CENTRAL HARDIN HIGH SCHOOL

STUDENT/PARENT HANDBOOK 2026-27

CHHS Student Handbook

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I. General Information

CHHS Mission Statement

The mission of Central Hardin High School, in partnership with the student, home, and community, is to ensure through personal attention, effective leadership, and dedicated service, that all students develop the knowledge, skills, and attitudes essential for success.

Hardin County Schools Vision

School, Parents, and Community actively involved in "Helping Children Succeed"

Hardin County Schools Mission Statement

Success for all students by providing a high quality education through excellent teachers, support staff, and leadership embraced by supportive parents and an active community.

Central Hardin High School Office Staff

Kim Case
Principal

ASSISTANT PRINCIPALS
Matt Baucum
Tessa Dumbacher
Dana Garrett
Lance Gregory
Emily Wortham

GUIDANCE COUNSELORS
Chris Adams
Whitney Carpenter
Tara Graziano
Paige Wilson

OFFICE STAFF
Jami Larkin – Office Manager
Amy Wheeler – Bookkeeper
Ashley Perry- Registrar
Kim Booker – Clerk (Attendance)
Beth Shoulders– Clerk (Bruin Academy)
Dawn Yates – Clerk (Main)
Shelly Bryant – Clerk (Main)
Kelly Payton – Clerk (Guidance)

Email Procedures for Faculty & Staff

The general email address for all CHHS faculty and staff is firstname.lastname@hardin.kyschools.us For example, john.doe@hardin.kyschools.us

Email Procedures for Students

The general email address for students is firstname.lastname@stu.hardin.kyschools.us

School Information

Central Hardin High School
3040 Leitchfield Rd.
Cecilia, KY 42724

Bruin Academy
3154 Bardstown Road
Elizabethtown, KY 42701

Phone: 270.737.6800 Fax: 270.765.3889

Main Office Hours:	7:45 AM – 3:45 PM
Guidance Office Hours:	7:45 AM – 3:45 PM
School Hours:	8:30 AM – 3:30 PM

SCHOOL CALENDAR 2026-27

August 6	First Day for Students
September 7	School Dismissed- Labor Day
October 5-9	FALL BREAK
October 12	School Dismissed- Prof. Learning Day
November 2	School Dismissed- FDEA
November 3	School Dismissed- Election Day
November 25	School Dismissed
November 26	School Dismissed- Thanksgiving
November 27	School Dismissed
Dec 21-Jan 1	WINTER BREAK
December 25	Christmas
January 1	New Year's
January 4	School Dismissed- Prof. Learning Day
January 5	School Resumes
January 18	School Dismissed- MLK Day
February 15	School Dismissed- President's Day
March 29-April 2	SPRING BREAK
April 30	School Dismissed
May 18	School Dismissed- Primary Election Day
May 20	Last Day For Students

MAKE-UP DAYS WILL BE TAKEN IN THIS ORDER:
April 30, May 21, May 24, May 25, May 26

BELL SCHEDULE-MAIN CAMPUS

BRUIN BLOCK	
1st Block	8:30-9:35
2nd Block	9:41-10:47
3rd Block	10:53-12:23
BRUIN BLOCK	12:29-1:09
4th Block	1:13-2:18
5th Block	2:26-3:30

TRADITIONAL	
1st Block	8:30-9:42
2nd Block	9:48-11:00
3rd Block	11:06-12:54
4th Block	1:00-2:12
5th Block	2:18-3:30

BELL SCHEDULE- BRUIN ACADEMY

WIN BLOCK	
1st Block	8:30-9:43
2nd Block	9:47-10:51
3rd Block	10:55-12:22
WIN BLOCK	12:26-12:56
4th Block	1:00-2:03
5th Block	2:07-3:30

TRADITIONAL	
1st Block	8:30-9:43
2nd Block	9:47-10:51
3rd Block	10:55-12:56
4th Block	1:00-2:03
5th Block	2:07-3:30

Central Hardin – Fight Song
We are the Central Hardin Yellow and Blue
Our winning spirit will be ever true
We've got the pride to fight with all our might
The Bruins are the best we're gonna win tonight
So when the Central Bruins get right tonight
Our team will be the one to win the fight
Remember we're the team you can't deny
We're Central Hardin High! Bruins!
C-E-N-T-R-A-L, CENTRAL, CENTRAL, GO CENTRAL

School Colors
Yellow and Columbia Blue

School Mascot
Bruin

CENTRAL HARDIN HIGH SCHOOL
TITLE I COMPACT POLICY

In order to provide a successful educational environment for the students at Central Hardin High School that prepares them for postsecondary opportunities, the Central Hardin High School Site Based Council, staff, parents/guardians, and students make the following compact:

As a parent/guardian, I pledge to:

- Maintain and promote high standards of academic excellence and positive behavior.
- Attend parent/ teacher conferences and other school functions.
- Provide adequate supervision in order to ensure that my child is drug free, rested, and able to perform academic tasks to the best of his/her ability.
- Create a homework friendly environment and have my child take advantage of after school programs to assist him/her in learning as needed.
- Reinforce positive, non-violent behavior at home and at school.
- Encourage my child to follow the rules and regulations of the school and display respectful behavior toward staff and fellow students.
- Remain aware of my child's credits completed toward earning his/her high school diploma.
- Initiate contact with the school to address any issues of concern.
- Respect cultural, racial, and ethnic differences.

As a CHHS staff member, I pledge to:

- Maintain high standards for academic excellence and positive behavior.
- Respect cultural, racial, and ethnic differences.
- Be flexible for parent/teacher conferences.
- Demonstrate a professional and positive attitude for teaching.
- Encourage parent involvement.
- Provide a safe learning environment.
- Provide opportunities for extra academic assistance to students in need.

As a CHHS student, I pledge to:

- Attend school consistently and be prepared with materials to learn.
- Display respectful behavior toward school staff and fellow students.
- Respect cultural, racial, and ethnic differences.
- Participate positively in class and complete homework requirements with best effort.
- Take advantage of the after school programs for academic assistance.
- Set postsecondary goals and plan accordingly.
- Be aware of academic credits earned toward graduation.
- Keep an open line of communication with parents and teachers.

CENTRAL HARDIN HIGH SCHOOL
TITLE I PARENT INVOLVEMENT POLICY

A child's first teacher is the parent. Parent involvement and supervision remain essential to a student's success at the high school level. In order to build a strong partnership with parents, the Central Hardin High School staff will pledge to do the following:

TO KEEP PARENTS INFORMED:

- During the first twelve weeks or upon student enrollment, the Central Hardin High School Parent Involvement Policy, School Compact, and school handbook will be distributed to parents. Parent feedback /suggestions will be solicited.
- The principal and staff will host an OPEN HOUSE for all incoming freshmen at which student expectations will be outlined, and parents will be able to ask questions.
- Parents will be invited to attend a countywide parent meeting hosted by the District Title I staff. Information will be provided about programs in Hardin County that are available to adults wishing to further their education or assist in their child's education.
- Parents will be invited to a variety of school and countywide activities that provide parents with the opportunity to meet with staff, make suggestions, share experiences with other parents, receive materials and training assistance, celebrate student achievement, and prepare their child for post secondary college, other specialized training, or work.
- Parents will be informed about their child's academic and behavioral progress while at Central Hardin High School along with upcoming school events. Grades can be checked daily through the IC program.
- Progress reports, report cards, emails, phone calls, the CHHS web page, and conferences will be some of the ongoing lines of communication between staff and parents.
- Parents will receive school state test results and the opportunity to have results explained to them.
- The counselors are available and can set up parent/teacher conferences as needed.

TO ENCOURAGE PARENT VOLUNTEERS:

- Parents will be made aware of the state requirements for volunteering.
- Parents will be encouraged to volunteer at CHHS.
- Parents will be solicited to serve on a variety of school/district committees as well as assist in activities to enhance students' educational and extracurricular experiences.
- Volunteers will be recognized and appreciated.

WELCOME PARENT SUGGESTIONS:

- Parents will be given the opportunity to offer suggestions, give feedback, ask questions, and express concerns about their child's overall school experience.

II. Academics and Student Services

Academic Studies Curriculum **Current through Class of 2030**
3.0 overall GPA required

- Honors English or Higher – 4.5 Credits
  - Honors English I
  - Honors English II
  - Honors English III (1.5 credits)
  - Honors English IV
- Honors Math or Higher - 4 Credits
  - Honors Algebra I
  - Honors Algebra II
  - Honors Geometry

Students beginning high school at a higher level than Algebra I must take additional courses to include one every year of high school.

- Science - 3 Credits
  - Biology
- Social Studies - 3 Credits
  - World History/Geography
  - Civics/Economics
  - U.S. History
- Foreign Language - 2 Credits in the same language
- Health & Physical Education - 1 Credit (½ Credit Each)
- Arts & Humanities - 1 Credit *(can be fulfilled by taking 1 credit hour in Arts & Humanities courses or 1 credit hour in any of the instrumental/visual/vocal arts courses)*
- Electives – 7.5 Credits
- Total –26 credits

Academic Studies Curriculum ***Beginning with the class of 2030***

English 4.5 credits *Honors or Higher	**Math 4 credits *Honors or Higher**
Honors English I	Honors Algebra I
Honors English II	Honors Geometry
Honors English III (1.5 credits) or higher	Honors Algebra II
Honors English IV or higher	*Fourth Class at Honors or higher than Honors Algebra II***

**Students starting high at a higher level than Algebra I must take additional courses*
***Senior math may include Algebra III or Probability and Statistics, which are Honors Level*

Science* 3 credits	**Social Studies* 3 credits**
Freshman Science	*Honors World History/Geography**
Sophomore Science	Civics/Economics
Junior Science	US History
One Science must be Biology	

**Must include at least one AP or Dual Credit Course in either Science or Social Studies by the conclusion of the 2nd Trimester of Senior Year.*

Other Requirements

Foreign Language	**2 credits in the same language**
Health	**1/2 credit**
Physical Education	**1/2 credit**

Arts and Humanities **1 credit**
State Requirement: *Civics Literacy (complete Civics class or pass Civics test)*
State Requirement: *Financial Literacy Credit (Starting with class of 2029)*

Students are required to complete 1 credit of Visual and Performing Arts curriculum to fulfill the graduation requirement. This can be fulfilled by taking 1 credit in the Arts Appreciation and History courses or 1 credit in any of the instrumental/visual/vocal arts courses.

Overall GPA must be 3.0 or higher at conclusion of 2nd trimester of Senior Year

Electives **7.5 credits**
Total **26 credits**

Advanced Placement Classes (AP)

Advanced Placement courses are offered in Biology, Calculus, Chemistry, Computer Science, English Literature, Environmental Science, Statistics, and U.S. Government & Politics. Guidelines for entrance to any of these programs are as follows: Students will have completed the prerequisite, if any, for entrance to the subject area. The academic requirements of the advanced placement program may be more demanding than the traditional course offering in the subject field. In May, advanced placement tests are administered at the high school. The cost of the test, test dates and times are determined by the College Board.

Advanced Placement Grading Policy

Advanced Placement Courses will receive five points added to their trimester grade before the final.

Bruin Block

Bruin Block is a 40-minute intervention and enrichment period designed to support student success. During this time, students may make up missing assignments or assessments, receive additional academic support from any of their current teachers, and engage in enrichment activities. Bruin Block also provides opportunities for club participation and other educational enhancement experiences. Students who are failing one or more classes are expected to attend the class in which they need the most support during Bruin Block.

College Assessments - ACT, PSAT and SAT

Juniors will take the State ACT or SAT in March for free. Registered Sophomores and Juniors can take PSAT in October. To register for these exams, please visit the websites: www.act.org and www.collegeboard.org.

National Test Dates for ACT & SAT - PSAT School Day

ACT	PSAT	SAT
Test Date	*Test Date*	*Test Date*
9-19-26	10-14-26	8-22-26
10-17-26		9-12-26
12-12-26		10-3-26
2-27-27		11-7-26
4-10-27		12-5-26
6-12-27		3-6-27
7-10-27		5-1-27
		6-5-27

ACT Benchmarks

What are you doing to be College Ready?

	National
ACT (11th)	
English	18
Math	22
Reading	20
Science	23

SAT Benchmarks

	National
SAT (11th)	
English - Reading & Writing	490
Math (College Algebra)	540
Math (Quantitative Reasoning)	510

Dual Credit

Dual credit is a program that allows high school students to enroll in college courses for credit prior to high school graduation. College credits earned through dual credit can be applied toward high school and college graduation and can be transferred to other colleges or universities.

CHHS Dual Credit Courses

ECTC (Price per Trimester To Be Determined)

- CIT 105 (3 hours) - (Digital Literacy Part B)
- BAS 160 (3 hours) - (Business & Marketing Essentials Part B)
- English 161 (3 hours) – (Introduction to Literature)
- Politics 101 (3 hours) – (American Government)
- History 109 (3 hours) – (History of U.S. Since 1865)
- Math 150 (3 hours) – (College Algebra)

Murray State University (Price to Be Determined)

- AGR 100 - Animal Science
- AGR 130 - Agricultural Economics

- AGR 160 - Horticultural Science
- AGR 182 - Intro to Vet Science

Campbellsville University (Price To Be Determined)

- English 111 (3 hours) – (Writing 1)
- English 112 (3 hours) – (Writing 2)
- MAC 120 (3 hours) – (Fundamentals of Speech)
- ED 220 (3 hours) – (The Learning Community)
- ED 300 (3 hours) - (The Learner Centered Class)
- ED 325 (3 hours)- (The Professional Educator)
- PHY-141/143 (4 hours) - (Physics I & Lab)
- PHY-142/144 (4 hours) - (Physics II & Lab)

Dual Credit Grading Procedures

Grading Scale	*College Letter Grade*	*CHHS Final Grade*
92-100	A	100
83-91	B	91
73-82	C	82
68-72	D	73
67 & Below	F	67

Extended School Services

Extended School Services (ESS) is a unique segment of the Kentucky Department of Education, which provides special funds to every Kentucky school district to provide instructional support services for students who need additional time to achieve expected academic goals. These services are provided at separate times from the regular school day and beyond the minimum school year term of 177 instructional days.

ESS instructors communicate with the regular classroom teachers in an effort to assist the students both during and after the regular school hours. If your child is having difficulty with schoolwork, you can talk with his or her teacher about ESS. The teacher can help you decide if ESS would be beneficial for your student.

The school district describes major instructional goals for the district's ESS program. Students who exhibit the most severe needs for these services are identified to be served first. Teachers will document specific areas and/or skills in which the student needs assistance.

A notice is sent to parents to be signed for permission (yes/no) for the student to attend sessions for assistance. The signed permission form is returned to the school.

If your child does not qualify for ESS services, the school will discuss with you ways in which the student's needs will be addressed during the regular school day.

ESS and Night School will be held on Thursdays after school until 5:00 PM. Morning PAWS for math will be held on Tuesdays and Wednesdays from 7:45-8:15 AM. Contact a counselor or coordinator for more information and busing schedules.

Final Exams

FINAL EXAM POLICY

Examinations/project based assessments may be given at the end of each trimester. Classrooms that are performance based and/or standards based, may choose an alternative to a final exam. The syllabus for each class will clearly state what the final exam/project based assessment will be. Courses taught by different teachers within the same department will all have the same final exam/project based assessment. No finals will be given early without permission from the principal. If circumstances prevent the student from being in attendance for a final exam, he/she must make arrangements with the teacher and guidance office to take the exam at a later date. The student will receive a zero for any final exam not taken on scheduled days. If the student does not make up the exam(s), the zero will remain.

Grade Reporting

Every effort is made by the school to inform parents of student progress. Parents may access individual student progress information through the Infinite Campus Parent Portal at any time. *See page 15 for more Infinite Campus information. Additionally, Report cards are provided at 12-week intervals. The faculty may request parental conferences as necessary. Progress reports will be sent home *twice each trimester* - approximately four (4) and eight (8) weeks into each trimester. This time frame will be subject to change based on any amendment to the school calendar that may occur, such as closings due to inclement weather. Any parent may request a conference with any of his/her student's teachers by calling the counselor. Teachers will normally be available immediately before school for conferences. Parents are encouraged to access Infinite Campus and may contact a counselor for assistance if necessary. If a student is absent for an assignment or assessment, the teacher may mark the assignment as missing, which assigns a zero for the grade. Teachers flag these assignments as missing to bring attention to the task that is to be made up from an absence.

2026-27 Grading Periods

Trimester 1 August 6 – October 30
Trimester 2 November 4 – February 12
Trimester 3 February 16 – May 20
*Subject to change, depending on school cancellations.

Grading Scale

A	92-100
B	83-91
C	74-82
D	68-73
F	0-67

Graduation Requirements

General Studies Diploma Requirements
Minimum CHHS Graduation Requirements
*Subject to change by Kentucky Department of Education

English: 4.5 credits - to include English I, English II, English III (1.5 credits), and English IV

Math: 4 credits - to include Algebra I, Geometry, Algebra II, and electives. All students are required to take a math class every year. Central Hardin policy includes all students must take Algebra II.

Science: 3 credits - Integrated (or Conceptual) Science, Biology and choice of Chemistry, Genetics/Microbiology, Physics, Environmental Science, Anatomy & Physiology.
Social Studies: 3 credits – World History/Geography, Civics/Economics, U.S. History
Health: .5 credit
Physical Education: .5 credit
Arts and Humanities: 1 credit (This can be fulfilled by taking 1 credit hour in the Arts & Humanities courses or 1 credit hour in any of the instrumental/visual/vocal arts courses.)
Electives: 9-11 credits, depending on curriculum chosen
26 credits

Other Graduation Requirements

- Pass state-mandated civics exam (Class of 2027 and 2028); beginning with the Class of 2029 (and beyond) students must complete:
    - Option 1 - Earn .5 credit in Civics in addition to the three required Social Studies credits OR earn .5 credit of Civics within the three required Social Studies credits for graduation OR
    - Successfully pass the Civics Literacy Exam
- Receive instruction in financial literacy (Class of 2027-2029); beginning with Class of 2030, students will be required to receive a Financial Literacy credit on their transcript
- Receive instruction in essential workplace skills
- Demonstrate competency in technology
- Be Transition Ready - Academic Ready or Career Ready

In addition to above requirements, all students must complete ONE of the following:

1. Complete the precollege curriculum as established by the Council on Postsecondary Education (This option would require taking two full credits of a foreign language).
2. Earn four credits from classes within a single KDE-approved career pathway.

**Students not on track to graduate may become ineligible to attend prom or participate in the senior class trip.

<u>Classification of Students</u>

Students will be classified according to the following number of credits:

Graduation	26 credits
Senior (Grade 12)	18.5 credits
Junior (Grade 11)	12 credits
Sophomore (Grade 10)	5.5 credits
Freshman (Grade 9)	Successful completion of eighth grade.

<u>Honor Graduates</u>

Honor Students - graduates in any curriculum with an academic average of 92.
Magna cum laude - graduates in Academic Studies curriculum with academic average ranging from 98 up to 99.
Summa cum laude - graduates in Academic Studies curriculum with an academic average of 99 or above.

Individual Graduation Plans/Individual Learning Plans

Career planning is an integral part of the curriculum in Hardin County Schools. It is based on Kentucky's fourteen Career Clusters. Students at Central Hardin High School will use course sequences developed from the career clusters in choosing career majors and planning career paths. Through their work with the Portrait of a Learner competencies, students complete an Individual Graduation Plan (IGP)/Individual Learning Plan (ILP) that helps students understand the classes needed during their four years of high school and to help them reach their career goal.

Infinite Campus

Parents are encouraged to access student grade information at any time during the school year from the parent portal of Infinite Campus. This is a helpful tool to maintain communication among the parent, student, and classroom teacher. Contact the school counseling office for information or the library media center for technical assistance. *See page 13 for Grade Reporting procedures.

KEES Scholarship Program

The Kentucky Educational Excellence Scholarship (KEES) offers cash for good grades. Kentucky high school students can earn money based on grades that can be used to help pay tuition expenses at a Kentucky college, university or technical school for four full years. The amount of money earned is based on each year's GPA, and a bonus will be given based on SAT score, ACT composite score and AP exam scores. The Hardin County Board is responsible for reporting GPA, SAT and ACT scores to the State Department. At the end of each year, students will receive a letter stating the amount they are eligible to receive based on that year's grades. Students are also required to take a minimum of five core curricular classes each year. They are allowed only one-half (½) credit in Physical Education classes in addition to the required PE. For each year you earn a 2.5 or better GPA, you can earn the base amount listed below. For instance, a high school freshman who earns a 3.5 GPA would have a $437 scholarship for each year of college. Amounts may change based on available funds. Additional information about the KEES program can be found at kheaa.com.

GPA	Amount	ACT Score	SAT Score	Bonus
2.50	$125	15	830-870	$36
2.75	$187	18	960-980	$143
3.00	$250	20	1030-1050	$214
3.25	$312	22	1100-1120	$286
3.50	$375	24	1160-1190	$357
3.75	$437	27	1260-1290	$464
4.00	$500	28+	1300-1600	$500

Kentucky Missing School Children Program

Central Hardin High School through the Kentucky State Department of Education, participates in the Kentucky Missing School Children Program. This program gives the students and educators in every Kentucky school access to the names and identifying data of missing children and is mailed to every school in the state. If you have information regarding a missing child, please notify your school immediately.

Schedule Requests

Schedule change requests can be made prior to a new trimester. Once a trimester begins, schedule change requests will only be accepted in the first TWO DAYS of each trimester. Counselors will then work through requests and priority will be given to changes that are for:

1. Missing required core classes for graduation
2. Failed or missing prerequisite classes
3. Scheduled for repeating a class you already have a credit in
4. Classes needed to complete career pathways

Please note that changes in elective classes will not be prioritized until the changes listed above have been fulfilled first. Teacher schedule change requests will not be granted, as well as the order of class schedules. Also, the Central Hardin Counselors cannot make changes to EC3 schedules. For questions regarding EC3 classes, you will need to contact EC3.

Schedule changes will be very limited due to the small number of openings.

Youth Service Center

The goals of the Central Hardin Youth Services Center are to enable our youth to become productive members of society and to overcome any barriers to empower the educational process by utilizing faculty, staff, home, and community resources.

The Youth Services Center provides a resource lending library; drug/alcohol abuse preventive education and referrals; employment skills training, summer and part-time employment development; health and social services education and referrals; crisis intervention services; mental health education and referrals; teenage pregnancy, STD and HIV Prevention education; and character and leadership development. The Central Hardin Youth Services Center is located at Central Hardin High School - 3040 Leitchfield Road, Cecilia, KY and Bruin Academy - 3154 Bardstown Road, Elizabethtown, KY. Center hours are from 8:30 AM – 3:30 PM or by appointment. Contact Brendan Chaney at (270) 737-6800 for further information.

Volunteer Program

The Hardin County Schools have successfully operated a volunteer program for several years. This program makes use of parents, grandparents, and citizens in a variety of activities which enhance our students' educational experience. The continued success of this program depends upon the willingness on your part to share some time with your school. Pursuant to KRS 17.160, an individual must complete a new Background Check Request form completely each year for a background check and be approved by the Administrative Office of the Court in Frankfort being allowed to volunteer in school. If you are interested in becoming a school volunteer, contact Central Hardin at (270) 737-6800. You may also access the Background Check Request form online at the Hardin County Schools webpage.

III. Procedures and Routines

Before and After School Hours

The main hallways are to remain clear each morning. Students may not arrive until 7:45am and will stay in the cafeteria until 8:10am. Students who remain after school should wait in the front lobby in the main building only. The building must be cleared

by 3:55 PM. Any student remaining after school for a school sponsored activity must be supervised by a teacher.

Check Acceptance Guidelines

Your personal check is welcomed at our school to pay fees and purchase student items. CHECKS CANNOT BE CASHED AT THE SCHOOL. Checks are made out to CENTRAL HARDIN HIGH SCHOOL. In the unlikely event your check is returned un-payable, you understand and agree that if necessary, your check may be submitted to the County Attorney's office for collection. In that unlikely event, you understand and agree that fees may be applied by the County Attorney for that action. If you have any questions regarding our check acceptance practices, please call (270) 737-6800 to speak with bookkeeping.

Contagious Diseases

No pupil having any contagious or infectious disease shall be permitted in the school. If any student is known to have such diseases, that student shall be sent home as soon as arrangements can be made with a parent/guardian. The student shall remain away from school until satisfactory evidence is presented from a physician or county health officer that the student is free of the disease.

Emergency Drills

Fire, tornado, lockdown and earthquake drills are conducted during the school year. Evacuation plans are posted in all classrooms and will be reviewed by all teachers. Proper evacuation habits should be developed during the drills.

Fire alarm: Faculty will secure their room on alarms. Classes will evacuate upon announcement from administration.
Lockdown: Drill will be practiced throughout the year. Specific procedures will be shared with staff at the beginning of the school year.
Tornado: An announcement on the public address system of severe weather or a tornado will warrant movement of students and staff into safer areas by way of the prescribed routes. Students should sit facing the wall and cover their heads.
Earthquake: An announcement on the public address system of an earthquake (or its actual detection) will require that students and staff drop to their knees, take cover under a table or desk, with heads protected and their backs to the windows. After a period of time and on a signal from the office, the students and staff will evacuate the building.

Health Services at School

A school nurse is assigned to each Healthy Kids Clinic and is able to provide basic screenings as well as assess students who may be ill and administer first aid when needed. The school nurse may administer over-the-counter medications (OTC's), if the parent has completed appropriate authorizations. Additionally, the school nurse will collaborate with a Healthy Kids Clinic Nurse Practitioner to assess your child for a virus or other more complex medical complaint if your child has more severe symptoms and parent permission is given. For emergencies, the school nurse, HKC Nurse Practitioner or school staff may deem it necessary to call 9-1-1 for emergency medical services to be dispatched. More intensive health services are available, if needed, with written authorization/order from a student's healthcare provider. The parent/guardian should notify the school nurse of any health concern(s) that could require emergency services, interfere with the student's education process or require interventions throughout the

school day. Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must provide to the school nurse proper authorization form(s) that are completed by the student's healthcare provider & signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the healthcare provider and parents to complete in order for the student to have further interventions/accommodations while at school. Many of these authorization forms can be found on the HCS Website at
https://www.hardin.kyschools.us/administration/health-family-services
With parent permission, additional services which can be provided by a Healthy Kids Clinic healthcare provider include Well Child Examinations, dental services, immunizations, and behavioral health services.

Medication at School

If a student has a need for medications during the school day (either over-the-counter or prescription), the child's healthcare provider must complete and sign the "Administration of Medication" form, parents must also sign this form as well as provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school by an adult (not the student).
Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a healthcare provider to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box. No expired medication will be accepted! In the school nurse's absence, only students with specific forms (Authorization to Give Medication)on file will be able to receive prescribed medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed of.

Emergency Medication at School

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container. Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's healthcare provider and returned to the school nurse.

Self-Administration of Medication at School

Students will only be permitted to carry medication (emergency or otherwise) with them or in their personal belongings with an authorization to self-carry/self-administer medication from their healthcare provider. The school nurse will provide this form to the parents/guardians. These completed forms should be returned to the school nurse before the student begins carrying the medication at school.

Illness and Injury

A student should not be in attendance and will be sent home with any of the following: Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea indicative of a communicable disease. Student may return to school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s). Symptoms related to possible communicable diseases.

Live lice bugs (not nits per HCS Board Policy 09.213 AP.11)

Immunization

Kentucky law requires that any student enrolled in a public school must have a valid certificate of immunization. In compliance with the law, any child enrolling in the Hardin County Schools must have a valid immunization certificate on file or present one to the local school within two (2) weeks of enrollment. Any student who fails to have a valid immunization certificate will not be permitted to enroll until such a certificate is presented to the school.

Lockers

Lockers are issued upon request to those students who wish to have one. Your locker combination is your personal responsibility; keep confidential. If you cannot open your locker, contact one of the assistant principals. Lockers must be clean at all times. Do not stick gum or stickers on the inside of the locker. At the end of the school year, all lockers are to be emptied so they can be cleaned during the summer.

Lost and Found

All lost items should be turned in to the office. Students may come by the office to look for the lost items. Lost and found items that go unclaimed at the end of each trimester or break will be donated to a charitable organization. Students are strongly advised not to bring large sums of money or valuable items to school.

Media Center/Library

The media center is responsible for issuing and collecting school/ district issued Chromebook/ 1:1 devices and chargers. Student use of the school/ district issued devices falls under the District's Responsible Use Policy and the Access to Electronic Media Procedure. Both documents can be found on the Hardin County Schools webpage. Students will be assigned a Chromebook and charger from the media center after a 1:1 Device Agreement Form is completed and signed by both the student and a parent/guardian. By signing, they accept responsibility for the device and charger. Any damage, loss, or misuse will result in repair or replacement costs set by the Hardin County Schools Technology Department. Failure to comply will result in loss of borrowing privileges.

The media center provides an extensive collection that includes non-print and electronic resources that support the curriculum and enrich students' lives. It is the goal of the library media center to assist students in developing information literacy skills and effective research strategies. Students are permitted to check out two (2) books at a time. Books can be checked out for two (2) weeks and can be renewed. The media center is open from 8:00 AM until the end of school to service all patrons.

Nutrition Services

1. Students are not permitted to order or to receive food from commercial establishments.
2. Students are not allowed to leave the campus during lunch. Students who violate this policy shall lose their driving privilege plus receive disciplinary action.
3. Students are not allowed to charge al-a-cart items.
4. No more than one charge will be permitted unless prior approval is obtained from the cafeteria manager.
5. All trays and paper products must be returned to the tray receiving area.

6. The Child Nutrition Service will offer a set menu for each day of the week for the year. There will be several choices for each day.

2026-27 Meal Prices

Lunch:	*Breakfast:*
Student Lunch: $3.25	Student Breakfast: Free
Adult Lunch: $5.00	Adult Breakfast: $3.75
Student Lunch Free & Reduced: No charge	

Pupil Records

In compliance with Public Law 93-380 and the Hardin County Board of Education, Central Hardin High School has developed a policy concerning pupil records. The purpose of this policy is to provide parents the right to view or request changes in their children's educational records and with some exceptions, to control their disclosure to others.

Students over the age of 18, including the students themselves, have the same rights as do parents of younger children. Specific regulations and requirements relative to the records are provided in the Pupil Record Information provided by the Board of Education at the beginning of each school year.

There is no fee for currently enrolled students requesting transcripts for scholarships or transferring to another school. Requests for transcripts should be made two days in advance of the time that the transcript is needed.

Sales

Students will be allowed to sell only the materials approved for school sales. Selling for out-of-school groups, such as community groups, churches, etc. is not permitted. Door to door sales campaigns are prohibited. Students who accept approved material for sale are held responsible for either turning in money or returning the items to the teacher in charge.

Student Message Policy

Incoming Calls: Except for emergencies, students will not be called from classes to answer telephone calls. Parents should avoid using the office for messages. The school cannot guarantee messages will be delivered.

Transportation

Students at Central Hardin High School are allowed to drive their personal cars to and from the campus provided they meet the following regulations:

1. Possess a valid driver's license and auto insurance.
2. A signed parental consent to the school administration.
3. Register their vehicles with the school administration: (registration shall consist of a license number and make of car).

Student driving is a privilege, which may be granted to conscientious students, provided they adhere to proper safety regulations. Student's driving privileges may be revoked and/or further school consequences may be imposed if the following guidelines are not closely followed:

1. There is a five (5) MPH speed limit on campus.

2. Cars and parking lots are off limits during the school day unless special permission to go the car is obtained from the administration. A parking permit is required for parking on campus. The permit must be purchased through the main office for a fee of $10.00.
3. Student drivers must park in designated student parking areas. Vehicles are not to be parked in the travel lanes except for the purpose of loading or unloading passengers. At no time shall vehicles be parked to block the normal flow of traffic. Cars illegally parked will be towed at the owner's expense.
4. Students are not to associate with non-students who may be in the parking lot during school hours.
5. Vehicles are for transporting people to and from school and not for "cruising". Cars should be locked and students should leave them immediately upon arrival on school grounds. There will be no loitering in the parking lot or sitting in vehicles for any reason.
6. Vehicles leaving campus at the end of the school day will give school buses the right of way.
7. Drivers should always yield to pedestrians.
8. Before and after school the only approved entrances to Central Hardin are from Ring Road, Highway 62 main entrance, and the gate adjacent to Taco Bell. Student drivers may exit onto Ring Road and Highway 62.
9. The school is not responsible for theft or damage to vehicles parked on school property. Park at your own risk.
10. Students not riding a bus must assume the responsibility for providing a note signed by a parent/guardian granting permission for that student to ride with a designated individual.
11. While buses are in the parking lot there should be no traffic moving behind or around the buses.
12. Erratic driving, cutting through the parking lot, squealing tires, revving the engine, will not be tolerated.

Driving Violations and Consequences

1st Violation - Student warning
2nd Violation - Student warning and parent notified
3rd Violation - 1 day of AIM
4th Violation - 3 days of AIM
5th Violation - Loss of Driving Privilege (Duration determined by administration)

Parking

Student parking is located in the lower parking lot and driving passes must be visible in the vehicle. Students must register their vehicles with the school. There is a ten ($10.00) dollar fee due upon registration for a parking pass each year, and students must re-apply each year for a pass. Parking passes purchased in the third trimester will be discounted to five ($5.00.) Any student who does not obtain a permit and comply with parking procedures may have his/her vehicle towed at his/her own expense, driving privileges suspended at school, or face other disciplinary actions.

Visitors to Campus

Our school is a closed campus. The parents of Central Hardin High School students should report to the attendance office and arrangements will be made, when possible, for visits to students, teachers, departments, or classes. Visitors are not permitted except for official reasons approved by the principal's office. Students are not to bring

guests to school. Our full-time effort must be directed toward Central Hardin students. Social visits are not allowed.

IV. Attendance

Absentee Grading Procedure

Students having absences must make up work that they miss during their absence. It is the student and/or parent/guardian's responsibility to contact the teachers for make-up work during the teachers' planning periods, before or after school hours. For every day absent, the student will receive the same number of days to complete the makeup work. The counting of days for make-up work starts the 2nd day after the student has returned to school following the period of absence.

Attendance Policy

In order to be eligible to receive class credit(s) at CHHS, a student shall not be absent without a valid excuse more than six (6) regularly scheduled class periods per class each trimester. It shall be the student's responsibility to schedule make-up time with school administration. Make-up time should be scheduled two days prior to the Saturday on which the student wishes to attend.

1. Procedures for Administering Attendance Policy

a. The classroom teacher will keep an accurate daily attendance record. All reports concerning attendance will be completed and forwarded to the proper persons as indicated and required by the attendance policy and the administering procedures.
b. When a student has been absent six (6) times per trimester in a class period, notification will be sent to the parent/guardian. It will be the parent/guardian and student's responsibility to schedule make-up time for any additional unexcused absences.
c. Failure to comply with the attendance policy will result in the loss of class credit(s).
d. Students who are in violation of the attendance policy may forfeit prom activities and senior class trip, if applicable. Students are in violation of the attendance policy if they accumulate more than six (6) unexcused absences to school in a trimester. Students who are in violation of the attendance policy in EITHER the first, second, or third trimester may become ineligible to attend prom or participate in the senior class trip, if applicable. Students will be considered in violation of the attendance policy when they have not completed make-up time within the guidelines established by the administration. Additionally, students who accumulate eight (8) or more tardies to class/school in any trimester may forfeit extracurricular attendance privileges including prom activities and senior class trip, if applicable.

2. Students may make up time by attending Saturday School.

3. Valid Excuses:

a. Illness that is verified by a doctor or medical agency. Parent note will be accepted for up to six (6) absences ***** excused for one (1) day per note. *******Administrative approval required to use more than three (3) parent notes in a trimester.*
b. Orders of the court. This applies to summonses and subpoenas.
c. Death or severe illness in the immediate family verified by written statement. Immediate family shall mean: father, mother, brother, sister,

grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof with the student.

d. Religious holidays and practice.
e. If a student is sent home for lice, one (1) day per instance will be excused with any additional days missed beyond this to be considered unexcused.
f. Circumstances if approved by the principal or his/her designee, including trips qualifying as educational enhancement opportunities.

College Visits

Beginning their junior year a student may take up to two (2) college visits that do not count as absences from school. Requests to use a "College Visit Day" should be made in the Guidance Office at least two (2) weeks prior to the visit. The student must pick up a form that is to be signed by a guidance counselor as well as an official at the college. It is the student's responsibility to make-up for any missed work. Students are not allowed to make college visits during the last two (2) weeks of school, statewide assessment, or final examinations. The student does not need to inform the Guidance Office or obtain approval for college visits made on a school break or on a weekend.

Educational Enhancement Opportunities (EHO)

Absences of an educational nature may be considered as an "Educational Enhancement Opportunity". While an EHO can be approved for various events, an EHO approval specifically for athletic events will only be approved for Scholarship or National events, with supporting documentation to validate the EHO request.

Proper notification must be provided for approval, on all EHO requests. Contact the school's attendance office for further details.

Late Arrival/Early Dismissal

A. If a student arrives late to school, he/she must sign in at the attendance office and take an admit/tardy slip. Students arriving within the first half of the class period will be considered tardy. Arrivals during the second half of the class period will be counted absent for that class. Students arriving late to school, unexcused, will be under the same penalties as the regular attendance/tardy policy. Students are expected to be punctual to class and to school.
B. It is recommended that all appointments be made before or after school hours.
C. Any person signing a student out of school must present a valid form of identification. Parent or guardian permission is mandatory.
D. Individuals listed as "Emergency Contacts" for students are individuals that may be contacted to obtain information to reach a parent or guardian. These individuals are not allowed to sign students out without parental permission.
E. Between 8:00 and 8:25 AM, the student must present a note signed by the parent or guardian. The note must state (1) the reason for leaving, (2) the time the student must leave, and (3) the person with whom the student will be leaving. If the parent or guardian is not picking up the student, then a telephone call from the parent, in addition to the note, is required.

Tardy Policy

Any student who is not in the classroom when the tardy bell rings, is considered tardy. If a student arrives late to school, they must sign in at the office and take an admit/tardy slip. Students arriving within the first half of the class period will be considered tardy.

Arrivals during the second half of the class period will be counted absent for that class. Students arriving late to school unexcused will be under the same penalties as the regular tardy policy. Students are expected to be punctual to class and to school. Tardies will also be cumulative, meaning they will be counted for all classes per trimester, not just individual classes.

The following actions will be taken on a trimester basis:
1st Tardy: Warning
2nd Tardy: Warning by Admin
3rd Tardy: Lunch Detention for one (1) day
4th Tardy: Lunch Detention for three (3) days
5th Tardy: Lunch Detention for five (5) days
6th Tardy: 1 Full Day of AIM
7th Tardy and Beyond: Administrator discretion

Withdrawal from School

When a student withdraws from school for any reason during the school term, he/she must follow guidance department procedures. All records must be cleared, textbooks returned, library books returned, Chromebook device & charger returned, and any debts paid before a transcript of the student's record can be forwarded to another school for admission there.

Attendance KRS 159.0 10 states "except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having in custody or charge any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) shall send the child to regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend.

Written permission for withdrawal shall not be required after the child's eighteenth birthday. Every child resident in this state is subject to the laws relating to compulsory attendance, and neither he/she nor the person in charge of him/her shall be excused from the operation of those laws or the penalties under them on the grounds that the child's residence is seasonable or that his/her parent is a resident of another state.

V. Discipline

AIM/In School Detention

Central Hardin maintains the AIM program as an alternative to out of school suspension. This program allows students to continue their regular school assignments. Students who are assigned AIM shall surrender their cell phone/electronic device upon entry to the AIM instructor. Cell phone/electronic device shall be returned to the student at the end of the day or completion of their AIM time. Failure to surrender said cell phone/electronic device could result in additional AIM time and/or suspension per administrator's discretion. Students who are absent on the day (or class period) they are assigned to serve in AIM will be reassigned to AIM on the next day that they return to school.

Bus Rules and Regulations

Students are expected to maintain proper behavior on the bus at all times. Specific rules and regulations are contained within the Code of Conduct. Students being transported by the bus will be expected to stay on the bus both to and from school and

not leave the bus to ride in a private automobile unless to ride with a parent or guardian. For bus information, please call (270) 769-8965.

Bus Suspension

A student who is suspended from riding a bus cannot ride another bus until the suspension is complete. Parents are responsible for transporting students whose bus privileges have been suspended or denied for disciplinary reasons.

Conduct

Students shall conduct themselves with proper decorum so other students may learn. Students are expected to follow all policies and procedures as outlined in the Hardin County Schools Code of Acceptable Behavior & Discipline. Proper behavior shall indicate obedience for school rules and regulations, respect for faculty, staff, public property, and fellow students. Orderly and quiet passage in hallways is mandatory. Students are encouraged to report threats.

1. Students are not to work, play, or practice in any part of the school building unless a teacher or an authorized adult is present.
2. PDA (Public Display of Affection) is not tolerated.
3. Gambling will result in disciplinary measures.
4. Theft of any kind may result in suspension.
5. Leaving campus at any time without permission will result in disciplinary action. See Skipping Policy.
6. Each individual is expected to show respect for the rights of other students. Students participating, promoting, or encouraging fighting or who are contributing to disorder by being spectators are subject to suspension.
7. Students who destroy or damage school property shall pay for such damage according to the value set by the school authorities. Graffiti is the destruction of school property.
8. Misrepresentation of information to school officials (including forgeries) may result in suspension.
9. Drinks and food are not to be brought into the classroom without the teacher's permission.
10. Tobacco products, or any device or product that simulates tobacco smoking, tobaccoless nicotine, or is considered mood enhancing is a school and district violation.
11. Filming/video recording with any device of any school activity, including fighting or violence, to be viewed by others and/or posted on social media sites or platforms, is a school and district violation and could result in a consequence from school administration.
12. Written or verbal threats to another student or staff member will not be tolerated. Students are encouraged to report threats.
13. Students are not allowed in the teachers' workroom.
14. Students away from campus on school activities are expected to follow all school policies. Disciplinary action taken will be the same, whether on or off campus.
15. Students are not allowed to sleep in class.
16. Failure to report to the office immediately for discipline reasons may result in suspension.
17. No student or staff member shall be harassed or intimidated. (Refer to Hardin County Code of Acceptable Behavior and Discipline).
18. Students are not to be out of assigned areas at any time.

19. Any action, which is judged inappropriate or disruptive, may result in disciplinary action.
20. Any student who deliberately activates a fire alarm under false pretenses shall appear before the Board for an Expulsion hearing. (Passed by the Hardin County Board of Education June 19, 1997).
21. Senate Bill 112 requires parents of a student who has been expelled or adjudicated guilty of certain offenses to inform the school in which he/she seeks to enroll of the expulsion or adjudication; requires expulsion proceedings and dispositions to be included in student record when transferred to another school; requires school employees to report to police a felony or crime involving drug or weapons that are committed: school or school events or within 1,000 feet of school grounds. Parents are asked to sign a form verifying the above information when enrolling a student.
22. Weapons Policy KRS.527 Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a $10,000 fine.
23. Any student having in his/her possession on school property or on a school bus a lethal or dangerous weapon (or a replica of such a weapon) or pyrotechnics (firecrackers, powders, explosives, ammunition, etc.) or knives of any kind (including any type of pocket knife which will be confiscated) may be subject to immediate suspension and a recommendation of expulsion may be made to the Hardin County Board of Education.
24. E-mail & Internet: Refer to Hardin County Code of Acceptable Behavior and Discipline.
25. Skipping Policy
    a. 1st Offense: One (1) day Saturday School
    b. 2nd Offense: Two (2) days AIM
    c. 3rd Offense: Administrator Discretion
    d. NOTE: Hours for discipline do not count toward attendance make-up hours.

Chromebook Policy

All students have the opportunity to be issued a school Chromebook & charger per the one-to-one agreement. As such, students are expected to have their charged school-issued Chromebook or personal laptop with them in class daily.
Students who do not have their device will receive discipline referrals. Referrals will be cumulative, meaning they will be counted for all classes per trimester, not just individual classes. A student will only be referred once per day when they do not have their device.

The following actions will be taken on a trimester basis:
1st Violation: Warning
2nd Violation: Lunch Detention for one (1) day
3rd Violation: Lunch Detention for three (3) days
4th Violation: Lunch Detention for five (5) days
5th Violation: 1 Full Day of AIM
6th Violation and Beyond: Administrator discretion

In addition to discipline, an alternate format of the assignment may be offered and/or the student will be expected to complete the original/digital assignment per the late work policy.

All Chromebook devices and chargers must be returned prior to the end of the school year, prior to withdrawing or graduating from school. All lost or damaged devices must be replaced or fees paid.

Dress Code

In keeping with the educational purpose of this school, students are expected to dress and groom themselves appropriately. Each student is expected to keep his/her person and clothing modest, clean, and neat. The wearing of clothing which might disturb the order and decorum of the school is prohibited. Administrators and teachers shall enforce the dress code policy.

The following rules will be enforced:

1. Clothing, jewelry, and accessories that bear the following:
   - Decorated with offensive illustrations
   - Slogans that are suggestive of drugs, tobacco products, alcohol, sex, obscenities
   - Language that proves to be a disturbing influence
   - Statements, slogans, images or insignia that harass, threaten, intimidate, demean, suggest violence, or sexual innuendo and/or creates a reasonable risk of substantial influence of the educational process, i.e. The Confederate Flag, Swastikas, etc. or other clothing deemed intolerant based upon Federal Title IX guidelines, is not permitted.
2. Footwear and shirts must be worn during school and at extra-curricular events related to the school and the district. Footwear with wheels is not permitted (example: "Heely's", skates, rollerblades, etc.).
3. Revealing clothing is not permitted. Some examples are as follows: bare midriffs, very sheer or see through clothing, bare backs, off-the shoulder tops, tank tops, and shirts with cut out sleeves are not allowed. Tops revealing cleavage are not permitted. Wide-strap sleeveless tops that extend to the shoulder are acceptable if the arm openings are not revealing.
4. No skin or underwear shall be visible through any rips, tears, or holes more than 5 inches above the knee
5. No hats, hoodies, scarves worn as head coverings, bandanas, caps, rakes, picks, combs, spurs, or sunglasses may be worn inside the building. The offending article may be confiscated.
6. Skirts, dresses and shorts should be no shorter than 5 inches above the knee.
7. Any apparel that is gang related cannot be worn on the school campus.
8. No sagging pants are allowed.
9. No chains or spiked collars are permitted.
10. Students will not wear nightgowns, house slippers or "onesies" in school. Blankets and pillows are not permitted to be worn or carried class to class.
11. No costumes are permitted.

Dress Code Violations & Consequences

Dress Code Consequences:

1st Offense: Correct the offense and the student is returned to class.*
2nd Offense: 1 day of AIM
3rd Offense: 2 days of AIM
4th Offense: Administrator Discretion

**Note: If the offense is not corrected, the student must spend the rest of the day in AIM.*

Electronic Devices

1. Students will be allowed to use personal electronic devices between class breaks in the hallways and in the cafeteria before school and during their lunch time.
2. Students are not to have devices out OR on during instructional time unless directed to do so by that classroom teacher for academic purposes.
3. Students who are asked to place phones in phone storage compartments provided by the teacher are expected to comply with those requests.
3. Personal electronic devices out OR on during any instructional time otherwise will be confiscated according to Hardin County Board Policy.

Cheating/Plagiarism Policy

CHEATING

Cheating shall be defined as: "Cheating is using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work. Examples of cheating include, but are not limited to:

- Obtaining, providing, or using unauthorized materials for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
- Using Artificial Intelligence (AI) tools during assessments, assignments, or exams without teacher permission. Artificial intelligence (AI) is defined as ¨*the ability of a computer, robot, programmed device, or software application to perform operations and tasks analogous to human learning and decision making.*¨ *(Dictionary.com)*

  Prohibited uses of AI include, but are not limited to:

  - ➢ Using AI tools for answers or solutions where problem solving and critical thinking skills are expected.
  - ➢ Submitting AI-generated content as your own without proper citation.
  - ➢ Using AI to paraphrase plagiarized content in order to bypass plagiarism detection software.
  - ➢ Translating foreign language assignments and assessments that do not demonstrate actual language proficiency.
  - ➢ Using AI tools to solve mathematical equations without teacher permission.
  - ➢ Fabricating false or misleading information.
- Acquiring examinations or other course materials, possessing them, or providing them to others without permission of the instructor. This includes providing any information about an examination in advance of the examination.
- Taking an examination for another person or arranging for someone else to take an examination in one's place.
- Submitting the same work or substantial portions of the same work in two different classes without prior approval of the instructor.
- Fabricating information for any report or other academic exercise without permission of the instructor" ("Academic Integrity").

Consequences of proven cheating may result in either academic or disciplinary action to be determined at the teacher's discretion.

PLAGIARISM

Plagiarism shall be defined as: Plagiarism is "the presentation of another writer's **ideas or words** as if they were your own, without acknowledging the source" (Sebranek, Meyer, and Kemper 297). Using undocumented wording and/or organization from a source is considered plagiarism. It is the responsibility of each teacher to instruct students concerning proper documentation and the consequences of turning in plagiarized assignments. All assignments must be the work of the student.

1. Academic work that requires research must include an attempt to correctly cite sources. Work requiring research must include a source list. All sources consulted will be included in the source list, including lecture and guest speaker notes. Central Hardin High School teachers may use a variety of formal documentation styles. (i.e. MLA or APA format). It is the responsibility of the assigning teacher to instruct students in proper documentation techniques for that particular subject and documentation style.
2. Material (ideas, words, numbers) used verbatim in student work must be properly punctuated using quotation marks with the source noted in the body of the assignment.
3. Assignments will be determined plagiarized and/or unacceptable if students do either of the following: 1) Turn in work requiring documentation with no attempt to document sources; OR 2) Provide documentation but copy their work directly from their source(s). In these cases, the student's intent appears to be passing off someone's work as their own. Copying may be word for word, or there may be minor changes from the original wording. All assignments should be the student's own work, and the student should not rely on the source's wording and organization or on the undocumented ideas or contributions of another person.
4. Once any work has been deemed plagiarized that work will receive a grade of zero (0). The student will then have time to revise the task/assignment to include proper documentation and/or use of his or her own words. Plagiarism could result in a lower score on the revised assignment. Any student who refuses to correct the plagiarism will be given a grade of zero (0).

All instances of cheating and/ or plagiarism, regardless of severity, will be formally documented by the teacher through a write-up in Infinite Campus. This ensures consistent documentation of academic integrity violations.

<u>Prohibited Items</u>

Students shall not bring any item or device which disrupts the learning environment to school or school activities. Faculty members are required to bring any of these items collected from students to the office. Parents are requested to come to school for the return of these items. Non-school publications may not be distributed or posted without prior approval of the school administration. No skateboards, scooters, or roller blades are allowed.

Saturday School

Students may be assigned Saturday School to make up attendance hours or for disciplinary reasons. Being assigned to Saturday School takes precedence over working, extracurricular activities, sports, or personal plans. Each student is notified in advance. It is the responsibility of the student to notify his/her parents of the scheduled detention time. Rescheduling of this date will be done only in extreme emergency and with a phone call in advance by a parent. Students are responsible for making arrangements for dates and transportation with parents. Transportation is the responsibility of the parent. The school will not provide transportation under any circumstance. Students assigned to Saturday School should check the Central Hardin High School Facebook page during inclement weather. Saturday school hours are from 8:30 AM to 2:30 PM; half-day Saturday school begins at 8:30 AM and will be dismissed at 11:30 AM.

- Students are expected to use this time as a study period.
- Students are responsible for bringing work to Saturday School.
- Students are responsible for bringing their own lunch.
- No late arrivals will be permitted. Saturday School begins at 8:30 AM.
- Cell phones or other electronic devices are generally not permitted at Saturday School and may only be used with the permission of the Saturday School teacher.

Student Driver's License: No Pass/No Drive Law

Section 1: An act relating to a student's license or permit to operate a motor vehicle. When a student age fifteen (15), sixteen (16), or seventeen (17) is declared to be noncompliant with attendance or academically deficient, the school administrator or his designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled.

The reports shall be made at the end of each trimester but may be made earlier in the trimester for accumulated absences. A student shall be deemed non-compliant with attendance when he or she has six (6) or more unexcused absences in the preceding trimester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when he has not received passing grades in at least four (4) out of five (5) courses, or the equivalent four (4) out or five (5) courses, in the preceding trimester. The local school board shall adopt a policy to reflect a similar standard for academic deficiency for students in alternative, special education, or part-time programs.

Within ten (l0) days after receiving the notification, the superintendent shall report the student's name and Social Security number to the Transportation Cabinet. As soon as possible thereafter, the cabinet shall notify the student that his operator's license, intermediate license, permit, or privilege to operate a motor vehicle has been revoked or denied and shall inform the student of his right to a hearing before the District Court of appropriate venue to show cause as to the reasons his license, permit or privilege should be reinstated.

Within fifteen (15) days after this notice is sent, the custodial parent or legal guardian of the student may request an ex parte hearing before the District Court. The student shall not be charged District Court filing fees. The notification shall inform the student that he is not required to have legal counsel.

In order for the student to have his license reinstated, the court shall be satisfied that the license is needed to meet family obligations or family economic considerations which if unsatisfied would create an undue hardship or that the student is the only licensed driver in the household or the student is not considered a dropout or

academically deficient pursuant to this section. If the student satisfies the court, the court shall notify the cabinet to reinstate the student's license at no cost.
The student, if aggrieved by a decision of the court issued pursuant to this section, may appeal the decision within thirty (30) days of the Circuit Court of appropriate venue. A student who is being schooled at home shall be considered to be enrolled in school.
A student who has had his license revoked under the provisions of this section may re-apply for his driver's license as early as the end of the trimester during which he enrolls in school and successfully completes the educational requirements. A student may also re-apply for his driver's license at the end of a summer semester which results in the student having passed at least four (4) out of five (5) courses, or the equivalent of four (4) out of five (5) courses, during the successive spring and summer semesters, and the courses meet the educational requirements for graduation. He shall provide proof issued by his school within the preceding sixty (60) days that he is enrolled and is not academically deficient.

Section 2. KRS 186.470 is amended to read as follows: The application of any minor under the age of eighteen (18) for an operator's license, motorcycle operator's license, intermediate license, or any instruction permit shall not be granted unless the application is signed by a parent or legal guardian of the applicant.

Regardless of which parent signs the application, both parents shall be responsible as provided in KRS 186.590. If the minor does not have a father, mother, or guardian, an operator's license, intermediate license, or instruction permit shall not be granted to the minor unless his application is signed by a person willing to assume the obligation imposed by KRS 186.590 upon a person signing the application of a minor.
A signature shall not be required in the case of the renewal of a minor's license but the signature on the original application shall continue to make the parent, guardian, or other person liable under the provisions of KRS 186.590 on all renewals of the minor's license until he reaches the age of eighteen (18) unless the license, or any renewal thereof, is canceled as provided in subsection three (3) of this section.
The application shall include parental consent for the receipt and release of the information as set forth in Section 1 of this Act regarding the attendance and academic requirements for a minor to acquire and keep an operator's license. intermediate license, instructional permit, or privilege to operate a motor vehicle.
A parent or a guardian of a minor applicant may file with the cabinet a verified written request that the license of the minor be canceled. Thereupon the license of the minor shall be canceled and the person who signed the application shall be relieved as to subsequent acts of the minor from the liability imposed by subsection one (1) of KRS 186-590.
The cabinet upon receipt of satisfactory evidence of the death of the person who signed the application of a minor for a license shall have the license canceled and no new license shall be issued to the minor until a new application, signed and verified, is made as required by this section.

Suspensions
While suspended, students may not participate in any school-sponsored activity. Suspended students will be given an opportunity to make up the work missed after the suspension. Suspended students are responsible for asking for work.

Tobacco/Electronic Cigarettes

Students are not allowed to use or to possess tobacco (in any form), vapor smoking devices of any type, electronic cigarettes, matches, or lighters on the Central Hardin campus or while participating in after school activities. Students found to be in violation of this policy will be subject to the following disciplinary action as determined by Hardin County Schools district policy:

Under each offense, the product will be confiscated and disposed of. The item will not be returned to the student or parent/guardian. If the item in question is subject to Policy 09.423, those procedures shall apply.

1st offense - One (1) Day In AIM (Parent Notified)
2nd offense - Two (2) Days In AIM (Parent Notified)
3rd offense - One (1) Day Out of School Suspension (Parent Notified)
4th offense - Two (2) Days Out of School Suspension (Parent Notified)
5th offense - Discipline Review Committee hearing for code of conduct violation and possible referral to Board for expulsion consideration (Parent Notified)

**If the outcome of a vaping offense is at the step of an out of school suspension, it may result in a Student Discipline Hearing or alternative school referral based on the three (3) suspendable offense procedure.

Additional topics related to Student Acceptable Behavior & Discipline can be found on the Hardin County Schools website.

Behavior Violations and Response (District)

Response to Code of Conduct Violations Disciplinary options include both supportive and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations. Using the charts as a guide, Hardin County Schools' staff retain discretion to consider the totality of the circumstances as they make disciplinary decisions. Additional resolution options may be offered per School Handbooks and School-Level Discipline Policies.	Classroom Level Responses						School Administration Level Responses															
	Verbal Correction or Warning	Parent Conference/Contact	Reasonable Additional Work	Isolation/Separation/Loss of Classroom Privilege	Reasonable Physical Activity	Restitution	Reprimand/Warning	Parent Conference/Contact	Behavior/Safety Plan	Referral for Services (ex. FRYSC, counseling, law enforcement)	Reteach expectations	Loss of Privileges (includes extracurricular/athletics)	Confiscation of Items	In-School Detention (including lunch detention)	Detention (Before or After School)	Restitution	In School Removal	Saturday School	Bus Suspension	Out of School Suspension	Alternative Placement	Referral to Disciplinary Review Committee/ Expulsion
Behavior Violations																						
Disruptive Behavior	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	
Dress Code Violation	X	X					X	X		X	X											
Academic Assignment Neglect	X	X	X	X			X	X				X		X	X			X				
Out of Assigned Area, Tardy, Skipping Class	X	X		X	X		X	X			X			X	X		X	X				
Personal Electronic Device (Use during instructional time)	X	X		X			X	X			X	X	X	X	X			X				X
Public Display of Affection	X	X		X			X	X	X	X	X			X	X		X	X				
Dishonesty (Academic Cheating, False Notes)	X	X	X	X	X	X	X	X		X	X	X		X	X	X	X	X				
Insubordination	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		
Inappropriate use of school or district technology	X	X	X	X		X	X	X		X	X	X	X	X	X		X	X				X
Transportation Policy Violation							X	X	X	X	X	X	X	X	X	X			X			
Offensive Speech or Actions (Profanity or Vulgarity)	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	X		X		
Tobacco/Nicotine/Vape Policy Violation										X		X	X					X		X	X	X
Unauthorized Absence Leaving campus without permission, failure to sign in or out of school							X	X	X		X			X	X			X				
Criminal Dishonesty (Fraud, Forgery, Counterfeiting)							X	X	X	X	X	X		X	X	X	X	X		X		
Disorderly Conduct								X	X	X	X	X	X		X		X		X	X	X	X
Endangering Others								X		X	X	X	X		X		X		X	X	X	X
Fighting or striking students or school personnel								X	X	X	X	X	X	X	X	X	X	X		X	X	X
Filming Fights or Violence for Public Viewing								X	X	X		X	X	X	X	X	X	X		X		
Gambling							X	X	X		X		X	X	X	X						

Response to Code of Conduct Violations Disciplinary options include both supportive and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations. Using the charts as a guide, Hardin County Schools' staff retain discretion to consider the totality of the circumstances as they make disciplinary decisions. Additional resolution options may be offered per School Handbooks and School-Level Discipline Policies.	Classroom Level Responses						School Administration Level Responses														
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Behavior Violations																					
Harassment (non-sexual)	X	X		X	X	X	X	X	X	X	X	X		X	X	X	X		X	X	X	X
Bullying/Hazing	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Gang Activity	X	X		X	X		X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Non-Controlled Substance Policy Violation (includes OTC drugs and inhalants)							X	X	X	X	X	X	X	X	X				X	X	X	X
Property Damage or Vandalism								X	X	X	X	X	X	X	X	X	X		X	X		X
False Activation of Fire Alarm							X	X	X	X	X	X		X	X	X				X	X	X
Theft							X	X	X	X	X	X	X	X	X	X	X			X	X	X
Alcohol or Intoxication Policy Violation								X		X		X	X	X	X		X		X	X	X	X
Arson								X	X	X	X	X	X	X	X	X	X		X	X	X	X
Assault								X	X	X	X	X	X		X	X	X		X	X	X	X
Possession of Fireworks or Incendiary Devices								X	X	X	X	X	X	X	X		X		X	X	X	X
Burglary								X	X	X	X	X	X	X	X	X	X		X	X	X	X
Look Alike Weapon or Dangerous Instrument								X	X	X	X	X	X	X	X	X			X	X	X	X
Dangerous Instrument								X	X	X	X	X	X	X	X	X			X	X	X	X
Deadly Weapon									X	X			X								X	X
Drug Policy Violation (including look-alikes)										X		X	X	X	X	X		X		X	X	X
Extortion										X		X										X
Robbery										X		X										X
Sexual Offense (including sexual harassment)								X	X	X	X	X	X	X	X		X			X	X	X
Terroristic Threatening										X		X										X