

CENTRAL HARDIN HIGH SCHOOL



STUDENT/PARENT HANDBOOK

2023-24

**CHHS Student Handbook
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I. General Information

CHHS Mission Statement

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

Hardin County Schools Vision

School, Parents, and Community actively involved in “Helping Children Succeed”

Hardin County Schools Mission Statement

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

Central Hardin High School Office Staff

Tim Isaacs
Principal

ASSISTANT PRINCIPALS

Matt Baucum
Dan Corley
Tessa Dumbacher
Chastity Yates
Chase Cruse

GUIDANCE COUNSELORS

Chris Adams
Whitney Carpenter
Angie Davis
Tara Graziano

OFFICE STAFF

Jami Larkin – Office Manager
Amy Wheeler – Bookkeeper
Katy Gardner - Registrar
Kim Booker – Clerk (Attendance)
Beth Shoulder– Clerk (Attendance)
Dawn Yates – Clerk (Main)
Shelly Bryant – Clerk (Main)
Ashley Perry – Clerk (Guidance)

Email Procedures for Faculty & Staff

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

Email Procedures for Students

The general email address for students is the person's firstname.lastname@stu.hardin.kyschools.us

School Information

Central Hardin High School
3040 Leitchfield Rd.
Cecilia, KY 42724
Phone: 270.737.6800 Fax: 270.765.3889

Main Office Hours:	7:30 AM – 4:00 PM
Guidance Office Hours:	7:45 AM – 3:45 PM
School Hours:	8:25 AM – 3:30 PM

2023-2024 Faculty and Staff

Administration

Tim Isaacs
Matt Baucum
Dan Corley
Tessa Dumbacher
Chastity Yates
Chase Cruse

Agriculture

Jayna Thompson
Adam Sanderson
Rachel Wilson

Band & Choir

Noah Centers
Brandon Centers
Trevor Ervin

Business

Chris Greene
Jon Spratt
Tiffany Spratt
Todd Thompson
Melissa Troutt

Cafeteria

Anne-Marie Allen
Mitzi Blevins
Bailey Dobson
Lisa Ellis
Emily Emery
Melissa Hash
Cindy Hensley
Michaela Mitchell
Heather Nelson
April Smith
Ann Tinker
Delma White
Charlotte Wills
Debbie Yates

Custodial

Terry Mathis
Gary Meyers
Travis Reed
Melea Roy
Jeffrey Sturgill

English

Carissa Argueta
Angela Cannon
Jeff Crady
Lindsey Corley
Jennifer Emory
Kayla Ernst
Lauren Gipson
Paul Gray
Betsy Hobbs
Kayla Honaker
Bill Newsome
Susan Sherrard

ESL

Chad Poole

FACS

Jeanice Charlton
Leslie Lewis
Jo Million

Foreign Languages

Colleen Higdon
Chelsea Lane
Jennifer Pinto
Cristina Williams
Christine Wilson

Guidance

Chris Adams
Whitney Carpenter
Angie Davis
Tara Graziano

Health & PE

Dylan Cobb
Tim Mattingly
Scott Mooney

Instructional Assistants

Jaycee Diehl
Amanda Hicks
Anna Hill
Melony Mosher
Grace Peet
Bill Rineker
Melissa Waddel

JROTC

Michael Anders
Gregory Gavin

Library

Sarah Bauer
Jessica Hundley

Math

Erin Dones
Samantha Dougherty
Julie Goode
Cassandra Loskot
Ashleigh Maddock
Allison Miller
Phil Olson
Megan Pauley
Josh Price
Vivian Russell
Elizabeth Singer
April York

Nurse

Heather Kennedy

Office Support

Kim Booker
Shelly Bryant
Katy Gardner
Jami Larkin
Beth Shoulders
Amy Wheeler

Reading

Brooke Jensen

Enrichment

Jamie Delabar
Teri Sparks
Leandra Zimmerman

Special Education

Robbie Coffman
Sarah Dakin
Kellee Edlin
Tonya Gray
Tracy Granger
Sherry Johnson
Eric Lynch
Amanda Masonheimer
Kristina Miller
Glenn Petersen
Molly Pool
Amy Pritt
Megan Williams

Resource Officer

Larry Robinson

Science

Leann Blair
Leslie Bowen
Tina Cox
Jared Eaton
Cody Elmore
Wes Garner
Kimberly Gibson
Jonathan Fairbanks
Elizabeth Ray
Charles Pearsall

Social Studies

Julie Anderson
Dana Garrett
Katherine Graybeal
Tyler Jackson
James Sisk
Isaac Vanmeter
Tyler Vessels
Rachel Wilson
Emily Wortham

Technology

Russell Pike

Transition Coach

Paige Wilson

Visual Arts

Antonio Menendez
Megan Meredith

Youth Services

Brendan Chaney
Mandy Sanders

*Updated as changes are made

2023-2024 CALENDAR

August 9	First Day for Students
September 4	(Holiday #1) LABOR DAY
October 9-13	FALL BREAK
October 16	School Dismissed (Prof. Learning Day)
November 6	School Dismissed (FDEA)
November 7	School Dismissed (Election Day)
November 22	School Dismissed
November 23	(Holiday #2) Thanksgiving
November 24	School Dismissed
Dec 20-Dec 29	WINTER BREAK
December 25	(Holiday #3) CHRISTMAS
January 1	(Holiday #4) NEW YEAR'S
January 2	School Dismissed (Prof. Learning Day)
January 3	School Resumes
January 15	School Dismissed (MLK Day)
February 16	School Dismissed (Prof. Learning Day)
February 19	School Dismissed (President's Day)
March 15	School Dismissed
April 1-4	Spring Break
April 8	School Dismissed (Solar Eclipse)
May 3	School Dismissed
May 21	School Dismissed (Primary Election)
May 24	Last Day For Students
May 27	School Dismissed (Memorial Day)
May 28	Closing Day

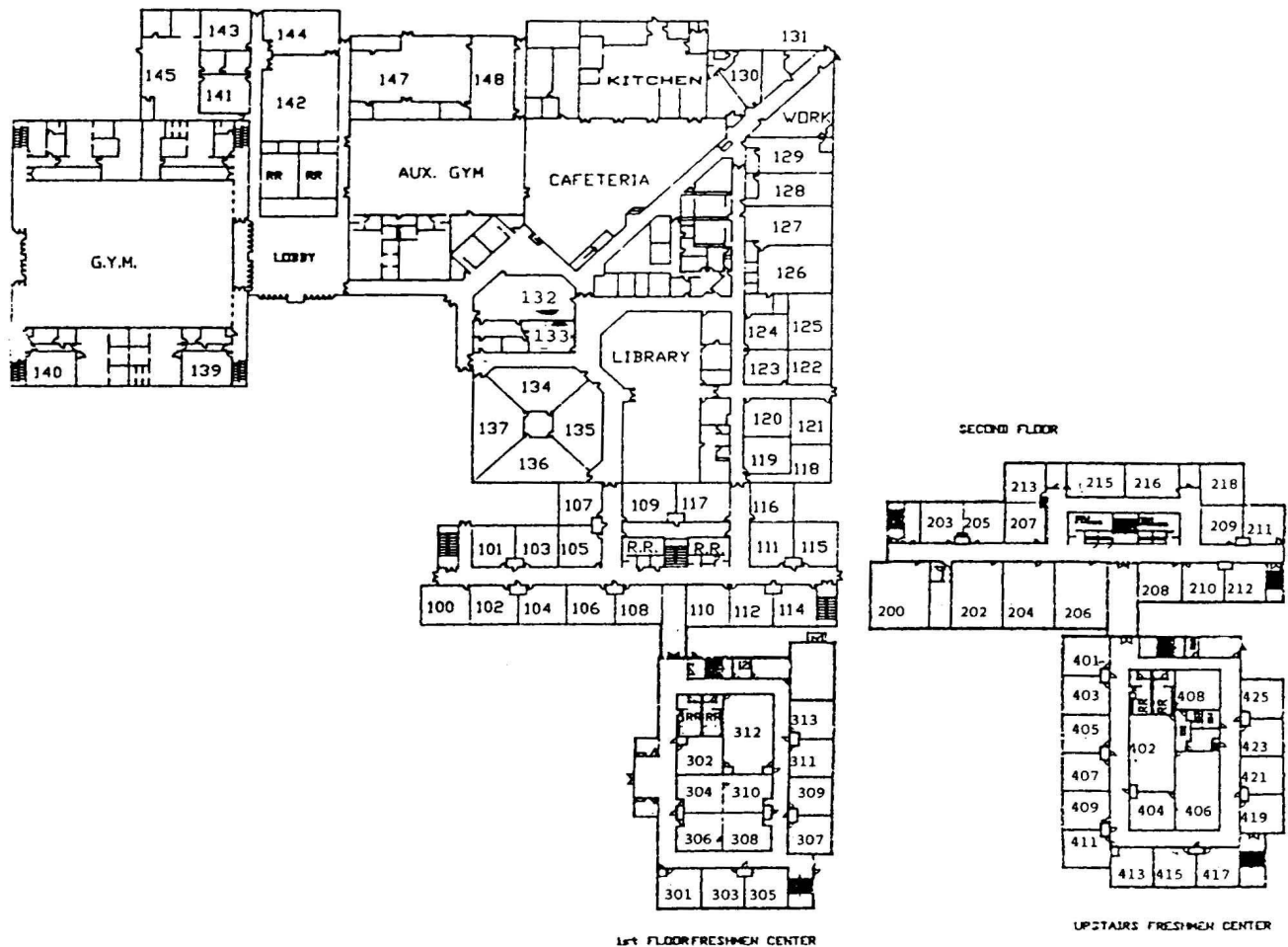
MAKE-UP DAYS WILL BE TAKEN IN THIS ORDER:

February 19, March 15, May 28, 29, 30, 31, June 3, 4, 5

Bell Schedule

1 st Block	8:25-9:33
2 nd Block	9:39-10:47
3 rd Block	10:53-12:01
Power Hour	12:01-1:01
4 th Block	1:07-2:15
5 th Block	2:21-3:30

Building Layout



Central Hardin – Fight Song

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

School Colors

Yellow and Columbia Blue

School Mascot

Bruin

CENTRAL HARDIN HIGH SCHOOL
TITLE I COMPACT POLICY

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

As a parent/guardian, I pledge to:

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

As a CHHS staff member, I pledge to:

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

As a CHHS student, I pledge to:

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

CENTRAL HARDIN HIGH SCHOOL
TITLE I PARENT INVOLVEMENT POLICY

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

TO KEEP PARENTS INFORMED:

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

TO ENCOURAGE PARENT VOLUNTEERS:

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

WELCOME PARENT SUGGESTIONS:

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

II. Academics and Student Services

Academic Studies Curriculum

3.0 overall GPA required

- **Honors English – 4.5 Credits**

Honors English I

Honors English II

Honors English III (1.5 credits)

Honors English IV

- **Honors Math - 4 Credits**

Honors Algebra I

Honors Algebra II

Honors Geometry

Students beginning high school at a higher level than Algebra I must take additional courses.

- **Science - 3 Credits**

Integrated Science

Biology

Third Science Course

- **Social Studies - 3 Credits**

World Civilization

Civics/Economics

U.S. History

- **Foreign Language - 2 Credits in the same language**

- **Health & Physical Education - 1 Credit (½ Credit Each)**

- **Arts & Humanities - 1 Credit**

- **Electives – 7.5 Credits**

- **Total –26 credits**

Advanced Placement Classes (AP)

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

Advanced Placement Grading Policy

Advanced Placement Courses will receive 5 added to their trimester grade before the final.

Test Dates for ACT, PSAT & SAT

ACT	PSAT	SAT
<i>Test Date</i>	<i>Test Date</i>	<i>Test Date</i>
9.9.23	10-18-23	8.26.23
10.28.23		10.7.23
12.9.23		11.4.23
2.10.24		12.2.23
4.13.24		3.9.24
6.8.24		5.4.24
7.13.24		6.2.24

ACT Benchmarks

What are you doing to be College Ready?

National

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

Dual Credit

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

CHHS Dual Credit Courses

ECTC (Price per Trimester To Be Determined)

- CIT 105 (3 hours) - (Digital Literacy Part B)
- BAS 160 (Business Principles Part B)
- English 101 (3 hours) – (Writing 1)
- English 102 (3 hours) – (Writing 2)
- English 161 (3 hours) – (Introduction to Literature)
- History 108 (3 hours) – (History of U.S. Through 1865)
- History 109 (3 hours) – (History of U.S. Since 1865)
- Math 150 (3 hours) – (College Algebra)

Murray State University (Price to Be Determined)

- AGR 100 - Animal Science
- AGR 130 - Agricultural Economics
- AGR 160 - Horticultural Science
- AGR 182 - Intro to Vet Science

Campbellsville University (Price To Be Determined)

- MAC 120 (3 hours) – (Fundamentals of Speech)
- ED 220 (3 hours) – (The Learning Community)
- ED 300 (3 hours) - (The Learner Centered Class)
- ED 325 (3 hours)- The Professional Educator
- PHY-141/143 (4 hours)
- PHY-142/144 (4 hours)

Dual Credit Grading Procedures

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

Extended School Services

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

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

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

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

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

ESS and Bruin Half Credit (Night School) will be held on Tuesdays and Thursdays after school. Morning PAWS for math will be held on Tuesdays and Wednesdays from 7:30-8:15 AM. Contact a counselor or coordinator for more information and busing schedules.

Final Exams

FINAL EXAM POLICY

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

Grades will be calculated as follows:

Trimester 90%

Final 10%

Grade Reporting

Every effort is made by the school to inform parents of student progress. Parents may access individual student progress information through the Infinite Campus Parent

Portal at any time. *See page 14 for more Infinite Campus information. Additionally, Report cards are provided at 12-week intervals. The faculty may request parental conferences as necessary. Progress reports will be sent home *twice each trimester* - approximately 4 and 8 weeks into each trimester. This time frame will be subject to change based on any amendment to the school calendar that may occur, such as closings due to inclement weather.

Any parent may request a conference with any of his/her student's teachers by calling the counselor. Teachers will normally be available immediately before school for conferences. Parents are encouraged to access Infinite Campus and may contact a counselor for assistance if necessary.

If a student is absent for an assignment or assessment, the teacher may mark the assignment as missing, which assigns a zero for the grade. Teachers flag these assignments as missing to bring attention to the task that is to be made up from an absence.

Grading Period

Trimester 1 August 9–November 3

Trimester 2 November 8–February 15

Trimester 3 February 20–May 24

*Subject to change, depending on school cancellations.

Grading Scale

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

Graduation Requirements

Minimum Curriculum Graduation Requirements

***Subject to change by Kentucky Department of Education**

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

Math: **4 credits** - to include Algebra I, Algebra II, Geometry, and electives. All students are required to take a math class every year.

Science: **3 credits** - Integrated Science, Biology and choice of Chemistry, Genetics/Microbiology, Physics, Environmental Science, Anatomy & Physiology.

Social Studies: **3 credits** - World Civilization/Geography, ~~Political Science~~ Civics/Economics, U.S. History

Health: **.5 credit**

Physical Education: **.5 credit**

Arts and Humanities: **1 credit** (Students who take either band, choir, or visual arts for 2 years or more do not have to complete the Arts & Humanities required credit. The curriculum will be covered through the band, choir, or art classes for those students.)

Electives: **9-11 credits**, depending on curriculum chosen
26 credits.

Other Graduation Requirements for the Class of 2024 and Thereafter

- Pass state-mandated civics exam

- Receive instruction in financial literacy
- Receive instruction in essential workplace skills
- Demonstrate competency in technology
- Completion of annual ILP

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

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

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

Classification of Students

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

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

Honor Graduates

Honor Students - graduates in any curriculum with an academic average of 92.

Magna cum laude - graduates in academic studies curriculum with academic average ranging from 98 up to 99.

Summa cum laude - graduates in academic studies curriculum with an academic average of 99 or above.

Individual Graduation Plans/Individual Learning Plans

Career planning is an integral part of the curriculum in Hardin County Schools. It is based on Kentucky's fourteen Career Clusters. Students at Central Hardin High School will use course sequences developed from the career clusters in choosing career majors and planning career paths.

Using their individual career results, students complete an Individual Graduation Plan (IGP)/Individual Learning Plan (ILP). The IGP/ILP is a guide to help students understand the classes needed during their four years of high school and to help them reach their career goal.

Infinite Campus

Parents are encouraged to access student grade information at any time during the school year or grading trimester from the parent portal of Infinite Campus. This is a helpful tool to maintain communication among the parent, student, and classroom teacher. Contact the school counseling office for information or the library media center for technical assistance. *See page 12 for Grade Reporting procedures.

KEES Scholarship Program

The Kentucky Educational Excellence Scholarship (KEES) offers cash for good grades. Kentucky high school students can earn money based on grades that can be used to help pay tuition expenses at a Kentucky college, university or technical school for four

full years. The amount of money earned is based on each year's GPA, and a bonus will be given based on ACT composite score.

The Hardin County Board is responsible for reporting GPA and ACT scores to the State Department. At the end of each year, students will receive a letter stating the amount they are eligible to receive based on that year's grades. Students are also required to take a minimum of five core curricular classes each year. They are allowed only one-half (½) credit in Physical Education classes in addition to the required PE.

For each year you earn a 2.5 or better GPA, you can earn the base amount listed below. For instance, a high school freshman who earns a 3.5 GPA would have a \$375 scholarship for each year of college. Amounts may change based on available funds.

GPA	Amount	ACT Score	Bonus
2.50	\$125	15	\$36
2.75	\$187	18	\$143
3.00	\$250	20	\$214
3.25	\$312	22	\$286
3.50	\$375	24	\$357
3.75	\$437	27	\$464
4.00	\$500	28+	\$500

Kentucky Missing School Children Program

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

Power Hour

Power Hour is an hour-long intervention during the school day whose primary purpose is to empower students to take ownership of their education. Students can use that time to meet in their respective clubs, make up tests/quizzes/homework, seek remediation, meet with their sports coaches, eat lunch, ACT prep, etc.

Schedule Requests

Schedule changes will be minimal. Schedule changes will be made only for one of the following reasons: graduation requirements, physical limitations, administrative action to balance class size, and errors in scheduling. It is important you give your course selection serious consideration.

Second Chance

Second Chance is an hour-long intervention during Power Hour. Students who are failing multiple classes are required to attend Second Chance in order to have a more structured environment.

Youth Service Center

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

The Youth Services Center provides a resource lending library; drug/alcohol abuse preventive education and referrals; employment skills training, summer and part-time employment development; health and social services education and referrals; crisis intervention services; mental health education and referrals; teenage pregnancy, STD and HIV Prevention education; and character and leadership development.

The Central Hardin Youth Services Center is located at Central Hardin High School. Business hours are from 8:30 AM – 3:30 PM or by appointment. Contact Brendan Chaney at (270) 737-6800 for further information.

Volunteer Program

The Hardin County Schools have successfully operated a volunteer program for several years. This program makes use of parents, grandparents, and citizens in a variety of activities which enhance our students' educational experience. The continued success of this program depends upon the willingness on your part to share some time with your school.

Pursuant to KRS 17.160, an individual must complete a new Background Check Request form completely each year for a background check and be approved by the Administrative Office of the Court in Frankfort being allowed to volunteer in school.

If you are interested in becoming a school volunteer, contact Central Hardin at (270) 737-6800. You may also access the Background Check Request form online at the Hardin County Schools webpage.

III. Procedures and Routines

Before and After School Hours

The main hallways are to remain clear each morning. Students who arrive early must move to the commons area. Students who remain after school should wait in the front lobby in the main building only. The building must be cleared by 3:55 PM. Any student remaining after school for a school sponsored activity must be supervised by a teacher.

Check Acceptance Guidelines

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

Contagious Diseases

No pupil having any contagious or infectious disease shall be permitted in the school. If any student is known to have such diseases, that student shall be sent home as soon as arrangements can be made with a parent/guardian.

The student shall remain away from school until satisfactory evidence is presented from a physician or county health officer that the student is free of the disease.

Emergency Drills

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

Fire alarm: Faculty will secure their room on alarms. Classes will evacuate upon announcement from administration.

Lockdown: Drill will be practiced throughout the year. Specific procedures will be shared with staff at the beginning of the school year.

Tornado: An announcement on the public address system of severe weather or a tornado will warrant movement of students and staff into safer areas by way of the prescribed routes. Students should sit facing the wall and cover their heads.

Earthquake: An announcement on the public address system of an earthquake (or its actual detection) will require that students and staff drop to their knees, take cover under a table or desk, with heads protected and their backs to the windows. After a period of time and on a signal from the office, the students and staff will evacuate the building.

Health Services at School

A school nurse is assigned to each school's Healthy Kids Clinic and is able to provide basic screenings as well as assess students who may be ill and administer first aid when needed. Over-the-counter medications (**OTC's**) may be administered by the school nurse, **if** the parent has completed appropriate authorizations. Additionally, the school nurse will collaborate with a Healthy Kids Clinic Nurse Practitioner to assess your child for a virus or other more complex medical complaint **if** your child has more severe symptoms **and** parent permission is given. For emergency situations, the school nurse, HKC Nurse Practitioner or school staff may deem it necessary to call 9-1-1 for emergency medical services to be dispatched.

More intensive health services are available, if needed, with written authorization/order from a student's healthcare provider. Parent/guardian should notify the school nurse of any health concern(s) that could require emergency services, interfere with the student's education process or require interventions throughout the school day.

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

With parent permission, additional services which can be provided by a Healthy Kids Clinic healthcare provider include Well Child Examinations, dental services, immunizations, and behavioral health services.

Medication at School

If a student has a need for medications during the school day (either over the counter or prescription), the child's healthcare provider must complete and sign the "Administration of Medication" form, parents must also sign this form as well as provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school by an adult (not the student).

Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a healthcare provider to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box.

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 of.

Emergency Medication at School

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container.

Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's healthcare provider and returned to the school nurse.

Self-Administration of Medication at School

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

Illness and Injury

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

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Students may return to school when free of above symptom(s) for 24 hours without fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice bugs (per HCS Board Policy 09.213 AP.11).

Home/Hospital Program

The Home/Hospital Program is available for students who have a home/hospital application by a physician, psychiatrist or psychologist verifying a student's health condition renders it inadvisable to attend for at least five consecutive school days. Contact the grade level counselor for additional details.

Immunization

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

Lockers

Lockers are issued upon request to those students who wish to have one. These lockers have combination locks that are changed yearly. Do not place another lock on your locker. Your locker combination is your personal responsibility; keep confidential. If you cannot open your locker, contact one of the assistant principals. Lockers must be clean at all times. Do not stick gum or stickers on the inside of the locker. At the end of

the school year, all lockers are to be emptied so they can be cleaned during the summer.

Lost and Found

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

Media Center/Library

The media center provides an extensive collection that includes non-print and electronic resources that support the curriculum and enrich students' lives. It is the goal of the library media center to assist students in developing information literacy skills and effective research strategies. Students are permitted to check out three (3) items, which could include books or magazines. Regular books can be checked out for two (2) weeks and can be renewed. Reference books and magazines are checked out for two (2) days only. The media center is open from 8:00 AM until the end of school to service all patrons. For information, please call Central Hardin High School at 737-6800.

Nutrition Service

1. Students are not permitted to order or to receive food from commercial establishments.
2. Students are not allowed to leave the campus during lunch. Students who violate this policy shall lose their driving privilege plus receive disciplinary action.
3. Students are not allowed to charge al-a-cart items.
4. No more than one charge will be permitted unless prior approval is obtained from the cafeteria manager.
5. All trays and paper products must be returned to the tray receiving area.
6. The Child Nutrition Service will offer a set menu for each day of the week for the year. There will be several choices for each day.

2023-2024 Meal Prices

Lunch:

Student Lunch: TBD

Adult Lunch: TBD

Student Lunch (reduced): TBD

Breakfast:

Student Breakfast: TBD

Adult Breakfast: TBD

Phone Policy

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

Pupil Records

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

Students over the age of 18, including the students themselves, have the same rights as do parents of younger children. Specific regulations and requirements relative to the

records are provided in The Pupil Record Information provided by the Board of Education at the beginning of each school year.

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

Sales

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

Transportation

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

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

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

1. There is a five (5) MPH speed limit on campus.
2. Cars and parking lots are off limits during the school day unless special permission to go the car is obtained from the administration. A parking permit is required for parking on campus. The permit must be purchased through the main office for a fee of \$10.00.
3. Vehicles are to be parked in assigned parking space provided and within the painted lines. Vehicles are not to be parked in the travel lanes except for the purpose of loading or unloading passengers. At no time shall vehicles be parked to block the normal flow of traffic. Cars illegally parked will be towed at the owner's expense.
4. Students are not to associate with non-students who may be in the parking lot during school hours.
5. Vehicles are for transporting people to and from school and not for "cruising". Cars should be locked and students should leave them immediately upon arrival on school grounds. There will be no loitering in the parking lot or sitting in vehicles for any reason.
6. Vehicles leaving campus at the end of the school day will give school buses the right of way.
7. Drivers should always yield to pedestrians.

8. Before and after school the only approved entrances to Central Hardin are from Ring Road, and the entrance near the fast food restaurants. Students may exit onto Ring Road and Highway 62.
9. The school is not responsible for theft or damage to vehicles parked on school property. Park at your own risk.
10. Students not riding a bus must assume the responsibility for providing a note signed by a parent/guardian granting permission for that student to ride with a designated individual.
11. While buses are in the parking lot there should be no traffic moving behind or around the buses.
12. Erratic driving, cutting through the parking lot, squealing tires, revving the engine, will not be tolerated.

Driving Violations and Consequences

1st Violation - Student warning

2nd Violation - Student warning and parent notified

3rd Violation - 1 day of AIM

4th Violation - 3 days of AIM

5th Violation - Loss of Driving Privilege (Duration determined by administration)

Parking

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

Visitors to Campus

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

IV. Attendance

Absentee Grading Procedure

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

Attendance Policy

Statement of Policy

In order to be eligible to receive class credit(s) at CHHS, a student shall not be absent without a valid excuse more than six (6) regularly scheduled class periods per class each trimester. It shall be the student's responsibility to schedule make-up time with school administration. Make-up time should be scheduled 2 days prior to the Saturday on which the student wishes to attend.

1. Procedures for Administering Attendance Policy

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

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

3. Valid Excuses:

- A. Illness that is verified by a doctor or medical agency. A parent note will be accepted for up to six (6) absences excused for 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 written statement. Immediate family shall mean: father, mother, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof with the student.
- D. Religious holidays and practice.
- E. If a student is sent home for lice, one (1) day per instance will be excused with any additional days missed beyond this to be considered unexcused.
- F. Circumstances if approved by the principal or his/her designee, including trips qualifying as educational enhancement opportunities.

4. Truancy. KRS 159.150

- A. "Any student who has attained the age of six (6) years, but has not reached his or her eighteenth, 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.

- B. 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 or more days, is a truant.
- C. Any student who has been reported as a truant two or more times is a habitual truant.

College Visits

Beginning their junior year a student may take up to three (3) college visits that do not count as absences from school. Requests to use a "College Visit Day" should be made in the Guidance Office at least two (2) weeks prior to the visit.

The student must pick up a form that is to be signed by a guidance counselor as well as an official at the college. It is the student's responsibility to make-up for any missed work. Students are not allowed to make college visits during the last two (2) weeks of school, statewide assessment, or final examinations.

The student does not need to inform the Guidance Office or obtain approval for college visits made on a school break or on a weekend.

Late Arrival/Early Dismissal

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

Tardy Policy

Any student who is not in the classroom when the tardy bell rings, is considered tardy. If a student arrives late to school, they must sign in at the office and take an admit/tardy slip. Students arriving within the first half of the class period will be considered tardy. Arrivals during the second half of the class period will be counted absent for that class. Students arriving late to school unexcused will be under the same penalties as the regular tardy policy. Students are expected to be punctual to class and to school. **Tardies will also be cumulative, meaning they will be counted for all classes per trimester, not just individual classes.**

The following actions will be taken on a **trimester basis**:

- 1st Tardy:** Warning
- 2nd Tardy:** Warning by Admin
- 3rd Tardy:** Power Hour AIM for (1) one day
- 4th Tardy:** Power Hour AIM for (3) three days
- 5th Tardy:** Power Hour AIM for (5) five days
- 6th Tardy:** 1 Full Day of AIM
- 7th Tardy and Beyond:** Administrator discretion

Withdrawal from School

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

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

Written permission for withdrawal shall not be required after the child's eighteenth birthday. Every child 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.

V. Discipline

AIM

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

Bus Rules and Regulations

Students are expected to maintain proper behavior on the bus at all times. Specific rules and regulations are contained within the Code of Conduct. Students being transported by the bus will be expected to stay on the bus both to and from school and not leave the bus to ride in a private automobile unless to ride with a parent or guardian. For bus information, please call (270) 769-8965.

Bus Suspension

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

Conduct

Students shall conduct themselves with proper decorum so other students may learn. Proper behavior shall indicate obedience for school rules and regulations, respect for faculty, staff, public property, and fellow students. Orderly and quiet passage in hallways is mandatory. Students are encouraged to report threats.

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

21. Any student who deliberately activates a fire alarm under false pretenses shall appear before the Board for an Expulsion hearing. (Passed by the Hardin County Board of Education June 19, 1997).
22. Senate Bill 112 requires parents of a student who has been expelled or adjudicated guilty of certain offenses to inform the school in which he/she seeks to enroll of the expulsion or adjudication; requires expulsion proceedings and dispositions to be included in student record when transferred to another school; requires school employees to report to police a felony or crime involving drug or weapons that are committed: school or school events or within 1,000 feet of school grounds. Parents are asked to sign a form verifying the above information when enrolling a student.
23. Weapons Policy KRS.527 Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a \$10,000 fine.
24. Any student having in his/her possession on school property or on a school bus a lethal or dangerous weapon (or a replica of such a weapon) or pyrotechnics (firecrackers, powders, explosives, ammunition, etc.) or knives of any kind (including any type of pocket knife which will be confiscated) may be subject to immediate suspension and a recommendation of expulsion may be made to the Hardin County Board of Education.
25. E-mail & Internet: Refer to Hardin County Code of Conduct Handbook.

Chromebook Policy

All students have the opportunity to be issued a school Chromebook & charger per the one-to-one agreement. As such, students are expected to have their charged school-issued Chromebook or personal laptop with them in class daily.

Students who do not have their device will receive discipline referrals. Referrals will be cumulative, meaning they will be counted for all classes per trimester, not just individual classes. A student will only be referred once per day when they do not have their device.

The following actions will be taken on a trimester basis:

1st Violation: Warning

2nd Violation: Power Hour or Flex AIM for (1) one day

3rd Violation: Power Hour or Flex AIM for (3) three days

4th Violation: Power Hour or Flex AIM for (5) five days

5th Violation: 1 Full Day of AIM

6th Violation and Beyond: Administrator discretion

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

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

Dress Code

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

The following rules will be enforced:

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

Dress Code Violations & Consequences

Dress Code Consequences:

1st Offense: Correct the offense and the student is returned to class.*

2nd Offense: 1 day of AIM

3rd Offense: 2 days of AIM

4th Offense: Administrator Discretion

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

Electronic Devices

1. Students will be allowed to use personal electronic devices between class breaks in the hallways and in the cafeteria before school and during their lunch time.
2. Students are not to have devices out OR on during instructional time unless directed to do so by that classroom teacher for academic purposes.
3. Personal electronic devices out OR on during any instructional time otherwise will be confiscated according to Hardin County Board policy.

Cheating/Plagiarism Policy

CHEATING

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

1. Obtaining, providing, or using unauthorized materials for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
2. Acquiring examinations or other course materials, possessing them, or providing them to others without permission of the instructor. This includes providing any information about an examination in advance of the examination.
3. Taking an examination for another person or arranging for someone else to take an examination in one's place.
4. Submitting the same work or substantial portions of the same work in two different classes without prior approval of the instructor
5. Fabricating information for any report or other academic exercise without permission of the instructor.” (“Academic Integrity”)
6. The use of photomath or an online translator may also be considered cheating.

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

PLAGIARISM

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

1. Academic work that requires research must include an attempt to correctly cite sources. Work requiring research must include a source list. All sources consulted will be included in the source list, including lecture and guest speaker notes. Central Hardin High School teachers may use a variety of formal documentation styles. (i.e. MLA or APA format). It is the responsibility of the assigning teacher to instruct students in proper documentation techniques for that particular subject and documentation style.

2. Material (ideas, words, numbers) used verbatim in student work must be properly punctuated using quotation marks with the source noted in the body of the assignment.
3. Assignments will be determined plagiarized and/or unacceptable if students do either of the following: 1) Turn in work requiring documentation with no attempt to document sources; OR 2) Provide documentation but copy their work directly from their source(s). In these cases, the student's intent appears to be passing off someone's work as their own. Copying may be word for word, or there may be minor changes from the original wording. All assignments should be the student's own work, and the student should not rely on the source's wording and organization or on the undocumented ideas or contributions of another person.
4. Once any work has been deemed plagiarized that work will receive a grade of zero (0). The student will then have time to revise the task/assignment to include proper documentation and/or use of his or her own words. Plagiarism could result in a lower score on the revised assignment. Any student who refuses to correct the plagiarism will be given a grade of zero (0).

Prohibited Items

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

Saturday School

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

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

Skippping/Out-of-Area Policy

1st Offense: One (1) day Saturday School

2nd Offense: Two (2) days AIM

3rd Offense: Administrator Discretion

NOTE: Hours for discipline do not count toward attendance make-up hours.

NOTE: If a student skips second chance or does not adhere to its guidelines, then the punishment for that is one day of AIM. Repeat offenders could be subject to further discipline at administrators discretion.

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

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

When a student age sixteen (16) or seventeen (17) drops out of school or 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) out of five (5) courses, or the equivalent four (4) out of five (5) courses, in the preceding trimester. The local school board shall adopt a policy to reflect a similar standard for academic deficiency for students in alternative, special education, or part-time programs.

Within ten (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 or legal guardian of the student may request an ex parte hearing before the District Court. The student shall not be charged District Court filing fees. The notification shall inform the student that he is not required to have legal counsel.

In order for the student to have his license reinstated, the court shall be satisfied that the license is needed to meet family obligations or family economic considerations which if unsatisfied would create an undue hardship or that the student is the only licensed driver in the household or the student is not considered a dropout or academically deficient pursuant to this section. If the student satisfies the court, the court shall notify the cabinet to reinstate the student's license at no cost.

The student, if aggrieved by a decision of the court issued pursuant to this section, may appeal the decision within thirty (30) days of the Circuit Court of appropriate venue. A student who is being schooled at home shall be considered to be enrolled in school.

A student who has had his license revoked under the provisions of this section may re-apply for his driver's license as early as the end of the trimester during which he enrolls in school and successfully completes the educational requirements. A student may also re-apply for his driver's license at the end of a summer semester which results in the student having passed at least four (4) out of five (5) courses, or the equivalent of

four (4) out of five (5) courses, during the successive spring and summer semesters, and the courses meet the educational requirements for graduation. He shall provide proof issued by his school within the preceding sixty (60) days that he is enrolled and is not academically deficient.

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

Regardless of which parent signs the application, both parents shall be responsible as provided in KRS 186.590. If the minor does not have a father, mother, or guardian, an operator's license, intermediate license, or instruction permit shall not be granted to the minor unless his application is signed by a person willing to assume the obligation imposed by KRS 186.590 upon a person signing the application of a minor.

A signature shall not be required in the case of the renewal of a minor's license but the signature on the original application shall continue to make the parent, guardian, or other person liable under the provisions of KRS 186.590 on all renewals of the minor's license until he reaches the age of eighteen (18) unless the license, or any renewal thereof, is canceled as provided in subsection three (3) of this section.

The application shall include parental consent for the receipt and release of the information as set forth in Section 1 of this Act regarding the attendance and academic requirements for a minor to acquire and keep an operator's license, intermediate license, instructional permit, or privilege to operate a motor vehicle.

A parent or a guardian of a minor applicant may file with the cabinet a verified written request that the license of the minor be canceled. Thereupon the license of the minor shall be canceled and the person who signed the application shall be relieved as to subsequent acts of the minor from the liability imposed by subsection one (1) of KRS 186-590.

The cabinet upon receipt of satisfactory evidence of the death of the person who signed the application of a minor for a license shall have the license canceled and no new license shall be issued to the minor until a new application, signed and verified, is made as required by this section.

Suspensions

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

Tobacco/Electronic Cigarettes

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

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

1st offense - One (1) Day In AIM (Parent Notified)

2nd offense - Two (2) Days In AIM (Parent Notified)

3rd offense - One (1) Day Out of School Suspension (Parent Notified)

4th offense - Two (2) Days Out of School Suspension (Parent Notified)

5th offense - Pre-expulsion/due process hearing for code of conduct violation and possible referral to Board for expulsion consideration (Parent Notified)

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