



EARLY COLLEGE & CAREER CENTER

**Hardin County Schools Early
College and Career Center**

**STUDENT
HANDBOOK
2019 - 2020**

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Dear Student,

We would like to welcome you to the Hardin County Schools Early College and Career Center. Our goal is to help you develop the attitude, attain the skills, and acquire the knowledge necessary to be successful in your career choice.

The faculty and staff at the Early College and Career Center are focused on student achievement and success. We are driven to provide every student the opportunity to meet or exceed the requirements of graduation and gain the knowledge and skills to make the successful transition to a global career market.

Your successful completion at the Early College and Career Center, coupled with a rigorous and relevant curriculum at the high school, will afford you the opportunity to pursue a four-year university program/degree, a post-secondary technical degree, and/or skill sets that will allow you to enter the skilled labor workforce.

As you know, being the best does not happen by accident, it is a carefully planned and executed process. We have outstanding programs at the Early College and Career Center and we expect each of you to take full advantage of them. Ultimately, you have the control on how successful you will be. Attendance, timely completion of all assignments, and the ability to follow instructions are skills that all colleges, businesses and industries are looking for in their employees. Our expectation is that all students will work to improve these skills.

Finally, let us stress that, whether you choose to be or not, each of you is a leader. What type of leader you want to be is up to you. We look forward to working with you throughout this school year!

Sincerely,

Dan Robbins

Dan Robbins
Principal, Early College and Career Center

Mission, Vision and Goals

➤ **Student Achievement**

- Upon completion of a two year program all students will be College and/or Career Ready.
- Students in the Early College and Career Center will demonstrate proficiency in the technical and academic standards required to be successful in their chosen career pathway.

➤ **Community Engagement**

- Early College and Career Center will build partnerships within the community that builds student social, economic and educational development.
- Early College and Career Center will promote active Advisory and Steering Councils to help direct the instructional/technical programs with curriculum and equipment updates.

➤ **Family Engagement**

- Early College and Career Center will foster relationships and reach out to parents and family members to create a mutually beneficial educational setting for all students.

➤ **Student Engagement**

- Students will become active members of the decision making process within the Early College and Career Center.
- Students will be involved with at least one extracurricular activity through the school system.

➤ **Staff Engagement**

- Staff will become active members in the decision making process within the Early College and Career Center.

State Testing

The students at the Early College and Career Center are held accountable for state assessments at their respective high schools and also at the technical centers. We are focused on assisting the students to be better prepared for the state assessment, ACT and End of Course Exams while also preparing students for a post-secondary university or technical degree along with the necessary skill sets to pursue a career interest. Our school goals are the same as the six (6) goals for the schools of the Commonwealth which state that schools shall develop their students' ability to:

1. Use basic communication and mathematics skills for purposes and situations they will encounter throughout their lives.
2. Apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, and practical living studies to situations they will encounter throughout their lives.
3. Become a self-sufficient individual.
4. Become responsible members of a family, work group, or community including demonstrating effectiveness in community services.
5. Think and solve problems in school situations and in a variety of situations students will encounter in life.
6. Connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past learning experiences to acquire new information through various media sources.

Schools shall also increase their students' rate of school attendance. They shall reduce their students' dropout and retention rates. Schools shall reduce physical and mental health barriers to learning and shall be measured on the proportion of students who make a successful transition to work, post-secondary education and the military.

As a part of the elective courses offered through the Hardin County Schools will follow the Statement on Rights and Responsibilities and Student Code of Conduct to achieve a safe and orderly environment throughout the school.

Early College and Career Center Staff

Principal

Dan Robbins

Guidance Counselor

Kristi Wright

Air and Space:

Chris Carter

Academic Programs:

English

Kristen Dowell

Math

Clay Tanner

Special Education

Jake Pike

Bobby Thompson

Automotive:

Tom Pitt

Culinary:

Becca Miller, Head Chef Instructor

Linda Lowe

Engineering Program (PLTW):

Jason Neagle

Health Science:

Ed Reesor, Head Instructor

April Bowman

Monica Hall

Megan O'Daniel

Chad Witzel

Information Technology:

Ed Allin

Media Arts:

Mary Dunn

Welding:

Chris Basham

Support Staff:

Office Manager

Melissa Troutt

Secretary/ Attendance

Sharon Warren

1st Shift Custodian

Greg McMurtry

2nd Shift Custodian

Darrell Smallwood

2018-2019 Class Schedule

	<u>Start Time</u>	<u>End Time</u>	
1 st Block			AM Block 8:50-10:50
2 nd Block			
3 rd Block			11:30-12:40
4 th Block			PM Block 1:15-3:15
5 th Block			

IMPORTANT CONTACT INFORMATION

School Main Office 270-769-7930
School Fax 270-234-5725
<http://www.hardin.k12.ky.us/ec3>
Hardin County Board of Education 270-769-8800
www.hardin.kyschools.us

VISITORS

Guests or visitors of students are not allowed at the Early College and Career Center without prior approval from the building level principal or other administrative personnel. Visitors will not be permitted to enter classrooms unless a prior arrangement has been made with the administration. All visitors must report immediately to the front office upon entering the school and identify themselves as well as declare their purpose for visiting. All visitors will be required to sign the visitor registration log in the front office and wear an identification tag/badge while in the building. Watch Us Work Wednesdays, will be our designated visitation day.

EVALUATION (Grading)

The following grading standards will be adhered to by all teachers:

Grading Scale: A = (92 - 100) Superior
 B = (83 - 91) Above Average
 C = (74 - 82) Average
 D = (68 - 73) Below Average
 F = (67 - below) Failure
 I = (Incomplete)

ATTENDANCE

All students are expected to attend every day and be on time. All students are expected to attend school regularly. Students who are absent from school are required to have a legitimate excuse. Within three (3) days of a student's return to school after an absence, he/she shall present a written note signed by his/her parent/guardian or medical professional to the designated school personnel. If a signed note is not received within three (3) days, the absence shall be deemed unexcused. The note should include the current date, the student's (printed) first and last name, date(s) of absence(s) --not just day of week, the reason for the absence(s) and the parent/guardian signature. The same note requirements apply to students who arrive late or who leave school early. If a student is sent home for illness by the school, the student will be excused for that day, however, if the student is absent for subsequent days the note requirements apply. If a child has a chronic illness, the

parent/guardian may request additional parent notes by contacting the Director of Pupil Personnel. Some of our courses require minimum hours to sit for industry certifications. Students with poor attendance may not be allowed to sit for exam due to their attendance and thus could negatively affect their grade.

Permissible excuses are:

1. Death or severe illness in the student's immediate family.
2. Illness of the student. Parents have a total of ten (10) parent notes to write for student illness. After a total of ten (10) cumulative absences due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year, in order to be excused. Tardies due to illness: Parents have a total of ten (10) parent notes to write for student tardiness due to illness. After a total of ten (10) cumulative tardies due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional tardy for the school, in order to be excused.
3. Religious holidays and practices. Documentation required by parent or guardian.
4. Medical and dental appointments (times and dates shall be verified by the physician's signed statement).
5. Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused.
6. Family emergencies requiring immediate attention are limited to three (3) cumulative absent events per school year, as approved by the Principal. (Severe illness of student's immediate family.)
7. Three (3) visits to colleges or universities approved at least three (3) school days in advance by the Principal and restricted to juniors and seniors. Documentation from the college/university visited will be required.
8. One (1) day for attendance at the Kentucky State Fair (per *KRS 158.070[6]*)
9. Court appearance requiring the student's attendance. Students will be excused for only the length of time of the scheduled court appearance, including travel time to and from court.
10. Documented military leave. **HB124:** The act grants students excused absences for up to 10 days to visit a parent or legal guardian serving in the U.S. military and stationed out of the country who is on leave.
11. One (1) day prior to departure of parent/guardian called to active military duty.
12. One (1) day upon the return of parent/guardian from active military duty.
13. Educational Enhancement Opportunity (EHO): (*KRS 159.035 (2)*) 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. An application form obtained from the school must be completed and returned to the Principal at least five (5) days prior to the absence. Unless the Principal determines there are extenuating circumstances, requests for dates 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 through the grievance procedure.
14. Other valid reasons as determined by the Principal.

ALL OTHER ABSENCES ARE UNEXCUSED ABSENCES. Students shall not be given make-up work missed during unexcused absences. However, for students with unexcused absences with reasons other than suspension from school, make-up work may be permitted if the Principal (after consultation with the teacher) approves the make-up work.

TARDINESS

A student is considered tardy if he or she arrives after the designated start time **or** leaves before the end of the instructional day. Students must be checked in or out of school by a parent, guardian or authorized adult. Late arrivals or early dismissals will be counted as an absence or tardy according to the arrival/departure time.

Any student not transported to EC3 by a Hardin County School Bus and reporting to EC3 after their scheduled arrival time must sign in at the front office. Failure to do this will result in a student being marked absent. **Students who do not arrive by Hardin County Public School Transportation must be in the building by 8:40 A.M., 11:15 A.M. and 1:10 P.M.**

CHECK IN / CHECK OUT PROCEDURES

For all late arrivals and early dismissals, students must check with the Attendance Office immediately after arrival or before departure. Students may not leave or enter school without checking through the Attendance Office. A note must be provided to insure the check in/out is excused (see Permissible Excuses).

In all cases in which an adult is picking up a student, the adult **MUST** be on the approved list of people who can check the student out of school **AND** the adult **MUST** have a photo ID. Adults may be added or removed from the list of approved check in/out adults by filling out the "Household Verification Form."

All checkouts will require direct communication between the school and the parent/guardian. In cases of phone conversation in which the identity of the parent/guardian is in question; additional, identifying information may be required. If cooperation is not shown or if the parent/guardian's identity is still questionable, the parent/guardian may be required to come to the school to sign the student out.

MAKE - UP WORK

It is the responsibility of the student or the parent/guardian to contact the teachers concerning make-up work. Upon returning to school from one or more excused absences the student will receive the same number of days that they were absent, plus one additional day to complete and turn in all make up work. For example if a student has an excused absence on Monday they would pick up the missing work assigned that day from the teacher on Tuesday and turn the work in on Wednesday. Announced tests, major projects or, term papers which the student had adequate time to study or prepare shall be made up on the day of return. **The student and/or parent should obtain make-up assignments in a way that does not cause disruption to the lesson.**

DRIVING/RIDING

All feeder schools provide bus service to and from the Early College and Career Center. Driving to or from EC3 without permission is not allowed without pre-approval. Should the need arise that a student needs work performed on their car or family issues other unforeseen emergencies students shall come to the front office, during their scheduled break time and request give the information for the car they will be temporarily driving to the office manager. Drivers must operate the vehicle in a responsible manner or the privilege will be

revoked. All student drivers will only be permitted to drive if they have completed and received paperwork for driving privileges (including drug testing form) at their home high school.

NO student shall transport any other students unless **PRIOR** approval is obtained by EC3 administration, parent/guardian, and home school.

Applications for a long term driving/parking permit will be available and accepted throughout the school year. Students must come to the front office to pick up a drivers application. The following is REQUIRED prior to a permit being issued:

1. A fully completed form that includes signatures of parent/guardian and an administrator at the EC3.
2. A valid driver's license.
3. Proof of insurance for the driver.

LOSS OF DRIVING PRIVILEGES

Excessive tardies, absences, low or failing grades, violations of school and/or classroom and lab rules and policies and procedures may result in the loss of driving privileges at the discretion of EC3 administrator or home high school administrator. Loss of driving privileges may be temporary or permanent at the discretion of administration.

Students are to be in the building no later than **8:40AM** in the morning and **1:10 PM** in the afternoon. 3rd period drivers need to be in the building by **11:15**. The following is a guideline for excessive tardies:

- All tardies will be reported to your home high school and dealt with according to that school's tardy/attendance policy.
- **3** unexcused tardies = driving/riding pass is revoked for 1 month
- **4** unexcused tardies = driving/riding pass is revoked for trimester
- **5** unexcused tardies = driving/riding pass is revoked for the year.
- **Students who drive/ride without permission from EC3 Principal will be assigned ½ day In School Suspension.**

BUS RIDERS

Students that ride the bus from their home high school to EC3 on a daily basis must catch the bus at the appropriate pick up time and location each day. Failure to catch the bus and missing EC3 classes will result in the student being placed in their home school in school suspension rooms for supervision purposes. These types of absences will not be tolerated.

Consequences for missing the bus:

- All students will report to attendance clerk at home school to report missing bus then immediately report to in school suspension room for duration of class periods missed.
- **3** misses of the bus will result ½ day Saturday School
- **4** misses of the bus will result in full day Saturday School
- **5** misses of the bus will result in removal from program

SAFETY

Maintaining a safe environment requires the cooperation of all individuals involved. Therefore, all students will wear proper work attire and follow all other safety guidelines as dictated by their area program. Horseplay will not be tolerated at any time.

PERSONAL VALUABLES

Students should never leave valuables unattended. The most common items that are targets of school theft are small technology items (iPods, MP3 players, cell phones). These and other small items can disappear in an instant. Items that are lost or stolen may be reported to EC3 administration or Hardin County Public Schools law enforcement officials. The school is not responsible for damaged, lost or stolen items.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology may be subject to loss or restriction of the privilege of using the equipment, software, information access systems, or other computing and telecommunications technologies.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District website or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

STAFF/STUDENT OWNED MOBILE COMPUTING DEVICES

Students and/or employees who bring to school privately owned laptops or other mobile technology devices, including but not limited to, iPod Touch, iPad, etc., are responsible for the equipment. Further, use of such devices shall adhere to all guidelines in the District AUP and accompanying procedure(s).

LOCKERS

Students will be assigned a locker in their respective career pathway area. That locker is only to be used by the assigned student(s).

STUDENT ORGANIZATIONS

Technical skill and leadership competition, recreation, and social events are some rewarding activities, which these organizations provide. Fostering personal development and group cooperation, the organization delivers service to the school and county. School wide officers are selected and meetings are held on a regular basis to determine activities for students. In order to represent Hardin County Schools Early College and Career Center in student organization competitions and other off campus events students shall meet the following criteria:

1. Have earned and maintains a minimum grade of a C in their classes at EC3.
2. Maintains an acceptable level of behavior as determined by the school administrator following the guidelines below:
 - The student has not been suspended from school during the current semester.
 - The student has not been assigned to in school suspension more than two (2) times during the current semester.

ACADEMIC SUPPORT

Academic support services are provided by our special education teacher. The special education teacher provides assistance for students having difficulty with all Technical Programs. All students are encouraged to ask for help any time they feel it is needed.

ADVISING

In addition to your teacher and principal, a guidance counselor is available to help students with any problems that are keeping them from learning. Please ask for assistance when needed. The counselor will be working with small groups of students to teach:

1. Job search skills and how to succeed on the job,
2. How to match interests and abilities in the job market, and
3. Transitional skills for post-graduation.

STUDENT BREAKS

A short break is provided for each session (AM and PM). The break provides time for students to use the restrooms. **Breaks are a privilege and not an inherent right.** Break time can be altered or denied by your teacher or administration (principal or other administrative personnel), as they deem necessary.

REMOVAL OF SCHOOL PROPERTY

All projects and/or assignments are made for the educational advancement of the individual; therefore, the results of a student's efforts become the property of the school and should not be removed unless they are paid for through the established procedure. Willful damage or removal of school property and/or equipment will be grounds for immediate dismissal from EC3. As a part of the curriculum, students are responsible for the care and condition of classroom equipment and books. After a job has been completed, each student is responsible for cleaning and replacing the tools and other materials in the proper storage areas.

DRUGS AND ALCOHOL

(Section XIX in Pupil Code of Conduct)

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 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 Brown Street Alternative School for a period of four (4) weeks. Upon successfully completing the program (i.e. good behavior, Title IV counseling etc.) the student may return to their home school. Failure to complete the program will result in a student remaining at Brown Street for a period of nine (9) weeks. In addition, the student will lose the privilege of driving to school and the privilege of participating in

extracurricular activities including attendance of school social or athletic functions (example: homecoming, proms) for a period of nine (9) weeks. The privileges of driving and participation in extracurricular activities may be reinstated after a nine (9) week period upon approval by the school principal or designee and relevant coaches/sponsors.

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.

BULLYING, DISCRIMINATION, AND/OR HARASSMENT

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 who believe they or any other student, 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 Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

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.)

INSUBORDINATION

Insubordination, defiance or disrespect by students to any faculty member, substitute teacher, classified personnel attempting to discipline or correct the student's misconduct may result in suspension of the student or other consequences if deemed appropriate to the situation.

The staff is responsible for supervision of students anywhere on school property and while they are at school-sponsored activities.

HORSEPLAY

Student and staff safety is of utmost importance at HCS Early College and Career Center. It is also one of our primary goals to establish a professional work environment that mirrors the career pathway chosen by our students. Horseplay often times results in accidents and possible injury to the student and staff and creates a non-professional work environment. As such, horseplay will not be tolerated at any time. Horseplay may result in suspension of the student or other consequences as deemed appropriate to the situation.

WEAPONS

Weapons are not allowed on school premises and will be confiscated. Students will be dealt with according to Board Policy and punished to the limits of the law.

FIGHTING

Fighting will result in long-term suspension away from school and possible removal from the HCS Early College and Career Centers program even on first time offenses.

THEFT AND VANDALISM

As defined in the Hardin County Schools Student Code of Conduct, theft, stealing or possession of stolen property (taking or possessing property belonging to the school or another person) or vandalism (destruction or defacing public or personal property, including computer hardware and software) will not be tolerated. Students will be punished to the limits of the law and the HCS Student Code of Conduct.

PROFANITY

Profanity is the use of vulgar language. Vulgarity is the use of obscene or indecent language and shows lack of respect for self and others. The consequences for using profanity vary widely depending on circumstances, context and intent.

***** Profanity directed at a staff member, other students or visitors will be dealt with more severely.**

***** Extreme cases of profanity directed toward anyone will be dealt with more severely.**

CLOSED CAMPUS PROCEDURES

Students shall remain on the school campus at which they are enrolled and in assigned areas from the time they arrive until the end of their classes. Permission for a student to leave the school campus may be given only by the Principal or designee. No student shall be on a school campus at which they are **not** enrolled without permission of that school's Principal. Violation of this policy not only involves defiance of authority, but loss of valuable instructional time. Student parking permits may be revoked for violation of the closed campus policy.

Students are expected to remain on campus once they have arrived at school.

LEAVING SCHOOL PREMISES

Students leaving school without permission will need to see the principal before they can be readmitted to any classes and will be subject to disciplinary actions based on policies.

Students leaving school because of sickness are required to sign out in the office. A member of the office staff will contact a parent or guardian for permission for the student to leave.

Scheduled doctor or dental appointments should be made after school or on Saturday, when possible. If students need to leave for these reasons, they should have an appointment card with them for verification.

ARRIVAL and DISMISSAL OF STUDENTS

Students are to report to their first class immediately upon entering the school building. Teachers will dismiss students at the appropriate time. Students are not to line up at door of classrooms or wait in the hallway.

DRESS CODE

The general atmosphere of a school must be conducive to learning. It is part of the mission of the school to prepare students for typical workplace standards. Student dress that presents a

danger to self or others or can reasonably be expected to cause a disruption will not be accepted. In the interest of health, safety, cleanliness, decency, and decorum among students, certain expectations shall be enforced. The school administration has final judgment over any questions regarding the dress code.

SAFETY FIRST for students! Sagging pants, hoods and open toe shoes shall not be worn in any kitchen, lab or shop. While in these areas students are expected to wear the proper safety equipment which may require safety glasses, long pants, steel toe boots, etc..., as dress relates to the situation and program area.

Item	ALL
All	A student's dress and appearance shall not be hazardous to the health or safety of anyone in the school; nor shall it have a negative effect on or be disruptive to the educational process. Such a standard of dress and appearance is in effect at all school-sponsored activities. This policy also applies to student personal items such as backpacks. If a student's attire is a disruption, the teacher, principal or designee will ask the student to make the necessary changes. Clothing and personal items must be free of crude, sexually suggestive, and alcohol or drug promotions. Gang related clothing or symbols are not permitted. All clothing must be worn properly and must conceal undergarments at all times. Students shall not wear sunglasses in the building
*Program Specifics Policies	Each program may have dress code policies that are stricter and different than those laid out in this policy. Program policies will be specifically defined in the syllabus and presented to students. Upgraded policies have been approved by the administration and recommended by industry professionals to ensure safety and to meet the industry standards.

DRESS CODE PROCEDURES AND CONSEQUENCES

Failure to comply with the dress code will result in the necessary action outlined in the Hardin County Schools Code of Conduct.

Items such as head coverings, sun glasses, and offensive items may be confiscated. Certain items may not be returned or only returned to the parent. **A suspension may occur at any time a student refuses to adjust his or her clothing as requested or to provide the item to the principal.** At any time, a principal may contact the parent and advise that additional clothing be brought to school.

1. **First Violation** - The student will be made aware of the dress violation with a request by the teacher or staff member to adjust their clothing. This will result in the student sitting out of assigned kitchen, lab or shop activities until the clothing is corrected. The student may receive reduced grade for the day or activity because their tasks will not be completed. The violation will be documented in infinite campus, and the parent will be notified via letter, telephone or e-mail.

2. **Second Violation** - The student will be made aware of the dress violation with a request by the teacher or staff member to adjust their clothing. This will result in the student sitting out of assigned kitchen, lab or shop activities until the clothing is corrected. The student may receive reduced grade for the day or activity because their

tasks will not be completed. The violation will be documented in infinite campus, and the parent will be notified via letter, telephone or e-mail.

3. **Third and Subsequent Violations** – The student will be made aware of the dress violation with a request by the teacher or staff member to adjust their clothing. This will result in the student sitting out of assigned kitchen, lab or shop activities until the clothing is corrected. The student may receive reduced grade for the day or activity because their tasks will not be completed. The violation will be documented in infinite campus, and the parent will be notified via letter, telephone or e-mail. This is also Failure to Obey Staff and a referral to the office will be made on the student.

TOBACCO/E-CIGARETTE USAGE

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 code of acceptable behavior and discipline.

HALL POLICY/OUT OF AREA

Students who are “Out of Area” jeopardize school safety and disrupt the educational mission of the school. Students who are not in their area are not being supervised by staff. They are knowingly breaking school rules. It is often during these times that students have conflict with other students, vandalize school property, disrupt classrooms and smoke on campus. Students who are “Out of Area” often find other trouble to get in to that can lead to even greater consequences. When students are given permission to leave the classroom, the student is to go directly to their destination and directly back. Do not go to any other place. Students are to go to the nearest restroom or water fountain on the same floor. They should not be out of the classroom for more than 5 minutes unless there are extenuating circumstances that have already been communicated to the adult who gave them permission to leave the classroom. Leaving building without written permission during school hours is a violation of school policy. Students shall leave the building after dismissal and shall not loiter in the building without being a participant in a planned, supervised activity.

FIELD TRIPS

Field trips are considered a part of the instructional program and an extension of the classroom. All rules pertaining to student conduct and behavior will be followed.

HEALTH SERVICES AT SCHOOL

A registered nurse is assigned to each school. The school nurse is able to provide basic screenings such as vision, scoliosis and dental screens, as well as assessing students who may be ill and administering first aid when needed. Over-the-counter medications (**OTC's**) may be administered by the school nurse, if the parent has completed appropriate authorizations **AND** provided school with the **OTC medication** (i.e. ibuprofen, Tylenol, Neosporin, Zyrtec, etc.) in its original container. Consent for Health Services form should be completed at time of enrollment.

More intensive health services are available, if needed, with written authorization/order from a student’s physicians. Parent/guardian should notify the school nurse of any health concern

that could require emergency services, interfere with the student's education process or require interventions throughout the school day. Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must ensure an authorization form provided by the school nurse is completed by the student's medical provider & signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the physician and parents to complete in order for the student to have further interventions/accommodations while at school.

MEDICATION AT SCHOOL

If a student has need for medications during the school day (either over the counter or prescription), parents must sign a written authorization form and provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school. Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by physician to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box. In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed.

EMERGENCY MEDICATION AT SCHOOL

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

SELF-ADMINISTRATION OF MEDICATION AT SCHOOL

Students will only be permitted to carry medication (emergency or otherwise) on their person with an authorization to self-administer medication from his/her physician. The school nurse will provide this form to the parents. These completed forms should be returned to the school nurse before the student begins carrying the medication at school.

ILLNESS AND INJURY

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.0 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice

STUDENT CODE OF CONDUCT

The Hardin County Schools Code of Conduct will be used as a guide to be referenced and applied in managing student behavior and consequences.

A member of your family has enrolled at HCS Early College and Career Center. Classes are more work oriented than most of those in a regular high school. Personal student safety while working in the shops is a very important area of our instructional programs; yet it must

be recognized that certain personal injury hazards exist for people working in shop areas. The information on the following pages must be completed, signed, and returned before the student is allowed to participate in any active work that could be considered hazardous.

EC3 HANDBOOK ACKNOWLEDGEMENT FORM

Early College and Career Center – Acknowledgement of Handbook Receipt

I have read and understand the rules, regulations and the policies and procedures as outlined in the **Early College and Career Center Student Handbook**. I further agree that I will do my best to meet the requirements and expectations of the school, classroom and shops while a member of EC3.

Student Signature

Printed Student Name

Date

High School

As the parent/guardian of the above student, I understand that he/she has read and understands the rules, regulations and the policies and procedures as outlined in the Early College and Career Center Student Handbook and has agreed to do his/her best to meet these requirements. I understand that EC3 welcomes parent partnerships and their input to improve student success.

Parent Signature

Printed Parent Name

Date