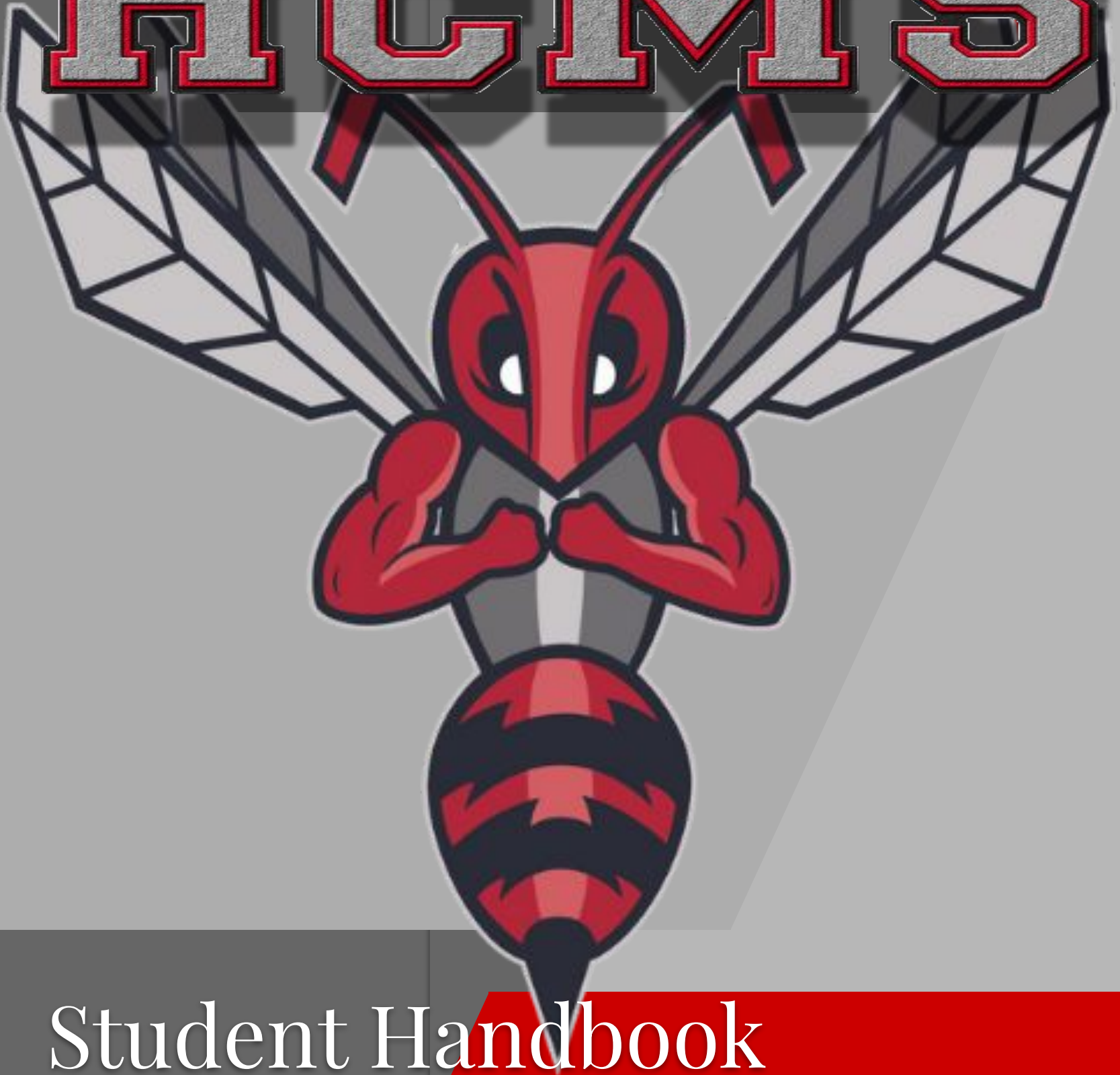


# HCMMS



Student Handbook

2023 - 2024

*#hornetstrong*

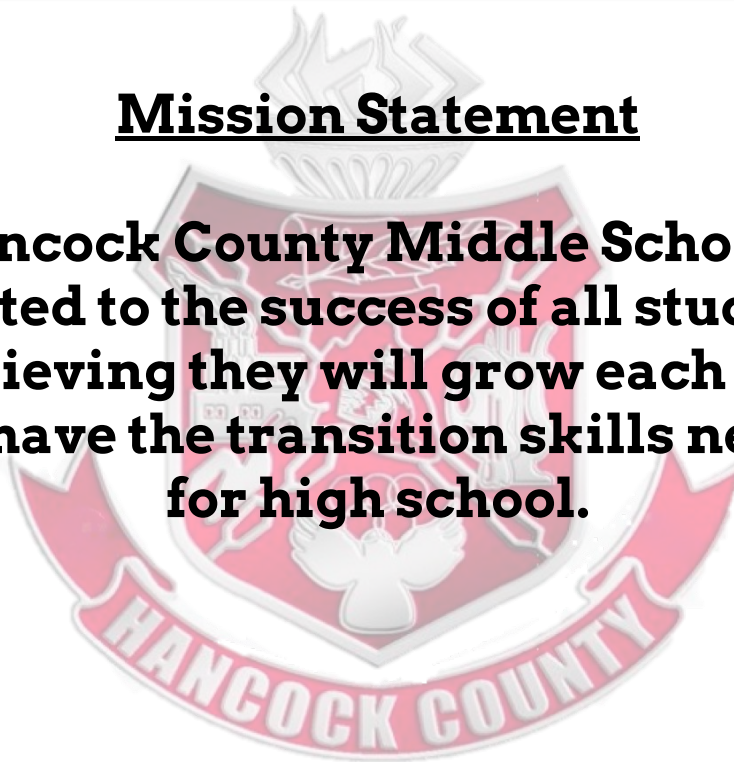


# HCMMS

# HORNETS

## Mission Statement

**Hancock County Middle School is devoted to the success of all students, believing they will grow each day and have the transition skills needed for high school.**



# HCMMS



Academics - Co-Curricular - Athletics

*#hornetstrong*



Follow Us:

100 St. Rt. 271 S.  
Lewisport, KY 42351  
270-927-6712  
Fax: 270-927-8985



# HCMS



Dear students and community members,

The faculty and staff at Hancock County Middle School are excited to welcome you to another fabulous year! We also welcome the class of 2030 - our new 6th graders - and we are glad you are here with us. We expect each of you to demonstrate remarkable gains and achievements, making notable contributions in both the school and community. We would like to extend the warmest of greetings and best wishes to all Hornets, past and present, as well as their families. The 2023-2024 school year promises to be very successful because we have a dedicated faculty and staff ready, willing and able to assist you at any time you have a concern or question.

Communication is essential for the success of our students. Throughout the school year we will be posting events on the HCMS webpage, sending newsletters home, putting events in the paper, and using email, phone messages, Twitter and Facebook to allow you to stay informed of school events. We encourage students and parents to be actively involved in the educational process this year!

As members of our school community we have a responsibility to lead by example and give our best support to each other. We believe that a successful partnership between staff, students and parents will have a direct impact on the achievements of all our students. Our goal is to make your years with us among the best of your educational career. We believe if we work together we can achieve this goal and create an environment that promotes learning, safety, respect, responsibility, creativity and self-confidence.

Sincerely,

HCMS Faculty and Staff

# HORNETS



## Our Vision and Core Values

H  
O  
R  
N  
E  
T  
S

**Honest**

We strive to learn in all situations. Our work and our words are our own to ensure academic success and effective communication.

**Optimistic**

We're always positive even when things get tough. Our Hornet Spirit gives us strength.

**Responsible**

We do what needs to be done because we are responsible for our own actions, school, community, and future.

**Noble**

Character and integrity provide a solid foundation for success, so we only accept quality work from ourselves and others and demonstrate a strong work ethic to accomplish our goals.

**Excellent**

We will learn from every experience and strive for excellence to strengthen our future for ourselves and our community.

**Tolerant**

We are willing to allow the existence of thoughts and opinions that we don't always agree with; diversity enriches our community.

**Supportive**

We will work to become better citizens to support our school, our community, and our goals for the future.

# Lead the Way Links

## Hancock County Middle School



[School Mission](#)

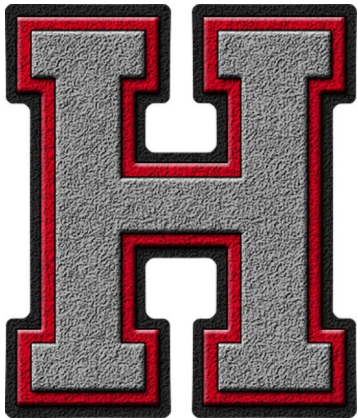
[School Contact Information](#)

[Administrative Message](#)

[Our Vision and Core Values](#)

[Our Teams](#)

# Honest



Scheduling

Accelerated Classes

Math/Band/Choir Placement

Conduct and Grades

Bell Schedule

Media Center



# Optimistic



Student/Staff Relationship

School Spirit/Pep Rallies/Spirit  
Stick

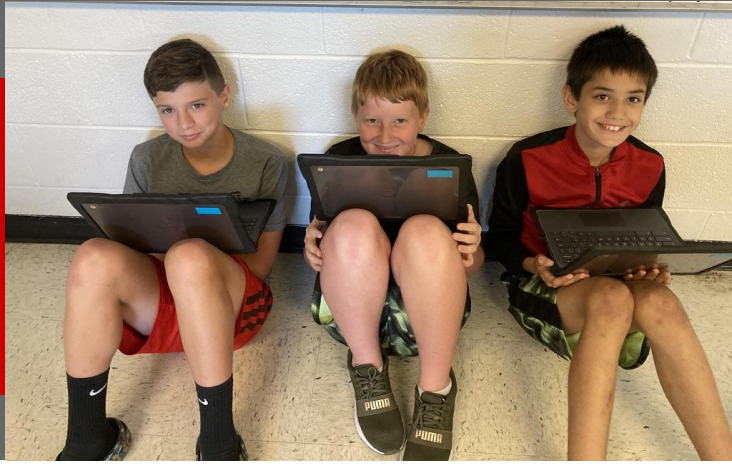
Student of the Month

Team Houses and Pride Cards and  
ACCESS

Student Organizations







# Responsible



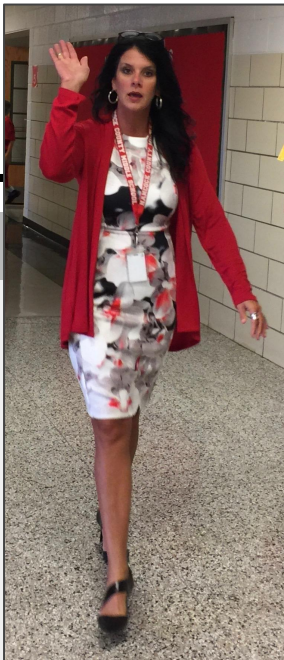
Dress Code and Graduation Attire

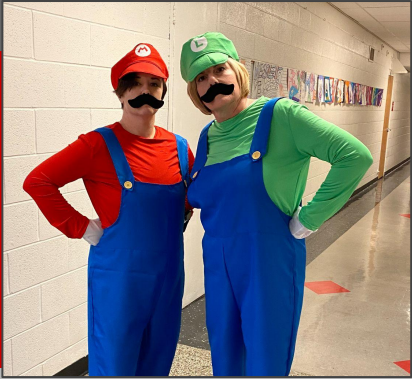
Behavior and Expectations/Prohibited Items

Telecommunication Devices/Book Bags/Hornets Care

Healthy Habits/School Nurse/FRYSC

Grading Scale and Expectations





# Noble



Athletics

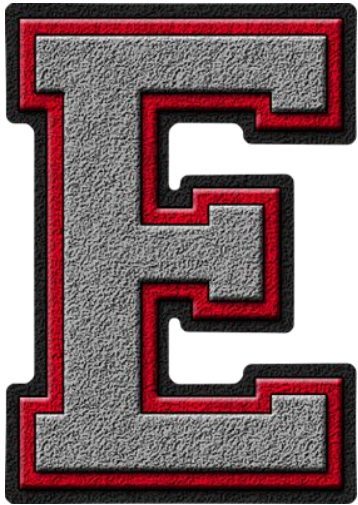
Student Council

Acceptable Use Policy





## Excellent



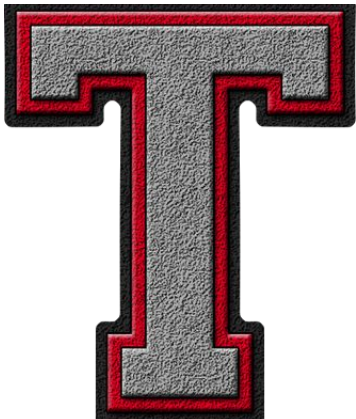
Recycling Policy

Tobacco Policy

Cell Phone Expectations



## Tolerant



Courtesy

Leading by Example

Threats/Harassment



## Supportive



PTO Conferences/School Calendar

Teacher Schedules

Curriculum and Technology Fees

Cafeteria/Transportation/Attendance

School Safety

Chromebook User Agreement



# OUR TEAMS



## School Administration

Traci Sanders	Principal
Josh Powers	Assistant Principal
Pam McCaslin	Guidance Counselor
Victoria Schneider	Library Media Specialist
Jeff Kessans	Athletic Director

## Office Administration

Tammy Ogle	Bookkeeper
Sherry McCaslin	Instructional Assistant

## Other Administration

Debby Hurst	Head Custodian
Annie Blan	Cafeteria Manager
Krista Johnson	School Nurse
Laura Kessans	FRYSC

# OUR TEAMS



6th Grade Team	
Miranda Keown	ELA/SS Team Leader
Todd Bieber	Science
Jo Mathieson	ELA/Social Studies
Berenice Kennedy	Mathematics
Janet Bailey	ELA/SS

7th Grade Team	
Laura Hagedorn	Science Team Leader
Rae Haycraft	ELA/SS
Mitzi Mattingly	Mathematics
Janna Burton	Mathematics
Heather Bowlds	Math/Reading
Gabe VanCappellen	PLTW

8th Grade Team	
Josh Roberts	Social Studies Team Leader
Jeni Goodall	Language Arts
Theresa Feldpausch	Science
Marka Herndon	Mathematics

# OUR TEAMS



Specials	
Victoria Schneider	Team Leader Media Director
Kyle Hobbs	Physical Education
Zach Buskill	Band Director
Logan Barrow	Band/Music
Morley Wagner	Spanish
Melanie Adkins	Choir
Gabe VanCappellen	Project Lead the Way
Jeni Goodall	Art

Special Services	
Sara Roberts	FMD
Shwu-Fen Howell	Special Needs
Melissa Ruhe	Special Needs
Charlena Williams	Team Leader Social Skills



# H

# SCHEDULING



We strive to learn in all situations. Our work and our words are our own to ensure academic success and effective communication.

Students are required to attend classes in English Language Arts and related classes, Science, Social Studies, Mathematics, PE, Art, Music, Choir, Technology and beginning Spanish.

**Incoming 6th graders:** The following criteria will **ALL** be considered in placement for accelerated classes in math, science, reading, and language arts; MAP scores, identified GT. Accelerated social studies will be determined by identified GT and Reading scores. Students without 5th grade MAP scores may take placement tests to determine accelerated class eligibility.

**Incoming 7th graders:** The following criteria will **ALL** be considered in placement for accelerated classes in all subject areas: MAP scores and identified GT. Students who did not take 6th grade MAP tests will complete a placement test to determine accelerated class eligibility. If a GT students' MAP scores indicate a significant drop (20 points or greater) from the cut-off scores, students may not be placed in accelerated classes and the GT Coordinator will be contacted.

**Incoming 8th graders:** The following criteria will **ALL** be considered in placement for accelerated classes in all subject areas: MAP scores and identified GT. New incoming 8th grade students will complete a placement test to determine accelerated class eligibility.

HCMS teachers will meet every 9 weeks to review accelerated rosters. They may recommend students be moved in or out of accelerated class based on current performance.



## Math Class Placement Policy

**All 6th graders** will be placed in one of the following classes: Accelerated Math or General Math. Student placement will be based on: MAP test scores in 5th grade.

**All 7th graders** will be placed in two of the following classes: Problem Solving, Accelerated Math, or General Math. Student placement will be based on Map Test Scores in 6th grade.

**All 8th graders** will be placed in one of the following classes: Algebra I for high school credit, Accelerated Math, General Math or Problem Solving. Parents of students who are recommended to take Algebra I for high school credit will be notified in the last nine weeks of students' 7th grade year. Student placement is based on Orleans-Hanna Test Scores at the end of 7th grade. The Algebra I for high school credit class will be taught at the high school by a high school math teacher. The students will walk over to the high school for class. Parents will have the option to decline to enroll their student in the Algebra I class by an April deadline; however, students and parents are highly encouraged to take advantage of this opportunity.

Students who take the Algebra I class will receive high school credit for the course if they earn an A or B average in the class, and will NOT be allowed to retake the class as 9th graders. Students will not earn credit if they earn an average of C or below, and they will be required to take the class again as 9th graders.



## **Band Policy**

6th grade band students who try band and do not wish to continue may change at the end of the fall semester. Students who remain at the end of the fall semester will be in band for the rest of the year.

7th and 8th grade students who do not wish to return to band may change their schedule in the first FIVE days of the school year. Students who remain at the end of the first five days will be in band for the rest of the school year.

Students participating in Jazz Band will do so in place of allied arts classes.

## **Chorus Policy**

Chorus will be offered as an elective for 6th, 7th, & 8th grade. Students in 7th & 8th grade band may opt to leave band for one day a week to participate in choir.

Any 6th grader interested in Choir that is currently in band, should talk to the Chorus Teacher to work on an individual plan to participate in chorus.



# RETENTION

HCMS discourages the retention of a student at the same grade level. The faculty attempts to provide school materials to meet the needs of each student. Lack of skills attained, excessive absences, and other factors may constitute cause for retention.

1. A student may be considered for retention if he/she fails three subject areas with at least two of the subjects being from required subjects.
2. Required subject areas considered for retention: Reading, English/Language Arts, Mathematics, Social Studies and Science.
3. Promotion from grade to grade will be based upon two methods of assessment:
  - a. Teacher or teacher/team assessment of student progress.
  - b. Assessment of skills mastered on skills continuum.

**GRADES ARE BASED ON ACADEMIC PERFORMANCE ONLY!**

# BELL SCHEDULE

Bell	Action	Tardy
7:55	Dismiss from Gym	3 minutes after the bell
7:55-8:46	1st Period	3 minutes after the bell
8:46-9:33	2nd Period	3 minutes after the bell
9:33-10:21	3rd Period	3 minutes after the bell
10:21-11:08	4th Period	3 minutes after the bell
11:08-12:33	5th Period	3 minutes after the bell
11:08-11:33	Lunch 1	3 minutes after the bell
11:38-12:03	Lunch 2	3 minutes after the bell
12:08-12:33	Lunch 3	3 minutes after the bell
12:33-1:20	6th Period	3 minutes after the bell
1:20-2:07	7th Period	3 minutes after the bell
2:07-2:55	8th Period	3 minutes after the bell
2:55	Dismiss School	N/A

# HCMS Media Center



Hancock County Middle School's Media Center is the central depository for all types of print and non-print materials. Students may visit the Media Center **before and after school, during break, and during lunch without permission from school personnel.** Books are checked out for **TWO WEEKS** and may be renewed for an additional two weeks. If additional time is required beyond this - permission from the Library Media Specialist can be granted. Books on hold will not be renewed. Reference books may be checked out during the day **ONLY** and must be returned before the student leaves the building. Overnight books are to be returned before the first class period of the day. **A five-cent fine (\$0.05) is charged for each day a book is kept over past the due date.** All overdue materials and fines must be taken care of in order for a student to check out a book. For lost or damaged books, the replacement cost of the book is charged. It is the student's responsibility to return books by the date stamped on the back of the book. This also applies to students assigned to ISLA or other alternative placement. Students who owe a fine or have overdue materials at the end of each semester will not receive his or her report card.

**Owe too much? Can't check out a book? Find a paperback!**

# HCMS Media Center



Hornets are always required to have a book to read. Get “Caught Reading”! Use Destiny to find books and check out! Everyone is invited to participate in the KBA Program and Book Club! First Read Book Club is open to students with 100 points or more from the previous year. Keep a lookout for other reading program opportunities.



[TeenBookCloud](#)- our online collection of books! See Mrs. Schneider for a username and password.



# Accelerated Reader



R

E

A

D

The link for HCMS!

[Welcome to Renaissance Place](#)

Username:

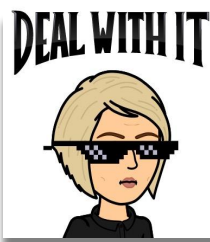
**GraduationYearFirstInitialLastName**

Example: 30tschneider

Password: **Lunch Code**

Example: I2345

**\*Each student shall be required to earn twenty (20) points per 9 weeks. SBDM Policy!**





# HORNETS



## Media Center Rules

No food or drink is allowed in the Media Center (this includes gum and candy) without permission.

Computers are for schoolwork ONLY. (NO games without permission and NO chat rooms EVER!)

→ Gmail can be checked before school, during break and after school without permission. ←

### Request for Review of Instructional/Media Materials

Requests for review of instructional materials should be made to the Library Media Specialist. The LMS will provide a copy of the detailed procedure to be followed to both the person making the request and the teacher using the material involved. If a teacher has any questions about materials they use in the classroom they should have the media committee review the materials for proper approval.

### Printing Services

Services are available for \$0.10 per copy. This service is offered in the Media Center ONLY.



# MEDIA CLUB



Students collaborate here to strengthen the use and effectiveness of technology in our school and community! Be sure to sign up this year.

# HCMMS



We're always positive even when things get tough. Our Hornet Spirit gives us strength.



**Student / Staff Relationship** - students are to show respect for all staff at all times. Students should fully understand that any staff in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a staff member may find it necessary to correct students other than those in their particular classes.

### Student Organizations

Club	Sponsor
Academic Team	Berenice Kennedy
FCA	Janet Bailey/Josh Roberts
Future Problem Solving	Berenice Kennedy
Student Council	Rae Haycraft
First Read	Tori Schneider
Media Club	Tori Schneider
Yearbook	Rae Haycraft
After School Choir	Melanie Adkins
Cooking Club	Laura Kessans

### Athletics

Sport	Sponsor
Boys Basketball	Jeff Kessans
Girls Basketball	Morley Wagner
Golf	Dana Newby
Volleyball	Janna Burton
Archery	Brandon Nash
Track	Wes Meserve
Cross Country	Wes Meserve
Cheerleading	Amy Newton
Football	Jeff Kessans

\***School Insurance** is available for each student to purchase. Students that participate in any athletic event will be required to purchase school insurance or have proof of adequate family insurance before trying out or participating in these events.

# SCHOOL SPIRIT

## Pride Cards

All students at HCMS may earn a pride card during each nine-week period. The pride card is part of our incentive program to encourage and reward students for good conduct, excellent attendance, and acceptable grades. You will also earn points toward the Hornet Cup!

To receive a **RED** pride card, students must meet the following criteria during each 9-week period:

- ALL grades (conduct AND academic) 'B' or above.
- NO write-ups.
- ONLY 2 absences per 9-weeks.
- 20 + AR points

Students must show their **RED** pride card to receive the following rewards:

- \$2 dollars off of dances.
- Free admission to home athletic events.
- First lunch group in your grade.
- Popcorn/coke during home athletic events.

To receive a **GRAY** pride card, students must meet the following criteria during each 9-week period:

- ALL grades (conduct AND academic) 'C' or above.
- NO write-ups.
- ONLY 2 absences per 9-weeks.
- 15+ AR points

Students must show their **GRAY** pride card to receive the following rewards:

- \$1 dollar off dances
- Free admission to home athletic events.
- Second lunch group in your grade.

\*Replacement of pride cards for any reason is \$1.

Expectations	Locations					
	All Settings:	Hallway	Gym	Cafeteria	Restrooms	Bus
Be Respectful	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself</li> <li>● Use kind words and actions to all individuals</li> <li>● Stay at an appropriate noise level</li> </ul>	<ul style="list-style-type: none"> <li>● Stay quiet when classes are in session</li> <li>● Walk on the right</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in your designated area</li> </ul>	<ul style="list-style-type: none"> <li>● Raise your hand for help or to leave your seat</li> <li>● Be polite to Cafeteria staff and use manners when eating</li> </ul>	<ul style="list-style-type: none"> <li>● Respect others privacy</li> <li>● Use equipment and supplies properly</li> <li>● Keep restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>● Be considerate of the bus driver and other students around you</li> <li>● Use appropriate language</li> </ul>
Be Accountable	<ul style="list-style-type: none"> <li>● Pick up after yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>● Walk directly to class using the quickest route</li> </ul>	<ul style="list-style-type: none"> <li>● Make sure you take your items with you when you leave</li> </ul>	<ul style="list-style-type: none"> <li>● Leave a clean table, chair, and floor</li> </ul>	<ul style="list-style-type: none"> <li>● Wash your hands</li> <li>● Follow bathroom schedule</li> <li>● Fill out your hall pass prior to visiting restroom</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in your seat and facing forward</li> </ul>
Be Engaged	<ul style="list-style-type: none"> <li>● Be aware of your surroundings and the people around you</li> </ul>	<ul style="list-style-type: none"> <li>● Watch where you are going</li> <li>● Stay on the right, go with the flow of traffic</li> </ul>	<ul style="list-style-type: none"> <li>● Listen for your cue to be dismissed</li> <li>● Use stairs properly when exiting the gym</li> </ul>	<ul style="list-style-type: none"> <li>● Listen for cues to enter the Cafeteria, line up to leave, and empty trays</li> </ul>	<ul style="list-style-type: none"> <li>● Only visit restroom when needed, not to socialize or stall</li> </ul>	<ul style="list-style-type: none"> <li>● Watch for traffic when entering and exiting the bus</li> </ul>
Be Determined to Grow	<ul style="list-style-type: none"> <li>● Be better than you were yesterday</li> </ul>	<ul style="list-style-type: none"> <li>● Move with purpose</li> </ul>	<ul style="list-style-type: none"> <li>● Be mindful of the people around you</li> </ul>	<ul style="list-style-type: none"> <li>● Leave the area better than where you found it.</li> </ul>	<ul style="list-style-type: none"> <li>● Only go to the restroom at the times that you need.</li> <li>● Try to go at convenient times.</li> </ul>	<ul style="list-style-type: none"> <li>● Make positive choices when riding the bus.</li> </ul>

Additional Hornet Points awarded for:

Random Challenges  
 Club Attendance  
 PTO/Parent Involvement  
 Dress Up Days  
 Spirit Awards  
 Spirit Stick Winners  
 Academic Achievement  
 Student of the Month  
 Game Attendance  
 Dance Attendance  
 School Attendance

# Bully Free Zone



## Threats and Harassment

A threat (as defined in American Heritage Dictionary) is an expression of an intention to inflict pain, injury, evil, or punishment. A threat may be an overt statement. A threat is when a person states or otherwise communicates his/her intent to inflict harm or property loss on another person. For example, "I'll kill you."; "I'll shoot you."; or something as subtle as "It would be a shame if something happened to you on your way home today." A threat may even be nonverbal - such as a student pointing a finger as if it were a gun or dragging a finger across the throat. In any form, threatening is prohibited under Hancock County Middle School Discipline Policy as well as the Hancock County Board of Education Code of Conduct.

Harassment is 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.

Any student who threatens or harasses another student or school personnel will be dealt with by the Principal or designee. Consequences for threats or harassment will not follow the regular school discipline plan. This is a more serious offense and will result in a more serious consequences including (but not limited to) ISLA, Alternative placement (ICE), suspension, and if appropriate, legal action. Students who make threats on another's life (such as "I'll kill you." will receive a minimum consequence of 10 days in ISLA.

**Threat Assessment** - students must be evaluated prior to returning to school by either the school psychologist, RVBH, Lighthouse, private psychiatrist, counselor, etc.



*The world is a dangerous place. Not because of those who do evil, but because of those who look on and do nothing.*

- *Attributed to Albert Einstein*



We do what needs to be done because we are responsible for our own actions, school, community and future.



## Hornets Dress for Success!

### Dress Code - Students dress and grooming shall be neat and clean!

1. Except for specified school-related activities, all shorts, skirts, dresses, rompers, and/or gym shorts worn beyond PE class time, shall be fingertip length or longer, even if leggings are worn underneath. Principal or assistant principal shall have the discretion to approve the length of shorts. No spandex, track, volleyball or bike shorts or any shorts made of similar material or shorts with frayed ends shall be worn.
2. Jeans with holes are NOT acceptable UNLESS the holes are below the knee. No covering of holes with duct tape/patches allowed.
3. Yoga pants are allowed as long as they are worn with a long shirt, sweater, or jacket that extends to the thigh area.
4. Pants will be worn at waist level; pants may not have frayed ends that drag or touch the floor; **no sagging.**
5. No chains or straps may hang from students' bodies. Exceptions are approved necklaces and bracelets. No spiked jewelry.
6. No fishnet shirts unless worn over another appropriate shirt. No see-through garments shall be worn without proper undergarments.

7. The top portion of a student's body must be covered. Shirts/blouses **must have sleeves.** No exposed midriffs, underwear, low-cut tops or large cut armholes. See picture examples.

**Acceptable** ★



**Not acceptable** ✖



When you walk through our doors at HCMS - **YOU** are responsible for everything you think, say, do and feel.



8. No head apparel such as sunglasses, bandanas, scarves, hats, etc. may be worn. Such apparel must be pre-approved on school spirit days and dress up days.
9. No wearing apparel with insinuations of sexual, violent, inappropriate or rude nature.
10. No alcohol or tobacco brand names to be worn on clothing.
11. If the school principal or assistant principal determines that a student's fashion, clothing, hairstyle or colored hair is disruptive to the school environment or the educational process, the school will provide alternative apparel for students to wear during the remainder of the school day. **Students will not be allowed to use school or cell phone if dress code is an issue.**
12. Shoes shall be worn. There will be no house shoes allowed.
13. Students must follow the school dress code at extracurricular school events.
14. Visible piercings, other than the ears and nose, are not allowed (tongue piercing is considered to be visible.) **No ear gauges. No tattoos.**

## Graduation Attire

Students who **choose** to participate in graduation must follow guidelines for appropriate attire:

**Boys - Allowed:** Shirt with collar or shirt and tie. Shirt must be tucked in and belt worn. Slacks, and dress/casual shoes.

**NOT ALLOWED:** Jeans, tennis shoes (athletic shoes), tuxedos.

**Girls - Allowed:** Dresses, khakis, dressy capris. **NO** sleeveless dresses as defined by the student dress code. If a spaghetti strap dress is worn, it must be covered by a sweater or other shirt.

**NOT ALLOWED:** Jeans, tennis shoes (athletic shoes), backless dresses.



### Prohibited Items

Students shall be prohibited from bringing to school any of the following:

- Electronic games of any kind.
- Fireworks of any kind, including lighters.
- Weapons of any kind (or those which appear to be, i.e. - toy guns.) **ZERO TOLERANCE.**
- Any item that would be dangerous or disruptive to the educational process.

**Telecommunication and personal electronic devices may NOT be used while in the school building.** This includes:

cell phones, smartwatches, radios, tape recorders/CD players, iPads, personal Chromebooks, computer devices AND headphones/wireless earbuds.

Students are expected to put phones or smartwatches in their backpacks before entering the building and only remove when they leave the building at the end of the school day.

- Students bring devices at their own risk. HCMS and its staff will not be responsible for lost items. (See Telecommunication Devices addendum for further information.)

- Laser Pointers
- **Cameras/Phones - Pictures/videos shall not be taken/made at school unless as part of a supervised school project. Any other pictures/videos will result in disciplinary action.**

### Consequences of device confiscation:



First Offense	Device is confiscated and turned in to the office. Student is responsible for picking up device at the end of the day.
Second Offense	Device is confiscated and turned in to the office. Parents are notified. Device must be picked up by parent and will not be returned to student.
Third Offense - Fifth Offenses	Device is confiscated and turned in to the office. Parents are notified and student serves after school detention. Device must be picked up by parent and will not be returned to student.
Sixth Offense and beyond	Device is confiscated and turned in to the office. Parents are notified and student serves one day ISLA. Device must be picked up by parent and will not be returned to student.







## Repeated Offenses

Discipline action for repeated offenses or those of a serious nature such as drug and weapon related incidents, fighting, threats, harassment of any kind, and others can be dealt with through immediate ISLA/ICE assignments, suspensions, placement in HCPS Alternative Program, and other appropriate legal actions.

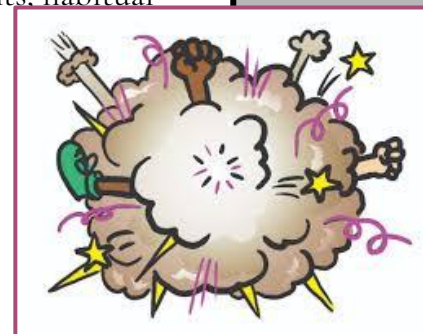
Any student who does not attend a scheduled detention without principal or assistant principal excuse will receive a discipline write-up. All detention excuse requests must be presented to the principal or assistant principal **ONE day** prior to the assigned date. After ONE rescheduled detention is missed, the student will receive two days of detention.. Consequences not served by the last day of school will carry over to the next school year.

## Suspensions/In School Learning Area (ISLA)

The following law covers suspension of students for Kentucky Schools. KRS 158.150 states that a student may be suspended for willful disobedience or defiance of authority by students, habitual profanity or vulgarity or the gross violation of propriety or law.

### Students may be suspended for the following causes:

- Insubordination
- Fighting
- Harassment (any form)
- Threatening other students
- Smoking/Tobacco Use
- Use or possession of alcohol or drugs
- Repeated disruptive behavior in class
- Possession of fireworks, weapons, and/or any device that may be disruptive to the educational process.





## Due Process and Appeal Procedures

Hancock County Schools will not discriminate against any person on the basis of age, sex, marital status, race, color, national origin, religion, socio-economic level, handicap, intelligence or any other reason. Evidence of such discrimination should be reported to the Superintendent.

**Due Process** - Students in Hancock County Schools will be afforded due process by (1) being notified on misconduct, how the discipline code was violated and the charges made against them, (2) having the right to present their cases to the charging authority, and (3) having the right to appeal any decision to the next higher authority or person until all appeal rights have been exercised.

**Expulsion** - Repeated infractions may result in permanent expulsion from Hancock County Middle School.

**Harassment** - Definition: harassment/discrimination is 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.

- This includes **cyberbullying**. Cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.

**Prohibition** - Harassment/discrimination due to an individual's race, color, national origin, age, religion, marital status, beliefs, sex or disability is prohibited at all time on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.) District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

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

**Guidelines** - Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practical, inform their Principal, who shall provide a form for the student to complete and then immediately notify the Superintendent and/or Title IX/Equity Coordinator, as appropriate. Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.





### **The Superintendent shall provide for the following:**

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. The Superintendent/designee may take interim measures to protect complainants during the investigation. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required an explanation shall be included in the report.
3. Annual dissemination of written policy to all staff and students.
4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternative methods of filing complaints for individuals with disabilities and others who may need accommodation.

Student handbooks shall include information to assist individuals in reporting alleged harassment/discrimination. When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook, shall be notified.

**Notification of Parents** - Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

**Prohibited Conduct** - Examples of conduct and/or action prohibited under this policy include, but are not limited to:

1. Name-calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Being subjected to unwelcome sexual remarks in the context of the classroom.
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student.
5. Limiting student access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability.
6. Teasing a student's subject choice or assignment based on the student's gender, race, color, religion, national origin, or disability.



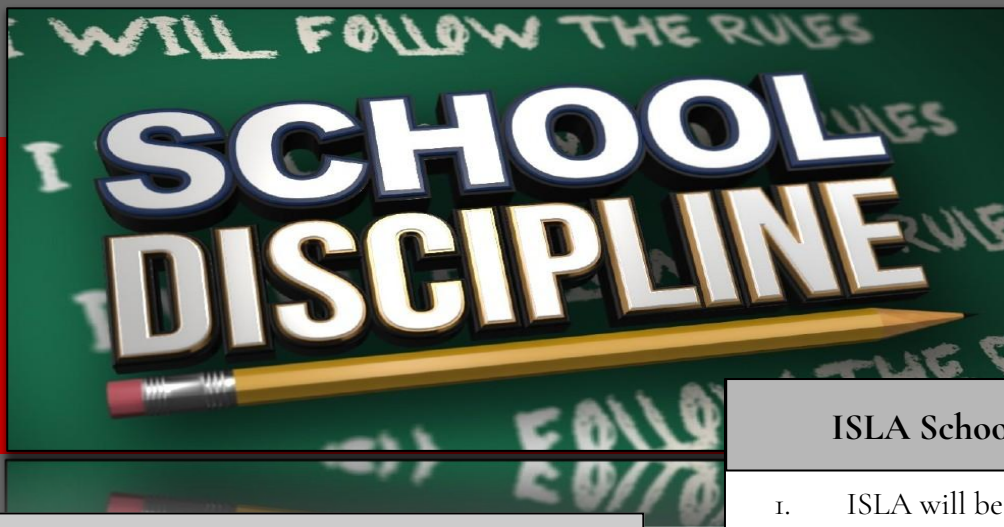
**Confidentiality** - District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

**Appeal** - Upon completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent. If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority. Failure by an employee, immediate supervisor, Principal and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

**Retaliation Prohibited** - No one shall retaliate against an employee or student because she/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because she/he has opposed language or conduct that violates this policy. Upon the resolutions of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

**False Complaints** - False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

**Other Claims** - When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to 09.422 and/or 09.426. Title IX coordinator contact Hancock County Board of Education @ 270-927-6914



### ISLA School Rules and Procedures

1. ISLA will be used for most suspendable offenses; exceptions include but are not limited to the use, possession, or sale of alcohol and other drugs, threats/harassment and in cases where the safety of students and staff are in question.
2. Only the principal, assistant principal or designee may assign students to ISLA.
3. Grades will be taken and credit given for work done if it is complete and acceptable to the teacher.
4. Classroom teachers and the ISLA director will coordinate the work.
5. Each student will be offered a guidance session during stays of 3 or more assigned days.
6. The principal, assistant principal or designee will make every reasonable effort to notify parents prior to an ISLA assignment.
7. The minimum stay in ISLA will be one day.
8. All days served will be complete days and served consecutively.
9. Principal, Assistant Principal or designee will assign extra days.
10. NO extracurricular activities on ISLA Days.

### In School Learning Area

The In School Learning Area (ISLA) will be used in lieu of most out of school suspensions.

### Reasons for ISLA Referral

1. Willful damage to school property.
2. Habitual discipline problem.
3. Refusal to do assigned work in the classroom.
4. Fighting (minimum 10 days) physical aggression.)
5. Technology violations.
6. Use, possession or sale of drugs and/or alcohol OR any tobacco product include e-cigs, etc.
7. Threats to other students or school personnel.
8. Assigned per discipline plan.
9. Harassment of any kind (minimum 3 days.)
10. Theft.
11. Any other reason deemed necessary by the principal or assistant principal.

### Grievance Procedure

A student may seek redress through the school discipline committee if they:

1. Feel like they have been the recipients of unfair treatment.
2. Make a written request to the principal or to a member of the school discipline committee.

### Discipline Committee Members

Traci Sanders

Josh Powers

Josh Roberts

Two Parents

Two Student Council Members

# HCMMS



## After School Detention

After school detention is held until 4:00 pm as assigned. Parents are responsible for transportation home.

## Break Detention

A student may have his/her break privileges denied for behavior problems or non-discipline reasons (such as coming to class unprepared.)

**When a student has received eight break assignments in a 9-week period for disciplinary reasons - he/she will receive a write-up at the time the 8th break is served. Each team will decide, with principal approval, the consequence for students that skip break. SBDM Policy #1.26**

## Lunch Detention

A student may serve lunch detention in the office depending on the severity of the discipline issue.



# Bus Discipline

**Students receiving a write-up on the bus will be handled as follows:**

- 1st write-up : warning
- 2nd write-up : 1 day suspension from bus
- 3rd write-up : 3 day suspension from bus
- 4th write-up : 5 day suspension from bus and 2 days ISLA
- 5th write-up and beyond : two additional days of bus suspension and 1 additional day of ISLA for each instance

**\*Any offenses that require ISLA during normal school hours will be handled as such and not follow the above bus discipline schedule.**



# HORNETS



## Telecommunications Devices Addendum

- A. Students will not be allowed to utilize personal devices during the school day. **Phones are expected to be put away upon entering the building and taken out again after exiting the building at the end of the school day.** Students may not use their phones or any other electronic device other than their school issued Chromebook or computer for instruction in the classroom. The only exception is students with disabilities who may use their technology as indicated in their IEP for specific purposes.
- B. A staff member who discovers a student in use of a personal technology device without teacher consent or if the teacher determines the device is a distraction/disturbance or the student is violating instructional guidelines; the device will be confiscated for a period to be determined by the Principal or their representative.
- C. The inappropriate use of camera phones that includes, but is not limited to taking pictures of staff or students without teacher consent or violates instructional guidelines may result in forfeiture of the device until the end of the semester. Inappropriate use of a camera phone may also lead to other charges such as sexual harassment charges, theft of proprietary information or invasion of another's privacy.
- D. The use of technology devices to engage in cyberbullying will be treated as harassment as defined in the District Handbook.
- E. The use of personal technology devices outside of the school, which can/do affect the educational environment may result in consequences at school.

## Student Discipline Procedures

Individual discipline situations and investigations are confidential. The Principal and Assistant Principal will not share facts or findings with other students, parents, or school personnel (unless the school personnel are involved.) It would not be possible to list in this handbook every discipline scenario which may occur or details of a scenario which may differentiate it from another similar situation. The administration has the right to make decisions about these types of situations and determine appropriate consequences for the actions.

### Discipline Write-Up Policy

1st Write-Up	Warning or detention depending on infraction.. Student will not be eligible for discipline rewards.
2nd - 4th Write-Up	After School or lunch detention.
5th Write-Up	One day in ISLA
6th and 7th Write-Up	After School or lunch detention.l.
8th Write-Up	Two days in ISLA
9th Write-Up	Three days in ISLA and so on until 20th Write-Up which will result in a board hearing.



# HCMS



## School Nurse

Hancock County Middle School has a school nurse that is available to student's health-related needs.

Unless an emergency arises, students should try to come on their own time (breaks, lunch, in between classes). Exceptions are managed health issues, such as diabetes or daily medications. **Documentation from an appropriate physician should be on file with the Nurse's office.**

All students must have emergency contact information and appropriate consent forms on file with the nurse to receive treatment. The nurse's office is not a hangout place and should only be thought of as a service provided to students when they are in need of medical attention.

**Only one student at a time is allowed to be seen. If the door is shut there is either a student being seen or another issue. All information is private and confidential. Do not wait longer than (5) minutes to be seen. Go back to class and try again later if it is not an emergency.**

Parents will be called if the nurse or other school staff believes the parent needs to be called.

**Field Trips - If you attend field trips and you have daily medications - the school nurse needs to be made aware in advance so proper steps are taken for the students health and safety.**

**Over-the-Counter (OTC) medications** must be turned in to the nurse with a note from parents giving permission to take the medicine with an outline of how long the medication is to be taken.

**Visitors will be monitored by the nurse and students who are abusing this privilege will be reported to the assistant principal.**



## Family Resource Youth Service Center

The Youth Service Center serves both HCMS and HCHS.

HCMS YSC	Hours of Operation
Monday	8:00-11:00
Tuesday	12:00-3:00
Wednesday	8:00-11:00
Thursday	12:00-3:00
Friday	8:00-11:00

**Goals - YSC's across the state promote the healthy growth and development of children by assisting families to identify and address any home or community barriers to a child's success in school; to ensure families have access to and are connected with appropriate community resources; and encourage support networks among families to reduce isolation and promote family involvement in school activities.**

The YSC serves both students and families with basic needs assistance, referrals for physical and mental health education, summer and part-time assistance, and drug, alcohol and other drug prevention

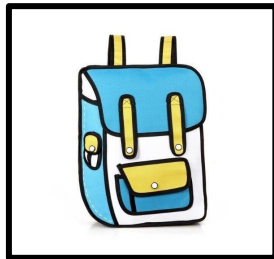
**Parents may also become volunteers in the school system by contacting coordinators for state background checks.**

# HCMMS



## Book Bag Policy

Students will be required to have a clear backpacks for the 2023-2024 School Year.



## Personal Items

The principal/designee may search the pockets, purse, bag, backpack, or wallet of a student if there is reasonable cause. Students are expected to keep up with personal property. Students are requested to bring to the office any item found in the school.

# HORNETS

## Care!

Take care of yourself with healthy habits!

### Healthy habits include:

1. Getting at least 8-10 hours of sleep each night. This will ensure our students are well-rested and capable of focusing on lessons and coursework throughout the entire school day.
2. Eating at least three well-balanced meals daily - starting with a healthy breakfast! Proper nutrition is an essential part to a student's ability to focus.
3. Along with being prepared mentally and physically for school, students will experience less stress throughout the school day if they are consistently prepared with the materials they need for each of their classes.
4. Making healthy lifestyle choices!

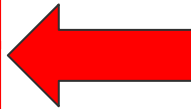




A+

# GRADES

Grading Scale	
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
I	Incomplete



Grades are based on academic performance **ONLY.**

# HCMMS



## Miscellaneous

1. Students are responsible for the proper care of books, supplies, and furniture!
2. Student who lose, damage, or destroy school property will be required to pay damages.
3. Students may use the office phone for emergency reasons only. Students may not use other school phones.
4. We do NOT accept any Valentine deliveries.
5. Messages and deliveries to students from home should be left in the front office. Students will be called out of class for significant reasons only.
6. All visitors are required to check in the front office. Students shall not bring visitors, other than parents, to attend classes with them.
7. Students must wear gym shoes while using the gym floor. Please stay off the gym floor unless engaged in PE class, games or practice.
8. There will be no trading or selling of anything in the school unless approved by the principal.
9. Students are not allowed to chew gum in the media center or computer labs.
10. If students do not have a ride within fifteen (15) minutes of the end of a dance, practice or other school sponsored activity, the student may not attend the next dance/event unless accompanied by parent or guardian.
11. Students cannot arrive more than fifteen (15) minutes early to an after school event. If they arrive early they cannot participate in the next event. (SBDM #6.00)

Take care of this place!

LEAD BY EXAMPLE!

## School Safety

### Fire and Disaster Drill Information and Procedures:

For your protection there is a planned **fire and disaster drill program** for the school. The exit pattern is posted in each classroom. Fire and disaster drills will be held at regular intervals throughout the school year. It is essential that everyone follow the prescribed exit patterns in case of fire or disaster drill or real emergency.

Take care of each other!



# EXPECTATIONS



## Classroom Expectations

### You are here to learn!

1. Students are expected to **line up** (not a scatter plot!) outside their classroom before the bell rings. Your teacher will escort you in. Be seated and ready to learn.
2. Being prepared is part of taking care of yourself! Students that are prepared for their classes mentally and with the materials they need, experience less stress throughout the school day. Students should have all materials they need for each class, which may include: Chromebook, homework, paper, pens, pencils, notebooks, and **ESPECIALLY a library book!**
3. Students should follow all teacher instructions during class time without disrespect.
4. Students should complete all assignments to the best of their ability during class time and allow other students the opportunity to do the same by using appropriate classroom behavior.
5. Classes are dismissed by the teacher, not the clock! Be courteous and remain in your seat until your teacher releases you!
6. Eating and drinking in class is prohibited unless otherwise instructed. Water should be in school approved water bottles.
7. Students should also comply with any additional procedures or expectations given to them by guest speakers, instructional assistants, or substitute teachers. **Don't check your email during class without permission!**
8. HCMS utilizes **Assertive Discipline** to manage student behavior in a democratic and cooperative manner. Appropriate behavior from students is necessary in maintaining an effective and efficient learning environment.

## Hallway Expectations

During class changes, student should move through the hallways calmly and respectfully (on the right side!) without making loud noises. Students are also encouraged to maintain the cleanliness of hallways.

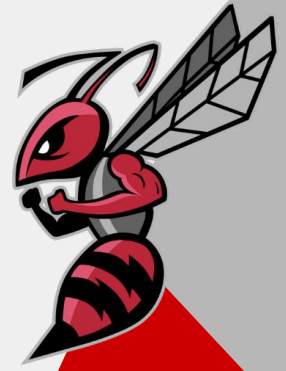
## Morning Expectations

Students may be dropped off using the student drop off at 7:15. All should enter the building and sit with their grade level in the gym. Breakfast will begin at 7:30. Students who arrive after this time who wish to eat breakfast must go to the cafeteria upon entering the school.

## Afternoon Expectations

Students are dismissed at 2:55 for the first bell/bus run. Students who walk home will be escorted across the crosswalk by a faculty member.. Car riders are expected to sit by the locker rooms with Mr. VanCappellen and will be dismissed 5 riders at a time based on name tags. During warm weather - students may stand outside by the side of the school with Mr. Martinson. Second bus run students will be dismissed by teachers on gym duty.

# PBIS Behavior Matrix



Expectations	Locations					
	All Settings:	Hallway	Gym	Cafeteria	Restrooms	Bus
Be Respectful	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Use kind words and actions to all individuals</li> <li>Stay at an appropriate noise level</li> </ul>	<ul style="list-style-type: none"> <li>Stay quiet when classes are in session</li> <li>Walk on the right</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your designated area</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand for help or to leave your seat</li> <li>Be polite to Cafeteria staff and use manners when eating</li> </ul>	<ul style="list-style-type: none"> <li>Respect others privacy</li> <li>Use equipment and supplies properly</li> <li>Keep restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate of the bus driver and other students around you</li> <li>Use appropriate language</li> </ul>
Be Accountable	<ul style="list-style-type: none"> <li>Pick up after yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to class using the quickest route</li> </ul>	<ul style="list-style-type: none"> <li>Make sure you take your items with you when you leave</li> </ul>	<ul style="list-style-type: none"> <li>Leave a clean table, chair, and floor</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Follow bathroom schedule</li> <li>Fill out your hall pass prior to visiting restroom</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your seat and facing forward</li> </ul>
Be Engaged	<ul style="list-style-type: none"> <li>Be aware of your surroundings and the people around you</li> </ul>	<ul style="list-style-type: none"> <li>Watch where you are going</li> <li>Stay on the right, go with the flow of traffic</li> </ul>	<ul style="list-style-type: none"> <li>Listen for your cue to be dismissed</li> <li>Use stairs properly when exiting the gym</li> </ul>	<ul style="list-style-type: none"> <li>Listen for cues to enter the Cafeteria, line up to leave, and empty trays</li> </ul>	<ul style="list-style-type: none"> <li>Only visit restroom when needed, not to socialize or stall</li> </ul>	<ul style="list-style-type: none"> <li>Watch for traffic when entering and exiting the bus</li> </ul>
Be Determined to Grow	<ul style="list-style-type: none"> <li>Be better than you were yesterday</li> </ul>	<ul style="list-style-type: none"> <li>Move with purpose</li> </ul>	<ul style="list-style-type: none"> <li>Be mindful of the people around you</li> </ul>	<ul style="list-style-type: none"> <li>Leave the area better than where you found it.</li> </ul>	<ul style="list-style-type: none"> <li>Only go to the restroom at the times that you need.</li> <li>Try to go at Convenient times.</li> </ul>	<ul style="list-style-type: none"> <li>Make positive choices when riding the bus.</li> </ul>

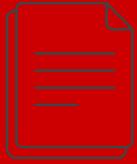
# 6th/7th BATHROOM BREAKS

Bell/Class Period Switch		WHO	LOCATION
7:55	BEFORE 1st Period	ALL GRADES	LOBBY
8:46	BEFORE 2nd Period	6th GRADE TARDY @ 8:46	UPSTAIRS
9:33	BEFORE 3rd Period	TARDY @ 9:34	UPSTAIRS
10:21	BEFORE 4th Period	6th GRADE TARDY @ 10:22	UPSTAIRS
11:08 - 12:33	5th Period/LUNCH	ALL GRADES DURING LUNCH	UPSTAIRS
1:20	BEFORE 7th Period 7th Grade Specials	7th Grade TARDY @ 1:25	UPSTAIRS
2:07	BEFORE 8th Period 6th Grade Specials	6th GRADE TARDY @ 2:14	UPSTAIRS
2:55	Break	ALL GRADES	LOBBY

# 8th BATHROOM BREAKS

Bell/Class Period Switch		LOCATION
7:55	BEFORE 1st Period	LOBBY
9:33	BEFORE 3rd Period	DOWNSTAIRS
11:08 - 12:33	5th Period/LUNCH	DOWNSTAIRS
1:20	BEFORE 7th Period	DOWNSTAIRS
2:07	BEFORE 8th Period	DOWNSTAIRS
2:55	Break	LOBBY





# EXPECTATIONS

## Bus Expectations

All students are expected to obey their bus driver at all times and follow all bus safety rules to ensure safety for all students and the driver. Riding a bus is a privilege and not a guaranteed right. Students are to remain seated on all buses at all times until they reach their destination. Buses will not leave until all riders are seated. No loud talking, no tobacco related products are allowed (use OR possession), no eating or drinking. Students should keep all extremities inside the bus at all times. There are no helium balloons or floral arrangements. No glass objects or containers, no animals and all school rules apply to riding the bus as well. Students must enter the school immediately upon arrival.

## Homework Expectations

Hancock County Middle School wants all students to experience academic success. All faculty and staff are here to assist all students in this goal. When homework is assigned by a teacher it is expected to be completed by the date assigned. Homework will not be accepted after one (1) week of due date **WITH THE EXCEPTION** of illness. Grades will be determined by each individual teacher if homework is turned in after the due date within the one week time period.





Character and integrity provide a solid foundation for success, so we only accept quality work from ourselves and others and demonstrate a strong work ethic to accomplish our goals.



# Athletic Participation

Students participating in athletic activities shall be in compliance with the following regulations:

## Introduction

It is the desire of Hancock County Middle School that every student has the opportunity to participate in extracurricular activities. Even though everyone is encouraged to tryout, certain rules and expectations must be followed for everyone to benefit from our programs. We consider it a privilege to be an athlete at HCMS and expect our athletes to be top quality representatives of our community. Conforming to the rules of the athletic department and KHSAA helps team performance. These policies are in effect year round.

## General Regulation

KHSAA rules and by-laws must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. If, at any time, you have any questions regarding these rules or by-laws, contact Dale Goatley (Athletic Director), at the school (270-927-6712).

## Athletic Policies & Code of Conduct

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

## Participation

Students wishing to participate in sports shall receive a copy of the athletic policy, a copy of the coach's rules for the sport and an athletic contract. **Participating students and parents/guardians shall sign the athletic contract (located on the school's website)** and shall abide by the rules of the sport established by the coach and the general athletic rules for all sports. **All school rules will apply at athletic events.** Each student must pass a medical examination as a prerequisite to be eligible for interscholastic athletics (09.3132 & 09.311).

## Athletic Attendance Policy

Student athlete must be in attendance over .5 for the entire day to be able to practice or participate in an athletic contest as stated by the KHSAA. 11:22 am will be used as the midpoint to our school day, this is the end of 4th period. The student athlete must be at school through 4th period (11:22 am) or sign-in before 11:22 am and stay for the remainder of the day. Excused reasons for missing school must be pre-approved by administration BEFORE the absence. Funerals and medical emergencies are exceptions.

# Athletic Participation



## Age and Grade Eligibility Requirements ( KHSAA)

Any student enrolled initially in grade five (5) through eight (8) who is repeating a grade for any reason, to be ineligible, during the school year that the grade is repeated, to compete in interscholastic competition involving students enrolled in grades six (6) through eight (8);

Any student who turns:

(a) Fifteen (15) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades eight (8) and below;

(b) Fourteen (14) years of age prior to August 1 of the current year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades seven (7) and below; and

(c) Thirteen (13) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades six (6) and below

## Weekly Grade Check

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

- I. If a student-athlete has an "F" average in ONE of his/her classes (through the weekly checklist) then the student-athlete will be placed on probation until grades are checked the following week. During this time the student-athlete will be required to attend ESS. The student-athlete WILL be eligible for game or practice activities for that week as long as their grades are passing (cannot have 3 or more D's), (Note: This requirement is more strict than the policy required by KHSAA).

## Absence from Practice

Students with unexcused absences from practice sessions (absences for which the coach had no notice) shall be subject to consequences set at the coach's discretion.

**NOTE:** Students may NOT attend or participate in school functions or sporting events for any full day absence unless they provide an excuse. If a student-athlete has gone to the Doctor's Office and does not attend practice that day or subsequent days, the Doctor's Excuse MUST indicate all days the student should be excused from school and athletics.

## Fighting/Disorderly Conduct

Students are ineligible to participate in athletics for the duration of their ISLA assignment.

## Tobacco/E-Cigs/Vaping/Alcohol

Students who are members of athletic teams, or try out for athletic teams who are determined to have possessed, used, sold, transferred, or attempted to sell or transfer any alcoholic beverage or any controlled substance.

# Athletic Participation



**1<sup>st</sup> Violation:** Mandatory suspension from the next games scheduled. If the suspension period is not complete by the end of the season, the suspension will carry over to the next sport that the student-athlete participates OR the next season of the same sport until the original suspension is complete.

**2<sup>nd</sup> Violation:** Mandatory suspension from the next two games scheduled. If the suspension period is not complete by the end of the season, the suspension will carry over to the next sport that the student-athlete participates OR the next season of the same sport until the original suspension is complete.

**3<sup>rd</sup> Violation:** Mandatory suspension from the next five games scheduled. If the suspension period is not complete by the end of the season, the suspension will carry over to the next sport that the student-athlete participates OR the next season of the same sport until the original suspension is complete.

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

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

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

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

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

## **Drugs/Controlled Substances**

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

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

**1<sup>st</sup> Violation:** Mandatory suspension from the next four games scheduled. If the suspension period is not complete by the end of the season, the suspension will carry over to the next sport that the student-athlete participates OR the next season of the same sport until the original suspension is complete.

# Athletic Participation



**2<sup>nd</sup> Violation:** Mandatory suspension from ALL SPORTS ACTIVITIES for ONE FULL YEAR.

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

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

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

## **Dropping Out of a Sport**

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

If the initial request for the reinstatement is not made within two days, the student will not be allowed to play that sport for the remainder of the season, and may not practice a **new** sport until the sport in which they have quit is completed.

The player may request reinstatement one time. If a player quits a second time, the player is dropped from the team eligibility roster for the season, and may not practice or preseason conditioning for a **new** sport until the sport in which they have quit is completed.

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

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

## **ISLA**

Students are not allowed to participate in practices, games or tournaments while serving time in ISLA.

# Athletic Participation



## Transportation

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

It is imperative that students are signed out from away athletic event by a parent/guardian just as if they were at school. Signing out is a safety measure to protect our students. If a student is not signed out by a parent or approved guardian from an away athletic event then the student is subject to the following consequences:

**1<sup>st</sup> Violation:** The student is ineligible to participate in the next athletic event (includes contests/games/tournaments).

**2<sup>nd</sup> Violation:** The student is ineligible to participate in the next two athletic events (includes contests/games/tournaments).

**3<sup>rd</sup> Violation:** The student is removed from the team.

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

## Insurance

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

### In case of accident or injury:

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

### To access the secondary coverage:

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

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

# Student Council



## Voting Procedures for Student Council Representative Elections:

1. Students who wish to run for representative position must:
  - a. Secure a petition of candidacy from the sponsor and obtain 25 valid signatures of students presently attending HCMS.
  - b. Secure and distribute one rating form to each of your teachers, and receive favorable teacher ratings; and
  - c. Must have a cumulative grade average of C or better.
2. Students may hold the representative position for only one year.
3. Representative elections will be conducted by each team on the same day. The teams will arrange the opportunity for each representative to introduce himself/herself to the students, either in a whole team setting or by class setting. No other campaigning will be done by representative candidates.
4. The votes will be tabulated by the sponsor and the results of the election will be announced to the student body as soon as possible.

## Members Code of Conduct

1. Parliamentary Procedures will be followed at the meetings.
2. Student Council members who fail to follow Parliamentary Procedures will be removed from the meeting. Repeated failures to comply will result in the member being dropped from Student Council.
3. Placement in the ISLA will result in the member missing the next Student Council meeting or function.
4. Repeated placement in ISLA or any suspension from school will result in dismissal of that member from Student Council.
5. Members with three unexcused absences from meetings will be dismissed from Student Council.
6. Grade checks will be conducted periodically. Members with grade averages below a C average will have 2 weeks to raise their grade average or they will be dismissed from Student Council.
7. A student may not run for student Council after being dismissed from Student Council except for 6th grade.



# Acceptable Use of Computers



Hancock County Board of Education supports the right of students, employees and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

## Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of computer use, ethical use of electronic media (including, but not limited to, the Internet, eMail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

## Permission/Agreement Form

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

## Employee Use

Employees shall use electronic mail only for purposes directly related to work activities. Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is access in performance of one's duties.) Each employee is responsible for the security of his/her password.

## Community Use

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software and information access systems will be available to the community. Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage estables by the Superintendent/designee.

## Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

## Responsibility for Damages

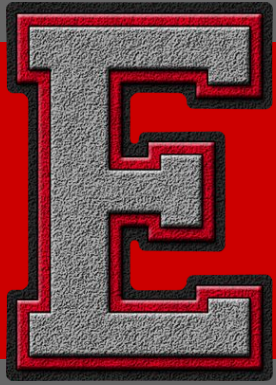
Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

## Audit of Use

Users with network access shall not utilized Districts resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system. The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process may include, but not be limited to:

1. Utilization of blocking/filtering software.
2. Turning of the "auto load images" feature of the Internet browser.
3. Using a proxy server to control accessible websites.





We will learn from every experience and strive for excellence to strengthen our future for ourselves and our community.



Hornets sweat the small stuff because we know that excellence in the small things provides a foundation for our success.

**Take care of this place!**

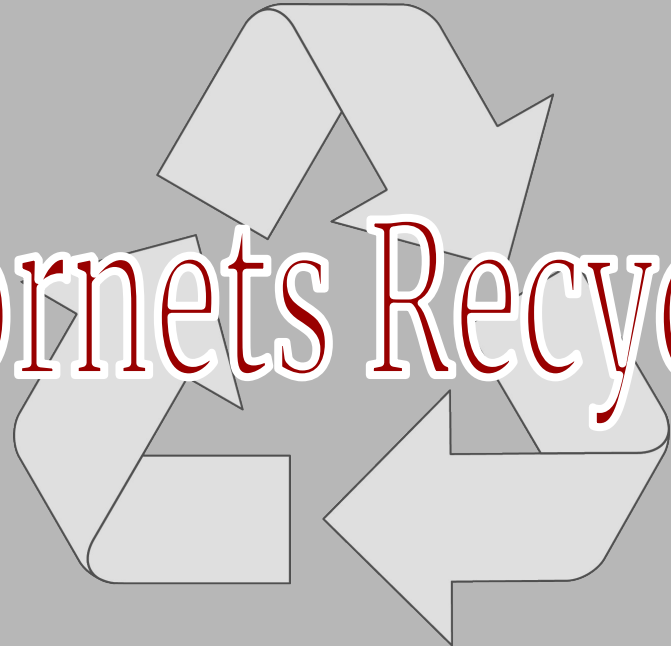
Our classrooms and hallways convey our level of responsibility to our community. Our space is paid for by taxpayers. The cleanliness and attention to detail in this shared space is indicative of our commitment to do what needs to be done in supporting our community. We must all work together to take care of this space.

**We encourage everyone to:**

Support the cleanliness of our school by:

- Picking up their trash and throwing it away at the end of each class period as they leave.
- Pick up trash when you see it.
- Clean up your lunch table.
- Push your chair (and others) in as you leave.
- Leave your space better than you when you found it.

**Hornets Recycle!**



**Recycling receptacles are located in many common areas of HCMS and classrooms. Everyone within our building is encouraged to recycle.**

**LEAD BY EXAMPLE**



# HORNETS ARE

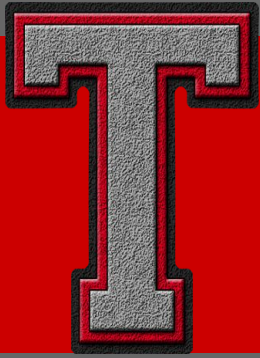
# 100% TOBACCO FREE



**NO VAPING**

Possession or Use of Tobacco Products/e-cigs
1st Offense - 4 days of ISLA
2nd Offense - 6 days of ISLA
3rd Offense - 8 days of ISLA

The use of tobacco related products is prohibited by any employee/student or visitor at any time while on a school campus. This would include any location on school grounds during the school day or during/after school sporting events.



We are willing to allow the existence of thoughts and opinions that we don't always agree with; diversity enriches our community.



### Courtesy

Courteous behavior means that we will interact with one another in a positive and respectful manner. It is a code to govern social behavior, and as a learning community - we hold ourselves accountable for interactions that foster respect and trust. YOU are responsible for everything you think, say and do when you walk through the doors of Hancock County Middle School.

Courteous	Discourteous
Saying "please" and "thank you".	Vulgar and offensive language.
Saying "yes" or "yes sir/yes ma'am".	Saying "yep", "uh huh", etc.
Greeting students/faculty/guests when you see them.	Ignoring others.
Paying attention in class.	Using earbuds/headphones during learning time or during group work.
Leaving your learning area better than when you found it.	Not taking care of your school.
Asking, accepting, offering or declining help graciously.	Bullying, teasing, or harassing others.
Allowing teachers and students to complete statements without interruptions.	Not showing up to class on time.
Beautiful handwriting.	Sloppy, illegible work.

# Hornets lead by example!



**We will work to become better citizens to support our school, our community and our goals for the future.**



## Parent-Teacher Conferences

Parents may make an appointment to confer with teachers or other school personnel by telephoning the school office at 270-927-6712 between the hours of 8:00 am and 3:00 pm weekdays. Evening conferences will be held approximately each mid-term. Times will be announced. Parents may also email teachers.

[melanie.adkins@hancock.kyschools.us](mailto:melanie.adkins@hancock.kyschools.us)  
[janet.bailey@hancock.kyschools.us](mailto:janet.bailey@hancock.kyschools.us)  
[jeff.bailey@hancock.kyschools.us](mailto:jeff.bailey@hancock.kyschools.us)  
[logan.barrow@hancock.kyschools.us](mailto:logan.barrow@hancock.kyschools.us)  
[todd.biever@hancock.kyschools.us](mailto:todd.biever@hancock.kyschools.us)  
[janna.burton@hancock.kyschools.us](mailto:janna.burton@hancock.kyschools.us)  
[heather.bowlds@hancock.kyschools.us](mailto:heather.bowlds@hancock.kyschools.us)  
[zachary.buskill@hancock.kyschools.us](mailto:zachary.buskill@hancock.kyschools.us)  
[theresa.feldpausch@hancock.kyschools.us](mailto:theresa.feldpausch@hancock.kyschools.us)  
[jeni.goodall@hancock.kyschools.us](mailto:jeni.goodall@hancock.kyschools.us)  
[laura.hagedorn@hancock.kyschools.us](mailto:laura.hagedorn@hancock.kyschools.us)  
[rae.haycraft@hancock.kyschools.us](mailto:rae.haycraft@hancock.kyschools.us)  
[marka.herndon@hancock.kyschools.us](mailto:marka.herndon@hancock.kyschools.us)  
[kyle.hobbs@hancock.kyschools.us](mailto:kyle.hobbs@hancock.kyschools.us)  
[shwu-fen.howell@hancock.kyschools.us](mailto:shwu-fen.howell@hancock.kyschools.us)  
[berenice.kennedy@hancock.kyschools.us](mailto:berenice.kennedy@hancock.kyschools.us)  
[miranda.keown@hancock.kyschools.us](mailto:miranda.keown@hancock.kyschools.us)  
[laura.kessans@hancock.kyschools.us](mailto:laura.kessans@hancock.kyschools.us)  
[jo.mathieson@hancock.kyschools.us](mailto:jo.mathieson@hancock.kyschools.us)  
[mitzi.mattingly@hancock.kyschools.us](mailto:mitzi.mattingly@hancock.kyschools.us)  
[pam.mccaslin@hancock.kyschools.us](mailto:pam.mccaslin@hancock.kyschools.us)  
[josh.powers@hancock.kyschools.us](mailto:josh.powers@hancock.kyschools.us)  
[josh.roberts@hancock.kyschools.us](mailto:josh.roberts@hancock.kyschools.us)  
[sara.roberts@hancock.kyschools.us](mailto:sara.roberts@hancock.kyschools.us)  
[melissa.ruhe@hancock.kyschools.us](mailto:melissa.ruhe@hancock.kyschools.us)  
[traci.sanders@hancock.kyschools.us](mailto:traci.sanders@hancock.kyschools.us)  
[tori.schneider@hancock.kyschools.us](mailto:tori.schneider@hancock.kyschools.us)  
[gabe.vancappellen@hancock.kyschools.us](mailto:gabe.vancappellen@hancock.kyschools.us)  
[morley.wagner@hancock.kyschools.us](mailto:morley.wagner@hancock.kyschools.us)  
[charlena.williams@hancock.kyschools.us](mailto:charlena.williams@hancock.kyschools.us)

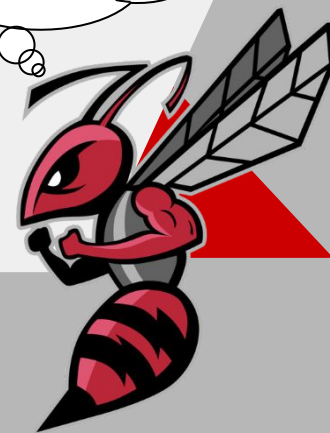
## Curriculum and Technology Fees

The curriculum and technology fees are due fifteen (15) days after enrollment in Hancock County Middle School. Assistance with payments can be requested and will be granted based on qualifying need for free and reduced lunch program. Applications can be obtained through the Hancock County Board of Education Office. Cumulative records of fees or other monies owed by students are kept on file by the school system throughout the time a student is enrolled in Hancock County Public Schools.

According to Board Policy, students shall rent curriculum, technology and other related materials. The fee shall be thirty (\$30) per student. Students will NOT be allowed to take the technology home unless this fee has been paid in full. Students or parents shall compensate the District for textbooks, technology or other materials lost, damaged or destroyed while in their possession. Students unable to rent or purchase textbooks or technology, totally or in part, shall make applications through the Hancock County Board of Education for assistance.

Contact FRYSC  
(Laura Kessans) to  
chaperone!

# Transportation



Written permission from parents will be required for any student who rides or leaves school by any source other than school buses or parents. Middle School students will NOT be permitted to leave school in any vehicle, other than a school bus, without written permission from parents. Written permission from parents will be required for students who ride a bicycle to school. These notes are turned into the office each morning. Suspension from buses prohibits students from riding any school bus for any purpose.

In order to be a chaperone you need to have a state background check. All parents going on a field trip must sign the Supervision and Chaperone Guideline form provided by the teacher in charge of the trip.

## Field Trip

Field trips are scheduled for the benefit of the students. Due to budget constraints a fee may be charged. Certain rules as outlined by teachers that organize such field trips must be respected by students. Students that do not wish to adhere to these rules will be prohibited from participating on the next field trip. If a student has been guilty of a discipline infraction that is on a level greater than Level I while on a field trip - the student will not be allowed to go on a field trip again during the school year. If a student has more than two ISLA assignments, or suspension, a panel must review his/her status before the student will be allowed to participate in a field trip or assembly program. The panel will include the core teachers, student council members from the respective grade, and the principal or assistant principal.

### Bus Notes

HCMS transportation changes - if a student's regular transportation or after school plans change, they must bring a note to the school office in the morning. The note must include the following information:

- Student's name
- Date (or dates a student will go to this place)
- Who (name of person student is visiting or going home with)
- Where (complete address where student is going)
- Bus driver name and/or number
  - In the past we have allowed parents to call in with last minute bus changes (i.e. to tell student to go to grandmother's, etc.). The overwhelming number of last minute changes has presented us with serious scheduling and safety concerns. We are asking that you try to plan carefully and send notes with students. However, we will accept changes via phone until 1:30. After this time we will no longer accept any transportation changes via phone. Please understand that it is very difficult to correctly coordinate last minute changes for numerous students. This change is intended to safely and accurately serve our students and eliminate confusion that last minute phone calls create.



# ABSENTEE POLICY

## Educational Experience Requests

At times, parents have requested to take their children on educational trips (i.e. Military graduation of sibling, to travel overseas when adopting, etc.) In order for these types of events to be excused, the parents must call the Principal or Attendance Clerk to set up an attendance committee meeting. They must present their request at this meeting and provide evidence of the educational experience. If the committee approves the request - the absences will be excused and students will follow the excused absence policy in making up all missed work.

## Procedure to Appeal

If parents/guardians disagree with a decision regarding their child's unexcused absence events, they need to contact the Principal by phone within 5 days of the missed day(s).

## Make-up Work

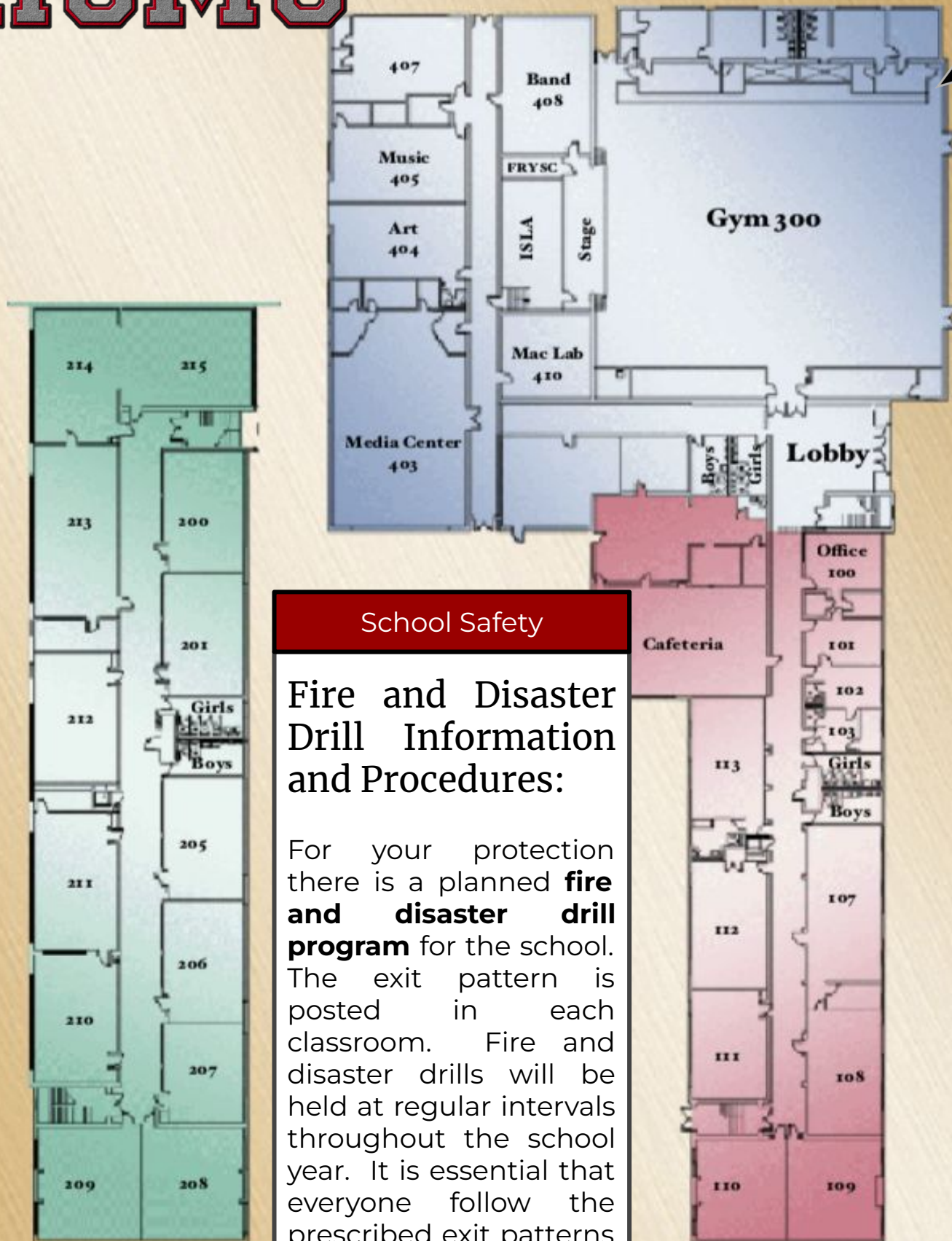
Make-up work shall be permitted for excused absences only. The student must request make-up work within two days after returning to school. Teachers will assign due dates for make-up work. **Parents do NOT need to call the school for assignments if the student is out for one day.** Pick-up times for homework is from 2:55-3:55 pm.



\*Funeral/athletic policy addendum: Students may still participate in athletic events after attending funerals for family members.

Students are allowed two parent calls for illness/injury per semester. These will be considered excused absences without the normally required documentation.

# HCMS



## School Safety

### Fire and Disaster Drill Information and Procedures:

For your protection there is a planned **fire and disaster drill program** for the school. The exit pattern is posted in each classroom. Fire and disaster drills will be held at regular intervals throughout the school year. It is essential that everyone follow the prescribed exit patterns in case of fire or disaster drill or real emergency.

# CALENDAR



## Hancock County Public Schools 2023-2024 Instructional Calendar

**Black numerals – School in session**

**Red numerals – No School for students**

### August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 9 – First Day for Students

### September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept 4-Labor Day

### October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 9-13-Fall Break

### November 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov 6-PLD Day Nov 7-Elec Day  
Nov 22-24-Thanksgiving Break

### December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 18-29 – Christmas Break

### January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1-Christmas Break  
Jan 15-MLK Day

### February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb 19 – Flex PD Day

### March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 29 - Good Friday

### April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr 1-5 – Spring Break

### May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 20-Last Day for Students



\*\*See next page for missed days make up schedule\*\*



# CALENDAR



## 2023-2024 HANCOCK COUNTY SCHOOL SYSTEM CALENDAR

<b>Thursday, August 3</b>	ALL TEACHER/STAFF WORK DAY
<b>Monday, August 7</b>	Opening Day for Teachers/Staff
<b>Tuesday, August 8</b>	No School-Flex Professional Development Day
<b>Wednesday, August 9</b>	First Day for Students
<b>Monday, September 4</b>	No School-Labor Day
<b>Monday-Friday, October 9-13</b>	No School-Fall Break
<b>Monday, November 6</b>	No School-Professional Learning Day-Teachers Only
<b>Tuesday, November 7</b>	No School-Election Day
<b>Wednesday, November 22</b>	No School-Flex Professional Development Day
<b>Thursday-Friday, November 23-24</b>	No School-Thanksgiving Break
<b>Friday, December 15</b>	Students Last Day before Christmas Break
<b>Monday, December 18</b>	No School-Flex Professional Development Day
<b>December 18-January 1</b>	No School-Christmas Break
<b>Tuesday, January 2</b>	Students First Day Back after Christmas Break
<b>Monday, January 15</b>	No School
<b>Monday, February 19</b>	No School-Flex Professional Development Day
<b>Friday, March 29</b>	No School-Good Friday
<b>Monday-Friday, April 1-5</b>	No School-Spring Break
<b>Monday, April 8</b>	Students Return from Spring Break
<b>Monday, May 20</b>	Last Day for Students (This date is subject to change)
<b>Tuesday, May 21</b>	Closing Day for Teacher/Staff

School Start/End Times		
Hancock County High School	7:55am	2:55pm
Hancock County Middle School	7:55am	2:55pm
Hancock County Alternative Program	7:55am	2:45pm
North Hancock Elementary School	8:05am	2:55pm
South Hancock Elementary School	8:15am	3:05pm

Missed school days will be made up using the following schedule:	
1 <sup>st</sup>	Banked Time
2 <sup>nd</sup>	Banked Time
3 <sup>rd</sup>	May 22
4 <sup>th</sup>	May 23
5 <sup>th</sup>	May 24
6 <sup>th</sup> -10 <sup>th</sup>	NTI Days
<b>NOTE:</b>	
<b>After the 10<sup>th</sup> day, the Hancock County Board of Education will meet to decide how additional days will be made up in the instructional calendar.</b>	

# HCGMS

## Chromebook User Agreement



Hancock County Middle School has initiated a 1:1 Chromebook program for students and teachers in an effort to embrace 21<sup>st</sup> Century Skills. Students will be using Chromebooks in the classrooms. After reading and returning the required agreement, they will be allowed to take their designated Chromebook from class to class to continue schoolwork. Chromebook use will be monitored by building level administration as well as district level administration to gauge use and effectiveness of the device in the classroom. Chromebooks are school district owned devices and the contents on the Chromebook may be viewed at any time. Students are expected to have their Chromebook with them and a battery life that will get them through the entire day of school without needing to charge.

### Goals for Student Users

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

### Guidelines

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

### Students should NOT:

- Modify the Chromebook in any way other than instructed by the administrator or other school personnel.
- Apply marks, stickers, or other decoration to supplied Chromebook.
- Students will NOT be issued an Chromebook the following year until ALL balances are paid from the previous year (lunch, Library fees, previous Chromebook damage, etc.).
- Exchange Chromebook with any other student.
- Clear or disable browsing history on the device.
- Disable the Chromebook or its applications on the Chromebook assigned to them OR anyone else's Chromebook.

### General Rules

- **Headphones / Earbuds: MUST have TEACHER permission.**
- If there is a repeated occurrence of a Chromebook not being usable for the school day, (i.e. not being charged), then the administration reserves the right to make the student a day user for a length of time determined by administration.
- **Do NOT update the OS on the Chromebook until told you may do so by technology staff.**

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

## Using the Chromebook

- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- Make sure hands are clean before using the Chromebook.
- Keep Chromebook away from food and drink.
- Charge the Chromebook only with the included charger and using a standard wall outlet for your power source. Have the Chromebook fully charged and ready for use during the school day.
- Document any software/hardware issues to your teacher ASAP.
- Keep the Chromebook in a well-protected temperature controlled environment when not in use. Do not leave the Chromebook in a vehicle or location that is not temperature controlled.
- During class time, students are expected to keep sound **Disabled** for the purpose of not being a constant distraction for the student or for others.

## Applications (Apps)

Student Chromebook will be given to students with key applications/extensions already added from the Chrome web store. Chromebooks will be scanned remotely to monitor usage. Apps or extensions installed not approved of will result in the Chromebook being remotely wiped. School approved apps and extensions are located in the chrome webstore and may be installed. It is the responsibility of the Hancock County School District to uninstall applications. If there is an application a student would like installed he/she may discuss the educational merits of the application with his/her teacher. Once an app or extension is deemed appropriate for the classroom it may be installed.

## Saving Documents

Saving documents with your Chromebook is accomplished using "cloud" storage. This will require you to have a Google account. Using this school account will allow you to save, export, and import documents in several different formats. This will allow you to access your documents from other computers via the Internet. You can also share your documents with other students or your teacher.

**Username:** school email address ([firstname.lastname@stu.hancock.kyschools.us](mailto:firstname.lastname@stu.hancock.kyschools.us))

**Password:** **First initial (capitalized) Last Initial (lowercase) first third fifth seventh ninth** number of your student ID# and your two digit **graduation year**

Example: **Student ID# 0123456789 graduation year 2028**

Password: **Vs0246828**

## Reporting a Lost Chromebook

**Students need to report a missing or lost Chromebook to their teacher or Mrs. Schneider in the Media Center immediately.**

## Reporting Technical Issues



Any errors or problems with the Chromebook should be reported as soon as practical. The following procedure should be exercised when reporting Chromebook issues:

1. Let your SWARM Teacher or regular Classroom Teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to Tori Schneider in the Media Center.
3. If the issue is beyond Mrs. Schneider's capabilities then a Tech Ticket will be completed. Once your technical issue with the Chromebook reaches this level, you can expect that it may take up to 48 hours to have the issue resolved.

Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the Chromebook. Students taking the Chromebook from school property must sign and submit the Parent-Student Chromebook Agreement Form. Student use of the Chromebook off school grounds may be revoked at any time by the administration or designated person.





## Security

Students have a password set on their chromebook and it should be known only by the student to ensure the Chromebook is only used by the designated student. The school district has the right to bypass the password with justifiable reason.

## Homebound / Students Not at School

Homebound students without wireless Internet access at home will still be allowed access to his/her Chromebook but will be expected to download materials needed **BEFORE** going home. Any student placed on homebound may use their school issued Chromebook as long as assigned school work is being completed and turned in. Once a homebound student starts missing assignments for any given class (more than one week behind), the parents will be contacted and a home visit will be set up so that a system can be devised to keep the homebound student caught up.

## Hancock County Middle School Chromebook Discipline Code

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

## Care and Responsibility

### Level A: Care and Responsibility:

- Letting another student use your assigned Chromebook.
- Use of headphones.
- Using Chromebook around food (breakfast, lunch, etc.)
- Leaving Chromebook unattended.
  - Chromebooks should NOT be taken to the gym during PE or for after-school practices – students should keep their Chromebooks locked in their lockers or locked in a classroom.
  - Chromebooks should be left on the shelves during lunch and NOT on the floor.
- Playing games or on a site not approved by the teacher during instructional time.
- Clear/disable browsing history OR disabling another student's Chromebook.
- Battery not adequately charged to get through the entire school day. (i.e. students should have approximately 40% battery charge by lunch.)
- Failing to have sounds off during class.
- Unattended Chromebooks reported to Mrs. Schneider – after the 3<sup>rd</sup> time – students receive a write-up.

**1<sup>st</sup> offense: Break**

**2<sup>nd</sup> offense: Break**

**3<sup>rd</sup> offense: Write up**

\*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, Internet, etc.



### **Level B: Care and Responsibility (Intentional Misuse):**

- Any intentional damage/destruction to device and/or components of device.

Intentional damage results in 3-5 days of ISLA plus costs for repair/replacement.

### **Chromebook Misuse**

#### **Level A: Inappropriate Use**

- Inappropriate Use of camera (Meet, etc.)
- Presence of inappropriate non-instructional materials, including books.
- ANY non-instructional use without teacher permission.

**1<sup>st</sup> offense: Write up**

**2<sup>nd</sup> offense: 1-3 days of ISLA and loss of privileges for 10 days.**

**3<sup>rd</sup> offense: 3-5 days of ISLA and loss of privileges for 20 days.**

\*Loss of privileges may include loss of device and/or deactivation of certain features such as apps/extensions, etc.

#### **Level B: Unacceptable Use:**

- Installing apps without district approval.
- Possession or distribution of pornography of any kind.
- Possession of gang related files.
- Possession of illegal (bootleg/pirated) copies of movies or music.
- Cheating.
- Threatening or bullying others (subject to regular district policy regarding bullying/threatening others).
- Hacking the district or any other network.
- Adding **ADDITIONAL** email accounts (more than the school-approved student email account)
- Deleting district account for iTunes store.
- Resetting Chromebook to factory defaults / formatting.

**1<sup>st</sup> offense: 1-3 days of ISLA and loss of privileges for 10 days as determined by principal or designee.**

**2<sup>nd</sup> offense: 3-5 days of ISLA and loss of privileges for 20 days as determined by principal or designee.**

**3<sup>rd</sup> offense: 5+ days of ISLA and loss of privileges. Student becomes a day user.**

All days in ISLA – student will receive alternative assignments.

#### **Level C: Unacceptable Use:**

- Threatening or bullying other students. **All punishment to be determined by administration.**
- Possession or distribution of pornography of any kind (charges will be filed with the Hancock County Sheriff's Department and possible expulsion from school.)



### Loss or Damage

- Loss of an Chromebook outside of school must be reported to an administrator or designee **immediately**.
- If an Chromebook is damaged outside of school it must be reported to a teacher or administrator by 8:00 a.m. the following morning.

### Please Remember

- School and district level administrators may monitor devices at any time for misuse – **this includes when the device is used at home. The Chromebooks will have to go through the District Server no matter where the Chromebooks may be accessing the Internet.**
- Administration reserves the right to take an Chromebook at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict Chromebook use during class if misuse is suspected.

### Cost of Replacement\*

Lost or beyond repair Chromebook: \$379.00

Chromebook LCD: \$150.00

Damaged / Lost Charger: \$20.00

Damaged / Lost Cover: \$40.00

Battery: \$75.00

Charging Port/Headphone Jack: \$75.00

Camera: \$29.00

***\*Prices are estimated based on current pricing at time of publishing of document and are subject to change. Actual prices charged may slightly differ to reflect current parts cost.***

Parents are **highly encouraged** to purchase Chromebook insurance\* offered at school. This insurance covers replacement with tiered deductibles. The insurance applications will be made available through 8/30/23. The cost of insurance will be **fifteen (\$15) dollars**. Checks can be made payable to **HCMS** and given to **Tammy Ogle, HCMS Bookkeeper**.

Incident	Tier	Cost
First	1	\$0
Second	2	\$30
Third	3	\$60
Fourth, etc.		Full repair cost each time.

**\*Insurance does not cover all cases of theft NOR will it cover charging cords.**

## Hancock County School District Chromebook User Agreement



### Student:

Please read and check (  ) each box before signing:

- I **will not** modify or disable the Chromebook in any way unless instructed by district personnel.
- I **will not** sync the Chromebook to any computer or add email accounts OTHER than the student account I am assigned at school.
- I **will not** take the Chromebook out of the district-provided case.
- I **will not** take inappropriate pictures or use the Internet inappropriately as defined by this Acceptable Use Policy.
- I **will** report any technical issues to my teacher as soon as possible.
- I **will not** leave my Chromebook unattended or have my Chromebook around food or drink.
- I understand that my absences and my actions may cause for the removal of my Chromebook privileges (either temporary or long-term).

**I understand and will abide by the above Chromebook User Agreement. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action taken.**

User's Full Name: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Guardian:

Please read and check (  ) each box before signing:

- I give my child permission to take his/her designated Chromebook outside of school.
- I assume all financial responsibility should my child be deemed responsible for damage to the Chromebook or charger.
- I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her Chromebook privileges (either temporary or long-term).
- As a district-owned device, I understand that my child's Chromebook can be searched at any time for improper material or evidence of improper use.

**As the parent or guardian of this student, I have read the Chromebook User Agreement.**

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- YES, I will be purchasing the Chromebook Insurance for my son or daughter.