TABLE OF CONTENTS

Welcome 2
Mission Statement 2
Requirements for Admission 3
Master Schedule 4
Graduation Requirements 5-6
Dual Credit 7
Program of Study/Graduation/KCTCS 8-9
Academic Honors 10
Grading Policy/Grades 10-13
Alternate Credit Options 13
Homebound Instruction 14-16
Targeted Instruction 15
Homework Policy 17
Driving Privileges 17-19
Athletic Opportunities 19-21
Youth Service Center 22-25
Miscellaneous services 25
P.E. Guidelines 26-27
Cafeteria 28
Prescription Drugs 29
Bus Regulations 30
Arrival & Dismissal of School 30
Visitors 30
Telephones 31
ESS 32
School Publications 32-33
Social Events 34-35
HCHS Educational Rights/Privacy Act 35-37
Grievance/Discipline/Truancy 37-41
Sign-In & Sign-Out 41-44
Dress Code 43-44
Use of Alcohol/Drugs/Tobacco 44-45
Weapons 46-47
Harassment/Vandalism/Miscellaneous 48-50
Cheating/Plagiarism 50
Search & Seizure 51-52
Substance Abuse Policy 52-58
Course Offerings 60-70

*This handbook/course offerings guide is not intended to be a comprehensive list of all rules and regulations concerning student behavior. For a comprehensive listing refer to the Harlan County Public Schools Code of Conduct (Adopted HCBOE: 12-18-2007) and the Harlan County High School Policy Manual (http://harlan.k12.ky.us/hchs/SBDM.html). Additionally, due to the potential for typos, rule/policy changes, program changes, etc., updates will be made to this handbook as needed and made available on both the Harlan County High School and Harlan County Public Schools websites (http://harlan.k12.ky.us/hchs/, http://harlan.k12.ky.us/).

WELCOME

The administration and staff of Harlan County High School would like to welcome each student and their parents. This is an exciting time for our Harlan County High School students to come together to learn in a 'state of the art' educational setting.

Our students' educational experiences have been the primary focus during these past years as the Board of Education, Superintendent, Central Office Staff, Administrators, School Staff, Community Partners, Parents and Students have met in different committees to establish the criteria that have been combined to establish our Harlan County High School as we know it today. These committees worked diligently throughout the year to plan and implement a learning environment in which our students can maximize their fullest potential.

The curriculum has been established to ensure **ALL** students an Individual Learning Plan that will prepare them for a smooth transition into the workforce, armed forces, technical or college education. We encourage parents and students to become informed of the career majors that can be attained at Harlan County High School. Our school offers the students of Harlan County a chance to prepare and compete with **ANY** student academically.

It is our desire that all students become an active school member; this will make for a memorable high school term. Our high school offers many sports and extracurricular activities to meet the needs of **ALL** our students. Pride and unity will become strong in our students as they bond with one another during their involvement in the total school program.

As our doors open again for 2023-2024 our students begin establishing the traditions, which will last for an eternity. Our county has the opportunity to become strong and unified through our youth!

This handbook is designed to acquaint you with the guidelines that govern Harlan County High School.

OUR MISSION

Harlan County High School is committed to educate every student to a high level, accept no excuses for failure, and understand the value of hard work by students and staff. Our culture of success will support systems in the school that encourage and even reward hard work.

STATEMENT OF NONDISCRIMINATION

No person shall, on the basis of race, color, national origin, residence, religion, sex, disabling condition, age, or marital status, be excluded from participating in, be denied the benefits of, or be subject to discrimination in any educational program, activity of, or employment practice by the Harlan County School System in compliance with Title VI, Title IX, and Section 504.

REQUIREMENTS FOR ADMISSION

School Entry Requirements - Secondary Students Entering for the First Time

Birth Certificate

KRS 158.032 requires a certified copy of the student's birth certificate be on file within 30 days of enrolling.

Physical Examination

KRS 156.070 requires students enrolling in a Kentucky school as a transfer student from an out-of-state school to submit confirmation of a current physical exam (on the Kentucky Physical Form) within 30 days of enrolling.

Up-to-Date Immunization Certificate

KRS 214.034 requires that all students enrolled in a Kentucky school have a current immunization certificate on file with the school.

Eye Examination

KRS 156.160 requires students enrolling in a Kentucky school as a transfer student from an out-of-state school to submit confirmation of a current eye exam (on the Kentucky Eye Exam Form) within 30 days of enrolling.

HARLAN COUNTY HIGH SCHOOL AMBASSADORS

The purpose of the HCHS Student Ambassadors is the promotion of desirable student citizenship and the general welfare of the total school community by means of cooperation between students, faculty, and administration.

The HCHS Student Ambassadors will be comprised of multiple groups including but not limited to; ARI Student Senate, Student Advisory Council, Link Crew, & Gifted & Talented. Members of the HCHS Student Ambassadors are active in organizing school activities and serving on school committees.

Please contact the school for more information about participation within any of these groups.



PRINCIPAL:
Kathy Napier ***4000 North U.S. 119*** ***606-574-2020***
Baxter, KY 40806

Harlan County High School
2024-2025
Master Schedule

1st Bell rings at 7:50am
Tardy Bell rings at 8:00am
Class Instruction begins at 8:00am
Class Instruction ends at 2:45pm

1st Period 8:00am-8:49am (49 Instructional Minutes)
5-minute passing (5 minutes instructional)

2nd Period 8:54am-9:43am (49 Instructional Minutes)
5-minute passing (5 minutes instructional)

3rd Period 9:48am-10:37am (49 Instructional Minutes)
5-minute passing (5 minutes instructional)

4th Period 10:42am-12:03pm (51 Instructional Minutes)
(20-minute lunch and two 5-minute passing non-instructional)
5-minute passing instructional

5th Period 12:08pm-12:57pm (49 Instructional Minutes)
5-minute passing (5 minutes instructional)

6th Period 1:02pm-1:51pm (49 Instructional Minutes)
5-minute passing (5 minutes instructional)

7th Period 1:56pm-2:45pm (49 Instructional Minutes)

Instructional Minutes= 375
Non-instructional minutes=30
School Day Minutes=405

Minimum High School Graduation Requirements

Minimum High School Graduation Requirements

SUBJECT CREDITS COURSES

Language Arts English I, II, III, IV 4 Credits
English I, II, III, IV (To include the content strands of reading, writing, speaking, listening, observing, inquiry, conventions, analysis, and using technology as a communication tool. Language arts shall be taken each year of high school.)

Social Studies
3 Credits
Credits to incorporate **U.S. History, Economics, Government, World Geography and World Civilization**
Credits to include the content strands of historical perspective, including **U.S. History, Geography, Economics, Government and Civics, and Cultures and Societies**.

Mathematics 4 Credits
Algebra I, Geometry, and two additional math credits that could include, but are not limited to: **Algebra II, PreCalculus, College Algebra, dual credit math, dual credit CTE math, etc.**

Science
3 Credits
Credits to include **Life Science, Physical Science, and Earth and Space Science** as provided in the Program of Studies
3 Credits shall incorporate **lab-based scientific investigation experiences and include the content strands of biological science, physical science, earth and space science, and unifying concepts.**

Health
1/2 Credit
1/2 Credit to include the content strands of **individual well-being, consumer decision, personal wellness, mental wellness, and community services**

Physical Education
1/2 Credit
1/2 Credit to include the content strands of **personal wellness, psychomotor, and lifetime activity**

Visual and Performing Arts 1 Credit
History and appreciation of visual and performing arts or a performing arts course which incorporates such content
1 History and appreciation of visual and performing arts or a performing arts course which incorporates such content (Credit **to include the content strands of arts, dance, music, theatre, and visual arts or a standards-based specialized arts course** based on the student's Individual Learning Plan.)

Foreign Language/ Electives
8 Credits
Academic and career interest standards-based learning experiences (to include four (4) standards-based learning experiences in an academic or career interest based on the student's Individual Learning Plan; and Demonstrated performance based competency in technology.)

General 22
College Prep 25
Academic 27



Pre-College Curriculum Requirements

SUBJECT CREDITS COURSES

Language Arts - 4 Credits
English I, II, III, IV
(or AP English) **4** English I, II, III, IV and AP English

Social Studies
Credits
Same as High School **3** Same as High School

Mathematics
Credits
Algebra I, II and Geometry **3** Algebra I, II and Geometry and one AP Mathematics OR AP Science

Science - 3 Credits
Same as High School plus at least one lab course **3** Three credits to include Biology I or Chemistry I or Physics I and one elective and one AP Mathematics OR AP Science

Health - 1/2 Credit
Same as High School

Physical Education - 1/2 Credit
Same as High School

Visual and Performing Arts - 1 Credit
Same as High School

Foreign Language - 2 Credits
Credits required or demonstrated competency in Spanish, German, Latin or French (effective fall 2004) .

Electives - 6 Credits
3 rigorous; one or more courses that develop computer literacy strongly recommended Same as High School

Total 25

DUAL CREDIT COURSES

Harlan County High School, in a partnership with Southeast Kentucky Community & Technical College or other technical schools, colleges, or universities may make classes available to students who meet the entrance requirements established by the colleges. The cost of the course, if any, which is established by the college, is the responsibility of the student. This agreement will enable students to earn college credit during the course of the regular school day while attending Harlan County High School.

Dual Credit Courses Offered at HCHS

During the 2022-2023 school year, Harlan County High School had **480** seats taken in dual credit courses! HCHS in collaboration with SKCTCS offers the following dual credit college hour opportunities to our junior and senior level students.

*We hope to add additional courses for the 2024-2025 school year and please note that any of the offerings below can vary based on factors such as student registration/interest and staff availability.

Course Name	Credit Hours	College
ENG 101 (Writing I)	3	SKCTCS
ENG 102 (Writing II)	3	SKCTCS
COM 181 (Basic Public Speaking)	3	SKCTCS
HIS 108 (United States History Through 1865)	3	SKCTCS
HIS 109 (United States History Since 1865)	3	SKCTCS
CIT 105 (Introduction to Computers)	3	SKCTCS
MA 150 (College Algebra)	3	SKCTCS
PSY 110 (General Psychology)	3	SKCTCS
BIO 112 (Biology)	4	SKCTCS
BIO 137 (Anatomy)	4	SKCTCS
ART 100	3	SKCTCS
SPA 101 (Spanish)	3	SKCTCS
SPA 102 (Spanish)	3	SKCTCS

HARLAN COUNTY HIGH SCHOOL PROGRAM OF STUDIES

For a listing of all courses offered by Harlan County High School, see Appendix for reference.

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM COURSES AND PROGRAMS

As a part of the comprehensive high school curriculum, students have an option to enroll in vocational courses at the Kentucky Community Technical College System. These courses are elective credits that meet the requirements for the high school diploma. In order to enroll in any KCTCS course, a student must meet the enrollment criteria for KCTCS.

A listing of courses offered by KCTCS may be obtained from the KCTCS office, see the course offerings list for reference.

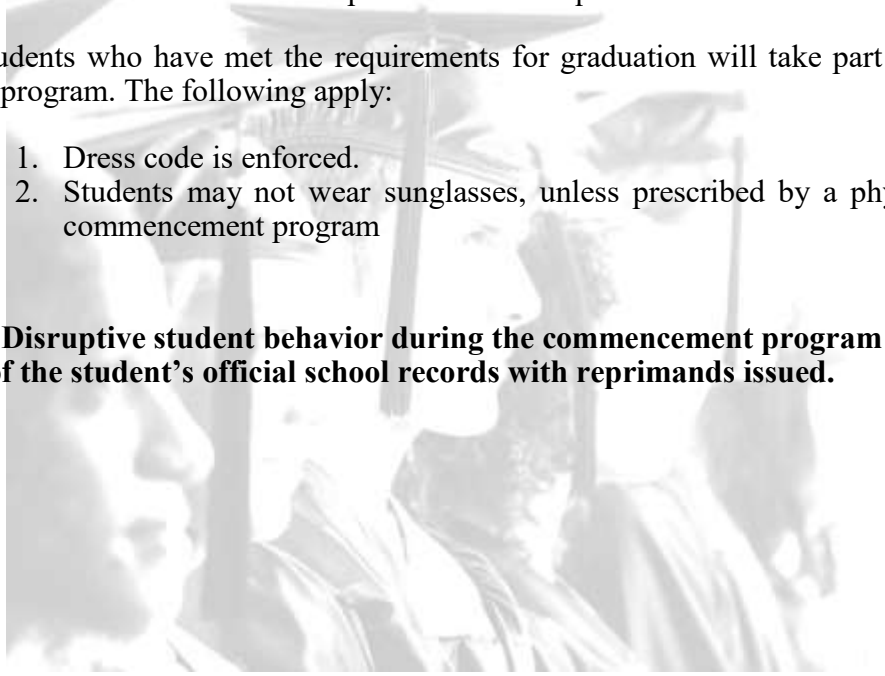
COMMENCEMENT PROGRAM

A commencement program is provided by HCHS in the spring in honor of the graduating seniors. Only those seniors who have fulfilled the requirements for graduation set forth by the State Department of Education, the Harlan County Board of Education, and the HCHS SBDM Council are allowed to take part in this program. No student may participate in Commencement exercises unless he/she has earned the required units of credit. The diploma will be held until graduation requirements have been met. Students must have returned all textbooks and school property and all debts must have been paid before a diploma can be issued. Students, who are within one credit of graduating, may be permitted to take part in the commencement program but will not receive a diploma until all requirements are met.

All students who have met the requirements for graduation will take part in the commencement program. The following apply:

1. Dress code is enforced.
2. Students may not wear sunglasses, unless prescribed by a physician, during the commencement program

Note: Disruptive student behavior during the commencement program may be noted as part of the student's official school records with reprimands issued.



COURSE OF STUDY

Development

The Superintendent shall develop and disseminate to the schools a course of study for primary school through twelfth grade that will include minimum statutory and regulatory requirements[1] and additional requirements as specified by the Board.

Implementation

Each teacher shall implement the course of study prescribed for the assigned grade and subject area.[2]

SBDM schools

In schools operating under SBDM, the council shall determine curriculum for the school.

Syllabus

Teachers at all levels (preschool through adult education) shall develop a syllabus for each course, grade/level or subject (single and/or interdisciplinary area) they teach to communicate to students and parents the following information:

1. Pre-requisites for the course
2. Topics to be covered
3. Order of material to be covered
4. Resources to be used
5. Planned testing points
6. Performance standards and expectations
7. End of Course (EOC) & ACT Exams for selected subjects.
8. Participation Requirements
9. *Unexcused Absence Policy
10. *Make-Up Work Policy
11. *Homework Policy

* All of the HCHS Policies including those referenced above can be found within this handbook and/or at http://harlan.k12.ky.us/hchs/SBDM.html

Each year teachers shall make available a current syllabus to their students and the students' parents/guardians as directed by the Superintendent/designee.

The Principal/designee shall make pertinent student achievement data available to each teacher and, in keeping with policies set by the council, monitor the process of reviewing and updating syllabi in response to such data.

GRADUATION, PROMOTION, AND CLASSIFICATION

In addition to meeting the high school graduation requirements as established by the Kentucky Department of Education (KDE) and the Harlan County Board of Education, for the current year graduates, the number of credits (Carnegie Units) required for graduation at Harlan County High School is as follows: General Diploma - 22 Credits, Pre-College Diploma - 25 Credits, Academic Honors Diploma - 27 Credits. Each includes all KDE required courses for graduation. HCHS will offer 7.5 (seven and a half) credits per year.

Note: *Due to the G.P.A. calculation formula, taking a course for no credit can possibly lower a student's G.P.A.*

ACADEMIC HONORS

The academic honors of valedictorian, salutatorian, and the top ten percent shall be determined in the following manner:

Diploma Recommendation

In addition to the standard diploma granted to graduates of Harlan County High School, a more challenging diploma, the Academic Honors diploma, should be offered. To be a candidate for this elite diploma, the student must meet all of the requirements for the diploma as set forth in Figure 1.

Figure 1
Diploma requirements:

Earn 27 credits.

A minimum of 8 Math and Science credits. A minimum of 2 Foreign Language credits.

Maintain a GPA of 3.5 (on a 4.0 scale).

A minimum of 4 Dual Credit Courses in the areas of Math, Science, Social Studies and English.

Valedictorian and Salutatorian Recommendation

Candidates for Valedictorian and Salutatorian must obtain the Academic Honors Diploma. The student(s) with the highest GPA who qualifies for the Academic Honors Diploma will be named the Valedictorian. The student(s) with the second highest GPA being named Salutatorian. **In addition to meeting the requirements for the Academic Honors Diploma, students must take all available honors courses offered at HCHS in order to be eligible for Valedictorian and Salutatorian Recommendation.**

Valedictorian and Salutatorian candidates must meet all National ACT College Entrance Benchmarks which are as follows:

English — 18	**Mathematics — 22**
Reading — 22	**Science — 23**

Students will be considered in the top ten percent of their class if their GPA, on a 4.0 scale, ranks them among in the top ten percent of students in their class.

Honor Roll

Any student who has earned all A's and B's during a designated grading period will be placed on the "Honor Roll".

Additional Provisions

- In case of a tie for academic honors, the students who tie will share the award.
- In order to earn the academic honor of valedictorian or salutatorian, the student must be continuously enrolled from the beginning of their junior year through the end of their senior year.

GRADING POLICY

A student's grades are an evaluation of what he/she has learned and they become a part of his/her permanent record at HCHS. Institutions of higher learning, potential employers, and various military services are all interested in a student's high school records.

Therefore, it is advisable for the student to do their best. Harlan County High School merely keeps records of the student's grades, the **student** makes the grades. Students are expected to show progress during each grading period (a passing grade) or the credit for that particular class may be withheld. Letter and numerical grades are given for each class. **Please review the following sections regarding Make-Up Work, Submission of Excuses, etc.**

Grading

Achievement

Teachers shall maintain detailed, systematic records of the achievement of each student and shall report every Nine (9) weeks to the parent or guardian on the progress of their child.

A student's grade shall not be lowered as a disciplinary action.

Grading/Reporting System

The following grading scale shall be used at Harlan County High School:

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

Grades, Report Card and Credit

Report cards are issued to students at eighteen-week intervals. The computer-generated report will contain the numeric and letter grade and attendance information.

In addition to meeting individual course requirements, unless special approval has been granted for performance credits, all credit issued for completed courses at Harlan County High School will be based on a Carnegie Unit.

All teachers will give comprehensive semester and final exams with state-like assessment items to include multiple choices with questions and open response items aligned with core content standards.

Make-Up Work

Make-up assignments or tests shall be made available to students after an excused absence or school related activity. Make up assignments will not be made available for unexcused absences. It is the student's responsibility to find out the assignments and make up the work

within the allowed period of time for make-up work designated by the Harlan County Board of Education. Teachers shall inform students of the due date for all make up work on the day it is obtained by the student; however, it is the responsibility of the student to request make-up work and complete and submit said work for assessment by the due date. Students shall receive credit for satisfactory make-up work completed and submitted by the assigned due date, but students shall receive a grade of zero (0) for any assignment or test not made up within the allotted time. Make up work for students who miss a class/day with a school related activity, approved by Principal, shall be permitted to make up any/all work missed for that day. All make-up work shall be consistent and equitable with the work missed during the normal class period.

SUBMISSION OF EXCUSES

Students who submit an approved excuse for an absence will be given **two (2)** days to complete their make-up work for each day missed. Per HCBOE Policy 09.123, students will have **two (2)** days upon returning to school to submit a parent/guardian excuse for their absence. Also, per this policy, only two parent/guardian excuses per trimester will be accepted. Any parent/guardian excuse not submitted within **two (2)** days of returning to school will be marked as unexcused and students will not be permitted to make up work missed for those absences. It is suggested that students provide all valid excuses immediately upon returning to school for consideration in order to obtain and complete missed assignments and avoid grade reductions. Parent Portal is available to all students and parents and provides an opportunity to monitor grades and attendance. In addition to the potential for grade reductions, unexcused absences may also impact student eligibility for participation in extracurricular activities as well as student compliance with no-pass no-drive legislation (Reference: KRS 159.051).

FINAL EXAM EXEMPTIONS

To promote high expectations, encourage quality student performance and daily attendance students may be exempt from final exams in a class if the following criteria is met:

Final Exam Guidelines-Exemption Criteria:

1. "A" average in the class, 2. Maximum of 2 excused absences, 3. No unexcused absences

Final exams are given for each course. It is the student's responsibility to see that the report card is taken home to the parent at the end of each grading period. Parents are encouraged to attend Open Houses to pick up report cards. * EOC (where/if required) – Class Exams will be mandatory with state requirements for all students.

INCOMPLETE GRADES

Any incomplete grade may be carried for one semester into the next general school term. It then must be changed to a passing or failing grade.

REPEATING A COURSE

A student shall repeat a course (which he/she failed) for credit. However, a record of the original "F" will remain on the student's transcript and will be used in G.P.A. calculations.

ALTERNATIVE CREDIT OPTIONS

Correspondence Credit

Students less than twenty-one (21) years of age and currently enrolled in high school (having the expressed, prior approval of the principal) may earn correspondence school credit to be used toward graduation in unusual cases, such as:

1. A senior who has failed a course that is necessary for graduation and who otherwise have the needed courses. (There is no minimum G.P.A. for a senior who wishes to enroll in a correspondence course.)
2. A junior who has a G.P.A. of 2.0/4.0 or greater and who has failed a course that is necessary for graduation.
3. A student who wishes to take courses not offered by HCHS.

Harlan County High School works in cooperation with the University of Kentucky to offer correspondence courses to our students. The University of Kentucky Correspondence Course Program issues grades to students for correspondence credit. **Three (3) units by correspondence are the maximum HCHS can accept toward graduation. Only two (2) credits may be earned during the school year.** The cost of correspondence courses and other relevant information may be obtained from the school's guidance office. Under ordinary circumstances, students or their parents/guardians shall pay for approved correspondence courses the student chooses to take. (Reference: HCBOE Policy 08.1131)

In addition to regular classroom-based instruction, students may earn credit through the following means.

Virtual/Online Courses

High school students may also earn a maximum of three (3) units of academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board. Credit from an online or virtual course may be earned only in the following circumstances:

1. The course is not offered at the high school;
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
3. The student has been expelled from the regular school setting, but educational services are to be continued; or
4. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
5. Unless otherwise approved by the Principal/designee, students taking such courses must be enrolled in the District and take the courses during the regular school day at the school site.

As determined by school/council policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in a virtual course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Provided KVHS courses are part of the student's regular school day coursework and within budgetary parameters, the tuition fee and other costs for a virtual course shall be borne by the District for students enrolled full-time, from funds that have been allocated to the school. The Superintendent shall determine, within the budget adopted by the Board, whether additional funding shall be granted, based on supporting data provided by the Principal. The Board shall pay the fee for expelled students who are permitted to take virtual courses in alternative settings.

Through its policies and/or supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking virtual courses.

HOMEBOUND INSTRUCTION

The Harlan County Board of Education has made provisions for the continuing education of those students who are unable to attend school due to severe health problems. Please visit our Home/Hospital page at http://www.harlan.k12.ky.us/homehospital.html for more information about requirements, parent and student responsibilities, etc. Note that requests for school exemptions based on medical reasons must be completed by your child's licensed physician. Requests for school exemptions based on mental health reasons must be completed by the licensed psychologist or psychiatrist who is treating your child. Parents may pick up an application for Home/Hospital instruction at school, the central office or online at http://www.harlan.k12.ky.us/pdf/HomeHospital/ApplicationforHomeHospital.pdf. This application must be completed entirely and returned to the central office for review by the Home/Hospital committee. Until such time as the student is notified that he or she has been placed in homebound instruction, regular attendance at school is mandatory. Students that will miss five (5) or more consecutive days due to illness/injury are eligible to apply for Home/Hospital services.

E-SCHOOL OUT OF SCHOOL

Students must meet one of the three criteria listed below AND be approved by ALL of the following: Counselor, Principal, Director of Pupil Personnel, and Dropout Prevention Supervisor.

- Students who have a documented family/personal crisis that makes regular school enrollment infeasible.
- Students who need 6 or fewer credits to graduate and have previously completed at least 11 credits with the Harlan County School System. Students under 18 years of age must have parents' permission.
- Dropouts who are 19 or 21 years of age and wish to re-enroll in HCHS must re- enroll in e-school.

E-SCHOOL IN SCHOOL

- Must be approved by a HCHS counselor, HCHS Principal, and Dropout Prevention Supervisor
- Must be classified as a senior to participate in any e-school class assessed by the KCCT or failed the KCCT assessed class in a previous year

- Any student may enroll in non-KCCT assessed e-school classes with permission of Dropout Prevention Committee

Factors such as attendance, behavior, and specific circumstances all are contributing factors for acceptance to the program.

INDEPENDENT STUDY/CREDIT RECOVERY

- Students can enroll in independent study courses: paper and pencil booklets and online courses.
- These courses are done on the students own time; after school, during school, or by performance based credit (at home)

e-SCHOOL LAB APPLICATION PROCESS COMMITTEE APPROVAL

- A school within a school concept: students that are enrolled in e-school
- out of school come to the computer lab to take assessment quizzes and finals
- An e-school liaison is present in the e-school lab to provide help and support.
- Students' transcripts are reviewed and evaluated each time a student completes course
- More than one course can be recovered at a time
- Students needing to recover courses can enroll in e-school lab as an elective course. During this time, required courses will be recovered

e-School students are Harlan County Black Bear Students and have the same rights and privileges as traditional students. Facilities, special programs, library, computer lab, etc. are all available to e-School students.

.

IS e-SCHOOL FOR YOU?
APPLICATION PROCESS COMMITTEE APPROVAL NEEDED

The e-School program has proven to be very successful by serving a number of students in one or more of the following:

- Meeting graduation requirements
- Providing an alternate schedule that fits the needs of the individual student
- Recovering more than one credit in a class setting
- Helping students stay in school

The Harlan County School System, faculty, and staff are all working together to provide a more positive, supportive environment for our community and students. With your support, we can provide our youth with a brighter future. Don't allow your child to dropout of school; enroll them in e-school.

THE DROPOUT PREVENTION PROGRAM

HCHS e-SCHOOL

The program provides a flexible schedule and a variety of opportunities for students to obtain their high school diploma. Our goal is to meet the educational needs of ALL Harlan County High School students.

Qualifying students may enroll in e-School to gain additional credits, recover credits, and re-store grade level status by participating in one of the following:

- e-School out of school
- e-School in school
- Independent study
- Online courses
- Plato (computer software)

The program provides the following support:

- Individual help: e-school liaison
- E-School computer lab (school within a school)
- Daily counseling
- Mentoring

HCHS e-School will continue to offer the Secondary GED program.

EXTENDED SCHOOL SERVICE (ESS)

Waiver will utilized to student tutoring

HOMEWORK POLICY

Homework is defined as the work outside the classroom that engages students in activities that practice, reinforce, or apply skills and knowledge in lessons being conducted in the classroom. All homework assignments shall be core content related. All teachers will develop a homework policy and attach to the course syllabus to be made available at the start of school each course they teach with the following criteria addressed:

- Homework is assigned to extend learning from a lesson or unit of study.
- Defines how homework will be graded.
- Defines consequences for not completing homework.
- Include homework policy in class syllabus.

TEXTBOOKS

All students are issued textbooks free of charge, with the exception of some dual credit, KVHS, electing class and/or where shortages are present. Students using state textbooks are expected to keep these books in excellent condition. The student to whom the book was issued must pay for damaged, stolen, or lost books. No additional books will be issued until debts are paid. Seniors will not be granted diplomas until debts are paid.

DRIVING PRIVILEGES

The following student driving regulations will be observed at HCHS:

1. All students 16 years old and above with a driver's license having the privilege to operate automobiles/motorcycles on school property, but are subject to the regulations of HCHS. Only those students who have been promoted for the most recently completed year-on a first come, first serve basis beginning with seniors first, then juniors, and sophomores, respectively- will be issued parking permits to park in the student parking lot.
2. Driving privileges may be revoked at principal's discretion if a student has discipline reports, failing grades or excessive absences/tardiness, including late arrival to school.
3. All vehicles parked in the student parking lot must have an appropriately displayed parking permit. Parking permits may be purchased for $20.00 per school year.
4. Automobile speed should not exceed 7 M.P.H. on campus.
5. Any student reported to the office for speeding, driving in a reckless or careless manner, or infractions of other established policies (either driving or non-driving policies) is subject to disciplinary action and/or loss of driving privileges.
6. Upon arrival at school, students must park their cars in the student parking lot only, in the prescribed manner and must immediately leave their car and enter building. Failure to park properly or loitering in the car or parking lot will result in disciplinary action and/or loss of driving privileges.
7. Once a student drives his/her car onto school property or enters the designated student lot he/she is considered at school. He/she cannot leave without the permission of the principal or his designee. This includes early morning arrival. Students who ignore this regulation will be subject to driving privilege will be taken for one week.

8. If a student must return to his/her car for a valid reason during the school day, he/she must first receive permission from the principal or his designee.
9. Students are not to park in restricted areas without the permission of the principal or designee. This will be considered illegal parking. A warning will be issued then a fine of $5.00 to be paid within one week, if not, driving privileges will be lost until fine is paid.
10. Parking in or along side the bus lane is not permitted. Students who park in or alongside the bus lane or who are otherwise illegally parked on school property are subject to have their vehicle towed at owner's expense, disciplinary action, and/or loss of driving privileges. A $5.00 fine will be assessed.
11. Students who drive automobiles to school and park them on school property do so with the understanding that their vehicle is subject to a search at the discretion of school administration. Implied consent is given when parking permits are purchased.
12. Students driving automobiles on campus must at all times give school buses the right of way.
13. HCHS and the Harlan County Board of Education will not be responsible for damage, theft, or vandalism incurred on school property.
14. Any student who parks in an undesignated parking space may be towed at the student's expense. First-warning, second-$5.00 fine assessed and towing enforced.
15. **No student, regardless of age, shall be permitted to bring guns, knives, clubs, or any object that may be used as a weapon onto school property in personal vehicle This includes ALL parking areas.**
16. All students who drive are subject to random drug testing and must sign a consent form prior to being issued a parking permit.

NOTE: **State Test** Awards Packages may apply.

RE: Agreement with student athletes who drive to school

Student Athletes who drive their personal or family vehicles to school and are then transported to the football practice facility at James A. Cawood Elementary will be given the opportunity to transport themselves to the practice facility at James A. Cawood Elementary if they and their parents acknowledge and agree to the following terms:

1. No student athlete will ever be required to transport themselves from Harlan County High School to the James A. Cawood practice facility. A bus will always be provided for the transportation of all athletes to and from the JACES practice facility. Students who choose to drive to the JACES practice facility always have the option of riding the bus.
2. This agreement gives athletes the option to drive themselves to the JACES practices facility from Harlan County High School as a convenience. Allowing the athletes to drive to the JACES practice facility eliminates the need for the athlete to be transported back to HCHS to the location of their automobile. This will allow athletes to get home quicker so they can eat and complete their homework.
3. The parent of the athlete and the athlete driver both agree that in **under no circumstances will any other student be allowed to ride along with the athlete as they move their automobile from Harlan County High School to the JACES practice facility**.
4. The athlete driver agrees to leave the HCHS facility only after the practice buses have left the HCHS facility.
5. The athlete driver must sign out in the office prior to leaving HCHS each day that they choose to move their vehicle to the JACES practice facility.
6. The parent and student athlete who chooses to move their vehicle to the JACES practice facility will assume fully responsibility for any accident that should occur while the vehicle is being moved from HCHS to JACES. HCHS or the Harlan County Public School District will not be held liable for any accident that should occur while the vehicle is being moved from HCHS to JACES.
7. The student athlete agrees to go directly to the JACES practice facility and will not stop or go to any other locations.

I understand and agree to the terms included in this agreement. Violation of this agreement may result in the termination of the agreement as well as the student's privilege to drive to school.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

STUDENT INSURANCE



The student insurance program is a plan of student accident insurance covering all student activities that are school-sponsored and supervised. This accident insurance covers all students during the school day. Additional 24-hour coverage is available at a nominal fee for each student. Neither Harlan County High School nor the Harlan County Board of Education is responsible for any accident occurring at school or for any expenses not covered by the insurance policy. In case of an injury or illness, every effort will be made to see that every student is given proper first aid, or in case of emergency, gets proper medical attention.

Student insurance covers a student for one calendar year. Accident insurance claims are available in the office and are the responsibility of the student and the parent in order to receive payment of claims. All accident insurance claims must be filled out by the doctor and signed by the parent.

ACCIDENTS

Any accident occurring on school premises and requiring first aid or the services of a doctor should be reported to the teacher in charge and the school's office at once and parents notified. If the student wishes to file a claim using school insurance, he should obtain an insurance accident form from the office to be filled out by his/her doctor in order for the accident to be paid by the insurance company. It is the responsibility of the student or parents to request these forms.



ATHLETIC OPPORTUNITIES

The athletic programs contribute to the physical, mental, and social development of the individual. These experiences offer good training for citizenship, adult living, and human relations that are so essential in our present-day society.



Athletics

Harlan County High School offers a variety of athletic activities for both female and male students during the school year. Before participation in any athletic activity the student athlete must have the proper parental consent and medical forms on file with the athletic director.

Athletic forms and additional information on athletics may be obtained from members of the school's coaching staff, or the athletic director.

The inter-scholastic athletic program at HCHS is governed by the Kentucky High School Athletic Association. A copy of all team rules, bylaws, and awards to be issued in any sports may be obtained from the athletic director.Students must maintain passing grades in at least four (4) of their five (5) courses in order to be eligible to participate in any athletic activities. New Athletic Participation Policy is available on HCHS website. **Also, an athlete must be present at school on the day of an athletic event (game, etc.) in order to be eligible to participate in that event. The Athletic Director, Principal, and/or their designee(s) may grant exemptions to this attendance rule.**

Harlan County High School is a member of the KHSAA and offers the following athletic or extracurricular activities:

BOYS		**GIRLS**	
Football	Baseball	Volleyball	Tennis
Basketball	Tennis	Cheerleading	Softball
Cross Country	Golf	Cross Country	Dance
Track	Archery	Track	Golf
Boys Soccer	Fishing	Soccer	Basketball
		Archery	Fishing

Athlete Insurance Coverage

Please be advised that the Harlan County Public School System's insurance policy for athletes **is not intended to be a primary health or accident insurance plan.** The policy provided by the county with the company Student Insurance is simply a supplemental policy. The policy we provide only covers "usual and customary charges" and may not cover the total amount billed, the remainder of the charges are the responsibility of the parent. **The policy is very limited and will not even begin to take effect until the student's primary insurance coverage has been exhausted.** In the past there has been some confusion regarding the limitations of this policy, we want all athletes to understand that this policy should not be relied upon as a primary comprehensive insurance plan.

TRY-OUT DATES

Please contact the school and/or look for announcements regarding try-out and practice dates for each of the athletic and extracurricular activates that are offered.

Please note that all sports with the exception of football may be offered to elementary students with principal and SBDM council approval only.



OFFICIAL LETTERMANS JACKET

Harlan County High School recognizes an official letterman's jacket design. The design of the jacket is as follows:



- Cardinal Wool Body with Black Leather Sleeves
- Cardinal Knit Cuffs, Collar, and Waistband
- Waistband with ½ -inch Black Stripes with a thin White Outline Color
- Pockets Trimmed with Black Leather
- Black Snaps
- Chevrons or Bars
- Color of the Letter and Chevrons are cardinal, black, and silver

Jacket Policy



The Head Coach of each sport/activity will have their own guidelines for determining which players are eligible to order letterman jackets.

At the end of a junior's sport/activity season, the Head Coach will submit the names of those players eligible to order jackets. A Senior who participates in any sport/activity for only their senior year will not be eligible to order a jacket. In the case of a senior student who transfers to this school, the Head Coach and Athletic Director will determine that student's eligibility.

Letterman jackets will be ordered for all sports/activities in the fall of each school year.

In the event of any special circumstances, the SBDMC will determine eligibility.

A deposit must be paid before the jackets are ordered. The deposit amount will be determined by the distributor.



YOUTH SERVICE CENTER

Cathy York, Coordinator
cathy.york@harlan.kyschools.us
(606) 573-3006
(606) 574-2020, Ext. 3514

Karen Howard, Assistant Coordinator
karen.howard@harlan.kyschools.us

Harlan Cumberland River Behavior Health
Danielle Asher: danielle.asher@harlan.kyschools.us

H & A Counseling
Michelle Helton: michelle.helton@harlan.kyschools.us

PURPOSE

The Harlan County High School Youth Services Center's mission is to improve student achievement through the removal of non-cognitive barriers to learning. This will be accomplished by promoting the flow of resources and support to families in ways to strengthen their functioning and enhance the growth and development of individual members and the Family Unit.

WHO IS SERVED

The Center is open to all Harlan County High School students and their immediate families. The Center does not discriminate on the basis of race, color, national origin, sex religion, age or disability in the provision of services.

SERVICES

Services provided by the Center are based on student, school, and parent needs assessments and components outlined in the grant. The following is an example of programs the Center provides during the school year in each component:

Referral to Health & Social Services

School Based Clinic – The Center contracts with Family Healthcare Associates to provide medical services to our students, their immediate families and school staff. The Clinic is located in the school for student convenience. The Clinic is open during regular school days from 7:45 a.m. to 3:30 p.m.

Referral to Mental Health Counseling

The Center contracts with H&A and CRBH (Cumberland River Behavioral Health) Counseling to provide counseling to students, their immediate families, and school staff. The counselors offices are located in the school. Referrals are made to the counselors for anger management, truancy, bullying, coping with problems that occur in families and various classes or assembly programs about emotional maturity, self esteem, social problems, etc. are provided throughout the school year. The counselors are available during regular school days from 8:00 a.m. to 3:00 p.m.

Dental and Hearing Referrals

STD, Birth Control, and Teen Pregnancy Programs

Baby Think It Over Program – YSC provides Baby Think It Over and an Empathy Belly to the Family Living class. Teacher uses these items to teach students about abstinence and parenthood.

Referral to HANDS

A program for expectant teen parents provided through the Harlan Health Department.

Referral to Social Service Agencies

Employment Counseling, Training & Placement

Career and job skills materials and videos - kept in the Center for student, teacher and parent use.

Student exposure to employment opportunities – field trips, Job Fair, Career Day, job shadowing etc.

Job Skills Workshops – tax preparation, reality store, interviewing, etc.

Community Service Projects for students

Summer & Part Time Job Development

Refer students to Employment Services, SYETP, WIA and local businesses for job openings.

Drug & Alcohol Abuse Counseling

YSC contracts with H&A Counseling and Comprehensive Care to do after-school drug/alcohol counseling for students and their immediate families. Various Drug/Alcohol abuse class and assembly programs and activities are provided throughout the school year.

Educational materials concerning Drug/Alcohol abuse are kept in the Center for student, parent, and teacher use.

Game Room – the YSC game room is open after school until 3:30 p.m. for students to have something to do after school.

Comprehensive Student/Family Services

The Center helps families in need find resources or provide items necessary for students to come to school and achieve. (clothing, hygiene products, food, etc.)

Refer students to tutoring

Provide computers and space for students to do their homework after school until 3:30 p.m.

Incentive programs to promote high achievement, attendance, and social improvement.

Arts and humanities and school safety programs

Prom Dress Program – YSC has approximately 50 prom dresses for student or family use.

Clothing Closet – YSC has a clothing closet open to students and families.

YSC gives away items donated as we receive them or during planned give-a-ways.

Recreational & Social Activities

Game Room – open after school until 3:30 p.m.

Provide various recreational activities for students during the school year.

Parental Involvement

Provide a welcoming atmosphere for parents at the Center and the school.

Parental Workshops and informational programs – financial aide, Scholarship Night, Job Fair, Freshman Orientation, Open house, etc.

Advertise YSC and school events for parental awareness.

STAPH POLICY

Staphylococcus Aurous is a type of bacteria commonly found on human skin; common places include the nose, in the armpit area, groin, and genital areas. Numerous cases involve athletes. Skin infections such as abscesses and boils are the most common form of this infection.

Students that have an active staph infection can attend school when they have had 24 to 48 hours of antibiotics and the infected area must be adequately covered with a clean dry bandage at all times.

Students with an infection involving drainage should be excluded from participation in sporting events and practices until no pus drainage is present and wound has healed.

Students that are involved in contact sports (football & basketball) are not able to keep the wound covered and clean with a dry bandage at all times, therefore should not participate in activities where you have skin to skin contact until wound is healed.

MISCELLANEOUS REGULATIONS AND INFORMATION

Faculty Lounges

Faculty lounges are for teacher/faculty use only. Students are not allowed in the faculty lounge for any circumstances before, during, or after school. Students who violate this rule are subject to disciplinary action.

Yearbooks

The HCHS yearbook will be prepared each year by the yearbook staff. Orders for the yearbook are taken in the fall. Yearbooks will be ready for pick up in the Spring.



Yearbook Staff

The yearbook staff is made up of seniors participating in journalism class. Any junior or senior wishing to be a yearbook officer must submit an application to the yearbook advisor.
The yearbook advisor, in collaboration with the principal/designee determines final selection of the student staff.

Class Rings

Class rings may be ordered during a student's sophomore year. As a courtesy to the student body, a representative from a providing agency will visit the school. The representative will usually display products and measure students for rings. The cost of the ring is the responsibility of the student and/or parent.

MEDIA CENTER REGULATIONS

The library is open from 7:45 a.m. until the end of the school day. Students need to become familiar with the following rules:

1. To gain admission to the library during school hours, the student must have a valid pass.
2. Books may be checked out for two weeks and may be renewed at the end of that time. A fine of five (%) cents per day for every day school is in session may be levied for overdue library books.
3. Reference books, magazines, vertical files, and audio-visual materials may not be checked out. They can only be used in the library.
4. Any lost or damaged books and the student and/or parent(s) before he/she graduate must pay fines.
5. When reporting to the library for an accelerated reader exam over a book that has been checked out from the library, students must bring the book tested with them to the library. No test can be administered unless the student presents the book to the librarian prior to the test.
6. Food and drinks are limited to the café area only.

GYM/PE GUIDELINES

1. Students will participate in PE activities on regular bases in order to make a passing grade in the class.
2. **NO** shoes which are worn to school will be permitted on the gym floor. Students will need to bring a change of shoes in order to participate. Teacher has the option of the type of clothes that can be worn.
3. **NO** Drinks, Food, Gum in the gym.
4. Students caught using tobacco products in the gym will be sent to the office for discipline, **NO** warnings.
5. Students **will not** use the Main basketball goals for PE.
6. Students that are not participating in class will be assigned an area to sit by the teacher and will stay in that area and not be up moving around gym. **NO** one is to sit on the base of the goals.

7. Students will report to the gym quickly, go to the locker room, dress and return to the floor to their teacher in the set amount of time assigned by the teacher. Those not dressing should have already reported to the assigned seating area.
8. Students, once the class is over, those students that participated will report to the locker room to dress and report back to the assigned seating area. Those students that did not dress out must get permission to leave the seating area at any time. Students are to stay away from gym doors. **Locker rooms will be locked during class time**.

Grading

1. Students will begin class with 100%.
2. Each failure to participate in class without a doctor excuse or a parent excuse (up to 3 days), signed by the office, will be a lose of 3 points for each day missed, (example) miss 4 days for the semester unexcused will result in 4 days x 3 points = 12 points off and a grade of 88%.
3. Students that refuse to participate and sit out, regularly, will need to look for another class if a 10-12 grader.
4. This is a required class for freshmen and the teacher has the option of assigning written reports for students that do not participate in order to help keep a student from failing.

BOOK BAGS/BACKPACKS

All book bags, backpacks, and any other item used to carry books or school supplies are subject to random searches by school personnel.

HARLAN COUNTY HIGH SCHOOL FRAGRANCE-FREE POLICY

The academic success of a student can be directly linked to his or her health. For this reason, it is imperative that Harlan County High School insures the well-being and safety of all its students to support a positive learning environment. In order to create a safer learning environment for students as well as a safer work environment for staff, HCHS intends to protect the indoor air quality of its buses and building(s). Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to students and school staff, specifically those diagnosed with Asthma and/or allergies.

Under this policy, Harlan County High School permits all students and staff to wear perfume, cologne and other fragrances from home, but will not allow those items to be sprayed/used on our buses or within the building which includes restrooms, classrooms, hallways, etc. during school hours. If a student has a specific allergy, the school should be notified to ensure that exposure is avoided.

Discipline:
1st Offense: Documented warning by teacher and/or administrator (floor Principal)
2nd Offense: 1 Morning Detention and parent contacted by administrator (floor Principal)
3rd Offense: 1/2 Day ISS
4th Offense: 1 Days ISS
5th Offense: 2 Days ISS (cont. at the top of page 28)

6th Offense: 3 Days ISS
7th Offense: 5 Days ISS
8th +: A parent-Administrator meeting will be held with additional disciplinary measures taken.

RESTROOMS

There will be no loitering in the restrooms at any time. Regulations concerning student conduct are applicable in the restrooms at all times. If a student is sick and needs to spend an extended period in the restroom, he/she should notify the office or the teacher in charge that they are ill and will be in the restroom. If a student does spend an extended period of time in the restroom without notifying anyone, he/she may be disciplined as if he/she were skipping class. in helping keep these restrooms clean. Defacing the restrooms by marking on walls or by damaging fixtures will be considered vandalism and handled accordingly. Smoking in restrooms is strictly prohibited.

Every effort is made to provide the cleanest restrooms possible. Students should take pride and help to maintain these facilities.

CAFETERIA

The cafeteria is open to serve breakfast and lunch daily. Multiple serving lines/areas are open during each lunch period.



Each morning, from 7:25 a.m. until 7:55 a.m. students will be permitted to eat breakfast.

Students are permitted to bring their own lunches from home. These lunches may be stored in the student's locker until the lunch period. Lunches brought from home may be eaten in the cafeteria only.

At the beginning of each school year, all students are provided an opportunity to submit applications for determining eligibility for free or reduced lunches. These applications must be filled out by the parent and returned to the school. A new application may be filed at any time during the school year if family size or income changes.

Student behavior in the cafeteria should be based on courtesy and cleanliness. After eating each student is to pick up all trash and place it in a trash can- leaving the area neat and clean.

The law also stipulates that the sales from vending machines, stores, and canteens: those sales in competition with the school breakfast and lunch programs, cannot take place from the time of the arrival of the first students in the morning until 30 minutes after the last lunch is served.

Please note that deliveries of lunch are not permitted and students who break this rule are subject to disciplinary action. Additionally, NO outside beverages are allowed in the lunchroom during serving hours.

HALLS AND STAIRWAYS

In passing between classes, students are asked to keep to the right of the hallway as much as possible. This will allow for a quicker flow of hallway traffic.

Students are expected to be quiet and orderly when using the hallways and at all times. Running, horseplay, and other forms of disorder are dangerous and will not be tolerated. As in all instances at school, students are subject to the authority of all school staff when in the halls.

Students must report to the cafeteria during their lunch period. Lunch students who are found to be out of the cafeteria during their lunch period without the expressed permission of the lunchroom monitor are subject to disciplinary action (MSD, Saturday School, etc.). Students shall not loiter in stairways. Those who do are subject to disciplinary action.

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

The school recognizes that genuine feelings of affection may exist between students; however, students shall refrain from inappropriate behaviors on campus or at school related events.

Inappropriate public display of affection (Public displays of affection deemed inappropriate by public standards) Lewd or inappropriate – kissing, touching, fondling, holding hands, etc., --- are not allowed and will result in the following:

First Offense: Warning/Reprimand
Second offense: Parental Notification
Third offense: Detention

PRESCRIPTION DRUGS

Prescription medications shall be taken only as prescribed on the physician's or dentists written authorization.

Parents/guardians shall bring all prescription medication, original or refill, to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, and mode of administration, prescribers name and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same." Changes in the dosage and/or times of taking medication must be received in the form of a written order from the physician, OR the parent/guardian must bring to school a new prescription bottle from the pharmacy indicating the changes.

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when prescribed by a physician and when a completed authorization form for the student to take the medication is on file. The parent/guardian must bring to school the medication in its original container, dated upon receipt, with a two (2) week or longer supply, and with the physician's order attached to the container. With the approval of the Health Care Coordinator and the Principal, nonprescription medications for periods of less than two (2) weeks duration may be accepted on an individual basis. The parent/guardian shall complete an authorization form for the student to take the medication and shall bring the medication in its original container to school, date the container upon receipt, and attach to the container the physician's order, if applicable.

BUS REGULATIONS



The privilege of any pupil to ride a bus is conditional upon their good behavior and observance of the rules and regulations established by the Harlan County Board of Education. (BOE policy references: 09.226, 06.34). Any pupil who violates any of these rules or regulations will be reported to the principal of the school or his designee for necessary corrective action.

All students, living in HCHS district, which live more than one mile from the school are provided transportation by the Harlan County Board of Education. Students who live outside the HCHS district but choose to attend this school must provide their own transportation or be in compliance with HCBOE 09.226.

Those students who ride the buses are expected to conduct themselves in a manner that does not adversely affect safety. The bus driver is in full charge of the bus and may at any time assign a permanent seat to the student or take additional appropriate disciplinary action including making a referral to the principal or his designee. The bus driver may further request that the student not be allowed to ride the bus for improper conduct. Those students who misbehave or present a danger to others on the bus may lose their transportation privileges. Also, please reference the *Harlan County Code of Conduct.*

ARRIVAL AT SCHOOL

Students who ride the bus disembark in the area at the front of the school. They are to then report directly to the **gym** or **cafeteria** or **theatre**. **Students may not gather or wait in atrium area**. No students are to arrive at school prior to 7:15 a.m. unless supervised by the parent or unless supervision arrangements have been made by the administration. Upon the 7:55 a.m. bell, students will be dismissed to go directly to the first class of the day.

DISMISSAL FROM SCHOOL

Upon the 2:45 p.m. bell to dismiss school, students should leave class, visit lockers and report promptly to the bus loading area. Students must use tower A & B to exit. Students may not exit building by main front doors. Busses usually begin leaving the loading area by 3:00 p.m.

VISITORS

A visitor is any person who is not a regular school employee or a student at the school.
The following regulations will be followed in regards to visitors at school:

1. All visitors must first register with the office. Visitors will be required to wear an ID badge while visiting the HCHS campus. A driver's license may be required to stay at front desk until a visitor leaves the building.
2. Parents and guardians are invited to visit the school at their convenience. Please call beforehand if possible.
3. Upon request all visitors must identify themselves to proper school authorities in the school building or on school grounds. All students please advise your parents and friends of this policy.
4. Students are not allowed to bring a visitor to school without prior approval of the school's administration.
5. All visitors are required to follow school rules.
6. All visitors shall submit a photo ID, unless personally known.

FIRE AND TORNADO DRILLS



Fire and tornado lockdown and earthquake drills will be held from time to time and each room has a specific pattern of action to follow. Every student and teacher should be familiar with any room they occupy. All alarms are to be followed unless the office indicates otherwise by the public address system.

HCHS ELECTRONICS POLICY

Harlan County High School seeks to achieve a balance that recognizes student wishes to have reasonable access to personally owned devices (PODs) such as cell phones, smart phones, tablet devices, laptop computers, MP3 players, Kindles, etc. while maintaining a strong educational focus in classrooms. In an era of rapidly expanding technology, we recognize that part of our mission is to teach responsible use of these technologies (digital citizenship). This involves defining times in which these devices may and may not be used and also providing opportunities for using these devices in ways that enhance learning while adhering to school ad District guidelines.

Guidelines:

Personal Telecommunications devices, as defined by law, 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.

This policy shall also apply to such items as a personal digital assistant, IPOD, MP3 Player, cameras and photographic devices.

During all non-instructional time, personally owned devices (POD) may be used in a **responsible** manner. Non-instructional time is defined as before 7:50 am, after 2:45 pm, passing time in the hallways (not classrooms), breakfast and lunch. Use of such devices during these times must not result in, or contribute to, the disruption of the school environment or educational mission. Devices may not be used to broadcast music. If students are found to be using their device irresponsibly, the device will be confiscated.

All such devices must be turned off and kept out of sight in the student's backpack, purse, pocket, etc. Students in violation (devices that are in use, heard, or seen even if turned off) will have their device confiscated. Students who have their device out during a test or quiz are subject to receiving consequences under plagiarism.

Students are responsible for the devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought on to school property.

Students shall not use personal telecommunication or similar electronic devices in a manner that would violate the District guidelines found in the Harlan County Public Schools Code of Conduct in regard to Telecommunications Services (page 16) and Access to Electronic Media (pages 16 & 17). We urge all students and parents to familiarize themselves with these guidelines. The Code of Conduct can be found on the District website at harlan.k12.ky.us.

CONSEQUENCES:

1st Offense: The POD is confiscated and brought to the office. A disciplinary referral is written. The student or parent/guardian may, at the discretion of an Administrator, pick up the property at the end of day or the following school day.

2nd Offense: The POD is confiscated and brought to the office. A disciplinary referral is written. The property will remain in the office for one week and is to then be picked up by the student; however, the parent/guardian may pick it up at any time.

3rd Offense: The POD is confiscated and brought to the office. A disciplinary referral is written. The property will remain in the office for the remainder of the year and may be picked up by the student on the last day of school; however, the parent/guardian may pick it up after one week.

***Failure to turn the POD over will be considered defiance of authority and will result in suspension of one day minimum for the 1st offense, 2 days minimum for the 2nd offense, and 3 days minimum for the 3rd offense. Alternative Education placement will be considered after the 3rd offense.**

***In case of emergency, parents should call the front office rather than calling the student's cell phone.**

ASSEMBLIES

Occasionally, special assemblies will be held during the school day. Students should listen carefully for announcements concerning assemblies and follow all directions concerning them. Students are to be dismissed from assemblies only when directed.

EXTENDED SCHOOL SERVICES

Extended School Services (ESS) is a service provided free of charge through the Harlan County Board of Education. Certified teachers from the HCHS faculty provide tutoring in the areas of math, English, social studies, science, and other areas (as available) during and/or after school. A schedule of transportation is set up so that all areas served by the school have access to ESS. Buses may not run to all areas served by the school every day that ESS is conducted. Students may choose to take advantage of the ESS service and attend every day by providing their own transportation on the days the bus does not run to their area.

SCHOOL PUBLICATIONS

The principal may establish guidelines and procedures, for any such publication, including guidelines or procedures concerning publication of libelous, disruptive, or obscene materials. These guidelines shall be consistent with government legal standards and must be consistent with the rules and regulations of the Board of Education. The teacher staff, student staff of a school publication is responsible for becoming aware of legal responsibilities and the consequences for failure to follow guidelines. A designated faculty sponsor shall be provided for all student publications. Student publications shall include, but not limited to, electronic networks and all hard copy publication produced by students. Materials to be published shall be submitted to the Principal three days before publication and/or distribution. The Principal shall have the right to edit or censor all materials for items which are substantially disruptive or which may cause harm to others.

FUND RAISING

All proposed fund-raising projects must be submitted in writing to the principal for approval. Any money raised in the name of the school will remain in the school account and cannot be refunded to the individual. Board policy 09.33 follows:

All school wide fund-raising activities must be approved by the Board.[1] Requests must be channeled through the Principal and Superintendent. Fund-Raising Activities 09.33es

Door-to-Door Sales

The Superintendent shall develop and present for Board review door-to-door sales guidelines to reflect the following standards:

- Students shall be permitted to participate only when mature enough to benefit safely from the experience;
- To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing; and
- Community members and businesses shall not be overburdened by continual appeals.

Subscription Sale of Printed Material

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.

Gaming Activities License

Schools and individual classes planning to conduct charitable gaming activities, as defined by law, shall obtain and display the appropriate license.

Pupil Not Compelled

No student shall be compelled to participate in or meet any kind of quota in a fundraising activity.

COUNSELING SERVICE

Counselors are available to students to help with school matters, personal problems, and information on careers, colleges, scholarship information, and post-secondary schools. Parents are also encouraged to contact the school counselors as needs arise.

FEES

There are no book or classroom fees at HCHS. Some classes, however, do require that students provide materials, uniforms, or other needed items. These classes include courses offered in the home economics department, some vocational classes, and others. Students responsible for replacement fees for lost or damaged books or school equipment that has been checked out to them. Fines and fees must be paid at the end of the year or prior to receiving a transcript or a schedule for any subsequent year.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or extremely valuable objects to school. The student, not the school, is responsible for his/her personal belongings.

TRANSCRIPTS

Transcripts are provided by HCHS at no cost to the individual. Note that we require a notarized document that confirms your identification, that you are making a transcript request and any specific instructions we should be aware of before the request will be processed. HCHS will no longer mail transcripts to colleges or institutions on request unless required by the institution. Students and past graduates will need to pick up the required documents and be responsible for delivery or mailing to their required place of enrollment. (Effective July 1, 2011) SBDMC

SOCIAL EVENTS

Students are expected to display proper conduct at all athletic events, social events, and school sponsored off-campus events. Athletic events (both home and away), social events, and school sponsored off-campus events (example: field trip) are school functions and all students are held accountable for policies and regulations governing their behavior and are subject to the authority of school policy that would warrant disciplinary action in school.

Any violation of school policy that would warrant disciplinary action at school would certainly apply at all social events. Social events include assemblies, dances, programs, field trips, ball games, all extra-curricular activities, school fairs, etc. Students may be banned from attending some or all events (outside the normal school day) for gross misbehavior.

PROM POLICY

The Prom is for Juniors and Seniors ONLY. Each Junior/senior is allowed to bring one guest. Guests not enrolled at HCHS must be approved through the school and no older than 20. They must also submit to a background check. Students must be in a Junior/Senior homeroom in order to purchase tickets. The tickets can only be purchased through the school; buying or trading tickets between students is not permitted.

1. Students with nine or more unexcused absences will not be allowed to attend the prom. Any student that has been referred to court for truancy and continues to be truant will not be eligible to attend prom.
2. Any date that does not attend Harlan County High School must be approved by the Principal, cannot be over 20 years old, and must adhere to a background check submitted by HCHS thirty days in advance of receiving prom ticket. Guests enrolled at other schools must have a completed HCHS referral form. Home school students must provide Home School verification. Any date shall not be below the ninth grade.
3. Once persons are admitted to the Prom they may not leave and re-enter.

4. The Prom committee will consist of Junior and Senior students at the discretion of the Prom Coordinator.
5. Students and dates are expected to follow all school rules and the Harlan County School Code of Conduct and any school related discipline problems will be taken into consideration for prom attendance.
6. There will be no inappropriate dancing at the Prom. There will be no touching during fast dances. School chaperones will reprimand violators immediately and repeated offenses will result in an attempted parent contact and dismissal from the Prom.
7. Students are expected to dress appropriately for the Prom. Prior approval must be obtained by a school administrator before purchasing a dress. Boys are expected to wear dress jackets and pants. Jackets may be removed, but dress shirts must be worn at all times. Blue jeans cannot be worn.
8. Any violation of rule #7 will result in an immediate dismissal from the prom.
9. Principal's discretion on all Prom Rules.

The Prom is for Junior and Seniors ONLY. Each Junior/Senior is allowed to bring one guest. Guests not enrolled at HCHS must be approved through the school and no older than 20. Students must be in a Junior/Senior homeroom in order to purchase tickets. The tickets can only be purchased through the school; buying or trading between students is not permitted.

HARLAN COUNTY HIGH SCHOOL POLICY, EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Records

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

Procedure to be Established

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Education Rights and Privacy Act and to ensure District compliance with applicable state and federal student record requirements.

Information Available

Student information shall be made available to the parent of a dependent studentı or eligible student on request. Eligible students include those 18 years of age or over or those duly enrolled in a post-secondary school program. Parents or eligible students shall be provided a copy of records on written request, including files maintained in electronic format. Such copies shall be provided in a manner that protects the confidentiality of other students.

Student Directory Information

The Superintendent/designee is authorized to release Board-approved directory information. Approved "directory information" shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of

attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within the time frame established by administrative procedures.

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child (ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child (ren) out of participation in the following activities:

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 hearing, vision, or scoliosis screenings, or 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.

Parent/eligible student may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information. PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

Students With Disabilities

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

HEPA Consent Form

HCHS will provide a consent form to parents/guardians of students to sign, authorizing medical professionals to release information concerning a student's appointment time and date. **This information will only be used to verify a student's absence, and eliminate the abuse of doctor's excuses for absence.**

Juvenile Court Records

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature

of offenses committed by the student and any probation requirements shall not become a part of the child's student record.2

Records of Missing Children

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

Court Order/Subpoena

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued court order or subpoena requires disclosure be made without notification of the student or parent, the District shall comply with that requirement. If the District receives such an order, the matter may be referred to local counsel for advice.

GRIEVANCE PROCEDURE

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

- Teacher; Principal/Designee; School Council; Superintendent or his Designee; Board.
- The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.
- Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.
- Exception policy 09.42811 shall govern Harassment/Discrimination allegations.

SCHOOL DISCIPLINE

Good discipline is an essential part of an effective school-Harlan County High School is no exception.

One of the highest priorities of HCHS is to establish and maintain an academic learning environment in which all students can learn and all teachers can teach. Each and every student at HCHS has the right to a good education. No student at HCHS has the right to deny this education to fellow students through disruptive behavior.

It is our fullest intention to provide a safe and orderly process through which learning can occur for each and every student at HCHS. To that extent, we insist that our students follow a strict code of conduct and that our faculty and staff adhere to consistent enforcement of school and classroom rules and disciplinary procedures.

DISCIPLINARY TOOLS

1.**Morning School Detention (MSD)**

2.**In-School Separation (ISS)**

3.**Alternative Education**

4.**Saturday School**

5.**Expulsion**

6.**Suspension**

7.**Others as Appropriate (work program)**

NOTE: Please reference the Harlan County Code of Conduct for information regarding suspension, alternative education, and expulsion actions.

If morning detention is assigned for any of the above offenses and a student does not attend, they will go to ISS for 1/2 day.

Morning detention starts no later than 7:35 am and ends on the 2nd bell at 7:55 am. It is the student's responsibility to report to detention on time. For example, if a bus arrives at 7:40, they will report to detention the next school day on time even if a parent or guardian has to bring them to school.

There is a Morning School Detention log book in the front office. Each student must put the date, sign their name and provide the name of the Principal that assigned detention. An office worker will initial that the student arrived and left on time.

DISCIPLINARY PROCEDURES

Classroom Behavior

Teachers have the option and responsibility to apply the following as the circumstances dictate:

1. Counsel with the student to encourage positive behavior (this may include a parent contact.
2. Change seating arrangement.
3. Withhold the student's nonacademic privileges.
4. Provide "time-out" in another classroom. Time out should not exceed two (2) times per nine weeks without taking a more severe disciplinary measure. When students go to "time-out", an assignment should be sent with them.
5. Develop a student behavior contact.
6. Refer the student to the counselor.
7. Assign extra work (not necessarily subject-related).
8. Send the student to the office for the remainder of the class period. This would be for major disruptions such as fighting, major disrespectfulness, defiance, etc. (i.e., the severe clause).
9. Assign MSD.
    A. Minor classroom disruptions
    B. Continuous rules violations.
    C. Misbehavior outside the classroom.
10. Refer the student to the assistant principal's office for the possible assignment of In- School Separation, Suspension, AE, or Expulsion.

Any and all actions taken by the teacher relating to #'s 1-8 above should be documented and kept on file by the teacher.

Plans for administering in-class discipline: (on a trimester basis)

1. First Offense: Issue a documented warning to the student. If necessary, this may be coupled with one of #'s 1-8 above.
2. Second Offense: Choose one of #'s 1-8 above and notify the guidance office of the misbehavior.
3. Third Offense: Contact administration for possible MSD assignment and contact the parent by a documented phone call or letter.
4. Fourth Offense: Assign more MSD or refer the student to the office for more severe disciplinary action.
5. Continued Misbehavior: Refer the student to the office for more sever disciplinary action.

Severe Clause: If the offense is severe enough, then any or all of the above steps may be skipped.

Schoolwide Behavior

All students are expected to:

1. Show respect for others and their property
2. Follow directions
3. Be in assigned area
4. Exhibit polite and courteous behavior
5. Refrain from flagrant violations of rules such as follows.
6. Be prompt to class

Fighting or Vulgar Language/Vulgarity Directed at School Employees Policy

The degree of a student's involvement in a fighting incident may, in some situations, justify a lesser degree of discipline for that student.

Assault

If an assault is determined to have taken place, the student who is the non-aggressor in the incident will receive no disciplinary consequence. However, the aggressor will be dealt with as a participant in a fight or receive a more severe disciplinary consequence-dependent upon the nature and severity of the assault.

Students who direct vulgar language/vulgarity at a school employee or those who engage in a fight will be disciplined. Charges may be filed based on KRS 161.190, "Abuse of teachers prohibited".

Fighting is defined as willfully engaging in the use of physical force. The principal or his designee shall determine fighting and/or the degree of involvement in a fight.

Any time there is a fight, law enforcement officials may be involved and charges may be filed with the district court. Legal reference: KRS 158.154, KRS 158.155, & KRS 161.190

Students who contribute to a fight by delivering messages, spreading rumors, filming a fight, or otherwise are subject to disciplinary action.

TARDY POLICY

Tardy to "Class" Policy

1st & 2nd Tardy:	Student will receive a warning
3rd Tardy:	Morning Detention and parent contacted by administrator (floor Principal)
4th Tardy:	½ Day ISS
5th & 6th Tardy:	1 Day ISS for each offense
7th, 8th & 9th Tardy:	2 Days ISS for each offense
10 or more Tardies:	Student will be referred to ISS for an extended period of time at the discretion of the Principal

Tardy to "School" Policy

1st and 2nd tardy:	Student will receive a warning
3rd tardy:	Morning Detention and parent contacted by administrator (floor Principal)
4th tardy:	½ Day ISS
5th and 6th tardy:	1 Day ISS for each offense plus loss of driving privileges for a minimum of one week
7th, 8th and 9th tardy:	1 Day of ISS for each offense plus loss of driving privileges for the remainder of that tri-mester or 2 days of ISS per offense if no driving privilege is involved.
10th +:	Student will be referred to ISS for an extended period of time at the discretion of the Principal.

Note: When a student arrives late to school, they are not to also be considered late to class. The front office will maintain documentation for those who are late to school and administer punishment based on the criteria above. They will be given a pass to class with the time they signed in. Students have the normal passing time of 5 minutes to get to class. If they do not report to class within 5 minutes, they will be considered skipping and should be reported to the floor principal.

Definition of Truancy

Attendance KRS 159.010 states that the parent or legal guardian is responsible for keeping his/her child in regular school attendance. Any pupil who has accumulated 3 or more unexcused absences, or has 3 unexcused tardies, is a truant. A pupil who has been reported as a truant 3 or more times is a habitual truant.

Documentation of Excused or Unexcused Absences and Tardiness

All students signing in or out will receive an unexcused absence for the percentage of the day missed depending on the time the transaction occurs. These absences will be recorded as unexcused; even when the parent/guardian signs a student out, unless an excuse is brought in. All students needing an excuse for an absence or tardy must report to their first period teacher during homeroom within 2 days of the absence. The first period teacher will view the student's excuse for the absence(s) and determine if it is excused or unexcused. The student will be given a form to show each of his/her teachers. This form will state if the absence is to be excused or unexcused.

All absences will be considered unexcused if the student does not obtain this form or fails to show it to his/her teachers. The Attendance Clerk will receive the original copy of this form from the homeroom teacher and make the appropriate changes to the student's attendance record in the computer. Excuses for all of the absence(s) listed must be brought to the first period teacher no later than 2 school days of the student returning to school. It is the responsibility of the student and parent/guardian to see that this is done. After the two-day period has passed, the absences(s) will be permanently unexcused. The types of excuses may include the following: 1. Written note signed by parent/guardian (only 2 per tri-mester for a total of 6 per year per Harlan County Board of Education Policy) 2. Excuse from a doctor or dentist. These cannot be photocopies and the dates cannot be altered. Check to make sure that all dates are correct before leaving the doctor or dentist office. 3. Signed and dated excuse from a court official.

Excused Absences and Tardiness

1. Death or severe illness in the pupil's immediate family.
2. Illness of the pupil.
3. Religious holidays and practices.
4. One day for College Day for seniors.
5. One day for Kentucky State Fair.
6. Other valid reasons as determined by the HCHS Administration.

Examples of Unexcused Absences and Tardiness

1. Overslept
2. Out of Town
3. At-home suspension
4. Working at home or business
5. Absences that is not educationally justifiable with or without parental permission.

SIGN-IN PROCEDURE

A student who is not in the classroom when the bell rings at 8:00 a.m. will be considered tardy and will not be admitted to class without signing-in at the front table and receiving a sign-in slip, even if they are inside the building. A signed note stating that the student was in the office, with a counselor, or in the nurse's station are the only exceptions. **A student who is late arriving at school should:** 1. Report to the front office accompanied by a parent/guardian to sign sign-in book. 2. Provide your name, grade, homeroom teacher, and the reason for being tardy. 3. Receive a sign-in slip-this slip is permission to enter class late. 4. Present the tardy slip to the instructor of the class that he/she is entering.

SIGN-OUT PROCEDURE

1. If a student becomes ill and needs to leave school, he/she should not stay in the bathroom or in the nurse's station. He/she must report to the classroom teacher before going to the office or have office personnel alert the teacher in an emergency situation.
2. If it is necessary for the student to go home due to illness, parents or someone designated by the parents will be contacted through the office.
3. Anyone picking up a student before school is dismissed must check in at the front office. The student will be called to the office and signed out.
4. Students will not be released from school to anyone other than a parent/guardian, unless appropriate paperwork has been filled out by the parent/guardian giving permission for their child to leave with someone else. This paperwork must be filled out in the Counselor's office and put in the student's permanent file. This form will NOT be sent home and must be completed in the presence of a school official. After the appropriate paperwork has been completed authorizing an individual other than the parent/guardian to pick up the child from school, the parent/guardian must also send a note of permission *each time* the student is to be picked up by an authorized person. NOTE: This policy applies to all students regardless of age.

5. No student will be allowed to check-out of school past 2:30 p.m. Student check-out later than 2:30 causes an additional parking and safety hazard in the front parking area of the High School and interrupts the final class period of the day. Check-out will only be allowed in the event of an extreme emergency.

Truancy Letters

In an effort to encourage regular attendance and limit truancy, HCHS will follow these procedures when tracking and reporting truancy referrals:
When a student has accumulated a total of 3 unexcused absences, the school will make a home visit and notify parents by mail. When a total of 6 unexcused absences are accumulated, the Director of Pupil Personnel will be notified to begin other procedures, which could result in going to court.

Skipping School/Class OR Leaving the Campus without Permission

Upon the arrival to the school campus in the morning, students are not to leave the campus without first securing permission to do so from the principal or assistant principal. Boarding a school bus constitutes being at school. Leaving the school bus without permission of school officials is considered leaving school grounds without permission. Driving an automobile onto campus constitutes being at school. Leaving home for school and reporting to school late or not at all (without parents' permission constitutes skipping).

Students leaving school with permission must sign out at the office and upon returning to school must also sign in. Failing to sign out or sign in will result in disciplinary action.

There is no excuse for skipping school, skipping class, or leaving school or the bus without permission. Any student found skipping school, skipping class, or leaving the campus or bus without permission will be subject to the following action.

Skipping Class/School (all skipping will be handled by administrators)

1st Offense: 2x amount skipped in ISS (example: 1 period skipped = 2 periods ISS)
Note: Any amount of time skipped that is less than one full period will count as a full period and anything over 2 periods will result in a full day in ISS. I.E. Student is caught skipping the first 15 minutes of class then he/she will be punished for a full period skipped.
2nd Offense: 1 day ISS (or 2x amount)
3rd Offense: 2 days ISS (or 2x amount)
4th Offense: 3 days ISS (or 2x amount)
5th Offense: Suspended until parent attends meeting with the Principal.

School/Campus, Bus OR Leaving the Campus without permission:

1st Offense:	3 Days ISS and parent contacted by administrator
2nd Offense:	5 Days ISS
3rd Offense:	10 Days ISS
4th +:	A parent-Administrator meeting will be held with possible court action taken

DRIVER'S LICENSE REVOCATION

Students who are sixteen (16) or seventeen (17) years old who becomes academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and Attendance Deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four courses (must pass 4 on a 5 period schedule), taken in the preceding trimester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate six (6) unexcused absences in a class/classes for the preceding trimester. Suspensions shall be considered unexcused absences.

Reinstatement for Driving Privilege

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

STUDENT DRESS CODE

Appropriate appearance has a correlation to appropriate behavior; therefore, we ask parents and students accept their responsibilities concerning proper appearance. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the students or his/her classmates. In order to promote an environment conducive to learning, the standards for person appearance shall be as follows:

1. Clothing to include dress, skirts, and skorts must be within three inches of the top of the kneecap.
2. Appropriate undergarments must be worn, but not visible.
3. All shirts or blouses must be mid-shouldered and fully cover the torso and back without exposing cleavage or the midriff. Spaghetti Straps are not permitted.
4. Students are not permitted to wear any type of headgear, hats, sunglasses, caps, bandannas, spikes, or chains. (Headgear or accessories that violate this rule shall be confiscated.)
5. Clothing which promotes alcohol or drugs, bears vulgar or offensive language or sexual innuendos is not permitted.
6. Any appearance that is distracting to the educational environment or poses a health or safety hazard to the student or others is prohibited.
7. Shoes must be worn at all times and be activity appropriate.
8. No clothing with holes or tears above the knee deemed to be inappropriate due to size will be permitted.

To meet the criteria of this code, all clothing items worn must be designed with a proper fit and worn in such a way that underwear and skin are appropriately covered at all times.

This dress code will apply on field trips and while participating in extracurricular activities unless prior approval of administration is obtained. If the teacher is conducting a special activity or a medical condition exists that requires special attire, prior approval of administration must be obtained. Coaches will enforce dress code to ensure that students are appropriately dressed while participating in athletic activities; otherwise, this dress code shall be enforced for athletes and other students while under the supervision of the coach.

All decisions regarding the enforcement of this dress code will be made by the administration. The principal may approve special "Dress-up" days. Guidelines for these special events will be announced prior to each event.
NOTE: Any time there is a violation of the dress code; the student will be required to alter their attire to be within the code. This may require a simple change at school or possibly being sent home to change. Students may be required to attend ISS for the remainder of the school day if attire cannot be changed to be within in the code.

Students who violate the dress code are subject to disciplinary action as follows:

1st Offense: Documented Warning
2nd & 3rd Offense: 1 MSD each

Continued violations may result in more severe consequences.

SMOKING/USE OF POSSESSION OF TOBACCO PRODUCTS POLICY

Due to the Surgeon General's published reports and various other studies, public concern for proven health hazards associated with tobacco products, KRS 438.050 which prohibits tobacco use and/or possession by students on school grounds or in school buildings, the following policy prohibiting tobacco use possession on school grounds at HCHS will be implemented.

TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicles, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school related student trips or student activity. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.



Examples of violations to this policy include, but are not limited to: smoking and/or vaping anywhere on campus; possessing any tobacco and/or vaping products including e-cigs and nicotine containers, lighters, rolling paper, empty tobacco containers or matches on your person, in a locker, in a book bag, in a handbag or otherwise; use of smokeless tobacco; and holding an unlit cigarette or e-cig.
Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school sponsored activities.
1st offense: 1 full day in safe room where the online module must be completed. Additional day(s) added until completion of the mandatory online training.
2nd offense: Option 1: Student And parent/guardian complete a 2 hour training at HCHS together during the school day or
Option 2: Student serves a 1 day suspension with a 2 hour training to be completed in safe room upon return to school (Student will return to regular schedule upon completion).
3rd offense: Option 1: Student And parent/guardian complete a 4 hour training at HCHS together during the school day or
Option 2: Student serves a 2 day suspension with a 4 hour training to be completed in safe room upon return to school (Student will return to regular schedule upon completion).
4th offense and beyond: TBD by HCHS administrative staff.

DRUG/ALCOHOL TRANSMISSION, POSSESSION, OR USE POLICY
USE OF ALCOHOL, DRUGS AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to 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 or a school-sponsored activity.

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Definitions:

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the KRS or any other substance which may be added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.
Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used or intended for use for an abusive and/or intoxicating purpose.

Authorized Medication

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

Penalty

Violation of this policy shall constitute reason for disciplinary action including placement in alternative education program, suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school–sponsored activities.

Reporting

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

BOMB THREATS/FALSE FIRE ALARM

Any student who is determined to have: issued a bomb threat to the school; falsely pulled a school fire alarm; intentionally causing a fire alarm to sound (burning paper, etc. near a sensor); or posed a threat to or endangered the school population will be dealt with on the following basis:

First Offense: Student will be recommended to the superintendent for disciplinary action including placement in Alternative Education program, suspension, or expulsion.

An unintentional act that recklessly causes a fire alarm to sound shall have the following consequences: including, but not limited to detention, ISS, AE, suspension, or expulsion.

WEAPONS

This policy applies to students, staff members, and visitors to the school.

Weapons Prohibited

Except as permitted by law, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property. Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon. Violations by visitors shall be reported to a law enforcement agency.

Federal Requirements

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap devise to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any student who brings to school a firearm or other deadly weapon, destructive devise, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Exceptions

An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527. Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

Other Prohibited Weapons

*In addition to those weapons listed for state reporting purposes, no student shall be allowed to carry any weapon, including but not limited to knives, razor blades, throwing stars, stun-guns, or any sharp instrument on school grounds. All knives, including ordinary pocketknives and hunting knives, are prohibited. Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

Weapons Prohibited

It is the policy of the Harlan County School System to report any student who is determined to have brought a weapon or firearm to school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with existing requirements of the individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Harlan County Board of Education will modify the expulsion requirements on a case-by-case basis, for IDEA-eligible students. IDEA-Eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguards required by IDEA and KRS 158.150 is followed:

Penalty

Non-IDEA eligible students will also have their expulsion requirements modified on a case-by-case by the Harlan County Board of Education.

Enforcement

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

STATE REPORTING REQUIREMENTS

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. For state reporting purposes, a deadly weapon shall be defined as;

1. Weapon of Mass Destruction;
2. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged:
3. Any knife other than an ordinary pocket knife or hunting knife;
4. Billy, Nightstick or Club;
5. Blackjack or Slapjack;
6. Nunchaku Karate Sticks;
7. Shuriken or Death Star; or
8. Artificial Knuckles made from metal, plastic, or other similar hard material.

Additional offenses shall result in more severe consequences.

HARRASSMENT/DISCRIMINATION

Definition

Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex, or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

Prohibition

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Persons of the same or the opposite sex may commit acts of harassment/discrimination based on sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Disciplinary Action

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

Guidelines

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

The Superintendent shall provide for the following;

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measure to protect complainants during the investigation.
2. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. Annual dissemination of written policy to all staff and students;

4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/ discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation. Student handbooks shall include information to assist individuals in reporting alleged harassment/discrimination. When sexual harassment is alleged, the District's IX Coordinator, as designated in the student handbook, shall be notified.

Notification

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

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227).

VANDALISM/DEFACING SCHOOL PROPERTY POLICY

Anytime a student engages in vandalism, the student and/or their parent(s) must pay for any damages and/or clean the mess he/she creates. Students will be dealt with according to the following plan:

Minor Vandalism (can be corrected easily by the student): Consequences determined by principal.

Major Vandalism: Placement into AE, but may also include suspension, expulsion, notification of law enforcement officials-depending upon the nature and severity of the offense.

MISCELLANEOUS

Below, you will find a listing of those offenses that will result in ISS or other consequences as determined by the principal/designee. Gross or continued violations with regard to the following list of offenses will result in more severe discipline.

1. Repeated failure to follow classroom rules
2. Forged note or excuse**
3. Failure to go to designated area OR loitering
4. Major classroom disruptions
5. #-Insubordination (willfully disobeying authority)
6. #-Vulgarity or vulgar language (not necessarily directed at a school employee)
7. Misbehavior on the bus
8. #-Gambling (including pitching coins)
9. #-Theft
10. Assignments to MSD (after the student has served a maximum of 4 MSD's per year)
11. Hugging, kissing, sitting in laps or other inappropriate public display of affection**
12. #-Sexual harassment OR threats to others (either physical or verbal)
13. Explosives/Fireworks*-smoking, projectile, or otherwise (possession or use)

14. Knives*-pocket knives or otherwise & brass knuckles* or similar objects
15. Pornographic material*
16. Unapproved use of tape players/CD players/I Pods, radios, video games, cell phones, paging devices, or any other personal item which may be disruptive to the educational process*(**)
17. Encouraging another student to misbehave***
18. Use or possession of skateboards on campus*
19. Other offenses deemed necessary by the administration
20. Violations of the technology acceptable use policy
21. Cheating/Plagiarism

*These items will be confiscated.
**First offense will result in a minimum of 1 MSD.
***Any offense may result in a more severe consequence depending upon the severity of the offense.
#-Offenses with this prefix will result in a minimum assignment determined by principal/ designee.

CONFISCATION POLICY

Any item(s) confiscated (unless legal action is pending) will be returned only to the parents if they come to school and pick up the item(s). If legal action is pending, then the confiscated item(s) may not be returned. When confiscated, vaping products and tobacco products will be disposed of and will not be returned to the parent or guardian.

CHEATING/PLAGIARISM POLICY

Plagiarism/Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Harlan County High School. It interferes with the assessment of and feedback process that is necessary in order to promote academic growth. It defrauds the instructor with a false view of a student's strengths and weaknesses and may prevent further instruction in areas of weakness and delay the student in reaching his/her potential.

Cheating: Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any means of gaining information for use of quizzes, tests or homework.

Plagiarism: Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or paraphrasing a source without proper citation.

Any instance of plagiarism/cheating as determined by the instructor will result in disciplinary action by the instructor and/or administrators as follows:

1. Teachers will take appropriate action such as contacting parents and giving no credit on the assignment.
2. Teachers will document breaches of plagiarism/cheating and will notify administrators who will keep appropriate records in the student's file.

3. Any documented violations may result in the student being denied honor status at graduation, recognition on Honor Roll, or membership in any academic honor society. Notation on a student's transcript may accompany flagrant or repeated violations.
4. Disciplinary action will be taken either by the teacher, principal, or principal's designee for repeated or continued incidents of cheating or plagiarism.

SEARCH AND SEIZURE

Reasonable Suspicion

No pupil's outer clothing or pockets shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will turn up evidence that the pupil has violated or is violating this code, school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

Authorized Personnel

The certified personnel directly responsible for the conduct of the student or the Principal/designee of the school, which the student attends, shall only conduct searches of a pupil's person or his/her personal effects. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

Failure to Cooperate

Students who fail to cooperate with school authorities shall be subject to other disciplinary action.

Regular Inspection

The school and the pupil jointly hold school property, such as lockers and desks. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items that are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

Illegal Items

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonable determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

Use of Metal Detectors

School administrators are authorized to use stationary or mobile metal detectors. Metal detectors may be used in the following circumstances:

1. To search an individual student when there is reasonable suspicion to believe the specific student is concealing a weapon;
2. To search all students entering the premises; or
3. To search students on a random basis provided adequate procedures are adopted and followed to insure a random selection process. Procedures setting guidelines for the use of metal detectors shall be developed and presented to the Board for review. All procedures for the use of metal detectors shall conform to applicable legal standards. Students shall be notified that metal detectors may be used and the circumstances and procedures for their use.

Other Disruptive Items

A staff member may temporarily remove items, which may be used to disrupt or interfere with the educational process, from the pupil's possession. Such items may be returned to the pupil or parent by the staff member or through the Principal's office.

Pupil's Presence

Except for administrative searches such as routine locker checks, students will have the opportunity to be present when a search of personal possessions is to be conducted unless the pupil is absent from school or unless school authorities determine that the pupil's presence could endanger his/her health and safety or the health and safety of others. KRS 161.180

HARLAN COUNTY HIGH SCHOOL
COMPREHENSIVE SUBSTANCE ABUSE EDUCATION PROGRAM
PREVENTION POLICY AND PROCEDURE

Task Force Statement

In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. The high school setting is not exempt from this phenomenon. Therefore, it is vital that educators and parents continually explore ways to institute programs that encourage a drug- free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and nurture a drug-free environment for the entire Harlan County High School community.

This program consists of two components:

I. Education and Prevention Plan

II. Alcohol and Drug Safety Policy for Extra Curricular Activity Groups

I. Education and Prevention Plan

A. Each semester, experienced and professional abuse educators shall conduct at least one educational seminar on alcohol and drug abuse. These seminars shall be accessible to all Harlan County High School students but shall be required of all extra curricular team members. Each seminar participant shall be administered a comprehensive assessment over the content of the seminar upon completion.

B. Harlan County High School teachers shall receive training in alcohol and drug awareness. Part of the training will enable teachers to be able to incorporate alcohol and drug awareness information into his/her current curriculum. A keener teacher awareness of drug and alcohol abuse and signs and symptoms as well as methods of referral will be a direct result of the training. Instructional units on alcohol and drug abuse, such as those currently taught in our Health courses will be enhanced by this teacher education component. (Reference: Harlan County Schools Curriculum)

C. A new drug-free student organization shall be formed, open to all HCHS students, where voluntary random drug testing and educational seminars will be required for membership. (Most students will automatically qualify due to the nature of the Drug Safety Policy) The purpose of this organization will be to reward students who choose to be drug free. Incentives will be provided by Harlan County High School and Harlan County High Youth Service Center.

II. Alcohol and Drug Safety Policy for Extra Curricular Activity Groups

A. Statement of Need

All coaches of Teams, the Site Base Decision Making Council, Community, and the Administration of Harlan County High School, recognize that the unlawful use of alcohol and other drugs seriously impair the health, safety, education and the future success of high school students engaged in that use. It is also recognized that while the unlawful use of alcohol and other drugs is a potential problem for all high school students, students engaged in interscholastic athletics, and other school activities, are viewed by their fellow students as holding and enjoying positions of notoriety and are confronted by unique pressures and risks which make them particularly vulnerable to the harms presented by that use. Because of the potential notoriety derived from athletic participation, student's team members also impact or influence the attitudes and actions of other members of the student body. In order to deal effectively with these special pressures and risks and to reverse negative impression of our school, they believe it is imperative to adopt a mandatory Alcohol and Drug Policy for Extra Curricular Activities at Harlan County High School, governing the unlawful use of alcohol and other drugs by the student participants in all Harlan County High School extra curricular activities.

B. Statement of Purpose

This policy is intended to support the comprehensive education policies and programs of Harlan County High School in educating students and their parents of legal guardians as to the dangers inherent in the unlawful use of alcohol and other drugs. The policy is further intended to provide incentives to Harlan County High School students who voluntarily choose to participate in HCHS extra-curricular activities to avoid such use, and to strive for effective rehabilitation when such use has occurred. Information obtained in the course of administering the Policy shall not be utilized by HCHS for disciplinary purposes other than those set forth in this Policy. This Policy is not designated 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 participation in school activities, other than the limitations imposed by this Policy. Without a specific written authorization from the tested student or parent if the student is under 18 years of age, the principal shall not release test results of any student to any person other than as required by law or lawful subpoena or court order.

In order to accomplish its purpose, this Policy establishes a program of education and counseling to deter the unlawful use of alcohol and other drugs and provides for the suspension and termination of participation in the HCHS extra-curricular activity structure when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using alcohol and other drugs. For these students, the Policy provides incentives for rehabilitation through possible reinstatement to the specific activity involved.

At least once each semester, the Head Coach/Sponsor of each Extra Curricular Group and administration responsible for maintaining records of student drivers, shall require each student in their group to attend seminars on alcohol and other drug abuse for student participants, parents and legal guardians, and shall be presented by experienced, professional substance abuse educators. Team members must demonstrate an understanding of the main components of the drug education seminar.

Testing Program

In order to accomplish the purpose of this Policy, each student who participants on the HCHS extra-curricular activity group and all student drivers/drivers permit shall be required to participate in a program of substance abuse testing. Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained and administered to ensure (a) randomness of selection process, (b) proper student identification (c) that each specimen is identified with the appropriate student participant (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results. (Specific testing procedures are being constructed as of the drafting of this Policy on Dec. 8, 1997)

C. Substances Tested

Student participants' urine specimen may be tested for the following, Alcohol, (b) amphetamines, (c) marijuana THC (d) cocaine and its derivatives, (e) LSD (f) opiates (g) phencyclidine (PCP) (h) benzodiazepine (i) barbiturates (j) steroids, and (k) methadone, (l) methaqualonee, (m) propoxyphene, and (n) such other abused, illegal, or banned substances as shall be determined by the Committee. Upon recommendation of the committee, the SBDM shall consider amending the Policy to include these new substances.

D. Consequences of Positive Test Results

1. **First Violation**
    a. If a participant tests positive to the drug screening, he/she shall be ineligible for all sports/extra-curricular activities and shall have all driving privileges at HCHS revoked for the next (4) consecutive events or the next four weeks of the season, whichever is greater. If necessary, the suspension shall carry over to the student's subsequent participation on another extra-curricular activity, and/or to the following season. Prior to readmission to the team or another extra-curricular activity, the student must submit to a new drug screening administered in accordance with the same procedure utilized for random drug testing. A positive result shall be treated as a second violation. The cost of the test for readmission to the team or group will be the responsibility of the parent/guardian.

Upon readmission, offenders shall be subject to two additional tests (at the cost of the offender) in addition to random screenings. The principal or athletic director will determine dates for the two additional tests. Additionally, (20) hours of counseling will be required of all offenders, with (8) of those hours to be completed prior to readmission.

a. If a student is reinstated to the team or group following a first violation, the student's participation in another team shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior team. If the student elects not to seek reinstatement to a extra-curricular group after the first violation (either because of the students own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension, before the student can be eligible for any other extra- curricular activity group. A student serving a suspension for one team may try out for a second team activity if the student provides a negative drug test result from the testing laboratory of the schools choosing, at the student's expense. If the student successfully makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all form required for participation on another extra-curricular activity group and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

2. Second Violation

a. The student participant shall be suspended for the next 18 consecutive events or 18 consecutive weeks, whichever is greater. If necessary, the suspension shall carry over to the student's subsequent participation on another group and/or to the following season. Before reinstatement to the group, after the second violation is detected, the student must successfully complete all recommendations made by an assigned Chemical Drug Treatment Program, recommended by the Guidance Office of HCHS/Administration. Prior to reinstatement to the team after a second violation the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing, with the same testing laboratory contracted by the school, at the students expense, a positive test shall be treated as a third violation.

b. Reinstatement to a group for the second violation, or trying out for another Team, will be held to the same procedure as prescribed in Section 1-b. (First Offense) A positive test result will be treated as a third violation.

3. Third Violation

The student participant shall be excluded from participation in any Extra Curricular Activity for the remainder of the student's interscholastic eligibility at HCHS.

All violations shall be deemed to accumulate throughout the student participant's involvement on all teams, varsity and sub-varsity level, and all other extra curricular programs.

E. RANDOM SELECTION AND TESTING PROCEDURE

Random Selections

All students participating in an extra-curricular activity will have their name submitted for inclusion in the program. Each sponsor of each group will ensure that their complete roster is presently available. The listing of students placed in the program will be checked by a member of the school administration to make sure that all names are correct.

HCHS may choose an independent company to oversee the random selection process, the collection of specimens, and the reporting of results to the principal/designee for all students selected for testing.

Without prior notice to any students, the company will select a pre-determined number of names.

Immediately following selection, those students selected will be called to the office and escorted by an administrative representative to the High School Office and held there until all students drawn are assembled, and instructed of their selection to be tested. The students will then be escorted to the collection site for testing.

In the event that a student participants name is drawn and they are absent from school that day, (this will be termed "luck of draw") and that students name will remain for future draw. All students that are drawn for a test will remain for future selection. (This will continue the concept fairness to all participants). A student could possibly be selected to test more than once as long as this policy remains random. (This will also insure that a student once tested will not determine that it is OK to use drugs).

Testing

1. Collection procedures for urine specimens shall be developed, maintained and administered by the testing company in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of the students, and the students' specimen, minimize the likelihood of the adulteration of a urine specimen, and maintain complete confidentiality of the test results. To that end, the procedure must require that, an administrative representative, or sponsor of HCHS be present prior to the collection process to ensure proper identification.

2. A portion of each urine specimen given by each student participant shall be preserved by the Testing Laboratory for a minimum of six (6) months.

3. Written confirmation of all test results shall be forwarded by the testing laboratory to the principal who shall provide the results (negative and positive) to the Head Coach or Team Sponsor, the student, and the parents or legal guardian of the student tested. The Test Laboratory shall not provide test results verbally. All test results are confidential and shall be maintained in the Principal's (private) office under the strictest security.

4. In the event that a student participant's urine specimen produces a positive result, the Principal and the Lead Sponsor shall meet with the student participant and the student's parents or legal guardian to disclose and discuss the tests results. At this meeting, the Principal shall advise the student and the students' parent(s) of further procedural rights under this Policy.

5. In the event of a positive test result, the participant may choose to appeal. The participant must inform the principal/designee of his/her decision to do this, in writing, within 2 days of receiving the initial positive test result. The principal/designee shall inform the testing company of this appeal within 2 days of receipt of the participant's letter of appeal. All appeals will then be the responsibility of the testing company and will be handled using the regulations and guidelines as established by the federal government.

Independent test results shall not be accepted from the participant or their parents/legal guardians. The cost of all appeals tests is the responsibility of the participant.

Participants shall remain ineligible for sports activities and/or have driving privileges revoked until the appeals test results are received from the testing company.

6. The Principal shall make the final determination of the student participant's eligibility at the school level.

7. If the student participant chooses to appeal the decision of the Principal, the student may appeal it to a higher authority as provided by the "Student Grievance Procedure". This procedure is outlined in the Harlan County Code of Conduct Handbook. The student shall remain ineligible pending all appeals through the Board of Education Level. The decision of the Board of Education shall be final. All sanctions (if any) will impose starting with this decision.

8. Any refusal by a student participant to be tested shall result in immediate suspension of the student from all Athletic Teams and Extra Curricular Activities in 24 consecutive events or 6 months, whichever is greater. The student's parents or legal guardians shall be notified y the Principal of the refusal and suspension.

9. If a student is 18 years of age or will turn 18 years of age during the sports season, the student must agree to release all test results to the student's parents or legal guardians.

10. One year after the student turns 18 years of age or one year after graduation, which ever is later, all records in regard to this Policy concerning this student's participation shall be destroyed, and at no time shall these results or records be placed in the students academic file, or file of record, or be turned over voluntarily to any law enforcement agency, or used for any other purpose other than those stated herein. For students who transfer from HCHS or do not fulfill the requirements for graduation, the records of that student shall be destroyed one (1) year after the student turns 18 years old.

Notice to Participants

Prior to tryouts for any team or group each year, the Head Coach or Sponsor shall provide all students choosing to participate in the team or group, and their parent/legal guardian with a written copy of this policy. Each student who chooses to participate in a group and parents/ legal guardian of the student shall be required to sign a statement indicating that the student and the student's parents or legal guardian have read this policy, and acknowledge that the student and parent/guardian have read the policy, understand the policy and agree to be bound by the terms and conditions contained in this policy.

Amendment of the Policy

This policy may be amended at any time by the Committee and presented to the SBDM for revision.

Team/Extra Curricular activities covered by this policy include all groups and organizations under the direct sponsorship of HCHS and any group that will conduct itself in the names of HCHS, and participate in any activities sanctioned by the administration.

NOTES

Harlan County High School

Career Pathway Courses

Agriculture Pathway
- Principles of Agriculture *(9th – 10th)*
- Introduction to Greenhouse *(10th – 11th)*
- Agriculture Employability Skills *(10th - 12th)*
- Greenhouse Technology *(12th)*

Culinary Pathway
- Food & Nutrition *(9th)*
- Culinary I *(prereq: Food & Nutrition)*
- Adv. Food & Nutrition *(prereq: Culinary I)*
- Culinary II *(prereq: Adv. Food & Nutrition)*

E-Commerce Pathway
Choose 1-2 of the following:
- Digital Literacy *(9th)*
- Web Page Design *(9th – 12th)*
- Multimedia Publishing *(10th – 12th)*
- Principles of Marketing *(10th – 12th)*

-and-

Choose 1-2 of the following:
- Promotional Apps & Media *(11th – 12th)*
- Microsoft Office Specialist *(10th – 12th)*
- Personal Finance *(math credit) (11th)*

Engineering Pathway
Must take:
- Engineering I *(9th)*
- Mechanical Engineering *(10th)*

-and-

Choose two:
- Advanced Design Applications *(11th)*
- Introduction to 3D Printing (DC) *(12th)*
- AP Computer Science *(10th - 12th)*

JROTC Pathway
- JROTC I *(9th)*
- JROTC II *(10th)*
- JROTC III *(11th)*
- JROTC IV *(12th)*

Electives

Health/PE
- PE II *(11th and 12th)*
- Conditioning *(9th – 12th)*
  - *Football, boys basketball, girls basketball, or baseball*

Science and Math
- Astronomy *(10th –12th)*
- Environmental Science *(10th –12th)*
- Forensics *(10th –12th)*
- Microbiology *(10th –12th)*
- Physics *(11th – 12th)*
- Pre-Cal *(11th and 12th)*
- Probability & Statistics *(10th –12th)*
- Trigonometry *(10th –12th)*

Social Sciences
- Career Pathways *(12th)*
- Political Science *(10th – 12th)*
- Psychology *(10th – 12th)*

Visual and Performing Arts
- Art I *(9th or 10th)*
- Art II *(10th – 12th)*
- Art III *(10th – 12th)*
- Chorus *(9th – 12th)*
- Concert/Marching Band
- Introduction to Theatre *(9th)*
- Advanced Theatre (Acting) *(10th – 12th)*
- Advanced Theatre (Drama/Stagecraft) *(10th - 12th)*
- Journalism/Creative Writing *(10th – 12th)*
- Music Theory I *(10th – 12th)*
- Music Theory II *(10th – 12th)*
- Music Theory III *(10th – 12th)*
- Piano I *(9th or 10th)*
- Piano II *(10th – 12th)*

World Language
- Spanish I *(9th or 10th)*
- Spanish II *(11th - 12th)*

AP & Dual Credit

AP Courses *(11th and 12th)*
- AP Calculus
- AP Computer Science

Dual Credit *(11th and 12th)*
- AGR 155: Greenhouse Production
- AGR 230: Agriculture Employability Skills
- ART 100: Introduction to Art
- BIO 112: Introduction to Biology
- BIO 137: Human Anatomy and Physiology
- CIT 105: Introduction to Computers
- COM 181: Basic Public Speaking
- DPT 150: Introduction to 3D Printing
- ENG 101: Writing 1
- ENG 102: Writing 2
- HIS 108: History of the US Through 1865
- HIS 109: History of the US Since 1865
- MAT 150: College Algebra
- PSY 110: General Psychology
- SPA 101: Spanish I
- SPA 102: Spanish II

Vocational (KCTCS)

Vocational (KCTCS) *(11th and 12th)*
- Auto Tech
- Carpentry
- Electricity
- HVAC
- Machine Tool Technology
- Medical Nursing Aid
- Medical Transcription
- Welding

Vocational Pathway Courses (HCHS) *(11th)*
- MAT 110: Technical/Applied Math *(11th)*

Version: 9-1-23

HIGH SCHOOL COURSE OFFERINGS

The High School Course Offerings listed can vary based on factors such as student registration/ interest and staff availability.

ENGLISH

English I, II, III, IV (To include the content strands of reading, writing, speaking, listening, observing, inquiry, conventions, analysis, and using technology as a communication tool. Language Arts shall be taken each year of high school.)



***English Honor or AP courses placement based on assessment scores, previous grades, and/or teacher recommendation.**

230107 – English I

Grade 9, 1 English Credit
*Course required for graduation. This course requires students to use the writing process and criteria for effective writing to demonstrate their abilities to write in a variety of forms and for multiple audiences and purposes. Students use writing-to-learn and writing-to-demonstrate learning strategies to make sense of the reading and thinking experiences.

230108 – English I, Honors

Grade 9, 1 English Credit
These courses require students to use the writing process and criteria for effective writing to demonstrate their abilities to write in a variety of forms and for multiple audiences and purposes. Students use writing-to-learn and writing-to- demonstrate-learning strategies to make sense of the reading and thinking experiences.

Speaking, listening, and observing skills are used to communicate information for a variety of authentic purposes. In addition, students continue to integrate inquiring skills and technology to communicate ideas.

230110 – English II

Grade 10, 1 English Credit
*Course required for graduation. The courses require students to use the writing process and criteria for effective writing to demonstrate their abilities to write in a variety of forms and for multiple audience and purposes. Students use writing-to-learn and writing-to-demonstrate-learning strategies to make sense of their reading and thinking experiences.

Speaking, listening, and observing skills are used to communicate information for a variety of authentic purposes. In addition, students continue to integrate inquiry skills and technology to communicate ideas.

230111 – English II, Honors

Grade 10, 1 English Credit
The course requires students to use the writing process and criteria for effective writing to demonstrate their abilities to write in a variety of forms and for multiple audiences and purposes. Students use writing-to-learn and writing-to- demonstrate-learning strategies to make sense of their reading experiences.

Speaking, listening, and observing skills are used to communicate information for a variety of authentic purposes. In addition, students continue to integrate inquiry skills and technology to communicate ideas.

230113 – English III

Grade 11, 1 English Credit
*Course required for graduation. The course requires students to use writing process and criteria for effective writing to demonstrate their abilities to write in a variety of forms and for multiple audiences and purposes. Students use writing-to-learn and writing-to-demonstrate-learning strategies to make sense of their reading and thinking experiences.

Speaking, listening, and observing skills are used to communicate information for a variety of authentic purposes. In addition, students continue to integrate inquiry skills and technology to communicate ideas.

230116 – English IV

Grade 12, 1 English Credit
Dual Credit-ENG 101
*Course required for graduation. The course requires students to use the writing process and criteria for effective writing to demonstrate their abilities to write in a variety of forms and for multiple audiences and purposes. Students use writing-to-learn and writing-to-demonstrate-learning strategies to make sense of their reading and thinking experiences.

Speaking, listening, and observing skills are used to communicate information for a variety of authentic purposes.

239141 – Yearbook Production

Grades 11-12, 1 English Elective
Special topics: producing a publication; format; layout; photographs; yearbook design. (Will be selected based on application process.)

231011 – Public Speaking

Grades 10-12, 1 English Elective

Dual Credit-COM 181

Special topics: extemporaneous, demonstrative, persuasive, informative oral communication; videotape; speech writing and delivery

MATHEMATICS

Algebra I, Geometry and Algebra II are required. (An integrated, applied, interdisciplinary or technical/ occupational course that prepares a student for a career path based on the student's Individual Learning Plan may be substituted for a traditional Algebra I, Geometry or Algebra II course on an individual student basis if the course meets the content standards in the program of studies). Mathematics shall be taken each year of high school.

270304 – Algebra 1

Grades 9-10, 1 Math Credit



Prerequisite: None

This course would be designed so that students could attain all the concepts contained in the relevant statements in the High School Mathematics Program of Studies and to build on those in order to earn the high school graduation credit for Algebra 1.

270306 – Accelerated Algebra 1

Grade 9, 1 Math Credit

Prerequisite: Successful completion of two of the following conditions.

- Explore Test score of 20 – 25 in math.
- Grade 8 NCLB math score of Proficient or Distinguished.
- Course 3 (8th grade math) grade of A.
- Score at least 88% on a district math exam given at the end of grade8.

This course would be designed so that students could attain all the concepts contained in the relevant statements in the High School Mathematics Program of Studies and to build on those in order to earn the high school graduation credit for Algebra 1, with extensions and acceleration provided for students who qualify for gifted and talented services.

270308 – Algebra Lab (Math Strategies)

Grades 9-10, 1 Math Elective



This course is a required companion for Algebra I, for 9th grade students with a math score below 11 on the Explore Test.

Prerequisite: None

This course would be designed for students who need additional time with Algebra 1 topics and would be designed to run concurrently with algebra 1. Such a course would use hands-on activities and experiments with graphing calculators to support the study of the concepts addressed in the relevant statements in the High School Mathematics Program of Studies. This course could serve as an elective for high school graduation credit, but not as a mathematics credit for high school graduation.

270311 – Algebra 2

Grades 10-12, 1 Math Credit

Prerequisite: Algebra I

This course code is reserved for an Algebra 2 class designed so that students could develop the relevant skills and concepts from the High School Mathematics Program of Studies and then build on those in a rigorous, college- preparatory Algebra 2.

270313 – Accelerated Algebra 2

Grades 10, 1 Math Credit



Prerequisite: If this course is taken after the completion of Accelerated Algebra I or concurrently with Accelerated Geometry: An Accelerated Algebra I grade of A or B. Alternately – Algebra I grade of A each semester plus one of the following.

- Explore Test score of 16 – 25 in math.
- Grade 8 NCLB math score of Proficient or Distinguished.
- Score at least 88% on a district math exam given by request at the end of Algebra 1.

If this course is taken after the completion of Accelerated Geometry:

Prerequisite: An Accelerated Geometry grade of A or B.

This course code is reserved for an Algebra 2 class designed so that students could develop the relevant skills and concepts from the High School Mathematics Program of Studies and then build on those in a rigorous, college-preparatory Algebra 2, with opportunities provided for students to progress ahead of the minimal statements from the High School Mathematics Program of Studies, with extensions and acceleration provided for students who qualify for gifted and talented services.

270401 – Geometry

Grades 10-12, 1 Math Credit

Prerequisite: None

This course would be designed so that students could develop the skills and concepts from the relevant statements in the High School Mathematics Program of Studies in order to earn the high school graduation credit for Geometry.

270403 – Accelerated Geometry

Grade 11, 1 Math Credit

Prerequisite: If this course is taken after the completion of Accelerated Algebra I or concurrently with Accelerated Algebra II:

An Accelerated Algebra I grade of A or B. Alternately – Algebra I grade of A each semester plus one of the following.

- Explore Test score of 16 – 25 in math.
- Grade 8 NCLB math score of Proficient or Distinguished.
- Score at least 88% on a district math exam given by request at the end of Algebra 1.

If this course is taken after the completion of Accelerated Algebra II:

Prerequisite: An Accelerated Algebra II grade of A or B.

This course would be designed so that students could develop the skills and concepts from the relevant statements in the High School Mathematics Program of Studies in order to earn the high school graduation credit for Geometry, with extensions and acceleration provided for students who qualify for gifted and talented services. This course may be taken concurrently with Accelerated Algebra II.

270501 – Pre-Calculus

Grades 10-12, 1 Math Elective

Prerequisite: Algebra II

This course would be designed for students to attain the concepts necessary to be successful in an AP calculus course or a college calculus course.

270511 – Calculus

Grades 11-12, 1 Math Elective

Prerequisite: An Algebra II grade of C or greater. Two of the following options.

- PSAT/NMSAT math score of 40 – 80.
- ACT math score of 18 – 36.
- Algebra II grade of C or better.
- Plan Test score of 20 – 30 in math.
- A signed agreement between school, student, and parent/guardian.

This course would be designed to address the concepts normally covered in differential and integral calculus.

270601 – Data and Measurement

Grades 10-12, 1 Math Elective



Prerequisite: Algebra I

This course would be designed as an extension of an Algebra 2 course, and be intended for students who desire to have their Algebra 1 skills strengthened before continuing in their study of mathematics. It would review some Algebra 1 concepts and preview Geometry and Algebra 2 concepts.

270602 – Probability and Statistics

Grades 11-12, 1 Math Elective

Prerequisite: Algebra II

This course would be designed to address such concepts as theoretical and experimental probability, binomial distributions, and normal distributions, displaying and describing distributions of data, collecting data, measures of central tendency and dispersion, and methods of inferential statistics.

270611 – Discrete Mathematics

Grades 11-12, 1 Math Elective

Prerequisite: Algebra II

This course would be designed for advanced high school mathematics students who are interested in a future in business or computer applications, addressing such topics as set theory, mathematical induction, graph theory, permutations and combinations, and other topics as deemed appropriate.

270621 – Advanced Topics in Mathematics

Grades 11-12, 1 Math Elective

Prerequisite: Algebra II Dual Credit

This course would be designed to allow students to pursue topics in mathematics beyond the scope of the Program of Studies or the Core Content for Assessment and may cover topics from combined higher-level courses or topics, which are not found in other higher-level courses.

270631 – Trigonometry

Grades 11-12, 1 Math Elective

Prerequisite: Algebra II

This course would be designed for students who have completed Algebra 2 and want to proceed further into all aspects of trigonometry as a background for possible further study in calculus.

SCIENCE



Credits shall incorporate lab-based scientific investigation experiences and include the content strands of biological science, physical science, earth and space science, and unifying concepts.

Earth and Physical Science are graduation requirements. Earth, Physical, and Life Science are all graduation requirements.

304611 – Earth Space Science

Grade 9, 1 Credit
Students develop a conceptual understanding of Earth/space science, as outlined in Kentucky's Program of Studies, through the use of scientific inquiry.

They experience Earth/space concepts such as energy in the Earth system, geochemical cycles, formation and ongoing changes of the Earth system, and formation and ongoing changes of the universe.

A scientific inquiry approach uses concrete, hands-on experiences that require students to apply critical thinking skills.

304021 – Physical Science

Grade 10, 1 Credit
Students develop a conceptual understanding of physical science, as outlined in Kentucky's Program of Studies, through the use of scientific inquiry.



They experience physical science concepts such as structure of atoms, structure and properties of matter, chemical reactions, motions and forces, conservation of energy and increase in disorder, and interactions of energy and matter.

A scientific inquiry approach uses concrete, hands-on experiences that require students to apply critical-thinking skills.

ECOLOGY

302601 – Life Science (Biology)

Grade 11, 1 Credit
Students develop a conceptual understanding of life science, as outlined in Kentucky's Program of Studies., through the use of scientific inquiry.

They experience life science concepts such as the cellular organization; molecular basis of heredity; biological change; interdependence of organisms; matter, energy, and organization in living systems; and behavior of organisms.

A scientific inquiry approach uses concrete, hands-on experiences that require students to apply critical-thinking skills.

302616 – Forensics

Grades 11-12
This course is a problem-based inquiry course dealing with Forensic sciences.

302631 – Anatomy

Grades 11-12, 1 Credit
Dual Credit-(HEA 110) (BIO 135)
Major concepts addressed in this course include plant structure, animal structure, tissues, organs, and systems.

304899 – Special Topics: Physics

Grades 11-12, 1 Credit
The content of the Physics course is determined by the teacher/student.

304620 – Environmental Science



Grades 9-12, 1 Credit
This course addresses topics of environmental interest/impact such as water pollution, conservation, forestry, and air pollution.

SOCIAL STUDIES

A group of instructional programs that describe the transformation of limited resources into goods and services, which, upon distribution, are again transformed by consumption to yield satisfaction of human wants.



451001 – World Civilization

Grade 9, 1 Credit
This course is the study of citizenship, the responsibilities and government-introduction; federal, state, and local government; organization and function.

459801 – Integrated Social Studies

Grade 10, 1 Credit
Integrated Social Studies is an introductory survey of the various areas of social studies. It is designed to give the student exposure to different topics of social studies to prepare them for the more intensive studies that they will be participating in future courses.

450809 – U.S. History Survey

Grade 11, 1 Credit
Dual Credit-HIS 109
U. S. History Survey is a basic overview of the history from colonial times to present; government institutions; applications to daily living.

450812 — Survey of History
This course was added to match the curriculum from Odysseyware to supplement our virtual program.

450831 — Modern World History
This course was added to match the curriculum from Odysseyware to supplement our virtual program.



POLITICAL SCIENCE GLOBAL ISSUES

459901 – Psychology

Grades 11-12, 1 Credit
Dual Credit-PSY 100
Psychology is an introduction to the basic scientific theoretical principles of individual human behavior. Students will be exposed to various topics in the field of psychology research. (Not to replace US History)

451039 – Law and Justice

Grades 10-12, 1 Credit Elective Only
*Shall not replace required history course.

Law and Justice are a study of lay -civil, criminal, constitutional, and international; the legal and justice systems. Students will examine the need for rules and regulations; interpretations of the constitution, both state and federal; Supreme Court decisions; the Bill of Rights, and individual rights law, criminal law, family law, and consumer law.



450709— World Geography
This course was added to match the curriculum frm Odysseyware to supplement our virtual program.

The study of the basic social contracts of society will enable students to understand the preferred democratic values; justice, equality, responsibility, freedom, rule of law, human rights, honesty, equity, rational process and human dignity.

HEALTH

Courses that provide students insight into healthy living, including the structure and function of the human body and its system and the importance of physical fitness and sound nutrition.

340133 – Health Education I



Grades 9-12, 1/2 Credit
Health I addresses the topics of mental health, drugs, alcohol, and tobacco, sex education, sexually transmitted diseases, infectious diseases, safety and first aid, cardiopulmonary resuscitation, (CPR), nutrition, consumer health and non-infectious diseases, and practical living.
(Shall incorporate all PL and VS core content.)

340216 – Physical Education I
Grades 9-12, 1/2 Credit
Physical Education I involves the teaching of lifetime leisure sports, individual sports, and team sports. Skills learned will be reinforced and advanced skills will be introduced.

340219 – Physical Education II
Grades 9-12, 1 Credit
Physical Education II is designed for students who desire to develop advanced skills in selected games and sports including physical fitness, sports appreciation, angling and casting, self-defense, and golf. Prerequisite: Physical Education I NOTE: Individual schools may have entrance requirements for placement in Physical Education II.

CTE COURSES

BUSINESS

Provides relevant learning that is a critical link to employment and post-secondary education, encourages the development of vital relationships with the business community, and promotes critical thinking and problem solving.

Digital Literacy
Grade 9, 1 Credit
Intensified work; word processing equipment; word processing center environment.

060122 — Accounting Foundations
Examines the basic principles/concepts which govern the recordings/reportings of accounting data.

MULTI - MEDIA

060112 – Computer and Technology Applications
Grades 10-12, 1 Credit
Prerequisite: Word Processing; Business tasks; vocational typewriting; interoffice correspondence; typewriting production applications

070743 – Advanced Computer Applications
Grades 11-12, 1-3 Credits
Prerequisite: Computer and Technology Applications
This course is designed to provide students with an advanced-level experience with practical applications through hands-on instruction in such things as various hardware, software, operating systems, and care/ operation

FAMILY AND CONSUMER SCIENCE

A group of instructional programs that prepares individuals for the family and consumer sciences skills needed for life; emphasizing the comprehension of attitudes, standards, values and skills relevant to individual and family life and nurturing.

200113 – Life Skills
Grades 9-10, 1 Credit
Introductory course; meal preparation and nutrition; home environment; child development; consumer education; family living; careers; enabling skills and process



200441 – Foods and Nutrition
Grades 10-12, 1/2 Credit
Nutrition; food preparation skills;
entertaining; table settings; food buying; budgeting

200451 – Culinary Skills
Grades 10-12, 1/2 Credit
Prerequisite: Foods and Nutrition Advanced course to provide training for employment in hospitality services area of food service; skills and concepts related to supportive services such as public relations, food and beverage operation, management techniques and entrepreneurship; related on-job experiences.



INFORMATION TECHNOLOGY

Prepares students for careers by applying technical knowledge and skills in the rapidly growing fields of computer networking, programming, digital media, support services, and e-commerce/web design.

110801 – Web Page Development
Grades 11-12, 1 Credit
Students analyze the structure of the worldwide web, apply basic principles of web documents and HTML, and develop multi-media web pages. Course content will include the understanding of hypertext and web structures. Equipment such as scanners, digital and video cameras, and sound devices will be utilized through hands-on instruction.

110804 - Web Site Design and Production
Grades 11-12, 1 Credit
Introduces web site production processes with particular emphasis on design involving layout, navigation, interactivity, and using web production software.

110919 - Information Technology Internship
Grades 11-12, 1 Credit
Internship for CTE courses provide supervised worksite experience for high school students who are enrolled in a capstone course associated with their identified career pathway. Internship experiences consist of a combination of classroom instruction and field experiences.

110803 – Multimedia Publishing (TV & Radio)
Grades 11-12, 1 Credit
This hands-on course applies publishing and presentation concepts through the development of sophisticated business documents and projects. These documents include, but are not limited to, brochures, manuscripts, reports, programs, catalogs, newsletters, flyers, business forms, and graphs, web pages, on- screen presentations, and video productions.

Equipment such as scanners, digital cameras, video cameras, and color laser printers may be utilized in creating the documents. Formatting, editing, page layout, and design concepts are taught. Distribution ready publication standards are applied to all projects. Students will develop communication skills, problem solving techniques, cooperative learning, and interpersonal skills.

MARKETING EDUCATION

A program area that consist of a summary of groups of instructional programs that prepare individuals for occupations directed toward and incident to the flow of instructional and consumer goods in channels of trade, or the provision of services to consumers or users. These programs are concerned with marketing, sales, distribution, merchandising, and management.



080716 – Principles of Marketing
Grades 10-12, 1-3 Credits
This course provides a basic foundation for further study in marketing. The following concepts are discussed such as advanced marketing, marketing process control, specialized marketing, distribution economics, and pricing merchandise.

081411 – Retail Marketing (School Store)
Grades 11-12, 1-3 Credits
Prerequisite: Principles of Marketing
This course is designed to provide an overview of the marketing responsibilities employed in the retail industry. Emphasis is placed on basic marketing, purchasing, distribution, selling, display, and merchandising.

VISUAL ARTS



Visual Arts courses provide students with knowledge and opportunities to explore a variety of art forms and to create individual works of art. Courses address design elements and principles, language, materials, and processes used to produce various kinds of visual arts. As students advance they are encouraged to develop their own creative styles.

500711 – Creative Art (Art I)

Grades 9-12, 1 Credit

Creative Arts courses provide students with knowledge and opportunities to explore a variety of art forms and to create individual works of art. Courses address design elements and principles, language, materials, and processes used to produce various kinds of visual arts. As students advance they are encouraged to develop their own creative styles. Although the focus of most of these courses is on production art, study of major artists, art movements, and styles may also be included. Career opportunities in visual art may also be explored.

DRAWING & PAINTING

500714 – Art Portfolio (Art II)

Grades 10-12, 1 Credit

Must have Creative Art. Intended for students who are gifted in visual art, Art Portfolio course offers the opportunity to create a professional body of work that reflects personal style and talent. Students are encouraged to display their work publicly.

500111 – History and Appreciation of Visual Performing Arts

Grades 11, 1 Credit

Required for graduation from high school. A study of the humanities through the arts. Addresses the historic development, cultural contexts, aesthetic qualities, elements and principles, and creative processes for the visual and performing arts.

DRAMA

A group of instructional courses that address the dramatic performance and various aspects of theatre production.

500513 – Acting/Performance

Grades 9-12, 1 Credit

Drama-Acting/Performance courses are intended to promote students' experience and skill development in one or more aspects of theatrical performance.

Initial courses are introductory while advanced courses focus on improving performance skills, expanding exposure to different theatrical techniques, and increasing capacity to participate in public performances.

500514 – Drama/Stagecraft

Grades 9-12, 1 HS Credit

Drama/Stagecraft course is intended to promote students' experience and skill development in one or more aspects of theatrical production, but with concentration in stagecraft (lighting, sound, costumes, set construction, makeup, stage management, etc.) Initial course is introductory in nature, while more advanced courses focus on improving skills and technique.

MUSIC

A group of instructional courses that address music performance and/or various aspects of music production.

500914 – Concert/Marching Band

Grades 9-12, 1 Credit

Courses in Concert/Marching Band are designed to develop skill and technique for playing brass, woodwind, and percussion instruments, and cover a variety of music literature for both concert and marching performances.

500920 – Contemporary Band/Jazz

Grades 9-12, 1 Credit

Contemporary Band course develops technique for playing brass, woodwind, and percussion, and string instruments as well as guitar and keyboard instruments, focusing primarily on contemporary music styles such as jazz, jazz improvisation, and various styles of rock and popular music.

500922 – Piano/Keyboard



Grades 9-12, 1 Credit
Piano/Keyboard course develops fundamentals of music including music reading and use of the elements of music along with keyboard playing techniques for piano and/or electronic keyboard instruments. As students develop performance skills, techniques and music literature become more advanced.

500925 – Chorus

Grades 9-12, 1 Credit
Chorus course provides the opportunity to sing and perform a variety of music styles for men and/or women's voices, and are designed to develop vocal techniques and abilities.

161108 – Spanish I



Grades 9-12, 1 Credit
Introduces listening, speaking, reading, and writing language skills within a cultural context.

161109 – Spanish II

Grades 9-12, 1 Credit
Reinforces and builds on listening, speaking, reading and writing language skills within a cultural context.

KCTCS - KENTUCKY COMMUNITY TECHNICAL COLLEGE SYSTEM

Programs that prepare students with the skills needed to participate in a technical occupation in the job market.

460200-Construction/Carpentry
Grades 11-12, Credits: 1-8
This program consists of eight courses that prepare individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures.

460300-Electrical Technology
Grades 11-12, Credits: 1-6
This program consists of six courses that expand the individual's knowledge and skills needed to work in commercial and industrial construction wiring.

460800-Air Conditioning Technology
Grades 11-12, Credits: 1-4
This program consists of four courses that introduce students to the basic physics of electricity, to troubleshoot an electric motor and motor controls, and to provide an understanding of air conditioner safety, fundamentals, theory, terminology, and seasonal maintenance.

470500-Automotive Technology
Grades 11-12, Credits: 1-9
This program consists of nine courses that introduce the theory and operation of several automotive systems such as; climate control, brake systems, suspension and steering, basic automotive electricity, basic fuel and ignition systems, computer control systems and diagnosis, electrical and emission systems.

470600-Auto Body Technology/Collision Repair and Refinish
Grades 11-12, Credits: 1-6
This program consists of six courses that provide instruction to the student in the many skills and areas necessary for the student to satisfactorily complete collision repair tasks. The skills required are most effectively taught and practical on live work.

470900-Machine Tool Technology
Grades 11-12, Credits: 1-6
This program consists of six courses that provide the basic principals and skills needed for a solid foundation in using machine tools, surface grinder, and the Cartesian coordinate system.

480500-Welding
Grades 11-12, Credits: 1-6
This program consists of six courses that introduce the student to the equipment and the art and science of welding.

HEALTH SCIENCE

A study of health care core standards, which prepare students as an entry-level, nursing assistant upon completion of the program and examination.

170631 – Medicaid Nurse Aide
Grades 11-12, 3 Credits
Dual Credit-MNA 100
An instructional program that prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of an approved registered nurse or licensed practical nurse. State registry is available upon successful completion of state written and performance examination. Prior to offering this course, the instructor and health science program must be approved for meeting state requirements set by the Cabinet for Health and Family Services.



U.S. ARMY JUNIOR ROTC

JROTC–ARMY JUNIOR RESERVE OFFICER TRAINING CORP (580200)

*****Grades 9-12*****

The Army Junior Reserve Officers' Training Corps (JROTC) is the Department of Defense's (DoD) largest youth program in the world. The JROTC Program's mission philosophy is ***"To Motivate Young People to be Better Citizens"*** and it is a service to our nation that provides Cadets the motivation and skills to remain drug free, graduate from high school and become successful citizens. The program instills in students from secondary educational institutions the values of citizenship, service to the community and the United States, personal responsibility and a sense of accomplishment. While participation in JROTC does not require a military service commitment, Junior ROTC Cadets may qualify for an advanced placement in the Senior ROTC Program at a college/university of their choice or in the Active or Reserve Components of the Armed Forces. Cadets may be authorized the enlistment grade of Private First Class (PFC/E-3) Active or Reserve Components of the Armed Forces if they have completed three or more years of JROTC with a recommendation from their Senior Army Instructor (SAI).

580201-"The Emerging Leader" (Unit 1/LET 1):
68 Contact Core Hours. 51 Recommended Lab Hours.

This course is the first of the four core courses in the Army JROTC program. This course supports 22 lessons designed for first-year Cadets. Because the central focus of the JROTC program is to help develop strong leaders and model citizens, the first-year Cadets are introduced to content that will help their inner leader to emerge. The knowledge, skills and abilities acquired in this unit are covered in six chapters.

580202-"The Developing Leader" (Unit 2/LET 2):
73 Contact Core Hours. 42 Recommended Lab Hours.

This course builds upon the mastery of LET 1 skills and abilities, providing Cadets with new and more challenging opportunities in leadership development. There are 24 active-learning lessons within eight chapters.

580203-"The Supervising Leader" (Unit 3/LET 3):
59 Contact Core Hours. 54 Recommended Lab Hours.

This course builds upon the mastery of LET 1 and 2 skills and abilities, providing Cadets with new and more challenging opportunities as a leader by overseeing planning, project implementation and team personnel. Cadets at this level can acquire battalion staff positions and responsibilities and help integrate improvements in the local JROTC program and community. There are 20 active-learning lessons within seven chapters.

580204-"The Managing Leader" (Unit 4/LET 4):
30 Contact Core Hours. 38 Recommended Lab Hours.

This course provides Cadets multiple opportunities to manage and lead in the battalion, in the school and in their respective communities. The LET 4 Cadet is ready to assume responsibilities and manage others. There are 12 active-learning lessons within six chapters.

***VARSITY TEAM ACTIVITIES**

HCHS JROTC Raider Competition Team:

- ***Academic Event Team***
- ***One-Rope Bridge Event Team***
- ***Physical Fitness Event Team***
- ***Drill & Ceremony Event Team***
- ***Obstacle Course Event Team***
- ***Air Rifle/Archery Event Team***
- ***JLAB (Leadership) Team***
- ***STEM (Science) Team***
- ***JCLC Summer Leadership Camp (top 10% only)***

BLACK BEAR BATTALION
~SMART-FIT-DISCIPLINED~