

# 2024-25 CODE OF CONDUCT



**HARDIN COUNTY SCHOOLS**  
HELPING CHILDREN SUCCEED

*#HCSStrongerTogether*

# WELCOME

## MESSAGE FROM SUPERINTENDENT



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

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

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

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

We look forward to the coming school year.

Teresa Morgan  
Superintendent

# HCS PORTRAIT OF A LEARNER

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**HARDIN COUNTY SCHOOLS**  
 HELPING CHILDREN SUCCEED





# LEGAL, CAMPUS & HEALTH GUIDELINES

## **IMPORTANT INFORMATION for PARENTS and STUDENTS**

Please click here to access information on FERPA, Protection of Pupil Rights, and Student Records. Additional notifications, policies, and release agreements are located at this link and on the Hardin County Schools Board of Education Policy Website.

## **VISITORS ON SCHOOL CAMPUS**

The Board encourages parents, professional educators, and others who have educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee. All visitors, including volunteers, parents, alumni, salespersons, and others should enter through the front doors of all schools. Visitors will be asked to state their name and the purpose of the visit. Upon entry, visitors shall proceed directly to the front administrative office to sign in and show legal identification. Visitors will be issued a visitor badge. The visitor badge shall be visible while in the school and on school grounds. Upon request, all visitors must identify themselves to school authorities.

**Any student below grade 9 attending a ticketed event on any Hardin County Schools campus (concert, game, etc.) must be accompanied and supervised by an adult.**

## **CIVILITY POLICY**

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

## **STUDENT HEALTH**

Parents are advised that if a student's medical condition requires that individualized food alternatives be provided to a child, such as a milk substitute because of milk allergy, or individual food scheduling, such as a snack for a diabetic, it is the parent's responsibility to procure a medical doctor's statement supporting the need for the individual change and to provide that doctor's statement to the child's local school. Additionally, a medical statement from the healthcare provider must be submitted to the school nurse for prescribed medications. Health consent for services and over-the-counter medications must be completed by the parent/guardian annually.

Pursuant to 702 KAR 1:160, Parents are hereby notified that the required health screenings for vision, hearing, speech/language, and dental may be done without further notice. School nurses or the HCS Director of Health and Family Services should be contacted for questions and/or clarifications.

# DISTRICT DRESS CODE GUIDELINES

## **DRESS GUIDELINES PRESCHOOL THROUGH GRADE 8**

Proper appearance has been shown to have a high relationship to behavior. Students and parents must accept the responsibility concerning this matter. Parents may be contacted when a student's appearance is considered a possible detriment to the normal school process and orderly operation of the school. Elementary and middle school students should refer to their school handbook for specific dress guidelines or dress codes.

## **HIGH SCHOOL DRESS GUIDELINES 9-12**

To provide a common set of dress guidelines for students who attend classes at the Early College and Career Center, all high school students are asked to follow the guidelines outlined below. Administration can limit or make a determination on what is appropriate and meets the code if not listed below.

- No tank, tube, halter, crop, midriffs, bareback, off-the-shoulder, spaghetti straps, low cut, revealing tops, blouses or dresses. Wide-strap sleeveless tops that extend to the shoulder are acceptable if the arm opening is not revealing.
- Shorts, skirts, and dresses must be mid-thigh or longer. No holes or rips in pants or jeans above mid-thigh.
- Fishnet, see-through shirts, or blouses (1 layer must comply with the dress code).
- No head coverings, hoods, hats, scarves, bandannas, helmets, combs, or picks (religious/medical exemptions will be recognized and approved).
- Form-fitting pants, leggings, yoga, etc. Must have outerwear that covers the buttocks or behind.
- No sagging pants.
- No gang colors or gang paraphernalia.
- No clothing, jewelry, etc., with alcohol, drugs, tobacco, violence, profanity or discrimination through words, pictures, or innuendo/images which create a hostile or disruptive educational environment.
- Cannot alter identity (fake contact lenses, face paint, etc.).
- Long coats (trench coats) are not allowed.
- No chains or spikes.
- No costumes.
- No blankets.
- No sunglasses (other than as prescribed by a physician).
- No masks (other than for COVID or other infectious disease).
- No wallets with chains.
- Footwear and shirts must be worn during school and extra-curricular events.



# ATTENDANCE POLICIES

## **WHAT IS EXCUSED?**

- Illness verified by a doctor or medical agency
- Orders of the court (summons and subpoenas)
- Medical, dental, or legal appointments that cannot be scheduled outside of school hours (times/dates shall be verified by the health professional or court officials) students will be excused for a partial day absence only, unless the doctor or court specifically writes on the note that the student was required to be out of school all day.
- Death or severe illness in the student's immediate family (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)
- Religious holidays and practices
- Students participating in any of the page programs of the general assembly
- Educational enhancement opportunities (Apply board procedure 09.123 AP.2)
- If a student is sent home for live lice, one day per instance will be excused.
- Documented military leave
- One day before the departure of a parent/guardian called to active military duty
- One day upon the return of parent/guardian from active military duty
- Ten (10) days for students attending basic training required by a branch of the United States armed forces; or ten (10) days with the student's parent/guardian while on active military duty stationed outside the country, is granted rest and recuperation leave

## **COLLECTION OF NOTES**

Upon returning to school following an absence or tardy, a student has five (5) school days to turn in a note to the attendance office. The note must be a signed and dated parent note, physician statement, or court statement explaining the reason for every day the student was absent or tardy and a return to school date.

If a written statement verifying a valid reason for each day of absence or tardy is not received within five (5) school days after the student returns to school, the absence or tardy will be recorded as unexcused.

Students receive SIX (6) parent notes per school year.

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125

## **LEAVING SCHOOL CAMPUS**

Students will need a note from their parent/guardian if they are to ride another bus or go home with another student at any time. Upon arriving on the school campus, students are not to leave the campus unless they first secure permission from the principal or designee. Students who obtain permission must sign out and upon return must sign in. If it is known in advance that the student must leave school, parents should send a written excuse for their child to leave. Students traveling between campuses (i.e. EC3) may have a standing permission form for leaving and returning to campus during the school day.

## **TARDY INFORMATION**

A tardy is a delay beyond the expected time. Students shall be tardy if they arrive late to school, late to class, or leave school/class before the end of the school day/end of class period. Each tardy is calculated as part of a student's overall absenteeism. Excessive tardiness could lead to truancy.

# PROHIBITED ITEMS

Board Policies and Procedures 5.48, 9.423, 9.4232, 9.423 AP.1, 9.4232 AP.1

## WEAPONS ON SCHOOL CAMPUS

Carrying, bringing, using, or possessing any firearm or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Possession of dangerous instruments, such as pocket knives, tasers, hunting knives, fireworks, and pepper spray is also prohibited on school property and buses.

A firearm is defined as “any weapon which will expel a projectile by means of explosion” KRS 527.010(4). A deadly weapon means “any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged”; any “knife other than an ordinary pocket knife”; nightstick or club; blackjack or slapjack, karate sticks; shuriken or death star or artificial knuckles made from metal, plastic or other similar hard material KRS 500.080.

School officials may seize and destroy weapons determined by proper school authorities to be a threat.

Unlawful possession of a deadly weapon on school property is a Class D felony, punishable by one to five years’ imprisonment and a fine of up to \$10,000. Possession of a firearm, deadly weapon, or dangerous instrument, including tasers by any student is grounds for immediate suspension and/or an expulsion hearing.

**Gun-Free Schools Act of 1994:** It is the policy of Hardin County Schools to report any student who is determined to have brought a weapon or firearm to school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency systems.

## ILLEGAL SUBSTANCES

No student shall purchase, possess, use, be under the influence of, sell, transmit, distribute, or transfer any alcoholic beverage, narcotic drug, controlled substance, mood-altering substance (such as inhalants), over-the-counter medicines/drugs or drug paraphernalia, counterfeit, look-alike, or simulated narcotics, drugs or controlled substances on school premises (including any vehicle owned, operated, leased or contracted for use by the Board) or during a school-related or school-sponsored event.

### PROHIBITED SUBSTANCES:

- Tobacco products, alternative nicotine products, or vapor products (Board Policy 09.423)
- Controlled substances: any substance or immediate precursor listed in Chapter 218a of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020. Examples include THC, CBD and derivatives.
- Look-Alikes: any substance represented as or looking like an illegal or controlled substance
- Prescription Drugs utilized in an unauthorized way or transmitted to another student
- Over the Counter Medications sold, transmitted, or used for the purpose of obtaining a mood-altering effect
- Inhalants: Any substance inhaled for the purpose of obtaining a mood-altering effect (e.g. butane, nitrous oxide, glues, whiteout, gasoline, etc.)

**AUTHORIZED MEDICATION:** Authorized medication is not considered a prohibited item. For medication to be considered authorized, it is defined as a drug authorized in accordance with a prescription from an authorized medical provider. Authorized medication shall not be considered a violation of the code of conduct unless distributed to others. Students who self-carry and administer medication need a completed authorization form on file with the school nurse.

# PROHIBITED ITEMS

Board Policies and Procedures 9.423, 9.4232, 9.423 AP.1, 9.4232 AP.1

## RESPONSES TO USE OF ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCES

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, and 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. Students who move into HCS from another public school district with a Drug/Alcohol violation may also be held accountable under this code.

### **FIRST OFFENSE: Possession, use, or under the influence.**

The student shall be suspended until an intake is scheduled at College View. The maximum suspension for this offense will be a three (3) day suspension, the incident will be reported to the assigned School Resource Officer (SRO) for the school. The student will be referred to College View for a period of twenty (20) school days.

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

Student will also submit to the following:

1. Student and parents/guardians meet with the Principal and Title IV Coordinator
2. At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's alcohol or drug use from a qualified chemical dependency counselor acceptable to the district.
3. Parents/guardians will sign a release of information so that the District Title IV Coordinator can monitor compliance by the student with recommendations from the evaluation. Confirmation that an appointment for an evaluation or that an evaluation has been conducted is required when the student returns to school after serving his/her suspension.
4. Failure to comply with a required evaluation or recommendations from the evaluation or of the Title IV Coordinator may result in additional days added to the alternative school placement.
5. The Title IV Coordinator is available to discuss additional, outside supports for drug/alcohol use, abuse, and dependency.

### **SECOND OFFENSE: Possession, use, or under the influence**

Second offense is defined as the second incident of violation of this policy while attending Hardin County Schools or another public school district. The student will be suspended and referred to the Discipline Review Committee or the Hardin County Board of Education for expulsion procedures. Due process procedures for suspension or expulsion shall apply. The incident will be reported to the assigned School Resource Officer (SRO) for the school.

### **SALE, DISTRIBUTION OR TRANSFER**

The student will be suspended and referred to the Discipline review Committee or the Hardin County Board of Education for expulsion proceedings. Due process procedures for suspension and expulsion shall apply. The incident will be reported to the assigned School Resource Officer (SRO) for the school.

### **LOOK ALIKES**

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

# PROHIBITED ITEMS

Board Policies and Procedures 9.423, 9.4232, 9.423 AP.1, 9.4232 AP.1

## **RESPONSES TO USE OF ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCES, cont.**

### **PRESCRIPTION DRUGS**

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

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

### **OVER THE COUNTER MEDICATIONS**

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

### **INHALANTS**

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

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



# SEARCH & SEIZURE

In a search and seizure situation, the following procedures shall be followed by the Principal or Principal's designee:

1. A student's person will be searched only when there is reasonable grounds that the student is concealing evidence of an illegal act or school violation.
2. Illegal items, (weapons, ammunition, drugs, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety or security and others' safety or security may be seized by school officials.
3. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student or parent by that staff member or through the office.
4. A general inspection of school properties such as lockers, desks, electronic devices, and school-issued gear/equipment, may be conducted at any time. During these inspections, items that are school property may be collected.
5. All items that have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation.
6. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless: (1) the student is absent from school, or (2) school authorities decide that the student's presence could endanger the pupil's health and safety.

Subject to the above conditions, the Principal may authorize the use of trained dogs to locate controlled contraband on school grounds.

- The principal or the Principal designee shall be present.
- Searches involving dogs shall be conducted only when students are in classrooms or other designated areas; no student shall be in the vicinity of the site being searched.
- All dogs shall be on a leash and will not be allowed to come in close proximity to any students.

Students who refuse a search or are non-compliant with a search will be subject to discipline under [Board Policy 09.436](#).

## REASONABLE FORCE

Per 704 KAR 7:160, there are circumstances and/or conditions under which employees are permitted to touch students appropriately: maintaining a safe and orderly school environment, administering first aid, and attending to health needs. Typical examples of these circumstances include:

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



# REPORTING VIOLATIONS

## DUTY TO DOCUMENT & REPORT MISDEMEANOR BEHAVIORS

KRS 158.155 requires the school records of any student expelled or subject to expulsion proceedings for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs to reflect the charges and the final disposition of the expulsion proceedings.

KRS 158.155 also requires any school employee to report to the local police department, sheriff, or Kentucky State Police:

- Any felony occurring on school property or
- Any misdemeanor or violation relating to carrying, possessing, or use of a deadly weapon on school property or use, possession or distribution of controlled substances on school property.

## REPORTING CRIMINAL VIOLATIONS

Students are accountable to their school in their role as students, as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the Federal government apply to the conduct of all persons on school property. Violations should be dealt with according to these laws and school board policy. Verified criminal misconduct may result in the immediate removal of the student from the school, pending a hearing before the board in accordance with KRS 158.150.

Schools shall report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it is encouraged that the victim(s) press charges. A student charged with criminal misconduct will be given a full due process hearing before the Board of Education.

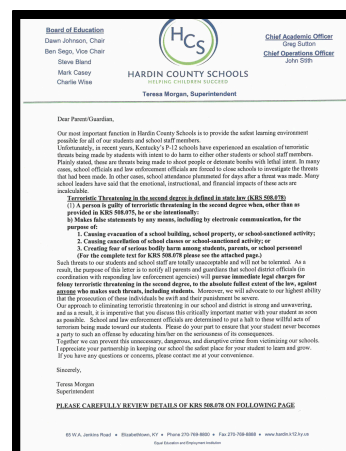
## TERRORISTIC THREATENING

Terroristic threatening in the second degree is defined in state law (KRS 508.078)

A person is guilty of terroristic threatening in the second degree when he or she intentionally makes false statements by any means, including electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel.

For the complete text of KRS 508.078, please see the linked document.



# SUBSTANCE ABUSE TESTING FOR STUDENT DRIVERS & STUDENT ATHLETES/ARTISTS



In order to accomplish the purpose of this policy, each student participant on each high school team, marching band/color guard, or who will be driving or parking on school property shall be required to participate in a program of substance abuse testing. Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.

## **Substances Tested**

Student participants' urine specimens shall be tested for the following:

(a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates, (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) methadone, (i) methaqualone, (j) propoxyphene, and (k) such other abused, illegal, or banned substances.

## **Sanctions/Violations**

Any student chosen for random drug testing, who signs out of school on the day their number is drawn, or who tampers with their specimen, shall have forty-eight (48) hours to report to the designated testing facility to be tested. If the student does not report to be tested, they will be assumed in violation of the policy and sanctions shall take effect. The Principal may make exceptions based on valid excuses given by the student.

Refusal to participate shall result in a one (1) calendar year suspension of driving/parking on school property privileges to school.

### First Violation for Student Drivers:

The first violation shall result in a twelve (12) school week suspension of driving/parking on school property privileges to school. The student driver and his parents/guardians shall be notified, and the Principal shall convene a meeting with the student and his/her parents/guardians. At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's drug use from a qualified chemical dependency counselor acceptable to the District. Reinstatement will require a clean drug screen performed at the school.

### Second Violation for Student Drivers:

The second violation shall result in loss of driving/parking privileges to school for the remainder of the student's high school career. If a student is caught driving/parking on school property while driving privileges have been suspended, further sanctions could occur.

### First Violation for Student Athletes/Artists:

If a sample tests positive, the athlete and his parents or guardians shall be notified, and the Principal shall convene a meeting with the student and his parents or guardians, at which time the student has one of the following options:

(1) At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's drug use from a qualified chemical dependency counselor acceptable to the District. Additionally, at the expense of the parents/guardians, weekly urinalysis will be conducted during this time. At the expense of the Board, drug testing will be conducted every sixty (60) days thereafter as long as the student is a member of a sports team, or cheerleading squad or serves as a team manager for the current school year. The student is also automatically suspended for ten (10) days from participating in any athletic event/contest; however, the student may be allowed to practice. Athletes/artists who are student drivers will be subject to the first violation for student drivers (loss of driving privileges for twelve (12) weeks).

(2) If a student who tests positive fails to abide by Option 1 then the violator will suffer suspension from all athletics/contests, including practices, for the remainder of the current season and the next athletic season for all sports/contests (sports teams, cheerleading squads, marching band/color guard, or team managers).

### Second Violation for Student Athletes/Artists:

A subsequent offense results in automatic imposition of suspension from all athletics/contests (including practices) for all sports for a twelve (12) month period.

### Third Violation for Student Athletes/Artists:

The student participant shall be excluded from participation in any athletic team, or marching band/color guard for the remainder of the student's interscholastic eligibility.

# PARTICIPANT RIGHTS

## ✓ Student Rights

Students have the right:

1. to an appropriate public education that maintains high educational standards and meets the needs of individual pupils;
2. to notification of information pertaining to regulations and policies that pertain to their public schooling experiences;
3. to reasonable physical protection and safety of their personal property;
4. to consultation with teachers, counselors, administrators, and other school personnel;
5. to free student elections for organizations within the school or their counterparts within the state/nation;
6. to candidacy and to hold office in school organizations with the school or their counterparts within the state/nation;
7. to the examination of their own personal school records. Further, students under the age of 18 are required to obtain parental/guardian approval for this examination;
8. to have parents/guardians or their authorized representatives examine personal school records;
9. to involvement in school activities without being subject to any form of discrimination based on race, color, national origin, age, religion, sex, or disability;
10. to participate in school activities that require competition on an equal basis;
11. to respect from other students and school personnel; and
12. to present complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.

## ✓ Teacher Rights

Teachers have the right:

1. to expect the support of their fellow teachers and administrators;
2. to work in a positive school climate with a minimum of disruptions;
3. to expect all student assignments to be completed as requested;
4. to remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate;
5. to be safe from physical harm;
6. to be free from verbal abuse and character defamation;
7. to provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel; and
8. to take action necessary in emergencies pertaining to the protection of persons or property.

## ✓ Parent/Guardian Rights

Parents/Guardians have the right:

1. to send their student to a school with a positive educational climate and receive equal opportunity in all programs and activities;
2. to be safe from physical harm;
3. to expect all disruptive behavior to be dealt with fairly, firmly, and quickly;
4. to enroll their student in regularly scheduled classes with minimal interruptions;
5. to expect their school to maintain high academic and accreditation standards;
6. to examine their student's personal school record;
7. to address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances. Generally, the building principal or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department; and
8. to be notified when their child has a continual or blatant misbehavior.

## ✓ Principal/Designated Administrator Rights

Principals/Designated Administrators have the right:

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

# STUDENT RESPONSIBILITIES



## Student Responsibilities

Students have the responsibility:

1. to maintain acceptable conduct at all times;
2. to display consideration for the rights and property of others;
3. to dress in a manner that is not a detriment to the normal school process and orderly operation of the school;
4. to maintain proper hygiene at all times;
5. to abstain from the possession and/or use of illegal substances, including alcohol, tobacco products and vaping products;
6. to abstain from the possession and/or use of weapons, ammunition, dangerous instruments, fireworks, and other incendiary devices;
7. to promptly report to school personnel any knowledge of perceived or real threat to the safety of the school population;
8. to abstain from physically attacking any school employee;
9. to refrain from physically attacking classmates;
10. to refrain from persistent violation of school regulations;
11. to be in attendance at all regularly scheduled classes;
12. to refrain from acts of truancy such as being absent without permission from school and/or class and habitual tardiness;
13. to show respect for school authority by avoiding all acts of defiance;
14. to abstain from gambling, extortion, theft, or any other unlawful activity;
15. to complete all homework and classwork in accordance with the teachers' instructions;
16. to represent the truth in all school matters;
17. to refrain from cheating on all academic and/or athletic activities;
18. to avoid the use of verbal abuse with all persons within the school setting;
19. to refrain from the harassment of fellow students and/or school personnel;
20. to exhibit respect for other opinions by refraining from rudeness or inappropriate language;
21. to abstain from willful disobedience by open rebellion to school regulations and/or school personnel;
22. to practice proper safety procedures while using the building facilities;
23. to show respect for the educational process by taking advantage of every opportunity to further their education;
24. to drive in a safe and lawful manner to and from school;
25. to practice self-control in terms of voice and limbs;
26. to refrain from leaving school grounds prior to dismissal for the day;
27. to abstain from any form of disruptive classroom behavior; and
28. to act/dress in a responsible manner at school and school functions, athletic events, etc.



# PARTICIPANT RESPONSIBILITIES

## ✓ Teacher Responsibilities

Teachers have the responsibility:

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

## ✓ Parent/Guardian Responsibilities

Parents/Guardians have the responsibility:

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

## ✓ Principal/Designated Administrator Responsibilities

Principals/Designated Administrators have the responsibility:

1. to help create and maintain an atmosphere which respects the rights of all participants in the schooling process;
2. to administer discipline measures fairly and equally in accordance with this conduct code;
3. to exhibit exemplary behavior in terms of action, dress, and speech; and
4. to direct the school staff in developing a program which communicates this code of conduct to the school community.





# TRANSPORTATION REGULATIONS

## **STUDENT RESPONSIBILITIES**

### WAITING FOR THE BUS

1. Be at your bus stop at least five (5) minutes ahead of time.
2. Respect other people's property.
3. Line up and don't push when the bus arrives.
4. Do not stand in the road.

### BOARDING THE BUS

1. Only board the bus you are assigned unless you have written permission from your principal.
2. Wait for the bus to come to a complete stop before boarding.
3. If crossing the street, wait until the bus comes to a complete stop and the bus drivers signals you to cross.
4. Use the handrail.
5. Go quietly to your assigned seat and sit down.
6. Do not stop to talk to the driver or other students.

### RIDING THE BUS

1. Sit Quietly.
2. Change seats only when the bus driver gives you permission.
3. Do not stand in the stepwell or landing, in front of the emergency door or any place that might block the driver's view.
4. Be quiet at all railroad crossings and road intersections.
5. Open windows only when the bus driver gives you permission.
6. Keep your arms, legs and head inside the bus.
7. Do not eat, drink, chew gum or smoke on the bus.
8. Keep all your items in your lap.
9. Report any damage to the bus to the bus driver when you leave the bus.
10. Do not throw items on or off the bus.
11. Do not do or say anything that might distract the driver's attention.
12. Obey any directions given to you by the bus driver.

### LEAVING THE BUS

1. Wait in your seat until the bus stops.
2. Do not crowd or push.
3. Use the handrail.
4. Do not jump off the steps.
5. Go directly home or into the school.
6. Leave the bus only at your assigned stop unless you have written permission from your principal.
7. When crossing the street, wait for the driver to signal you to cross.



## **PARENT'S RESPONSIBILITY**

- Parents should report any misconduct on the school bus to the principal.
- Parents should encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school bus
- Parents should observe extreme caution when approaching the bus stops, moving buses, or stopped buses.
- Parents should help supervise large numbers of children at bus stops.
- Parents should see that their children are at the bus stop five (5) minutes before the bus is scheduled to arrive.
- Parents, or authorized person (TA Form), of pre-school children, have to meet the bus at the bus stop.



# TRANSPORTATION EXPECTATIONS

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

## **Students should be taught the following safety rules and practices:**

- students will obey and respect the requests of the driver;
- no part of the body is to be extended outside the bus at any time;
- students shall always cross the road ten feet in front of the bus after the driver has motioned the student to cross and the student has looked both ways;
- students shall help the driver to keep the bus neat and clean;
- students shall conduct themselves properly at all times and not do anything that would distract the driver;
- no pets or animals (live or specimen) are allowed on the bus with the exception of service animals as defined by state and federal law (see board policy 10.5). The director of transportation must be notified regarding service animals on buses.
- students shall be allowed to carry on a bus only those items that they can securely hold and contain in their laps without using additional seating space;
- students shall not change from one seat to another while the bus is in motion unless given permission by the bus driver;
- students shall be waiting at the bus stop and they shall not cross the highway until the bus comes to a complete stop and the driver waves them across;
- students are not to change their regular pattern of riding and stops without a written request from home and approval of the school principal;
- students are never to leave the bus by the emergency door(s) except in case of emergency or emergency drills;
- no food or drink will be consumed while the bus is in operation;
- students shall follow the same dress code as in school while on the bus; and
- students shall remain seated until the bus comes to a complete stop and be ready at that time to exit the bus.

## **The following are examples of serious misconduct on the bus or violations of safety rules and practices that may result in bus suspensions:**

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

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

Each parent/guardian will receive a copy of the Hardin County Schools Rules and Regulations for Students Riding School Buses (refer to HCAR 06.03). For those completing registration or annual student updates online, this copy of bus rules/regulations is part of the registration process



# BEHAVIOR VIOLATIONS & RESPONSES

## ● Due Process

KRS 158.150 notes a student shall not be suspended from the common schools until after at least the following due process procedures have been provided: (a) The student has been given oral or written notice of the charge or charges against him or her which constitute cause for suspension; (b) The student has been given an explanation of the evidence of the charge or charges if the student denies them; and (c) The student has been given an opportunity to present his or her own version of the facts relating to the charge or charges. These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

## ● Suspension and Expulsion

Suspension (out of school) - KRS 150.158 notes any Principal, Assistant Principal or Head Teacher may suspend a student. Students may be suspended up to a maximum of ten (10) days per incident. With superintendent approval, the student may be suspended up to a maximum of twenty (20) days per incident.

Expulsion - KRS 158.150 notes the Board of Education may expel or extend the expulsion of any student from the regular school setting for misconduct as defined by law. The Board may expel a student for longer than twelve (12) months. Action to expel, extend expulsion shall not be taken until the parent, guardian or other person having legal custody or control of the student has had the opportunity for a hearing before the Board. The Board's decision is final.

[See Board Policies 09.434 and 09.435](#)

## ● Diverse Learners Statement

Suspension or expulsion of diverse learners (students with educational disabilities under the Individuals with Disabilities Education Act (IDEA) and/or a Section 504 accommodation plan) shall be considered a change of educational placement if the student is removed for more than ten (10) consecutive days during a school year, or subject to a series of removals that accumulate to more than ten (10) school days. The District Admissions and Release Committee (ARC) or the Section 504 Team shall meet to conduct a manifestation determination before a change of placement can occur (before the 11th day or expulsion). SPECIAL CIRCUMSTANCES School personnel may remove a child with a disability to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is a manifestation of the child's disability if the child: (a) Carries a weapon to, or possesses a weapon at, school, on school premises, or to, or at, a school function ("Weapon" means dangerous weapon as defined in 18 U.S.C. 930 (g) (2).) (b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the KDE ("Controlled substance" means a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)).) or (c) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of KDE ("Serious bodily injury" means bodily injury as defined in 18 U.S.C. Section 1365(h)(3).)

# BEHAVIOR VIOLATIONS & RESPONSES

## Saturday School

### HOURS:

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

### PROCEDURE:

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

### MISBEHAVIOR:

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

### EXAMPLES OF MISBEHAVIOR AT SATURDAY SCHOOL:

- not having class assignments and/or school materials
- sleeping
- talking
- other action deemed inappropriate by the monitor.

### TRANSPORTATION:

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

### VALID REASONS FOR ABSENCE:

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

### STUDENT/SATURDAY JOBS:

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

### SATURDAY SCHOOL CANCELLATION:

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

### LUNCH:

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

### REFUSAL TO SERVE:

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

# BEHAVIOR VIOLATIONS & RESPONSES

## ● Disruption to the Educational Process

Per Board Policy 09.426, behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior that disrupts the educational process shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult;
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property, including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

## ● Responses to Code of Conduct Violations Chart

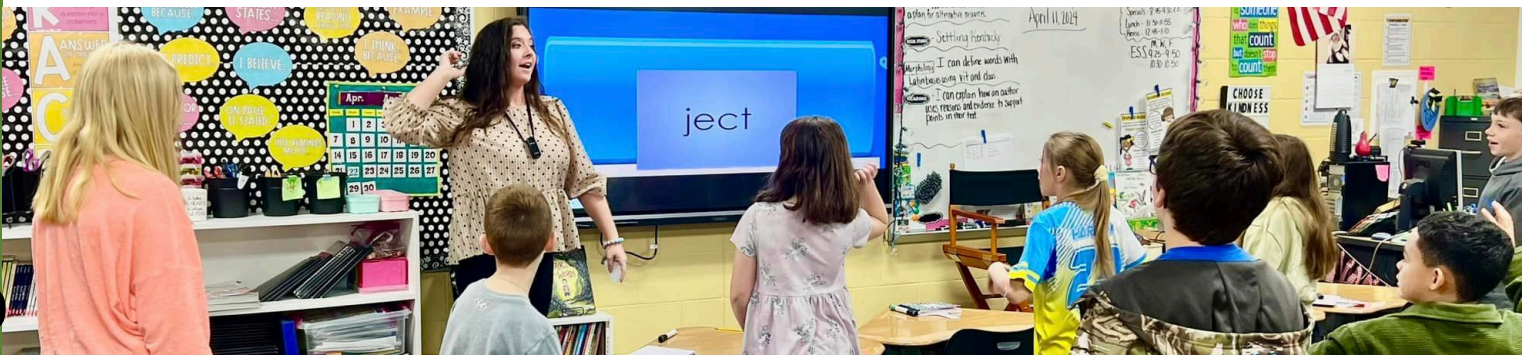
The charts on the following pages are a guide to be used by school personnel when addressing behavior violations both initially and upon repeat violations. The options marked are a range of possibilities. Just because a response is not marked does not mean it cannot be utilized as an appropriate response by school personnel. Please also read your school's handbook for additional information on Positive Behavior Interventions and Supports (PBIS) and consequences at the school level for behavior violations.

## ● Unacceptable Responses to Behavior Violations

Corporal punishment is prohibited under Board Policy 09.433

Unacceptable responses include:

- Excessive repetitive writing (i.e. sentences)
- Publicly demeaning a student
- Punishment that requires repeating inappropriate behavior (i.e. making paper wads)
- Excessive academic work assignments
- Excessive physical exertion
- Lowering a grade for misconduct



# BEHAVIOR VIOLATIONS CHART



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

NOTE: Responses shaded in blue do not apply to the behavior violation. Teachers/classroom staff should refer these violations to the school administration.



# BEHAVIOR VIOLATIONS CHART, Continued



Response to Code of Conduct Violations	Classroom Level Responses						School Administration Level Responses																
	Verbal Correction or Warning	Parent Conference/Contact	Reasonable Additional Work	Isolation/Separation/Loss of Classroom Privilege	Reasonable Physical Activity	Restitution	Reprimand/Warning	Parent Conference/Contact	Behavior/Safety Plan	Referral for Services (ex. FRYSC, counseling, law enforcement)	Reteach expectations	Loss of Privileges (includes extracurricular/athletics)	Confiscation of Items	In-School Detention (including lunch detention)	Detention (Before or After School)	Restitution	In School Removal	Saturday School	Bus Suspension	Out of School Suspension	Alternative Placement	Referral to Disciplinary Review Committee/ Expulsion	
Disciplinary options include both supportive and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations.																							
Using the charts as a guide, Hardin County Schools' staff retain discretion to consider the totality of the circumstances as they make disciplinary decisions. Additional resolution options may be offered per School Handbooks and School-Level Discipline Policies.																							
<b>Behavior Violations</b>																							
Harassment (non-sexual)	X	X		X	X	X	X	X	X	X	X		X	X	X	X		X	X	X	X	X	X
Bullying/Hazing	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Gang Activity	X	X		X	X		X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X
Non-Controlled Substance Policy Violation (includes OTC drugs and inhalants)							X	X	X	X	X	X	X	X				X	X	X	X	X	X
Property Damage or Vandalism								X	X	X	X	X	X	X	X	X		X	X				X
False Activation of Fire Alarm							X	X	X	X	X	X		X	X	X				X	X	X	X
Theft							X	X	X	X	X	X	X	X	X	X				X	X	X	X
Alcohol or Intoxication Policy Violation								X		X		X	X	X		X		X	X	X	X	X	X
Arson								X	X	X	X	X	X	X	X	X		X	X	X	X	X	X
Assault								X	X	X	X	X		X	X	X		X	X	X	X	X	X
Possession of Fireworks or Incendiary Devices								X	X	X	X	X	X	X		X		X	X	X	X	X	X
Burglary								X	X	X	X	X	X	X	X	X		X	X	X	X	X	X
Look Alike Weapon or Dangerous Instrument								X	X	X	X	X	X	X	X			X	X	X	X	X	X
Dangerous Instrument								X	X	X	X	X	X	X	X			X	X	X	X	X	X
Deadly Weapon									X	X		X									X	X	X
Drug Policy Violation (including look-alikes)									X		X	X	X	X	X		X		X	X	X	X	X
Extortion									X		X												X
Robbery									X		X												X
Sexual Offense (including sexual harassment)								X	X	X	X	X	X	X		X			X	X	X	X	X
Terroristic Threatening									X		X												X

NOTE: Responses shaded in blue do not apply to the behavior violation. Teachers/classroom staff should refer these violations to the school administration.

# GRIEVANCE PROCESS

## **GRIEVANCE CONDITIONS**

All grievances are individual in nature and must be brought by the individual grievant. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon. The grievant shall be permitted to have not more than two (2) representatives. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

## **TIME LIMITS**

Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions. Days referred to in the grievance initiation form shall be school days. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

## **PRINCIPAL AND SCHOOL COUNCIL INVOLVEMENT**

When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

## **SUPERINTENDENT/DESIGNEE'S INVOLVEMENT**

When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent. The Superintendent reserves the right to redirect the communicator to the appropriate level.

If the student, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the Superintendent for transmittal to the Board of Education or notify the Superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board. If the Board decides to review the grievance, the student will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student's communication. If the student does not wish to make a verbal presentation, the student's right to refrain from such activity will be respected. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting. The Board of Education will consider the grievance and will provide the student a written response within ten (10) school days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final.

**Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2.**

**Students/parents wishing to initiate a complaint about a Title I issue should refer to Procedure 08.13451 AP.1.**

# BULLYING & HARASSMENT



## **BULLYING**

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

## **HAZING**

Per KRS 508.150, 'hazing' is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any student organization (i.e. sports, clubs, student organizations), including but not limited to actions which cause, coerce, or force a minor or a student to:

- (a) Violate federal or state criminal law;
- (b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
- (c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
- (d) Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
- (e) Endure brutality of a sexual nature; or
- (f) Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student.

## **ACTIONS NOT TOLERATED**

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

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

## **REPORTING BULLYING/HAZING**

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

Students who believe they have been a victim of bullying or hazing or who have observed other students being bullied/hazed shall, as soon as reasonably practicable, report it. Students should report it to a classroom teacher, who shall in turn make the school principal aware of the situation. Students may also report using the [STOP Tipline](#) found on the school/district website. In instances of peer-to-peer bullying, hazing, or harassment, employees must report to the alleged victim's Principal, as directed by Board Policy [09.42811](#). The principal/designee shall investigate and address alleged incidents of such misbehavior.

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

When a complaint is received that does appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, [09.422](#), [09.426](#), and/or [09.42811](#).

# BULLYING & HARASSMENT

## **HARASSMENT/DISCRIMINATION**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, gender identity, 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.

## **PROHIBITED CONDUCT**

1. Any nicknames, slurs, stories, jokes, written materials, or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors; and
3. Instances involving sexual violence.

## **REPORTING HARASSMENT**

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment or discrimination shall, as soon as reasonably practicable, report it. Parents/guardians may report on behalf of their child. In each building, the principal is the person responsible for receiving reports of harassment or discrimination at the building level. Otherwise, reports of harassment or 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 or discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent. The Superintendent or designee will follow district policies and procedures regarding the investigation of harassment, discrimination, or sexual harassment.

### **DISTRICT TITLE IX COORDINATOR**

Shelee Clark

Phone: 270-769-8876

Email: [shelee.clark@hardin.kyschools.us](mailto:shelee.clark@hardin.kyschools.us)

See policy 09.428111 for additional information regarding Title IX Sexual Harassment. Forms to report sexual harassment can be found in Board Procedure 09.428111 AP.21.



# TECHNOLOGY: TELECOMMUNICATION DEVICES

## **POSSESSION AND USE**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunication devices “as defined by law”, and other related electronic devices, provided they observe the following conditions.

- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity, sending explicit sexual material, or violating confidentiality or privacy rights of another individual, is profane, indecent, or obscene, or constitutes/promotes illegal activity or activity in violation of school rules. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off and operated only before the student enters the school building and after the last dismissal bell of the day. When students violate this policy, they shall be subject to disciplinary action, including the possibility of losing the privilege of bringing the device onto school property. In addition, the device, subject to the discretion of the principal, shall be confiscated by a school employee and turned over to an administrator, and shall be returned to the student on the first offense, but on subsequent offenses, only to a parent/guardian.
- Students are solely responsible for keeping up with the devices they bring to school. The district shall not be responsible for the loss, theft, or destruction of devices brought onto school property.
- Students shall comply with any additional rules developed by the local SBDM Council concerning the appropriate use of other electronic devices.
- Unless SBDM policy states otherwise, when a student enters a school building, all phones are to be turned off until the end of the school day bell as determined by the “ending times” approved by the Hardin County Board of Education. Violation of this policy will possibly result in the phone being confiscated and turned over to an administrator. Failure to turn over the phone will be defined as “defiance of authority” and will be considered a behavioral violation.

## **CONSEQUENCES**

First Offense: The student will be warned, the device confiscated and noted in the discipline section of IC and the student may obtain the device at the end of the day.

Second Offense: The student will receive a second warning, the device confiscated, and the parent may obtain the device, after the parent has signed off on acceptable use.

Third Offense: The student will be placed in detention, AIM, or Saturday School, the device confiscated, and the parent may obtain the device at the end of the nine weeks or trimester period.

Fourth Offense: The student will be placed in Saturday School, the device confiscated, and the parent may obtain the device at the end of the semester or trimester, and the student will be denied privileges of having a device on campus.

Fifth Offense: The student will be suspended for one day, the device confiscated, and the parent may obtain the device at the end of the school year. Continued violations may result in a Discipline Committee Review for non-compliance with a district policy.

## **HARASSMENT (KRS 525.070)**

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

## **FILMING OR PHOTOGRAPHING OTHERS (Including Possession of Videos/Images)**

If a student violates the policy by videoing, filming, or photographing others or if a student is in possession of any such video, film, photo of others and shares, posts, uploads, links etc. images that violate confidentiality/privacy rights or cause disruption to the educational environment, the following consequences may be issued in the current school year of which the incident occurs.

- 1st Offense - One (1) day of in-school removal, with services, parent notified, and loss of device for one (1) school day from start to end time of respective school
- 2nd Offense - Two (2) days of in-school removal, with services, parent notified, and loss of device for one (1) school week, from start to end time of respective school.
- 3rd Offense - One (1) day of out-of-school suspension, parent notified, and loss of device on school grounds for the remainder of the current school year.

# TECHNOLOGY: EMAIL & INTERNET

Each student attending Hardin County Schools will be given an account in order to access the district's computer network. Once the appropriate privileges are granted by the parent and/or guardian, this account will also allow the student to access either the Internet, E-Mail (Electronic Mail) or both. This access is a privilege and not a right. Should a student violate any of the rules and/or policies outlined within this document, these privileges may be suspended or revoked. Permission must be granted each school year by the parent and/or guardian. Permission may also be revoked by parental and/or guardian request at any time throughout the school year. Parent/guardian permission requests must be made in writing via the Certificate Statement Card which is available in the school's office. All computers are the property of the Hardin County School system and all data stored on them is the property of the school system. The responsible use policy can be accessed [here](#).

## **ACCESS TO INAPPROPRIATE MATERIAL**

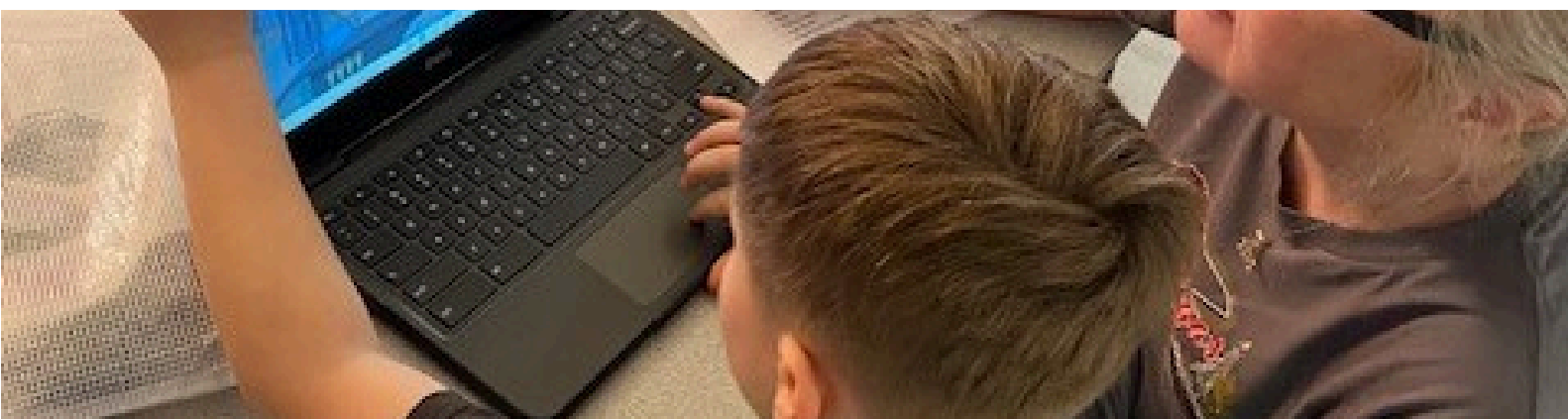
Access of materials deemed as inappropriate, including but not limited to, sexually explicit and/or obscene is strictly prohibited. The District utilizes Internet filtering technology in order to limit access to such sites and materials. All Internet traffic is logged and archived. If a faculty member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

## **INTERNET SAFETY AND SECURITY**

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

## **UNAUTHORIZED ACCESS**

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





# TECHNOLOGY: EMAIL & INTERNET, CONT.

## MISUSE OF COMPUTER INFORMATION

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

Any student found in violation of these policies may result in immediate termination of computer/network privileges, other disciplinary actions as deemed by the School/District administrative staff, and/or criminal prosecution. The primary manner in which these rules will be enforced will be through teacher/faculty supervision. Automated safeguards have been put into place to limit the number of simultaneous computers logins by a student, and filters to guard against inappropriate Internet sites and materials. The District also has appliances in place that “watch” the network for inappropriate traffic. This traffic can be traced to a single workstation and the user of that machine can be identified.

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

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

## CONSENT FOR EMAIL, VIDEO, AUDIO and PHOTO

- Internet Privileges, Email, and Google Workspace Permission: All students are automatically granted access to the Internet, Email, and Google Workspace for Education tools through Hardin County Schools because of Individual Learning Plans. If you disapprove of this access, you must check NO during online registration or on the paper Certification Statement card.
- Interview/Video/Photo Release: By marking yes during online registration or using the paper Certification Statement card as parent/legal guardian, I agree to allow my child to be interviewed, audio recorded, video taped, or photographed by students or staff members of the Hardin County Schools. I authorize the release of interviews, recordings, tapes, or photographs for public viewing on local cable channels, and Internet websites, for public showings, or for publication at the discretion of the Hardin County Schools. I release the Hardin County Schools, its personnel, and any other persons from any liability connected with the tapings or use of such interviews, photographs, audio, or video recordings. I grant this authorization and release because I favor the promotion of the Hardin County Schools in the Hardin County communities served. This agreement fully represents all terms and considerations; no other inducements, statements, or promises have been made to me.

# ALTERNATIVE PROGRAMS

## **HARDIN COUNTY HIGH SCHOOL ATTENDANCE:**

All fifth-year senior students (any student who has completed four (4) years in high school, but who has not met graduation requirements) may attend Hardin County High School in order to complete graduation requirements. Successful completion will result in a student obtaining a high school diploma from the high school in which she/he was enrolled;

Any student between the ages of 18 and 21 who is two (2) or more academic years behind in meeting graduation requirements may attend Hardin County High School. Any student successfully completing this program will be granted a high school diploma from Hardin County High School; or

Any student in grades 9-12 that is recommended by the school counselor or principal for varying reasons pending approval from the Director of Alternative Programs.

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

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

## **HOME/HOSPITAL INSTRUCTION GUIDELINES (K-12)**

When it is known that a student will miss more than five (5) consecutive school days due to medical problems, the student may be referred for home/hospital instruction.

To be eligible for enrollment in home/hospital instruction, the student must present a signed statement from a licensed physician, advanced practice registered nurse, physician's assistant, psychologist or psychiatrist, responsible for diagnosing and treating the child, stating the diagnosed condition of the child renders inadvisable attendance at school. The State Department of Education provides a form (Certification for Enrollment in Home/Hospital Instructional Program) for this statement. A student cannot be enrolled in home/hospital instruction until this form is received by the home/hospital coordinator in the superintendent's office. See the school administration for additional information.



# ALTERNATIVE PROGRAMS

## COLLEGE VIEW CAMPUS

The College View (CV) Alternative School Program in Hardin County is a program for students K-12 who have not been successful in a traditional school setting. Students can be referred to College View through several processes, including voluntary initiation by the student's guardian. Processes can include a pre-expulsion hearing or court recommendation if a student is "at-risk" for dropping out of school, if the student has had three "out-of-school" suspendable offenses from their home school, or for other reasons as determined by the administration. K-12 students are referred to the Director of Alternative Programs to be considered for admission in the alternative education program.

### College View Programs

- Elementary Behavioral Program
- Elementary Emotional Behavioral Disability Program
- Middle School and High School Behavioral Program
- Hardin County Title IV Program
- Hardin County High School
- Hardin County Virtual School

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

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

Students attending College View Campus will receive a handbook with procedures for their program.





# HANDBOOK REVIEW PROCESS

The Hardin County Schools Code of Conduct was developed through extensive community and school involvement and initially adopted on November 14, 1983. Each year, a committee of community and school members reviews the Code of Conduct and incorporates any new legislation or policies that may impact the contents. The current version was adopted on May 6, 2024.

REVIEW AND FEEDBACK  
PROCESS WITH STAKEHOLDERS

REVISION PROCESS & REVIEW  
BY LEGAL COUNSEL

BOARD APPROVAL



## CODE OF CONDUCT COMMITTEE

Kim Adkins, Director of Student Services

Bryan Lewis, Director of Pupil Personnel

Shelee Clark, Director of Education Development and Student Support

Carrie Prater, Elementary School Principal

Phillip Pike, Middle School Assistant Principal

Neal Gibbs, Middle School Assistant Principal

TeAndra Parker, High School Assistant Principal

Michelle Patrick, Middle School Teacher

Christopher Poteet, High School Teacher

Curtis Nall, Parent

Reese Thompson, Student