Memorial School

Student Handbook

This handbook also includes:

The Hart County Elementary Handbook
&
The Hart County Schools Code of Acceptable Behavior and Discipline

2025-2026

Student Name_____

Memorial School Vision Statement

Memorial School will be a leading education provider in Kentucky by supporting, encouraging and motivating every student to reach his/her maximum potential.

Memorial School Mission Statement

Memorial School will provide a high quality education to all learners in a safe and positive environment in order to inspire students to excel in a competitive world.

PRINCIPAL'S GREETING

Dear Families:

Welcome to Memorial School! We feel honored to educate your child. We know your time here will be exciting, happy, memorable, and rewarding. Our goal is to help your child become successful by offering positive learning experiences that educate the whole child and design engaging lessons to motivate and guide your child to achieve their maximum potential. Partnering together will help your child achieve their full potential during their time here at Memorial and develop students who are Engaged learners, Eager helpers, and Empowered students.

This handbook is designed to provide you with information regarding our current school offerings, regulations, and policies. In addition to this handbook, you will receive a copy of the Hart County Schools Code of Conduct Handbook and Hart County Schools Elementary Handbook. Please read and discuss these documents with your child. With your help, we can provide the safe, orderly, effective learning environment that each Memorial School student deserves. We know that all students can achieve at high levels and can work cooperatively. We encourage you to become actively involved in the school and its programs and activities. Working together, we can make a significant, positive difference in the lives of our students. Please keep in close communication with your child's teacher throughout the year, and do not hesitate to call the office if you need further assistance. Let's make it an outstanding year together!

Sincerely yours,

Joey Sexton, Principal
#onceapolarbearalwaysapolarbear #polarbearpride #M-E-S YEAH!

Administration

Joey Sexton, Principal
Heather Shields, Counselor

Faculty and Staff

Cynthia Johnson, Preschool
Shelly Carroll, Kindergarten
Aimee Atwell, Kindergarten
Ronda Wilson, 1st Grade
Katelyn Neafus, 1st Grade
Kiley Blair, 2nd Grade
Candace Burgess, 2nd Grade
Kara Pardue, 3rd/4th Grade
Courtney Line, 3rd Grade
Vicki Thompson, 4th Grade
Mary Hensley, 5th Grade
Callie Purvis, 5th Grade
Colleen Gregg, Middle School Math
Kevin Coulter, Middle School Science
Scotty Spann, Middle School Social Studies
Christine Lyons, Middle School Language Arts
Bethann Neville, Reading Intervention
Lisa Bailey, Special Education
Wendy Johnston, Special Education
Kristen McDowell, Special Education
Doug Ponder, Special Education
Rebecca Smith, Speech Pathologist
Angie Waddle, Media Specialist
Zelda Little, Art
Tylor Waddell, P.E.
Melissa Valone, Music/Band
Laurie Myers, Family Resource
Carol Bunnell, Instructional Assistant
Carolyn Pearson, Instructional Assistant
Courtney Byler, Instructional Assistant
Lottie Vance, Instructional Assistant
Lisa Decker, Instructional Assistant
Angela Bunnell, Instructional Assistant
Tony Tobin, Custodian
George Smith, Custodian
Allen Bailey, Custodian
Stacy Sanders, Secretary
Robin Cecil, Secretary
Jennifer Huff, School Nurse
Jake Sexton, SRO

Site-Based Decision Making (SBDM) Council Members

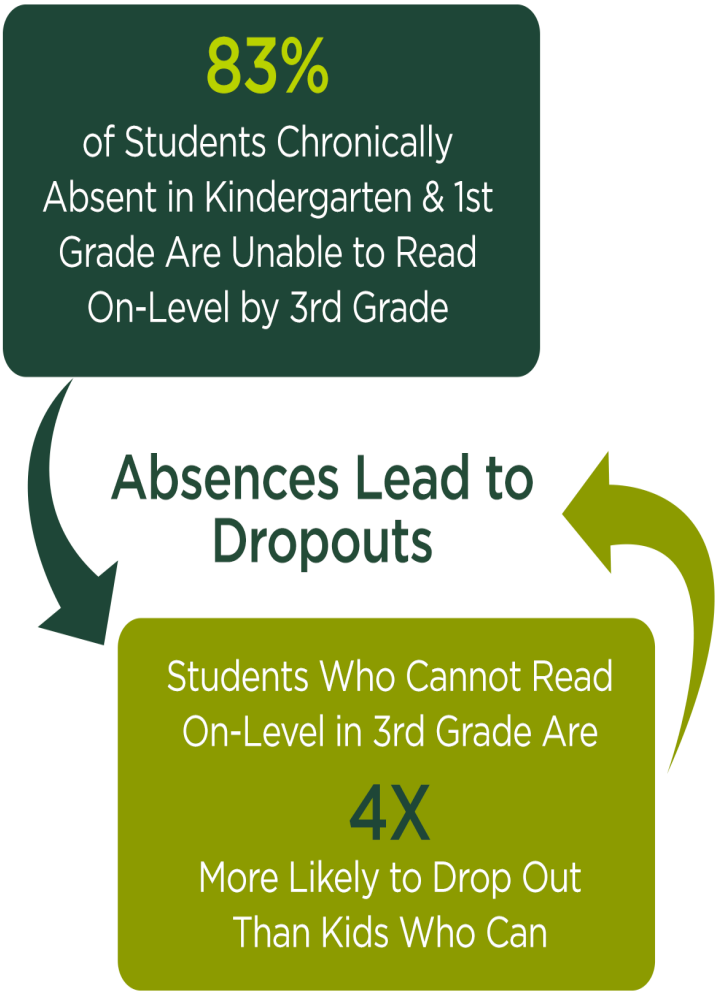
Josh Druen, Parent
Jenny Brown, Parent
Ronda Wilson, Teacher
Kristen McDowell, Teacher
Callie Purvis, Teacher
Joey Sexton, Principal

Attendance Basics

All students are required by law to attend school every day and to be on time. At Memorial School, we pride ourselves on maintaining a high attendance rate for students because we understand the importance of attending school each day. Many classroom learning activities and experiences simply cannot be made up at home. Please try to schedule your child's medical and other appointments after school hours in order to avoid absences.

Late Arrival and Early Dismissal

Tardiness is not just being late for school as traditionally interpreted. Tardiness is defined by the law as "any amount of instructional time missed." This includes being late to school or leaving school before classes are dismissed. Parents are required to sign in late students on the **Entry Log** kept at the attendance desk in the lobby. Parents are also required to sign out students leaving prior to 3:00 p.m. on the **Exit Log** kept at the attendance desk.



www.attendanceworks.org

Educational Enhancement Opportunity

Absences due to family vacations and trips will be unexcused. A parent may request for a child's absences to be excused if the child is participating in an Educational Enhancement Opportunity (EEO). In order to qualify for an excused absence, the EEO must meet several requirements. According to KRS 159.035, principals may grant students an excused absence to pursue an extraordinary educational opportunity. The expectation is that the activity for which the excuse was granted would provide a high-quality, educationally relevant experience that supports the student's in-school program. In order for a principal to approve an EEO day, the principal must determine that the activity has significant educational value. Examples provided in the statute are participation in educational foreign exchange programs or involvement in intensive instructional, experiential, or performance programs.

Parents requesting excused absences for a trip that qualifies as an EEO must complete and submit an Educational Enhancement Opportunity Request Form to the principal at least 2 days in advance of the trip. EEOs will not be accepted more than two weeks prior to the absence.

An EEO will not be allowed for any students who have three or more unexcused absences. Families may only apply up to 10 days of EEO in a school calendar year.

Deliveries

Memorial School cannot accept any deliveries from any florists, flower shops, parents, etc. for holidays and birthdays. This helps the 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.

Possession of Cell Phones, Headphones, and Other Electronic Items

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Memorial School 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 (until 7:45AM). However, teachers and staff who are on duty in the mornings, reserve the right to ask students to put away the devices if they are causing a disruption (for example in the gym or cafeteria). Students may also use their device after school beginning at 3:15PM. **Students may not use electronic items during instructional time. Cell phones and electronic devices are also prohibited during class changes and at lunchtime, Zero Tolerance Policy, phones must not be out.**
- **If a student brings a phone/telecommunication device to school, they will need to be placed on silent and will need to put those in their backpack or teachers will have a lock box to place them in for the day. If a student is caught with a cell phone/telecommunication device, they will be asked to take it to the office to keep in the office for the day.**
- **Cell Phones will not be permitted unless students need them for medical purposes. (A physician statement is required)**
- Headphones or any other type of earbuds shall not be worn at any time during the school day
- 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. This includes if a child is sick and notifies the parent/guardian. Students who are ill may use the phone in the office to call home.
- 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 will face further consequences as outlined in the discipline policy in this handbook.
- Students are not permitted to access or post to any social media sites such as Facebook or Instagram during the school day.
- School officials 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. Memorial School reserves the right to not investigate the theft or loss of any cell phone or other electronic device or their related parts due to time constraints. The district and school shall not be responsible for loss, theft, or destruction of such devices brought onto school property.
- The school reserves the right to allow "BYOD" (bring your own device) times as reward time for students. In such cases, students still must adhere to the Appropriate Use Policy (AUP) on their personal devices.

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.

Morning and Afternoon Procedures

Mornings and afternoons are the most hectic times of the day here at school. Our goal is to ensure the safety of all our students and staff and it is for this reason we ask for your patient understanding and cooperation with our morning and afternoon procedures. Again, these procedures are meant to ensure the safety of our students and staff as well as maintain order during these unstructured times of the day and are not meant to keep anyone away from our school.

Morning Procedures

Students may enter the building starting at 7:25 AM each morning. Students who ride a bus to school enter the front doors of the building. Students who are dropped off at school enter the building on the south side of the building by the gym.

Breakfast- All students that wish to eat breakfast will go straight to the cafeteria upon arrival at school. All K-3 students will stay and eat their breakfast in the cafeteria, while grades 4-8 will get their breakfast and go straight to their classroom to eat. . Any 4th-8th grade students wishing to eat breakfast, will need to go through the cafeteria before going to their classroom.

All students should be in their homerooms by 8:00 AM. Morning announcements will be made either over the intercom or by student broadcast.

Students are counted tardy to school after 8:00 AM. Tardy students are asked to go to the cafeteria to pick up their breakfast. It may be taken to the classroom to eat.

Kindergarten parents may accompany their child to the cafeteria for the first day of the school year.

Afternoon Procedures

Car riders will be dismissed to the gym each afternoon at 2:50 PM and are called by name by the supervising staff to load their vehicles. Parents/guardians are asked to line up in the parent pick up area (southside by the gym) and to wait for your child to be called to your vehicle.

One hint……We have found that parents/guardians who arrive at school at 3:00PM typically, do not have to wait as long for their child to be called to the vehicle.

Due to the high volume of hallway traffic in the afternoon, we cannot allow parents/guardians to go to the classroom to pick up students from a classroom. Parents/guardians who need to speak with a teacher concerning his/her child are asked to make an appointment with the teacher. Also, we cannot allow parents/guardians to remove students from the gym during parent pick up time. **Parents who come into the school at dismissal time will be asked to remain in the front office until all students have been dismissed.** The front exit is reserved for our bus riders exiting the building.

Students who are bus riders are called by their bus number and will exit the building through the front doors of the school.

Medications at School

Students who require medication during school hours must have a signed authorization form on file in the Nurse's office. The Authorization to Give Prescription Medication and Authorization to Give Over-the-Counter Medication Forms are available in the school office. Please note that the authorization form for over-the-counter medications must be signed by a physician. For prescription medications, the correct dosage and specific time the medication is to be administered must be clearly printed on the prescription label and written on the authorization form. Authorization forms must be updated each school year and any time a change occurs. All medications must be brought to school in the original, labeled container, and pills must be split prior to coming to school if needed. Parents should make every effort to bring medication to the school office. All medications must be kept in the school Nurse's office under the supervision of trained personnel. **It is important to note that students are not allowed to transport medications from school to home.** In the event medication is no longer needed at school, someone from the office will notify the parent to pick up the medication. At the end of the school year, it is the parent's responsibility to pick up medication. Any medication not picked up by the last working day for office staff will be disposed of according to school health protocol. .

Homework Policy

1. Memorial Elementary School teachers and administrators believe that good study habits are essential to every child's success. Homework is the out-of-class tasks that a student is assigned as an extension of classroom work. Homework helps students review, apply, and integrate what has been learned in class. It encourages habits of self-discipline and time management, develops initiative and the ability to learn to work independently, and helps students gain a sense of personal responsibility for learning.

2. Homework may be given at the discretion of the teacher. It is the option of the classroom teacher as to the frequency and structure of assignments made. Homework may be required of all students at all grade levels. The emphasis will be on the quality rather than quantity.
3. Below is the chart listing approximate times that students may be asked to spend on homework assignments according to grade level.

Grade Level	Minutes
K	15
1-2	20
3-4	30
5-6	40
7-8	60

4. If a student is absent, they have as many days as they were absent to complete the work. Schoolwork may be made up for all excused absences and for up to three unexcused absences. Any work made up after that time can be graded failing or not accepted.
5. Homework will usually be assigned Monday through Thursday nights. It is the student's responsibility to complete all homework and class work in accordance with the teacher's instructions. All teachers will provide an ongoing assessment of every student assigned to them. This assessment shall be based on grades as recorded in teachers' grade book, on curriculum skills list, participation, and homework. It may be the teacher's discretion as to the weight given to homework that is averaged into a grade. Time is usually given in class for completing work, if the student cannot or will not complete the assignment, it then may become work to be completed at home.
6. After any missed assignment, the teacher will note that in the student's agenda book. Parents should regularly review and sign the agenda book. If a student fails to complete two or more assignments, the parent will be contacted by phone. The teacher may request a meeting with the parent and visa-versa. It will be at the teacher's discretion if that student will miss break to complete the assignment. It will be at the principal's discretion if that student should attend after-school detention to complete the assignment.
7. Homework will not be used as punishment. At the discretion of the classroom teacher, students may be given incentives for completing assignments. Some suggestions follow: points given when homework is complete, neat and on time; student gets to choose a low grade to take off when assignments are complete and on time; free time awarded; tokens given; or student is excused from an assignment.
8. Homework: Incentives for homework completion are encouraged and worked into the year for students who complete their work on time and keep their grades up. These incentives may include assemblies, class fun trips, field day activities, etc). If a student has low grades due to failure to complete work, he/she may be prohibited from participating in these types of activities as a consequence for non-completion of homework..

Wellness Policy

All students shall participate in moderate to vigorous physical activity each day, as follows:

1. Each student shall engage in at least 15 minutes of planned physical activity each day. With input from the teachers and the rest of the staff, the principal shall work out how this activity will be handled. The arrangements must fit within the limits of our building and staffing and be compatible with our school improvement plan.
2. Each student shall participate in physical education class twice a week.
3. Primary students (K-3) shall have at least 15 minutes daily of supervised recess. The school shall provide space and equipment to make that activity possible and appealing to students.
4. Teachers shall make all reasonable efforts to avoid periods of more than forty-five minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
5. Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.
6. School staff cannot withhold physical activity as a punishment for behavior or unfinished school work.

School staff shall assess students' level of physical activity at least once a year. The physical education teacher will use the Presidential Fitness test and standards to determine the fitness levels of the students and report to the SBDM Council.

Our school shall encourage healthy choices among students using the following methods:

1. Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.
2. Our Practical Living curriculum shall address the full Core Content, including health and physical education.
3. The rest of the curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.
4. Our school will implement the standards suggested by the Alliance for a Healthier Generation.
5. Our school will use the HECAT/PECAT to analyze and monitor the Practical Living curriculum.

Food: Any foods brought in for birthdays, or any other class event must be store bought items that are packaged by the store. Anything that has been removed from the store packaging will not be used. Foods for class parties must be approved by the teacher and/or the principal.

Drinks: Students will be allowed to have water during the day. Water must be in a clear, single-serving container and must be **SEALED** and unopened upon entering the building. Students can also bring an **EMPTY** water bottle from home and use the provided bottle filling stations provided throughout the building.

Student sharing of drinks at any time will be prohibited. Sodas, drink boxes/ juices will be allowed during breakfast/lunch/break times only. These drinks must also be sealed and only opened during breakfast, lunch, and/or break. **Monster or energy drinks are not allowed at any time. Students having "monster" or "energy" drinks will be asked to dispose of the drink.** Parents will also be notified due to the health risks associated with these drinks.

The provisions of this policy shall be implemented to comply with provisions required by federal law, state law, or local board policy. If any specific requirement above does not comply with those rules, the principal shall notify the council so that the policy may be amended.

Extracurricular Activities Policy

I. Implementation

Memorial School SBDM shall provide opportunities that ensure male and female participation. A certified staff member who will be present throughout the activities will sponsor each activity.

II. Criteria for Programs

We support extracurricular programs based on the following criteria:

- Contribution to students becoming self-sufficient individuals of good character exhibiting the qualities of citizenship, courtesy, honesty, human worth, justice, knowledge, respect, responsibility and self-discipline.
- Contribution to students becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service.
- Student interest.
- Ability to attract students currently not involved in extracurricular or service projects.
- Ability to enhance or maintain equity in our overall program.
- Ability to arrange suitable adult supervision.

III. Student Participation Eligibility

To be eligible for participation in elementary athletic programs and/or cheerleading students will:

1. Maintain a C average for each nine weeks grading period in the 4 core content subjects (Reading, Math, Social Studies, and Science).
2. Not be on suspension or probation from school.
3. Be in attendance for at least half of the day in order to practice or play in the game.
4. Provide the coach with a doctor's statement certifying doctor's approval of acceptable physical condition for participation.
5. Meet requirements set by the appropriate sponsoring or governing organization. (For example, interscholastic athletics participants must comply with rules set by the Kentucky High School Athletic Association. Beta Students must meet criteria established by the national organization).
6. Comply with the rules established by the adult coach or sponsor for the activity.

If retained in grades 4-8, a student will not be eligible to play until they are promoted.

Playground Expectations

Remain in the play area designated by the staff member in charge. Keep hands and feet to yourself. Use a quiet voice when speaking. Keep your eating area neat by cleaning up after yourself. Most important is for each of us to treat others as we wish to be treated – with courtesy and respect.

Guidelines for Success at Memorial

All students can be successful at Memorial. We recite the Polar Bear Pledge everyday as it defines our core values as a school community. The Polar Bear Pledge goes as follows:

I am a Polar Bear. I will Be here every day, Expect the best, Act responsibly, Respect Everyone and remember Safety first.

Be at School. Attendance is important! If you're not here, you can't learn.

Expect the Best. We have high expectations for our students and ourselves.

Act Responsibly. Take responsibility for your own actions and don't place blame on others for your wrong-doing.

Respect Everyone--parents, teachers, other students AND ourselves. This also means the school property and the property of others.

Safety Comes First. We expect everyone to behave in an orderly manner so we are able to maintain a safe campus.

Common Area Expectations

Because we are an elementary school AND a middle school, we feel it is vital to have common expectations for ALL students in the common areas of the building. All of our expectations are connected to our core values of BEARS. A list of Common Area behavior expectations are found on the following pages:

Afternoon Dismissal

Be Here Everyday	Expect the best	Act responsibly	Respect everyone	Safety first
Arrive to your bus room or gym on time 	Listen quietly for your bus number or name to be called 	Keep hands and feet to yourself 	Listen to and pay attention to the adults 	Take a seat  Keep a seat Leave classroom or gym when directed  Walking only 

Bus Ride

Be Here Everyday	Expect the best	Act responsibly	Respect everyone	Safety first
Be at your bus stop on time 	Remain seated in your assigned seat  Face forward at all times  Use only positive words and language 	Keep hands and feet to yourself  Do not eat, drink, or chew gum on the bus  No fighting or arguing is allowed 	Follow directions of the driver  Talk quietly to those around you 	Take a seat  Keep a seat Walking only  Keep the aisle clear Keep hands, head, feet, and objects inside the bus at all times 

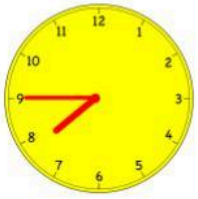
Cafeteria

Be Here Everyday	Expect the best	Act responsibly	Respect everyone	Safety first
Arrive to meals on time. 	Talk quietly to those in front of you and beside you  Sit up straight 	Keep hands and feet to yourself  Clean up your eating area 	Listen to and pay attention to the adults  Say thank you to the cafeteria staff 	Take a seat  Keep a seat Walking only  Line up to leave when directed 

Hallway

Be Here Everyday	Expect the best	Act responsibly	Respect everyone	Safety first
Arrive on time  Go directly to your classroom 	Remain silent  Walk in single file line 	Keep hands and feet to yourself 	Listen to and pay attention to your teachers 	Walking only 

Gymnasium

Be Here Everyday	Expect the best	Act responsibly	Respect everyone	Safety first
Arrive on time Be ready for morning meeting at 7:45 	Applaud when appropriate  Remain silent  Sit up straight  Enter/exit in an orderly manner 	Keep hands and feet to yourself  Talk quietly with neighbors while waiting on morning meeting to begin 	Listen to and pay attention to the speakers  Show respect for the speaker by facing the speaker. 	Take a seat  Keep a seat Walking feet  Line up to leave when directed  Use the aisles instead of the bleacher seats 

Restroom

Be Here Everyday	Expect the best	Act responsibly	Respect everyone	Safety first
Go to restroom at your assigned times 	Use restroom quickly.  Pick up trash. Put trash in trash cans 	Use it  Flush it Wash it  Go 	Remain quiet  Keep hands and feet to yourself  Respect the privacy of others	No horseplay  Wash your hands 

Discipline Policy

School administration will follow this policy after all Positive Behavior Interventions have been attempted and exhausted. Major offenses will be handled directly by the administration. All office referrals will include a parent contact.

The grid below outlines the consequences for violations of our school rules and code of conduct/dress. Written discipline notices may be mailed home as well as sent home with the student. Parents will be given written or verbal notification of discipline decisions concerning their child in reference to office referrals. ***Please note, the severe clause may be applied at any level. Any infraction beyond prescribed action is up to the Principal's discretion and board policy.*** Teachers will assign interventions for students who have minor infractions; however, major violations will result in an immediate referral to the administration.

OFFENSE	**1st OFFENSE**	**2nd OFFENSE**	**3rd OFFENSE**	**4th OFFENSE**
Cellular Phone Violation	Cell phone confiscated and placed in the office.	Parents must pick up the phone from office.	Parents must pick up the phone from the office and after school detention.	Parents must pick up the phone from the office and after school detention.
Disruptive Behavior	Written warning and parent notification.	1 Day ISS/After School Detention	2-3 Days ISS/After School Detention	Suspension
Defiance/Disrespect— ***repeated infractions of minor behaviors are considered defiant behavior and will be referred to the administration*****.**	1 Day ISS/After School Detention	2 Days ISS/After School Detention	2 Days ISS and/or detention	ISS, Detention, Suspension, Cour referralt
Tobacco Violation--Possession	1 Day Suspension*	1 Day Suspension* and Cessation Course	2-5 Days Suspension* Cessation Course	3-5 Days Suspension*
Tobacco Violation--Use/Distribution	1 Day Suspension* and Cessation Course	1-3 Day Suspension* and Cessation Course	3-5 Days Suspension* and Cessation Course	5 Days Suspension*
Vape possession	1 Day Suspension*	1 Day Suspension* and Cessation Course	2-5 Days Suspension* Cessation Course	3-5 Days Suspension*
Vape Usage/Distribution	1 Day Suspension* and Cessation Course	1-3 Day Suspension* and Cessation Course	3-5 Days Suspension* and Cessation Course	5 Days Suspension*
Fighting/Instigating Fight	Suspension*	Suspension*	Suspension*	Suspension*

*Suspension may be In School or Out of School.

OFFENSE	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
Dress Code Violation	Written Warning, Parents Notified, Change Clothes using clothing provided by FRYSC. If the violation involves heavy chains, spiked or studded items, the item will be confiscated and parent will be asked to pick up the item.	Consequences of first offense PLUS .5 Day ISS	Consequences of first offense PLUS 1 day ISS	Consequences of first offense PLUS day detention
Destruction of School Property/ Vandalism	For each occurrence, Restitution, Discretion of Administrative Staff, possible court referral			
Bullying, Intimidation, or Harassment*	For each occurrence, administrator discretion, Possible Warning, Peer Mediation, Parent Conference, Referral to Counselor, Possible suspension, Possible court referral, possible referral to Alternative School, Board hearing and possible expulsion.			
Forgery	For each occurrence administrator discretion			
Disrespect with profanity or aggression toward a teacher/staff member.	For each occurrence, administrator discretion, possible suspension and/or court referral			
Possession, Sale or Transfer of Drugs and/or Alcohol	For each occurrence, suspension and/or Expulsion Hearing and/or referral to alternative school			
Stealing Possession of Stolen Property	For each occurrence, administrator discretion, Parents notified; 3 days ISS, restitution and/or possible suspension			

- Concerning Bullying/Harassment: A classroom guidance/education program will be presented to all students during the first nine weeks of school.
- After school detention will be used if in-school suspension isn't available

Hart County Elementary Schools Handbook

2025-2026

Board of Education Office
25 Quality Street, Munfordville, KY 42765
Phone: 270-524-2631⋄Fax: 270-524-2634
www.hart.kyschools.us

Administration
Bo Chenoweth - Superintendent
Dana Barrett - Supervisor of Instruction K-5
Megan Crump - Supervisor of Instruction 6-8
Tracy Sims - Supervisor of Instruction 9-12
Amber Ard - Director of Food Service
Matt Hawkins-Director of Finance
Kristin Froedge- Director of Special Education/ Federal Programs and Preschool
Allen Poynter - Director of Pupil Personnel/DAC

Hart County Board of Education
Tyler Holthouser- Chairperson
Wesley Hodges- Vice-Chairperson
Tina Rutledge
Leslie Jeffries
Andrea Robertson

ELEMENTARY SCHOOL DIRECTORY

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Fax: 270-786-5747

Changes may occur within instruction, school-setting, and/or bus-setting at any time because of emergency situation(s).

Hart County elementary schools 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(s), 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

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HANDBOOK REVIEW COMMITTEE

The Hart County Elementary Schools Parent-Student Handbook is reviewed annually with a committee having input into its contents. Committee members participating in the handbook review for the 2024-2025 school year included principals and central office personnel.

HART COUNTY ELEMENTARY SCHOOLS
NON-DISCRIMINATION POLICY

The Hart County Elementary Schools do 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.

LENGTH OF SCHOOL DAY

School will begin at 8:00 A.M. and end at 3:00 P.M. ***A student who arrives after 8:00 A.M. or leaves before 3:00 P.M. is considered "tardy."***

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 a self-sufficient individual;
   D. become responsible members of a family, work group, or community including demonstrating effectiveness in community service;
   E. think and solve problems in school situations and in a variety of situations they will encounter in life; and
   F. connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past experiences to acquire new information through various media sources.
3. Schools shall increase their students' rate of school attendance.
4. Schools shall reduce their students' dropout and retention rate.
5. Schools shall reduce physical and mental health barriers to learning.
6. Schools shall be measured on the proportion of students who make a successful transition to work post-secondary education, and the military.

KENTUCKY PRIMARY PROGRAM

The first four or five years of a student's early education is Primary School, which replaced what has traditionally been kindergarten, first, second and third grades. Students are now designated as P1 (kindergarten), P2 (first grade), P3 (second grade), and P4 (third grade).

Primary School is based upon the seven critical attributes of Kentucky Primary Schools: developmentally appropriate educational practices; multi-age, multi-ability classrooms; continuous progress at a student's own rate in a success oriented, non-competitive classroom without promotion or retention; authentic assessment which occurs continually in the context of classroom involvement; qualitative reporting methods including portfolios, journals, videotapes, narratives, and others; professional teamwork; and positive parent involvement.

The determination of successful completion of the Primary Program is made on an individual student basis. Ongoing evidence to support the determination includes teacher observations and anecdotal records, student products or performances, evidence of student self-reflection or assessment, and recording of skills mastery on the curriculum skills list.

Students exiting the Primary Program will exhibit performance expectations, which would support student success in the fourth grade. A school team, which includes the parent of the identified child, will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least 30 days before the decision takes effect. Parents shall not veto the decision of the certified staff.

The following shall be the focus for determining student eligibility to exit the Primary Program.

The student:

a. expresses himself/herself clearly and effectively in oral and written form;
b. processes oral and written information as evidenced through listening and reading;
c. demonstrates confidence in his/her ability to communicate;
d. applies mathematical procedures to problem-solving;
e. applies mathematical concepts including computation, measurement, estimation, and geometry;
f. collects, displays, and interprets data;
g. demonstrates use of monetary values in an economic system;
h. demonstrates appropriate and relevant investigation skills to solve specific problems in real life;
i. creatively expresses ideas and feelings;
j. applies democratic principles in relationship with peers;
k. identifies contributions of diverse individuals, groups, and cultures;
l. demonstrates responsibility for personal belongings;
m. shows respect for the property and rights of others;
n. displays self-control and self-discipline;
o. accesses appropriate resources for learning in school, at home, and in the community;
p. participates in group activities cooperatively;
q. chooses appropriate process and strategies to solve given problems; and
r. applies previously learned knowledge and concepts to new situations.

LITERACY POLICY

Hart County Schools will provide a balanced reading program emphasizing the five components of reading identified by the National Reading Panel. The five components include: phonics, phonemic awareness, comprehension, fluency, and vocabulary. In addition to the National Reading Panel's five components of reading instruction, five important provisions have been identified by Richard L. Allington, PhD., University of Tennessee. Building on recent scientific, research-based evidence supporting the need for these additional components of effective reading instruction, Hart County Schools will also incorporate these components into a well-balanced approach to literacy instruction:

1. **Access to interesting texts and choice.** Students need easy access to a large supply of texts they can read and are interested in reading.
2. **Matching students with appropriate texts.** Students cannot learn from texts they cannot read. Teachers must find texts that match the reading level and conceptual levels of the students they are teaching.
3. **Writing and reading have reciprocal positive effects.** A curriculum plan that ensures reading and writing, composing and comprehension, decoding and spelling lessons are well-linked to take the advantage of the natural reciprocity between the various reading and language processes.
4. **Classroom organization.** Effective classroom reading instruction provides a balanced mixture of whole class, small group, and side-by-side instruction all day long.
5. **Availability of expert tutoring.** Some students need more intensive and expert instruction in order to maintain progress that is comparable to their peers.

Hart County Schools follows the following intervention process:

Identification: All classroom teachers need to continually assess students to monitor student progress using consistent measures across the district (e.g. Lexia, running records, daily observation during guided reading)

- Students experiencing difficulty in reading should be referred to the school Literacy Team for review.
- Intervention teachers will use diagnostic assessments to identify the lowest 20% of students who will be served for Tier 3 interventions.
- An intervention plan appropriate for each student experiencing difficulty in reading should be developed by the Literacy Team.

Instruction: All teachers need a variety of strategies, techniques and support in order to teach reading across the curriculum. To adjust instruction for individual students each teacher will utilize the literacy resource binders

which have been created at each level (primary, middle, high) to provide support for implementing the strategies in the district literacy plan.

Interventions/Enrichment: In order to successfully reach our goal, schools will:

- Use ESS rigorously to raise the reading level of struggling students.
- Continue school-based literacy initiatives that support the district's goal of meeting individual literacy needs of students.
- Implement MTSS (Multi tiered systems of support) for all learners.

Improvement: Since reading is the basis for all other learning,

- Each school shall identify specific needs for professional development in literacy and develop a plan based on these needs.
- The district will continue refining curriculum alignment documents.

EDUCATIONAL OPPORTUNITIES

All Hart County Elementary Schools provide curriculum based on the Kentucky Department of Education Program of Studies. Parents, who are interested in the highly qualified status of their child's teacher, as required by the No Child Left Behind act, should contact the principal.

GUIDANCE SERVICES

Each elementary school in the Hart County School System offers guidance and counseling services by an on-staff school counselor.

COMPUTER TECHNOLOGY

All students in Hart County Schools are provided access to computer technology, including email at grades Primary-12. In addition to emphasizing technical knowledge, technology instruction focuses on research, application of software for authentic activities, and reinforcement and extension of core content curriculum. All students in Hart County Schools are held to a high level of accountability in regard to the use of technology. When using school equipment and accessing the Internet, all students will adhere to the requirements and be subject to the consequences outlined in the Hart County School Acceptable Use of Technology Policy (AUP). Student and parent/guardian signatures will be required on the district's AUP for student use of the Internet and email.

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.

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 deletion 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 emails, 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 reimaged 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.
- When applicable, 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)
- Charger ($25)
- General Defacement (stickers, graffiti, unusual war, removal/defacement of identifying labels, or physical damage, etc. ($100)
- Screen ($50)
- Total Unit Replacement ($250)

EXTENDED SCHOOL SERVICES

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

GIFTED AND TALENTED SERVICES (GATS)

A variety of services are provided to students with exceptionalities in five areas, through the G.A.T.S. (Gifted and Talented Services) program. The five areas mandated by the Kentucky Department of Education for services include general intellectual aptitude, specific academic aptitude, creativity, leadership, and visual and performing arts. Students in P-1 through P-4 are referred for participation in the Primary Talent Pool at each elementary school. Students in the Talent Pool are not labeled as gifted and talented. They are identified only as "possessing some of the characteristics of gifted and talented students." While in the Talent Pool, they will be provided differentiated activities to foster and nurture the observed characteristics.

Students are not formally identified as Gifted and Talented until fourth grade. The G/T specialists and regular classroom teachers provide multiple services to students in grades 4-8 who are identified as Gifted and Talented.

TITLE I SCHOOLWIDE PROGRAMS

Each of the elementary schools has school wide Title I programs. Title I is a federally-funded program to help low-income schools and students reach the same challenging standards expected of all children. School wide programs are designed to upgrade the entire educational program in the school in order to raise academic achievement for all students. These programs are built on school wide reform strategies and focus on results.

Each school encourages parents to become partners in learning and to participate in school activities. Parent Involvement activities are planned at each school to assist parents in improving the performance of their children and participating in decision-making related to the education of their children. In addition, a District Title I Advisory Council and a school Title I Advisory Council meet quarterly to facilitate a partnership among schools, parents and the community in planning and implementing the Title I program. A written parent involvement policy

is included in this handbook. Parents whose students attend Title I schools may contact the district coordinator for information regarding their child's certified and professional staff's qualifications.

TITLE I PARENT INVOLVEMENT POLICY/COMPACT

Contingent on confirmation of resources and other necessary information being provided by state and federal authorities, it is the intent of the Board that parents of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on changing needs of parents and the schools. All comments indicating parents' dissatisfaction with the Title I plan shall be collected and submitted along with the plan to the Department of Education. The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will give them: (1) timely information about programs; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the achievement level of their child on each of the state academic assessments; and (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

If the District's Title I allocation is $500,000 or more, the District shall reserve not less than one per cent (1%) of its allocation for the purpose of promoting parent involvement and shall distribute to Title I schools not less than ninety-five percent (95%) of the reserved funds. Parents of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be allotted for parental involvement activities. The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. These measures may include, but shall not be limited to, the following:

1. Designation of resources to assist in communicating with parents, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.
2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Identification of ways in which parents can be involved in staff training activities to demonstrate the value of parent involvement and various techniques designed to successfully engage parents as equal partners in their child's education.
4. Making a good faith effort to convene an annual meeting at a convenient time to which all parents of participating children shall be invited and encouraged to attend for informing parents of their school's participation in and requirements for Title I programs and of their rights to be involved.
5. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions: Does this policy increase parent participation? What barriers to parent participation still exist, and how can they be reduced or removed? The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy, if necessary.
6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

SCHOOL HEALTH SERVICES

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 second physical examination is required within one year prior to entry into the sixth grade.

FAMILY RESOURCE/YOUTH SERVICE CENTERS

All Hart County Schools are served by Family Resource/Youth Service Centers. The centers are designed to assist students and their families to remove any barriers to the students' education. They can help families obtain health and social services, basic needs such as food, clothing and shelter, educational and employment needs, childcare, and other essential services. The centers are available to all students enrolled in the Hart County schools and their families.

For information or assistance call Helping Hands Family Resource/Youth Service Center (LeGrande and Memorial schools) at 270-528-7211; Pathways Family Resource/Youth Service Center (Bonnieville and Cub Run schools) at 270-218-0603; or Hope Family Resource/Youth Service Center (Munfordville) at 524-Hope (4673).

FOOD SERVICE

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

For the 2023-24 school year, **ALL** Hart County Schools will participate in the Community Eligibility Program. This program will allow all students in preschool thru the twelfth grade to receive a breakfast and lunch meal every day at no cost to the student. All students will be encouraged to participate in the program and take breakfast and lunch each day. There is no charge for the meal; however, students may purchase "extras" and other ala carte items at regular prices. Student lunch accounts remain active and will be maintained as in previous years.

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

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"The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).
USDA is an equal opportunity provider and employer."

PARENT CONFERENCES

Parents may make appointments for a conference with staff members by telephoning the school office as follows: Bonnieville School at 270-531-1111, Cub Run School at 270-524-2925, Hart County High School at 270-524-2332, LeGrande School at 270-786-2746, Memorial School at 270-528-2271 and Munfordville School at 270-524-4651. Attempts will be made to schedule conferences with teachers during their planning periods to avoid interrupting classroom instruction. An additional parent conference night will be held in the spring at each school.

REQUEST FOR CHANGE IN-DISTRICT SCHOOL ASSIGNMENT

Any request for change in your child's school assignment within the Hart County School District must be based upon physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment. An application for change in school assignment, 09.11 AP.22, must be completed and submitted to the Principal. The Superintendent or designee must give final approval.

If a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the school year in the school in which he/she was last enrolled (at no cost or service by the Board). The pupil must enroll the following year in the school in the attendance zone of his/her legal residence.

Schools reserve the right to terminate services by transferring the students who are residents of Hart County back to their home school at any point during the school year if the student becomes disruptive and/or interferes with the educational process and/or safety of students, teachers and/or instructional assistants, or if the student: fails two

(2) or more classes during a grading period, is suspended from school or expelled from school, or accumulates more than six (6) unexcused absences in a school year.

SCHOOL CLOSING INFORMATION

During the school year when inclement weather (such as sleet, snow or freezing rain) or other emergencies occur, school delay or cancellation decisions must be made. In some instances, the District may elect to utilize Non-Traditional Instruction Days (Raider Days). Every effort will be made to make the decision as early as possible.

The Hart County Schools will notify radio stations WLOC (1150 AM and 101.7 FM) in Horse Cave, WKNK (99.1 FM) in Edmonton, and television stations WBKO Channel 13 and WNKY Channel 40 in Bowling Green and WHAS Channel 11, WAVE Channel 3, WDRB Channel 41 in Louisville.

When appropriate, notification of school closing and other information will be provided through an automated calling system (In Touch System) which contacts each student's household. If parents prefer not to be contacted via the In Touch System, please contact the district office.

CLOSED CAMPUS

All students are to be confined to the school grounds during the hours that school is in session.

EARTHQUAKE, FIRE, TORNADO, AND INTRUDER DRILLS

Earthquake, fire, tornado, and intruder drills are conducted during the school year. Each school has made plans in the event of any and all emergencies. Procedures are posted in the appropriate areas, and drills are conducted to ensure that all are knowledgeable and that equipment functions properly.

LEAVING SCHOOL GROUNDS

Students will be released from school prior to the time school is dismissed for the following reasons:

1. Picked up at school by their parents or guardians.
2. Family emergencies by a phone call to the principal or designee.

If students are to leave with an adult other than parent, guardian, or family member, the student must present a written request for an Early Dismissal. The request must include the name of the adult with whom the student is requesting to leave, the signature of a parent or guardian, and the telephone number at which the parent or guardian can be contacted for verbal verification, which must be given before the student will be allowed to leave.

LOST AND FOUND

Any article that is lost or found should be reported and turned in to the office.

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 not be permitted to carry medication unless it has been prescribed and ordered by a physician to stay on or with the pupil due to a pressing medical need which may require emergency treatment, e.g., an asthma inhaler. Students shall not share any prescription or over-the-counter medication with another student. Provisions may be available so that over-the-counter analgesics and antacids may be administered by school nursing staff; please contact your school for details.

FIRST AID

School nurses and other appropriate school staff shall provide basic first aid assistance to students on an as-needed basis. First aid services shall include, but not limited to, use of over-the-counter treatments for the relief of minor itching, burning, insect bites, skin or eye irritations, tooth pain, and throat irritation in addition to general antiseptic treatments, antacids, and cough lozenges. If parents prefer that any of these items not be administered as part of standard first aid services, they must provide written notification to the school principal each school year.

RELEASE OF STUDENT DIRECTORY INFORMATION AND PUBLICATION CONSENT

The Superintendent or the Superintendent's designee is authorized to release board approved directory information. Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student. Under Board Policy 09.14 AP.12, the District has further designated student photographs as "directory information." Consistent with that 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 website. In addition, at some time during the school year, your child may be videotaped or photographed participating in activities or projects. On special occasions, a general audience on local cable television, the Internet, or other media may view the tape or photograph. Throughout the school year, various surveys may also be administered to students. The survey results would be used to determine needs and results of various programs. Student participation would be voluntary. Consistent with the Family Educational Rights and Privacy Act (FERPA), parents or students 18 or older may direct the District not to disclose directory information. 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).

TELEPHONE

Pupils must have a note from their teacher before receiving permission to use the office telephone. A valid reason must exist before permission will be given. Students who use cellphones without permission will receive consequences as outlined in the student handbook.

STUDENT ACTIVITIES

Co-curricular and extra-curricular activities are provided by all Hart County schools.

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.

ATHLETIC/CHEERLEADER ELIGIBILITY

To be eligible for participation in elementary athletic programs and/or cheerleading, any student must have completed the following requirements:

(1) Maintain a C average for each nine weeks grading period.
(2) Not be on suspension or probation from school.
(3) Be in attendance for the day in order to practice or play in the game unless excused by the principal.
(4) Provide the coach with a doctor's statement certifying doctor's approval of acceptable physical condition for participation.

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 provision of KAR 704-1:050 through 1:060; Individuals with Disability Education Act (2004); Section 504 of the Rehabilitation Act (Sub Part D) and the Family Educational 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 Family Educational Rights and Privacy Act in making available any and all information concerning any Hart County School Student.

3. Student records will be transferred to another school or school district upon the request of that school's appropriate personnel without parent's/guardian's signature unless the parents/ guardians of the affected child objects in writing.

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

TARDY POLICY

It is the responsibility of all students to arrive at school on time. Classes begin at 8:00 a.m. and end at 3:00 p.m. Tardies are disruptive and are deterrents to the educational process. Students will NOT be allowed to enter class without obtaining an admit slip from the office. Excessive tardiness may result in a truancy referral. Habitual tardiness may result in court proceedings against the parent and/or the student depending on the student's age.

MISSING KENTUCKY SCHOOL CHILDREN PROGRAM

Forms are available, upon request, to the parents of missing Kentucky school children. Assistance shall be given in completing and forwarding these forms to the Kentucky Department of Education.

REPORTING ON STUDENT PERFORMANCE

Reporting to parents regarding students' performances shall be done five school days after the end of each nine weeks grading period (four times per school year). Report cards appropriate for subjects and grades shall be utilized with information included consistent by grade. Each report shall include attendance along with other expected information.

Pupil progress reports shall be provided to parents of students in grades P-8 after the mid-point of each grading period (four times per school year), which provide parents with a general indication of their children's performances in the major academic areas.

Homework, tests and other items are checked and returned to students promptly in order that they and their parents will be aware of their degree of progress. Daily work may be sent home by students with instructions for parents to sign work and return it to school.

Teachers may request conferences with parents as may parents with the teachers. Building principals encourage communications between home and school.

NOTE: In interpreting grades, parents and students should take care to note that a student's performance is assessed based upon the level of instruction. Scales and indicators are included on report cards to indicate if a student is functioning on grade level.

Primary - Reports will be made showing student continuous progress.

Grades 4-8

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Poor
Below 60	F	Failure

*To qualify for end of the year honor roll students must earn **A's/B's only** for all four nine weeks.

PROMOTION AND RETENTION

Student progression through the Hart County School System in grades 4-8 shall be determined on the basis of a two-step procedure.

1. All teachers shall provide an ongoing assessment of every student assigned to them. This assessment shall be based on grades as recorded in teachers' grade books, on curriculum skills list, participation and homework. The building principal shall notify the parents by letter and shall schedule a conference by mid-year or as soon as it becomes apparent that it may be in the best interests of a student to be retained.

After contacting parents, the school shall make every effort to keep parents informed as to the progress of their child.

2. If inadequate student progress continues, the affected teacher or teachers and the building principal shall conduct a review of the child's achievement. Prior to the last day of the school year, the teacher or teachers involved and the building principal shall make a decision as to whether the affected student shall be retained. The decision shall be based on classroom performance, achievement of curriculum outcome standards and other available test scores. Prior to the last day of the school year, the building principal and the teacher or teachers shall schedule a conference with the child's parents to notify and explain the retention of their child. Parents **shall not** veto the decision of the certified staff to promote or retain.

DISCIPLINE PROCEDURES (GENERAL)

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. Behavioral contracts or other constructive corrective measures
   4. Isolation and/or separation
   5. Loss of classroom privileges

B. In addition to the above, the following are acceptable administrative-initiated procedures:
   1. Out-of-school suspension
   2. In-school suspension
   3. Referral agencies
   4. Referral to board of education for possible expulsion
   5. After (or before) school detentions
   6. Referral to district discipline review committee

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.

B. Students should be taught the following safety rules and practices:
   1. Students are to secure athletic and band equipment on the bus.
   2. Students are never to throw things from the bus.
   3. Students are never to take smoke producing or use flame-producing objects on the bus.
   4. Students are to open the windows only with driver permission.
   5. Students are never to tamper with the bus or equipment.
   6. Students are never to use vulgar language or actions while on the bus.
   7. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.
   8. Students will obey and respect the request of the driver.
   9. No part of the body is to be extended outside the bus at any time.
   10. No pets or animals are allowed on the bus.
   11. Students should help the driver to keep the bus neat and clean.
   12. Students shall conduct themselves properly at all times and not do anything that would distract the driver.
   13. Objects that are large enough to take up seating space area are allowed on the bus only with permission from the principal or Director of Transportation.
   14 When students enter the bus, they shall proceed directly to their assigned seat. Students shall remain seated until the bus has come to a complete stop
   15. Students shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
   16. Students are not to change their regular pattern of riding and stops without a

request from home and approval of the school principal.

17. Students are never to leave the bus by the emergency (back) door except in case of emergency or emergency drills.
18. Passengers shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any windows; that would be dangerous in case of collision; 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. To allow time to notify students and make appropriate arrangements, it is requested that all notices of transportation changes must be submitted to the school office no later than 1PM each afternoon.
D. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends, the Director of Transportation, or the Superintendent, and the student's parent or legal guardian.
E. Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.
F. The Principal or Director of Transportation is authorized to withhold bus-riding privileges a minimum of 18 weeks per occurrence in the case of habitual or serious conduct violations. These violations may include, but are not limited to, the following acts: damage to bus property, fighting, use of tobacco, and profanity. The 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.
K. If a student must be returned to school during the bus route due to a parent or guardian not being present to accept the student more than three times during a semester, a conference will be requested to discuss consequences.

DISCIPLINE FOR BUS PROBLEMS

In the event that a bus problem occurs, the Director of Transportation, Principals and Bus Drivers shall follow district outlined procedures for bus discipline.

REQUESTS FOR TRANSPORTATION CHANGE

To allow time to notify students and make appropriate arrangements, it is requested that all notices of transportation changes—whether involving bus or car transportation-- be submitted to the school office no later than 1PM each afternoon. 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.

DRESS CODE

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which, in the judgment of the Principal, significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited.

Principals shall enforce the dress code in their schools. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations will result in more severe punishment.

1) Clothing must be appropriate for school. Clothing with holes, frays, cuts, tears, etc. higher than fingertip length above the knee must be worn with a material other than the student's underwear under the hole.
2) Pants and shorts must be worn at waist level.
3) Clothing must fit properly and be non-revealing (no cleavage, midriffs, sheer or see through clothing including sheer or see through yoga pants,etc.)
4) Cleavage Self-Check — Students should place their hands horizontally across the upper chest. The top of the index finger should be placed just below the neck. If skin is visible between the bottom of the pinky finger and the top of the shirt, the shirt is cut too low and should not be worn.
5) Dresses, skirts, and shorts, must extend to fingertip length.
6) Hoodies may be worn. Hoods do not need to be worn inside the building.
7) Head coverings and sunglasses are not to be worn inside the school building unless it is a school appointed time or on designated school field trips. (Exceptions will be made for religious, safety, or medical reasons.)
8) Piercings are permitted. Facial piercings (nose, eyebrow, lip, cheek, etc.) must be some type other than a ring, loop, hook, or hoop.
9) School officials may limit or prohibit any extreme type or style of student dress, personal appearance,or use of wearing apparel which, in the reasonable judgment of the school officials, is deemed to create a disruption of learning, school discipline, or routine. This also prohibits shoes with wheels of any type.
10) No clothing, jewelry or accessories shall display offensive graphics or messages, which include writings, or logos promoting racism, intolerance, alcohol, tobacco, illegal drugs, vulgarity, violence, sexual suggestions or offensive wording in any language.
11) Athletic and other oversized bags brought to school may be subject to search at any time and kept at a school designated location.

This dress code will be strictly enforced.
Violators will be immediately asked to change, or they will be sent home.

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 or 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 at school sponsored activities constitutes cause of suspension or expulsion from school. (KRS 158.150)

Assault

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

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

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or 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 that is disruptive of the educational process shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. Behavior that 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 that interferes with or hinders the orderly administration of the school and school-related activities,
5. Objects (toys, games, music boxes, sports cards, cell phones etc.) that are disruptive to the educational process will be confiscated by school personnel. Such items may be returned to the parent/guardian.
6. Use of cell phones is limited in accordance with Board Policy 09.4261 as outlined below.

TELECOMMUNICATION 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 shall 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 personal telecommunications devices as defined by law (*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.)* and other related electronic devices, provided they observe the following conditions:

- All such devices shall not be used for any reason during the school day or while attending any school-sponsored activity such as ball games, field trips, etc., unless permitted by a school staff member. They should be turned off before entering the building and may only be used when the regular school day has ended. Any exceptions during the regular school day must be approved by an administrator and the telecommunication device may only be used in the presence of the administrator. Any exceptions while at any school-sponsored activity must be approved by the coach, director, or sponsor and the telecommunication device may only be used in the presence of the individual granting permission.
- Students are responsible for keeping up with devices if they choose to bring them to school. Hart County schools shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- 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 device 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>
- Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic device

Video recordings of students and adults in the building, on school grounds, or during a school activity is prohibited. Without prior permission from the individuals being recorded, with the exception being photography or video for school activities such as yearbook, clubs, sports, etc. Students should be aware that (video) recording of minors or school staff without 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.

Consequences for telecommunication device offenses shall be based on the nature of the offense and may range from a warning, to confiscation of the device, to in-school suspension or other appropriate discipline as outlined in the District Code of Acceptable Behavior and Discipline.

PROHIBITED ITEMS

Students are expected to devote their full attention to classroom instruction and work. Therefore, items such as electronic devices, games, roller blades, skateboards, heelys, and any other items deemed disruptive and/or dangerous by building administrators are not permitted at school. Use of such electronic devices will result in disciplinary action (refer to section above, district policy, and the District Code of Acceptable Behavior and Discipline). These items are subject to confiscation until a parent/guardian can pick them up and disciplinary action

for the student. Building staff will not be responsible or spend time trying to find/recover items that are lost or stolen at school. No form of card playing is permitted unless being used as an instructional device.

FOOD/DRINK ITEMS BROUGHT TO SCHOOL

Food: Any foods brought in for birthdays, or any other class event must be store bought items that are packaged by the store. Anything that has been removed from the store packaging will not be used. Foods for class parties must be approved by the teacher and/or the principal.

Drinks: Students will be allowed to have water during the day. Water must be in a clear, single-serving container and must be SEALED and unopened upon entering the building or students can bring an empty bottle to be filled in our water bottle filling stations located in the front hall and gym. Student sharing of drinks at any time will be prohibited. Sodas, drink boxes/ juices will be allowed during breakfast/lunch/break times only. These drinks must also be sealed and only opened during breakfast, lunch, and/or break. Monster or energy drinks are not allowed at any time. Students having "monster" or "energy" drinks will be asked to dispose of the drink. Parents may also be contacted if there are concerns of inappropriate food or drink.

ANIMALS

No pets allowed in school or on school grounds without principal approval. Service animals officially trained to aid a person with a disability are welcome. School officials may request documentation of official training in the interest of safety of students and staff.

ALTERNATIVE SCHOOL PROGRAM

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

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

Upon accumulating 21 points during the school year, the student may be placed in the Alternative School Program the next school day. In the event that the Alternative School personnel cannot conduct the necessary orientation on a particular day, the student shall remain in the in-school suspension setting until the transfer to the Alternative School can be arranged.

Upon being placed in the Alternative School Program, the student shall not be eligible to participate in extracurricular activities or to be present at any school activity. When a student successfully completes the Alternative School Program, he/she may resume normal school activities.

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 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 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 schedules 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 the penitentiary for not less

than one (1) year nor more than five (5) years, or by a fine of not less than three thousand dollars ($3,000) nor more than five thousand dollars ($5,000), or both, unless a more severe penalty is set forth in this chapter, in which case the higher penalty shall apply. The measurement shall be taken in a straight line from the nearest wall of the school to the place of violation.

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

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

TOBACCO

Students are not to possess, use, sell or distribute tobacco products (including e-cigarettes, vapor products, or lookalike items) on school property, including school buses, nor at school sponsored activities under the supervision and sponsorship of school personnel.

CHEATING

Any student caught cheating on an examination will receive a zero.

DETENTION

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

HARASSMENT/DISCRIMINATION

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age; religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action including but not limited to suspension and expulsion.

HAZING AND 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 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 DEFINED

Per KRS 158.148, "bullying" is defined as 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 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.2

HAZING DEFINED

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.

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

Cyber bullying: Cyber bullying involves the use of information and communication technologies such as email, cell phone and text messaging, instant messaging, personal websites, blogs, online games, and online polling websites to support deliberate, repeated, and holistic 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 which 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 the purpose prohibited by this code of conduct.

LOWERING GRADES FOR MISCONDUCT

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

DISCIPLINE FOR STUDENTS WITH A DISABILITY

Please refer to Hart County Special Education Policies and Procedures.

GRIEVANCE PROCEDURE: STUDENT AND PARENT NON-DISCRIMINATION

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 has the right to file an informal and/or formal grievance as follows. This process is conducted through the Title IX Coordinator Bo Chenoweth at the Hart County Schools Central Office, 25 Quality Street, Munfordville, KY 42765, 270-524-2631, and Section 504 Coordinator Donna LeFevre, also at the central office, 25 Quality Street, Munfordville, KY 42765, 270-524-9345.

INFORMAL NON-DISCRIMINATION GRIEVANCE PROCEDURE

Step 1:

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

Step 2:

The student, coordinator (and 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 PROCESS

Step 1:

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

Response:

The designated Title IX, Title VI, Section 504 Coordinator shall notify the complainant in writing within thirty (30) calendar days from the date of the written notice what (if any) action was/or will be taken. **Note:** If the coordinator does not resolve the complaint to the satisfaction of the student, the student may appeal to the next step.

Step 2:

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

Response:

The Principal of the school will notify the complainant in writing within five (5) school days, 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 response, the Hart County School 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 made, it is assumed the decision at that level is accepted. A student at any point in the grievance process has the right to call the Equal Educational Opportunities Coordinator in Frankfort. This person would only act as a consultant.

RIGHTS AND RESPONSIBILITIES

Participant Rights:

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

A. Student rights. Students have the right:
   1. To an appropriate public education which maintains high educational standards and meets the needs of individual pupils.
   2. To notification of information pertaining to regulations and policies, which pertain to their public school experiences.
   3. To reasonable physical protection and safety of their personal property.
   4. To consult 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 classwork in accordance with the teachers' instructions.
16. To represent the truth in all school matters.
17. To refrain from cheating on all academic and/or athletic activities.
18. To avoid the use of verbal abuse with all persons within the school setting.
19. To refrain from the harassment of fellow students and/or school personnel.
20. To exhibit respect for other opinions by refraining from rudeness or inappropriate language.
21. To abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
22. To practice proper safety procedures while using the building facilities.

23. To show respect for the educational process by taking advantage of every opportunity to further their education.
24. To refrain from habitual tardiness.
25. To practice self-control in terms of voice and limbs.
26. To refrain from leaving school grounds prior to dismissal for the day.
27. To abstain from any form of disruptive classroom behavior.

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

C. Parent/Guardian Responsibilities. Parents/Guardians have the responsibilities:
1. To instill in their child the need for an education.
2. To instill in their child a sense of responsibility.
3. To assist their child in understanding the need for a positive school learning environment.
4. To become familiar with the educational policies and programs of the Hart County Board of Education.
5. To aid their child in understanding the disciplinary procedures of the school.
6. To encourage their child to follow all school policies.
7. To see that their child attends school on a regular basis.
8. To inform school officials of any long-term illness affecting their child.
9. To demonstrate respect for all school personnel at school and related activities.
10. To inform school officials of concerns pertaining to disciplinary procedures.
11. To instill in their child the need for proper and appropriate student attire and hygiene.
12. To exhibit concern for the progress and grades of their child.

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

CHECK ACCEPTANCE AND RETURN 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 redeposited or if necessary, redeposited 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. Collections shall be made by the County Attorney's office.

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.

NOTIFICATION OF FERPA RIGHTS

Family Educational Rights and Privacy Acts

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

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

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

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

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

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

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

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

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

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

4) **The right to prohibit the disclosure of personally identifiable information concerning the**

student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky National Guard.
Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

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

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

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

Hart County Schools are required to maintain special education records for three (3) years after the date of the last activity. Therefore, the school district will destroy all records three years after graduation or three years after a student has exited a special education program. If you have reason to believe you will need these records at a later date, you must notify the Hart County School District that you want the records prior to the designated time for destruction. You may request your records by contacting Donna LeFevre, Director of Special Education, at 270-524-9345.

CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION OR 504 SERVICES

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

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

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

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

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

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

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

mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

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

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

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

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

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

Dr. Kristin Froedge
Director of Special Education
Section 504 Coordinator
25 Quality Street
Munfordville, KY 42765
270-524-9345

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:

Dr. Kristin Froedge
Director of Special Education
Hart County Schools
25 Quality Street
Munfordville, KY 42765
270-524-9345

"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:

Bo Chenoweth
Superintendent
Hart County Schools
25 Quality Street

Munfordville, KY 42765
270-524-2631

The District office is open Monday through Friday, from 7:30 a.m. to 4:00 p.m.

The Hart School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.
If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel,* the *Director of Special Education or the Section 504 Coordinator* at the address or phone number listed above for the Hart County Schools.

