

HHS Student Handbook

2024-2025

The handbook part of the student agenda explains the various structures that are in place for Hopkinsville High School students. Along with providing consistent school-wide expectations, this handbook combines multiple sources of information including the Hopkinsville High School Course Catalog, the school and District websites, and the District's Code of Acceptable Behavior & Discipline. The intent of this handbook is to be a resource to students. When students have questions or need guidance, this handbook should provide most answers and directives, or it will provide links to other sources that will be of help.

It is important to note that **each household has been provided a copy of the Christian County Code of Acceptable Behavior & Discipline through online registration.** Parents and students should carefully read and familiarize themselves with this information. The Code of Acceptable Behavior contains a complete listing of behavior infractions and violations. The Code also contains an updated matrix with strategies, interventions, and administrative responses to be used by school employees and administrators in response to inappropriate student behavior.

Students should abide by the standards of conduct in a manner that reflects a desire to learn. It is the expectation that all HHS students and their parents/guardians become familiar with the contents of the Christian County Public Schools CODE and the HHS Student Handbook. **At no time should student conduct interfere with the opportunity for others to learn.**

Finally, **it is the expectation that all HHS students have their student agendas with them each day.** The agenda is a resource to students that should be with them at all times. As the student handbook will further explain, students who are not in possession of their student agenda, in class, will not be given permission to leave the classrooms for personal reasons. Students who misplace their agenda can purchase a new one for \$5.00, from the guidance office.



Planning Your Legacy!

HHS Academic Information

College Entrance Exam Benchmarks

	Kentucky ACT Benchmarks	National ACT Benchmarks	KYOTE Benchmarks
English	18	18	6 (Writing)
Math	19	22	22
Reading	20	22	20
Science	N/A	24	N/A

2024-2025 National ACT Test Dates & Registration Deadlines

ACT Test Dates 2024-2025

Test Dates	Registration Deadline	Late Registration Deadline
September 14, 2024	August 9, 2024	August 25, 2024
October 26, 2024	September 20, 2024	October 7, 2024
December 14, 2024	November 8, 2024	November 22, 2024
February 8, 2025	January 3, 2025	January 20, 2025
April 5, 2025	February 28, 2025	March 16, 2025
June 14, 2025	May 9, 2025	May 26, 2025
July 12, 2025	June 6, 2025	June 20, 2025



All State ACT will be ONLINE this year.

Junior State Test Day(s) @ HHS - March 11th and 12th, 2025

Sophomore State Test Day(s) @ HHS- March 18th and 19th, 2025

ACT Mastery Test Prep



Our students will have access to resources in MasteryPrep which can enable them to increase his/her ACT score. Your student will be given the needed information to access this resource as it becomes available.

Advanced Placement Courses

All AP courses will be taught according to a specific curriculum that has been developed by the American College Board. Advanced Placement (AP) courses have been devised to allow exceptionally strong academic students to gain college credit in some subject areas while still in high school. The school councils will determine the AP course offerings.

A student must take the AP exam to earn the 5 point scale, and may obtain college credit if a score of 3 or greater is obtained. The scoring range for the AP test is 1-5. Students are responsible for the initial cost of the AP exam; however, if the said student scores 3 or higher on the AP exam, the District will reimburse the student for the cost of the exam. An application process will be available to assist students with financial hardships. The AP teacher, counselor, Principal and Superintendent/designee will determine qualified applicants. These courses are taught at the level of college introductory. Students **under the suggested grade level recommended** may be able to waive prerequisite requirements with teacher recommendation. **These courses may not be taught every school year.**

- AP Biology
- AP Calculus AB
- AP Computer Science Principles
- AP English Language
- AP English Literature
- AP Environmental Science
- AP Government & Politics
- AP Human Geography
- AP Music Theory
- AP Psychology
- AP US History
- AP World History

A	90-100	Excellent	5 points
B	80-89	Good	4 points
C	70-79	Average	3 points
D	60-69	Poor	2 points
F	59 and below	Unsuccessful	0 points

Graduation Requirements

In support of the student development goals set out in [KRS 158.6451](#) and the Kentucky Academic Standards, students must complete a minimum number of credits including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from a District high school.

- Students entering high school in 2021(class of 2025) must complete 26 credits
- Students entering high school in 2022 and beyond must complete 27 credits

Credit requirements for grade placement for schools will operate under a graduated credit requirement scale:

- School year 2024-25 and beyond: Sophomores (7), Juniors (13), and Seniors (19)

A course may not be repeated for credit once credit has been earned for that course.

Diploma Programs

All District high school graduates are required to complete one (1) of two (2) diploma programs:

Traditional Diploma (meets state minimum requirements)—A student must complete the minimum District graduation requirements to be granted a Traditional Diploma from any District high school.

Honors Diploma—A student must complete the following credits to be granted an Honors diploma from any District high school.

- Students entering high school in 2021(class of 2025) must complete 29 credits
- Students entering high school in 2022 and beyond must complete 30 credits

In addition, the student seeking the Honors Diploma must complete the

following: · Pre-college curriculum, which includes two (2) foreign language credits;

· A minimum of thirteen (13) courses considered as either college preparatory, Advanced Placement (AP), or Dual Credit courses number 100 or above. Of the thirteen courses, three (3) must be Advanced Placement or Dual Credit with a college grade of “C” or above through an accredited Kentucky postsecondary institution;

· English at the senior year must be either Advanced Placement or Dual Credit; and

- A minimum grade point average of 3.25.

An exception may be made to Honors Diploma requirements if a student meets all legal requirements for early graduation. This exception may be approved by the Superintendent/designee.

Civics Exam Requirement

Students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.

Individual Learning Plan (ILP)

Students shall complete an Individual Learning Plan (ILP) that focuses on career exploration and related postsecondary education and training needs.

Additional Requirements of the Board

In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in [704 KAR 003:305](#), the Board may impose other requirements for graduation from high school. However, the Board shall not adopt any graduation requirements that include achieving a minimum score on a statewide assessment.

Kentucky Educational Excellence Scholarship (KEES) Money

The KEES program provides scholarships to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. The better they do in high school, the more opportunities they will have to earn money toward college. They may also earn awards for ACT/SAT scores and Advanced Placement (AP), International Baccalaureate (IB) or Cambridge Advanced International (CAI) test scores. Home school and GED graduates may earn awards based on their ACT scores.

KEES Base Award Amount - For each year you earn a 2.5 or better GPA, you can earn the base amount listed below. For instance, a high school freshman who earns a 3.5 GPA would have a \$375 scholarship for each year of college. Amounts may change based on available funds.

ACT Bonus Award Amounts - You can earn a bonus award for an ACT score of 15 or above. For example, a KEES-eligible student who has a score of 25 would earn an additional \$393 for each year of college

GPA	Amount
4.00	\$500
3.90	\$475
3.80	\$450
3.75	\$437
3.70	\$425
3.60	\$400
3.50	\$375
3.40	\$350
3.30	\$325
3.25	\$312
3.20	\$300
3.10	\$275
3.00	\$250
2.90	\$225
2.80	\$200
2.75	\$187
2.70	\$175
2.60	\$150
2.50	\$125

ACT Score	Bonus
28+	\$500
27	\$464
26	\$428
25	\$393
24	\$357
23	\$321
22	\$286
21	\$250
20	\$214
19	\$179
18	\$143
17	\$107

HHS Career Pathways

Students will choose a career pathway, during registration, determined by their Individualized Learning Plan (ILP). This pathway will include recommended classes for the student to take for the specific career that they are interested in pursuing. This will allow HHS students to be more intentional in choosing their electives and more career-ready upon high school graduation.

Agribusiness Systems

Agricultural Power, Structural, Technical Systems

Agricultural Horticulture and Plant Science

Animal Science Systems

Accounting

Administrative Support

Management and Entrepreneurship

Marketing

For a listing of the HHS Career Pathways Courses, see the 2023-2024 Consolidated Course Guide



Getting Involved: HHS Club Offerings

Academic Team

BETA Club

Chess Club

Color Guard-Band

Color Guard-JROTC

FBLA-Future Business Leaders of America

Pep Club

FCA-Fellowship of Christian Athletes

FFA-Future Farmers of America

Key Club

NHS-National Honor Society

Raiders-JROTC

KYA

Science Olympiad

STLP-Student Technology Student Council

Guidance Department

The HHS guidance department and school counselors provide a number of services that are crucial to the overall success of the students at HHS. There are four school counselors, one per grade, available to students, parents, and the staff at HHS. This will allow for a more focused approach to meeting the specific needs of students as they differ for each grade level.

Students and parents should be aware of very important forms, services, and resources that are available to them through the HHS guidance department. The majority of these resources can be accessed online by going to the school website <https://hopkinsvillehigh.christian.kyschools.us/> and clicking on “Guidance Department” on the left hand side of the home page. A few of the many resources available in this location include:

Curriculum Guide/Course Catalog, Early Graduation Information, FAFSA Documents , Gateway Course Catalog, Governor’s Scholar Program, HCC Dual Credit Program, Scholarship Information, Transcript Requests Procedures

Grading Scale

This school year, the following grading system (based on a 4.0 scale) will be used for all classes:

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

Continuous Grading/ Grade Reports

HHS uses a continuous grading format. The basic premise of continuous grading is that grades carry over from one grading period to another. For example, if a student has received 20 grades in Biology resulting in a 93% average in the first 9-week grading, they would not “start over” in the 2nd 9-weeks. That student would start the first day of the 2nd 9-week grading period with a 93% average carrying over, and the next grade take would be the 21st grade of the year.

In 2019, all three high schools in Christian County moved to paperless grade reports. This includes both mid-term reports as well as report cards for each nine-weeks grading period. Grade reports are no longer printed and distributed to students or mailed home. Grade reports can be viewed at any time by accessing your Infinite Campus Parent Portal and selecting reports under the menu options. If you would like a paper copy of your report, you may request one in the guidance office.

Infinite Campus Parent Portal

All parents/guardians should visit the Christian County Public Schools website (www.christian.kyschools.us) and follow the directions on how to sign up for and use the Infinite Campus Parent Portal. This allows parents to review current academic and attendance information on their children. Parents may also visit or call the Guidance Department at HHS if they experience difficulty in getting started on the Parent Portal.

Extended School Services (ESS)

The school will provide ESS services to students who may need additional tutoring or academic help in their classes. The plan is for these services to be available after school, with the possibility of it also being available in the morning prior to the start of school. *HHS administrators reserve the right to place students who do not complete assignments or those who fall behind academically, in classes, into the ESS program.*



HHS Student Attendance Information

It is very important that all students, as well as parents/guardians familiarize themselves with the information provided on pages 10-14 of the CCPS Code of Acceptable Behaviors pertaining to attendance and truancy. Though all District attendance information has not been included in the HHS Student Handbook, school administration feels that the following is relevant enough to all students to add to this handbook:

15 or more Unexcused Absences

1. Students who have (15) or more unexcused days and/or unexcused tardies will not be allowed to participate in baccalaureate and commencement (graduation) exercises.
2. Students who have (15) or more unexcused days and/or unexcused tardies will not be able to attend prom as a junior or senior or attend as a guest as a freshman or sophomore.
3. Students who have (15) or more unexcused days and/or unexcused tardies will not be able to attend project graduation as a graduate or as the guest of a graduate.
4. The above mentioned stipulations in items 1-3 are in addition to consequences for violating the Kentucky Compulsory Attendance Laws, KRS 150.010 and KRS 159.180, and other consequences under the Code of Acceptable Behavior & Discipline.
5. Students who have (15) or more unexcused days and/or unexcused tardies will not be allowed to participate in school sponsored events. Examples- Homecoming, dances, school sponsored events, etc.
6. Students have (5) days to turn in documentation for an excused absence (parent/guardian, doctor, court, etc.).
7. Grade-level administrators will monitor and apply interventions for students who are at risk for violating attendance and/or truancy policies.

NOTE: In reference to the unexcused tardies mentioned in items 1-3 above, three (3) unexcused tardies are equal to one (1) unexcused absence. Unexcused tardies would be defined as checking in late to school without turning in a parent/guardian note, court note, or medical excuse, and checking out of school early without turning in a parent/guardian note, court note, or medical excuse when the student returns to school. A tardy event is an absence of 60 minutes or less of the school day.

Check-Out Procedures for 18 Year Old Students

Student Check -Out Procedure (Kentucky Law: KRS 159.010 and KRS 159.180) Students eighteen (18) years or older may check themselves out; however, the absence may be excused or unexcused as determined by the building principal or designee. An unexcused check-out may result in a consequence under the Code of Acceptable Behavior & Discipline for skipping or other applicable offenses as determined by the building principal or designee; therefore, here is the action that will be taken at Hopkinsville High School:

An 18 year old student is not allowed to check themselves out of school and then return without an excused note (i.e. doctor, court etc...). If students do not return with an excused note, then this will be counted as an unexcused absence and will result in disciplinary action per the Code of Acceptable Behavior. Names will be given to an administrator and he/she will notify parent/guardian that the student checked out and did not return with an excused note. Disciplinary action will result in the loss of driving privileges for 3 weeks and Suspension for leaving school grounds if the appropriate documentation is not provided.

No Pass - No Drive

The No Pass - No Drive statute was implemented by every public and private school across the Commonwealth on August 1, 2007. All 16- or 17-year-olds that are issued a driver's permit or license on this date or later are subject to the provisions of this statute. This law is intended to support dropout prevention and to provide an added incentive for students to stay in school and pass their courses.

The No Pass - No Drive statute results in the denial or revocation of a 16- or 17-year-old student's driver permit or license for academic deficiency, dropping out of school, or as a result of excessive unexcused absences. Academic deficiency has been defined by the Kentucky Department of Education (KDE) as a student who does not have passing grades in at least (3) of (4) courses in the preceding semester. A student is deemed to be deficient in attendance when he/she drops out of school or when he/she has accumulated **9 or more unexcused absences in a semester. Any absences due to suspension are unexcused absences.** A student that loses his/her permit or license under this law may reapply at the end of the next semester in which he/she meets the educational and attendance requirements. Students should notify the HHS attendance office when they complete a semester of compliance so this can be verified and reported to the Transportation Cabinet.



1-to-1 Student Technology Expectations

As a learner I will...

1. Look after my device very carefully all of the time.
 - A. Devices will never be left unattended.
 - B. Devices must be situated securely on the working surface.
 - C. Make sure the device is not subject to careless or malicious damage (i.e. as a result of horseplay).
 - D. Make sure the device is secure as possible when transported and is kept in the district provided protective case.
 - E. Device will be carried in the closed position with two hands in the classroom.
 - F. Device will be carried in my backpack/book bag when taken off campus.
2. Ensure that my device is charged every evening and ready for use the next day (i.e. plugging it in at home).
3. Not decorate the device and not allow it to be subject to graffiti (i.e. no stickers on device).
4. Not install or download additional software without the permission of the IT department or teacher.
5. Be on the task assigned by my teacher at all times. I understand that my device will ONLY be used for educational purposes as directed by HHS staff members.
6. Only use web tools such as blogs, wikis, podcasts, social-bookmarking, multi-user roleplaying environments, video games, and social networking authorized by my teacher.
7. Agree that all written and posted material is appropriate and

non-defamatory.

8. Follow the school's Acceptable Use Policy for technology.

9. Never have food or drinks by a device.

10. Not use the computer to bring harm to anyone else.

11. Not type profanity or otherwise offensive language.

12. Report to my teacher, school counselor, or administrator if I ever feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally viewing any offensive or pornographic content or being asked to meet someone I have met online without parental approval. I understand that my teacher is willing to help me and will not punish me as long as the rules are followed.

13. Use the Internet to search only areas appropriate to the school curriculum. 14. Only save material in my personal folders or to my device appropriate for educational use. 15. Not plagiarize from the internet.

16. Not share my passwords (school network account, email account, social networking account, etc.) with anyone else except my parents, teachers, school counselors, or administrators.

17. Not use a proxy or otherwise attempt to access sites or other forms of Internet content and communications technology that have been blocked from my school network.

18. Be prepared to be held accountable for my actions and for the loss of computer and/or device privileges if these expectations are violated.

HHS School-Wide Behavior Expectations

The purpose of the HHS Behavior Model is to provide a consistent, school-wide set of expectations and procedures for teaching positive behaviors. As often as possible, all students should be kept in their best learning environment; however, the inappropriate behavior of a few students cannot compromise the learning environment for the majority of students. This model will allow teachers to consistently intervene and assign consequences when necessary for minor classroom infractions as well as refer students to school administrators when major violations take place. The following are goals of the behavior model:

1. Establish positive relationships between students and adults.
2. Change inappropriate behavior by re-teaching expectations, modeling appropriate behaviors, and providing the appropriate interventions needed for each student.
3. Establish a CONSISTENT and EQUITABLE framework for referrals and consequences that enhances the teacher's ability to maintain the appropriate learning environment and is easy for parents and students to understand what constitutes inappropriate behavior and the interventions/consequences that follow.

Infractions and Referrals

Behavior infractions will fall under two categories: Minor and Major. Staff members determine whether a behavior is a Major or Minor Infraction and intervene appropriately. When needed, they will record infractions on the appropriate

disciplinary form. Parent contact will be attempted for all recorded Major infractions or when a teacher has given a child multiple Minor write-ups in the same category of behavior.

*** HHS staff and administrators will follow the steps for interventions and administrative responses given in the CCPS Code of Acceptable Behaviors.

Minor Behavior Infractions fall into 3 basic categories. The examples given are not the only inappropriate behaviors that can fall in these categories:

Disruptive – Horseplay, Throwing Objects, Interrupting, Yelling Out, Argumentative, Teasing, Inappropriate Comments

Disrespectful/Non-Compliant – Not Following Directions, Repeated Verbal Reprimands, Out of Assigned Area

Electronic Devices – Non-Instructional / Inappropriate Use of Technology

Major Behavior Infractions will be recorded on a major office referral and turned in immediately for a school administrator to handle.

Consequences will be applied appropriately to infractions. They include, but are not limited to the following:

Lunch Detention – Assigned by teacher for infractions in one of the minor categories or at the discretion of an administrator for a violation. Students will be isolated from other students during their lunchtime. Not meeting expectations in lunch detention may result in additional discipline.

In-School Suspension (ISS) – Assigned by administrators for violations (detailed in the CCPS Code of Acceptable Behaviors). Students will be given a copy of ISS expectations to read and sign. Failure to meet these expectations will result in additional days being assigned or removal from ISS. A parent/guardian will be contacted if a student is removed from ISS and someone on the student's checkout list will be expected to report to school immediately. The student will be suspended the remainder of the day and released to the adult from the checkout list.

As part of the school's efforts to ensure students do not have missing assignments affecting their grade, any work that has not been completed on the student's part will be sent to ISS. **These assignments will be added to the student's current workload and must be completed prior to being released from ISS to return to their regular schedule.**

In-School Suspension (ISS) for such infractions as applicable under the Code of Acceptable Behavior.

Suspension – Assigned by administrators for certain major infractions (detailed in the CCPS Code of Acceptable Behaviors).

Bluegrass Learning Academy/Alternative Placement – Assigned by administrators for certain major infractions (detailed in the CCPS Code of Acceptable Behaviors).

Expulsion – Recommendations for expulsions are reviewed and decided upon by the Christian County Board of Education.

Student Arrest – Students taken into custody because of behavior at school will be done so after consultation between school administration and the School Resource Officer or other law enforcement.

Tardy to Class

Because of the value placed on instructional time and the need for teachers to promptly start their classes, students at HHS are expected to be in their classrooms when the tardy bell rings for each period. Those students who do not make it to class on time will be given a tardy to class. These tardies are not recorded in the attendance section of infinite campus. They do not have an effect on student attendance or truancy.

Tardies to class are dealt with through normal school disciplinary consequences. These consequences are given as students reach each set of 3 tardies to any class using the following:

- 1st Set of 3 – Lunch Detention - 1 Day
- 2nd Set of 3 (6 total) – Lunch Detention - 3 Days
- 3rd Set of 3 (9 total) – Lunch Detention - 5 Days
- 4th Set of 3 (12 total) – Major Office Referral; 1 day of ISS
- 5th Set of 3 (15 total) – Major Office Referral; 2 days of ISS
- 6th Set of 3 and beyond will be dealt with through Major Office Referrals and appropriate disciplinary consequences given by school administration.
- Students may be put on a “No Fly List” for excessive tardies at a principal’s discretion.

Dress Code / Student Appearance

The HHS dress code is in accordance with the minimal requirements found in the CCPS Code of Acceptable Behavior dress and appearance section. All students will adhere to the expectations listed below for dress and appearance. If changes are made to the dress code, students and parents will be given proper notice. Administrators will make decisions on appropriateness if questions arise with dress or appearance of a student.

** HHS Administrators reserve the right to ask students to change clothing or correct an issue of dress or appearance if it is deemed to be inappropriate or a distraction to the learning environment. **

- Clothing that exposes midriffs, cleavage, or excessive skin in the upper body (tank tops, spaghetti straps, cut-off t-shirts, off-the-shoulder shirts, tube tops, etc...) will be considered in violation of the HHS dress code.
- No head apparel including rakes, picks, hoods pulled up, bandannas, combs, bonnets, head scarfs, hats, etc./ Principal’s discretion.
- Shoes must be worn. **NO HOUSE-SHOES**
- All pants and shorts shall be worn at the hip or above the hip.

- No key chains or wallet chains allowed.
- To be considered appropriate, apparel must not reveal skin any higher than the mid-thigh point of the leg.
- If skirts, shorts, shirts, sweaters, dresses, etc... are not at this mid-thigh mark (standing or sitting) then tights, legging, shorts, etc... may be worn to help students be in compliance with this rule of the dress code. This also applies to articles of clothing with holes above the mid-thigh point.
- Using paper, tape, fishnet pantyhose, or other items to temporarily cover these holes will not be allowed.
- Pajama pants are not to be worn.
- One piece bodysuits are not to be worn.
- No clothing or PPE Face Mask depicting or advertising drugs, alcohol, sex, or offensive language/symbols can be worn at school.
- No facial piercings that are a safety concern or create a disruption to the educational process.
- No winter coats or blankets in the classrooms unless it is deemed appropriate by the administration.
- This may be due to issues with heating/air in the building.
- No non-prescription glasses or sunglasses.
- If jewelry becomes a distraction, the student will be asked to remove it.

Dress Code Violations – All violations will be corrected and documented. Staff will make every attempt to ensure that all dress code violations are handled upon arrival to advisory and/or first period. There are times when violations are not immediately noticed or they occur later in the day. These violations will be handled in the same manner. All violations will be reported to the front office secretary for documentation. The following steps will be taken:

1st offense – Dress code will be retaught to student, and he/she will correct violation. Students may call parents to bring clothing. Students will remain in ISS until the violation is corrected. Once corrected, they may return to class. The incident will not be put on a major office referral but noted on the dress code log as the first offense.

2nd offense – Documented as a violation. Students will correct violations. Students may call parents to bring clothing or use available clothing at the school. Students will remain in ISS until violation is corrected, and an appropriate leveled consequence/intervention from the CCPS Code of Acceptable Behavior may be given to the student. Once corrected, he/she may return to class.

3rd offense and beyond – Documented as a major violation and handled at the discretion of the administration and an appropriate leveled consequence/intervention from the CCPS Code of Acceptable Behavior will be given to the student. Once corrected, he/she may return to class except in situations that leveled consequences require ISS time or a greater action on the administration's part.

Outside Food and/or Drinks

Students will not be permitted to have food delivered from any outside source during the school day (Doordash, Grubhub, etc). If a student wishes to have someone (parent/guardian/friend) drop food off, the food must be in either a

lunchbox or a brown paper bag.

Cell Phones / Headphones / Electronic Devices

CELL PHONES/ALL ELECTRONIC DEVICES

Students will be allowed to use their cell phones in the hallways between classes. **Students may not use or have cell phones/earbuds out in the classroom. With the 2024-2025 school year, students now have a computer in which to work/participate.** There is NO warning for cell phone/earbud use in the classroom. Students have been given the privilege of using them during passing time in the hallway.

Cell phones will now be on the minor system.

- 1st offense - one day lunch detention
- 2nd offense - three days of lunch detention
- 3rd offense and beyond - major write up; Principal's discretion

Cell phone/earbud use in the hallway.

- Not to be used for selfies, group photos, or video taking in the hallway.
- Cell phones/earbuds in the hallway are a privilege and the privilege can be taken away if a student does not follow these basic rules.

**HHS is not responsible for lost or damaged cell phones that are brought to school or that have been taken from a student during school hours.*

Bus Behavior Expectations / Violations

It is most important to note that school bus transportation is a privilege and not a mandate. HHS students who do not comply with bus rules will receive appropriate consequences. Please refer to the CCPS Code of Acceptable Behaviors (School Transportation and Expectations) for bus expectations. Bus referrals will be turned in to the school administration for appropriate disciplinary procedures.

Administrators determine what category and appropriate step (from the CCPS Code of Acceptable Behaviors) the behaviors infraction falls under. It is important to note that all bus infractions above Step 2 will result in a minimum of a 1-day bus suspension.

Step 1: Positive Behavior Techniques

Step 2: Warning

Step 3: 1 Day Bus Suspension

Step 4: 2 Days Bus Suspension

Step 5: 5 Days Bus Suspension

Step 6: 10 Days Bus Suspension

Step 7: 30 Days or longer Bus Suspension—discretion of Administrator

* Students who are caught going to HMS in an attempt to board buses will receive a major write up, receive school consequences, and possibly be removed from school transportation.

** School administrators shall have the discretion to administer school discipline for bus infractions in addition to the bus related discipline referral under Bus Disciplinary Procedures as outlined in the Christian County Schools Code of Acceptable Behavior.

Parent Square (formerly Remind)

To stay current on what's going on at HHS, students and parents/guardians are encouraged to sign up for Parent Square. Standard text messaging rates do apply.



Other Important/Miscellaneous Information

After School Activities Participation

Only students involved directly in a school-sponsored activity under the supervision of a coach or a teacher may remain on school property after school is dismissed. They should report immediately to their activity location. Students involved in after school activities must arrange transportation home immediately following the activity. **Additionally, students not attending school for a ½ day, assigned to ISS, ISP, or suspended lose their right to participate in after-school activities for those days. This includes all after school extracurricular activities.** Students who do not abide by these regulations will not be allowed to participate in extracurricular activities.

***All students not participating in an approved after-school activity should be off campus by 3:30 each day (15 minutes after any dismissal bell). No loitering will be allowed.**

Classroom Telephones

School telephones in the classroom are for school business only. Students should only use phones when the teacher determines it is absolutely necessary or when administrators announce cancellation of certain activities. When this happens, students will be allowed to use the phone to avoid leaving the classroom. In cases of an emergency, a student will not be called to the phone in class. In case of illness, the student must go to the nurse's office.

Co-Op Students

Students who successfully complete 3 courses in a pathway are eligible to apply for a Co-Op position during their senior year. Applications may be obtained from the program instructor and must be submitted for approval by April 1st of the student's junior year. See the course catalog or a school counselor for more information about Co-Op. Co-Op students must sign out in the attendance office each day before

leaving campus.



First 15 / Last 15 Rule

This rule refers to the first 15 minutes after the tardy bell rings each period and the last 15 minutes of that class. These are very important stretches of time for teachers and students. During these times, HHS places an emphasis on students being in the classrooms so that lessons can be introduced and concluded properly for all students without teachers having to repeat themselves. Students will only be allowed to leave the rooms during these times if they are called by an administrator, office staff, nurse, etc...

Gateway Academy

For safety and liability concerns, driving or walking to Gateway Academy is not permitted. Students are expected to ride the bus to Gateway from HHS and from Gateway back to HHS on the provided bus. Parents/Guardians may only pick up students at Gateway if they have gone through the appropriate procedures for check-out. Students who walk home must ride the bus from Gateway to HHS and be dismissed at regular time.

Homework / Grades

Students are expected to complete all assignments that are given to them in the amount of time afforded them by the teacher. At HHS, students will not be allowed to have incomplete assignments or ZERO's in the gradebook. Teachers will provide appropriate classroom interventions to get any work made up. If the issue is not taken care of through these simple interventions, the student's name and missing assignments will be turned over to the school administration. If necessary, appropriate documentation will take place and consequences will be given. The student may be placed in ISS until work is completed appropriately.

Parent - Teacher Conferences

Times will be scheduled throughout the year for school-wide parent-teacher conferences. If other situations arise and parents would like to request a parent teacher conference, they should contact the guidance office. The school will make every effort to schedule the conference as soon as possible and at a time that works best for both the teachers and the parents. Phone conferences or virtual meetings are an option for parents who cannot make it to the school.

Student Parking Lot / Driving Privileges

The designated student parking lot is located directly behind the gym. Students must understand that the HHS student parking lot is part of the school campus. No different than being in the halls or the classroom, students must abide by rules and expectations for appropriate behavior at school. The same consequences that are given for behavior infractions in the building will be applied for infractions that are committed anywhere on this campus. This includes the parking lot and in personal vehicles.

Student safety is the first priority for the staff at HHS. To promote this, all students who drive to and from school will complete student vehicle registration. Students must commit to an understanding that they are subject to fines and possible loss of driving privileges for not driving appropriately on school campus. Student drivers will meet with the administration the first week of school to go over all of the expectations for driving on and around campus.

According to the *CCPS Student's School Campus Driving Privileges Policy*, student drivers at HHS are afforded the privilege to drive to school if they follow these guidelines:

1. Students must have a numbered parking pass displayed in the front windshield.
2. Students that drive to campus are subject to random drug testing.
3. Students who have five (5) or less unexcused absences and/or unexcused tardies will maintain school campus driving privileges.
4. Students who have six (6) unexcused absences and/or unexcused tardies will be suspended from driving on the school campus for two weeks (10 school days).
5. Students who have ten (10) unexcused absences and/or tardies will be suspended from driving to campus for four weeks (20 school days).
6. Students who have fifteen (15) unexcused absences and/or tardies will be suspended from driving on the school campus for the remainder of the school year (number of school days remaining in the year).

In the event that a student loses school campus driving privileges and does not comply with the notification, the student will be suspended from all driving privileges for the remainder of the year.

Student Pick-Up

Students **MUST** be picked up fifteen minutes after the last bell. It is the responsibility of the parent to provide timely transportation for student pick-up. Afternoon pick-up will take place

on Koffman drive ONLY. ***By 3:35, any student that has not been picked up will be taken to the front lobby. At that time, the parent/guardian picks up the student in the lobby. He/She WILL NOT be allowed to go back to parent pick-up from the front lobby.

Schedule Changes

Students requesting a schedule change need to first see the school counselor for their grade level. If the school counselor and the student agree that the class change is in the best interest of the student, the request will be presented to the appropriate administrator for final approval.

Student Agenda / Hall Pass

Students in hallways during class times must have a hall pass. STUDENTS MUST HAVE THEIR STUDENT AGENDA WITH THEM IN THE CLASSROOM IN ORDER TO HAVE PERMISSION TO LEAVE for any personal reasons such as going to the bathroom or water fountain. Teachers will sign the student's agenda, using ink, and then give them a school issued hall pass to take with them when they leave the classroom. Students are to leave their agendas with their teacher until returning with the hall pass.

- Students called out of class for school related business (Ex. Front Office, Nurse, Guidance, Etc...) will be given the hall pass and will not have to have their agenda signed.
- Teachers are not required to allow students to leave their rooms for personal needs during the class period.

Students that are not complying with hall pass procedures, students that are "out of area", or students that are skipping class (out of class without a pass) will be added to the "NO FLY List". Student names will be added to this list at the administrator's discretion. Students on the "NO FLY List" will not be allowed out of class without hallway supervision.

At any time there is a substitute teacher in a classroom, that class will be considered a "NO FLY Classroom" for that day. The substitute is not to allow any students out of the classroom without supervision.

Youth Service Center (YSC)

The HHS Youth Services Center is a tremendous resource for students and their families. Services provided to students and their families can be found by going to the YSC page on the school website.

HHS Youth Service Coordinator-Dustin Lopez 270-887-7113

Dustin.lopez@christian.kyschools.us

