

# Hart County High School

1014 South Dixie Highway

Munfordville, KY 42765

270-524-2332

## Student Handbook

2015 ♥ 2016

### HART COUNTY HIGH SCHOOL PHILOSOPHY

Hart County High School belongs to the people of Hart County and exists for the benefit of their children. It is the duty of the school to help prepare students to assume their responsibilities and to enjoy their privileges as citizens.

The teacher should become aware of each student's abilities, interests and goals, and direct their teaching toward maximum pupil development in these areas. The teacher should strive for the development of wholesome attitudes and high moral standards among the students.

The school should provide an atmosphere of comfort, attractiveness, and safety as well as the physical facilities necessary to the processes of learning. It should provide a curriculum adequate for the college preparatory students and be diversified enough for students who plan no formal education above the high school level.

To implement this philosophy, Hart County High School encourages the active participation of parents, teachers, students, businesses and other interested parties. These are encouraged both individually and collectively in the setting of goals; establishing priorities; reviewing and assessing goals and priorities; and the implementation of these programs throughout Hart County High School.



### This handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

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Hart County High School and the Hart County School District reserves the right to set forth those rules and regulations that are necessary and proper for carrying into execution the educational program of the school, which are not specifically stated herein, as the needs arise. Each building administrator may interpret and enforce these guidelines on the age group and situation within his/her building for the purpose of maintaining/improving the overall education of the students.

# **HART COUNTY HIGH SCHOOL**

## **Administration**

Greg Cecil, Principal  
Bo Chenoweth, Assistant Principal; Cheryl Martin, Assistant Principal  
Tracy Sims, Dean of Students  
Crystal Thompson, Guidance Counselor; Christie Wilcoxson, Guidance Counselor

## **Site-Based Council Members**

Lori Chaney, Teacher; Patrick Reed, Teacher; Mary Lou Scott, Teacher;  
Angela Denton, Parent; A.J. Wilson, Parent;  
Greg Cecil, Principal

# **HART COUNTY SCHOOLS**

## **Administrative Office**

25 Quality Street, Munfordville, KY 42765  
270-524-2631, FAX 270-524-2634  
Internet URL: <http://www.hart.kyschools.us>

## **Administration**

Ricky Line – Superintendent  
Wesley Waddle – Assistant Superintendent  
Debbie Fowler – Supervisor of Instruction  
Angela Frank – Supervisor of Instruction  
Carl Stoltzfus – Supervisor of Instruction  
Steve Caven – Director of Pupil Personnel  
Daniel Hawkins – Director of Transportation  
Donna LeFevre – Director of Special Education  
Chris Russell – Director of Food Service

## **Hart County Board of Education**

William Belt, Chairperson  
Wesley Hodges, Vice-Chairperson  
Bontina Haynes  
Sheryl Shirley  
Kelly Smith

## **PRINCIPAL'S GREETINGS**

Welcome to the 2015-2016 school year at Hart County High School. As we go forward into the 21<sup>st</sup> century, we continue with our goal of providing an educational and activity-based environment designed to assist each student in developing the knowledge, skills, and interpersonal qualities needed for successful lives.

We look forward to you becoming an important part of our school. We are extremely proud of the academic and extra-curricular programs offered to our students. Whether you are joining HCHS for the first time or have been a student for a number of years, I encourage you to become an active member in your school and take advantage of these programs that will help you develop into well-rounded, responsible, and mature young adults.

The staff here at HCHS wants to work closely with its students, parents/guardians, and community members. To that end, if you have any questions or concerns, please feel free to call at 270-524-2332 or 524-9341 for information or to arrange a time to meet with school personnel.

Please go over this handbook carefully, noting some changes that have occurred. This handbook is for both students and parents/guardians. All of us at HCHS look forward to this school year with great excitement and anticipation for your success. I hope all students have a rewarding and successful year.

Greg Cecil, Principal

## **MISSION STATEMENT**

The mission of Hart County High School is for all students to achieve or exceed defined expectations at established levels of success in order to demonstrate the district exit outcomes in the following areas:

- a. basic communication and math skills,
- b. core concepts and principals in diverse subject areas,
- c. self-sufficient behaviors,
- d. interpersonal skills,
- e. critical thinking in order to solve problems and make decisions, and
- f. integration of knowledge and skills across the curriculum, all in real-life situations.

## **OBJECTIVES**

To take each student where they are and to develop their capacity for learning by meeting their individual needs.

To develop and maintain a curriculum that meets the needs of all students.

To stimulate the interests of the students and to provide opportunities for their development.

To increase their ability to think rationally, to express thoughts clearly and to read and listen with understanding.

To prepare students to enter an occupation suitable to their ability allowing for continued personal growth and social usefulness.

To provide guidance in the development and use of leisure time in a worthy manner.

To enlist the services and cooperation of our community agencies in facilitating the learning and developmental experiences of the students.

To enlist the services and cooperation of our community agencies in facilitating the learning developmental experiences of the students

To encourage each student to develop the traditional American values of honesty, respect for fellow human beings, rights of others, respect of authority, self-respect, morality, patriotism, and physical and mental well being.

To provide a science program for each grade that enhances student understanding of biological and physical sciences and is related to the experiences that pupils encounter in the real world.

To provide a fine arts program (music and drama) that is developed around three main concepts: awareness, discovery, and exploration.

To provide physical education for all students that contributes to optimum physical, mental, and emotional growth and develops positive attitudes toward physical activity in order to enhance the individual's self image and to improve the quality of life.

To provide an effective language arts program that develops the expressive and receptive behaviors comprising effective communication in the life experiences of individuals; a program that nurtures the thinking processes and applies communication behaviors in all areas with the ultimate goal being that each individual has acquired both the ability and the desire to communicate effectively.

To provide a mathematics program which includes understanding of mathematical concepts, competency in computational skills, and instruction in their application with emphasis being given to the development of meaning and understanding as a foundation for the mechanical manipulation of numbers

To provide instruction in foreign words and phrases and to implement, when possible, a foreign language program that will provide students with access to multi-lingual education in order to expand their social understanding and their cultural experiences beyond the confines of a single culture.

To provide a social studies program based on four foundations: social, psychological, disciplinary, and philosophical. These foundations will enhance all areas of student awareness of life, political and social institution, and human interaction.

To provide a health program which emphasizes safety instructions as an integral part of the health instruction program.

To provide a vocational program, which allows students to experience true-to-life work situations. To provide activities such as role playing, interviewing, shadowing, job observations, field trips, work simulations, and pupil projects to insure that pupils receive guidance and the opportunity to systematically apply these experiences in such a way that they provide direction for future study and occupational decisions.

To provide appropriate special education services to meet the identified individual needs and abilities of disabled children in the Hart County School System and Hart County High School; to develop at the highest level possible for each disabled child, skills and attitudes necessary for living and functioning in society as independently and productively as possible.

## 2015-2016 SCHOOL CALENDAR

August 4 .....	Opening Day (District-wide Staff Meeting) – 4 hours
August 5 .....	<b>1<sup>ST</sup> DAY FOR STUDENTS</b>
September 7 .....	Schools Closed - Labor Day Holiday
October 5 – October 9 .....	Schools Closed – Fall Break
TBA .....	Fall Parent-Teacher Conference
November 2 .....	Schools Closed – Election Day
November 3 .....	Schools Closed
November 25 .....	Schools Closed – Flexible Professional Development
November 26 .....	Schools Closed – Thanksgiving Holiday
November 27 .....	Schools Closed – Flexible Professional Development
December 21 – January 1 .....	Schools Closed
January 4 .....	SCHOOL RESUMES
January 18 .....	Schools Closed
February 15 .....	Schools Closed
March 11 .....	Schools Closed
TBA .....	Spring Parent-Teacher Conference
April 4 – 8 .....	Schools Closed – Spring Break
May 16 .....	<b>LAST DAY FOR STUDENTS</b>
May 17 .....	Schools Closed – Election Day
May 18 .....	Closing Day for Teachers – 4 hours

Early Release Dates: August 21; September 4, 18; October 16; November 6, 20; December 4, 18;  
January 15, 29; February 12, 26; March 4, 18; April 15; May 16

The dates listed are subject to change due to weather or other events that may require adjustments to the calendar.

### 2015-2016 PROGRESS REPORTS & REPORT CARD SCHEDULE

August 5	<i>Students Begin Classes</i>	January 8	Report Cards Issued
September 3	Progress Reports Issued	February 4	Progress Reports Issued
October 2	1 <sup>st</sup> Grading Period Ends (42 days)	March 4	3 <sup>rd</sup> Grading Period Ends (43 days)
October 16	Report Cards Issued	March 14	Report Cards Issued
November 13	Progress Reports Issued	April 15	Progress Reports Issued
December 18	2 <sup>nd</sup> Grading Period Ends (45 days)	May 16	4 <sup>th</sup> Grading Period Ends (45 days)
			<i>Last Day for Students</i>

### 2015-2016 DAILY CLASS / BELL SCHEDULE

<b>RAIDER ACADEMY BELL SCHEDULE</b>					
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
8:00 - 8:55	9:00 - 9:55	10:00 - 11:45	11:50 - 12:45	12:50 - 1:43	1:50 - 2:45

<b>10th - 12th GRADE BELL SCHEDULE</b>					
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
8:00 - 9:00	9:05 - 10:05	10:10 - 11:10	11:15 - 12:40	12:45 - 1:43	1:50 - 2:45

## GENERAL INFORMATION

### ANNUAL NOTIFICATION OF PARENTS

In accordance with the Federal Family Educational Rights and Privacy Act and the Kentucky Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by request, to the principal of each school or other designated official. This right shall be passed on to the student at age 18.

Written policies have been developed which describe the types and locations of these records and the specific procedures available to parents for the review of records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for the disclosure and destruction of the child, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the principal or of the Superintendent.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request copies of the records transferred and an opportunity for a hearing.

Parents shall have the right to file complaints to the Federal Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act concerning any alleged failures of the district to comply with these provisions.

“Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional child. Such requests should be addressed in writing to the principal or Superintendent.

### ASBESTOS MANAGEMENT PLAN

Hart County School District meets both national and state regulations that relate to asbestos-containing building materials that were used in building construction in past years. An inspection for building materials that contain asbestos has been completed for all buildings owned, leased, or otherwise occupied by Hart County Schools. This inspection has been conducted by a certified inspector and the sampled materials were evaluated by an accredited laboratory. Building materials with as little as one percent (1%) asbestos content have been identified and have been made a part of an Asbestos Management Plan for the respective school(s). A complete Asbestos Management Plan is on file at the office of each respective school and is available for review. The district will continue to notify the public at least annually on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued from additional inspections, normal surveillance practices, response actions or remodel work that might disturb building materials that contain asbestos. Every precaution will be used in order to protect the well-being of students and employees of Hart County Schools.

### BOARD POLICY

All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use of possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school-sponsored activities constitutes cause for suspension or expulsion from school.

### BACKPACKS, BOOK BAGS, ATHLETIC BAGS

It is preferred and recommended that all backpacks or book bags be kept in students' lockers during the school day. Athletic bags or any other bags (including purses or handbags) brought to school may be subject to search at any time. Athletic bags must be kept in the front office, under a teacher's supervision, in a locker room or in the student's locker during the school day.

### CHECK ACCEPTANCE POLICY

#### Your Check is Welcome

By paying for your purchase with your check, you are accepting our check acceptance policy. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary, re-deposited by paper draft. You understand and agree that we may collect a returned check processing charge of \$25.00 by the same means and allowable by state law. If you have any questions regarding our check acceptance policy, please call 800-NSF-DEPOSIT (673-3376), our data processing center will be happy to answer your questions.



## **CLASS DUES**

Class dues are a standard practice for classes at HCHS and questions sometimes arise about their purpose and function. Funds to pay for most high school education expenses are provided primarily by the Commonwealth of Kentucky and the Hart County Board of Education. Typical expenses covered by these governmental bodies include property costs, operating expenses, most furnishings, instructional equipment, textbooks, most instructional supplies and staff salaries. Rarely are funds provided for expenses associated with extracurricular student activity programs, such as school clubs and class activities.

Although not required to do so, each school class usually wants to engage in some activities, which require funds. These include homecoming week activities such as the building of floats, special class events such as the prom, and graduation activities. An additional factor is that some of these activities require some large advance payments prior to the events. To help fund the class' operating costs, a modest fee for class dues is assessed to fund their class activities. The school has agreed to help each class with the equitable collection of class dues by withholding school privileges (parking, prom admittance, senior activities, etc.) from students who have not paid their dues. In this arrangement, each class has been assigned an account kept in our local school funds, and expenses for the class are paid from this account upon the approval of the class officers and their sponsor(s). In this manner, classes may purchase supplies, reserve music for Prom, participate in special senior activities (i.e., color yearbook pages, field trips, and picnic), and otherwise plan effectively for their activities.

Class dues should be paid by the due date designated by the class officers and/or class sponsors and should be paid to the designated class sponsor(s). Dues not paid by the due date are subject to an additional \$5 late fee. Class dues for underclassmen will be \$20 per year and for seniors will be \$15 per year. Each class will elect class officers at the beginning of the school year and will be assigned staff members to serve as class advisors for that class each school year.

## **CLASS OFFICERS**

To run for a class office, students must complete an application in the front office. Students must be classified as a member of that grade. Students must have had a 3.0 grade point average for the previous school year. Elections will be held some time during the first month of school as designated by the principal. Class officer positions include the following: President, Vice-President, Secretary, and Treasurer.

Once elected, students must maintain a grade point average of 3.0 or better for each nine weeks. Students will lose their class officer position for the remainder of the school year for any of the following reasons:

1. Failure to maintain a GPA of 3.0 or higher
2. Suspension from school for any reason
3. Accumulation of more than 10 tardies in a semester
4. More than 2 assignments to In-School-Suspension
5. Placement in Alternative School
6. Withdrawal from school

In the event that a student loses his/her position, the person who was next runner-up shall be appointed to fill the position for the rest of the school year. If there is no runner-up available, the remaining class officers shall appoint someone to fill the position with approval from the principal.

## **COMPUTER TECHNOLOGY**

All students in Hart County Schools are provided access to computer technology, including email at grades Primary – 12. In addition to emphasizing technical knowledge, technology instruction focuses on research, application of software for authentic activities, and reinforcement and extension of core content curriculum.

All students in Hart County Schools are held to a high level of accountability in regard to the use of technology. When using school equipment and accessing the Internet, all students will adhere to the requirements and be subject to the consequences outlined in the Hart County School Acceptable Use of Technology Policy (AUP). Student and parent/guardian signatures will be required on the district's AUP for student access to the Internet and email.

## **CONFIDENTIALITY AND RECORDS STATEMENT**

The Hart County Board of Education has a policy, which states that:

1. The Hart County School District will comply with the Individuals with Disabilities Education Act (2004); Section 504 of the Rehabilitation Act (Sub Part D); and the Federal Family Educational Rights and Privacy Act and the Kentucky Family Education Rights and Privacy Act for making available any and all information concerning Hart County Exceptional Children.
2. The Hart County School District will comply with the provisions of the Federal Family Educational Rights and Privacy Act and the Kentucky Family Education Rights and Privacy Act in making available any and all information concerning any Hart County School Student.
3. Student records will be transferred to another school or school district upon the request of that school's appropriate personnel without parent's/guardian's signature unless the parents/guardians of the affected child objects in writing.\

4. When achievement test scores are received, all Hart County Schools shall notify all parents/guardians of their right to examine their child's score.

### **DELIVERIES**

Hart County High School will not accept any deliveries from any florists, flower shops, parents, etc. for Valentine's Day. This helps the high school adhere to state transportation regulations requiring bus drivers to prohibit all balloons and glassware. In addition, it also helps minimize potential disruptions to the classroom. Deliveries shall be permitted for birthdays or other special occasions but the prohibition of balloons and glassware on all busses will still apply.

### **DISMISSAL FROM SCHOOL**

Hart County High School is a closed campus. Students are to remain on campus during the hours that school is in session unless students are dismissed for participation in off-campus school credit opportunities such as Co-Op, vocational school, or college classes.

### **DRESS CODE**

Hart County High School wants its students to make a good impression on all visitors to the school. Student dress code requirements also have strong connections to positive student behavior. Students and parents are asked to accept their responsibilities concerning this matter. Parents may be contacted and/or students may be sent home when a student's appearance does not comply with the dress code expectations detailed below. Appropriate attire should be worn at all times. The three principals at Hart County High School shall have discretion as to what is considered unacceptable attire and therefore a violation of this dress code. Any educational distraction due to dress will be addressed on an individual basis. The educational process of all students at HCHS comes before any one student's individual right to freedom of expression.

1. No student may wear hats, caps, toboggans, bandannas, sweatbands, scarves or similar head coverings of any kind inside the building. Such articles will be confiscated. Hoodies are permitted but hoods may not be worn inside the building.
2. Shirts or blouses must be of sufficient length to exceed the waistband. No shirt, blouse, or dress should have a low cut or revealing top.
3. Clothing for all students must have sleeves. A sleeve is defined as solid material that is beyond the shoulder seams on the garment.
4. Clothing with sexual connotations, profanity, advertisements of drugs, tobacco or alcoholic beverages are unacceptable. This would include any shirt or article of clothing which is considered disruptive to the education process.
5. Students may wear shorts, dresses, skirts, or skorts where the length meets or exceeds the knee. Stretch (biking) shorts are not acceptable. Leggings may be worn if they are under shorts, dresses, skirts, or skorts that meet the knee.
6. Provocative articles of clothing are not appropriate as school attire. See-through clothing, half shirts, bare mid-drifts (visible stomachs and/or visible belly buttons), tube tops, halter-tops, underwear worn as outerwear, plunging necklines, shirts showing cleavage, backless shirts or clothing with holes in them revealing undergarments, etc. all fit this category. Undergarments should not be visible at any time.
7. Students may not wear any clothing or attire that draws attention to his/her race or gender nor by its nature is offensive to another's race or gender. This includes clothing or attire related to negative group behavior (gangs, hate-groups, racial slurs, etc.).
8. Footwear (shoes, sandals, flip-flops, or boots) must be worn at all times.
9. Sunglasses or tinted glasses may not be worn unless prescribed by a doctor.
10. No sagging pants. All pants, jeans, warm-up pants, sweat pants, etc. must be worn on the waist. If overalls are worn, both straps must be fastened.
11. Holes or rips in pants shall not reveal undergarments or be provocative.
12. Piercings are permitted. Facial piercings (nose, eyebrow, lip, cheek, etc.) must be some type other than a ring, loop, hoop, or hook. Tongue rings should be kept in your mouth and cannot resemble a pill or drug. Fang or spike earrings shall not be permitted. No gauging will be allowed; however, piercing retainers will be allowed as long as the retainers are flush with the ear lobe. Students may not cover the piercing with tape or a band-aid.
13. Items disruptive to the educational process or that threaten safety are not permitted. These items include, but are not limited to, the following: undergarments worn as outerwear; wild-eye contacts; see-through or stretch clothing; dog collars; bandannas; necklaces, collars, or wristbands with spikes. Such unacceptable items shall be confiscated and returned to parents.
14. Overcoats (trench coats, dusters, etc.) may not be worn during the school day. If a student wears such a coat to and from school, it must remain in the student's locker during the school day.

It is the responsibility of administrators, teachers, and other certified school personnel to enforce this dress code. This dress code will be strictly enforced unless an exception is necessary based on closely held religious beliefs. Violators will be immediately asked to change or they will be sent to ISS until the end of the day or a change of clothes is brought to school. Persistent violators shall be punished according to the student discipline code.

## **ELECTRONIC DEVICE POSSESSION AND CONTRABAND ITEMS**

### **Possession of Cell Phones, Head Phones, and Other Electronic Items**

Hart County respects the feelings of our parents, who want their children to have a phone for safety and other reason, but feel strongly that cell phones or other electronic devices should not interfere with the instructional environment of the school day. The administration reserves the right to change this policy at any time.

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use electronic items as defined by law<sup>1</sup> provided they observe the following conditions:

- Students are allowed to possess and use electronic items in the mornings before school, between classes, and during lunch. They must be put away by the time the tardy bell rings for each class. Students may not use electronic items including head phones or any other type of ear bud during instructional time unless approved by the teacher.
- All electronic items are to be in silent mode all day even when use is allowed.
- Students are not to communicate with other students or persons either inside or outside the building (including parents) using any function (verbal, text message, instant messaging, camera, or video) of a cell phone or electronic item during instructional time.
- Any student who is referred to the office for disciplinary reasons and contacts his/her parent prior to being seen by an administrator is in violation of this policy and may face further punishment.
- School officials do have the right to confiscate student cell phones or other contraband if the student is in violation of this policy.
- Students and their parents assume full responsibility for any cell phone or electronic item brought to school. Hart County High School reserves the right to not investigate the theft or loss of any cell phone or other electronic device or their related parts due to time constraints. The district and the high school shall not be responsible for loss, theft, or destruction of such devices brought onto school property.

#### *Reference*

<sup>1</sup>KRS 158.165 “Personal telecommunications device” means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

## **EMERGENCY PROCEDURE INFORMATION**

An attempt is made to keep up-to-date emergency information on file in the office. These cards contain important phone numbers and in some cases important health information. It is the responsibility of all students and parents to make sure that the information on file is current because the health and welfare of any student may depend on this information.

## **FIRE, EARTHQUAKE, AND TORNADO DRILLS**

Fire, earthquake, tornado, and lockdown drills are conducted during the school year. Evacuation plans are posted in all classrooms and will be reviewed by all teachers. Proper evacuation habits should be developed during all drills. It is essential that when the first signal is given, everyone obeys orders promptly and follows the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions.

In the event that it is necessary to evacuate students off campus, the student/parent reunification site will be at Munfordville Elementary School.

## **FOOD AND DRINKS**

Food may not be delivered to the school at any time. Any exceptions must be approved by the principal. Teachers or administrators may confiscate any food or drink in an unsealed, unwrapped, or uncapped condition. No food (including candy) or drink items may be **sold** during the school day.

Soft drink machines are available for students to use during the day after 1:30 p.m. The school does not have any money available for refunds. Snacks are sold by Food Service in the cafeteria during break.

## **GRIEVANCE PROCEDURES (NON-DISCRIMINATION PROCEDURES FOR STUDENTS/PARENTS)**

Students or parents who feel they have been discriminated against or denied an opportunity because of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in an educational program and/or activities have the right to file an informal and/or formal grievance as follows. This process is conducted through the Title IX coordinator Cheryl Martin at Hart County High School, 1014 South Dixie Highway, Munfordville, KY 42765, 270-524-9341, and Section 504 Coordinator Donna LeFevre, at the Central Office, 1 Quality Street, Munfordville, KY 43765, (270)-524-2631.

### ***INFORMAL NON-DISCRIMINATION GRIEVANCE PROCEDURE***

#### **Step 1:**

If a student feels he/she has been discriminated against, the student should first bring the problem to the attention of the coordinator (listed above) within five (5) school days of the knowledge or alleged cause for grievance occurs.

#### **Step 2:**

The student, coordinator (the others involved) will work informally to negotiate a solution within five (5) school days.

#### **Step 3:**

If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance.

### ***FORMAL NON-DISCRIMINATION GRIEVANCE PROCEDURE***

#### **Step 1:**

A grievance shall be filed in writing with the Title IX, Title VI, Section 504 Coordinator within fifteen (15) school days of the knowledge or alleged cause. The student shall set forth in the writing of the student the nature of the violation, the dates it occurred, and be signed by the student making the complaint.

#### **Response:**

The designated Title IX, Title VI, Section 504 Coordinator shall notify the complainant in writing within thirty (30) calendar days from the date of the written notice what (if any) action was/or will be taken.

#### **Note:**

If the coordinator does not resolve the complaint to the satisfaction of the student, the student may appeal to the next step.

#### **Step 2:**

The student (complainant) may appeal in writing to the school Principal within five (5) school days of the date of the coordinator's response in Step 1. This written notice must contain all written information from the student and the coordinator's response.

#### **Response:**

The Principal of the school will notify the complainant in writing within five (5) school days, for the date of the appeal, as to what action was/or will be taken.

#### **Step 3:**

If the student (complainant) is not satisfied with the action taken by the school principal in Step Two (2), the complainant may notify in writing within five (5) school days of response, the Hart County Superintendent. This written notice must identify the grievance and dates and **all** written information and response from all previous steps.

#### **Response:**

The Superintendent of the local school will notify the complainant in writing within twenty (20) school days of the date of the appeal letter in Step Three (3) as to what action was/or will be taken.

#### **Step 4:**

In the event that the complainant is still not satisfied with the action taken, the complainant may write, within five (5) days of the last response, to the Office for Civil Rights, U.S. Department of Education, 101 Marietta Tower, Suits 280, Atlanta, GA 30323.

#### **Note:**

If appeals are not timely made, it is assumed the decision at that level is accepted.

## **HCHS NON-DISCRIMINATION POLICY**

Students, their parents/guardians, employees, and potential employees of the Hart County Schools are hereby notified that the Hart County School System does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504.

***Provider of Equal Educational and Employment Opportunities***

## **LAPTOPS FOR STUDENTS**

Student at Hart County High School will be provided a student netbook (laptop) for their use in classes and to complete coursework at home. Each year, parents/guardians will be given an opportunity to attend an orientation session which will explain the responsibilities and expectations for student use of the laptops and will provide them with a fee waiver, reducing the annual student laptop fee from \$50 to \$25. Parents/guardians who do not attend the laptop orientation session each year will be expected to pay the \$50 student user fee.

Hart County Schools wants its graduates to be ready for the world ahead. Students will also attend an orientation session each year to explain and/or review details regarding the care and responsibility of their student laptop. Students are expected to make sure their laptop is fully charged every day when they arrive to school. The laptop is considered their personal device during the school year so they should care for it accordingly to maximize their high school learning experience. Students are expected to follow and abide by all rules that govern the appropriate use of their laptop and the technology it provides for them. All school and district rules apply in regard to inappropriate language, bullying, harassment, etc. Failure to follow and abide by the rules will result in referrals to the office and appropriate consequences. Finally, students are encouraged to use this technology opportunity to push themselves to new levels of learning and thinking facilitated by their teachers.

### **LAPTOP LEARNING PROCEDURE for Hart County Schools**

- Computer use is for instructional purposes only unless otherwise directed by the classroom teacher.
- It is the student's responsibility to ensure that there is sufficient battery life, hard drive space, and memory available to engage in all educational requirements on a daily basis.
- The student computer filtering and security settings shall not be changed at any time.
- Students at no time will vandalize or deface computers (by using stickers, markers or other items or removing any manufacturer or district labeling). Students are prohibited from taking apart the computer or modifying the physical components in any way.
- Illegal use or transfer of copyrighted materials is prohibited at all times.
- Students are prohibited from using another student's login name and password. Every effort must be made by the student to keep his/her login name and password secure. All passwords must remain confidential and should not be shared among students.
- Additions, modifications or deletion of base operating system must not occur without District approval.
- Obscene language and/or materials, including screensavers, backdrops, and/or pictures are prohibited.
- Students are prohibited from sending non-instructional related e-mails, instant messages, and/or hosting personal web pages with their computers unless otherwise directed by the classroom teacher.
- Downloading music, games, and videos from the Internet during school hours is prohibited unless otherwise directed by the classroom teacher. Copyrighted video materials shall not be downloaded, viewed, or accessed using the computer unless directed by the classroom teacher for instructional purposes.
- Chat rooms and social networking sites are not to be accessed unless directed by the classroom teacher.
- File sharing must be approved and directed by the teacher.
- The district is only responsible for original district loaded software. All personal software loaded is subject to removal anytime during routine upgrades, maintenance, repairs or as a result of Acceptable Use Policy violations.
- Unless authorized by the school/district administration, no software may be downloaded/installed in any language other than English.
- Laptop use and contents will be monitored on a regular basis. All laptops are subject to physical inspection by school and district technical and administrative staff on a routine basis and must be available to staff immediately upon request. Machines not adhering to these guidelines may be re-imaged at the discretion of the school/district technical staff; re-imaging for this reason will be at the expense of the student.
- The student and parent(s)/guardian(s) assume responsibility for the reasonable care of the laptop, including all supplementary materials, including but not limited to the laptop case, power supply, power cord, ear buds, network cable, and other devices.
- Laptops should be secured in the district-provided case/sleeve when not in use; laptops should not be subjected to unnecessary weight, torque, or pressure.

### **Recommended Dispositions (one or more may apply):**

Disciplinary actions include but are not limited to student conference, parent conference, computer re-imaging, detention, in-school suspension, confiscation of the computer and/or restricted access, loss of student privileges (such as field trips, etc.), placement in alternative education, suspension, expulsion, financial restitution (in accordance with board-approved fee schedule) and/or appropriate legal action. These and additional consequences specified in Site-Based Decision Making policy shall be administered or recommended by the building principal or principal's designee.

## **LENGTH OF SCHOOL DAY**

School will begin at 8:00 A.M. and end at 2:45 P.M. Any student arriving at school after 8:00 A.M. or leaving before 2:45 P.M. will be counted as tardy. Also, students who are present at school, leave school for any reason, and return to school in the same day will be counted as tardy.

## **LOCKERS**

A locker with a lock is available to each individual student. No student should share his/her locker with another student for any reason. The student is responsible for damage to his/her locker. Students will be expected to pay for replacement locks if their lock is torn up, removed, or altered in any way. Students may not place any stickers or signs on the outside of the lockers without administrator approval. Locker doors should not be left ajar nor should there be items hanging out of the locker at any time. A locker is not a safe. Articles of value should not be left in lockers. It is recommended that such items be left at home. The school is not responsible for stolen items. Lockers that do not lock or otherwise malfunction should be reported to the office immediately.

Principals may inspect the student lockers with or without student permission or knowledge if the principal has reasonable suspicion that the locker contains stolen articles, weapons, narcotics, alcoholic beverages, stimulant drugs, or any type of explosive or disruptive device.

School personnel will hold periodic inspection of all lockers and any illegal material will be seized and proper action will be taken through the Board of Education.

## **LOST AND FOUND**

Any article or object (including textbooks) that is lost or found should be reported or turned in to the front office.

## **LUNCH INFORMATION**

Hart County Schools believe that meeting the nutritional needs of every child is a vital part of the educational process. We strive to meet those needs by providing a variety of healthy meals so every student can realize his/her potential in all areas of education.

For the 2015-2016 school year, ALL Hart County Schools will participate in the Community Eligibility Program. This program will allow all students in preschool thru the twelfth grade to receive a breakfast and lunch meal every day at no cost to the student. All students will be strongly encouraged to participate in the program and take breakfast and lunch each day. There is no charge for the meal; however, students may purchase "extras" and other ala carte items at regular prices. Student lunch accounts remain active and will be maintained as in previous years.

Parents will not have to complete a Free/Reduced Lunch Form; however, students will receive a Household Income Form on the first day of school. Parents are to complete this form (only one form per household) and return it to your child's school.

Hart County High School has a closed lunchroom program. No one is to leave the school to eat lunch. Parents' cooperation is greatly appreciated concerning this matter. All students are required to go to the cafeteria during the lunchtime provided for their class.

No charges will be permitted.

Students are responsible for cleaning their eating area by returning trays to the dish room window and by depositing trash in the appropriate containers. For the safety of everyone, throwing of food or other lunchroom items is not permitted.

## **MEDICATION**

A trained staff member may administer a drug or other preparations (drops, ointment, inhaler, etc.) prescribed by a physician in its original container for health conditions that must be administered during the school day. The parent or guardian must first complete the "Medical Permission Request" before medication is administered. This is for prescription and non-prescription medications. We encourage morning medications to be given at home, if possible. A student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, e.g., an asthma inhaler. **Students shall not share any prescription or over-the-counter medication with another student.**

## **NON-BUS STUDENTS – PARKING LOT POLICY (see also DRIVING REGULATIONS)**

All non-bus students are responsible for their conduct from the time they leave home for school and until they return home from school.

Non-bus students should not arrive at school before 7:30 a.m. and should depart school promptly when dismissed at approximately 2:52 p.m. by a principal unless they are participating in a school-sponsored program.

Students driving to school are expected to lock their cars and enter the school building in a timely manner upon arrival on campus. Students should only park in their assigned, numbered parking spot. Students should report directly inside the school building upon arrival to school. No loitering in cars or in the parking lot. Students are not to be in the parking lot during school hours without permission from and/or in the presence of an administrator.

Student cars must be parked in marked spaces. Do not park at an angle, double park, or park through several spaces at any time.

## **NOTIFICATION OF FERPA RIGHTS AND CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION SERVICES Family Educational Rights and Privacy Acts**

The Federal Family Educational Rights and Privacy Act (FERPA) and the Kentucky Family Education Rights and Privacy Act (KY FERPA) afford parents and “eligible students” (students over 18 years of age or who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

- 1) ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) ***The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) ***The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and/or KY FERPA authorizes disclosure without consent.***

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

- 4) ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky National Guard.***

Unless the parent or eligible student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

- 5) ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.***

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Hart County Schools are required to maintain special education records for three (3) years after the date of the last activity. Therefore, the school district will destroy all records three years after graduation or three years after a student has exited a special education program. If you have reason to believe you will need these records at a later date, you must notify the Hart County School District that you want the records prior to the designated time for destruction. You may request your records by contacting Donna LeFevre, Director of Special Education, at 270-524-2631.

## **Child Find for Children with Disabilities in Need of Special Education or 504 Services**

The Hart County School District keeps educational records in a secure location in each school and Board office.

The Hart County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Hart County School District may destroy the educational records of a child without parent request three years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Hart County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 150%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Hart County School District has an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "Child Find" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Hart County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Hart County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Hart County School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Hart County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 270-524-9345 or send the information to:

Donna Turner LeFevre  
Director of Special Education  
Section 504 Coordinator  
25 Quality Street  
Munfordville, KY 42765  
270-524-9345  
Email: [donna.lefevre@hart.kyschools.us](mailto:donna.lefevre@hart.kyschools.us)

If you know of a child who attends a private or home school within the boundaries of the Hart County School District, who may have a disability, and may need but is not receiving Special Education services, please call 270-524-9345 or send the information to:

Donna Turner LeFevre  
Director of Special Education  
Hart County Schools  
25 Quality Street  
Munfordville, KY 42765  
270-524-9345  
Email: [donna.lefevre@hart.kyschools.us](mailto:donna.lefevre@hart.kyschools.us)



“Child Find” activities will continue throughout the school year. As part of these efforts the Hart County School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through “Child Find” is maintained confidentially.

Written Policies and Procedures have been developed which describe the District’s requirements regarding the confidentiality of personally identifiable information and “Child Find” activities. There are copies in the Principal’s office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

Steve Caven  
Director of Pupil Personnel  
Hart County Schools  
25 Quality Street  
Munfordville, KY 42765  
270-524-2631  
Email: [steve.caven@hart.kyschools.us](mailto:steve.caven@hart.kyschools.us)

The District office is open Monday through Friday, from 8:00 a.m. to 5:00 p.m.

The Hart School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel*, the *Director of Special Education* or the *Section 504 Coordinator* at the address or phone number listed above for the Hart County Schools.

### **PARENT CONFERENCE**

Parents may make appointments for conferences with staff members by telephoning the school office at 524-2332 or 524-9341. Attempts will be made to schedule conferences with teachers during their planning periods so as to avoid interrupting classroom instruction.

Parents of a child who has graduated or otherwise left the district and who is formerly enrolled in the program for exceptional children may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional child. Such request should be addressed, in writing, to the principal or superintendent.

### **PROM**

The Prom, held in the spring, is the social activity of the year for Hart County’s Juniors and Seniors. The Juniors, Seniors, and their guests enjoy an evening of formal dress, friendship, and dance in a highly decorated but relaxed atmosphere.

The Prom is a school activity, which requires student behavior to conform to school policies. Students who wish to bring a guest who does not attend Hart County High School must get approval from an administrator. Guests must be at least a freshman in high school and may not be 21 or older as of the date of PROM. Exceptions to the age requirement may be considered by the Principal or the Principal’s Designee in extenuating circumstances (Make-a-Wish Foundation, marriage, etc.). The guest MUST provide a criminal background check or be an approved school volunteer and have three letters of recommendation to be considered for the exception. Any individual who has been expelled from Hart County Schools may not attend Prom. Also, any individual who has dropped out of the Hart County School system may not attend Prom until his/her class has graduated, unless that student is currently enrolled in an accredited educational institution.

Juniors and Seniors who desire to bring a guest will be required to obtain prior administrator approval for their guest before tickets will be sold to them. Students will be responsible for the actions and behaviors of their guests at all time.

Students are expected to act respectfully at all times and dance in a style and fashion that is consistent with the expectations of Hart County High School. Students should dance front-to-front at all times. The following types of dancing are not acceptable: moshing, slam, body / crowd surfing, freaking, and bump and grind. All dancing that is unsafe, overly affectionate, or sexually suggestive will be corrected by chaperones and/or administrators. Students who persist in inappropriate dancing will be ejected from the dance and may face disciplinary action.

Prom attire will be as follows:

- Gentlemen’s attire – tuxedo, suit or shirt and tie with dress pants and sports coat. Ties or bowties and dress shoes are required. Jackets may be removed during the evening but dress shirts must remain on and buttoned at all times.
- Ladies’ attire – dresses are not to expose the stomach, excessive cleavage, and/or be cut so deeply that areas below the waist are exposed. Slits are not to exceed mid-thigh. Dress length should meet or exceed the knee. No two-piece dresses or see-through dresses are permitted.

- Administrators have final authority on all attire worn to Prom. If you have questions concerning your clothing, please bring in a picture to be approved by administration. Students should not wear something questionable, which may result in waiting for a change of clothes or a ride home.
- Items that are not permitted include, but are not limited to, the following: jeans, sunglasses, bandanas, tennis shoes, hats.
- No food or drink items may be brought to Prom.
- This applies to Hart County High School students and their guests.

### **PROHIBITED ITEMS**

Students are expected to devote their full attention to classroom instruction and work. Therefore, items such as radios, CD/tape players, portable DVD players, iPODs, MP3 players, other electronic devices (including cell phones) or games may not be used unless permission is given by the student's current classroom teacher. Otherwise, students may only use such electronic items in the mornings before school, between classes, and during lunch.

Roller blades, skateboards, heelys, and any other items deemed disruptive and/or dangerous by building administrators are not permitted at school.

No form of card playing or use of dice is permitted unless being used as an instructional device.

All of these items or other items deemed disruptive to the educational process are subject to confiscation until a parent/guardian can pick them up and subject to disciplinary action for the student.

### **PROTECTION OF PUPIL RIGHTS**

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- ◆ Consent before minor students are required to submit to a survey, analysis, or evaluation that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- ◆ Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. NOTE: IF the parent/eligible student has indicated no directory information is to be provided to third party or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
- ◆ Inspect, upon request and before administration, or use:
  1. Protected information surveys to be used with students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

### **RELEASE OF STUDENT DIRECTORY INFORMATION AND PUBLICATION CONSENT**

Consistent with the Federal Family Educational Rights and Privacy Act and the Kentucky Family Education Rights and Privacy Act, parents or students 18 or older may direct the District not to disclose directory information (which includes but is not limited to name, address, telephone number, etc.). Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, participation on officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent education institution attended by the student. Under Board Policy 09.14 AP.12, the District has also designated student photographs as "directory information." Consistent with this annual notice,

a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indicating that they do not wish photographs of the student to be released. The District also retains permission to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's web. In addition, at some time during the school year, your child may be videotaped or photographed participating in activities or projects. On special occasions, a general audience on local cable television, the Internet, or other media may view the tape or photograph. Throughout the school year, various surveys may also be administered to students. The survey results would be used to determine needs and results of various programs. Student participation would be voluntary. If you do not want your child to participate or be involved in any of the above activities and/or you prefer to withhold directory information, please contact the school your child attends within thirty (30) days of enrollment to obtain and complete the appropriate form(s).

Under various sections of state and federal law and the No Child Left Behind Act, the Hart County School District is required to provide, upon request, access to secondary students' names, addresses and telephone listings to military recruiters and institutions of higher education. However, under these laws, a secondary student or parent may request that this information not be released without prior written consent. This request will be entered into our database, and you only need to apply once in order to have your child's name excluded. Since this information is only requested from secondary students, we are advising that the form be completed (if you so choose) when your child enters into the high school program of study. To obtain this form, please contact the guidance office.

Any students who reach the age of majority (age 18) and would like to change the course of action determined by their legal parents/guardians regarding student directory information or publication release discussed above should notify the guidance office within thirty (30) days of their 18<sup>th</sup> birthday. Failure to notify the guidance office will result in a continuance of the course of action previously determined by the student's legal parents/guardians.

## **RIGHTS AND RESPONSIBILITIES**

### **Participant Rights:**

The United States Constitution provides for the protection and safeguard of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the school process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following paragraphs outline both the rights and responsibilities of all participants.

- A. **Student Rights.** Students have the right:
  - 1. To an appropriate public education which maintains high educational standards and meets the needs of individual pupils.
  - 2. To notification of information pertaining to regulations and policies, which pertain to their public school experiences.
  - 3. To reasonable physical protection and safety of their personal property.
  - 4. To consultation with teachers, counselors, administrators, and other school personnel.
  - 5. To free student elections for organizations within the school or their counterparts within the state and nation.
  - 6. To candidacy and to hold office in student organizations within the school or within the state or national student organizations.
  - 7. To examine their personal school records.
  - 8. To be involved in school activities without being subject to any form of discrimination.
  - 9. To participate in school activities that require competition on an equal basis.
  - 10. To receive respect from other students and school personnel.
  - 11. To present complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.
- B. **Teacher Rights.** Teachers have the right:
  - 1. To expect the support of their fellow teachers and administrators.
  - 2. To work in a positive school climate with a minimum of disruptions.
  - 3. To expect all student assignments to be completed as requested.
  - 4. To temporarily remove any student whose behavior significantly disrupts the positive school climate.
  - 5. To be safe from physical harm.
  - 6. To be free from verbal abuse.
  - 7. To provide input to committees designed with the responsibilities of drafting policies that relate to their relationships with students and school personnel.
  - 8. To take action necessary in emergencies pertaining to the protection of persons or property.
- C. **Parent/Guardian Rights.** Parents/Guardians have the right:
  - 1. To send their child to a school with a positive educational climate.

2. To expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
3. To enroll their child in regularly scheduled classes with minimal interruptions.
4. To expect their school to maintain high academic and accreditation standards.
5. To examine the personal school record of their child as is allowable under appropriate laws and guidelines concerning records confidentiality.
6. To address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievances. Generally, the building principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department.

- D. **Principal/Designated Administrator.** Principals/Designated Administrators have the right:
1. To expect all participants in the schooling process to comply with school and Board of Education policies.
  2. To suspend any student who disrupts the educational environment.
  3. To expect respect from students, parents/guardians, and the school staff.
  4. To administer disciplinary measures as outlined in the discipline code in order to maintain a safe and positive learning climate.

### Participant Responsibilities

- A. **Student Responsibilities.** Students have the responsibilities:
1. To maintain acceptable conduct at all times.
  2. To display consideration for the rights and property of others.
  3. To dress in a manner that is not a detriment to the normal school progress and orderly operation of the school.
  4. To maintain proper hygiene at all times.
  5. To abstain from the possession and/or use of illegal substances including alcohol.
  6. To abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
  7. To abstain from physically attacking any school employee.
  8. To abstain from physically attacking classmates.
  9. To refrain from persistent violation of school regulations.
  10. To be in attendance at all regularly scheduled classes.
  11. To refrain from acts of truancy such as being absent without permission from school and/or class.
  12. To show respect for school authority by avoiding all acts of defiance.
  13. To abstain from gambling, extortion, theft or any other unlawful activity.
  14. To abstain from smoking.
  15. To complete all homework and class work in accordance with the teachers' instructions.
  16. To represent the truth in all school matters.
  17. To refrain from cheating on all academic and/or athletic activities.
  18. To avoid the use of verbal abuse with all persons within the school setting.
  19. To refrain from the harassment of fellow students and/or school personnel.
  20. To exhibit respect for other opinions by refraining from rudeness or inappropriate language.
  21. To abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
  22. To practice proper safety procedures while using the building facilities.
  23. To show respect for the educational process by taking advantage of every opportunity to further their education.
  24. To refrain from habitual tardiness.
  25. To practice self-control in terms of voice and limbs.
  26. To refrain from leaving school grounds prior to dismissal for the day.
  27. To abstain from any form of disruptive classroom behavior.
- B. **Teacher Responsibilities.** Teachers have the responsibility:
1. To present the educational materials and experience appropriate to their course or grade level.
  2. To inform students and parents/guardians of achievement and progress.
  3. To plan a flexible course of study which meets the needs of all students.
  4. To maintain high standards of academic achievement.
  5. To administer such disciplinary measures as outlined in their code in order to maintain a positive learning climate.
  6. To provide feedback on student assignments as soon as possible.

7. To exhibit exemplary behavior in terms of dress, action and voice.
  8. To inform parents/guardians of their child's successes, problems, and failures.
  9. To reward exemplary student work and/or classroom behavior.
  10. To exhibit respect for all students.
  11. To maintain a classroom atmosphere conducive to good behavior.
  12. To follow the rules and regulations of the Hart County Board of Education and the local school.
- C. **Parent/Guardian Responsibilities.** Parents/Guardians have the responsibilities:
1. To instill in their child the need for an education.
  2. To instill in their child a sense of responsibility.
  3. To assist their child in understanding the need for a positive school learning environment.
  4. To become familiar with the educational policies and programs of the Hart County Board of Education.
  5. To aid their child in understanding the disciplinary procedures of the school.
  6. To encourage their child to follow all school policies.
  7. To see that their child attends school on a regular basis.
  8. To inform school officials of any long-term illness affecting their child.
  9. To demonstrate respect for all school personnel at school and related activities.
  10. To inform school officials of concerns pertaining to disciplinary procedures.
  11. To instill in their child the need for proper and appropriate student attire and hygiene.
  12. To exhibit concern for the progress and grades of their child.
- D. **Principal/Designated Administrator Responsibilities.** Principals/Designated Administrators have the responsibilities:
1. To help create and maintain an atmosphere which respects the rights of all participants in the schooling process.
  2. To administer discipline measures fairly and equally in accordance with this conduct code.
  3. To exhibit exemplary behavior in terms of action, dress, and speech.
  4. To direct the school staff in developing a program, which communicates this code of conduct to the school community.

### **SCHOOL CLOSING INFORMATION**

During the school year, when inclement weather like sleet, snow or freezing rain and other emergencies occur, school delay or cancellation decisions must be made. Every effort will be made to make the decision as early as possible.

The Hart County Schools will notify radio stations WLOC (1150 AM) in Horse Cave, WHHT (106.7 FM) in Glasgow, WGGC (95.1 FM) in Glasgow, WCLU (102.3) in Glasgow, WPTQ (103.7 FM) in Glasgow, WGRK (103.1 FM) in Greensburg, WOVO (105.3 FM) in Glasgow, WHAS (840 AM) in Louisville, WKNK (99.1 FM) in Edmonton, WQXE (98.3 FM) in Elizabethtown, and television stations WBKO Channel 13, in Bowling Green and WHAS Channel 11, WAVE Channel 3, WDRB Channel 41 in Louisville.

School closing information is also available on the Internet at <http://www.schools-out.com/sc/showSchool.pl?id=70>. You may also have updated information e-mailed directly to you as soon as postings are listed on the website. Refer to the site above for e-mail instructions.

### **SCHOOL HEALTH SERVICES and INFORMATION**

A program of continuous health supervision is provided for all students enrolled in the district. Appropriate screening tests for vision, hearing and scoliosis are provided. Emergency care procedures include first aid facilities and provisions. At least two adult employees in each school are certified in a standard first aid course that includes CPR for children. Cumulative health records are on file for each student enrolled. A physical examination is required within one year prior to a student's initial admission to school, and a second physical examination is required within one year prior to entry into the sixth grade.

As part of the information our schools provide to you concerning student and school health issues, Hart County Schools is making you aware of a potentially fatal bacterial infection that strikes teenagers and college students at a higher rate than other age groups. This information will give you the facts about the disease and help you take precautions to prevent your child from becoming ill with meningococcal disease.

Meningococcal disease, commonly known as meningitis, can be misdiagnosed as something less serious because early symptoms are similar to those of influenza or other common viral illnesses. Symptoms include high fever, headache, nausea and stiff neck.

The disease can come on quickly and may cause death or permanent disability (brain damage, organ failure, loss of hearing and limb amputation) within hours of the first symptoms. Although the disease is rare, it can be prevented through vaccination.

Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons, through coughing without covering the mouth and kissing. Teenagers and college students can reduce the risk of contracting the disease through immunization and by not sharing personal items such as food utensils, water bottles and drinking glasses.

A safe and effective vaccine is available to protect against four of the five strains of bacteria that cause meningococcal disease. Although teens and college students are at greater risk for contracting the disease, up to 83 percent of the cases in this age group may be prevented through immunization.

For those teenagers who have not been previously vaccinated, the U.S. Centers for Disease Control and Prevention (CDC) recommends immunization at high school entry and for all incoming college freshmen who will live in dormitories (only one shot required). Until vaccine supplies increase, the CDC recommends deferring immunization for 11 and 12 year olds.

For more information about meningococcal disease, you should consult their child's physician, school nurse or local health department staff. Information also is available online from these health-related organizations:

- American Academy of Family Physicians, [www.aafp.org](http://www.aafp.org)
- American Academy of Pediatrics, [www.aap.org](http://www.aap.org)
- Centers for Disease Control and Prevention, [www.cdc.gov](http://www.cdc.gov)
- Meningitis Foundation of America, [www.musa.org](http://www.musa.org)
- National Association of School Nurses, [www.nasn.org](http://www.nasn.org)
- National Foundation for Infectious Diseases, [www.nfid.org](http://www.nfid.org)
- National Meningitis Association, [www.nmaus.org](http://www.nmaus.org)

In addition, the Kentucky Department of Education provides links to this information and the above Web addresses from its Web site at [www.education.kygov](http://www.education.kygov).

## **SIGNING OUT**

Students who arrive at school after the school day has started must sign in. Also, students who sign out after they have arrived at school and return within the same school day must sign in. Students will only be permitted to sign out by parent/guardian phone call for a doctor appointment, dentist appointment, or family funeral. Parents/guardians or designees are permitted to sign students out in person for any reason. An administrator must approve for any student to sign himself or herself out of school.

Students may sign out to leave school for the following reasons:

1. A student may be signed out and be picked up at school by his/her parents/legal guardians or someone designated on the student's sign out form.
2. A student may sign out for a family or medical emergencies by a phone call from a parent/legal guardian to the principal or assistant principal.
3. A student may sign out for doctor appointments, dental appointments, or funerals for family members.

Routine personal or business matters are to be conducted when school is not in session.

If students who do not drive to school are to leave with an adult other than parent/guardian, or designee, the student must present a written request which should include the name of the adult with whom the student is requesting to leave, the signature of a parent/guardian and the telephone number at which the parent/guardian can be contacted for verbal verification, which must be given before the student will be allowed to leave. No student may leave with another student at any time during the regular school day unless they are siblings.

On regular school days, students who have entered the school building may not leave the building without permission. Also, once on school grounds, students must enter the building in a timely manner and may not congregate outside the building.

At the end of a regular school day, students who do not ride a bus must leave the school grounds in a timely manner unless they are attending a Hart County High School sponsored event that starts immediately after school or are staying with a teacher.

## **SOCIAL EVENTS**

Social events must be properly chaperoned and supervised. The sponsors of the group are responsible for the supervision. The principal must approve all events. Any student who leaves the building during the social event may not re-enter the building. All regular school rules apply during social events.

## **STUDENT INSURANCE**

All students will be insured while participating in school-sponsored activities. The insurance provided is secondary to the existing policy you may have. This insurance will be provided at no cost to the student.

## **VALUABLES**

No student should leave valuables unmonitored or where they may be picked up by others or stolen. The school cannot be responsible for stolen or misplaced articles. Students are encouraged to leave radios, cameras, tape recorders, electronic games, music players (iPODs, MP3 players, CD players, etc.) and other personal items at

home. Building staff will not be responsible or spend time trying to find/recover items that are lost or stolen at school.

## **VISITORS**

The school policy is to accept only those visitors who have legitimate business to conduct at the school. Guests and visitors must register with the front office. Parents are always welcome. Visitors are expected to leave promptly when their business is completed. Parents/guardians and grandparents only are welcome to eat lunch with their child in the cafeteria. Former students and students who have withdrawn must have appointments to meet with former teachers. No one may visit with other students at any time.

## **YOUTH SERVICE CENTER**

Hart County High School is served by Hope Youth Service Center. The center is designed to assist students and their families to remove any barriers to the students' education. They can help families obtain health and social services, basic needs such as food, clothing and shelter, educational and employment needs, childcare, and other essential services. The centers are available to all students enrolled at Hart County High School and their families.

# **ATTENDANCE, TRUANCY, TARDIES**

## **DISTRICT ATTENDANCE POLICY**

The progress of a student at school depends greatly on the punctuality and regularity of attendance. For this reason, Hart County students will be expected to be in class every day unless a personal or family emergency exists that would prevent them from attending school.

**(Compulsory Attendance)** District policy requires, except as provided in KRS 159.030, that each parent, guardian, or other person residing in the district and having in custody or charge any child who has entered the primary school program or any child between the ages six (6) and eighteen (18) to send the child to a regular public school for the full term of the district in which the child resides or to the public school that the district makes provisions for the child to attend. All children residing in the district, except as provided in KRS 159.030, shall be subject to the local board's compulsory age policy. School counselors are required to conduct a one (1) hour counseling session with parents and child on potential problems for non-graduates.

**Kentucky law (KRS 159.150) further states that any child who has been absent from school without valid excuse for three (3) days, or tardy on three (3) or more days is a truant. A student will now be considered a "habitual truant" if they have accumulated six (6) unexcused absences or is habitually truant as defined by the Hart County Board of Education. This may result in court proceedings against the parent/guardian and/or the student depending on the student's age. These students may be ineligible for field trips at the discretion of the school principal.**

Absence from school shall be deemed valid and excused if the student is too ill to be in attendance and the student presents a doctor's statement upon his/her return to school. The doctor's statement must be presented to the proper school officials within five (5) days of return to school. Excuses may not be faxed or emailed.

Absence from school shall also be deemed valid and excused in the event any of the following apply:

1. Death in the student's immediate family. The immediate family consists of the following for all Hart County students: Mother, Father, Son, Daughter, Grandfather, Grandmother, Sister, Brother, Aunt, Uncle, Niece, Nephew, Father-in-Law, Mother-in-Law, Guardian, Spouse.
2. Illness of the student – verification of illness/injury shall be required by a doctor in order for the absence to be excused.
3. Student illness at school and the parent is notified to pick the child up at school that day. Student is excused for that day only.
4. Court appearance.
5. Life Skills appointments.
6. Religious holidays and practices.
7. One (1) day attendance at the Kentucky State Fair. An entry ticket for that day to the fair must be presented for an excused absence.
8. Documented military leave.
9. One (1) day prior to departure of parent/guardian called to active military duty.
10. One (1) day upon return of parent/guardian from active military duty.

Students are not absent when they are participating in school activities that have been authorized by the Hart County Board of Education and are a definite part of the instructional program of the school. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated

4-H club leader shall be considered school attendance. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in a actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.

School work missed for club activities, college days, field trips or any other school-related activity must be completed in a time equitable to the time missed in class. For example, 1 day missed equals 1 day to complete and turn in the missed school work; 2 days missed equals 2 days to complete and turn in the missed school work, etc.

School work may be made up for all excused absences and for up to three (3) unexcused absences each semester.

It is always the student's responsibility to request and complete the missed school work whether the absence is an excused absence or for club activities, college days, field trips, EHO opportunities, etc.

After three (3) unexcused absences have accumulated, the principal/designee shall make a second contact with the parent/guardian to ascertain the cause(s) for the student's absences. In addition, the Director of Pupil Personnel shall then be notified and shall make contact with the student's parent/guardian to inform them of the consequences for violating the Compulsory School Attendance Law (K.R.S 159.010).

When a student accumulates six (6) days of unexcused absences, the Director of Pupil Personnel shall be notified and shall then issue a "Final Notice" to the parent/guardian that the student should attend school regularly.

In the event that a student accumulates nine (9) days of unexcused absences, the Director of Pupil Personnel will make a referral to the juvenile court designated worker against the student and parent/guardian.

Those students who are beyond the compulsory school age (18 and above) will be treated as previously mentioned, with these exceptions:

1. When the 3<sup>rd</sup> day of unexcused absenteeism has occurred, the student will be asked to meet with the principal and/or assistant principal to determine means of improving attendance. The results of this meeting shall be documented and a copy given to the parent/guardian with explanation of the possibility of failing grades, being retained, or possible expulsion from school if attendance is not improved.
2. After the 6<sup>th</sup> day of unexcused absenteeism has occurred, the Director of Pupil Personnel shall issue a Final Notice to the student.
3. When the 9<sup>th</sup> day of unexcused absenteeism has occurred, the Principal shall notify the Director of Pupil Personnel who will contact the Superintendent to arrange a board hearing.

### **PERFECT ATTENDANCE**

Students shall be recognized for perfect attendance when they have accumulated **no absences** from school. Perfect attendance **will not** be considered for students with excused absences, unexcused tardies, or unexcused absences.

### **TRUANCY DEFINED**

Any public school student, who has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a **truant**. A pupil who has been reported as a truant two (2) or more times is an **habitual truant**. In addition, a student will now be considered a "habitual truant" if they have accumulated six (6) unexcused absences or is habitually tardy as defined by the Hart County Board of Education. This may result in court proceedings against the parent and/or the student depending on the student's age.

### **COLLEGE DAYS**

Seniors are allowed to take two (2) college days during the school year. Students must arrange their own college days with a university, college or institution and then make the proper arrangements with the attendance clerk at least two days in advance. All college days must be pre-scheduled with the attendance clerk at Hart County High School! Students will be given a permission form that must be signed by a parent/guardian and returned to school before the actual college visit. Upon returning to school, students must present documentation to the attendance clerk that they actually visited the college, university, vocational, or technical school in order for the college day to be officially counted.

Each senior may take two (2) college days during the school year **provided that student has accumulated no more than six (6) unexcused absences**. College days must be used ten (10) days prior to the last day of school.

### **EXCUSED ABSENCES (see also District Attendance Policy)**

An excused absence or tardy is one for which work may be made up. Students shall have the same number of days to make up their work as the number of days they missed when making up school work for excused absences. All grades will be final at the end of the school year on June 30. Changes will only be made if it is determined an accounting error was made in computing the student's grade. **No excuse will be accepted more than three (3) school days following an absence.**



Parents/Guardians need to contact Hart County High School whenever their child will not be in attendance. All absences are unexcused until written verification is returned to HCHS. Unexcused absences in excess of three (3) days, and, in which schoolwork cannot be made up include: truancy, indifference of parents, poverty, working, vacations, missed bus, distance.

### **NON-RESIDENT PUPILS**

Nonresident students are those students who reside with their legal parents/guardians outside the boundaries of the District Residency cannot be established through living with a relative or friend within the District. (*see Board Policy 09.1222*)

Any student not residing in the Hart County School District and desiring to attend school in Hart County shall complete a Nonresident Student Transfer/Registration Form, 09.12 AP.21, for approval by the Principal and the Superintendent or designee. In the event this procedure is not followed, then the enrollment of said student shall be null and void.

- A. Any student enrolling in the Hart County School District while residing in another school district shall clear all financial obligations to the Hart County School System at the end of the school year in order to remain as a student in the Hart County School System.
- B. Any student enrolled in the Hart County School District, while residing in another school district, may have this privilege revoked if the student:
  1. Fails more than two (2) classes during the semester, or
  2. Is suspended from school or expelled from school, or
  3. Accumulates more than six (6) unexcused absences in a school year.
- C. Any student not residing in the Hart County School District, who wishes to enroll in the Hart County School District, shall enroll no later than two (2) days after the start of the school term; or two (2) days after the start of the second semester; or if a student changes residence from a district outside Hart County to another district outside Hart County and desires to enroll in the Hart County School District, he/she must enroll within five (5) days after his/her residence change.
- D. Any student who does not reside in the Hart County School District who is under suspension or expulsion from school or who has received a suspension or expulsion during a semester of school shall be denied enrollment in the Hart County School System during the semester in which the suspension or expulsion was received and the semester following the semester in which the suspension or expulsion was received.
- E. Any student who is under suspension or expulsion from any school district and changes his/her residence to the Hart County District shall be denied enrollment in the Hart County School System until the period of time of the suspension or expulsion has elapsed.
- F. Hart County reserves the right to terminate services by transferring the student back to the home district if the student becomes disruptive and/or interferes with the educational and/or safety of students, teachers and/or instructional assistants who reside within the Hart County School District.

### **TARDY POLICY**

It is the responsibility of the students to arrive to school, class and lunch ON TIME. Tardies are disruptive and are deterrents to the educational process. When students are tardy the following will apply:

1. Students reporting to school after the 8 o'clock bell has rung for first block must report to the attendance clerk for admission to school and will be recorded as tardy to school.
2. A student shall be considered tardy to class if he/she is not in the classroom when the bell has finished ringing. Students tardy to class will receive a tardy slip from an adult in their classroom hallway. Once receiving the tardy slip, students should report directly to class and give the tardy slip to their teacher.

#### **Discipline Procedures for Tardies:**

- |     |  |
|-----|--|
| 5   | Tardies – 1 day of ISS                         |
| 10  | Tardies – 1 day of ISS                         |
| 15  | Tardies – 1 day of ISS                         |
| 20+ | Tardies – 2 days of ISS or possibly suspension |
3. Students reporting to class excessively late (5 minutes or more) will be referred to an administrator for skipping/cutting class.
  4. Students who are habitually tardy to class or to school may be reported to proper court officials.

References: KRS 159.150(2), KRS 600.020; 702 KAR 7:125(8), Board Policy 09.123

## TRANSPORTATION

### TRANSPORTATION AREAS, PROCEDURES, AND EXCEPTIONS

There shall be two (2) loading areas at Hart County High School. They are as follows: front of building and the back of the building (by agriculture shop).

All buses will unload in the morning at the front of the building. Loading areas in the afternoon are as follows: Front – Bonnieville, Cub Run, Munfordville, Memorial; Back - LeGrande.

### BUS NOTES

Students are always required to have bus note signed by their parent/legal guardian and a building administrator in order to ride a bus different from their normal bus, to ride home with a friend, or to ride to a location different from their regular stop. **Bus notes should be written on the school-provided bus note form, available at the front reception desk.** Parents/guardians may call the school secretary to report a bus note, which will be signed by a building administrator and given to the student.

### BUS RULES/CONDUCT ON SCHOOL BUS

For the safety of all students, each teacher should spend a specific amount of time on rules and practices during the first part of the school year. They should also be reviewed periodically during the school year.

- A. Seats are assigned to all students with assignment card posted above each window.
- B. Students should be taught the following safety rules and practices:
  - 1. Students are to secure athletic and band equipment on the bus.
  - 2. Students are never to throw things from the bus.
  - 3. Students are never to take smoke producing or use flame-producing objects on the bus.
  - 4. Students are to open the windows only with driver permission.
  - 5. Students are never to tamper with the bus or equipment.
  - 6. Students are never to use vulgar language or actions while on the bus.
  - 7. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.
  - 8. Students will obey and respect the request of the driver.
  - 9. No part of the body is to be extended outside the bus at any time.
  - 10. No pets or animals are allowed on the bus.
  - 11. Students should help the driver to keep the bus neat and clean.
  - 12. Students shall conduct themselves properly at all times and not do anything that would distract the driver.
  - 13. Objects that are large enough to take up seating space area are allowed on the bus only with permission from the principal or Director of Transportation.
  - 14. When students enter the bus, they shall proceed directly to their assigned seat. Students shall remain seated until the bus has come to a complete stop
  - 15. Students shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
  - 16. Students are not to change their regular pattern of riding and stops without a request from home and approval of the school principal.
  - 17. Students are never to leave the bus by the emergency (back) door except in case of emergency or emergency drills.
  - 18. Passengers shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any windows, that would be dangerous in case of collision, or that would present an additional fire hazard, or that would take up needed pupil seating space.
  - 19. Students shall not cross the roadway when entering the school bus until signaled to do so by the bus driver. When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Students shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
- C. Students wishing to ride a school bus other than the one they normally ride must provide the bus driver with a note from parents stating the request and signed by the principal.
- D. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify

- the principal of the school where the pupil attends, the Director of Transportation, or the Superintendent, and the student's parent or legal guardian.
- E. Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.
  - F. The Transportation Director and/or Principal is authorized to withhold bus-riding privileges a minimum of 18 weeks per occurrence in the case of habitual or serious conduct violations. These violations may include, but are not limited to, the following acts: damage to bus property, fighting, use of tobacco, and profanity. The Transportation Director and/or Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.
  - G. No balloons or glass objects are allowed on the bus.
  - H. No electronic device that is not controlled by the driver shall be allowed on the bus.
  - I. Food and drinks are not allowed on the bus.
  - J. Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

### **BUS REGULATIONS FOR VOCATIONAL SCHOOL STUDENTS**

1. Students must ride the bus to and from the vocational school.
2. Vocational school bus students must obey the bus regulations set forth by the Hart County Board of Education.
3. The bus will leave the high school promptly at the designated time(s) each day.
  - a. Attendance will be checked daily.
  - b. If a student misses the bus, the student will be given an unexcused absence and be assigned to a teacher for the remainder of the day, as determined by an administrator.
4. Driving to vocational school is permitted only after the principal has approved a written request from the parent that their child be allowed to do so, and a written request from Barren County Vocational School.
5. Hart County High School Attendance Policy is applicable at Barren County Vocational School.

### **DRIVING REGULATIONS (see also NON-BUS STUDENTS – PARKING LOT POLICY)**

Driving is to be in a safe and lawful manner at all times. The 10 MPH speed limit is in effect at all times. Parking lot monitors, bus drivers, and others have been instructed to record and submit to the office and police the license plate identification of any vehicle speeding or otherwise moving recklessly through the parking lot. Driving recklessly is dangerous, against the law, and will not be tolerated. Any student caught driving recklessly in the school parking lot, at any time, will lose their privilege of driving to school and may be reported to the police.

Any student who drives to school (no matter the frequency) must have their vehicle registered with the high school by purchasing a permit tag to hang from the rearview mirror. These permits will cost \$5.00 and will be issued by an administrator. These permits are issued to ensure the safety and security of all Hart County High School students and faculty. Students may only park in the student parking lot in a number space. No student may park in the front of the building, behind the gymnasium, or behind the school building at any time without administrator approval.

An administrator may search students' automobiles if there is just cause in order to ensure the safety of all Hart County High School students.

Violations of any of the above regulations may result in loss of driving privileges for the remainder of the school year.

### **NO PASS, NO DRIVE LAW**

Under House Bill 32, signed into law on March 23, 2007, the Kentucky General Assembly re-enacted what was formerly referred to as the "No Pass, No Drive" law. This law requires that the application of any minor under the age of 18 for a license or permit include parental consent for the release of academic and attendance information required under KRS 159.051. It also reinstates the law allowing for the suspension of a student's driver's license or permit if the student drops out of school, has nine (9) or more unexcused absences in the preceding semester, or is academically deficient, which is defined as not receiving passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester.

All students who seek to obtain their driver's permit will first have to pick up an eligibility form from the high school. The parent or student must pick it up. The eligibility form is valid for 60 days and verifies that the student had the required grades and attendance during the previous semester of school to be eligible to attain their driver's permit.

## **ATHLETICS, CLUBS & ORGANIZATIONS, CO-CURRICULAR ACTIVITIES**

### **ELIGIBILITY FOR ATHLETIC COMPETITION**

1. To be eligible for athletic competition during the first semester of each school year, a student must have been enrolled the preceding semester and must have passed during the preceding semester at least four full credit high schools studies or their equivalent in units of credit accepted for Graduation.
2. To be eligible for athletic competition, which begins during the second semester, a student must have been enrolled during the first semester of that school year and must have received a passing grade in the first half of each of four full credit subjects or units of credit accepted for graduation at the halfway point of the school year.
3. Grade school students must receive passing grades in at least four-fifths of their studies to be eligible and meet the enrollment requirements as specified in Section 1 and 2.
4. A student must earn four (4) full units of credit accepted toward graduation to be eligible during his/her second year (grade 10) in high school; nine (9) units at the end of his/her second year to be eligible during the third year (grade 11) in high school and fourteen (14) units at the end of the third year to be eligible during his/her senior (grade 12) year.
5. Out-of-state transfer students must be making normal progress toward graduation base upon academic requirements of the state from which they are being transferred. However, said student must adhere to Association academic guidelines within one year of transfer.
6. A student must pass three (3) classes each semester.

### **CHEERLEADERS**

Hart County High School cheerleaders will be selected from grades 8-12. The candidates must agree to abide by the constitution. The cheerleader coach shall enforce the rules and regulations. Cheerleaders must submit evidence of having a physical examination prior to the first practice session of the school year.

### **CLUBS AND ORGANIZATIONS**

#### **Beta Club**

The purpose of the Beta Club is to promote scholarship, leadership, and good citizenship. The membership is made up from among the students of the tenth through twelfth grades who, because of their worthy character, good mentality, creditable achievement, and commendable attitude, have been approved for membership by the executive head of Hart County High School.

#### **Foreign Language Club**

The Foreign Language Club is open to any student who has taken or is currently taking a Foreign Language. Proceeds from moneymaking projects are used for a trip that is culturally oriented.

#### **Honor Roll**

The Hart County High School Honor Roll is published for each nine weeks and for the entire year. Two categories are used: (1) all A's (2) A's and B's. A student must maintain grade requirements on semester grades in order to be considered for the honor roll for the entire year.

#### **National Honor Society (NHS)**

National Honor Society has more than 20,000 chapters throughout the United States. Its purposes are as follows: to create in students an enthusiasm for scholarship, to stimulate in students a desire to render service, to promote worthy leadership and to encourage the development of character in students.

#### **Pep Club**

The Pep Club at Hart County High School is open to all students who wish to promote Raider Pride & Spirit. The membership fee will be used for club promotions during the year.

#### **Science Club**

The aim of this club is to expose students to the different fields of science through guest speakers and hands-on activities. Club activities include guest speakers, films, field trips, and library research. Students willing to devote more time to club activities could develop science fair projects and learn the rudiments of scientific research.

### **Student Council**

The Student Council is actively engaged in promoting the overall improvement of Hart County High School. The duties and responsibilities of the student council are outlined in the constitution.

### **Students Against Destructive Decisions (SADD) – HOPE Family Resource Center**

SADD's mission simply stated is: to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, drunk driving, drug abuse and other destructive decisions.

### **Students Taking a New Direction (STAND)**

This club's main purpose is to address issues related to discrimination, prejudice, racism, and other social variables that may impede racial and cultural harmony within schools and communities. Activities include discussing hot-button topics, cultural field trips, speakers, and other activities that improve the school climate and culture.

## **CO-CURRICULAR ACTIVITIES**

### **Academic Teams**

It is the policy of Hart County High School to maintain Freshman, J.V. and Varsity Academic teams to participate in scholastic team events to the extent that students' interest is sufficient and faculty sponsors are available.

### **Fine Arts**

Fine Arts are encouraged at Hart County High School. Regular events include 2 band concerts per year, two choral presentations, and art displays. Other events, including non-school sponsored events, are scheduled at the school.

### **Family, Career and Community Leaders of America (FCCLA)**

Family, Career and Community Leaders of America (FCCLA)—formerly Future Homemakers of America—is a national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through family and consumer sciences education. This vocational-educational organization is for students in grades 8-12 that have been or are currently enrolled in a family and consumer sciences course. The overall objective is to help youth assume their basic roles in society as family member, wage earner, and community leader. Through ten effective National Programs (including STAR Events, Power of One, Career Connection, and Community Service), members have the opportunity to participate in regional, state, and national conferences.

### **Future Business Leaders of America (FBLA)**

FBLA is the national organization for all high school students (grade 9-12) participating in business and office programs. The purpose of the organization is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 9-12) in business and office education to develop vocational and career-supportive competencies and to promote civic and personal responsibility. Chapter activities include monthly local chapter meetings; community/service projects; regional, state, and national leadership conferences.

### **Future Farmers of America (FFA)**

The FFA is the national organization of vocational-agriculture students (grades 9-12). Chapter members develop qualities of agricultural leadership, cooperation, and citizenship while participating in various local, regional, state and national activities. FFA offers the opportunity to “learn by doing.”

## **DISCIPLINE**

### **ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES**

Students shall not possess, use, be under the influence of, sell, or transfer alcoholic beverages, drug paraphernalia, controlled drug substances, or look-alike-drugs:

1. On or about school property;
2. En route to or from school or a school-sponsored activity; or
3. At any location of a school-sponsored activity.

Use of a drug authorized by and administered in accordance with a prescription from a physician shall not be considered violation of this policy.

Violation of any provision of this behavior code shall constitute reason for suspension or expulsion. Illicit drug use is wrong and harmful. K.R.S. 218A/990 Section 16 states “Any person who unlawfully traffics in a controlled substance classified in scheduled I, II, III, IV, or V in any building used primarily for classroom instruction in a

school or on any premises located within one thousand (1,000) yards of any school building used primarily for classroom instruction shall be guilty of a felony and shall be punished by confinement in a the penitentiary for not less than one (1) year nor more than five (5) years, or by a fine of not less than three thousand dollars (\$3,000) nor more than five thousand dollars (\$5,000), or both, unless a more severe penalty is set forth in this chapter, in which case the higher penalty shall apply. The measurement shall be taken in a straight line from the nearest wall of the school to the place of violation.

In addition, it is a felony violation of Federal Law. Title 21, USC section 845(a)(1) to distribute a controlled substance within one thousand (1,000) feet of a public school building.

Students who violate these provisions are subject to the Hart County Schools Discipline Code and may be subject to Criminal Court action under the Juvenile Code of K.R.S. Chapter 600.

## **ALCOHOL AND DRUG SAFETY POLICY**

This policy is intended to support the policies and programs of the district in educating students and their parents/legal guardians about the dangers inherent in the unlawful use of alcohol and other drugs. The policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law-enforcement agencies or for the prosecution of the student or to limit the student's participating in the school's activities, other than the limitations imposed by this policy.

### **I. Education and Prevention Plan:**

- a. Each semester experienced and professional substance abuse educators shall conduct a least one seminar on alcohol and drug abuse. The seminar will be accessible to all Hart County High School students annually.
- b. All students trying out for any high school extra curricular activity, any student planning on purchasing a parking permit for school, or any student planning to participate in off-campus learning opportunities (off-site vocational education, off-site dual credit, or work study/career development) must attend (with a parent or legal guardian) a forum annually or may re-enroll in the program with completion of the proper paperwork between May 15 and August 15 prior to the beginning of a new school year. A copy of the policy is presented along with an anti-drug/alcohol message. The signed form must be turned in to the school principal before trying out for the activity or driving. Forums will be scheduled monthly.

### **II. Alcohol and Drug Safety Policy Overview:**

- a. A testing laboratory chosen by the Hart County School Board shall collect and perform a scientific analysis of urine specimens from a predetermined number of students monthly. Collection will be performed on site at the Hart County High School. Each specimen shall initially be tested by the testing laboratory using a highly accurate immunoassay technique. Initial positive results must be confirmed by gas chromatography/mass spectrometry, thus yielding either a "double positive" or negative result.
- b. 1<sup>st</sup> offense = In the event the student participant's urine specimen produces a positive result, the student will first be suspended for the next four consecutive interscholastic events or the next four weeks of the season, whichever is greater. Before reinstatement to the activity or of the parking permit the student must receive an assessment or evaluation for chemical dependency and provide verification of an assessment by a state licensed mental health professional at the student/parent's expense. The student must consent to a second drug test (all at student/parent expense). A positive result shall be treated as a second offense.
- c. 2<sup>nd</sup> offense = In the event the student participant's second urine specimen produces a positive result, the student will be suspended for the next twelve consecutive weeks of the season. Before reinstatement to the activity or of the parking permit he student must provide proof of following recommendations from the initial chemical dependency assessment by a state licensed mental health professional at the student/parent's expense. The student must consent to a third drug test (all at student/parent expense). A positive result shall be treated as a third offense.
- d. 3<sup>rd</sup> offense = In the event the student participant's third urine specimen produces a positive result, the student will be suspended for a period of one calendar year from consecutive interscholastic events. Before reinstatement to the activity or of the parking permit the student must provide proof of completion of recommendations from the initial chemical dependency assessment by a state licensed mental health professional at the student/parent's expense. The student must consent to a third drug test (all at student/parent expense) before beginning the next season for which he/she is eligible.
- e. Voluntary participant violation = In addition to students participating in extra-curricular activities and utilizing parking permits, parents may, at the expense of the student/parent,

participate in the random testing program. Any offense by a voluntary participant shall be reported to his/her parent/legal guardian, but no discipline may occur through this policy (at expense of student/parent).

- f. Refusal to participate in drug testing = Any refusal by a student participant to be tested constitutes a violation, and the appropriate sanctions will be assessed. The student's parents or legal guardians shall be notified by the Principal of the refusal and sanction. Violations shall be deemed to accumulate throughout the student participant's involvement in all teams and/or organizations.

Reference: Board Policy 09.423

### **ALTERNATIVE SCHOOL PROGRAM**

A student may be assigned to the Alternative School Program for conduct that disrupts the education process. During this time opportunities are provided for pupils to continue their regular schoolwork under the supervision of school staff, and counseling services shall be provided to address school-related problems. Parents shall be notified by letter of their child's assignment to this program.

The Alternative School operates independently from a regular school. Students who are assigned to Alternative School must successfully complete established goals before being released back into the regular school setting. Students who are assigned to the Alternative School will adhere to all Alternative School rules, regulations and procedures.

### **BEHAVIORAL VIOLATIONS**

The principal shall provide leadership for the total staff in enforcing this student conduct code. Teachers shall be responsible for the conduct of students in the classroom, on the playground, in the halls, or off school premises while under their supervision.

All pupils admitted to the common schools shall comply with lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, force, or violence, the use of possession of alcohol or drugs, stealing or destruction or defiance of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property at school sponsored activities constitutes cause of suspension or expulsion from school. (KRS 158.150)

#### **Assault**

Any pupil who assaults another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.

Any pupil who assaults or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action and/or legal action.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or a at a school function, shall be notified in writing of the student's history by the Principal or designee prior to the assignment or contact.

#### **Disrupting the Educational Process**

Behavior, which is disruptive of the educational process, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. Behavior, which disrupts the educational process, shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may potentially damage property;
3. Illegal activity; or
4. Conduct, which interferes with or hinders the orderly administration of the school and school-related activities.
5. Objects (toys, games, music boxes, sports cards, etc.) that are disruptive to the educational process will be confiscated by school personnel. Such items may be returned to the parent/guardian.
6. Any violation of the Discipline Code.

### **CONDUCT CODE FOR STUDENTS**

1. No student or person shall upbraid, insult or abuse any teacher or school adult (instructional assistant, secretary, custodian, cafeteria worker, etc.) in the presence of the school or the presence of a pupil of the school (K.R.S. 161.190).
2. Students will refrain from using profane or indecent language.
3. Students who deface or injure any of the school property, including buses, building and grounds, will be expected to pay for damages.
4. Gambling on the school premises shall be prohibited.

5. Students shall not have in their possession knives, firearms, fireworks, or unlawful weapons or devices upon their person while at school, school activities or on the way to and from school.
6. Students shall not possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school-sponsored activity: Alcoholic beverages, controlled drug substances, substances that “look like” a controlled substance (in instances involving look-like substances, there must be evidence of the student’s intent to pass off the item as a controlled substance).
7. Students are not to possess, use, sell or distribute tobacco products on school property, including school buses, nor at school-sponsored activities under the supervision and sponsorship of school personnel.
8. Students will be expected to observe and obey the rules and regulations of the school and board while being transported to and from school via publicly owned transportation.
9. Students shall conform to the dress code.
10. Use of privately owned vehicle in going to and from school is privilege, which can be suspended or revoked.
11. Students will be expected to assist school officials in maintaining student property in such a manner as to ensure proper health standards, and conditions conducive to learning.
12. Kissing and other public displays of affection are strictly prohibited.
13. Students shall not engage in any conduct, whether verbal or physical, which interferes with or hinders the orderly administration of the school and school related activities.
14. Students shall not be in violation of the published Honor Code.
15. Students shall not be guilty of harassment/discrimination/intimidation, either verbal or physical, due to an individual’s race, color, national origin, age, religion, marital status, political beliefs, sex, physical condition, or disability. This includes any creation, by whatever means, of a climate of hostility, or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Also, conduct and/or actions prohibited under this policy include but are not limited to: name calling, stories, jokes, pictures, or objects that are offensive to one’s gender, race color, national origin, religion, or disability; unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors; members of one gender being subjected to sexual remarks of the other gender in the context of the classroom; 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 each student; limiting student access to educational tools, such as computers, based on the student’s gender, race, color, religion, national origin, or disability; teasing a student’s subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

This code of conduct applies to students while on school property, while at a school sponsored event (as participant or spectator, for home or away events), and while on the way to and from school (example: bus stop behaviors).

## **BULLYING**

Bullying includes behavior commonly understood as bullying, as well as cyberbullying, hazing, menacing, harassment, harassing communications, stalking and other abusive behavior toward students or staff members. This behavior will not be tolerated because every student and staff member deserves a safe environment in which to work and learn. This School District is committed to dealing with bullying behaviors in our schools to create a safe environment.

### Bullying:

Bullying encompasses a continuum of behavior that involves the attempt to gain or assert power and dominance over another, with no legitimate purpose. Bullying involves repeated negative behavior, carried out over time with a purpose to harm another person physically or mentally, or to benefit oneself through behavior which causes such harm to the other person. Bullying involves either taking advantage of a real or perceived imbalance of power, or is used to create an imbalance of power. Bullying may involve an attempt to cause fear. Examples of behaviors that fall into this category include, but are not limited to: inappropriate and unwanted physical contact (including hitting, kicking, shoving, & pushing); intimidating and threatening comments (oral, written, or electronic); name calling or put-downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something he/she does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.



### Cyberbullying:

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, personal Web sites, blogs, online games and online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information with can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This can include the use of any device which records audio, video, or still images of another person for no legitimate purpose, or the use of audio, video, or still images of another person for purposes prohibited by this code of conduct.

### Hazing:

Hazing involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or series of tasks which are intended to be demeaning, degrading, harmful, or embarrassing to the new member or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful, or embarrassing. Hazing can include the forced or coerced consumption of drugs or alcohol or the forced or coerced performance of lewd or suggestive acts.

### Menacing:

Menacing involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe he/she is about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck, or raise their hands in anticipation of being struck.

### Harassment:

Harassment involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

- 1) striking, shoving, kicking or other physical contact with another person;
- 2) the attempt to strike, shove, kick, or engage in other physical contact toward another person;
- 3) using an offensively coarse utterance, gesture, display toward another person;
- 4) addressing abusive language toward another person;
- 5) following a person in or about a public place or places;
- 6) engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person which serve no legitimate purpose; or
- 7) damaging or committing theft of the property of another student; substantially disrupting the operation of the school; or creating a hostile school environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

### Harassing Communications:

Harassing Communication involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

- 1) communicating with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
- 2) making a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
- 3) communicating with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

### Stalking:

Stalking involves intentional conduct which is directed at a specific person or persons; which seriously alarms, annoys, intimidates, or harasses the person or persons; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person's actions, but includes behavior which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm.

Conduct fitting the above definitions and other similar which injures, degrades, or disgraces the victim, disrupts the educational process, and/or interferes with other students' opportunities to obtain an education, will be subject to disciplinary action. Students should generally maintain a "hands-off" policy with regard to other persons' bodies and possessions, and no student should engage in behavior toward someone else which they would not want directed toward themselves (follow the "Golden Rule"). For the remainder of this section, all of these behaviors will be generally referenced as "bullying."

Students who witness these behaviors or who are subject to these behaviors are encouraged to report the behavior to a teacher or other staff member. Efforts will be made, if possible, to protect the confidentiality of anyone making a report. Retaliation against a student who has made a report of bullying will be treated as a violation of this section as well.

"Harassment" and "Harassing Communications" under the category of "Bullying" are separate from the definition of "Harassment/Discrimination" which involve behavior based on race, color, national origin, age, religion, sex, or disability. However, a report of a violation of this section will be evaluated by school personnel to determine whether it should be treated as a report of harassment/discrimination which would require an investigation under the "Harassment/Discrimination" section of this code.

## **HARASSMENT / DISCRIMINATION**

Harassment / Discrimination are unlawful behaviors based on race, color, national origin, age, religion, sex or disability that are sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. Usually a single instance of conduct by one student toward another does not constitute harassment/discrimination.

The provisions of this section shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

Harassment / Discrimination due to an individual's race, color, national origin, age, sexual orientation, religion, marital status, political beliefs, sex, or disability are prohibited at all times on school property and off school grounds during school-sponsored activities. The prohibition also applies to visitors to the school who may come in contact with employees and students.

Students who engage in harassment / discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension or expulsion if an investigation of the alleged incident verifies the reported conduct.

Conduct and/or actions prohibited under this section of the Code of Acceptable Behavior and Discipline include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written or electronic materials or pictures that are lewd, vulgar, demeaning or profane and relate to any of the protected categories listed in the definition of harassment / discrimination contained in this section;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.

When a student or parent believes the student has been harassed or discriminated against, a complaint may be filed with the Principal of the school. A discrimination report can be made to the Principal, Superintendent or Title IX/Equity Coordinator. As soon as possible after receiving an allegation of harassment/discrimination, the Principal, Superintendent, or Title IX/Equity Coordinator will attempt to notify parents of all students involved in the alleged harassment/discrimination. The District's complete policy/procedures are available in the Principal's office in each school and at the Board Office for your review.

The Investigation Procedures will involve the following:

1. The Superintendent shall monitor the district-wide implementation of procedures to be followed in the event of harassment / discrimination.
2. An investigation of allegations of harassment / discrimination to commence as soon as circumstances allow, but not later than three (3) working days of submission of the original written complaint. Investigations shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency or due to a scheduled break in the school calendar which restricts the investigator's access to witnesses.

3. During the course of an investigation, the Superintendent/designee may take interim measures to protect a complainant or witness if the Superintendent/designee perceives an imminent threat of harm to the individual during the investigation.
4. If, during the course of the investigation, the investigator determines any felony has occurred, the investigator will make a report to the appropriate officials as required by statute.
5. Following completion of the investigation, the investigator shall complete a written report of all findings.
6. A copy of the complete investigation should be forwarded to the Superintendent/designee.
7. 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.
8. Upon completion of the investigation, and, if appropriate, correction of the conditions leading to the harassment/ discrimination, any party may appeal in writing any part of the findings to the Superintendent. The Superintendent shall review the investigative report and determine whether the investigator complied with board policy, and shall determine whether the findings are reasonably consistent with the information provided to the investigator.
9. If corrective action is taken against a student regarding a report under this section, details relating to that corrective action may not be shared with the complainant or any witnesses, and the complainant shall have no right to challenge or appeal the corrective action taken. Additional conduct by the same student shall be treated as a new report under this section.
10. The complainant, witnesses, and the accused student shall be advised of the right to be free from retaliation for making a report or participating in an investigation. Retaliation will be treated as a separate violation and will subject the student to additional disciplinary action as outlined in the Code of Acceptable Behavior and Discipline. Upon receipt of a report of retaliation or expected retaliation, the Superintendent/designee should take steps to address the retaliation.

### **CORPORAL PUNISHMENT**

Corporal punishment is prohibited as a punishment for student misbehavior.

### **DETENTION**

The Principal or his/her designee may establish a detention hall as an alternative disciplinary method. Whenever possible, a pupil's parent/guardian shall be notified prior to the detention so that the parent may arrange transportation.

### **GENERAL DISCIPLINE PROCEDURES FOR CLASSROOM TEACHERS**

Good discipline consists of originality, common sense, and good judgment using acceptable techniques that deter inappropriate behavior.

Assertive Discipline: Assertive discipline is a procedural approach whereby student expectations and possible consequences are clearly defined. As a technique, assertive discipline would or could incorporate all the following acceptable procedures.

- A. The following are acceptable in-class discipline procedures:
  1. Verbal correction
  2. Parent conferences or contacts
  3. Isolation and/or separation
  4. Restitution for inappropriate behavior
- B. In addition to the above, the following are acceptable administrative-initiated procedures:
  1. Out-of-school suspension
  2. In-school suspension
  3. Referral agencies
  4. Referral to board of education for possible expulsion or placement in Alternative School
  5. After school detentions

### **HCHS HONOR CODE**

The primary function of an honor code is to install a common sense of honor and morality in each student. This system revolves around the concept of respect; the self-respect one has for his word, his work, and his possessions, and the respect he has for the words, the work and the possessions of others. It is important, therefore, that no students commit an act of lying, cheating, or stealing. It is equally important that no student tolerate such behavior by others. Each student must accept his/her responsibility to abide by and uphold this code of honor.

At Hart County High School violations of the honor code are defined as any form of dishonesty regarding academic work. Conduct, which may constitute violation of the honor code, will include, but not be limited to, any of the following:

1. Copying another student's academic work which has been completed for credit including class work, homework, workbook assignments, etc.

2. Allowing another student to have access to or to copy from academic work which has been completed for credit; including class work, homework, workbook assignments, etc.
3. Giving or receiving any form of assistance to or from another student(s) during quizzes, tests, exams, and/or other types of evaluative activities. This may include individual teacher's rules such as talking or leaving seats during these activities.
4. Submitting as original work any form of assignment, which has been created by another person.
5. Plagiarism: Plagiarism is presenting work for credit, which is not the original work of the student, except where research papers and related writing projects are properly footnoted.
6. Unauthorized use of calculators, computer hardware, or computer software is also considered to be a violation of the honor code.
7. Theft of another person's material possessions.

In summary, violation of the honor code is considered to be a serious offense at Hart County High School. Students are expected to work diligently and honestly. Students are expected to direct questions to the teachers and/or the administrators if particular actions would be considered violations. For consequences of violating the honor code, refer to the HCHS Discipline Code below.

## **DISCIPLINE FOR STUDENTS WITH A DISABILITY**

### **Suspension For 10 Days or Less in a School Year**

The procedures for short-term suspension are the same for all students. When suspensions are ten (10) days or less in length, do not exceed ten (10) days cumulative in a school year, and are utilized as temporary disciplinary measures (if the suspension is for a minor infraction and no further disciplinary action is planned), then an ARC meeting is not required unless requested by the parent or principal or other service providers.

The school need not provide services during periods of removal for disciplinary reasons to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if services are not provided to a child without disabilities who has been similarly removed.

### **Suspension For More Than 10 Days Cumulative Per School Year That Do Not Constitute a Change of Placement for Disciplinary Reasons**

Educational services shall not be terminated during a period of expulsion and during a suspension after a student is suspended for more than a total of ten (10) days per school year as per KRS 158.150 (6)(C).

In the case of a child with a disability who has been removed from his or her current placement for more than 10 school days in that school year, the school, for the remainder of the removals, must provide services to the extent necessary to:

- (a) enable the child to appropriately progress in the general curriculum, and
- (b) appropriately advance toward achieving the goals set out in the child's IEP. (Section 300.121(d) as authorized by KRS 158.150.)

School personnel, in consultation with the child's special education teacher, determine the extent to which services are necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP (if the child is removed under the authority of school personnel to remove for not more than 10 consecutive school days as long as that removal does not constitute a change of placement under 300.519). (300.520(a)(1))

Beginning on the eleventh (11<sup>th</sup>) day of suspension, services must be provided.

### **Change of Education Placement for Disciplinary Reasons**

A change of placement for disciplinary reasons occurs when:

- (a) the removal is for more than 10 consecutive school days; or
- (b) the child is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount of time the child is removed, and the proximity of the removals to one another. (KRS 158.150 (1)(6)(a))

Whether the removals constitute a pattern of removals, and thus a change in placement, is determined on a case-by-case basis by the school representative, DOSE and the teacher. The decision is subject to review through due process and judicial proceedings.

### **Change in Placement for Violations Involving Weapons, Drugs, or Serious Bodily Injury**

A child's ARC may order a change in placement of a child with a disability to an appropriate interim educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty-five (45) days, if the child:

- (a) carries or possesses a weapon to or at school, on school premises, or to or at a school function;
- (b) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function. An illegal drug shall not include a substance that is legally possessed or used under the supervision of a licensed health-care

professional or that is legally possessed or used under the authority of any other provision of the Controlled Substances Act 21 U.S.C. section 812(c) or under any other provision of federal law.

- (c) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

#### **Interim Alternative Educational Setting**

An interim alternative educational setting in which a child is placed shall:

- (a) enable the child to continue to progress in the general curriculum;
- (b) enable the child to continue to receive those services and modifications, including those described in the child's current IEP, that will enable the child to meet the goals set out in the IEP, and
- (c) include services and modifications to address the behavior to prevent the behavior from recurring.

#### **Change of Placement When Maintaining the Current Placement is Substantially Likely to Result in Injury to the Child or Others**

In instances of extremely serious misconduct in which it appears that maintaining a student in his/her current educational placement is substantially likely to result in serious injury to self or others, the school district may choose to:

- (a) request an expedited due process hearing, or
- (b) pursue through the judicial system a temporary removal of the student from school.

**(For additional information, see Hart County Special Education Policies and Procedures.)**

#### **LOWERING GRADES FOR MISCONDUCT**

The grade for a student in a subject area shall not be lowered because the student has created discipline problems.

#### **SUSPENSION**

Absences resulting from suspensions shall always be considered unexcused.

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments that were assigned prior to and were due during the time of the suspension. Long-term projects assigned during the suspension but due after the suspension time shall be accepted. Work assigned and due during suspension shall not be accepted.

#### **TOBACCO PRODUCTS**

Students are not to possess, use, sell or distribute tobacco products (including e-cigarettes, vapor products, or look-alike items) on school property, including school buses, nor at school sponsored activities under the supervision and sponsorship of school personnel. All peace officers may issue a summons for a violation of this section or the violation may be referred to the Court Designated Worker.

**References:** KRS 438.050; OAG 81-295; KRS 160.290; KRS 160.340; OAG 91-137; KRS 438.311(4)

## **STUDENT INTERACTION**

Hart County High School operates with the belief that all students should act in an appropriate authorized and disciplined manner toward each other at school, while being transported to and from school by any form of school transportation, at school-sponsored events, or school-endorsed activities. Students whose conduct, words, or dress is found to be in an inappropriate, unauthorized, and undisciplined manner (includes but is not limited to distracting, disrupting, provoking, threatening and/or intimidating other students) are in violation of maintaining the safe and good order of the learning environment at Hart County High School. The administration and faculty will use its broad, discretionary authority in all circumstances to make decisions that preserve the safety of all students and carry out what is in the best interest of all students attending Hart County High School.

## **HART COUNTY HIGH SCHOOL DISCIPLINE CODE 2015-2016**

Below is a discipline code outlining the consequences a student may receive for the unacceptable student behaviors listed. Misbehaviors are grouped into two separate categories: those requiring automatic out-of-school suspension and those requiring in-school discipline. Hart County Schools does have a demerit system by which students may be referred to an alternative school setting. Students are referred to Alternative School after having accumulated 20 demerit points during the course of a school year or if the Hart County Board of Education places a student there through a board hearing. Any time an out-of-school suspension is assigned, the student may additionally be referred to appear before the Hart County Board of Education for an expulsion hearing.

The word “chronic” in the discipline chart is defined as accumulating more than 5 discipline referrals for the same unacceptable student behavior. At that point, students may be suspended for continuous referrals of the same nature. Parents/guardians will be notified regarding all suspensions.

Students are expected to follow school rules and policies at all times (including at school-sponsored or school-endorsed activities) and will be held responsible for their actions as listed below.

For all suspensions, a report will be filed with the Superintendent.

For all suspensions, every effort will be made to contact the parent/guardian by phone and a copy of the suspension report will be mailed to the home.

When required by law, student misconduct will be reported to law enforcement.

Administrators will use their broad, discretionary authority in all circumstances.

Consequences in the Hart County School District Code of Conduct supersede and/or apply in addition to the school discipline code.

### Misbehaviors Requiring In-School Discipline

<u>Type of Unacceptable Student Behavior</u>	<u>Grades</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>5th Offense and above</u>
<b>Bullying, Hazing, Menacing, etc.</b>	9 - 12	3 days ISS to 10 days out-of-school suspension; demerits by administrator discretion				
<b>Bus Misconduct</b>	9 - 12	Warning and/or 1-3 days ISS	1 - 3 days ISS	3 - 5 days bus suspension	10 days bus suspension	Loss of bus riding privilege for remainder of the semester
<b>Destruction or Defacing School Property; Vandalism</b>	9 - 12	1 day ISS to 10 days out-of-school suspension; demerits by administrator discretion				
<b>Dress Code Violation</b>	9 - 12	Student asked to change or sent to ISS	1 day ISS; Student asked to change or sent home	2 days ISS; Student asked to change or sent home	1 day out-of-school suspension; demerits by administrator discretion	3 days out-of-school suspension; demerits by administrator discretion
<b>Electronic Device Violation</b>	9 - 12	Item confiscated and returned to student at the end of the school day	Item confiscated and returned to student after 5 school days	Item confiscated and returned to parent/guardian after 10 school days; student assigned ISS as determined by an administration	Item confiscated and the student will face disciplinary action as determined by the administration; school officials reserve the right to determine the timeline for returning the item on a 4 <sup>th</sup> + offenses	
<b>Extortion and/or Gambling</b>	9 - 12	1 day ISS to 10 days out-of-school suspension; demerits by administrator discretion				
<b>Failure to leave school property after the conclusion of school activities (loitering)</b>	9 - 12	Verbal Reprimand	1 day ISS	1 - 2 days ISS	1 day out-of-school suspension; demerits by administrator discretion	3 days out-of-school suspension; demerits by administrator discretion
<b>Fighting</b> (includes to & from school, on school property, during school sponsored or school endorsed activities, etc.)	9 - 12	3 days ISS to 5 days out-of-school suspension; demerits by administrator discretion	5 - 10 days out-of-school suspension; demerits by administrator discretion			

<u>Type of Unacceptable Student Behavior</u>	<u>Grades</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>5th Offense and above</u>
<b>Forging Signature of Administrator or Parents/Guardians</b>	9 - 12	1 day ISS	1 day ISS	2 days ISS		
<b>Harassment and/or Intimidation</b>	9 - 12	3 days ISS to 10 days out-of-school suspension; demerits by administrator discretion				
<b>Honor Code Violation</b> (cheating, plagiarism, stealing, etc.)	9 - 12	Zero grade on assignment	Zero grade on assignment and 1 day ISS	Zero grade on assignment and 1 day ISS	Zero grade on assignment and 2 days ISS	Zero grade on assignment and 3 days ISS
<b>Inappropriate Behavior</b> (includes but is not limited to the following: classroom disruptions, non-compliance, horseplay, disrespectful or defiant behavior to certified or classified personnel, throwing items, sleeping in class, cafeteria misbehavior)	9 - 12	1 - 2 days ISS		2 - 3 days ISS; Chronic offenders could be suspended and/or receive demerits when assigned to ISS		
<b>Parking Lot Violation</b> (includes illegal parking, racing, speeding, reckless driving, etc.)	9 - 12	Warning and/or 1 week suspension of driving privilege	1 - 2 weeks suspension of driving privilege	Driving privilege revoked for 9 weeks to remainder of semester		
<b>Pornographic or Other Inappropriate Literature, Drawings, or Writings</b>	9 - 12	1 - 2 days ISS		1 - 3 days ISS; Chronic offenders could be suspended and/or receive demerits when assigned to ISS		
<b>Possession and/or use of Disruptive or Inappropriate Items</b> (includes lighters, matches, lasers, etc.)	9 - 12	1 - 2 days ISS		2 days ISS to 3 days out-of-school suspension; demerits by administrator discretion		
<b>Possession, Distribution, or Use of Over-the-Counter Medications</b> (includes any type of dietary supplement, ibuprofen, Tylenol, aspirin, cough or allergy medicine, etc.)	9 - 12	2 day ISS	3 days ISS	5 days ISS	1 day out-of-school suspension; demerits by administrator discretion	2 days out-of-school suspension; demerits by administrator discretion
<b>Profanity; Obscene, Vulgar or Inappropriate Language; Inappropriate or Obscene Gestures</b>	9 - 12	1 - 2 days ISS		2 days ISS to 3 days out-of-school suspension; demerits by administrator discretion		



<b><u>Type of Unacceptable Student Behavior</u></b>	<b><u>Grades</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>	<b><u>4th Offense</u></b>	<b><u>5th Offense and above</u></b>
<b>Public Display of Affection</b> (includes kissing, necking, hugging, leaning against another student, etc.)	9 - 12	1 day ISS	1 day ISS	2 days ISS	3 days ISS	1 - 3 days out-of-school suspension; demerits by administrator discretion
<b>Skipping Class</b> (includes being in the hall or building without a hall pass, or being in an unauthorized area, excessive tardies to class, etc.)	9 - 12	2 days ISS		3 days ISS; Chronic offenders could be suspended and/or receive demerits when assigned to ISS		
<b>Skipping School</b> (includes leaving the school building or school property without permission, etc.)	9 - 12	1 day ISS and 1 week loss of driving privileges	2 days ISS and 2 weeks loss of driving privileges	1 - 3 days of ISS and loss of driving privileges for the remainder of the school year; Chronic offenders could be suspended and/or receive demerits when assigned to ISS		
<b>Slurs Regarding Race, Color, Creed &amp; Sexual Orientation</b>	9 - 12	1 - 3 days ISS	3 days ISS to 10 days out-of-school suspension; demerits by administrator discretion			
<b>Stealing/Theft</b>	9 - 12	2 days ISS to 3 days out-of-school suspension; demerits by administrator discretion		1 - 3 days out-of-school suspension; demerits by administrator discretion		
<b>Tobacco Violation</b> (possession and/or use of any tobacco product including e-cigarettes, vapor products, or look-alike items)	9 - 12	1 day ISS	2 days ISS	3 days of ISS to 3 days out-of-school suspension; demerits by administrator discretion		
<b>Unacceptable Behavior at a School-Sponsored or School-Endorsed Activity</b> (Athletic Events, Conferences, Conventions, Dances, Other)	9 - 12	3 days ISS to 10 days out-of-school suspension; demerits by administrator discretion				
<b>Verbal Altercation</b> (student-to-student or student-to-staff)	9 - 12	1 - 2 days ISS		1 - 3 days ISS; Chronic offenders could be suspended and/or receive demerits when assigned to ISS		
<b>Violation of the Internet, Education Network, and E-mail Contract</b>	9 - 12	Verbal Reprimand or up to 3 days ISS		3 - 5 days ISS; possible requirement to be a daytime user only		
<b>Other Inappropriate Conduct</b>	9 - 12	1 day ISS to 10 days out-of-school suspension; demerits by administrator discretion				

**Misbehaviors Requiring Automatic Out-of-School Suspension**

<b><u>Type of Unacceptable Student Behavior</u></b>	<b><u>Grades</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>	<b><u>4th Offense</u></b>	<b><u>5th Offense and above</u></b>
<b>Arson</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Bomb Threat</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>False Fire Alarm</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Huffing</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Physical Abuse of Certified or Classified Personnel</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Possession and/or use of drug paraphernalia or any chemical, substance or device used to attain an altered state</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Possession and/or use of drugs, alcohol, or other illegal substances (including prescription medicine or look-alike substances) or any chemical, substance or device used to attain an altered state</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Possession and/or use of firecrackers, smoke bombs, etc.</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Possession of a Weapon or any simulation of a weapon</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Sexual Harassment</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Sexual Offenses</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Threats with the intent to harm others and/or terroristic threatening (verbal, written, gestures)</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Trafficking of drugs, alcohol, illegal substances, look-alike substances, or prescription medicine</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion
<b>Under the Influence of Drugs, Alcohol, or other Illegal Substances</b>	9 - 12					1 - 10 days out-of-school suspension; demerits by administrator discretion

## THE RAIDER ACADEMY

The Raider Academy consists of the incoming freshman class. The purpose and intent of the Raider Academy is to better assist students with their transition from the middle school to the high school setting by increasing communication between all stakeholders; reducing discipline referrals, tardy referrals and the retention rate; recognizing weekly, monthly, and yearly accomplishments by students, building student time management skills, and fostering increased academic success for all students.

Freshman students will follow a different class schedule than the 10<sup>th</sup> – 12<sup>th</sup> grade students as outlined below:

RAIDER ACADEMY BELL SCHEDULE					
1	2	3	4	5	6
8:00 - 8:55	9:00 - 9:55	10:00 - 11:45	11:50 - 12:45	12:50 - 1:43	1:50 - 2:45

In addition to all policies and procedures outlined in this student handbook, the Raider Academy will focus on “responsibility” checks consisting of the following: preparedness for class, participating in bell ringer activities, completion and submission of homework, attentiveness, and daily class work completion. Students who complete all of these checks will receive immediate incentives at the end of each week. Grade penalties will not be involved for those not being responsible in these areas; however, incentives will not be earned.

Raider Academy teachers will also utilize the following tiered approach (ZAP-Zeroes Aren't Permitted) for students submitting late work:

1. Individual student / teacher discussion with a chance to turn in the work with a 10% penalty.
2. Team / student discussion with a chance to turn in the work with a 20% penalty.
3. Parent / team / student discussion with a chance to turn in the work with a 25% penalty.
4. Amnesty afternoon within the ESS program (before progress report and/or before the end of 9 weeks) with a chance to turn in the work with a 30% penalty.
5. Office referral with a chance to turn in the work with a 40% penalty.

This policy is meant for students who have zeroes because of no work turned in. This policy is not meant for honor code violations.

# **GUIDANCE, GRADUATION REQUIREMENTS, HOME SCHOOL POLICY, TESTING PROGRAMS, ETC.**

## **KENTUCKY'S SIX GOALS FOR EDUCATION**

1. School shall expect a high level of achievement.
2. Schools shall develop their students' ability to achieve the following six Learner outcomes:
  - A. Use basic communication and mathematics skills for the purposes and situations they will encounter throughout their lives;
  - B. Apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, and practical living and vocational studies to situations they will encounter throughout their lives;
  - C. Become self-sufficient individual;
  - D. Become responsible members of a family, work group, or community including demonstrating effectiveness in community service;
  - E. Think and solve problems in school situations and in a variety of situations they will encounter in life; and
  - F. Connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past experiences to acquire new information through various media sources.
3. Schools shall increase their students' rate of school attendance.
4. Schools shall reduce their students' dropout and retention rate.
5. Schools shall reduce physical and mental health barriers to learning.
6. Schools shall be measured on the proportion of students who make a successful transition to work post-secondary education, and the military.

## **ADMISSION REQUIREMENTS TO KENTUCKY UNIVERSITIES**

English I, II, III, and IV or AP English; Algebra I, II, and Geometry; three (3) science credits to include life science, physical science, and earth/space science (at least one (1) lab course); World Civilization, Geography, US History; one (1) credit of Visual and Performing Arts.

Additionally, state graduation requirements stipulate that the student must have one-half unit in both health and physical education and must have seven (7) electives.

All students planning to attend college in Kentucky will be required to have 2 credits in the same foreign language.

## **CAREER DEVELOPMENT AND CO-OP STUDENTS**

Beginning January 2, 2013, all Career Development/Co-Op students must be passing courses required for graduation and be responsible for their attendance and behavior actions, in order to continue in the Career Development program. Grades will be checked by the guidance counselor at progress report time, as well as the end of the nine-week grading period. If students are not passing at that time, they will stay at HCHS during their Career Development block(s), until such time as passing grades exist and teacher and principal sign off on release back to Career Development:

- RTI in the subject(s) they are failing
- Enrollment in an additional course of the subject(s) they are failing
- Enrollment in an online course to supplement existing coursework

Effective 2013-2014 school year, Career Development students will be limited to one a.m. career development class, if enrolled in a p.m. co-op setting. In addition, effective 2013-2014 school year, all co-op students must be in the random drug testing program.

## **CLASSIFICATION AND GRADUATION REQUIREMENTS**

A student will be a freshman until six (6) credits are earned; a sophomore until twelve (12) credits are earned; and a Junior until becoming a fourth year student and eligible for graduation upon completion all credits required for graduation. Students will remain in the grade classification determined at the beginning of the school year or at the time of enrollment until the following school year begins.

Students who are eligible for graduation are expected to have all charges, fees, etc., owed to the school taken care of before they receive a diploma. Additionally, students are expected to return any books belonging to the school or make financial restitution for any misplaced books belonging to the school.

Students must meet college or career readiness standards as adopted by the Kentucky Board of Education and the Hart County Board of Education in order to participate in senior field trips. Exceptions to this requirement shall be made for students with identified learning disabilities as determined in the IEP by the Admissions and Release committee. Exceptions may also be made if the principal agrees that the student has exhausted all avenues and has given a good faith effort toward being college and/or career ready.

College Ready Benchmarks: ACT, COMPASS or KYOTE  
Career Ready Benchmarks: ACT Work Keys or ASVAB and KOSSA Certificate or Industry Certificate

A student must earn a minimum of twenty-five (25) units of credit in Grades 9-12 (see Tri-Level Diploma System). These credits must be made up of requirements listed below:

1. Four (4) credits of English classroom work in four (4) different English courses.
2. Three (3) credits of Mathematics (must include Algebra I & Geometry).
3. Three (3) credits of Social Studies (Integrated Social Studies, World Civilization, U.S. History).
4. Three (3) credits of Science (credits must include life science, physical science and earth/space science).
5. One (1) credit in Health and Physical Education.
6. One (1) credit keyboarding
7. One (1) credit Visual & Performing Arts.
8. Nine (9) credits in elective subjects.

### **CORRESPONDENCE COURSES**

Students enrolled at Hart County High School will be allowed to register for correspondence courses through an accredited agency. Students may apply a maximum of three (3) correspondence credits toward meeting graduation requirements.

### **EARLY GRADUATION POLICY**

Any student who plans to graduate from Hart County High School in three years must submit a plan to the guidance office no later than October 1 of his/her sophomore year. A team consisting of the student's counselor, a teacher, a principal, the secondary supervisor of instruction, and the director of pupil personnel will review submitted plans using the following criteria:

- minimum overall G.P.A. of 3.5
- minimum final grade average of 90% in English
- acceptance of the student's written proposal, signed by the parent/guardian, detailing the rationale for graduating early.
- 

Note: See the Correspondence Courses Policy above for more information.

### **ENROLLMENT POLICY**

Hart County High School will not enroll a student who is eighteen years of age or older after ten (10) school days of the first semester have been completed.

Hart County High School will not enroll a student who is eighteen years of age or older after one week of the second semester has been completed, if said student has not been enrolled as a full-time student in high school during the first semester of that school year.

### **EXAM EXEMPTIONS**

Exam Exemptions are determined on a year-to-year basis. Depending on the school-wide Accountability Index, high school students may not have any final exams.

This policy does not apply to each year's incoming Freshman class. These students may receive exam exemptions each semester based on their attendance. Students with zero (0) days absent may receive two exemption tickets. Students with a ½ day absence up to two (2) days of absences may receive one exemption ticket.

After receiving the exemption tickets, the student must gain approval from the classroom teacher. The teacher must verify that the student is eligible based on their class attendance record. In order for the exemption to be valid, students must be present during the exam and bring material to occupy their time (homework or reading material). They will remain in the classroom during the exam. Students will not be permitted to use any of their final exam exemptions in a class where their grade is a "D" or "F".

### **EXTENDED SCHOOL SERVICES**

ESS will be provided as determined by the school and school council for students who need additional time to achieve skills.

### **FINAL EXAMS**

Exams are to be given on the designated day and block as set by the master schedule. This will insure that students and teachers are not taking or administering an unrealistic number of exams on any given day. Exams may not be administered early.

The exam type shall be at the teacher's discretion and does not have to be comprehensive. The exam should reflect state and/or national testing formats. The final exam should be a significant part of a student's grade; however, point value and weight assigned to this exam shall be at the teacher's discretion.

Students absent during the scheduled testing time, who have an excused absence or three or less unexcused absences, may be allowed to take the test later (*per Attendance Policy*). Students will not be given an incomplete for their exam grades. If a student is absent, teachers will enter a "0" and it will be changed when the student makes up the test.

Protocol for using exam exemptions should be followed by teacher and student (*see Exam Exemptions above*). Teachers shall collect the exemption ticket from the student.

## **GRADING SYSTEM**

Hart County High School has nine (9) week grading periods for all students' grades 9-12. Grades are sent home one week after the end of the grading period.

The following grades will equal the corresponding letter grade:

90-100 = A      80 - 89 = B      70 - 79 = C      60 - 69 = D      Below 60 = F

## **GUIDANCE SERVICES**

Counseling service is available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The school counselor or your teacher will be happy to help you with these problems

Some of the guidance services available include assistance with education planning; interpretation of test scores, occupational information, career information, study helps and helps with home and/or social concerns.

## **HCHS HOME SCHOOL POLICY**

### **Section 1.**

For purposes of this regulation, a non-accredited secondary school is a school enrolling students for secondary school instruction when that school is not required as accredited, or voluntarily complying with accreditation standards, by one (1) of the fifty (50) state departments of education or one (1) of the seven (7) independent regional accrediting associations. A "non-accredited secondary school" in Kentucky shall be any private school not certified pursuant to K.R.S. 156.160(3).

### **Section 2.**

- (1) The local school district shall be responsible for their appropriate assignment of a student transferring from a non-accredited secondary school to the class or grade best suited for the student. Previous credit earned by a student in a non-accredited secondary school shall be awarded by the local school district by one (1) of the two (2) following methods:
  - (a) Pass an examination of similar nature and content to the examination used for other students receiving credit for a particular course within the school district and graded on a comparable basis; or
  - (b) Successful performance of the student in a higher level of the course when the courses are sequential in nature such as English, Mathematics, History, and Science. Successful performance shall consist of achieving at least a C grade in the course by the twelfth week of school.
- (2) The courses successfully completed by examination or performance shall be counted toward minimum high school graduation requirements in the local school districts.

### **Section 3.**

A student desiring recognition of previous credits toward graduation upon entering a public secondary school without a properly certified transcript cannot reasonably be obtained, shall be placed and awarded credit as outlined in Section 2.

Any student who enrolls in Hart County High School from a non-accredited school must present documentation, in the form of a written transcript, of classes completed while enrolled in that school. The transcript must contain the names of the courses studied, the grades given in each course, and the length (in weeks) of each course. The teacher or teachers in the school must sign the transcript. Hart County High School reserves the right to test the student over work completed in a non-accredited school, the student must have completed in the non-accredited school before accepting grades which are to be included for partial credit in any course.

To receive high school credit toward graduation for any course completed in a non-accredited school, the student must have completed the equivalent of twelve (12) weeks of study for each course. In addition, the student must pass a Hart County High School teacher-made final exam in each course for which credit is granted.

Any student who receives a diploma from Hart County High School must be enrolled in an accredited school program (either Hart County or another accredited public or private school) during the entire semester of graduation.

## **HIGHLY QUALIFIED STATUS OF TEACHERS**

If parents/guardians are interested in the highly qualified status of their child's teachers as required by No Child Left Behind, please contact the principal.

## **HONOR GRADUATES**

In order to be an Honor Graduate from Hart County High School, students must fulfill the requirements for either the Comprehensive or Merit diploma program and have a final overall grade average of 90% or higher. This means that a student's average for all four years of high school must be at least 90%.

## **INDIVIDUAL LEARNING PLAN**

The state of Kentucky began an online graduation/learning plan program for students in grades 6-12 during the 2006-2007 school year. The purpose of the web-enabled Individual Learning Plan (ILP) is to better focus students on coursework and individual goals as they prepare for postsecondary studies and careers. Parents (or students who notify the school within 30 days of reaching their 18<sup>th</sup> birthday) may grant the school permission to share the ILP with third parties. Contact the guidance office for the appropriate release form.

## **SCHEDULE CHANGES**

Students may request a schedule change during the summer. No schedule will be changed after school starts unless one of the following conditions exists:

- The student needs to make up a required course which he/she failed
- A senior needs to add a course for graduation
- To correct duplication of a course
- To correct inappropriate placement of a student based upon teacher recommendation and principal/counselor approval

## **SENIOR FAILURES**

No student will be permitted to participate in the graduation ceremony unless all graduation requirements have been met.

## **SUMMER SCHOOL PROGRAM**

Hart County High School Summer School occurs every summer and is offered for eligible students, grades 9-12. Classes are offered in science, history, math, and English.

To be eligible for summer school, a class average of 50-59 is required. A student may earn a maximum of ten (10) points and may register for only one class.

## **TESTING PROGRAMS**

### **A.C.T. (American College Test)**

This test, recommended for Juniors and Seniors, is required for entrance to post-secondary schools in addition to having its scores used as one guideline for scholarship selection. It is also used to determine the match between a student's educational development needs and the offerings of selected post-secondary institutions.

### **PLAN**

The PLAN program is designed primarily to help tenth grade students plan and prepare for post-secondary years. This is a two hour and forty-five minute test consisting of four tests of educational development, an interest survey, a study skill assessment and a questionnaire about student's education and career plans.

### **A.S.V.A.B. (Armed Services Vocational Aptitude Battery)**

This is a voluntary vocational test designed to show students their aptitude in relations to Mechanics and Crafts, Business and Clerical, Electronics and Electrical, Health, Social, and Technology. It also tests Math and Verbal Skills. This test is administered yearly to students in grade 11 and to Seniors who sign up to take it. There is no charge for the test and it is administered by the US Armed Forces.

### **P.S.A.T. (Preliminary Scholastic Aptitude Test)**

Sophomore and Juniors may take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT). This is a two-hour multiple-choice type test offered by the Educational Testing Services on behalf of the College Entrance Examination Board and the National Merit Corporation. As a junior, this is the qualifying test for the National Merit Scholarship Corporation.

### **S.A.T. (Scholastic Aptitude Test)**

A multiple-choice test composed of verbal and math sections, the S.A.T. are one of the requirements for entrance to many older, private universities. The verbal questions test one's vocabulary, verbal reasoning and comprehension. The math questions test one's ability to solve problems involving arithmetic, elementary algebra, and geometry.

### **TRANSFERS AND WITHDRAWALS**

All students departing Hart County High School must turn in textbooks issued to them, return library books that have been checked out, return their laptop and its accessories, pay any outstanding fees/fines and check out in the guidance office on the last full day of attendance.

### **TRI-LEVEL DIPLOMA**

In an attempt to meet the needs of all students, Hart County High School offers three levels of diplomas. The three levels of diplomas are as follows:

(1) **Merit** - Minimum of **27** credits and academic requirements as specified.

4 credits - English I, II, III, IV

4 credits – Selected from: Algebra I, Algebra II, Geometry, Adv. Topics/Math, Business Math, Pre-Calculus, AP Calculus, and College Algebra. Must include Algebra I, Algebra II, Geometry

4 credits - Integrated Science, Biology, and 2 of the following: Special Topics Science, AP/DC Biology, Chemistry, AP/DC Chemistry, Anatomy/Physiology, Environmental Science

3 credits – Integrated Social Studies, World Civilization, U.S. History

2 credits - Spanish I and II

1 credit - History and Appreciation of Visual and Performing Arts (Embedded in English IV curriculum)

1 credit - Computer Apps

1 credit - Health and Physical Education

**7 credits** - Electives (Refer to your Individual Graduation Plan when selecting electives)

#### **27 Total Minimum Credits**

(2) **Comprehensive** - Minimum of **26** credits and academic requirements as specified.

4 credits - English I, II, III, IV

3 credits\* - Selected from: Algebra I, Algebra II, Geometry, Adv. Topics/Math, Business Math, Pre-Calculus, AP Calculus, and College Algebra. Must include Algebra I, Algebra II, Geometry

3 credits - Integrated Science, Biology, and 1 of the following: Special Topics Science or Chemistry

3 credits – Integrated Social Studies, World Civilization, U.S. History

1 credit - History and Appreciation of Visual and Performing Arts (Embedded in English IV curriculum)

1 credit - Computer Apps

1 credit - Health and Physical Education

**10 credits** - Electives (Refer to your Individual Graduation Plan when selecting electives)

#### **26 Total Minimum Credits** (Consider the Pre-College Curriculum in choosing math, science, social studies and foreign language courses.)

(3) **Standard** - Minimum of **25** credits required for graduation.

4 credits - English I, II, III, IV

3 credits\* - Selected from: Algebra I, Algebra II, Geometry, Adv. Topics/Math, Business Math, Pre-Calculus, AP Calculus, and College Algebra. Must include Algebra I, Algebra II, Geometry

3 credits - Integrated Science, Biology and 1 of the following: Special Topics Science or Chemistry

3 credits - Integrated Social Studies, World Civilization, U.S. History

1 credit - History and Appreciation of Visual and Performing Arts (Embedded in English IV curriculum)

1 credit - Computer Apps

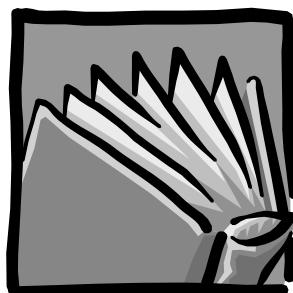
1 credit - Health and Physical Education

**9 credits** - Electives (Refer to your Individual Graduation Plan when selecting electives)

#### **25 Total Minimum Credits**

\*Students must be enrolled in one math class each year of high school to ensure readiness for postsecondary education or the workforce.





***DISCLAIMER***

*This handbook was approved at the June 2015 Hart County Board of Education monthly meeting. Any additions and/or changes after this date were approved by the Hart County High School Site Based Decision Making Council.*



# **Hart County Schools**

## **CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE 2015-2016**

### **Hart County Board of Education**

Ricky Line, Superintendent  
25 Quality Street  
Munfordville, KY 42765  
(270) 524-2631

*This code is part of the Board's policy on student behavior and discipline. Please note that after this code is distributed for the school year, changes to Board policy, including those affecting provisions of this Code, may be necessary due to new/revised statutes and regulations and case law. A complete copy of the policy manual is available for inspection at each school, at the Central Office, and on the district website at [www.hart.kyschools.us](http://www.hart.kyschools.us).*

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*The school district reserves the right to set forth those rules and regulations that are necessary and proper for carrying into execution the educational program of the schools, which are not specifically stated therein, as the needs arise. Each building administrator may interpret and enforce these guidelines on the age group and situation within his/her building for the purpose of maintaining/improving the overall education of the students.*

## INTRODUCTION

The Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state and nation.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools,
- A safe environment for students, district employees and visitors to the schools,
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students at risk of failure or of engaging in disruptive behavior,
- Regular attendance of students, and
- Protection of property.

This Code applies to **all** students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each school council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook. Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

**This Code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.**

## DISTRICT MISSION

The mission of the Hart County Board of education is for all students to achieve or exceed expectations of established levels of success in order to demonstrate the district exit outcomes in the following areas:

- Basic communication and math skills
- Core concepts and principles in diverse subject areas
- Self-sufficient behaviors
- Interpersonal skills
- Critical thinking in order to solve problems and make decisions, and
- Integration of knowledge and skills across the curriculum, all in real life situations.
- Teachers/school officials should involve parents at the earliest stage when a student shows signs of serious behavior problems.

## STATEMENT OF NONDISCRIMINATION

The Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in the programs, activities and services it provides, as required by law. Individuals who have questions concerning compliance with this requirement should contact Ricky Line at the Central Office.

**The following documents contain policies and procedures relating to this Code:**

- |  |                                      |
|--|--------------------------------------|
| ◆ Other Board of Education policies                      | ◆ Council policies                   |
| ◆ The District's Safety Plan                             | ◆ School handbooks                   |
| ◆ Student records information (FERPA)                    | ◆ KY Revised Statutes & Admin. Regs. |
| ◆ District Special Education Policy and Procedure Manual |                                      |

## **RIGHTS AND RESPONSIBILITIES**

As citizens of the United States of America, students may participate in activities that do not (1) materially or substantially disrupt the education process, (2) present a clear and present danger to the health and safety of others or property, or (3) infringe on the rights of others.

### ***Specifically, students have the right to:***

- An orderly educational atmosphere conducive to learning.
- Personal safety and security while at school and school-sponsored activities.
- Academic grades based on academic performance, not on conduct.

### ***Students have the responsibility to:***

- Comply with district, school and classroom rules and follow directions given by teachers and other school personnel.
- *Immediately* report student threats to harm others to a teacher, counselor or school administrator.
- Give their best effort to tasks assigned by their teacher, coach or other person who works with them.

## **REQUIRED STANDARDS**

The Board expects employees, students, parents/ guardians and others associated with the schools to apply the following standards in a reasonable and fair manner.

1. To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires *all* employees to make supervision of *all* students at *all* school activities a top priority among their assigned duties. The younger the child, the greater the need for adult guidance and protection.
2. A professionally planned and positive school atmosphere is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:
  - Actions such as harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability.
  - Insubordination (disobedient or defiant behavior)
  - Sale of items without prior approval of the Superintendent or Principal
  - Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety.
  - Possession of prohibited items, such as laser lights and paging devices (except for members of a volunteer fire fighting or emergency medical organization).
3. Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary to satisfactory progress and high academic achievement. Attendance violations include absence from school without valid excuse and/or tardy without valid excuse.
4. Students shall exercise self-control as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities, pending investigation that s/he has violated either the District's behavior standards or the school council's criteria for participation. Furthermore, to ensure the safety of students, spectators, and guests, students shall not loiter in hallways, lobbies, or other areas during extracurricular or athletic events. Students in attendance at such events should remain in the seating areas of the gymnasium, stadium, or other designated areas unless under the direct supervision of a parent/guardian.

Types of prohibited behaviors include, but are not limited to, the following examples listed below:

- Fighting and physical attacks
  - Possession of a weapon
  - Threats by verbal or written statements or gestures with intent to harm or demean others
  - Use of alcohol or prohibited drugs, including synthetic substances
  - Use of prohibited tobacco products
5. School property belongs to the community and the state. It must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to the following:
- Theft of school property or personal property of employees or other students
  - Abuse of school or personal property to include intentional or careless damage or destruction
  - Extortion of money or property
  - Prohibited use of electronic media and other District technological resources.
  - Littering
6. Students shall work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to the following:
- Making abusive and harassing statements regarding race, gender, disability, religion or nationality
  - Use of profanity
  - Lying
  - Cheating
  - Ignoring or breaking rules and procedures established to maintain order
  - Otherwise behaving in a manner disrespectful of others

### **COMPULSORY STUDENT ATTENDANCE**

Students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.

### **REPORTING OF CODE VIOLATIONS**

As provided in KRS 158.148 and 158.444, students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. In applicable cases, employees will report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the District's harassment/discrimination policies covering federally protected areas.

## CONSEQUENCES OF VIOLATIONS

Please note that state and federal laws require special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

VIOLATION OF STANDARD	RESPONSE OPTIONS		
	Scope	1st Time	Repeat Offenses
Tardiness/Unexcused Absence	Minimal	Conference	Parent Involvement
	Excessive	Detention	Court Proceedings
Insubordination (defiance of authority)	Minimal	Conference	Parent Involvement
	Excessive	Suspension*	Alternative School/Expulsion
Disrupting the educational process (verbal abuse, profanity / vulgarity, unauthorized rallies, etc.)	Minimal	Conference	Parent Involvement
	Excessive	Suspension*	Alternative School/Expulsion
Dress Code	Minimal	Conference	Parent Involvement
	Excessive	Alternative School/Suspension*	
Forgery / Lying / Cheating	Minimal	Parent Involvement	
	Excessive	Alternative School/Suspension*	
Stealing	Minimal	Parent Involvement	
	Excessive	Suspension*	Alternative School/Expulsion
Tobacco Violation	Minimal	Parent Involvement	Cessation Classes
	Excessive	Suspension*	Alternative School/Expulsion
Telecommunication Device Violation (Deliberate Use)	Minimal	Warning; device confiscated for day	Detention, ISS, etc.; Device Confiscated for remainder of school year
	Excessive	Warning and other appropriate discipline; device confiscated for 1 day or more	Detention, ISS, etc.; Device Confiscated for remainder of school year
Telecommunication Device Violation (Inadvertent Use)	Minimal	Warning; device confiscated for day	Detention, ISS, etc.; Device Confiscated for remainder of school year
	Excessive	Warning and other appropriate discipline; device confiscated for 1 day or more	Detention, ISS, etc.; Device Confiscated for remainder of school year
Distribution of Inappropriate Material (including electronic distribution)	Confiscation of device(s) for remainder of school year and Alternative School/Suspension*		
Alcohol & Drug Violation (including synthetic substances)	Alternative School/Suspension*/Expulsion		
Fighting/Assault	Alternative School/Suspension*/Expulsion		
Threats to the safety of other students or school staff	Alternative School/Suspension*/Expulsion		
Continued pattern of disruptive behavior	Alternative School		

\*Suspension may be in-school or out-of-school.

Behavioral violations of a minor nature should be handled by the classroom teacher, who may choose from a variety of response options to include, but not be limited to:

- ♦ Verbal warning
- ♦ Teacher-student conference
- ♦ Notification of parents
- ♦ Alternative assignment
- ♦ Classroom isolation
- ♦ Behavior contract
- ♦ Referral for counseling/mediation
- ♦ Other techniques established by council policy
- ♦ Loss of privileges
- ♦ Detention

The response options above supersede guidelines which may have been developed at the school level. For repeat or more serious violations, administrators may also use these options: Suspension (up to 10 days), Expulsion, Police Referral, Juvenile Court Petition, Court-Designated Worker Referral, In-School Suspension, and other techniques established by council policy.

## SEARCH AND SEIZURE

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect to have complete privacy in their use of school property or resources assigned for their use, such as desks, lockers, computers, email and network accounts, etc.

## PHYSICAL RESTRAINT/CORPORAL PUNISHMENT

Employees are authorized by law to physically restrain students as necessary as specified in board policy and state regulation. The Board permits use of corporal punishment as a disciplinary technique if approved by school councils.

## STUDENT RECORDS

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program.

For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office address and telephone number listed on the front cover.

## REPORTS TO LAW ENFORCEMENT OFFICIALS

When principals have reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

- assault resulting in serious physical injury
- a sexual offense;
- kidnapping;
- assault involving the use of a weapon;
- possession of a firearm in violation of the law;
- possession of a controlled substance in violation of the law; or
- damage to school property.

In addition to violations of this Code, students may also be charged with criminal violations.

## WEAPONS

Students are *never* allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be **expulsion for a minimum of twelve (12) months.** (The Gun-Free Schools Act of 1994 and KRS 158.150)

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.



## **SUSPENSION, EXPULSION & DUE PROCESS**

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident.

Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include the following:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present their own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

## **GRIEVANCES**

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

## **CODE DEVELOPMENT**

This Code was developed by a committee representing schools, the Central Office, the Board of Education, students, and parents. The Hart County Board of Education adopted this code on April 15, 1999, and reviewed it on June 18, 2015. Schools have distributed copies of the Code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be posted in each school, with the Principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner. In addition, each school will reference the Code in the school's handbook(s). On request, the Principal shall provide help for limited-English speaking, sight-impaired, hearing-impaired, or non-reading students and parents so that they can have access to the information contained in this Code.

Each year, the code will be reviewed in preparation for the coming school year. Suggestions as to how to improve this document are welcome. Individuals may send written comments to the contact person listed on the front cover.

**CONFIRMATION OF RECEIPT OF CODE**

\_\_\_\_\_  
**LAST**

\_\_\_\_\_  
**FIRST**

\_\_\_\_\_  
**MIDDLE**

\_\_\_\_\_  
**Grade**

*(Please sign and send back to the student's homeroom teacher.)*

***I have received a copy of the Parent-Student Handbook that includes  
the Code of Acceptable Behavior and Discipline  
for the 2015-2016 school year.***

***I realize it is my responsibility to abide by its content.***

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date Form Received by School*