Hart County High School

1014 South Dixie Highway
Munfordville, KY 42765
270-524-2332

Student Handbook
2025 - 2026

HART COUNTY HIGH SCHOOL PHILOSOPHY

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

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

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

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



<u>This handbook belongs to:</u>

Name _____

Address _____

City/Town _____**Zip Code** _____

Phone _____

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Hart County High School and the Hart County School District reserve the right to set forth those rules and regulations that are necessary and proper for carrying into execution the educational program of the school, which are not specifically stated herein, as the needs arise. Each building administrator may interpret and enforce these guidelines on the age group and situation within his/her building for the purpose of maintaining/improving the overall education of the students. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

HART COUNTY HIGH SCHOOL

Administration

Greg Cecil, Principal
Anthony Boone, Assistant Principal;
Crystal Thompson, Assistant Principal;
Ryan Scott, Guidance Counselor;
Bobbi Taylor, Guidance Counselor

Site-Based Council Members

Sheila Simmons, Teacher; James Fitzstephens, Teacher; Angela Barbour, Teacher;
Marla Gardner, Parent; Suglenda Bradley, Parent; Allen Sexton, Parent; Greg Cecil, Principal

HART COUNTY SCHOOLS

Administrative Office

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

Administration

Bo Chenoweth – Superintendent
Kristin Froedge – Director of Special Education
Tracy Sims - Supervisor of Instruction
Megan Crump - Supervisor of Instruction
Dana Barrett - Supervisor of Instruction
Allen Poynter – Director of Pupil Personnel

Hart County Board of Education

Tyler Holthouser, Chairperson; Leslie Jeffries; Andrea Robertson
Tina Rutledge; Wesley Hodges;

PRINCIPAL'S GREETINGS

Welcome to the 2025-2026 school year at Hart County High School. As we go forward into the 21st century, we continue with our goal of providing an educational and activity-based environment designed to assist each student in developing the knowledge, skills, and interpersonal qualities needed for successful lives.

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

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

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

Greg Cecil, Principal

MISSION STATEMENT

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

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

OBJECTIVES

To take each student where they are and to develop their capacity for learning by meeting their individual needs.
To develop and maintain a curriculum that meets the needs of all students.
To stimulate the interests of the students and to provide opportunities for their development.
To increase their ability to think rationally, to express thoughts clearly, and to read and listen with understanding.
To prepare students to enter an occupation suitable to their ability allowing for continued personal growth and social usefulness.
To provide guidance in the development and use of leisure time in a worthy manner.
To enlist the services and cooperation of our community agencies in facilitating the learning and developmental experiences of the students.
To enlist the services and cooperation of our community agencies in facilitating the learning developmental experiences of the students
To encourage each student to develop the traditional American values of honesty, respect for fellow human beings, rights of others, respect of authority, self-respect, morality, patriotism, and physical and mental wellbeing.
To provide a science program for each grade that enhances student understanding of biological and physical sciences and is related to the experiences that pupils encounter in the real world.
To provide a fine arts program (music and drama) that is developed around three main concepts: awareness, discovery, and exploration.
To provide physical education for all students that contributes to optimum physical, mental, and emotional growth and develops positive attitudes toward physical activity in order to enhance the individual's self-image and to improve the quality of life.
To provide an effective language arts program that develops the expressive and receptive behaviors comprising effective communication in the life experiences of individuals; a program that nurtures the thinking processes and applies communication behaviors in all areas with the ultimate goal being that each individual has acquired both the ability and the desire to communicate effectively.
To provide a mathematics program that includes an understanding of mathematical concepts, competency in computational skills, and instruction in their application with the emphasis being given to the development of meaning and understanding as a foundation for the mechanical manipulation of numbers
To provide instruction in foreign words and phrases and to implement, when possible, a foreign language program that will provide students with access to multilingual education in order to expand their social understanding and their cultural experiences beyond the confines of a single culture.
To provide a social studies program based on four foundations: social, psychological, disciplinary, and philosophical. These foundations will enhance all areas of student awareness of life, political and social institution, and human interaction.
To provide a health program that emphasizes safety instructions as an integral part of the health instruction program.
To provide a vocational program, which allows students to experience true-to-life work situations. To provide activities such as role-playing, interviewing, shadowing, job observations, field trips, work simulations, and pupil projects to ensure that pupils receive guidance and the opportunity to systematically apply these experiences in such a way that they provide direction for future study and occupational decisions.
To provide appropriate special education services to meet the identified individual needs and abilities of disabled children in the Hart County School System and Hart County High School; to develop at the highest level possible for each disabled child, skills and attitudes necessary for living and functioning in society as independently and productively as possible.

GENERAL INFORMATION

ANNUAL NOTIFICATION OF PARENTS

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

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

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

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

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

ASBESTOS MANAGEMENT PLAN

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

BOARD POLICY

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

BACKPACKS, BOOK BAGS, ATHLETIC BAGS

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

CHECK ACCEPTANCE POLICY (Your Check is Welcome)

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

CLASS DUES

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

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

Class dues should be paid each year and should be paid to the designated class sponsor(s). Class dues for underclassmen will be $20 per year and for seniors will be $15 per year. Each class will elect class officers at the beginning of the school year and will be assigned staff members to serve as class advisors for that class each school year.

CLASS OFFICERS

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

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

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

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

COMPUTER TECHNOLOGY AND USE

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

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

Chromebooks for Students

Students at Hart County High School will be provided a student Chromebook for their use in classes and to complete coursework at home. There will be an annual Chromebook fee of $25.

Hart County Schools wants its graduates to be ready for the world ahead. Students are expected to make sure their Chromebook is fully charged every day when they arrive at school. The Chromebook is considered their personal device during the school year so they should care for it accordingly to maximize their high school learning experience. Students are expected to follow and abide by all rules that govern the appropriate use of their Chromebook and the technology is provided for them. All school and district rules apply in regard to inappropriate

language, bullying, harassment, etc. Failure to follow and abide by the rules will result in referrals to the office and appropriate consequences. Finally, students are encouraged to use this technology opportunity to push themselves to new levels of learning and thinking facilitated by their teachers.

Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Chromebook/Computer Learning Procedure for Hart County Schools

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

Chromebook Replacement/Repair Costs
Fees for repairs are the obvious result of intentional damage, neglect, or misplaced items shall be assessed as follows:

Keyboard ($60)
Case/Sleeve ($30)
Charger ($25)
General Defacement (stickers, graffiti, unusual war, removal/defacement of identifying labels, or physical damage, etc. ($100)
Screen ($50)
Total Unit Replacement ($250)

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

CONFIDENTIALITY AND RECORDS STATEMENT
The Hart County Board of Education has a policy, which states that:

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

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

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

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

1. No student may wear hats, caps, toboggans, bandanas, sweatbands, scarves, or similar head coverings of any kind inside the building. Such articles will be confiscated. Hoodies are permitted but hoods may not be worn inside the building.
2. Shirts or blouses must be of sufficient length to exceed the waistband. No shirt, blouse, or dress should have a low-cut or revealing top.
3. Clothing for all students must have sleeves. A sleeve is defined as solid material that is beyond the shoulder seams on the garment.
4. Clothing with sexual connotations, profanity, and advertisements of drugs, tobacco, or alcoholic beverages are unacceptable. This would include any shirt or article of clothing which is considered disruptive to the education process.
5. Students may wear shorts, dresses, or skirts where the length is longer than mid thigh when standing and must not be too short as deemed appropriate by an administrator.
6. Modest apparel should be worn to school. Examples of clothing that are not considered modest include but are not limited to the following: see-through clothing, half shirts, bare midriffs (visible stomachs and/or visible belly buttons), tube tops, halter-tops, visible underwear, plunging necklines, shirts showing cleavage, or backless shirts, etc. all fit this category.
7. Students may not wear any clothing or attire that draws attention to his/her race or gender or by its nature is offensive to another's race or gender. This includes clothing or attire related to negative group behavior (gangs, hate groups, racial slurs, etc.).
8. Footwear (shoes, sandals, flip-flops, or boots) must be worn at all times.
9. Sunglasses or tinted glasses may not be worn unless prescribed by a doctor.
10. No sagging pants. All pants, jeans, warm-up pants, sweat pants, etc. must be worn on the waist. If overalls are worn, both straps must be fastened.
11. Jeans/pants/skirts with holes or rips where the skin is showing should not be more than 3 inches above the top of the knee when the student is standing.
12. Piercings are permitted. Tongue rings should be kept in your mouth and cannot resemble a pill or drug. Fang or spike earrings shall not be permitted.
13. Items disruptive to the educational process or that threaten safety are not permitted. These items include but are not limited to, the following: undergarments worn as outerwear; wild-eye contacts; see-through or stretch clothing; dog collars; bandanas; necklaces, collars, or wristbands with spikes. Such unacceptable items shall be confiscated and returned to parents.
14. Overcoats (trench coats, dusters, etc.) may not be worn during the school day. If a student wears such a coat to and from school, it must remain in the student's locker during the school day.

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

ELECTRONIC DEVICES

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

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

- Students are allowed to possess and use electronic items in the mornings before school, between classes, and during lunch. They must be put away by the time the tardy bell rings for each class. Students may not use electronic items including headphones or any other type of ear bud during instructional time unless approved by the teacher.
- All electronic items are to be in silent mode all day even when use is allowed.
- Students are not to communicate with other students or persons either inside or outside the building (including parents) using any function (verbal, text message, instant messaging, camera, or video) of a cell phone or electronic item during instructional time.
- <u>Any student who is referred to the office for disciplinary reasons and contacts his/her parent prior to being seen by an administrator is in violation of this policy and may face further punishment</u>.

- ➢ School officials do have the right to confiscate student cell phones or other contraband if the student is in violation of this policy.
- ➢ Students and their parents assume full responsibility for any cell phone or electronic item brought to school. Hart County High School reserves the right to not investigate the theft or loss of any cell phone or other electronic device or its related parts due to time constraints. The district and the high school shall not be responsible for the loss, theft, or destruction of such devices brought onto school property.
- ➢ Unauthorized individuals, including students, are not permitted to be in possession of RFID Reader/Writers such as Flipper Zero or other devices used for database and system infiltration.

Reference
[1]KRS 158.165 "Personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

Video recording of students and adults in the building, on school grounds, or during a school activity is prohibited without prior permission from the individuals being taped, with the exception being photography or taping for school activities such as yearbooks, clubs, sports, etc. Students should be aware that (video) recording of minors without parental permission is a violation of school policy. Any student who records other students or adults while on school premises or while riding the school bus without prior written consent will be subject to school discipline.

EMERGENCY PROCEDURE INFORMATION

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

FIELD TRIPS

All field trips are a privilege. Students shall not be eligible to attend field trips if they have accumulated more than 9 unexcused absences or are currently failing 2 or more classes. Any exceptions must be approved by an administrator.

Occasionally it will be necessary for groups of students to be transported off campus occasionally during the school day for educational events and activities such as student assemblies, testing, career fairs, etc. These events will take place in nearby locations such as other schools in the district, the board of education office, and local meeting facilities (such as a church, fairgrounds, or the Cave City Convention Center). Students will be transported by district van or school buses depending on the number of students involved in the activity without obtaining specific, individual parent permission. Parents/guardians who prefer to opt out of this policy must notify the school in writing of their request by September 1, in which case parents will be provided individual permission forms for each activity, and/or alternate arrangements will be made when feasible.

FIRE, EARTHQUAKE, AND TORNADO DRILLS

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

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

FOOD AND DRINKS

All students receive free breakfast and free lunch each day. Outside food and drink should be wrapped and sealed. No food (including candy) or drink items may be sold during the school day. Food and drink should only be delivered to the school by individuals listed on the student's emergency contact sheet. Food and drink will not be delivered to students during class time. Any exceptions must be approved by the principal.

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

Students or parents who feel they have been discriminated against or denied an opportunity because of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in an educational program and/or activities have the right to file an informal and/or formal grievance as follows. This process is

conducted through the Title IX coordinator at Hart County High School, 1014 South Dixie Highway, Munfordville, KY 42765, 270-524-9341, and Section 504 Coordinator Kristen Froedge, at the Central Office, 1 Quality Street, Munfordville, KY 43765, (270)-524-2631.

INFORMAL NON-DISCRIMINATION GRIEVANCE PROCEDURE

Step 1:

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

Step 2:

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

Step 3:

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

FORMAL NON-DISCRIMINATION GRIEVANCE PROCEDURE

Step 1:

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

Response:

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

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

Step 2:

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

Response:

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

Step 3:

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

Response:

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

Step 4:

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

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

HCHS NON-DISCRIMINATION POLICY

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

Provider of Equal Educational and Employment Opportunities

LENGTH OF SCHOOL DAY

School will begin at 8:00 am and end at 2:45 pm unless the local board of education votes to amend the start and end time due to unforeseen circumstances. Any student arriving at school after the established start time or leaving before the established end time will be counted as tardy. Also, students who are present at school, leave school for

any reason, and return to school on the same day will be counted as tardy.

LOCKERS

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

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

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

LOST AND FOUND

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

LUNCH INFORMATION

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

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

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

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

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

MEDICATION

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

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

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

Non-bus students should not arrive at school before 7:30 a.m. and should depart school promptly when dismissed

by an administrator unless they are participating in a school-sponsored program.

Students driving to school are expected to lock their cars and enter the school building in a timely manner upon arrival on campus. Students should only park in their assigned, numbered parking spot. Students should report directly inside the school building upon arrival at school. No loitering in cars or in the parking lot. Students are not to be in the parking lot during school hours without permission from and in the presence of an administrator. Student cars must be parked in marked spaces. Do not park at an angle, double park, or park through several spaces at any time.

NOTIFICATION OF FERPA RIGHTS AND CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION SERVICES

Family Educational Rights and Privacy Acts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If you know of a child who lives within the boundaries of the Hart County School District, who may have a

disability, and may need but is not receiving Special Education or 504 services, please call 270-524-9345 or send the information to:

Kristin Froedge
Director of Special Education
Section 504 Coordinator
25 Quality Street, Munfordville, KY 42765
270-524-9345
Email:Kristin.Froedge@hart.kyschools.us

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

Kristin Froedge
Director of Special Education
Hart County Schools
25 Quality Street, Munfordville, KY 42765
270-524-9345
Email: Kristin.Froedge@hart.kyschools.us

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

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

Allen Poynter, Director of Pupil Personnel
Hart County Schools
25 Quality Street, Munfordville, KY 42765
270-524-2631
Email: Allen.Poynter@hart.kyschools.us

The District office is open Monday through Friday, from 8:00 a.m. to 3:00 p.m.

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

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

PARENT CONFERENCE

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

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

PROM

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

The Prom is a school activity, which requires student behavior to conform to school policies. Students who wish to bring a guest who does not attend Hart County High School must get approval from an administrator. Guests

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

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

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

DRESS CODE FOR FORMAL/SEMI-FORMAL EVENTS (PROM, HOMECOMING COURT, ETC.) WILL BE AS FOLLOWS:

- Gentlemen's attire – tuxedo, suit or shirt and tie with dress pants and sports coat. Ties or bowties and dress shoes or clean tennis shoes/cowboy boots are required. Jackets may be removed during the evening but dress shirts must remain on and buttoned at all times.
- Ladies' attire – plunging V-neck dresses that openly expose the breast from top to bottom are not allowed even when covered by sheer fabric. The back of dresses may not be cut so deeply that areas below the waist are exposed. Slits are not to exceed mid-thigh. Dress length must be mid-thigh or longer. For two-piece dresses, the following rules will apply: Crop Tops will be allowed. A crop top dress is designed to show only the waistline and midriff. Bra Tops are NOT allowed. A bra top is designed to fit like a bra or bikini top.
- The faculty and staff of Hart County High School reserve the right to deny entrance to any person who is found to be in violation of the Prom dress code. If you have questions concerning your clothing, please bring in a picture to be approved by the administration. Students should not wear something questionable, which may result in waiting for a change of clothes or a ride home.
- Items that are not permitted include but are not limited to, the following: jeans, sunglasses, bandanas, and baseball hats.
- No food or drink items may be brought to Prom.
- This applies to Hart County High School students and their guests.

PROHIBITED ITEMS

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

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

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

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

PROTECTION OF PUPIL RIGHTS

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

- Consent before minor students are required to submit to a survey, analysis, or evaluation that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. NOTE: If the parent/eligible student has indicated no directory information is to be provided to a third party or if the marketing activity involves the provision of social security numbers, consent form 09.14 AP.122 should be used.
- Inspect, upon request and before administration, or use
  1. Protected information surveys to be used with students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

RELEASE OF STUDENT DIRECTORY INFORMATION AND PUBLICATION CONSENT

Consistent with the Federal Family Educational Rights and Privacy Act and the Kentucky Family Education Rights and Privacy Act, parents or students 18 or older may direct the District not to disclose directory information (which includes but is not limited to name, address, telephone number, etc.). Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and the most recent educational institution attended by the student. Under Board Policy 09.14 AP.12, the District has also designated student photographs as "directory information." Consistent with this annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indicating that they do not wish photographs of the student to be released. The District also retains permission to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's web. In addition, at some time during the school year, your child may be videotaped or photographed participating in activities or projects. On special occasions, a general audience on local cable television, the Internet, or other media may view the tape or photograph. Throughout the school year, various surveys may also be administered to students. The survey results would be used to determine the needs and results of various programs. Student participation would be voluntary. If you do not want your child to participate or be involved in any of the above activities and/or you prefer to withhold directory information, please contact the school your child attends within thirty (30) days of enrollment to obtain and complete the appropriate form(s).

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

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

RIGHTS AND RESPONSIBILITIES

Participant Rights:

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

A. **Student Rights**. Students have the right:

1. To an appropriate public education that maintains high educational standards and meets the needs of individual pupils.
2. To notification of information pertaining to regulations and policies, which pertain to their public school experiences.
3. To reasonable physical protection and safety of their personal property.
4. To consultation with teachers, counselors, administrators, and other school personnel.
5. To free student elections for organizations within the school or their counterparts within the state and nation.
6. To candidacy and to hold office in student organizations within the school or within the state or national student organizations.
7. To examine their personal school records.
8. To be involved in school activities without being subject to any form of discrimination.
9. To participate in school activities that require competition on an equal basis.
10. To receive respect from other students and school personnel.
11. To present complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.

B. **Teacher Rights**. Teachers have the right:

1. To expect the support of their fellow teachers and administrators.
2. To work in a positive school climate with a minimum of disruptions.
3. To expect all student assignments to be completed as requested.
4. To temporarily remove any student whose behavior significantly disrupts the positive school climate.
5. To be safe from physical harm.
6. To be free from verbal abuse.
7. To provide input to committees designed with the responsibilities of drafting policies that relate to their relationships with students and school personnel.
8. To take action necessary in emergencies pertaining to the protection of persons or property.

C. **Parent/Guardian Rights**. Parents/Guardians have the right:

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

D. **Principal/Designated Administrator**. Principals/Designated Administrators have the right:

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

Participant Responsibilities

A. **Student Responsibilities**. Students have the responsibilities:

1. To maintain acceptable conduct at all times.
2. To display consideration for the rights and property of others.
3. To dress in a manner that is not a detriment to the normal school progress and orderly operation of the school.
4. To maintain proper hygiene at all times.
5. To abstain from the possession and/or use of illegal substances including alcohol.
6. To abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
7. To abstain from physically attacking any school employee.
8. To abstain from physically attacking classmates.
9. To refrain from persistent violation of school regulations.
10. To be in attendance at all regularly scheduled classes.
11. To refrain from acts of truancy such as being absent without permission from school and/or class.
12. To show respect for school authority by avoiding all acts of defiance.
13. To abstain from gambling, extortion, theft, or any other unlawful activity.
14. To abstain from smoking.
15. To complete all homework and class work in accordance with the teachers' instructions.
16. To represent the truth in all school matters.
17. To refrain from cheating on all academic and/or athletic activities.
18. To avoid the use of verbal abuse with all persons within the school setting.
19. To refrain from the harassment of fellow students and/or school personnel.
20. To exhibit respect for other opinions by refraining from rudeness or inappropriate language.
21. To abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
22. To practice proper safety procedures while using the building facilities.
23. To show respect for the educational process by taking advantage of every opportunity to further their education.
24. To refrain from habitual tardiness.
25. To practice self-control in terms of voice and limbs.
26. To refrain from leaving school grounds prior to dismissal for the day.
27. To abstain from any form of disruptive classroom behavior.

B. **Teacher Responsibilities**. Teachers have the responsibility:

1. To present the educational materials and experience appropriate to their course or grade level.
2. To inform students and parents/guardians of achievement and progress.
3. To plan a flexible course of study that meets the needs of all students.
4. To maintain high standards of academic achievement.
5. To administer such disciplinary measures as outlined in their code in order to maintain a positive learning climate.
6. To provide feedback on student assignments as soon as possible.
7. To exhibit exemplary behavior in terms of dress, action, and voice.
8. To inform parents/guardians of their child's successes, problems, and failures.
9. To reward exemplary student work and/or classroom behavior.
10. To exhibit respect for all students.
11. To maintain a classroom atmosphere conducive to good behavior.
12. To follow the rules and regulations of the Hart County Board of Education and the local school.

C. **Parent/Guardian Responsibilities**. Parents/Guardians have the responsibilities:

1. To instill in their child the need for an education.
2. To instill in their child a sense of responsibility.
3. To assist their child in understanding the need for a positive school learning environment.
4. To become familiar with the educational policies and programs of the Hart County Board

of Education.

5. To aid their child in understanding the disciplinary procedures of the school.
6. To encourage their child to follow all school policies.
7. To see that their child attends school on a regular basis.
8. To inform school officials of any long-term illness affecting their child.
9. To demonstrate respect for all school personnel at the school and related activities.
10. To inform school officials of concerns pertaining to disciplinary procedures.
11. To instill in their child the need for proper and appropriate student attire and hygiene.
12. To exhibit concern for the progress and grades of their child.

D. **Principal/Designated Administrator Responsibilities**. Principals/Designated Administrators have the responsibilities:

1. To help create and maintain an atmosphere that respects the rights of all participants in the schooling process.
2. To administer discipline measures fairly and equally in accordance with this conduct code.
3. To exhibit exemplary behavior in terms of action, dress, and speech.
4. To direct the school staff in developing a program, which communicates this code of conduct to the school community.

SCHOOL CLOSING INFORMATION

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

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

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

SCHOOL HEALTH SERVICES and INFORMATION

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

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

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

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

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

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

For those teenagers who have not been previously vaccinated, the U.S. Centers for Disease Control and Prevention

(CDC) recommends immunization at high school entry and for all incoming college freshmen who will live in dormitories (only one shot required). Until vaccine supplies increase, the CDC recommends deferring immunization for 11 and 12-year-olds.

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

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

In addition, the Kentucky Department of Education provides links to this information and the above Web addresses from its Web site at www.education.kygov.

SIGNING OUT

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

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

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

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

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

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

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

SOCIAL EVENTS

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

STUDENT INSURANCE

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

VALUABLES

No student should leave valuables unmonitored or where they may be picked up by others or stolen. The school cannot be responsible for stolen or misplaced articles. Students are encouraged to leave valuable items and other personal items at home. Building staff will not be responsible or spend time trying to find/recover items that are lost or stolen at school.

VISITORS

The school policy is to accept only those visitors who have legitimate business to conduct at the school. Guests

and visitors must register with the front office. Parents are always welcome. Visitors are expected to leave promptly when their business is completed. Former students and students who have withdrawn must have appointments to meet with former teachers. No one may visit with other students at any time.

YOUTH SERVICE CENTER

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

ATTENDANCE, TRUANCY, TARDIES

DISTRICT ATTENDANCE POLICY

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

Compulsory Attendance

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

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

Absence from school shall be deemed valid and excused if the student is too ill to be in attendance and the student presents a doctor's statement upon his/her return to school. **The doctor's statement must be presented to the proper school officials within three (3) days of return to school (hand delivered, faxed, or emailed directly to the school attendance clerk from the doctor's office).**

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

1. Death in the student's immediate family (consists of the following for all Hart County students: Mother, Father, Son, Daughter, Grandfather, Grandmother, Sister, Brother, Aunt, Uncle, Niece, Nephew, Father-in-Law, Mother-in-Law, Guardian, Spouse),
2. Illness of the student (doctor's written verification of an office visit/examination for illness/injury shall be required),
3. Court appearance (written verification of attendance from court-designated worker [CDW] or court clerk must be submitted),
4. Life Skills appointments (written verification of attendance from the provider must be submitted)
5. Religious holidays and practices,
6. One (1) day attendance at the Kentucky State Fair (Admission ticket must be submitted).
7. Taking driver's test/permit test only if the exam is passed and documentation is provided.
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon return of parent/guardian from active military duty,
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
13. Trips qualify as educational enhancement opportunities, as determined by the principal/designee.

Notes from parents/guardians shall be accepted, and absences shall be excused for up to two (2) days per semester, only for valid reasons. Illness accompanied by a health professional's statement will not be counted as one of the two (2) days.

Students are not absent when they are participating in school activities that have been authorized by the Hart County Board of Education and are a definite part of the instructional program of the school. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance of school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.

EDUCATIONAL ENHANCEMENT OPPORTUNITY (EHO Days)

To request an absence to participate in an educational enhancement activity, an application must be completed and returned to the school principal at least two (2) days prior to the anticipated event. The activity must have significant educational value. The activities are approved by both the principal and a central office designee. The application forms (09.123 AP.2 are available in the main office of the high school. **Each student can take only ten (10) EHO days per school year.**

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

Schoolwork may be made up for all excused absences and for up to three (3) unexcused absences each semester. It is always the student's responsibility to request and complete the missed school work whether the absence is an excused absence or for club activities, college days, field trips, EHO opportunities, etc.

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

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

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

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

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

PERFECT ATTENDANCE

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

TRUANCY DEFINED

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

COLLEGE DAYS

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

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

EXCUSED ABSENCES (see also District Attendance Policy)

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

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

NON-RESIDENT PUPILS

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

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

A. Any student enrolling in the Hart County School District while residing in another school district shall clear all financial obligations to the Hart County School System at the end of the school year in order to remain as a student in the Hart County School System.

B. Any student enrolled in the Hart County School District, while residing in another school district, may have this privilege revoked if the student:
    1. Fails more than two (2) classes during the semester, or
    2. Is suspended from school or expelled from school, or
    3. Accumulates more than six (6) unexcused absences in a school year.

C. Any student not residing in the Hart County School District, who wishes to enroll in the Hart County School District, shall enroll no later than two (2) days after the start of the school term; or two (2) days after the start of the second semester; or if a student changes residence from a district outside Hart County to another district outside Hart County and desires to enroll in the Hart County School District, he/she must enroll within five (5) days after his/her residence change.

D. Any student who does not reside in the Hart County School District who is under suspension or expulsion from school or who has received a suspension or expulsion during a semester of school shall be denied enrollment in the Hart County School System during the semester in which the suspension or expulsion was received and the semester following the semester in which the suspension or expulsion was received.

E. Any student who is under suspension or expulsion from any school district and changes his/her residence to the Hart County District shall be denied enrollment in the Hart County School System until the period of time of the suspension or expulsion has elapsed.

F. Hart County reserves the right to terminate services by transferring the student back to the home district if the student becomes disruptive and/or interferes with the educational and/or safety of students, teachers, and/or instructional assistants, who reside within the Hart County School District.

TARDY POLICY

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

1. Students reporting to school after the 8 o'clock bell has rung for first block must report to the attendance clerk for admission to school and will be recorded as tardy to school.
2. Students are also considered tardy when they leave school early but the time is less than would be considered a half-day absence.
3. A student shall be considered tardy to class if he/she is not in the classroom when the bell has finished ringing. Students tardy to school/class will receive a tardy slip from a designated area and then should report directly to class and give the tardy slip to their teacher.

Discipline Procedures for Tardies:

5	Tardies – 1 day of ISS
10	Tardies – 1 day of ISS
15	Tardies – 1 day of ISS
20+	Tardies – 2 days of ISS or possibly suspension

4. Students reporting to class excessively late (5 minutes or more) will be referred to an administrator for skipping/cutting class.
5. Students who are habitually tardy to class or to school may be reported to proper court officials.

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

TRANSPORTATION

TRANSPORTATION AREAS, PROCEDURES, AND EXCEPTIONS

All buses will unload in the morning and load in the afternoon on the Lonoke Road side of the building. Student drivers are to always park in their assigned parking spot on the Highway 88 side of the building. The student drop-off area is at the gym lobby doors in the morning. The student pick-up area is at the bus lobby on the Lonoke Road side of the building after the busses depart.

BUS NOTES

Students are always required to have a bus note signed by their parent/legal guardian and a building administrator in order to ride a bus different from their normal bus, ride home with a friend, or ride to a location different from their regular stop. **Bus notes should be written on the school-provided bus note form, available at the front reception desk.** Parents/guardians may call the school secretary to report a bus note, which will be signed by a building administrator and given to the student. Phone calls for students to ride a bus different than their normal bus should be made before 2:00 pm.

BUS RULES/CONDUCT ON SCHOOL BUS

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

A. Seats are assigned to all students with assignment cards posted above each window.
B. Students should be taught the following safety rules and practices:
    1. Students are to secure athletic and band equipment on the bus.
    2. Students are never to throw things from the bus.
    3. Students are never to take smoke-producing or use flame-producing objects on the bus.
    4. Students are to open the windows only with the driver's permission.
    5. Students are never to tamper with the bus or equipment.
    6. Students are never to use vulgar language or actions while on the bus.
    7. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.
    8. Students will obey and respect the request of the driver.
    9. No part of the body is to be extended outside the bus at any time.
    10. No pets or animals are allowed on the bus.
    11. Students should help the driver to keep the bus neat and clean.
    12. Students shall conduct themselves properly at all times and not do anything that would

distract the driver.

13. Objects that are large enough to take up seating space area are allowed on the bus only with permission from the principal or Director of Transportation.
14. When students enter the bus, they shall proceed directly to their assigned seats. Students shall remain seated until the bus has come to a complete stop
15. Students shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
16. Students are not to change their regular pattern of riding and stop without a request from home and the approval of the school principal.
17. Students are never to leave the bus by the emergency (back) door except in case of emergency or emergency drills.
18. Passengers shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any windows that would be dangerous in case of collision, or that would present an additional fire hazard, or that would take up needed pupil seating space.
19. Students shall not cross the roadway when entering the school bus until signaled to do so by the bus driver. When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Students shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

C. Students wishing to ride a school bus other than the one they normally ride must provide the bus driver with a note from parents stating the request and signed by the principal.

D. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the principal of the school where the pupil attends, the Director of Transportation, the Superintendent, and the student's parent or legal guardian.

E. Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under the provisions of governance authorities.

F. The Transportation Director and/or Principal is authorized to withhold bus-riding privileges for a minimum of 18 weeks per occurrence in the case of habitual or serious conduct violations. These violations may include but are not limited to, the following acts: damage to bus property, fighting, use of tobacco, and profanity. The Transportation Director and/or Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.

G. No balloons or glass objects are allowed on the bus.

H. No electronic device that is not controlled by the driver shall be allowed on the bus.

I. Food and drinks are not allowed on the bus.

J. Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

BUS REGULATIONS FOR VOCATIONAL SCHOOL STUDENTS

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

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

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

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

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

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

NO PASS, NO DRIVE LAW

This law requires that the application of any minor under the age of 18 for a license or permit include parental consent for the release of academic and attendance information required under KRS 159.051. It also reinstates the law allowing for the suspension of a student's driver's license or permit if the student drops out of school, has nine (9) or more unexcused absences in the preceding semester, or is academically deficient, which is defined as not receiving passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester.

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

REVOCATION OF DRIVER'S LICENSE

Students who are sixteen (16) or seventeen (17) years old who become 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 aged 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 the least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.
3. Three (3) unexcused tardies (to or from school) shall be equivalent to one (1) unexcused absence.

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.

ATHLETICS, CLUBS & ORGANIZATIONS,

CO-CURRICULAR ACTIVITIES

ELIGIBILITY FOR ATHLETIC COMPETITION

1. To be eligible for athletic competition during the first semester of each school year, a student must have been enrolled the preceding semester and must have passed during the preceding semester at least four full-credit high school studies or their equivalent in units of credit accepted for Graduation.
2. To be eligible for athletic competition, which begins during the second semester, a student must have been

enrolled during the first semester of that school year and must have received a passing grade in the first half of each of four full-credit subjects or units of credit accepted for graduation at the halfway point of the school year.

3. Student-athletes shall attend school on game day unless an extenuating circumstance is approved by the athletic director, principal, or designee.
4. Grade school students must receive passing grades in four of their six classes to be eligible and meet the enrollment requirements as specified in Sections 1 and 2.
5. A student must earn four (4) full units of credit accepted toward graduation to be eligible during his/her second year (grade 10) in high school; nine (9) units at the end of his/her second year to be eligible during the third year (grade 11) in high school and fourteen (14) units at the end of the third year to be eligible during his/her senior (grade 12) year.
6. Out-of-state transfer students must be making normal progress toward graduation based on the academic requirements of the state from which they are being transferred. However, said student must adhere to Association academic guidelines within one year of transfer.
7. A student must pass four classes each semester.

CLUBS AND ORGANIZATIONS

4-H Club

The goal of 4-H is to develop the citizenship, leadership, responsibility, and life skills of youth through experiential learning programs and a positive youth development approach. The purpose is to engage youth to reach their fullest potential while advancing the field of youth development.

Art Club

The purpose of the Art Club is to give students the opportunity to meet monthly in a more relaxed and informal setting to discuss and work on art. Students may work on projects of their own interest or may use the time as an extension of an enrolled art class. The art club is a fun way to use your talents to give back and fellowship with other artists. The Art Club may be asked or invited to participate in area shows, field trips, college visitations, etc.

Beta Club

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

Health Occupations Students of America (HOSA)

The purpose of HOSA is to promote career opportunities in the healthcare industry to enhance the delivery of quality healthcare to all people.

Honor Roll

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

National Honor Society (NHS)

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

Pep Club

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

Science Club

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

Skills USA

This club is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. Skills USA helps each student excel. It provides educational programs, events, and competitions that support career and technical education in the nation's classrooms.

Student Council

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

Student Technology Leadership Program (STLP)

This organization uses project-based learning principles to empower student learning and achievement through the utilization (and creation) of technology to solve school and community needs. STLP provides a means for students to design, make, connect, and learn. Student products, projects, and services can be showcased through local, regional, and state events.

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

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

World Language Club

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

Y-Club

The purpose of the Y-Club is to create, maintain and extend throughout the home, school, and community, the high standards of moral character. Students should join this organization if they have an interest in serving themselves, the school, and the community through volunteer initiatives; making a positive difference through civic engagement and responsibility; understanding the importance of local and state government and the political process; and striving to maintain high standards regarding values, leadership, and responsibility.

Academic Teams

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

Fine Arts

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

Family, Career and Community Leaders of America (FCCLA)

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

Future Business Leaders of America (FBLA)

FBLA is the national organization for all high school students (grades 9-12) participating in business and office programs. The purpose of the organization is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 9-12) in business and office education to develop vocational and

career-supportive competencies and to promote civic and personal responsibility. Chapter activities include monthly local chapter meetings; community/service projects; regional, state, and national leadership conferences.

Future Farmers of America (FFA)

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

DISCIPLINE

ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES

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

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

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

Violation of any provision of this behavior code shall constitute a reason for suspension or expulsion. Illicit drug use is wrong and harmful. K.R.S. 218A/990 Section 16 states "Any person who unlawfully traffics in a controlled substance classified in scheduled I, II, III, IV, or V in any building used primarily for classroom instruction in a school or on any premises located within one thousand (1,000) yards of any school building used primarily for classroom instruction shall be guilty of a felony and shall be punished by confinement in a penitentiary for not less than one (1) year nor more than five (5) years, or by a fine of not less than three thousand dollars ($3,000) nor more than five thousand dollars ($5,000), or both unless a more severe penalty is set forth in this chapter, in which case the higher penalty shall apply. The measurement shall be taken in a straight line from the nearest wall of the school to the place of the violation.

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

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

ALCOHOL AND DRUG SAFETY POLICY

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

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

II. **Alcohol and Drug Safety Policy Overview** (Reference: Board Policy 09.423)
   a. A testing laboratory chosen by the Hart County School Board shall collect and perform a scientific analysis of urine specimens from a predetermined number of students monthly. The collection will be performed on-site at the Hart County High School. Each specimen shall initially be tested by the testing laboratory using a highly accurate immunoassay

technique. Initial positive results must be confirmed by gas chromatography/mass spectrometry, thus yielding either a "double positive" or negative result.

b. 1st offense = In the event the student participant's urine specimen produces a positive result, the student will first be suspended for the next four consecutive interscholastic events or the next four weeks of the season, whichever is greater. Before reinstatement to the activity or of the parking permit the student must receive an assessment or evaluation for chemical dependency and provide verification of an assessment by a state-licensed mental health professional at the student/parent's expense. The student must consent to a second drug test (all at student/parent expense). A positive result shall be treated as a second offense.

c. 2nd offense = In the event the student participant's second urine specimen produces a positive result, the student will be suspended for the next twelve consecutive weeks of the season. Before reinstatement to the activity or of the parking permit the student must provide proof of following recommendations from the initial chemical dependency assessment by a state-licensed mental health professional at the student/parent's expense. The student must consent to a third drug test (all at student/parent expense). A positive result shall be treated as a third offense.

d. 3rd offense = In the event the student participant's third urine specimen produces a positive result, the student will be suspended for a period of one calendar year from consecutive interscholastic events. Before reinstatement to the activity or of the parking permit the student must provide proof of completion of recommendations from the initial chemical dependency assessment by a state-licensed mental health professional at the student/parent's expense. The student must consent to a third drug test (all at student/parent expense) before beginning the next season for which he/she is eligible.

e. Voluntary participant violation = In addition to students participating in extracurricular activities and utilizing parking permits, parents may, at the expense of the student/parent, participate in the random testing program. Any offense by a voluntary participant shall be reported to his/her parent/legal guardian, but no discipline may occur through this policy (at the expense of the student/parent).

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

ALTERNATIVE SCHOOL PROGRAM

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

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

BEHAVIORAL VIOLATIONS

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

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

Assault

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

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

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

Disrupting the Educational Process

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

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

CONDUCT CODE FOR STUDENTS

1. No student or person shall upbraid, insult or abuse any teacher or school adult (instructional assistant, secretary, custodian, cafeteria worker, etc.) in the presence of the school or the presence of a pupil of the school (K.R.S. 161.190).
2. Students will refrain from using profane or indecent language.
3. Students who deface or injure any of the school property, including buses, buildings, and grounds, will be expected to pay for damages.
4. Gambling on the school premises shall be prohibited.
5. Students shall not have in their possession knives, firearms, fireworks, or unlawful weapons or devices upon their person while at school, during school activities, or on the way to and from school.
6. Students shall not possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school-sponsored activity: Alcoholic beverages, controlled drug substances, substances that "look like" a controlled substance (in instances involving look-like substances, there must be evidence of the student's intent to pass off the item as a controlled substance).
7. Students are not to possess, use, sell, or distribute tobacco products on school property, including school buses, nor at school-sponsored activities under the supervision and sponsorship of school personnel.
8. Students will be expected to observe and obey the rules and regulations of the school and board while being transported to and from school via publicly owned transportation.
9. Students shall conform to the dress code.
10. Use of a privately owned vehicle in going to and from school is a privilege, which can be suspended or revoked.
11. Students will be expected to assist school officials in maintaining student property in such a manner as to ensure proper health standards, and conditions conducive to learning.
12. Kissing and other public displays of affection are strictly prohibited.
13. Students shall not engage in any conduct, whether verbal or physical, which interferes with or hinders the orderly administration of the school and school-related activities.
14. Students shall not be in violation of the published Honor Code.
15. Students shall not be guilty of harassment/discrimination/intimidation, either verbal or physical, due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, physical condition, or disability. This includes any creation, by whatever means, of a climate of hostility, or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Also, conduct and/or actions prohibited under this policy include but are not limited to name-calling, stories, jokes, pictures, or objects that are offensive to one's gender, race color, national origin, religion, or disability; unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors; members of one gender being subjected to sexual remarks of the other gender in the context of the classroom; impeding the progress of a student in class by questioning the student's ability to do the required class work based on the

gender, race, color, religion, national origin, or disability of each student; limiting student access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

16. Students shall not use any devices or software to scan the schools network for vulnerability, gain access to unauthorized or personal data, gain unauthorized access to devices, circumvent security, or disrupt the Hart County Schools network or other devices in any way**.**

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

BULLYING

Hazing, bullying, menacing, or abuse of students or staff members will not be tolerated. Any student who engages in an act that injures degrades, or disgraces another student or staff member in any manner, disrupts the educational process or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action as outlined in the board policy whether the offense occurs via speech, action, or cyberbullying (such as but not limited to unsolicited email, disclosing personal information via a website or other forum, assuming another's identity, posting defamatory photographs or print material, transmitting inappropriate or unsolicited text messages, etc.).

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

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit the civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Instances of bullying or other behaviors related to student welfare may be reported to the school office, district office, or online via the Safety Tipline Online Prevention (STOP) system at http://www.kycss.org/stop/stop.php?district=Hart.County.School.District

Cyberbullying:

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

Hazing:

Per KRS 508.180, "hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

a) Violate federal or state criminal law;
b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
d) Endure brutality of a sexual nature; or
e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

*Per KRS 508.180, "organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary

education institution at any time during the previous five (5) years. "Organization" also includes sports/athletic teams.

Menacing:

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

Harassment:

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

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

Harassing Communications:

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

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

Stalking:

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

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

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

"Harassment" and "Harassing Communications" under the category of "Bullying" are separate from the

definition of “Harassment/Discrimination” which involves behavior based on race, color, national origin, age, religion, sex, or disability. However, a report of a violation of this section will be evaluated by school personnel to determine whether it should be treated as a report of harassment/discrimination which would require an investigation under the “Harassment/Discrimination” section of this code.

HARASSMENT / DISCRIMINATION (including Title IX Sexual Harassment / Discrimination)

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

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

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

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

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

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

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

The Investigation Procedures will involve the following:

1. The Superintendent shall monitor the district-wide implementation of procedures to be followed in the event of harassment/discrimination.
2. An investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of submission of the original written complaint. Investigations shall be completed within thirty (30) calendar days unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency or due to a scheduled break in the school calendar which restricts the investigator’s access to witnesses.
3. During the course of an investigation, the Superintendent/designee may take interim measures to protect a complainant or witness if the Superintendent/designee perceives an imminent threat of harm to the individual during the investigation.

4. If, during the course of the investigation, the investigator determines any felony has occurred, the investigator will make a report to the appropriate officials as required by statute.
5. Following completion of the investigation, the investigator shall complete a written report of all findings.
6. A copy of the complete investigation should be forwarded to the Superintendent/designee.

7. District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.
8. Upon completion of the investigation, and, if appropriate, correction of the conditions leading to the harassment/ discrimination, any party may appeal in writing any part of the findings to the Superintendent. The Superintendent shall review the investigative report and determine whether the investigator complied with board policy, and shall determine whether the findings are reasonably consistent with the information provided to the investigator.
9. If corrective action is taken against a student regarding a report under this section, details relating to that corrective action may not be shared with the complainant or any witnesses, and the complainant shall have no right to challenge or appeal the corrective action taken. Additional conduct by the same student shall be treated as a new report under this section.
10. The complainant, witnesses, and the accused student shall be advised of the right to be free from retaliation for making a report or participating in an investigation. Retaliation will be treated as a separate violation and will subject the student to additional disciplinary action as outlined in the Code of Acceptable Behavior and Discipline. Upon receipt of a report of retaliation or expected retaliation, the Superintendent/designee should take steps to address the retaliation.

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination
Hart County, Kentucky School District (the "District") is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator
Tracy Sims
25 Quality Street, Munfordville, KY 42765
burke.chenoweth@hart.kyschools.us
270-524-2631 ext. 2012

Assistant Secretary for Civil Rights
U.S. Department of Education Office for Civil Rights
400 Maryland Ave., SW; Washington, D.C. 20202-1100
1-800-421-3481; 1-800-877-8339 (TDD)
202-453-6012 (fax); OCR@ed.gov

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

Title IX of the Education Amendments of 1972
Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX.

Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX.)

The District's policies and procedures for addressing reports and complaints of sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

Title IX Coordinator
Who is the Title IX Coordinator?
The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its

responsibilities under Title IX and its regulations. The Title IX Coordinator's Name and contact information are as follows:

Title IX Coordinator
Tracy Sims
25 Quality St., Munfordville, KY 42765
270-524-2631

Who can contact the Title IX Coordinator?
Any person may report sex discrimination, including sexual harassment to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How can I contact the Title IX Coordinator?
Any person can contact the Title IX coordinator in person, by mail, telephone, or by electronic email, by using the contact information listed above, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Sexual Harassment Under Title IX
What is sexual harassment?
Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- A district employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

How does the District respond to reports of sexual harassment?
All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.

The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

What is a formal complaint of sexual harassment?
Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.

To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

How does the District respond to formal complaints of sexual harassment?
Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below.

Title IX Policies and Procedures
Copies of these policies and procedures can be accessed online at www.hart.kyschools.us or be requested from the Title IX Coordinator.

Title IX Training
Title IX training materials utilized by the District may also be reviewed on our website at www.hart.kyschools.us.

CORPORAL PUNISHMENT
Corporal punishment is prohibited as a punishment for student misbehavior.

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

GENERAL DISCIPLINE PROCEDURES FOR CLASSROOM TEACHERS
Good discipline consists of originality, common sense, and good judgment using acceptable techniques that deter inappropriate behavior.

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

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

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

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

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

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

DISCIPLINE FOR STUDENTS WITH A DISABILITY

Suspension For 10 Days or Less in a School Year

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

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

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

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

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

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

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

Beginning on the eleventh (11^{th}) day of suspension, services must be provided.

Change of Education Placement for Disciplinary Reasons

A change of placement for disciplinary reasons occurs when:

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

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

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

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

(a) carries or possesses a weapon to or at school, on school premises, or to or at a school function;
(b) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function. An illegal drug shall not include a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under the authority of any other provision of the Controlled Substances Act 21 U.S.C. section 812(c) or under any other provision of federal law.
(c) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

Interim Alternative Educational Setting

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

(a) enable the child to continue to progress in the general curriculum;

(b) enable the child to continue to receive those services and modifications, including those described in the child's current IEP, that will enable the child to met the goals set out in the IEP, and

(c) include services and modifications to address the behavior to prevent the behavior from recurring.

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

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

(a) request an expedited due process hearing, or

(b) pursue through the judicial system a temporary removal of the student from school.

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

LOWERING GRADES FOR MISCONDUCT

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

SUSPENSION

Absences resulting from suspensions shall always be considered unexcused.

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

TOBACCO PRODUCTS

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

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

STUDENT INTERACTION

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

TERRORISTIC THREATENING

A person is guilty of terroristic threatening—making false statements by any means for the purpose of:

- Causing evacuation of a school building, property, or school activity
- Causing cancellation of classes, activities
- Creating fear of serious bodily harm among students, parents, or school personnel.

An anonymous reporting tool is available that allows students, parents, and community members to anonymously supply information concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials. This reporting tool can be found on the district website and is identified as the Safety Tipline, Online Prevention program (S.T.O.P.) that allows for anonymous reporting of bullying, violence or risky behavior. The information reported is immediately sent to the administration of the school district. Anyone with questions can contact Chad Griffin, Hart County Schools Safety Coordinator at 270-524-2631. (see KRS 508.078, 532.060, 534,030)

HART COUNTY HIGH SCHOOL
DISCIPLINE CODE

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

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

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

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

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

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

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

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

Misbehaviors Requiring In-School Discipline						
Type of Unacceptable Student Behavior	**Grades**	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**	**5th Offense and above**
Bullying, Hazing, Menacing, etc.	9 - 12	1 day ISS to 10 days out-of-school suspension; demerits by administrator discretion				
Bus Misconduct	9 - 12	Warning or 1 - 3 days ISS	1 - 3 days ISS	3 - 5 days bus suspension	10 days bus suspension	Loss of bus riding privilege for remainder of the semester
Destruction or Defacing School Property; Vandalism	9 - 12	1 day ISS to 10 days out-of-school suspension; demerits by administrator discretion				

Dress Code Violation	9 - 12	Student asked to change or sent to ISS	1 day ISS; Student asked to change or sent home	2 days ISS; Student asked to change or sent home	1 day out-of-school suspension; demerits by administrator discretion	3 days out-of-school suspension; demerits by administrator discretion
Electronic Device Violation	9 - 12	Detention or 1 day ISS	1 - 2 days ISS	2 days ISS	2 - 3 days ISS; Chronic offenders could be suspended; Loss of phone privileges while on school property	
Unauthorized use of RFID Readers/Writers or other devices used for database and system infiltration	9-12	1 - 10 days out-of-school suspension; suspension of internet access and user account; demerits by administrator discretion;				
Extortion and/or Gambling	9 - 12	1 day ISS to 10 days out-of-school suspension; demerits by administrator discretion				
Failure to leave school property after the conclusion of school activities (loitering)	9 - 12	Verbal Reprimand	1 day ISS	1 - 2 days ISS	1 day out-of-school suspension; demerits by administrator discretion	3 days out-of-school suspension; demerits by administrator discretion
Fighting (includes to & from school, on school property, during school sponsored or school endorsed activities, etc.)	9 - 12	3 days ISS to 5 days out-of-school suspension; demerits by administrator discretion	5 - 10 days out-of-school suspension; demerits by administrator discretion			
Forging Signature of Administrator or Parents/Guardians	9 - 12	1 day ISS	1 day ISS	2 days ISS		
Type of Unacceptable Student Behavior	**Grades**	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**	**5th Offense and above**
Harassment and/or Intimidation	9 - 12	3 days ISS to 10 days out-of-school suspension; demerits by administrator discretion				
Honor Code Violation (cheating, plagiarism, stealing, etc.)	9 - 12	Zero grade on assignment	Zero grade on assignment and 1 day ISS	Zero grade on assignment and 1 day ISS	Zero grade on assignment and 2 days ISS	Zero grade on assignment and 3 days ISS

Inappropriate Behavior (includes but is not limited to the following: classroom disruptions, non-compliance, horseplay, disrespectful or defiant behavior to certified or classified personnel, throwing items, sleeping in class, cafeteria misbehavior)	9 - 12	1 - 2 days ISS		2 - 3 days ISS; Chronic offenders could be suspended and/or receive demerits when assigned to ISS		
Parking Lot Violation (includes illegal parking, racing, speeding, reckless driving, etc.)	9 - 12	Warning and/or 1 week suspension of driving privilege	1 - 2 weeks suspension of driving privilege	Driving privilege revoked for 9 weeks to remainder of semester		
Pornographic or Other Inappropriate Literature, Drawings, or Writings	9 - 12	1 - 2 days ISS		1 - 3 days ISS; Chronic offenders could be suspended and/or receive demerits when assigned to ISS		
Possession and/or use of Disruptive or Inappropriate Items (includes lighters, matches, lasers, etc.)	9 - 12	1 - 2 days ISS		2 days ISS to 3 days out-of-school suspension; demerits by administrator discretion		
Possession, Distribution, or Use of Over-the-Counter Medications (includes any type of dietary supplement, ibuprofen, Tylenol, aspirin, cough or allergy medicine, etc.)	9 - 12	2 day ISS	3 days ISS	5 days ISS	1 day out-of-school suspension; demerits by administrator discretion	2 days out-of-school suspension; demerits by administrator discretion
Profanity; Obscene, Vulgar or Inappropriate Language; Inappropriate or Obscene Gestures	9 - 12	1 - 2 days ISS		2 days ISS to 3 days out-of-school suspension; demerits by administrator discretion		
Type of Unacceptable Student Behavior	**Grades**	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**	**5th Offense and above**
Public Display of Affection (includes kissing, necking, hugging, leaning against another student, etc.)	9 - 12	1 day ISS	1 day ISS	2 days ISS	3 days ISS	1 - 3 days out-of-school suspension; demerits by administrator discretion

Skipping Class (includes being in the hall or building without a hall pass, or being in an unauthorized area, excessive tardies to class, etc.)	9 - 12	1 - 2 days ISS		3 days ISS; Chronic offenders could be suspended and/or receive demerits when assigned to ISS
Skipping School (includes leaving the school building or school property without permission, etc.)	9 - 12	1 day ISS and 1 week loss of driving privileges	2 days ISS and 2 weeks loss of driving privileges	1 - 3 days of ISS and loss of driving privileges for the remainder of the school year; Chronic offenders could be suspended and/or receive demerits when assigned to ISS
Slurs Regarding Race, Color, Creed & Sexual Orientation	9 - 12	1 - 3 days ISS	3 days ISS to 10 days out-of-school suspension; demerits by administrator discretion	
Stealing/Theft	9 - 12	2 days ISS to 3 days out-of-school suspension; demerits by administrator discretion		1 - 3 days out-of-school suspension; demerits by administrator discretion
Tobacco Violation (possession and/or use of any tobacco product including e-cigarettes, vapor products, or look-alike items)	9 - 12	1 -2 days ISS and completion of Cessation Form	2 -3 days ISS and attend Cessation Class	3 days of ISS to 3 days out-of-school suspension; demerits by administrator discretion
Unacceptable Behavior at a School-Sponsored or School-Endorsed Activity (Athletic Events, Conferences, Conventions, Dances, Other)	9 - 12	3 days ISS to 10 days out-of-school suspension; demerits by administrator discretion		
Verbal Altercation (student-to-student or student-to-staff)	9 - 12	1 - 2 days ISS		1 - 3 days ISS; Chronic offenders could be suspended and/or receive demerits when assigned to ISS
Violation of the Internet, Education Network, and E-mail Contract	9 - 12	Verbal Reprimand or up to 3 days ISS		3 – 5 days ISS; possible requirement to be a daytime user only or suspension of internet access/user account
Other Inappropriate Conduct	9 - 12	1 day ISS to 10 days out-of-school suspension; demerits by administrator discretion		

Misbehaviors Requiring Automatic Out-of-School Suspension

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

THE RAIDER ACADEMY

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

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

KENTUCKY'S SIX GOALS FOR EDUCATION

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

ADMISSION REQUIREMENTS TO KENTUCKY UNIVERSITIES

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

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

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

CAREER DEVELOPMENT AND CO-OP STUDENTS

Students are eligible to enroll in either Career Development or Co-op during their senior year. Career Development will be one period only and will remain in-house at Hart County High School unless approved by the administration. The co-op will be during the 4th, 5th, and 6th periods, with sign-out not to occur before the 5th period. Requirements to be eligible for these courses include:

- Senior Status
- A grade of "C" or above in all classes
- No more than 9 unexcused absences
- Employer must be approved by administration
- Time sheets submitted to program administrator bi-weekly
- Proof of Employment
- Proof of Driver's License

Juniors and first semester seniors that wish to begin either of these courses during senior year must be in compliance with the above requirements at the end of his or her junior year, or at the end of his or her first semester of senior year. Seniors that fail to meet the requirements while enrolled in either of these courses will meet with the program administrator and be given probationary status. If the requirements of probation are not met, the student will not be allowed to enroll in either of these courses during the next semester and will enroll in other available electives.

CLASSIFICATION AND GRADUATION REQUIREMENTS

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

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

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

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

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

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

CORRESPONDENCE COURSES

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

EARLY GRADUATION POLICY

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

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

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

ENROLLMENT POLICY

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

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

EXAM EXEMPTIONS

Exemptions will only be based on no unexcused absences each semester and no more than 5 unexcused tardies each semester. Students can only earn one (1) exemption each semester. Exemptions may not be used for midterm exams but are usable in elective classes or one-semester classes or may be held by the student to be used on a final exam in the spring. Students will not be permitted to use an exam exemption on tests that count toward school accountability.

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

EXTENDED SCHOOL SERVICES

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

FINAL EXAMS

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

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

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

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

FOREIGN EXCHANGE STUDENTS

All foreign exchange students must take a minimum of four core content courses while they attend Hart County High School.

GRADING SYSTEM

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

The following grades will equal the corresponding letter grade:

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

GUIDANCE SERVICES

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

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

HCHS HOME SCHOOL POLICY

Section 1.

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

Section 2.

(1) The local school district shall be responsible for their appropriate assignment of a student transferring from a non-accredited secondary school to the class or grade best suited for the student. Previous credit earned by a student in a non-accredited secondary school shall be awarded by the local school district by one (1) of the two (2) following methods:

(a) Pass an examination of similar nature and content to the examination used for other students receiving credit for a particular course within the school district and graded on a comparable basis; or

(b) Successful performance of the student in a higher level of the course when the coursed are sequential in nature such as English, Mathematics, History, and Science. Successful performance shall consist of achieving at least a C grade in the course by the twelfth week of school.

(2) The courses successfully completed by examination or performance shall be counted toward minimum high school graduation requirements in the local school districts.

Section 3.

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

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

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

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

HIGHLY QUALIFIED STATUS OF TEACHERS

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

HONOR GRADUATES

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

INDIVIDUAL LEARNING PLAN

The purpose of the web-enabled Individual Learning Plan (ILP) is to better focus students on coursework and individual goals as they prepare for postsecondary studies and careers. Parents (or students who notify the school within 30 days of reaching their 18th birthday) may grant the school permission to share the ILP with third parties. Contact the guidance office for the appropriate release form.

SCHEDULE CHANGES

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

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

SENIOR FAILURES

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

SUMMER SCHOOL PROGRAM

Hart County High School Summer School occurs every summer and is offered for eligible students, grades 9-12.

TESTING PROGRAMS

A.C.T. (American College Test)

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

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

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

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

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

S.A.T. (Scholastic Aptitude Test)

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

TRANSFERS AND WITHDRAWALS

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

TRI-LEVEL DIPLOMA (Class of 2023, Class of 2024, and classes beyond requirements)
To meet the needs of all students, Hart County High School offers three levels of diplomas.

Standard Diploma (25 Minimum Credits) – Class of 2023 and Class of 2024

Area of Study	Required Courses	Credits Required
English	I, II, III, IV	4
Math	Algebra I, Geometry, Algebra II (or other approved math elective) Math elective during the 12th grade (Students must enroll in a math class all four years.)	4
Science	Integrated Science I, Integrated Science II, Biology	3
Social Studies	Integrated Social Studies, World Civilization, U.S. History	3
Health/PE	Health ½ & PE ½	1
Arts & Humanities	Electives *may* include: Art, Theatre, Music Appreciation, Band, Chorus	1
Financial Literacy	Course in Personal Finance	1
Career Pathway	4 courses from a chosen career pathway	4
Electives	4 courses	4

Comprehensive Diploma (26 Minimum Credits) – Class of 2023 and Class of 2024

Area of Study	Required Courses	Credits Required
English	I, II, III, IV	4
Math	Algebra I, Geometry, Algebra II, Math elective during the 12th grade (Students must enroll in a math class all four years)	4
Science	Integrated Science I, Chemistry or Integrated Science II, Biology	3
Social Studies	Integrated Social Studies, World Civilization, U.S. History	3
Health/PE	Health ½ & PE ½	1
Arts & Humanities	Electives may include: Art, Theatre, Music Appreciation, Band, Chorus	1
Financial Literacy	Course in Personal Finance	1
Career Pathway	4 courses from a chosen career pathway	4
Electives	5 courses	5

*Students should consider the pre-college curriculum in choosing math, science, social studies, and foreign language courses.

Merit Diploma (28 Minimum Credits) – Class of 2023 and Class of 2024

Area of Study	Required Courses	Credits Required
English	I, II, III, IV [one must be advanced (ex: honors or dual credit)]	4
Math	Algebra I, Geometry, Algebra II, and Math elective during the 12th grade (Students must enroll in a math class all four years) [one must be advanced (ex: honors or dual credit)]	4
Science	Integrated Science I, Chemistry, Biology, Advanced Science Elective	4
Social Studies	Integrated Social Studies I, World Civilization, US History [one must be advanced (ex: AP or dual credit social science)]	3
Health/PE	Health ½ & PE ½	1
Arts & Humanities	Electives may include: Art, Theatre, Music Appreciation, Band, Chorus	1
Financial Literacy	Course in Personal Finance	1
Foreign Language	Spanish I and II	2
Career Pathway	4 courses from a chosen career pathway	4
Electives	4 courses	4

All students must complete each of the following:

1) Complete an Individual Learning Plan
2) Demonstrate competency in technology.
3) Pass a 100-question Civics Exam with a score of 60% or higher.
4) Take an English and Math course each year of high school.
5) Meet (1) graduation qualifier as defined by KDE. (Class of 2023 and beyond)
6) Meet (1) graduation

Addendum

1. Valedictorian and Salutatorian will be selected as follows:
    a. Enrolled in high school for (4) years
    b. Fulfilled all requirements for the Merit diploma
    c. Highest scholastic average on a 100-point scale
2. Honor students will be selected from the Merit and Comprehensive diploma program. Students with a cumulative scholastic average of 90 or above in these two programs will be recognized at commencement as honor students in their chosen level of academic preparation.
3.

DISCLAIMER

This student handbook was approved by the Hart County High School Site Based Decision Making Council. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

