share the concern with a school principal or district administrator.

Leaving the bus:

- Remain seated until the bus comes to a complete stop.
- Have belongings already gathered together and quietly exit the bus.
- If a student must cross the road after leaving the bus, he/she shall wait for the driver’s signal and then cross in front of the bus.
- If a student lives on the side of the road on which the bus stops, he/she shall move away from the bus immediately after getting off.
- Students will be dropped off only at designated bus stops, unless presented with a bus pass from the school’s office.

Consequences for Bus Conduct

If a bus conduct report (referral) is submitted to the transportation director, the following guide will be used by school administrators in assigning consequences:
• 1st non-violent referral: Conference with principal or designee. Parents notified via phone or in writing.
• 2nd non-violent referral: Conference with principal or designee. A school-level consequence may be assigned depending on the context and behavior(s). Parents should be called.
• 3rd non-violent referral OR any physical altercation: Loss of bus riding privilege for 3-5 days. Parents are called. [Note: If a student is not in school, bus suspension carries forward.]
• 4th referral: Loss of bus riding privilege until such a time as parent can meet with principal of designee and Mr. Whitt (5 day minimum). Plans will be developed in the meeting for bus riding privileges to resume.
• 5th referral: Termination of bus riding privileges for the remainder of the year or into the next, if at the end of the school year. Parents will be informed by Mr. Woods or Mr. Whitt of the appeals process.

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

No HCMS student may drive to school. In order to ride to and/or from school with someone other than your parent/guardian, students must have parent permission forms on file in the office. Bus passes require a written note or a phone call from the parent/guardian. Phone calls should be made before 3:00 unless it is an emergency.

PBIS

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

PBIS at HCMS is supported through a school-wide staff commitment to:
• constantly teach and model our school-wide CATS expectations.
• Look for the positive first and provide, positive, immediate, frequent, and explicit feedback.
• Treat minor offenses as the opportunity to teach appropriate behaviors.

The students and staff at HCMS are using the CATS expectations to focus on learning. Please take the time to read through the CATS expectations with your child. As you read, notice how we communicate clear expectations; the HCMS staff appreciates your support and reminders that will help us develop an atmosphere that promotes Care for others, Acting safely, Taking responsibility, and Showing respect.
<table>
<thead>
<tr>
<th>Location</th>
<th>Care for others</th>
<th>Act safely</th>
<th>Take responsibility</th>
<th>Show respect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym (Bus Duty AM/PM)</td>
<td>Be kind and considerate of others' needs and feelings.</td>
<td>Do what needs to be done and take ownership of your actions and emotions.</td>
<td>Demonstrate a polite, positive attitude toward your school community (peers, staff, property).</td>
<td></td>
</tr>
<tr>
<td>Commons (Breakfast)</td>
<td>- Keep interactions, conversations, and use of technology appropriate</td>
<td>- Keep up with your belongings</td>
<td>- Voice level 2</td>
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<tr>
<td></td>
<td>- Hold peers accountable</td>
<td>- Sit with grade level until dismissed</td>
<td>- Follow instructions when dismissed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Help others when needed</td>
<td>- Bring your physical and emotional needs to an adult</td>
<td>- Food remains in commons</td>
<td></td>
</tr>
<tr>
<td>Commons (Lunch)</td>
<td>- Keep interactions, conversations, and use of technology appropriate</td>
<td>- Get what you need while in line</td>
<td>- Voice level 2</td>
<td></td>
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<tr>
<td></td>
<td>- Hold peers accountable</td>
<td>- Go to designated area when you are finished</td>
<td>- Single file when entering kitchen (voice level 0)</td>
<td></td>
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<tr>
<td></td>
<td>- Help others when needed</td>
<td>- Bring your physical and emotional needs to an adult</td>
<td>- Use your manners; keep food/utensils in personal space</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Voice level 2</td>
<td>- Food remains in commons</td>
<td></td>
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<tr>
<td>Hallway Locations</td>
<td>- Keep interactions, conversations, and use of technology appropriate</td>
<td>- Get what you need while in line</td>
<td>- Voice level 2</td>
<td></td>
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<tr>
<td></td>
<td>- Hold peers accountable</td>
<td>- Keep area clean; throw away trash when finished</td>
<td>- Single file when entering kitchen (voice level 0)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Follow “3 times out of your seat” rule</td>
<td>- Use your manners; keep food/utensils in personal space</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Food remains in commons</td>
<td></td>
</tr>
<tr>
<td>Restroom</td>
<td>- Keep interactions, conversations, and use of technology appropriate</td>
<td>- Keep hands, feet, and objects to self</td>
<td>- Voice level 1</td>
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<tr>
<td></td>
<td>- Hold peers accountable</td>
<td>- Get permission to use restroom</td>
<td>- Speak with appropriate language</td>
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<tr>
<td></td>
<td>- Allow for privacy</td>
<td></td>
<td>- Throw trash in trash can</td>
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</tr>
<tr>
<td>Dismissal</td>
<td>- Keep interactions, conversations, and use of technology appropriate</td>
<td>- Wash hands, throw away trash</td>
<td>- Voice level 1</td>
<td></td>
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<tr>
<td></td>
<td>- Hold peers accountable</td>
<td>- Flush toilet and toilet paper</td>
<td>- Treat restroom fixtures with care</td>
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<td></td>
<td></td>
<td>- Use time wisely (take care of business)</td>
<td>- Report problems immediately</td>
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<td></td>
<td>- Stay seated during announcements (voice level 0)</td>
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<td></td>
<td>- Voice level 2</td>
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<td></td>
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<td></td>
<td>- Follow instructions</td>
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</tbody>
</table>
Definitions of Problem Behaviors

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

<table>
<thead>
<tr>
<th>Classroom Management</th>
<th>Offense</th>
<th>Office Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small behaviors that disrupt the learning environment; talking, excessive noise, off-task, out of space, distracting others, throwing small things (paper, pencils, etc), sleeping, etc. and other behaviors that disrupt the learning environment not addressed by other descriptors.</td>
<td>Disruption</td>
<td>Shouting, throwing/shoving things, refusing to comply with instructions, acting in an aggressive or erratic/irrational manner; Class stops because student is “causing a scene”; safety may be an issue.</td>
</tr>
<tr>
<td>Minor issues resulting in damage to school or individual property that is inexpensive or not “worth the time.”</td>
<td>Vandalism/Destruction of Property</td>
<td>Major issues that result in permanent or semi-permanent damage to property of value.</td>
</tr>
<tr>
<td>Conversational or incidental.</td>
<td>Language</td>
<td>Cursing at someone or something; profanity or vulgarity of an overtly sexual nature.</td>
</tr>
<tr>
<td>Unwanted interactions directed towards another; may include minor name calling or “picking”, poking, pulling out a chair, stirring up “drama”, etc.</td>
<td>Harassment</td>
<td>Continued unwanted interactions toward another student; after being told to “stop” and being addressed by teacher.</td>
</tr>
<tr>
<td>Playing games, watching videos, listening to music, visiting social media, being on the wrong site, etc.</td>
<td>Inappropriate use of Technology</td>
<td>Sharing passwords/logging in to another person’s account, harassing or bullying communications, inappropriate sites</td>
</tr>
<tr>
<td>Mutual roughhousing/horseplay; minor posturing/arguing</td>
<td>Fighting</td>
<td>Making physical contact with someone with the intent to harm them; can include pushing, shoving, hitting, etc.</td>
</tr>
<tr>
<td>Rolling eyes, body language, talking back (“whatever”), stomping feet, unkind words, throwing/hitting/ slamming object(s), etc.</td>
<td>Disrespect</td>
<td>If it turns into a major disruption or continuous issue (more than three minor disrespectful interactions)</td>
</tr>
<tr>
<td>Refusal to work or participate, rude response/tone, ignoring instructions</td>
<td>Insubordination</td>
<td>Verbal refusal with aggression and/or disrespect toward staff.</td>
</tr>
</tbody>
</table>
Flow Chart and Discipline Matrix

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

HCMS Behavior Flow Chart

Teacher observed behavior

Teacher and student use interventions to help student remain in class and successful.

1st Minor
* Teach and reteach expectation(s); use a classroom behavior intervention
* Document minor behavior in designated team location

2nd Minor
* Teach and reteach expectation(s); use a different classroom behavior intervention
* Document minor behavior in designated team location

3rd Minor
* Teach and reteach expectation(s); use a different classroom behavior intervention
* Document minor behavior in designated team location

4th Minor
* Write an ODR and submit to the office by the end of the day.

Is the behavior office managed?

Teacher Managed
* Cheating
* Disrespect (minor)
* Disturbance (minor)
* Destruction of property/vandalism (minor)
* Harassment (minor)
* Inappropriate use of technology
* Insubordination (minor)
* Not prepared
* Not prompt
* Not producing
* Public Displays of Infection
* Language (minor profanity)
* Lounging (minor fighting/arguing)
* Tardy to class

Office Managed
* ODR for 4th minor
* Disrespect (major)
* Disturbance (major)
* Destruction of property/vandalism (major)
* Harassment (major)
* Inappropriate use of technology
* Insubordination (major)
* Defiance, cell phone
* Language (major)
* Leaving school grounds (out of area)
* Name left by substitute
* Skipping/Walking out of class
* Potential criminal actions: Assault; theft
* Destruction of property/vandalism (major);
* Drug, alcohol, and tobacco
* Involvement; bullying
* Harassment/bullying; Sexual Harassment/assault;
* Theft; Threatening;
* Weapons and/or dangerous items

Office Referral
1. If the student needs to be removed from class, call the office for the student to be picked up.
2. Complete Office Discipline Referral (ODR) and submit to office by the end of the day.

Teacher/Team assigns & monitors a consequence

Administrator determines consequence and calls parent

Administrator monitors/follows through with consequence

Administrator provides feedback and returns pink copy of ODR to teacher
**Discipline Matrix**  
for Office Disciplinary Referrals

Determination of consequence is ultimately at the discretion of administration; Consequences will be assigned based on individual context taking into consideration factors such as severity and frequency of behaviors as well as interventions already attempted/in place.

<table>
<thead>
<tr>
<th>Behaviors</th>
<th>Warning</th>
<th>Detention</th>
<th>ICE</th>
<th>Suspension*</th>
<th>Intervention w/District Personnel Δ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault (physical or sexual) on staff or student</td>
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<tr>
<td>Bullying</td>
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<tr>
<td>Destruction of property/Vandalism (major)</td>
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<tr>
<td>Dress Code violation</td>
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<tr>
<td>Drug/Alcohol violation</td>
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<tr>
<td>Disrespect to staff or student (major)</td>
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<tr>
<td>Disruption of class</td>
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<tr>
<td>Disruption of ICE</td>
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<tr>
<td>Disruption of school event</td>
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<tr>
<td>False fire alarm, threats toward school, or similar</td>
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<tr>
<td>Fighting (mutual involvement)</td>
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<tr>
<td>Fighting (self-defense)</td>
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<td>Harassment (not identified as bullying)</td>
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<tr>
<td>Inappropriate use of technology (school or personal)</td>
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<tr>
<td>Incendiary devices</td>
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<tr>
<td>Insubordination, defiance</td>
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<tr>
<td>Leaving school grounds</td>
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<tr>
<td>Office Disciplinary Referral (4th minor)</td>
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<tr>
<td>Profanity/vulgarity toward staff</td>
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<tr>
<td>Profanity/vulgarity toward student</td>
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<tr>
<td>Sexual harassment (inappropriate touching)</td>
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<tr>
<td>Sexual harassment (verbal)</td>
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<tr>
<td>Skipping class or walking out of class</td>
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<td>Name left by substitute</td>
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<tr>
<td>Tardy to class (4th occurrence)</td>
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<tr>
<td>Theft, extortion, racketeering</td>
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<tr>
<td>Threatening</td>
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<tr>
<td>Tobacco use and possession; vaping/juuling</td>
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<tr>
<td>Vandalism</td>
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<tr>
<td>Wanton destruction of school or personal property</td>
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<tr>
<td>Weapon possession</td>
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</tbody>
</table>

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

+ Disruption includes, but is not limited to the following behaviors/actions: horseplay, excessive noise, throwing, inciting or antagonizing others, and other behaviors not addressed by other descriptors.

* Students who are suspended may be required to attend ICE upon the first day of their return to school. This can be extended at the discretion of administration.

Δ District personnel can include director of special education, director of pupil personnel, superintendent, assistant superintendent, or any other applicable personnel from the district level.

Additionally, we may ask or require intervention of an outside or community organization.

**DRUGS, ALCOHOL, & ETC...**

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

- Drugs, narcotics, alcohol, inhalants and/or
• Any look-alike substance. 
Violation of this policy may result in suspension and action by the Board of Education. See Board Policy Manual for further details.

SMOKING/TOBACCO PRODUCTS
Smoking or use of any tobacco products (including vapes and Juuls, etc.) on school property including school buses is not permitted.

HARASSMENT and BULLYING
Harassment, sexual harassment or bullying of any kind will not be tolerated at HCMS. Harassment or sexual harassment is “unwelcome behavior from anyone that makes you feel uncomfortable or unsafe”. Bullying is “any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.” If you feel you have been a victim of harassment or bullying please let an adult know immediately. We can’t help you if we don’t know about it! Our goal is to provide a safe and enjoyable learning environment at HCMS.

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

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

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

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

This due process procedure shall precede any suspension from school unless immediate suspension is essential to protect persons or property. If the nature of the charges warrants having the student appear before the school district’s Discipline Review Committee, the Director of Student Services will notify all parties involved as to the time and place of the meeting.
CLUBS & ACTIVITIES
All students at HCMS are encouraged to get involved in extra and co-curricular activities. You may participate in the following:

<table>
<thead>
<tr>
<th>Academic Team</th>
<th>Chorus</th>
<th>Football</th>
<th>Softball</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCA</td>
<td>KUNA</td>
<td>Girls Volleyball</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Club Day</td>
<td>Soccer</td>
<td>Robotics/STLP</td>
<td>Band</td>
</tr>
<tr>
<td>Baseball</td>
<td>Cross Country</td>
<td>Theater</td>
<td>Basketball</td>
</tr>
<tr>
<td>Junior Beta Club</td>
<td>Cheerleading</td>
<td>Student Leadership Team</td>
<td></td>
</tr>
</tbody>
</table>

TECHNOLOGY

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

- All students must sign the Acceptable Use of Electronic Resources form to use a computer and any related applications.
- All students will be assigned a login name and password. Student’s ARE NOT to share their passwords with other students under ANY circumstance; Students that do will be issued consequences.
- All students will be assigned a Chromebook or must bring suitable device of their own for use everyday. For more information visit https://sites.google.com/henry.kyschools.us/1to1.
  - The school will not be responsible for or repair any damage that happens to a personal Chromebook; students using a personal Chromebook WILL NOT be provided access to a school Chromebook if their personal on is damaged, unusable, or left at home.
  - The FIRST accidental damage of the device’s three year lifetime is covered by the Chromebook fee that you pay to the school at the beginning of the year.
  - Malicious damage/destruction to a Chromebook or any accidental damage beyond the first incident will result in a charge for repairs.
    - Parents will be informed of the charge via email or phone call.
    - Student internet access will be heavily restricted until the charge is paid.

A note about student devices and social media: If your child is being harassed on social media, be advised, that unless the issue in question happens at school during school hours or creates another issue at school, the school cannot do anything about it. Best practice is always to simply block an individual once an unwanted/inappropriate text or message has been sent and to tell an adult as soon as an issue presents itself.

TEXTBOOKS & SCHOOL PROPERTY

You are responsible for all textbooks. You must pay for any damage or loss of school property, including Chromebooks.
VALUABLES

Do not bring money and other valuables to school unless it is necessary. **The school is NOT responsible for lost or stolen items. Electronic devices are brought to school at your own risk.**

CELLULAR PHONES

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

With our 1:1 initiative, all students will have access to a Chromebook; therefore, there is no reason for students to have their phones out during class, unless given a specific educational task by the teacher. All teachers will develop individual classroom policies about storing phones during their class period, however these school-wide rules will apply:

- Phones should not be visible when not in use for specific educational tasks
- Students are free to use their phones in the morning before school, during breaks, at lunch, and at dismissal

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

- **First offense:** The student surrenders the device to the teacher who will turn it in to Mrs. Stivers in the front office. **The student may pick up the device at the end of the day.**
- **Second offense:** The student surrenders the device to the teacher who will turn it in to Mrs. Stivers in the front office. **Mrs. Stivers will contact home and a parent will be required to pick the device up from the office.**
- **Third Offense:** The student surrenders the device to the teacher who will turn it in to Mrs. Stivers in the front office. **Mrs. Stivers will contact home and a parent will be required to pick the device up from the office AND loses the privilege of having the device at school for the remainder of the grading period.** Depending on when the third offense occurs in the grading period this consequence may be extended to the next mid-term date or the end of the next grading period.
- **Fourth offense:** the student surrenders the device to the teacher who will turn it in to Mrs. Stivers in the front office. **Mrs. Stivers will contact home and a parent will be required to pick the device up from the office AND loses the privilege of having the device at school for the remainder of the school year.**

We understand that being in constant communication with your child or parent is a positive aspect of our culture’s adoption of technology, but in school, given that each student has a Chromebook, personal devices are really more of a distraction or disruption than a resource or tool. You will always be able to communicate with your child during their class transitions, lunch period or, if there is an emergency or urgent need, you may reach them by calling the office.

LOST & FOUND

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

**LOCKS & LOCKERS**

- Lockers will be assigned. Use only YOUR locker.
- Do NOT share your locker combination with your classmates.
- School officials will inspect lockers to ensure correct and safe locker use.

**FOOD SERVICES**

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

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

**WELLNESS POLICY**

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

- Any food item brought in by parents (or students) during the regular lunch schedule **must meet the same dietary guidelines** as food served in the cafeteria.
- Students may **only** carry a clear, 16 oz. water bottle (e.g., a bottle you would buy at the grocery) containing water only with them throughout the day. **No other drinks/bottle of any type are allowed.**
- Any outside snack foods (e.g., chips, candy) brought in by an individual student are to be individually packaged, either in a prepackaged snack size or in a small ziplock bag; **students are not to share these snacks with others.**

**MEDICATION**

1. All medications must be in the original labeled containers.
2. No medication will be given without a completed medication authorization form.
3. The school will not administer the first dose of any new medication.
4. All medications should be brought to and from school by an adult ONLY.
5. Students should have permission from supervising teacher prior to coming to the office to ask for medication.
6. Disciplinary action may be taken against any student in possession of medication.

**PAPER, PENS, & PENCILS**

There is a machine from which paper, pens and pencils can be purchased. Pencils are $0.25, pens are
$0.50, and paper pads are $0.75. The machine is located by the front office.

**TELEPHONE**

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

**MEDIA CENTER**

- Books will be checked out for two weeks at a time.
- You must return or renew books by the due date.
- Beginning in 2019-2020, fines will no longer be charged for overdue books; **however, students will still be responsible to pay for lost or damaged books.**
- If you owe money for lost or damaged books you may not be permitted to check out another book.
- Be respectful of others in the media center.
- Individual students must have a library pass from the classroom teacher to be admitted into the media center.
- Individual students coming into the media center must sign in and out.
- You may not be allowed to check out books if you consistently lose them.
- You may check out two books at a time.
Henry County Public Schools Parent Emergency Guide

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

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

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

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

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

**School Emergency Procedures**

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

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

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

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