

I. BOARD OF EDUCATION AND SUPERINTENDENT'S MESSAGE

It is the desire and intent of the Hardin County Schools to provide parents and students information that they need to help them have a successful school year. This booklet is intended to give information that will help students stay on a positive footing both academically and socially.

A number of years ago the Board of Education adopted a "Code of Conduct" that is reviewed and updated each year in order to ensure an atmosphere in all of the schools that promotes learning. This particular "Code of Conduct" is contained within this manual. We feel this written policy has been successful in accomplishing the goal of improving behavior for all students in our schools. A special thanks goes out to the many individuals who have worked to assist the school district in developing and amending the contents of this booklet.

In addition to this book, it is important for you to become familiar with the policies of the particular school(s) your student(s) attends. With many of our schools participating in School Based Decision Making, they have specific policies with which you need to become familiar.

We encourage each student and parent/guardian to take the time to read and understand the contents of our policy. We feel confident that by working together, the learning environment for each student in each school will be improved.

We look forward to the coming school year.

Teresa Morgan
Superintendent

II. POLICY STATEMENT

It is the intent of the Hardin County Board of Education to provide a positive school climate for all participants (students, teachers, administrators, and parents/guardians) in the schooling process. This code of conduct, therefore has been developed to insure consistent and equal treatment for all participants in an atmosphere which fosters open communication and fairness as outlined by constitutional due process. In addition, the Board of Education expects that sound, fair, and equitable judgment shall always be considered by students, teachers, administrators, and parents/guardians in applying the policies of this code.

Further, it is anticipated that this code of conduct will enable all students to develop their human potential to the fullest. Finally, students will be responsible for abiding by this Code of Conduct in school, at school-sponsored activities, and on school buses employed in the educational experience. In this regard, the Board of Education pledges its full support to all school employees responsible for implementing this code of conduct.

**Student Safety Telephone Line
(Hardin County Crime Stoppers)
1-800-597-8123**

The safety of students is our first priority. The Hardin County School District has formed a partnership with Hardin County Crime Stoppers to provide a student safety telephone line. Students and others may now anonymously call Crime Stoppers at 1-800-597-8123 and report school safety concerns. The caller's identity is strictly protected. These reports will then be given to proper school officials for investigation. Those who provide information that leads to an arrest and indictment will receive a monetary reward.

**NON-DISCRIMINATION AND
ANTI-HARASSMENT POLICY**

Definition:

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

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

Prohibitions:

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

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

Disciplinary Action:

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

Guidelines:

Students/parents (guardians) who believe they or any other student, parent, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/ discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Civil Rights Compliance Officer. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent. The Superintendent shall provide the following:

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

- written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
- such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Civil Rights Compliance Officer, as designated in the student handbook/code, shall be notified.

Notifications:

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

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

When applicable, the district will comply with law enforcement cooperation which may require the district to temporarily suspend the fact finding aspects of a Title IX investigation.

Prohibited Conduct:

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to

any of the protected categories listed in the definition of harassment/discrimination contained in this policy;

2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors; and
3. Instances involving sexual violence.

Confidentiality:

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Appeal:

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

Non-retaliation:

No one shall retaliate against any student or any other person because s/he has submitted a grievance, assisted or participated in an investigation, proceeding, or hearing regarding discrimination or harassment of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

False Complaints:

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

Other Claims:

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

Hardin County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth

groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Inquiries:

Jennifer Lewis
Director of Federal Programs/Title IX
Civil Rights Compliance Officer
270-769-8853

III. RIGHTS
Participant Rights

The United States Constitution provides for the protection and safeguard of all people. In the same vein, there is responsibility inherent in all rights; therefore, all participants in the schooling 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 outlines 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 schooling experiences;
3. to reasonable physical protection and safety of their personal property;
4. to consultation with teachers, counselors, administrators, and other school personnel;
5. to free student elections for organizations within the school or their counterparts within the state and nation;
6. to candidacy and to hold office in student organizations within the school or within state or national student organizations;
7. to examination of their own personal school records. Further, students under the age of eighteen (18) are required to obtain parental/guardian approval for this examination;
8. to have parents/guardians or their authorized representatives examine personal school records;
9. to involvement in school activities without being subject to any form of discrimination based on race, color, national origin, age, religion, sex, or disability;
10. to participation in school activities which require competition on an equal basis;
11. to respect from other students and school personnel; and
12. to presentation of 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 remove and temporarily transfer responsibility for 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 responsibility of drafting policies that relate to their relationships with students and school personnel; and
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 student to a school with a positive educational climate and receive equal opportunity in all programs and activities;
2. to be safe from physical harm;
3. to expect all disruptive behavior to be dealt with fairly, firmly, and quickly;
4. to enroll their student in regularly scheduled classes with minimal interruptions;
5. to expect their school to maintain high academic and accreditation standards;
6. to examine their student's personal school record;
7. to address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances. Generally, the building principal or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department; and
8. to be notified when their child has a continual or blatant misbehavior.

D. Principal/Designated Administrator Rights.

Principals/Designated Administrators have the right:

1. to expect all participants in the schooling process to comply with school and Board of Education policy;
2. to suspend any student who disrupts the educational environment; and
3. to expect respect from students, parents/guardians, and the school staff.

IV. RESPONSIBILITIES

Participant Responsibilities

A. Student Responsibilities. Students have the responsibility:

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 process 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, ammunition, dangerous instruments, fireworks, and other incendiary devices;
7. to promptly report to school personnel any knowledge of perceived or real threat to the safety of the school population;
8. to abstain from physically attacking any school employee;
9. to refrain from physically attacking classmates;
10. to refrain from persistent violation of school regulations;
11. to be in attendance at all regularly scheduled classes;
12. to refrain from acts of truancy such as being absent without permission from school and/or class;
13. to show respect for school authority by avoiding all acts of defiance;
14. to abstain from gambling, extortion, theft, or any other unlawful activity;
15. to abstain from use and/or possession of any tobacco or imitation/electronic tobacco product;
16. to complete all homework and classwork in accordance with the teachers' instructions;
17. to represent the truth in all school matters;
18. to refrain from cheating on all academic and/or athletic activities;
19. to avoid the use of verbal abuse with all persons within the school setting;
20. to refrain from the harassment of fellow students and/or school personnel;
21. to exhibit respect for other opinions by refraining from rudeness or inappropriate language;
22. to abstain from willful disobedience by open rebellion to school regulations and/or school personnel;
23. to practice proper safety procedures while using the building facilities;
24. to show respect for the educational process by taking advantage of every opportunity to further their education;
25. to refrain from habitual tardiness;
26. to drive in a safe and lawful manner to and from school;
27. to practice self-control in terms of voice and limbs;
28. to refrain from leaving school grounds prior to dismissal for the day;
29. to abstain from any form of disruptive classroom behavior; and
30. to act/dress in a responsible manner at school and school functions, athletic events, etc.

B. Teacher Responsibilities. Teachers have the responsibility:

1. to present the educational materials and experiences 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 this 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 student's successes, problems, and failures;
9. to reward exemplary student work and/or classroom behavior;
10. to maintain a classroom atmosphere conducive to good behavior;
11. to exhibit respect for all students;
12. to follow the rules and regulations of the Board of Education and the local school; and
13. to maintain open communication with school personnel, students, parents and community to maintain school safety.

C. Parent/Guardian Responsibilities. Parents/Guardians have the responsibility:

1. to instill in their student the need for an education;
2. to instill in their student a sense of responsibility;
3. to assist their student in understanding the need for a positive school learning environment;
4. to become familiar with the educational policies and programs of the Board of Education;
5. to aid their student in understanding the disciplinary procedures of the school;
6. to encourage their student to follow all school policies;
7. to see that their student is in regular attendance;
8. to inform school officials of any long-term illness affecting the student;
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(ren) the need for appropriate student attire;
12. to exhibit concern for the progress and grades of their student;
13. to inform school officials of any change of their residence or their child(ren's) residence;
14. to instill and/or assist their child(ren) to maintain proper hygiene; and
15. to inform school officials of knowledge of real or perceived threat for school safety.

D. Principal/Designated Administrator Responsibilities.

Principals/Designated Administrators have the responsibility:

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; and
4. to direct the school staff in developing a program which communicates this code of conduct to the school community.

V. PUPIL CONDUCT CODE

Behavioral Violations

The principal shall provide leadership for the total school staff in enforcing this student conduct code. Teachers and staff 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.

Behavioral Violations. All students shall be disciplined for committing behavioral violations as identified in this section. Minor violations will be handled through informal or in-school disciplinary measures. More serious offenses may also result in Saturday School, suspension, court referral and/or pre-expulsion hearing. Students will be responsible for the restitution of damaged or destroyed property.

Behavioral violations include:

1. failure of the student to follow established school or classroom rules;
2. continued unexcused tardiness to class or homeroom;
3. the student's failure to attend class;
4. failure of the student to sign in or out when arriving or leaving at other than normal school operating schedules;
5. leaving the school grounds without permission;
6. falsification of any school document or school personnel signature;
7. any classroom disruption which contributes to destroying the educational process;
8. failure of the student to follow directives of school personnel;
9. participation in any form of gambling;
10. the use of profanity and vulgarity in the presence of school personnel or fellow students;
11. fighting or striking fellow students or school personnel;
12. intimidating or interfering with students or school personnel while performing their responsibilities;
13. assaulting another person by means of a weapon or dangerous instrument;

14. participation in sexual abuses of any kind;
15. stealing property belonging to the school or another person;
16. cheating on academic and/or athletic activities;
17. participation in extortion, theft, or any other unlawful activity;
18. falsely activating a building fire alarm;
19. making of bomb threats or the failure to disclose information pertaining to bomb threats;
20. damaging or defacing school property or the personal property of school personnel and fellow students;
21. intentionally damaging school buildings or property of another person by starting a fire or causing an explosion;
22. using, possessing, selling or transmitting drugs, controlled substances, look-alikes, synthetic compounds/substances (spice), prescription drugs, drug paraphernalia, alcohol or the abuse of over-the-counter drugs;
23. possessing weapons or ammunition or dangerous instruments, or look alike or failure to disclose information about the presence of weapon(s) or possible use of weapon(s);
24. use of a telecommunication device (cellular or digital phones, pagers, etc.) during instructional time is prohibited. If a student is found in violation, the device may be forfeited to the school district;
25. using or possessing fireworks, incendiary devices (lighters, matches, etc.);
26. participating in any gang activity will not be tolerated on school grounds or at any school activity, nor will students be allowed to wear/display gang symbols;
27. tobacco products, spice, E-cigarettes, or any device or product that simulates tobacco/smoking, or mood enhancing is a school violation; and
28. filming/video recording with cell phone of any school activity that includes fighting or violence to be viewed by others, posted on social media sites or venues is a violation.

EXPULSION

Expulsion means your child will not be permitted to attend a Hardin County Public School while the expulsion is in effect. Please refer to page 16 of the handbook for an explanation of due process/expulsion procedures. Once a student has been expelled by the Hardin County Board of Education and is allowed to re-enroll, the student must enroll at Brown Street Education Center and successfully complete that program before they may re-enroll in the regular school setting.

Actions/violations that shall/may result in a due process/expulsion hearing:

1. **Weapons** (guns, knives, nightstick, club, blackjack, artificial knuckles) KRS. 500.080.
2. **Selling or being involved in a drug transaction on school grounds.**
3. **Second offense use/possession of drugs or alcohol.**
4. **Assault/fighting/violent behavior/harassment.**
5. **Terroristic threatening/cyber bullying.**
6. **Wanton disregard for the safety of others.**
7. **Referrals by the Pre-expulsion committee.**

Please refer to page10 for an explanation of behavioral violations that shall/may result in a Pre-expulsion hearing.

VI. PUPIL CONDUCT CODE

Terroristic Threatening Penalties

Kentucky Revised Statutes (KRS) amended the criminal code to enhance the penalties for making bomb threats and other threats of harm against schools, school buses, school employees, or school functions. **These offenses are now felonies.**

VII. PUPIL CONDUCT CODE

Reasonable Force – 704 KAR 7:160

There are circumstances and/or conditions under which employees are permitted to touch students appropriately: maintaining a safe and orderly school environment, administering first aid and attending to health needs. Typical examples of these circumstances include:

1. Intervening to stop a fight;
2. Protecting oneself;
3. Providing appropriate care to a disabled student; and
4. Moving through a crowd to address an emergency situation.

VIII. PUPIL CONDUCT CODE

Gun-Free Schools Act of 1994

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

their expulsion requirements modified on a case-by-case basis by our board of education.

IX. PUPIL CONDUCT CODE
Tobacco Product Policy

Any student enrolled in Hardin County Schools shall not be permitted to use or possess any tobacco products (imitation or electronic cigarettes) on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local SBDM acceptable behavior and discipline.

X. PUPIL CONDUCT CODE
Appearance

Proper appearance has been shown to have a high relationship to behavior. Students and parents must accept the responsibility concerning this matter. Parents may be contacted when a student's appearance is considered a possible detriment to the normal school process and orderly operation of the school.

XI. PUPIL CONDUCT CODE
Corporal Punishment

"Corporal punishment" is defined as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for student misbehavior.

Effective July 1, 1991, no person employed by the Hardin County Board of Education shall inflict corporal punishment upon a pupil attending any school or institution within the Hardin County Schools. Any such person may, within the scope of his/her employment, use physical restraint to protect himself/herself, the pupil, or others from physical injury.

XII. PUPIL CONDUCT CODE
Alternatives To Suspension

PURPOSE:

A. School Detention: school detention is time before and/or after the regular school day. Students may be assigned to school detention for behavioral violations and/or as an opportunity to make up missed class time.

B. In-School Detention: the Hardin County Schools maintain a

time-out program as an alternative to suspension. This program allows students to continue their regular school work. Students are provided opportunities for counseling services which facilitate solutions to school related problems.

- C. Saturday School:** provides a constructive and meaningful alternative to the standard out-of-school suspension as well as means for making up missed instructional work. Saturday School may be assigned for misbehavior and excessive school absences in that a student would make up missed class time on his/her time rather than taking time away from school.

SATURDAY SCHOOL

HOURS:

(See school handbook for specific times.)

The principal or his/her designee has the option to assign a student to Saturday School and the student may be assigned more than one day depending upon the severity of the offense. Tardy pupils will not be admitted. As a result of tardiness, an additional day may be assigned.

PROCEDURE:

Any student assigned to Saturday School must bring class assignments and/or school related materials in order to be admitted. Also, the student is responsible for securing such materials from his/her classroom teachers. Each student is expected to be actively involved with his/her assignments for the duration of the day.

EXAMPLES OF OFFENSES:

Offenses which could cause a student to be assigned to Saturday School include, but are not limited to: excessive tardiness, excessive absences, cutting classes, fighting, insubordination, class disruption (severe or repeated cases), tobacco use, refusal to serve detention and not having daily homework assignments.

MISBEHAVIOR:

A student asked to leave because of his/her conduct during Saturday School may be assigned an additional day of Saturday School and held accountable for his/her current assignment. School personnel will attempt to notify the parents or guardian.

EXAMPLES OF MISBEHAVIOR AT SATURDAY SCHOOL:

1. not having class assignments and/or school materials
2. sleeping
3. talking
4. other action deemed inappropriate by the monitor.

TRANSPORTATION:

Transportation to and from Saturday School is the responsibility of the student and his/her parents or guardian. It will be the student's responsibility to inform his/her parents or guardian of the exact time Saturday School concludes.

VALID REASONS FOR ABSENCE:

1. family death or emergency
2. illness verified by a licensed physician, health agency, registered nurse practitioner, or chiropractor
3. other absences, approved in advance, by school officials.

STUDENT/SATURDAY JOBS:

At the request of parents or guardian, adequate time will be allowed for a student to arrange for a substitute on his/her job. Working, however, is not an acceptable excuse for missing Saturday School.

SATURDAY SCHOOL CANCELLATION:

Any Friday that school is not in session, Saturday School will not meet. If extreme weather conditions exist any Saturday, it will be the students', parents' and/or guardians' responsibility to listen to the local radio stations for an announcement that Saturday School has been canceled. If Saturday School is dismissed, the student is still accountable for his/her assignment.

LUNCH:

Each student is responsible for bringing his/her lunch. He/she will not be permitted to leave the campus nor will he/she be allowed to receive delivered food.

**DISCIPLINARY ACTION****REFUSAL TO SERVE:**

Refusal to serve Saturday School as assigned, or misconduct during Saturday School may result in suspension from school. Arrangements will be made to complete the original assignment and an additional Saturday School assignment may be made. Failure to appear at that assignment may result in suspension until Saturday School is served.

XIII. PUPIL CONDUCT CODE
Suspension of Students

All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of

profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons, ammunition, or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension, alternative placement, and/or pre-expulsion hearing which may result in expulsion by the Board of Education (KRS 158.150).

Superintendent, principals, assistant principals and head teachers are authorized to suspend students. Two types of suspension are practiced within the school district. Superintendent, principals, assistant principals and head teachers will administer suspensions in accordance with the intent of these graduated types. In all cases of suspension, due process procedures will apply as set forth in KRS 158.150. The reader should consult section XIV pertaining to due process procedures.

1. Out-Of-School Suspension

An out-of-school suspension may be as short as one (1) day or as long as twenty (20) days. All out-of school suspensions beyond ten (10) days shall be authorized by the Superintendent of Schools. Policy 09.434

2. Suspension Pending Expulsion Hearing

Should an offense occur which warrants expulsion proceeding, a suspension may be issued for an indefinite period of time by the Superintendent of Schools.

XIV. PUPIL CONDUCT CODE

Due Process Procedures for Suspension or Expulsion

Due process refers to the steps required by law which allow student and/or parent involvement in school decisions pertaining to possible suspension or expulsion.

The following procedures shall be taken:

- A. Suspension of Students.** A pupil shall not be suspended from the common schools until after the following due process procedures have been provided:
1. the pupil has been given oral or written notice of the charge or charges which constitute cause for suspension;
 2. the pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
 3. the pupil has been given an opportunity to present her/his own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension. (KRS 158.150)

The parent or guardian shall be notified of the reason(s) for the suspension when a student is suspended.

The student may be reinstated in school after a parent or legal guardian has a conference with the principal/designee and a satisfactory agreement to correct the original problem is reached.

The principal/designee shall immediately notify the Superintendent in writing when a student is suspended, giving the reason(s) for the suspension that is in compliance with KRS 158.150.

In accordance with Federal Law, “**Every Student Succeeds Act**”, number of suspension(s) or expulsion will be forwarded to the next school of enrollment.

- B. Expulsion of Students.** Expulsion is defined as dismissal of a pupil from school by order of the Board of Education that is in compliance with KRS 158.150. In cases where expulsion has been recommended, the same procedures as outlined under the suspension regulations must be adhered to. In addition:
1. the hearing must be held before the Board of Education and must precede the expulsion;
 2. reasonable notice of the hearing will be given before it is held;
 3. the student may be represented at the hearing by any person chosen by the student or parent; and
 4. the decision of the Board of Education is final.

XV. PUPIL CONDUCT CODE
College View (formerly known as Brown Street Education Center) Admission Criteria

1. The student is in grades six (6) through twelve (12).

and

2. The student must have a minimum of three (3) out of school suspensions because of behavior problems that warrant a more disciplined environment, or be approved at the discretion of the Director of Alternative Programs. Documented

prevention/intervention strategies by a guidance counselor, administrator, and/or family resource youth service centers are required prior to student referral to the Alternative School Program.

or

3. The student is referred after a pre-expulsion hearing conducted by the Deputy Superintendent/Chief Student and Staff Support Officer.

or

4. The student is directed to attend by the Board of Education after an expulsion hearing.

Before the student is admitted for placement, an intake conference will be held with the principal and/or counselor, student, parent, counselor or principal or his/her designee of the feeder school, and special education personnel, if applicable.

***In cases that involve a special education student, the procedures mandated by federal and state law for special education students shall be followed.**

XVI. PUPIL CONDUCT CODE

Procedures Pertaining to Special Education Students

Hardin County Schools will adhere to federal and state guidelines.

XVII. PUPIL CONDUCT CODE

Lowering Grades for Misconduct

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

XVIII. PUPIL CONDUCT CODE

Closed Campus

All students are confined to the school grounds during the hours that school is in session, including the lunch period, unless students have written permission signed by the parent or guardian and approved by the principal.

XIX. PUPIL CONDUCT CODE

Use of Alcohol, Drugs and Other Prohibited Substances (Consult the appropriate section of this regulation for disciplinary procedures for Alcohol and Drugs; Look-Alikes; Prescription Drugs, Over the Counter Medications; and Inhalants.)

It is a behavioral violation for students to be under the influence or to use, possess, sell, transmit, distribute or transfer controlled substances, look-alikes, synthetic compounds/substances (spice), drug paraphernalia, or alcohol on the school premises or during a school related event.

Prescription drugs and over the counter medications are not to be sold, transmitted, distributed or transferred by students. Prescription drugs are to be used and possessed only by the person named on the prescription. It is a behavioral violation for students to inhale substances for the purpose of obtaining a mood altering effect.

The Principal or principal's designee shall determine whether there is a violation of the Drug and Alcohol Policy. Once the violation has occurred, the Principal shall contact the parents/guardians, notify the local police department, sheriff, or Kentucky State Police, and the District Title IV Coordinator. The Principal or designee shall conduct a conference with the student, parents, and Title IV Coordinator.

First Offense: Possession, use or under the influence.

The student shall be suspended until an intake is scheduled at College View (formerly known as Brown Street Education Center). The maximum suspension for this offense will be a three (3) day suspension, and a juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney. The student will be referred to College View for a period of four (4) weeks. Failure to complete the program will result in a student remaining at College View for a period of twelve (12) weeks.

Upon successfully completing the program at College View, (i.e. good behavior, Title IV counseling etc.) the student may return to their home school. In addition, the student will lose the privilege of driving to school. The driving privileges may be reinstated after a twelve (12) week period (from the date of the incident) upon approval by the school principal or designee. Participation in extra-curricular activities (including school social/ athletic functions) shall be reinstated after returning to the student's home school for a probationary period that encompasses twelve (12) weeks from the date of the incident, pending no further disciplinary infractions.

Student will also submit to the following:

1. Student and parents/guardians meet with the Principal and Title IV Coordinator.
2. At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's alcohol or drug use

from a qualified chemical dependency counselor acceptable to the district.
3. Parents/guardians will sign a release of information so that the District Title IV Coordinator can monitor compliance by the student with recommendations from the evaluation. Confirmation that an appointment for an evaluation or that an evaluation has been conducted is required when the student returns to school after serving his/her suspension.
4. Failure to comply with a required evaluation or recommendations from the evaluation will result in additional days added to the alternative school placement.
5. In addition to compliance with the previous conditions, the parents/guardians may opt for the student to participate in a drug education program which will be held after school hours. The usual time for completion of this program would be four (4) afternoons from 3:30 – 5:30 p.m. Parents/guardians are responsible for transporting the student.

SECOND OFFENSE: Possession, use, or under the influence.

1. Second offense is defined as the second incident of violation of this policy while attending Hardin County Schools. The student will be suspended and referred to the Hardin County Board of Education for expulsion procedures. Due process procedures for suspension or expulsion shall apply.
2. A Juvenile Petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney.

SALE, DISTRIBUTION OR TRANSFER:

1. The student will be suspended and referred to the Hardin County Board of Education for expulsion proceedings. Due process procedures for suspension and expulsion shall apply.
2. A Juvenile Petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney.

LOOK – ALIKES

A student in possession of, attempting to sell or transmit a substance represented as or looking like an illegal or controlled substance may be treated as if it is such a substance, even if it is later found to be a look-alike. Disciplinary action up to and including dismissal from athletic teams and/or school sponsored activities, suspension and expulsion may be taken. Due process procedures for suspension and expulsion shall be followed. The Title IV Coordinator will be notified.

PRESCRIPTION DRUGS

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered a violation of this policy. Prescription drugs are to be possessed only by the person named on the prescription and shall be used in accordance with the prescription for medicinal purposes.

1. If the principal or the principal's designee determines that prescription drugs were used in an unauthorized way or transmitted for use by another student this shall constitute a reason for disciplinary action of three days suspension. Due process procedures for suspension shall apply.
2. If the principal or principal's designee determines that prescription drugs were transmitted or used for the purpose of obtaining a mood-altering effect or transmitted or used in an amount that exceeds the labeled dosage, this shall constitute reason for disciplinary action under the procedures outlined in the first offenses section for use of Alcohol, Drugs, and other Prohibited Substances.
3. If the principal or principal's designee determines that prescription drugs were sold to another student, the student will be suspended and referred for a student pre-hearing with the Associate Superintendent for Student Services. The pre-hearing may result in an expulsion proceeding with the Hardin County Board of Education. Due process procedures for suspension and expulsion shall apply.
4. If state or federal law requires reporting of the substance involved in a violation, a juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney.
5. If a student has a second behavioral violation involving prescription drugs, this shall constitute reason for disciplinary action under procedures outlined in the first offenses section for use of Alcohol, Drugs, and Other Prohibited Substances.

OVER THE COUNTER MEDICATIONS

Over the counter medications are not to be sold or transmitted by students. If the Principal or principal's designee determines that over the counter medications were sold, transmitted, or used for the purpose of obtaining a mood-altering effect (i.e. mini-thins, diet pills, products containing ephedrine) or in an amount that exceeds the labeled dosage, this shall constitute reason for disciplinary action up to and including dismissal from athletic teams and/or school sponsored activities, suspension or expulsion. Due process procedures for suspension or expulsion apply. If state or federal law requires reporting of the substance involved in a violation, a juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney. The Title IV Coordinator will be notified.

INHALANTS

The inhaling of substances for the purpose of obtaining a mood altering effect is prohibited (e.g. butane, nitrous oxide, glues, whiteout, gasoline, etc.).

1. If the Principal or principal's designee determines that a substance was inhaled for the purpose of obtaining a mood-altering effect this shall constitute reason for disciplinary action up to and including dismissal from athletic teams and/or school sponsored activities, suspension, or expulsion. Due process for suspension or expulsion applies. If state or federal law requires reporting possession of the substance involved as a criminal violation, a juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney. The Title IV Coordinator will be notified.
2. If a student has a second behavioral violation involving inhalants, this shall constitute reason for disciplinary action under procedures outlined in the First Offense Section for Use of Alcohol, Drugs, and Other Prohibited Substances. The Title IV Coordinator will be notified. After completing the procedures outlined in the First Offense Section, if the student has another inhalant violation, the student will be suspended and referred to the Associate Superintendent for Student Services for a student pre-hearing. The pre-hearing may result in an expulsion proceeding before the Hardin County Board of Education. Due process procedures for suspension and expulsion shall apply.
3. If the Principal or principal's designee determines that the severity of the first incident involving the use of the inhalant warrants a drug evaluation, the Principal or principal's designee may invoke the First Offense Section of the district administrative regulation dealing with Use of Alcohol, Drugs and Other Prohibited Substances. The Title IV Coordinator will

be notified. After completing the procedures outlined in the First Offense Section, if the student has another inhalant violation the student will be suspended and referred to the Associate Superintendent for Student Services for a student pre-hearing. The pre-hearing may result in an expulsion proceeding before the Hardin County Board of Education. Due process procedures for suspension and expulsion shall apply.

CASES INVOLVING STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

XX. PUPIL CONDUCT CODE

Search and Seizure

Lockers are property of the school and are subject to the board's regulation and supervision. Locker inspection or searches are not carried out as a harassment technique but as duty when the health, safety, or welfare of students is involved. Subject to the following conditions, the Principal may authorize the use of trained dogs to locate controlled substances on school grounds. 1. The Principal or the Principal's designee shall be present. 2. Searches involving dogs shall be conducted only when students are in classrooms; no student shall be in the vicinity of lockers being searched. All dogs shall be on a leash and will not be allowed to come in close proximity to any student. In a search and seizure situation the following procedures shall be followed by the Principal or Principal's designee:

1. A student's person will be searched only when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items, (weapons, ammunition, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety or security and others' safety or security may be seized by school officials.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student or parent by that staff member or through the office.
4. A general inspection of school properties such as lockers, desks, etc., may be conducted on a regular basis. During these inspections, items which are school property may be collected (Example: overdue library books).
5. All items which have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be

present when a search of personal possessions is to be conducted unless: (1) the student is absent from school, or (2) school authorities decide that the student's presence could endanger the pupil's health and safety.

XXI. ATTENDANCE POLICY FOR HARDIN COUNTY STUDENTS

Statement of Philosophy

The educational and learning process demands the daily attendance and participation of each student to be most effective. Students are challenged to make a personal commitment to be in attendance with daily punctuality, preparation, and dedication. Parents are urged to recognize their legal and moral responsibility to cause the daily and punctual attendance of their children.

KENTUCKY REVISED STATUTES

1. **Attendance.** KRS 159.010 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 actually 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."

2. **Truancy.** KRS 159.150 states:
 1. "Any student who has attained the age of six (6) years, but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

2. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her **twenty-first** birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

3. Any student who has been reported as a truant two (2) or more times is an habitual truant.”

Once a student under the age of **twenty-one (21)** years of age is absent and/or tardy six (6) days or the equivalent of six (6) days without valid excuse, this student’s name may be forwarded to the Director of Student Services as a habitual truant.

DEFINITIONS OF TERMS USED IN ATTENDANCE POLICY

SEMESTER:

That period of the adopted school calendar determined on an annual basis by the Hardin County Board of Education. This amount of time is generally one half of the school year but the ending date may change due to unforeseen circumstances.

TRIMESTER:

That period of the adopted school calendar determined on an annual basis by the Hardin County Board of Education. This amount of time is generally one third of the school year but the ending date may change due to unforeseen circumstances.

VALID EXCUSES:

- a. illness that is verified by a doctor or medical agency (**parent notes will be accepted for up to six (6) absences – excused for only one (1) day per note**);
- b. orders of the court – this applies to summonses and subpoenas;
- c. death or severe illness in the immediate family verified by a 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 practices;
- 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 education enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

The Principal or designee shall determine the validity of each excuse presented. Any excuse must be presented within five (5) days after the student returns to school. If not presented in that time, the absence will remain unexcused. It is the student's responsibility to provide documentation to the appropriate school administrator in a timely manner.

ATTENDANCE POLICY (Grades 9-12)

- 1. Refer to Parent/Student Handbook for specific attendance guidelines concerning Central Hardin, North Hardin and John Hardin High Schools.**
- 2. Hardin County High School:**
 - a. All fifth year senior students (any student who has completed four (4) years in high school, but who has not met graduation requirements) may attend Hardin County High School in order to complete graduation requirements. Successful completion will result in a student obtaining a high school diploma from the high school in which she/he was enrolled; and**
 - b. Any student between the ages of 18 and 21 who is two (2) or more academic years behind in meeting graduation requirements may attend Hardin County High School. Any**

student successfully completing this program will be granted a high school diploma from Hardin County High School.

Before classwork begins in Hardin County High School, the student shall confer with the guidance counselor and/or Principal or his/her designee to review previous school records to determine a course of study which is alternative to classroom instruction. The student and the parent, if the student is not emancipated, shall sign an affidavit which states a conference has taken place and she/he understands the conditions of the agreement.

Transportation to and from Hardin County High School will be the responsibility of the parent and/or student. When students with disabilities are involved, the procedures mandated by federal and state law shall be followed.

MIDDLE SCHOOL (Grades 6-8) FOR SCHOOLS WITHOUT SITE BASED COUNCILS

Procedure for Administering Attendance Policy

- a. The classroom teacher will keep an accurate daily attendance record for each of their classroom assignments. All absences shall be recorded daily by the classroom teacher. 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 ten (10) days, notification will be sent to the parent/guardian. It will be the parent's/guardian's and student's responsibility to monitor additional absence(s).
- c. Should a student need make-up time to complete the year's attendance requirement, the school administration will schedule a maximum of ten (10) additional days make-up time. This make-up time must be completed within two (2) weeks beyond the end of the regular school term.
- d. Any student who has exceeded seven (7) invalid absences will have his/her school privileges (i.e., extracurricular activities, field trips, etc.) suspended for the remainder of that semester.
- e. Middle School students who fail to comply with the attendance policy will be denied promotion. The school administration will schedule a conference with the parent/guardian of any student not complying with the attendance policy.

HOME/HOSPITAL INSTRUCTION GUIDELINES (Grades K-12)

1. When it is known that a student will miss five (5) or more consecutive school days due to medical problems, the student may be referred for home/hospital instruction.
2. To be eligible for enrollment in home/hospital instruction, the student must present a signed statement from a licensed physician, psychologist, psychiatrist, or public health officer that the condition of the student renders inadvisable attendance at school. The State Department of Education provides a form (Certification for Enrollment in Home/Hospital Instructional Program) for this statement. A student cannot be enrolled in home/hospital instruction until this form is received by the home/hospital coordinator in the superintendent's office. See the school administration for additional information.

XXII. NO PASS NO DRIVE

Section 1: An act relating to a student's license or permit to operate a motor vehicle.

When a student is declared to be 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 to have dropped out of school when he 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) courses, or the equivalent of four (4) 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 (10) 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, legal guardian, or next friend 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 of 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 reapply 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 reapply for his driver's license at the end of a summer school session which results in the student having passed at least four (4) courses, or the equivalent of four (4) courses, during the successive third trimester and summer sessions, 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 (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 (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.

XXIII. BULLYING BILL

Bullying/Hazing

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated while on school premises, on school-sponsored transportation, at a school-sponsored event, or disrupts the education process. This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Actions Not Tolerated:

Bullying/Hazing, as well as the use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Reports:

As provided in the district Code of Conduct, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following district policy requirements for intervening and reporting to the principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or district. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The district Code of Conduct shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's principal, as directed by Board policy 09.42811. The principal/designee shall investigate and address alleged incidents of such misbehavior.

In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the district's harassment/discrimination policies covering federally protected areas.

Other Claims:

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

Bullying Bill (Student Communication)

KRS 525.080

A person is guilty of harassing communications with the intent to intimidate, harass, annoy, or alarm another person when he or she: Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

XXIV. ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

(Grades 9-12)

Refer to Student/Parent Handbooks for Central Hardin, North Hardin and John Hardin High Schools.

(Grades 6-8)

Academic eligibility for participation in extracurricular activities

(*see definition below) will be determined by the following:

1. Any student who participates in extracurricular activities must maintain a passing grade (68 or above) in each subject.
2. Grades will be checked at the end of each of the first three nine (9) week grading periods. Any student who is found to be ineligible shall not participate, other than practice, in any extracurricular activity for a period of two (2) calendar weeks. The day grade cards are distributed shall be counted as the first day of a student's two (2) weeks of ineligibility. If at the end of the two (2) calendar week period the ineligible student has a passing grade for the school year in the subject(s) in which he/she was failing, extracurricular participation may resume. However, if the student has not obtained a passing grade for the school year, he/she will remain ineligible on a weekly basis until a passing grade for the school year is achieved.
3. If a student fails to earn a passing grade in any subject for the year, he/she will be ineligible to participate in any fall extracurricular activity(ies) for two (2) calendar weeks beginning with the day of the first scheduled sanctioned game or scheduled non-sport activity of the following fall season. This date shall be counted as the first day of a student's two (2) weeks of ineligibility. While the student is ineligible, he/she will not be allowed to travel or be in uniform for any extracurricular activity. Students may regain eligibility by successfully completing an intersession program approved by the principal or his/her designee.
4. In addition, any student who participates in extracurricular activities is expected to maintain exemplary school citizenship. Any student who has behavioral violations (refer to Student Code of Conduct p. 10) during a school year, may be suspended from participation in any extracurricular activity for the remainder of the school year. The principal or his/her designee has the final decision as to which students are eligible for field trips.

*Extracurricular activity: referring, designating, or pertaining to those phases of school activities not taught in the classroom, though functioning under the guidance of the faculty, as sports, clubs, marching band, field trips, etc.

**XXV. PROCEDURE FOR MAKE-UP WORK FOR SCHOOLS
WITHOUT SITE BASED COUNCILS**

1. Students having absences must make up work.
2. It is the student's and/or parent/guardian's responsibility to contact the teachers concerning make-up work during the teacher's planning periods, before or after school hours.
3. For every day the student misses, the pupil will receive the same amount of days to complete the make-up work.
4. The counting of days for make-up work starts the second (2nd) day after the student has returned to school following the period of absence.

XXVI. GENERAL DISCIPLINE PROCEDURES FOR CLASSROOM TEACHERS

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

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

- A. The following are acceptable in class discipline procedures:
 1. verbal correction;
 2. parent conference or contacts;
 3. reasonable additional work;
 4. isolation and/or separation (in class or in school);
 5. reasonable physical activity; and
 6. restitution for inappropriate behavior.

- B. In addition to the above, the following are acceptable administrative-initiated procedures:
 1. In-School Detention;
 2. Saturday School;
 3. suspension;
 4. court referral and/or their referral agencies; and
 5. referral for possible expulsion (Board action).

- C. The following are unacceptable discipline procedures:
 1. excessive repetitive writing (ex., sentences);
 2. publicly demeaning a student (ex., family references, negative self-image statements);
 3. punishment that requires repeating inappropriate behavior (ex., making paper wads, airplanes);
 - *4. excessive extra academic work assignments; and
 - *5. excessive physical exertion.

*Excessive is that degree of punishment based on good, reasonable professional judgment that exceeds an individual student's academic physical limitations.

XXVII. SCHOOL BUS SAFETY RULES AND PRACTICES

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

- B. Students should be taught the following safety rules and practices:
 - 1. students will obey and respect the requests of the driver;
 - 2. no part of the body is to be extended outside the bus at any time;
 - 3. students shall always cross the road ten feet in front of the bus after the driver has motioned the student to cross and the student has looked both ways;
 - 4. students shall help the driver to keep the bus neat and clean;
 - 5. students shall conduct themselves properly at all times and not do anything that would distract the driver;
 - 6. no pets or animals (live or specimen) are allowed on the bus. This ban does not normally include insect collections (when covered);
 - 7. students shall be allowed to carry on a bus only those items which they can securely hold and contain in their laps without using additional seating space;
 - 8. students shall not change from one seat to another while the bus is in motion unless given permission by the bus driver;
 - 9. students shall be waiting at the bus stop and they shall not cross the highway until the bus comes to a complete stop and the driver waves them across;
 - 10. students are not to change their regular pattern of riding and stops without a written request from home and approval of the school principal;
 - 11. students are never to leave the bus by the emergency door(s) except in case of emergency or emergency drills;
 - 12. no food or drink will be consumed while bus is in operation;
 - 13. students shall follow the same dress code as in school while on the bus; and
 - 14. students shall remain seated until the bus comes to a complete stop and be ready at that time to exit the bus.

- C. The following are examples of serious misconduct on the bus or violations of safety rules and practices listed in section B that may result in bus suspensions:
 - 1. damage to bus property;

2. fighting;
3. use of real or imitation tobacco products;
4. profanity;
5. use of fire or open flame;
6. use of drugs (including alcohol); and
7. possession or use of firearms/explosive devices.

D. Hardin County School buses are equipped with video camera securement boxes. Each school has video cameras and they will be used to monitor behavior and student management procedures.

E. Each parent/guardian will receive a copy of the Hardin County Schools Rules and Regulations for Students Riding School Buses (refer to HCAR 06.03).

XXVIII. PUPIL CONDUCT CODE

Telecommunications Devices

Possession and Use

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 personal telecommunication devices "as defined by law", and other related electronic devices, provided they observe the following conditions.

- A. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity, sending explicit sexual material, or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off and operated only before the student enters the school building and after the last dismissal bell of the day. When students violate this policy, they shall be subject to disciplinary action, including the possibility of losing the privilege of bringing the device onto school property. In addition, the device, subject to the discretion of the principal, shall be confiscated by a school employee and turned over to an administrator, and shall be returned to the student on the first offense, but on subsequent offenses, only to a parent/guardian.
- B. Students are solely responsible for keeping up with the devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- C. Students shall comply with any additional rules developed by the local SBDM Council concerning appropriate use of other electronic devices.

- D. Unless SBDM policy states otherwise, when a student enters a school building, all phones are to be turned off until the end of the school day bell as determined by the “ending times” approved by the Hardin County Board of Education. Violation of this policy will possibly result in the phone being confiscated and turned over to an administrator. Failure to turn over the phone will be defined as “defiance of authority” and will be considered a behavioral violation as listed in the Hardin County Code of Conduct (p. 10).

Actions taken for failure to abide by the Telecommunications Policy are as follow:

1. First Offense: student will be warned, phone confiscated and noted in the discipline section of IC and the student may obtain the phone at the end of the day.
2. Second Offense: student will receive a second warning, phone confiscated, and the parent may obtain the phone, after the parent has signed off on acceptable use.
3. Third Offense: student will be placed in detention, AIM, or Saturday School, phone confiscated, and the parent may obtain the phone at the end of the nine weeks or trimester period.
4. Fourth Offense: student will be placed in Saturday School, phone confiscated, and the parent may obtain the phone at the end of the semester or trimester, and student will be denied privileges of having a phone on campus.
5. Fifth Offense: student will be suspended for one day, phone confiscated, and the parent may obtain the phone at the end of the school year.
6. Continued violations may result in due process or pre-expulsion procedures for non-compliance for a district policy.

HARASSMENT (KRS 525.070)

Use of an electronic device to send harassing messages is considered cyber-bullying and is a violation of Kentucky State Law.

XXIX. PUPIL CONDUCT CODE
E-Mail and Internet

OVERVIEW

Each student attending Hardin County Schools will be given an account in order to access the district’s computer network. Once the appropriate privileges are granted by the parent and/or guardian, this account will also allow the student to access either the Internet, E-Mail (Electronic Mail) or both. This access is a privilege and not a right. Should a student violate any of the rules and/or policies outlined within this document, these privileges may be suspended or revoked.

Permission must be granted each school year by the parent and/or guardian. Permission may also be revoked by parental and/or guardian request at any time throughout the school year. Parent/guardian permission requests must be made in writing via the Certificate Statement Card which is available in the school's office.

All computers are the property of the Hardin County School system and all data stored on this is the property of the school system.

ACCESS TO INAPPROPRIATE MATERIAL

Access of materials deemed as inappropriate, including but not limited to, sexually explicit and/or obscene is strictly prohibited. The District utilizes Internet filtering technology in order to limit access to such sites and materials. All Internet traffic is logged and archived. If a faculty member suspects that a student has accessed an inappropriate website, a request can be made of the district technology staff to retrieve the logs for a particular student for a given period of time. The local administrative staff at the school will then evaluate the data and take the appropriate action. This action may include the suspension of the student's Internet access up to total denial for the remainder of the school year. This policy is in accordance with ***701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer.***

INTERNET SAFETY AND SECURITY

The safety of our students is of utmost importance to the District. The access of social websites from the District network by students is expressly forbidden. Electronic chat rooms, Internet Relay Chat, Skype, etc are not permitted by students without strict faculty supervision. These types of sites are filtered by our Internet filtering system. The only E-Mail system that may be accessed via the District's network is the Kentucky Department of Education's approved system. Access to any other E-Mail system via our network is strictly prohibited. These sites are also filtered by our Internet filtering system. This is in accordance with ***701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer.*** The District provided E-Mail system is for educational purposes only.

UNAUTHORIZED ACCESS

Access of the District network and/or a school owned computer may only be permitted with a student's personal login and password. A student may not reveal their password to anyone nor may they use another student's password to access a district computer or the network. The use of any software in the attempt to gain access to a computer and/or network, obtain another user's password, or interfere with the flow of information on the network is strictly prohibited. The downloading and use of Port Scanners, hacking software, etc., is strictly prohibited unless authorized in an IT class and monitored by a faculty member. ***KRS 434.520 Unlawful access to a computer in the second degree*** states that unlawful access to a computer is a Class D felony. Any student found

in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

MISUSE OF COMPUTER INFORMATION

Any student who accesses any information, software and/or records, or assists another in doing same, is in violation of ***KRS 434.845 Misuse of Computer Information***. Examples of this type of information include, but are not limited to, Infinite Campus for student records and data and MUNIS and CPA for financial records. Gaining access to these types of information and redistributing to others, changing information (such as student grades or attendance records) constitutes violation of this statute. ***KRS 434.845*** states that Misuse of Computer Information is a Class C felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

OTHER POLICIES

Students are also not permitted to engage in the following:
Harassing, insulting or attacking others

- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources (playing unauthorized games, etc)
- Employing the network for commercial purposes
- Intentionally loading viruses onto computers, diskettes, flash drives or networks.

SUMMARY

Outlined here are various activities that are prohibited by District policy. Access to the computer systems and network is a privilege for our students, not a right. Any student found in violation of these policies may result in immediate termination of computer/network privileges, other disciplinary actions as deemed by the School/District administrative staff, and/or criminal prosecution. The primary manor in which these rules will be enforced will be through teacher/faculty supervision. Automated safeguards have been put into place to limit the number of simultaneous computers logins by a student, and filters to guard against inappropriate Internet sites and materials. The District also has appliances in place that "watch" the network for inappropriate traffic. This traffic can be traced to a single workstation and the user of that machine can be identified.

As outlined in Board policy, the following practices are not permitted:

1. sending or displaying offensive messages or pictures;
2. using obscene language;
3. harassing, insulting or attacking others;
4. attempts to contact strangers on the network regarding non-school related issues, unless pre-approved by the teacher (i.e. pen pals, writing projects, etc.);
5. damaging computers, computer systems, or computer networks;
6. violating copyright laws;
7. using another's personal password;
8. revealing one's login name or password to anyone;
9. trespassing in another's folders, work, or files;
10. intentionally wasting limited resources;
11. employing the network for commercial purposes;
12. intentionally loading viruses onto district computers, diskettes, or networks; and
13. all devices used in conjunction with Hardin County Schools technology shall be for educational purposes only.

Violations may result in a loss of access as well as other disciplinary or legal action.

XXX. HEALTH

Parents are advised that all students in the Hardin County Schools are presumed to be mature enough to make their own decisions concerning food choices, especially as such decisions may affect their own medical conditions such as food allergies or diabetes. If a student's medical condition requires that individualized food alternatives be provided to a child, such as a milk substitute because of milk allergy, or individual food scheduling, such as a snack for a diabetic, it is the parent's responsibility to procure a medical doctor's statement supporting the need for the individual change and to provide that doctor's statement to the child's local school.

Parents are hereby notified that the required health screenings for vision, hearing, speech/language, scoliosis, and height/weight monitoring pursuant to 704 KAR 4:020 Comprehensive Schools Health Program may be done without further notice.

XXXI. NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students 18 years of age or older or students 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 record(s) may be inspected.

2. ***The right to inspect and review logs documenting disclosures of the student's education records.***

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. ***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 him/her of the 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.

4. ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

- a. 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; or an outside 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/her tasks.

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

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

5. *The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.*

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

6. *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 Army National Guard.*

Unless the parent or secondary school 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.

7. *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
400 Maryland Avenue, SW

XXXI. POLICY ON PUPIL RECORDS

In compliance with Public Law 93-380, the Hardin County Board of Education has developed the following policy on pupil records. The purpose of this policy is to provide parents the right to view their children's educational records and with some exceptions to control their disclosure to others. Students over the age of 18, including former students, have the same right, as do parents of younger children.

School official - any employee of the board of education whose job responsibilities or duties require access to student records.

Legitimate education interest - a need to know based upon the educational welfare of students.

Disclosure - permitting access or the release, transfer, or other communication of educational records of the student or the personally identifiable information contained therein, orally or in writing, or electronic means, or by any other means to any party.

Student's legal name - the legal name shall be determined as the name on the birth certificate or later court document such as adoption papers or name change order.

DISTRIBUTION AND PUBLICATION OF POLICY ON PUPIL RECORDS

The Hardin County Board of Education policy records shall be made available to parents at the beginning of each school year. A copy of the policy will either be given to the parents, or in their absence, the students upon enrollment, or will be a part of the school's student handbook. In addition, the policy will be available upon request throughout the school year at all school centers.

LOCATION OF PUPIL RECORDS

Pupil records kept by the Hardin County Board of Education are housed in two locations, either at the local school or at the Board of Education's Central Office. In the local school, records kept include standardized test results, grades, credits, attendance, health, (grades 9-12), and more extensive attendance and census records for the district. Results of individualized tests and evaluations for special education purposes are

also on file at the Central Office. Other records may be on file at the Hardin County Board of Education office for children who live in the Hardin County school district but have not enrolled because of age requirements. The same requirements apply to these records as to other pupil records kept by the school system. In the local school, the principal and guidance counselors are responsible for pupil records. They may be reached at the local school address. The director of pupil personnel is custodian of pupil records that are kept at the Central Office which is located at 65 W.A. Jenkins Road, Elizabethtown, KY.

PARENT RIGHT TO RECORDS

The Hardin County Board of Education shall allow parents, even those not having custody of their children, access to each additional record kept on their child. Students over the age of 18, including former students, shall have the same rights as do parents of younger children.

PROCEDURE FOR PARENTS WISHING TO REVIEW RECORDS

Parents wishing to examine their child's records shall request this service from the building principal in the local school or the director of pupil personnel in the Central Office. An opportunity shall then be provided for the parents to view the requested record in the presence of an appropriate staff member. Such requests shall be complied within a reasonable period of time not to exceed 45 days.

Parents may request an amendment of any record if they believe the record to be inaccurate, misleading or in violation of the privacy or other rights of the child. Parents of special education students shall be afforded the right to have a representative review the records of their child. Such requests shall be addressed in writing to the school official in charge of the record and specify the record for which an amendment is requested. The school official will review the request for amendments. If the records are amended, the parents will be notified. If the records are not amended, then the parents will be notified of their right of a hearing. Parents may request a hearing to challenge information in the educational record. This should be done in writing to the school official in charge of the record who then arranges for a hearing and appoints a hearing officer (one who has no direct interest in its outcome). The hearing officer will arrange for a date, time and place for the hearing. Parents will be notified of the hearing and afforded an opportunity to present evidence relevant to the issue raised. The hearing officer will make a decision based upon the evidence presented and notify the parent of such. If the decision is that the records are not inaccurate, misleading or in violation of the privacy or rights of the child, the school district will inform the parents of their right if

they wish to place in the child's record a statement commenting upon the information in the records and set forth any reasons for disagreeing with the decision. Such statement will remain a part of the educational record as long as the contested part of the records is maintained and if the contested portion is disclosed to another party, this statement will also be disclosed to such party.

COST FOR REPRODUCING RECORDS

Copies of records may be provided free of charge only in instances where personal inspection of records is impossible because of illness or distance. Under certain circumstances, the Hardin County Schools reserve the right to deny a copy of the pupil record while allowing the inspection of that record. If copies of the records are requested, a fee of \$.10 per page may be charged.

WHO HAS ACCESS TO PUPIL'S RECORDS

Written consent of the parent(s) shall be required for any educational record to any party or agency under any condition other than those specified below:

1. parents of the child or the student age 18 or older;
2. other school personnel, including teachers, within the district who have a legitimate educational interest;
3. to the State Department of Education as long as the intended use of the data is consistent with a legitimate educational interest;
4. to officials of other school systems in the event of student transfers;
5. persons who need to know in cases of health and safety emergencies (i.e., health department, civil defense);
6. organizations conducting studies for or on behalf of the district;
7. in connection with student application and/or receipt of financial aid;
8. in compliance with judicial order of lawfully issued subpoena (parents should be notified in advance of such compliance); and
9. authorized representatives of a Kentucky state child welfare agency, if such agency presents to the district an official court order placing the student whose records are requested under the care and protection of said agency.

RELEASE OF DIRECTORY TYPE INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hardin County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hardin County may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hardin County Schools to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing height and weight of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Directory information may be provided to military recruiters, colleges and other organizations that deal directly with public school students.

Hardin County Schools has designated the following information as directory information:

Student's Name	Participation in officially recognized activities and sports
Address	Weight and height of members of athletic teams
Telephone Listing	Degrees, honors, and awards received
Photograph	Electronic mail address
Grade Level	Date and place of birth
Dates of Attendance	Most recent educational agency or institution attended

If you do not want Hardin County Schools to disclose directory information from your child's educational records without prior written consent, you must notify your student's school and complete a notice in writing by August 31, or within two weeks after initial enrollment. This written notice would keep your student's directory information from being disclosed. This procedure must be completed every year.

**RECORD OF PERSONS REQUESTING
ACCESS TO RECORDS**

The Hardin County Schools will maintain a record of the names of those who request personally identifiable information about a student and the names of those whose requests are granted. The record will also indicate

the legitimate interest behind the request. Parents have the right to inspect the record of disclosures.

DESTRUCTION OF PUPIL RECORDS

Educational records may be destroyed for reasons that have no connection with the issues of access or disclosure. The only time that schools will not destroy records is when there is a request to see the records pending. Parents of a child who has graduated or otherwise left the district and who was formally enrolled in a program for exceptional children shall be informed by individual or public notice that any personally identifiable information in the educational record of their child which was collected, maintained or used for the identification, evaluation, or placement of the exceptional child shall be destroyed upon the request of the parent. Such requests should be addressed in writing to the school official. Parents who request destruction of those records shall be informed that these records may be needed by the child or the parents for social security benefits, or other purposes and that the district may maintain without time limitation a permanent record of a student's name, address, phone number, his/her grades, attendance records, classes attended, grade level completed, and year completed. If parents do not request destruction of these records, personally identifiable information no longer needed for education purposes may be destroyed at the discretion of the district.

Official Publication: Hardin County Schools
65 W.A. Jenkins Road, Elizabethtown, KY 42701

XXXII. OPEN ENROLLMENT POLICY

The following provisions are for parents who request that their child(ren) attend a school other than their assigned school:

1. an annual written request must be filed at the school of choice, on or before March 30th. Families moving into the district after the March 30th deadline will be permitted to make an exception request;
2. adequate space is available; and
3. there will be no cost to the Board nor service provided by the Board (e.g. transportation).

Students will be accepted based on Hardin County Board Policy 9.11 and the criteria developed by each school's principal. Any student residing on Fort Knox whose parent/guardian is active duty may not attend Hardin County Schools. If a student's parent/guardian is active duty and relocates to Fort Knox during the second semester, however, he/she may complete that school year with the principal's permission. Please refer to Hardin County Board Policy 9.12. Those civilians residing on Fort Knox

must attend the school designated Hardin County Schools and must provide a release letter from the Fort Knox Schools Superintendent.

XXXIII. PUPIL CONDUCT CODE ***Checks***

Your personal check is welcome at our schools to pay fees and purchase student items. CHECKS CAN NOT BE CASHED AT THE SCHOOL. 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 as allowable by state law. If you have any questions regarding our check acceptance policy, please call (270) 769-8800.

XXXIV. PUPIL CONDUCT CODE ***Procedures for Annual Orientation***

- A. Students will receive annual orientation in assembly programs and/or homeroom during the first week of school.
- B. Parents will receive annual orientation through distribution of booklets from schools to home by students. A form acknowledging receipt of the booklet is signed by the parent and returned to school.
- C. Teachers will receive annual orientation during faculty meetings.

XXXV. PUPIL CONDUCT CODE ***Procedures for Annual Review***

The conduct code will be reviewed annually during the spring by a committee consisting of administrators, teachers, parents, students, and representatives from the community.

XXXVI. DEVELOPMENT OF THE DISCIPLINE CODE

The Hardin County Board of Education's discipline code was developed through extensive community and school involvement. In January of 1983, school administrators began developing the topical outline for the discipline code.

Following this developmental stage, a preliminary draft of the discipline code was written from both the administrator's outline and from existing model codes within the state of Kentucky. This preliminary draft was then

reviewed by numerous separate groups. The purposes of this review were: (1) to evaluate each section of the document; (2) to make recommendations for change; (3) to provide suggestions for additions; and (4) to offer rationales for deletions. The actual review groups included seventeen school advisory boards, six student councils, seventeen school principals, seventeen teacher faculties, the local school board, and the school board's attorney.

XXXVII. REVIEW BY LEGAL COUNSEL

This statement will certify that the contents of the Hardin County School's Code of Conduct has been reviewed by counsel.

Hardin County Schools

**XXXVIII. HARDIN COUNTY CODE OF CONDUCT
COMMITTEE MEMBERS**

Chris CorderPrincipal
Matt Hess Community Representative
Eric Vowels.....Associate Superintendent
Bryan Lewis..... Director of Student Services
Myra Lewis Assistant Principal
Brent Martin..... Counselor
Jan O'Daniel.....Library Media Specialist
Darren Sanders Student
Barb Sisk Parent
Melissa Troutt..... Office Manager

XXXIX. CENTRAL OFFICE CONTACT PERSON

Deputy Superintendent/Chief Student and Staff Support Officer
65 W.A. Jenkins Road, Elizabethtown 769-8800

XXXX. DATE OF ADOPTION

The original code was adopted on November 14, 1983.
This current version was revised on May 19, 2016.

Electronic Mail/Video and Photo Release Permission Statements

1. **Internet Use**

By marking yes on the enclosed Certification Statement as parent/legal guardian, I grant permission for my child to access the Internet, independent of direct staff supervision. I understand the district provides filtering software on the network as prescribed in state and federal laws (Children's Internet Protection Act) in an effort to prevent student access to inappropriate Internet sites. I have read and agree to Section XXIX (page 36) of the Student Code of Conduct Handbook. I understand that some information may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing, and/or exploring information on the Internet. I understand that violations may result in a loss of access as well as other disciplinary or legal action.

2. **Electronic Mail Use**

By marking yes on the enclosed Certification Statement as parent/legal guardian, I grant permission for my child to access electronic mail, independent of direct staff supervision. I have read and agree to Section XXIX (page 36) of the Student Code of Conduct Handbook. I understand that electronic mail can be sent around the world, and I accept responsibility for guiding my child and conveying to him/her appropriate standards for constructing and sending electronic mail, including appropriate language and topics. Should the Acceptable Use Policy (AUP) be violated, Hardin County Schools reserves the right to monitor student email accounts. I understand that violations may result in a loss of access as well as other disciplinary or legal action.

3. **Interview/Video/Photo Release**

By marking yes on the enclosed Certification Statement as parent/legal guardian, I agree to allow my child to be interviewed, audio recorded, video taped, or photographed by students or staff members of the Hardin County Schools. I authorize the release of interviews, recordings, tapes, or photographs for public viewing on local cable channels, Internet websites, for public showings, or for publication at the discretion of the Hardin County Schools.

I release the Hardin County Schools, its personnel, and any other persons from any liability connected with the tapings or use of such interviews, photographs, audio, or video recordings.

I grant this authorization and release because I favor the promotion of the Hardin County Schools in the Hardin County communities served.

This agreement fully represents all terms and considerations; no other inducements, statements, or promises have been made to me.

