

**Bonnieville Elementary School**  
**7874 North Dixie Drive**  
**Bonnieville, KY 42713**  
**270-531-1111**  
**270-531-3331 Fax**  
**270-524-0592 Family Resource Center**

**Student Handbook**  
*This handbook includes:*  
**The Hart County Elementary Handbook**  
**&**  
**The Hart County School Code of**  
**Acceptable Behavior and Discipline**  
**2021-2022**



\*\*\*\*\*

The following pages contain the student handbook approved by the Hart County Board of Education. **Please read and sign the Signature Sheet located on the last page. Return the completed Signature Sheet to the school. Thank you!**

*\*Changes may occur within instruction, school-setting, and/or bus-setting at any time because of COVID 19 and emergency situation(s).*

### **Vision Statement**

The mission of Bonnieville School is to provide ALL students with academic and social skills needed to become lifelong learners.

### **Mission Statement**

ENGAGE, EQUIP, and EMPOWER each child to achieve their full potential.

Attitude, Attendance, and Academics

### **Motto**

Success Starts Now

### **Hours of Operation**

**School Doors Unlocked: 7:20 AM -3:30 PM**

School office 7:20 AM- 3:30 PM

School Day 8:00-3:00 PM

### **Principal's Message**

I would like to welcome you back for the 2021---2022 school year. I hope that you enjoyed an exciting summer making memories with your loved ones. The faculty and staff are excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. It is our mission to help every child feel welcomed, connected, and a part of our Bonnieville family. Additionally, we strive to challenge each student to grow in his or her academic abilities. At Bonnieville, we have great teachers who spend hours planning and creating classroom activities to engage our students in learning.

We believe it is important for families and schools to work together to ensure students' success. Our school is fortunate to be a unified family of parents, teachers, and support staff working hard to ensure the safety and well-being of all children while providing them with a challenging and rewarding educational experience.

I am truly honored to be a small part of endowing students with a quality education. Building a strong home-school partnership is important to me and vital to a child's successful educational journey. Please feel free to contact me at 270-531-1111. Thank you for entrusting us to nurture, encourage, challenge, and enjoy your precious ones as we begin the 2021-2022 school year!

Sincerely,  
Dr. Georgia Bryson

**Success Starts Now**

## **Staff**

Georgia Bryson-Principal  
Tara Smith-Guidance Counselor  
Kay Wright-Secretary  
Susan Rowe-Bookkeeper  
Bridget Smith-Reading Interventionist  
Tricia Kirkpatrick-Library Media Specialist  
Les Kirkpatrick-Physical Education  
Shelly Rogers-Music  
Jamie Logsdon-Custodian  
Norma Jean Childress-Custodian  
Baptista Frazee-Primary Special Education/Title 1 Coordinator  
Val Perkins-Speech Therapist  
Cressy Sturgeon-Preschool  
Sheila Skidmore-Preschool Instructional Assistant  
Emily Priddy-Kindergarten  
Rhonda Riggs-Kindergarten Instructional Assistant  
Rachel Hardy-Kindergarten  
Susan Priddy-Kindergarten Instructional Assistant  
Shirley Logsdon-Sp. Ed Instructional Assistant  
Jessica Ward-1st Grade  
Janet Jenkins-1st Grade  
Donny Blankenship-2nd Grade  
Chelsi Merdith-2nd Grade  
Amanda Wurtman-Intermediate Math-3rd, 4th, and 5th Grades  
Tina Powell- Intermediate Science/Social Studies-3rd, 4th, and 5th Grades  
Sherri Buckles-Intermediate Language Arts-3rd, 4th, and 5th Grades  
Brian Croley-Intermediate Special Education  
Cindy Scott-Middle Grades Special Education  
Devin Butler-Middle Grades Language Arts  
Shayla Marr-Middle Grades Science  
Haley Snell-Middle Grades Math  
Jerry Edwards-Middle Grades Social Studies/Technology Specialist  
Kerry Miller-Cafeteria Manager  
Ann Wilkerson-Cook  
Kristi Walters-Cook

**2021-2022 SBDM Members:**

Parent Representative: Edward Grimshaw  
Parent Representative:  
Teacher Representative: Donny Blankenship  
Teacher Representative: Rachel Hardy  
Teacher Representative: Sherri Buckles

**2021-2022 PTO Officers:**

President: Jade Puckett  
Vice President: Michelle Berry  
Secretary: Danielle Nichols  
Treasurer: Ceicly Kidd Richards  
Parent Representative: Lisa Whitaker

**Morning and Afternoon Procedures**

**Hart County Schools.....Where Safety Matters**

**We invite parents to visit our school. Hart County Schools become a safer, more efficient place for children to learn by utilizing the following guidelines:**

- 1. To maintain a secure facility for students and staff, we ask all visitors, volunteers, and parents to enter the school using the front doors.**
- 2. Visitors, volunteers, and parents must report to the main office to sign-in and sign-out every time you enter and exit the building.**
- 3. All visitors, volunteers, and parents proceeding beyond the main office will be required to provide photo identification.**
- 4. Visitors, volunteers, and parents must wear a visitor badge which identifies to staff and students that you are an approved visitor to the school.**

**We thank you in advance for your understanding, as we strive to maintain a safe environment for everyone at Bonnieville School.**

**See/Hear Something, Say Something!**

Morning and afternoons are the most hectic times of the day here at Bonnieville. Our goal is to ensure the safety of all our students and staff. It is for this reason that we ask for your patience, understanding, and cooperation with our morning and afternoon procedures. Again, these procedures are meant to ensure the safety of our students and staff as well as maintain order during non-instructional time of the day and are not meant to keep anyone away from our school.

Students may enter the building at 7:20 AM. Parents may accompany students to the cafeteria on the first three days of school. **After Friday, Aug. 13th**, parents will be asked not to go to the cafeteria in the morning to allow students to become independent with the cafeteria procedures. This allows teachers to reinforce our cafeteria routines (opening milk, attention to eating, dumping trays, etc.) which carryover to lunch time. Parents/guardians are always welcome to attend planned events. This allows us to follow our required safety procedures passed by our SBDM to ensure the safety of all students and staff members.

In the afternoon, phone calls about transportation changes need to be made prior to 1:30 PM to ensure that your child receives his or her message. Students who are car riders will go to the assigned area at 2:50 PM. Parents/guardians are asked to line up in the pick up lanes located in front of the school (See map below.) The lane closest to the building is reserved for our preschool students until 2:50 PM. Students will be called by name by the supervising staff to load their car **only if a school car tag is on display. Anyone without a school assigned car tag will be required to pick up their student up from the office.** This allows us to follow the SBDM safety plan and it assures the safety of our students.

Moreover, at no time is it permissible for a parent to enter the school building to speak to or question a child (other than their own) regarding an issue or concern. This rule also applies to the regular school setting and hours as well as any after school activity. Failure to respect all students by not following the rules shall constitute harassment and law enforcement will be called immediately. Failure to follow this rule may result in the offending parent being banned from school property and activities. **Safety First!**

**Front of Bonnieville Elementary School**

**We will ensure our campus is Smoke-Free.** In addition to our district’s policy on the use and distribution of **vaping**, Bonneville School’s SBDM has adopted the following student behavior guidelines:

Occurrence	1st Offense	2nd Offense	3rd Offense	4th Offense and beyond
Vape Possession	1 Day Suspension*	1 Day Suspension* Cessation Course	2-5 Days Suspension* Cessation Course	3-5 Day Suspension* Demerits
Vape Usage/Distribution	1 Day Suspension* Cessation Course	1-3 Suspension* Cessation Course	3-5 Day Suspension Cessation Course	5 Days Suspension* Demerits

\*Suspension can be in school or out of school suspension.

Vape products will not be returned to students or parents after confiscation.

\*\*\*\*Transportation changes **MUST be made by 1:30 PM** in order to ensure that your child receives the message.

**Administrative Office**

25 Quality Street, Munfordville, KY 42765  
Phone: 270-524-2631 ♦ Fax: 270-524-2634  
www.hart.kyschools.us

**Administration**

Nathan Smith - Superintendent  
Debbie Fowler- Assistant Superintendent/Chief Academic Officer  
Angela Frank - Supervisor of Instruction/HR Director/DAC  
Kristen Froedge-Supervisor of Instruction/Title I Coordinator  
Chris Russell - Director of Food Service and Finance  
Donna LeFevre - Director of Special Education and Preschool  
Daniel Hawkins - Director of Pupil Personnel  
Carri Goodman-District CIT/Literacy Coach

**Hart County Board of Education**

Sheryl Shirley- Chairperson  
Bontina Haynes- Vice-Chairperson  
Wesley Hodges  
Kelly Smith  
Tina Rutledge

**ELEMENTARY SCHOOL DIRECTORY**

**Bonnieville Elementary School**

Georgia Bryson, Principal  
7874 North Dixie Highway  
Bonnieville, KY 42713  
georgia.bryson@hart.kyschools.us  
Phone: 270-531-1111  
Fax: 270-531-3331

**Memorial Elementary School**

Allen Poynter, Principal  
1400 North Jackson Highway  
Hardyville, KY 42746  
allen.poynter@hart.kyschools.us  
Phone: 270-528-2271  
Fax: 270-528-2273

**Cub Run Elementary School**

Lori Chapman, Principal  
170 East Gap Hill Road  
Cub Run, KY 42729  
lori.chapman@hart.kyschools.us  
Phone: 270-524-2925  
Fax: 270-524-0531

**Munfordville Elementary School**

Anthony Boone, Principal  
505 W. Union Street  
Munfordville, KY 42765  
anthony.boone@hart.kyschools.us  
Phone: 270-524-4651  
Fax: 270-524-4652

**LeGrande Elementary School**

Megan Jones, Principal  
70 LeGrande School Road  
Horse Cave, KY 42749  
megan.jones@hart.kyschools.us  
Phone: 270-786-2746  
Fax: 270-786-5747

The school reserves the right to set forth those rules and regulations that are necessary and proper for carrying into execution the education program of the school, which are not specifically stated therein, as the needs arise. Each building administrator may interpret and enforce these guidelines on the age group and situation within his/her building for the purpose of maintaining/improving the overall education of the students.

*\*Changes may occur within instruction, school-setting, and/or bus-setting at any time because of COVID 19 and emergency situation(s).*

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### **HANDBOOK REVIEW COMMITTEE**

The Hart County Elementary Schools Parent-Student Handbook is reviewed annually with a committee having input into its contents. Committee members participating in the handbook review for the 2019-20 school year included principals and central office personnel.

### **HART COUNTY ELEMENTARY SCHOOLS NON-DISCRIMINATION POLICY**

The Hart County Elementary Schools do not discriminate on the basis of age, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504.

### **LENGTH OF SCHOOL DAY**

School will begin at 8:00 A.M. and end at 3:00 P.M. *A student who arrives after 8:00 A.M. or leaves before 3:00 P.M. is considered “tardy.”*

### **KENTUCKY’S SIX GOALS FOR EDUCATION**

1. Schools shall expect a high level of achievement.
2. Schools shall develop their students’ ability to achieve the following six Learner Outcomes:
  - A. use basic communication and mathematics skills for the purposes and situations they will encounter throughout their lives;
  - B. apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, and practical living and vocational studies to situations they will encounter throughout their lives;
  - C. become a self-sufficient individual;
  - D. become responsible members of a family, work group, or community including demonstrating effectiveness in community service;
  - E. think and solve problems in school situations and in a variety of situations they will encounter in life; and
  - F. connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past experiences to acquire new information through various media sources.
3. Schools shall increase their students’ rate of school attendance.
4. Schools shall reduce their students’ dropout and retention rate.
5. Schools shall reduce physical and mental health barriers to learning.
6. Schools shall be measured on the proportion of students who make a successful transition to work post-secondary education, and the military.

### **KENTUCKY PRIMARY PROGRAM**

The first four or five years of a student’s early education is Primary School, which replaced what has traditionally been kindergarten, first, second and third grades. Students are now designated as P1 (kindergarten), P2 (first grade), P3 (second grade), and P4 (third grade).

Primary School is based upon the seven critical attributes of Kentucky Primary Schools: developmentally appropriate educational practices; multi-age, multi-ability classrooms; continuous progress at a student’s own rate in a success oriented, non-competitive classroom without promotion or retention; authentic assessment which occurs continually in the context of classroom involvement; qualitative reporting methods including portfolios, journals, videotapes, narratives, and others; professional teamwork; and positive parent involvement.

The determination of successful completion of the Primary Program is made on an individual student basis. Ongoing evidence to support the determination includes teacher observations and anecdotal records, student products or performances, evidence of student self-reflection or assessment, and recording of skills mastery on the curriculum skills list.

Students exiting the Primary Program will exhibit performance expectations, which would support student success in the fourth grade. A school team, which includes the parent of the identified child, will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least 30 days before the decision takes effect. Parents shall not veto the decision of the certified staff.

Consistent with the six KERA learning goals, the following shall be the focus for determining student eligibility to exit the Primary Program. The student:

- a. expresses himself/herself clearly and effectively in oral and written form;

- b. processes oral and written information as evidenced through listening and reading;
- c. demonstrates confidence in his/her ability to communicate;
- d. applies mathematical procedures to problem-solving;
- e. applies mathematical concepts including computation, measurement, estimation, and geometry;
- f. collects, displays, and interprets data;
- g. demonstrates use of monetary values in an economic system;
- h. demonstrates appropriate and relevant investigation skills to solve specific problems in real life;
- i. creatively expresses ideas and feelings;
- j. applies democratic principles in relationship with peers;
- k. identifies contributions of diverse individuals, groups, and cultures;
- l. demonstrates responsibility for personal belongings;
- m. shows respect for the property and rights of others;
- n. displays self-control and self-discipline;
- o. accesses appropriate resources for learning in school, at home, and in the community;
- p. participates in group activities cooperatively;
- q. chooses appropriate process and strategies to solve given problems; and
- r. applies previously learned knowledge and concepts to new situations.

### **LITERACY POLICY**

Hart County Schools will provide a balanced reading program emphasizing the five components of reading identified by the National Reading Panel. The five components include: phonics, phonemic awareness, comprehension, fluency, and vocabulary. In addition to the National Reading Panel's five components of reading instruction, five important provisions have been identified by Richard L. Allington, PhD., University of Tennessee. Building on recent scientific, research-based evidence supporting the need for these additional components of effective reading instruction, Hart County Schools will also incorporate these components into a well-balanced approach to literacy instruction:

1. **Access to interesting texts and choice.** Students need easy access to a large supply of texts they can read and are interested in reading.
2. **Matching students with appropriate texts.** Students cannot learn from texts they cannot read. Teachers must find texts that match the reading level and conceptual levels of the students they are teaching.
3. **Writing and reading have reciprocal positive effects.** A curriculum plan that ensures reading and writing, composing and comprehension, decoding and spelling lessons are well-linked to take the advantage of the natural reciprocity between the various reading and language processes.
4. **Classroom organization.** Effective classroom reading instruction provides a balanced mixture of whole class, small group, and side-by-side instruction all day long.
5. **Availability of expert tutoring.** Some students need more intensive and expert instruction in order to maintain progress that is comparable to their peers.

Hart County Schools follows the following intervention process:

**Identification:** All classroom teachers need to continually assess students to monitor student progress using consistent measures across the district (e.g. Lexia, running records, daily observation during guided reading)

- Students experiencing difficulty in reading should be referred to the school Literacy Team for review.
- Reading Recovery teachers will use the Observation Survey to identify to lowest 20% of first grade students that will be served in Reading Recovery.
- An intervention plan appropriate for each student experiencing difficulty in reading should be developed by the Literacy Team.

**Instruction:** All teachers need a variety of strategies, techniques and supports in order to teach reading across the curriculum. To adjust instruction for individual students each teacher will utilize the literacy resource binders which have been created at each level (primary, middle, high) to provide support for implementing the strategies in the district literacy plan.

**Interventions/Enrichment:** In order to successfully reach our goal, schools will:

- Use ESS rigorously to raise the reading level of struggling students.
- Continue school-based literacy initiatives that support the district's goal of meeting individual literacy needs of students **(which may include but not limited to Reading Recovery, Lexia Reading, Accelerated Reader, Study Island, etc.)**.

**Improvement:** Since reading is the basis for all other learning,

- Each school shall identify specific needs for professional development in literacy and develop a plan based on these needs.
- The district will continue refining curriculum alignment documents.

### **EDUCATIONAL OPPORTUNITIES**

All Hart County Elementary Schools provide curriculum based on the Kentucky Department of Education Program of Studies. Parents, who are interested in the highly qualified status of their child’s teacher, as required by the No Child Left Behind act, should contact the principal.

### **GUIDANCE SERVICES**

Each elementary school in the Hart County School System offers guidance and counseling services by an on-staff guidance counselor.

### **COMPUTER TECHNOLOGY**

All students in Hart County Schools are provided access to computer technology, including email at grades Primary-12. In addition to emphasizing technical knowledge, technology instruction focuses on research, application of software for authentic activities, and reinforcement and extension of core content curriculum.

All students in Hart County Schools are held to a high level of accountability in regard to the use of technology. When using school equipment and accessing the Internet, all students will adhere to the requirements and be subject to the consequences outlined in the Hart County School Acceptable Use of Technology Policy (AUP). Student and parent/guardian signatures will be required on the district’s AUP for student use of the Internet and email.

### **EXTENDED SCHOOL SERVICES**

ESS will be provided as determined by the school and school council for students who need additional time to achieve skills.

### **GIFTED AND TALENTED SERVICES (GATS)**

A variety of services are provided to students with exceptionalities in five areas, through the G.A.T.S. (Gifted and Talented Services) program. The five areas mandated by the Kentucky Department of Education for services include general intellectual aptitude, specific academic aptitude, creativity, leadership, and visual and performing arts. Students in P-1 through P-4 are referred for participation in the Primary Talent Pool at each elementary school. Students in the Talent Pool are not labeled as gifted and talented. They are identified only as “possessing some of the characteristics of gifted and talented students.” While in the Talent Pool, they will be provided differentiated activities to foster and nurture the observed characteristics.

Students are not formally identified as Gifted and Talented until fourth grade. The G/T specialists and regular classroom teachers provide multiple services to students in grades 4-8 who are identified as Gifted and Talented.

### **TITLE I SCHOOLWIDE PROGRAMS**

Each of the elementary schools has school wide Title I programs. Title I is a federally-funded program to help low-income schools and students reach the same challenging standards expected of all children. School wide programs are designed to upgrade the entire educational program in the school in order to raise academic achievement for all students. These programs are built on school wide reform strategies and focus on results.

Each school encourages parents to become partners in learning and to participate in school activities. Parent Involvement activities are planned at each school to assist parents in improving the performance of their children and participating in decision-making related to the education of their children. In addition, a District Title I Advisory Council and a school Title I Advisory Council meets quarterly to facilitate a partnership among schools, parents and the community in planning and implementing the Title I program. A written parent involvement policy is included in this handbook. Parents whose students attend Title I schools may contact the district coordinator for information regarding their child’s certified and professional staff’s qualifications.

### **TITLE I PARENT INVOLVEMENT POLICY**

Contingent on confirmation of resources and other necessary information being provided by state and federal authorities, it is the intent of the Board that parents of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on changing needs of parents and the schools.

All comments indicating parents' dissatisfaction with the Title I plan shall be collected and submitted along with the plan to the Department of Education. The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will give them: (1) timely information about programs; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the

achievement level of their child on each of the state academic assessments; and (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

If the District's Title I allocation is \$500,000 or more, the District shall reserve not less than one per cent (1%) of its allocation for the purpose of promoting parent involvement and shall distribute to Title I schools not less than ninety-five percent (95%) of the reserved funds. Parents of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be allotted for parental involvement activities. The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. These measures may include, but shall not be limited to, the following:

1. Designation of resources to assist in communicating with parents, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.
2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Identification of ways in which parents can be involved in staff training activities to demonstrate the value of parent involvement and various techniques designed to successfully engage parents as equal partners in their child's education.
4. Making a good faith effort to convene an annual meeting at a convenient time to which all parents of participating children shall be invited and encouraged to attend for informing parents of their school's participation in and requirements for Title I programs and of their rights to be involved.
5. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions: Does this policy increase parent participation? What barriers to parent participation still exist, and how can they be reduced or removed? The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy, if necessary.
6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

### **SCHOOL HEALTH SERVICES**

A program of continuous health supervision is provided for all students enrolled in the district. Appropriate screening tests for vision, hearing and scoliosis are provided. Emergency care procedures include first aid facilities and provisions. At least two adult employees in each school are certified in a standard first aid course that includes CPR for children. Cumulative health records are on file for each student enrolled. A second physical examination is required within one year prior to entry into the sixth grade.

### **FAMILY RESOURCE CENTERS**

All Hart County Schools are served by Family Resource Centers. The centers are designed to assist students and their families to remove any barriers to the students' education. They can help families obtain health and social services, basic needs such as food, clothing and shelter, educational and employment needs, childcare, and other essential services. The centers are available to all students enrolled in the Hart County schools and their families.

For information or assistance call Helping Hands Family Resource Center (LeGrande and Memorial schools) at 528-7211; Pathways Family Resource Center (Bonnieville and Cub Run schools) at 270-524-0592; or Hope Family Resource (Munfordville) at 524-Hope (4673).

### **FOOD SERVICE**

Hart County Schools believe that meeting the nutritional needs of every child is a vital part of the educational process. We strive to meet those needs by providing a variety of healthy meals so every student can realize his/her potential in all areas of education.

For the 2019-20 school year, **ALL** Hart County Schools will participate in the Community Eligibility Program. This program will allow all students in preschool thru the twelfth grade to receive a breakfast and lunch meal every day at no cost to the student. All students will be encouraged to participate in the program and take breakfast and lunch each day. There is no charge for the meal; however, students may purchase "extras" and other ala carte items at regular prices. Student lunch accounts remain active and will be maintained as in previous years.

Parents will not have to complete a Free/Reduced Lunch Form; however, students will receive a Household Income Form on the first day of school. Parents are to complete this form (only one form per household) and return it to your child's school.

\* \* \* \* \*

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### **PARENT CONFERENCES**

Parents may make appointments for a conference with staff members by telephoning the school office as follows: Bonnieville School at 531-1111, Cub Run School at 524-2925, Hart County High School at 524-2332, LeGrande School at 786-2746, Memorial School at 528-2271 and Munfordville School at 524-4651. Attempts will be made to schedule conferences with teachers during their planning periods to avoid interrupting classroom instruction. Additional parent conference nights will be held in the fall and the spring at each school.

### **REQUEST FOR CHANGE IN-DISTRICT SCHOOL ASSIGNMENT**

Any request for change in your child's school assignment within the Hart County School District must be based upon physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment. An application for change in school assignment, 09.11 AP.22, must be completed and submitted to the Principal. The Superintendent or designee must give final approval.

If a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the school year in the school in which he/she was last enrolled (at no cost or service by the Board). The pupil must enroll the following year in the school in the attendance zone of his/her legal residence.

Schools reserve the right to terminate services by transferring the student back to the home district or school at any point during the school year if the student becomes disruptive and/or interferes with the educational process and/or safety of students, teachers and/or instructional assistants, or if the student: fails two (2) or more classes during a grading period, is suspended from school or expelled from school, or accumulates more than six (6) unexcused absences in a school year.

### **SCHOOL CLOSING INFORMATION**

During the school year when inclement weather (such as sleet, snow or freezing rain) or other emergencies occur, school delay or cancellation decisions must be made. In some instances, the District may elect to utilize Non-Traditional Instruction Days (Raider Days). Every effort will be made to make the decision as early as possible.

The Hart County Schools will notify radio stations WLOC (1150 AM) in Horse Cave, WHHT (106.7 FM) in Glasgow, WGGC (95.1 FM) in Glasgow, WCLU (102.3) in Glasgow, WPTQ (103.7 FM) in Glasgow, WGRK (103.1 FM) in Greensburg, WOVO (105.3 FM) in Glasgow, WHAS (840 AM) in Louisville, WKNK (99.1 FM) in Edmonton, WQXE (98.3 FM) in Elizabethtown, and television stations WBKO Channel 13 and WNKY Channel 40 in Bowling Green and WHAS Channel 11, WAVE Channel 3, WDRB Channel 41 in Louisville.

When appropriate, notification of school closing and other information will be provided through an automated calling system (In Touch System) which contacts each student's household. If parents prefer not to be contacted via the In Touch System, please contact the district office.

### **CLOSED CAMPUS**

All students are to be confined to the school grounds during the hours that school is in session.

### **EARTHQUAKE, FIRE, TORNADO, AND INTRUDER DRILLS**

Earthquake, fire, tornado, and intruder drills are conducted during the school year. Each school has made plans in the event of any and all emergencies. Procedures are posted in the appropriate areas, and drills are conducted to ensure that all are knowledgeable and that equipment functions properly.

### **LEAVING SCHOOL GROUNDS**

Students will be released from school prior to the time school is dismissed for the following reasons:

1. Picked up at school by their parents or guardians.

2. Family emergencies by a phone call to the principal or designee.

If students are to leave with an adult other than parent, guardian, or family member, the student must present a written request for an Early Dismissal. The request must include the name of the adult with whom the student is requesting to leave, the signature of a parent or guardian, and the telephone number at which the parent or guardian can be contacted for verbal verification, which must be given before the student will be allowed to leave.

**LOST AND FOUND**

Any article that is lost or found should be reported and turned in to the office.

**MEDICATION**

A trained staff member may administer a drug or other preparations (drops, ointment, inhaler, etc.) prescribed by a physician in its original container for health conditions that must be administered during the school day. The parent or guardian must first complete the "Medical Permission Request" before medication is administered. This is for prescription and non-prescription medications. We encourage morning medications to be given at home, if possible. A student may not be permitted to carry medication unless it has been prescribed and ordered by a physician to stay on or with the pupil due to a pressing medical need which may require emergency treatment, e.g., an asthma inhaler. Students shall not share any prescription or over-the-counter medication with another student. Provisions may be available so that over-the-counter analgesics and antacids may be administered by school nursing staff; please contact your school for details.

**FIRST AID**

School nurses and other appropriate school staff shall provide basic first aid assistance to students on an as-needed basis. First aid services shall include, but not limited to, use of over-the-counter treatments for the relief of minor itching, burning, insect bites, skin or eye irritations, tooth pain, and throat irritation in addition to general antiseptic treatments, antacids, and cough lozenges. If parents prefer that any of these items not be administered as part of standard first aid services, they must provide written notification to the school principal each school year.

**RELEASE OF STUDENT DIRECTORY INFORMATION AND PUBLICATION CONSENT**

The Superintendent or the Superintendent's designee is authorized to release board approved directory information. Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student. Under Board Policy 09.14 AP.12, the District has further designated student photographs as "directory information." Consistent with that annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indicating that they do not wish photographs of the student to be released. The District also retains permission to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's website. In addition, at some time during the school year, your child may be videotaped or photographed participating in activities or projects. On special occasions, a general audience on local cable television, the Internet, or other media may view the tape or photograph. Throughout the school year, various surveys may also be administered to students. The survey results would be used to determine needs and results of various programs. Student participation would be voluntary. Consistent with the Family Educational Rights and Privacy Act (FERPA), parents or students 18 or older may direct the District not to disclose directory information. If you do not want your child to participate or be involved in any of the above activities and/or you prefer to withhold directory information, please contact the school your child attends within thirty (30) days of enrollment to obtain and complete the appropriate form(s).

**TELEPHONE**

Pupils must have a note from their teacher before receiving permission to use the office telephone. A valid reason must exist before permission will be given. Students who use cellphones without permission will receive consequences as outlined in the student handbook.

**STUDENT ACTIVITIES**

Co-curricular and extra-curricular activities are provided by all Hart County schools.

**STUDENT INSURANCE**

All students will be insured while participating in school-sponsored activities. The insurance provided is secondary to the existing policy you may have. This insurance will be provided at no cost to the student.

**ATHLETIC/CHEERLEADER ELIGIBILITY**

To be eligible for participation in elementary athletic programs and/or cheerleading, any student must have completed the following requirements:

- (1) Maintain a C average for each nine weeks grading period.
- (2) Not be on suspension or probation from school.
- (3) Be in attendance for the day in order to practice or play in the game unless excused by the principal.
- (4) Provide the coach with a doctor's statement certifying doctor's approval of acceptable physical condition for participation.

### **CONFIDENTIALITY AND RECORDS STATEMENT**

The Hart County Board of Education has a policy, which states that:

1. The Hart County School District will comply with the provision of KAR 704-1:050 through 1:060; Individuals with Disability Education Act (2004); Section 504 of the Rehabilitation Act (Sub Part D) and the Family Educational Rights and Privacy Act for making available any and all information concerning Hart County Exceptional Children.
2. The Hart County School District will comply with the provisions of the Family Educational Rights and Privacy Act in making available any and all information concerning any Hart County School Student.
3. Student records will be transferred to another school or school district upon the request of that school's appropriate personnel without parent's/guardian's signature unless the parents/ guardians of the affected child objects in writing.
4. When achievement test scores are received, all Hart County Schools shall notify all parents/guardians of their right to examine their child's score.

### **ATTENDANCE POLICY**

The progress of a student at school depends greatly on the punctuality and regularity of attendance. For this reason, Hart County students will be expected to be in class every day unless a personal or family emergency exists that would prevent them from attending school.

**(Compulsory Attendance)** Kentucky law dictates that all children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned. KRS 159.010, OAG 85-55.

Written permission for withdrawal shall not be required after the child's eighteenth birthday. School counselors are required to conduct a one (1) hour counseling session with parents and child on potential problems for non-graduates.

Kentucky law (KRS 159.150) further states that any child who has been absent from school without a valid excuse for three (3) days, or tardy on three (3) or more days is a truant. A student is considered a "habitual truant" upon accumulating six (6) unexcused absences. This may result in court proceedings against the parent and/or the student depending on the students' age.

Absence from school shall be deemed valid and excused if the student is too ill to be in attendance and the student presents a doctor's statement upon his/her return to school. The doctor's statement must be presented to the proper school officials **within five (5) days** of return to school. **(hand delivered or emailed directly to the school attendance clerk from the Doctor's office)** Faxed statements cannot be accepted.

**Notes from parents/guardians shall be accepted, and absences shall be excused for up to two (2) days per semester only for the valid reasons listed as acceptable excused absences. Illness accompanied by a health professional's statement will not be counted as one of the two (2) days.**

Absence from school shall also be deemed valid and excused in the event the following:

- Death in the student's immediate family. The immediate family consists of the following for all Hart County students:  
1. Mother; 2. Father; 3. Son; 4. Daughter; 5. Grandfather; 6. Grandmother; 7. Sister; 8. Brother; 9. Aunt 10. Uncle; 11. Niece; 12. Nephew; 13. Father-in-Law; 14. Mother-in-Law; 15. Guardian; 16. Spouse.
- **Student illness at school and the parent is notified to pick the child up at school that day. Student is excused for that day only. A doctor's written verification of an office visit/examination shall be required in order for the absence to be excused.**
- Court appearance
- Counseling appointments
- Religious holidays and practices
- Attendance at the State Fair for one day. An entry ticket for that day to the fair must be presented for an excused absence.
- Documented military leave
- One (1) day prior to departure of parent/guardian called to active military duty
- One (1) day upon return of parent/guardian from active military duty.

Students are not absent when they are participating in school activities that have been authorized by the Hart County Board of Education and are a definite part of the instructional program of the school. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in an actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any schoolwork missed during the specified moral instruction time. Schoolwork may be made up for all excused absences and for up to three unexcused absences.

After three (3) unexcused absences have accumulated, the Principal shall make a second contact with the parent/guardian. In addition, the Director of Pupil Personnel shall then be notified and will make contact with the student's parent/guardian to inform them of the consequences for violating the Compulsory School Attendance Law (KRS 159.010).

When a student accumulates six (6) days of unexcused absences, the Director of Pupil Personnel shall be notified and shall then issue a "Final Notice" to the parent/guardian that the student should attend school regularly. At the discretion of the school principal, students with six (6) or more unexcused absences may be ineligible for field trips.

In the event that a student accumulates nine (9) days of unexcused absences, the Director of Pupil Personnel will make a referral to the juvenile court designated worker against the student and parent/guardian.

### **PERFECT ATTENDANCE**

Students shall be recognized for perfect attendance when they have accumulated no absences from school. Perfect attendance designation will not be considered for students with excused absences, unexcused absences or unexcused tardies. School will begin at 8:00 A.M. and end at 3:00 P.M.

### **EDUCATIONAL ENHANCEMENT OPPORTUNITY**

To request an absence to participate in an educational enhancement activity, an application must be completed and returned to the school's principal at least two (2) days prior to the anticipated event. The activity must have significant educational value. If activities are approved by both the principal and superintendent/designee the absence(s) will not count against perfect attendance. The application forms (09.123 AP.2) are available in each school's office.

### **TARDY POLICY**

It is the responsibility of all students to arrive at school on time. Classes begin at 8:00 a.m. and end at 3:00 p.m. Tardies are disruptive and are deterrents to the educational process. Students will NOT be allowed to enter class without obtaining an admit slip from the office. Excessive tardiness may result in a truancy referral. Habitual tardiness may result in court proceedings against the parent and/or the student depending on the student's age.

### **TRUANCY DEFINED**

Students are considered "truant" if they have accumulated (3) unexcused absences or (6) unexcused tardies. A student is considered a "habitual truant" if he or she has accumulated (6) unexcused absences or (12) unexcused tardies. Habitual truancy may result in court proceedings against the parent and/or the student depending on the student's age.

### **EXCUSED ABSENCES**

An excused absence or tardiness is one for which work may be made up. These include the following:

1. Death in the student's immediate family.
2. Illness of the pupil - doctor's written verification of an office visit/examination for illness/injury shall be required in order for the absence to be excused,
3. Court appearance,
4. Counseling appointments,
5. Religious holidays and practices.
6. One (1) day for attendance at the Kentucky state fair.
7. Trips qualifying as educational enhancement opportunities, as determined by the Principal.

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



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

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

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

Schoolwork may be made up for three (3) days of absenteeism, in addition to those days missed for death in the immediate family or illness of a student for which he/she has a doctor's statement. **No excuse will be accepted after five (5) school days following the absence.**

### **SUSPENSION**

Absences resulting from suspensions shall always be considered unexcused. Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments that were assigned prior to and were due during the time of the suspension. Long-term projects assigned during the suspension but due after the suspension time shall be accepted. Work assigned and due during suspension shall not be accepted.

### **NON-RESIDENT PUPILS**

Any student not residing in the Hart County School District and desiring to attend school in Hart County shall complete a Nonresident Student Transfer/Registration Form, 09.12 AP.21, for approval by the Principal and the Superintendent or designee. In the event this procedure is not followed, then the enrollment of said student shall be null and void.

- A. Any student enrolling in the Hart County School District while residing in another school district shall clear all financial obligations to the Hart County School System at the end of the school year in order to remain as a student in the Hart County School System.
- B. Any student enrolled in the Hart County School District while residing in another school district may have this privilege revoked, if the student:
  1. Fails two (2) or more classes during a grading period, or
  2. Is suspended from school or expelled from school, or
  3. Accumulates more than six (6) unexcused absences in a school year.
  4. Displays excessive disruptive behavior as deemed by the principal.
- C. Any student not residing in the Hart County School District, who wishes to enroll in the Hart County School District, shall enroll no later than two (2) days after the start of the school term; or two (2) days after the start of the second semester; or if a student changes residence from a district outside Hart County to another district outside Hart County and desires to enroll in the Hart County School District, he/she must enroll within five (5) days after his/her residence change.
- D. Any student who does not reside in the Hart County School District who is under suspension or expulsion from school or who has received a suspension or expulsion during a semester of school shall be denied enrollment in the Hart County School System during the semester in which the suspension or expulsion was received and the semester following the semester in which the suspension or expulsion was received.
- E. Any student who is under suspension or expulsion from any school district and changes his/her residence to the Hart County District shall be denied enrollment in the Hart County School System until the period of time of the suspension or expulsion has elapsed.
- F. Hart County reserves the right to terminate services by transferring the student back to the home school or district at any point during the school year if the student becomes disruptive and/or interferes with the educational and/or safety of students, teachers and/or instructional assistants who reside within the Hart County School District.

### **MISSING KENTUCKY SCHOOL CHILDREN PROGRAM**

Forms are available, upon request, to the parents of missing Kentucky school children. Assistance shall be given in completing and forwarding these forms to the Kentucky Department of Education.

### **REPORTING ON STUDENT PERFORMANCE**

Reporting to parents regarding students' performances shall be done five school days after the end of each nine weeks grading period (four times per school year). Report cards appropriate for subjects and grades shall be utilized with information included consistent by grade. Each report shall include attendance along with other expected information. A writing portfolio shall be implemented at each grade level, according to specified local board and state-mandated guidelines, as a method of assessment and accountability.

Pupil progress reports shall be provided to parents of students in grades P-8 after the mid-point of each grading period (four times per school year), which provide parents with a general indication of their children's performances in the major academic areas.

Homework, tests and other items are checked and returned to students promptly in order that they and their parents will be aware of their degree of progress. Daily work may be sent home by students with instructions for parents to sign work and return it to school.

Teachers may request conferences with parents as may parents with the teachers. Building principals encourage communications between home and school.

NOTE: In interpreting grades, parents and students should take care to note that a student's performance is assessed based upon the level of instruction. Scales and indicators are included on report cards to indicate if a student is functioning on grade level.

**Primary** - Reports will be made showing student continuous progress.

**Grades 4-8**

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Poor
Below 60	F	Failure

\*To qualify for end of the year honor roll students must earn **A's/B's only** for all four nine weeks.

**PROMOTION AND RETENTION**

Pupil progression through the Hart County School System in grades 4-8 shall be determined on the basis of a two-step procedure.

1. All teachers shall provide an ongoing assessment of every student assigned to them. This assessment shall be based on grades as recorded in teachers' grade books, on curriculum skills list, participation and homework. The building principal shall notify the parents by letter and shall schedule a conference by mid-year or as soon as it becomes apparent that it may be in the best interests of a student to be retained. After contacting parents, the school shall make every effort to keep parents informed as to the progress of their child.
2. If inadequate student progress continues, the affected teacher or teachers and the building principal shall conduct a review of the child's achievement. No later than two weeks prior to the last day of the school year, the teacher or teachers involved and the building principal shall make a decision as to whether the affected student shall be retained. The decision shall be based on classroom performance, achievement of curriculum outcome standards and other available test scores. No later than one week prior to the last day of the school year, the building principal and the teacher or teachers shall schedule a conference with the child's parents to notify and explain the retention of their child. Parents **shall not** veto the decision of the certified staff to promote or retain.
3. Students with disabilities shall have progress issues addressed by the School-Based Admission and Release Committee (SBARC).

**DISCIPLINE PROCEDURES (GENERAL)**

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

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

- A. The following are acceptable in-class discipline procedures:
  1. Verbal correction
  2. Parent conferences or contacts
  3. Behavioral contracts or other constructive corrective measures
  4. Isolation and/or separation
  5. Loss of classroom privileges
- B. In addition to the above, the following are acceptable administrative-initiated procedures:
  1. Out-of-school suspension
  2. In-school suspension
  3. Referral agencies
  4. Referral to board of education for possible expulsion
  5. After (or before) school detentions

**BUS RULES/CONDUCT ON SCHOOL BUS**

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

- A. Seats are assigned to all students with an assignment card posted above each window.
- B. Students should be taught the following safety rules and practices:

1. Students are to secure athletic and band equipment on the bus.
  2. Students are never to throw things from the bus.
  3. Students are never to take smoke producing or use flame-producing objects on the bus.
  4. Students are to open the windows only with driver permission.
  5. Students are never to tamper with the bus or equipment.
  6. Students are never to use vulgar language or actions while on the bus.
  7. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.
  8. Students will obey and respect the request of the driver.
  9. No part of the body is to be extended outside the bus at any time.
  10. No pets or animals are allowed on the bus.
  11. Students should help the driver to keep the bus neat and clean.
  12. Students shall conduct themselves properly at all times and not do anything that would distract the driver.
  13. Objects that are large enough to take up seating space area are allowed on the bus only with permission from the principal or Director of Transportation.
  14. When students enter the bus, they shall proceed directly to their assigned seat.
- Students shall remain seated until the bus has come to a complete stop
15. Students shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
  16. Students are not to change their regular pattern of riding and stops without a request from home and approval of the school principal.
  17. Students are never to leave the bus by the emergency (back) door except in case of emergency or emergency drills.
  18. Passengers shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any windows; that would be dangerous in case of collision; that would present an additional fire hazard; or that would take up needed pupil seating space.
  19. Students shall not cross the roadway when entering the school bus until signaled to do so by the bus driver. When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Students shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
- C. Students wishing to ride a school bus other than the one they normally ride must provide the bus driver with a note from parents stating the request and signed by the principal. To allow time to notify students and make appropriate arrangements, it is requested that all notices of transportation changes must be submitted to the school office no later than 1PM each afternoon.
  - D. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends, the Director of Transportation, or the Superintendent, and the student's parent or legal guardian.
  - E. Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.
  - F. The Principal or Director of Transportation is authorized to withhold bus-riding privileges a minimum of 18 weeks per occurrence in the case of habitual or serious conduct violations. These violations may include, but are not limited to, the following acts: damage to bus property, fighting, use of tobacco, and profanity. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.
  - G. No balloons or glass objects are allowed on the bus.
  - H. No electronic device that is not controlled by the driver shall be allowed on the bus.
  - I. Food and drinks are not allowed on the bus.
  - J. Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.
  - K. If a student must be returned to school during the bus route due to a parent or guardian not being present to accept the student more than three times during a semester, a conference will be requested to discuss consequences.

### **DISCIPLINE FOR BUS PROBLEMS**

In the event that a bus problem occurs, the Director of Transportation, Principals and Bus Drivers shall follow the following procedures:

1. Depending on the severity of the infraction, a student shall be given a verbal reprimand the first time the student is reported to the office for failing to abide by the expectations. The parent/guardian shall receive written notice of this infraction and the method of disposal. Severe infractions shall warrant removal of bus riding privileges.
2. If a student is reported to the office for a second infraction, the student's bus riding privileges shall be suspended for a minimum of three (3) days, with notification being given to the parent/guardian. Severe infractions shall warrant removal of bus riding privileges.
3. If a student is reported to the office for a third infraction, the student's bus riding privileges shall be suspended for a minimum of ten (10) days with notification being given to the parent/guardian.
4. In the event the student receives a fourth referral for violating the expectations and regulations of this system, then bus riding privileges shall be suspended for a minimum of one semester, or 18 weeks, with notification being given to the parent/guardian.

### **REQUESTS FOR TRANSPORTATION CHANGE**

To allow time to notify students and make appropriate arrangements, it is requested that all notices of transportation changes—whether involving bus or car transportation-- be submitted to the school office no later than 1PM each afternoon. Students wishing to ride a school bus other than the one they normally ride must provide the bus driver with a note from parents stating the request and signed by the principal.

### **DRESS CODE**

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which, in the judgment of the Principal, significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited.

Principals shall enforce the dress code in their schools. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school.

1. Hats, headbands (worn across the forehead), hoodies may be worn (with hood down), and bandannas (by male or female) at any time unless designated by the principal.
2. Pajamas may not be worn at any time unless designated by the principal for special events. When authorized by the principal, pajamas must be appropriate for the school setting.
3. Shirts or blouses must be of sufficient length to meet the waistband. Half shirts, tube tops, and halters are unacceptable.
4. Tank tops and vests used as top shirts cannot be worn. Appropriate sleeveless attire may be worn if deemed appropriate by the principal.
5. Clothing with sexual connotations, profanity, advertisements of drugs, tobacco or alcoholic beverages are unacceptable. This would also include any shirt that is considered disruptive to the education process.
6. Shorts are acceptable only if worn in good taste (at least fingertip length of longest finger) as deemed appropriate by the administration. A modest and neat appearance is especially important when wearing garments of this kind. Short shorts and stretch (biking) attire are not acceptable.
7. Form-fitting attire (including but not limited to lycra, exercise attire, yoga attire, spandex, or leggings/jeggings, etc.) is not appropriate unless adequately covered by a top of sufficient length.
8. Provocative articles of clothing are inappropriate as school attire. See-through clothing, bare midriffs (visible stomachs), tube tops, halter tops, underwear worn as outerwear, plunging necklines, holes in clothing showing skin, etc. all fit in this category.
9. Students may not wear any clothing that draws attention to his/her race or gender nor by its nature is offensive to others race or gender.
10. Shoes must be worn at all times.
11. Sunglasses will not be worn unless prescribed by a doctor.
12. No "sagging" pants.
13. No holes in pants above the knee which reveal skin or undergarments.
14. Athletic and other oversized bags brought to school may be subject to search at any time and may be required to be kept in the principal's office, under a teacher's supervision, or other designated area such as a locker room.
15. No roller backpacks/book bags/or luggage will be allowed in the school.
16. No type of shoes with wheels of any type.

***This dress code will be strictly enforced.  
Violators will be immediately asked to change, or they will be sent home.***

## **BEHAVIORAL VIOLATIONS**

The principal shall provide leadership for the total staff in enforcing this student conduct code. Teachers shall be responsible for the conduct of students in the classroom, on the playground, in the halls, or off school premises while under their supervision. All pupils admitted to the common schools shall comply with lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, force, or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property at school sponsored activities constitutes cause of suspension or expulsion from school. (KRS 158.150)

### **Assault**

Any pupil who assaults another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.

Any pupil who assaults or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action and/or legal action.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee prior to the assignment or contact.

### **Disrupting the Educational Process**

Behavior that is disruptive of the educational process shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. Behavior that disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may potentially damage property;
3. Illegal activity; or
4. Conduct that interferes with or hinders the orderly administration of the school and school-related activities,
5. Objects (toys, games, music boxes, sports cards, cell phones etc.) that are disruptive to the educational process will be confiscated by school personnel. Such items may be returned to the parent/guardian.
6. Use of cell phones is limited in accordance with Board Policy 09.4261 as outlined below.

## **TELECOMMUNICATION DEVICES**

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 personal telecommunications devices as defined by law (*KRS 158.165 "Personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.*) and other related electronic devices, provided they observe the following conditions:

- All such devices shall not be used for any reason during the school day or while attending any school-sponsored activity such as ball games, field trips, etc., unless permitted by school staff member. They should be turned off before entering the building and may only be used when the regular school day has ended. Any exceptions during the regular school day must be approved by an administrator and the telecommunication device may only be used in the presence of the administrator. Any exceptions while at any school-sponsored activity must be approved by the coach, director, or sponsor and the telecommunication device may only be used in the presence of the individual granting permission.
- Students are responsible for keeping up with devices if they choose to bring them to school. Hart County schools shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Consequences for telecommunication device offenses shall be based on the nature of the offense and may range from a warning, to confiscation of the device, to in-school suspension or other appropriate discipline as outlined in the District Code of Acceptable Behavior and Discipline.

## **PROHIBITED ITEMS**

Students are expected to devote their full attention to classroom instruction and work. Therefore, items such as radios, CD/tape players, portable DVD players, IPODS, MP3 players, other electronic devices or games, roller blades, skateboards, heelys, and any other items deemed disruptive and/or dangerous by building administrators are not permitted at school. Use of such electronic devices will result in disciplinary action (refer to section above, district policy, and the District Code of Acceptable Behavior and Discipline). These items are subject to confiscation until a parent/guardian can pick them up and disciplinary action for the student.

Building staff will not be responsible or spend time trying to find/recover items that are lost or stolen at school. No form of card playing is permitted unless being used as an instructional device.

## **ANIMALS**

No pets allowed in school without principal approval. Service animals officially trained to aid a person with a disability are welcome. School officials may request documentation of official training in the interest of safety of students and staff.

## **ALTERNATIVE SCHOOL PROGRAM**

A student may be assigned to the Alternative School Program for conduct that disrupts the education process. During this time opportunities are provided for pupils to continue their regular schoolwork under the supervision of school staff, and counseling services shall be provided to address school-related problems. Parents shall be notified by letter of their child's assignment to this program.

The Alternative School operates independently from a regular school. Students who are assigned to Alternative School must successfully complete established goals before being released back into the regular school setting. Students who are assigned to the Alternative School will adhere to all Alternative School rules, regulations and procedures.

Criteria for placement in the Alternative School Program include . . .

1. Detention for offensive, disruptive, or aggressive behavior – 1 point
2. In-school suspension for offensive, disruptive, or aggressive behavior – 5 points
3. Suspension from school – 10 points per occurrence
4. Referral by the board of education or justice system for substance abuse or other forms of misconduct – 20 points

Upon accumulating 20 points during the school year, the student may be placed in the Alternative School Program the next school day. In the event that the Alternative School personnel cannot conduct the necessary orientation on a particular day, the student shall remain in in-school suspension until the transfer to the Alternative School can be arranged.

Upon being placed in the Alternative School Program, the student shall not be eligible to participate in extracurricular activities or to be present at any school activity. When a student successfully completes the Alternative School Program, he/she may resume normal school activities.

## **ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES**

Students shall not possess, use, be under the influence of, sell, or transfer alcoholic beverages, drug paraphernalia, controlled drug substances, or look-alike drugs:

1. On school property;
2. En route to or from school or a school-sponsored activity; or
3. At any location of a school-sponsored activity.

Use of a drug authorized by and administered in accordance with a prescription from a physician shall not be considered a violation of this policy.

Violation of any provision of this behavior code shall constitute reason for suspension or expulsion. Illicit drug use is wrong and harmful. K.R.S. 218A/990 Section 16 states "Any person who unlawfully traffics in a controlled substance classified in schedules I, II, III, IV, or V in any building used primarily for classroom instruction in a school or on any premises located within one thousand (1,000) yards of any school building used primarily for classroom instruction shall be guilty of a felony and shall be punished by confinement in the penitentiary for not less than one (1) year nor more than five (5) years, or by a fine of not less than three thousand dollars (\$3,000) nor more than five thousand dollars (\$5,000), or both, unless a more severe penalty is set forth in this chapter, in which case the higher penalty shall apply. The measurement shall be taken in a straight line from the nearest wall of the school to the place of violation.

In addition, it is a felony violation of Federal Law. Title 21, USC section 845(a) (1) to distribute a controlled substance within one thousand (1,000) feet of a public school building.

Students who violate these provisions are subject to the Hart County Schools Discipline Code and may be subject to Criminal Court action under the Juvenile Code of K.R.S. Chapter 600.

## **TOBACCO**

Students are not to possess, use, sell or distribute tobacco products (including e-cigarettes, vapor products, or lookalike items) on school property, including school buses, nor at school sponsored activities under the supervision and sponsorship of school personnel.

## **CHEATING**

Any student caught cheating on an examination will receive a zero.

### **CORPORAL PUNISHMENT**

The school council shall determine whether corporal punishment shall be used as a disciplinary measure at that school. Corporal punishment refers to striking the student's buttocks with a paddle. No other form of corporal punishment may be administered. This punishment may only be administered by the Principal in the presence of another certified employee. If the Principal is not the same sex as the student, then the witness shall be the same sex as the student. Corporal punishment shall not be administered in the presence of other pupils. At the parent's written request, a student shall be excused from corporal punishment and other appropriate punishment, including suspension, shall be administered in lieu of corporal punishment.

### **DETENTION**

The Principal or his/her designee may establish detention as an alternative disciplinary method. A pupil's parent/guardian shall be notified prior to the detention so that the parent may arrange transportation.

### **HARASSMENT/DISCRIMINATION**

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age; religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action including but not limited to suspension and expulsion.

### **HAZING AND BULLYING**

Hazing, bullying, menacing, or abuse of students or staff members will not be tolerated. Any student who engages in an act that injures, degrades, or disgraces another student or staff member in any manner, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action as outlined in board policy whether the offense occurs via speech, action, or cyberbullying (such as but not limited to unsolicited email, disclosing personal information via a website or other forum, assuming another's identity, posting defamatory photographs or print material, transmitting inappropriate or unsolicited text messages, etc.).

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Instances of bullying or other behaviors related to student welfare may be reported to the school office, district office, or online via the Safety Tipline Online Prevention (STOP) system at <http://www.kycss.org/stop/stop.php?district=Hart.County.School.District>

### **LOWERING GRADES FOR MISCONDUCT**

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

### **DISCIPLINE FOR STUDENTS WITH A DISABILITY**

*Please refer to Hart County Special Education Policies and Procedures.*

### **GRIEVANCE PROCEDURE: STUDENT AND PARENT NON-DISCRIMINATION**

Students or parents who feel they have been discriminated against or denied an opportunity because of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in an educational program and/or activities has the right to file an informal and/or formal grievance as follows. This process is conducted through the Title IX Coordinator Steve Caven at the Hart County Schools Central Office, 25 Quality Street, Munfordville, KY 42765, 270-524-2631, and Section 504 Coordinator Donna LeFevre, also at the central office, 25 Quality Street, Munfordville, KY 42765, 270-524-9345.

### **INFORMAL NON-DISCRIMINATION GRIEVANCE PROCEDURE**

#### **Step 1:**

If a student feels he/she has been discriminated against, the student should first bring the problem to the attention of the coordinator (listed above) within five (5) school days of the knowledge or alleged cause for grievance occurs.

#### **Step 2:**

The student, coordinator (and others involved) will work informally to negotiate a solution within five (5) school days.

#### **Step 3:**

If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance.

## FORMAL NON-DISCRIMINATION GRIEVANCE PROCESS

### Step 1:

A grievance shall be filed in writing with the Title IX, Title VI, Section 504 Coordinator within fifteen (15) school days of the knowledge or alleged cause. The student shall set forth in the writing of the student the nature of the violation, the dates it occurred, and be signed by the student making the complaint.

#### Response:

The designated Title IX, Title VI, Section 504 Coordinator shall notify the complainant in writing within thirty (30) calendar days from the date of the written notice what (if any) action was/or will be taken. **Note:** If the coordinator does not resolve the complaint to the satisfaction of the student, the student may appeal to the next step.

### Step 2:

The student (complainant) may appeal in writing to the school Principal within five (5) school days of the date of the coordinator's response in Step 1. This written notice must contain all written information from the student and the coordinator's response.

#### Response:

The Principal of the school will notify the complainant in writing within five (5) school days, from the date of the appeal, as to what action was/or will be taken.

### Step 3:

If the student (complainant) is not satisfied with the action taken by the school principal in Step Two (2), the complainant may notify in writing within five (5) school days of response, the Hart County School Superintendent. This written notice must identify the grievance and dates and **all** written information and response from all previous steps.

#### Response:

The Superintendent of the local school will notify the complainant in writing within twenty (20) school days of the date of the appeal letter in Step Three (3) as to what action was/or will be taken.

### Step 4:

In the event that the complainant is still not satisfied with the action taken, the complainant may write, within five (5) days of the last response, to the Office for Civil Rights, U.S. Department of Education, 101 Marietta Tower, Suite 280, Atlanta, GA 30323. **Note:** If appeals are not made, it is assumed the decision at that level is accepted. A student at any point in the grievance process has the right to call the Equal Educational Opportunities Coordinator in Frankfort. This person would only act as a consultant.

## RIGHTS AND RESPONSIBILITIES

### Participant Rights:

The United States Constitution provides for the protection and safeguard of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the school process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following paragraphs outline both the rights and responsibilities of all participants.

#### A. **Student rights.** Students have the right:

1. To an appropriate public education which maintains high educational standards and meets the needs of individual pupils.
2. To notification of information pertaining to regulations and policies, which pertain to their public school experiences.
3. To reasonable physical protection and safety of their personal property.
4. To consultation with teachers, counselors, administrators, and other school personnel.
5. To free student elections for organizations within the school or their counterparts within the state and nation.
6. To candidacy and to hold office in student organizations within the school or within the state or national student organizations.
7. To examine their personal school records.
8. To be involved in school activities without being subject to any form of discrimination.
9. To participate in school activities that require competition on an equal basis.
10. To receive respect from other students and school personnel.
11. To present complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.

#### B. **Teacher Rights.** Teachers have the right:



1. To expect the support of their fellow teachers and administrators.
  2. To work in a positive school climate with a minimum of disruptions.
  3. To expect all student assignments to be completed as requested.
  4. To temporarily remove any student whose behavior significantly disrupts the positive school climate.
  5. To be safe from physical harm.
  6. To be free from verbal abuse.
  7. To provide input to committees designed with the responsibilities of drafting policies that relate to their relationships with students and school personnel.
  8. To take action necessary in emergencies pertaining to the protection of persons or property.
- C. **Parent/Guardian Rights.** Parents/Guardians have the right:
1. To send their child to a school with a positive educational climate.
  2. To expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
  3. To enroll their child in regularly scheduled classes with minimal interruptions.
  4. To expect their school to maintain high academic and accreditation standards.
  5. To examine the personal school record of their child as is allowable under appropriate laws and guidelines concerning records confidentiality.
  6. To address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievances. Generally, the building principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department.
- D. **Principal/Designated Administrator.** Principals/Designated Administrators have the right:
1. To expect all participants in the schooling process to comply with school and Board of Education policies.
  2. To suspend any student who disrupts the educational environment.
  3. To expect respect from students, parents/guardians, and the school staff.
  4. To administer disciplinary measures as outlined in the discipline code in order to maintain a safe and positive learning climate.

### **Participant Responsibilities**

- A. **Student Responsibilities.** Students have the responsibilities:
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 progress and orderly operation of the school.
  4. To maintain proper hygiene at all times.
  5. To abstain from the possession and/or use of illegal substances including alcohol.
  6. To abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
  7. To abstain from physically attacking any school employee.
  8. To abstain from physically attacking classmates.
  9. To refrain from persistent violation of school regulations.
  10. To be in attendance at all regularly scheduled classes.
  11. To refrain from acts of truancy such as being absent without permission from school and/or class.
  12. To show respect for school authority by avoiding all acts of defiance.
  13. To abstain from gambling, extortion, theft or any other unlawful activity.
  14. To abstain from smoking.
  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 refrain from habitual tardiness.
  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.
- B. **Teacher Responsibilities.** Teachers have the responsibility:
1. To present the educational materials and experience 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 their 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 child's successes, problems, and failures.
  9. To reward exemplary student work and/or classroom behavior.
  10. To exhibit respect for all students.
  11. To maintain a classroom atmosphere conducive to good behavior.
  12. To follow the rules and regulations of the Hart County Board of Education and the local school.
- C. **Parent/Guardian Responsibilities.** Parents/Guardians have the responsibilities:
1. To instill in their child the need for an education.
  2. To instill in their child a sense of responsibility.
  3. To assist their child in understanding the need for a positive school learning environment.
  4. To become familiar with the educational policies and programs of the Hart County Board of Education.
  5. To aid their child in understanding the disciplinary procedures of the school.
  6. To encourage their child to follow all school policies.
  7. To see that their child attends school on a regular basis.
  8. To inform school officials of any long-term illness affecting their child.
  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 the need for proper and appropriate student attire and hygiene.
  12. To exhibit concern for the progress and grades of their child.
- D. **Principal/Designated Administrator Responsibilities.** Principals/Designated Administrators have the responsibilities:
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.
  4. To direct the school staff in developing a program which communicates this code of conduct to the school community.

#### **CHECK ACCEPTANCE AND RETURN POLICY**

Your check is welcome. By paying for your purchase with your check, you are accepting our check acceptance policy. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically redeposited or if necessary, redeposited by paper draft. You understand and agree that we may collect a returned check processing charge of \$25.00 by the same means and allowable by state law. Collections shall be made by the County Attorney's office.

#### **ASBESTOS MANAGEMENT PLAN**

Hart County School District meets both national and state regulations that relate to asbestos-containing building materials that were used in building construction in past years. An inspection for building materials that contain asbestos has been completed for all buildings owned, leased, or otherwise occupied by Hart County Schools. This inspection has been conducted by a certified inspector and the sampled materials were evaluated by an accredited laboratory. Building materials with as little as one percent (1%) asbestos content have been identified and have been made a part of an Asbestos Management Plan for the respective school(s). A complete Asbestos Management Plan is on file at the office of each respective school and is available for review. The district will continue to notify the public at least annually on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued from additional inspections, normal surveillance practices, response actions or remodel work that might disturb building materials that contain asbestos. Every precaution will be used in order to protect the well-being of students and employees of Hart County Schools.

#### **NOTIFICATION OF FERPA RIGHTS**

##### **Family Educational Rights and Privacy Acts**

The Federal Family Educational Rights and Privacy Act (FERPA) and the Kentucky Family Education Rights and Privacy Act (KY FERPA) afford parents and "eligible students" (students over 18 years of age or who are attending a postsecondary institution) certain rights with respect to the student's education records. They are:

1) **The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.**

Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.**

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and/or KY FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4) **The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky National Guard.**

Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

5) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Hart County Schools are required to maintain special education records for three (3) years after the date of the last activity. Therefore, the school district will destroy all records three years after graduation or three years after a student has exited a special education program. If you have reason to believe you will need these records at a later date, you must notify the Hart County School District that you want the records prior to the designated time for destruction. You may request your records by contacting Donna LeFevre, Director of Special Education, at 270-524-9345.

## **CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION OR 504 SERVICES**

The Hart County School District keeps educational records in a secure location in each school and Board office.

The Hart County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Hart County School District may destroy the educational records of a child without parent request three years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Hart County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Hart County School District has an ongoing "*Child Find*" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "*Child Find*" system **includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.**

The Hart County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Hart County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Hart County School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Hart County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 270-524-9345 or send the information to:

Donna Turner LeFevre  
Director of Special Education  
Section 504 Coordinator  
25 Quality Street  
Munfordville, KY 42765  
270-524-9345

If you know of a child who attends a private or homeschool within the boundaries of the Hart County School District, who may have a disability, and may need but is not receiving Special Education services, please call 270-524-9345 or send the information to:

Donna Turner LeFevre  
Director of Special Education  
Hart County Schools  
25 Quality Street  
Munfordville, KY 42765  
270-524-9345

"*Child Find*" activities will continue throughout the school year. As part of these efforts the Hart County School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through "*Child Find*" is maintained confidentially.

Written *Policies and Procedures* have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and "*Child Find*" activities. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these *Policies and Procedures* may be obtained by contacting:

Nathan Smith  
Superintendent  
Hart County Schools  
25 Quality Street  
Munfordville, KY 42765  
270-524-2631

The District office is open Monday through Friday, from 7:30 a.m. to 4:00 p.m.

The Hart School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel*, the *Director of Special Education or the Section 504 Coordinator* at the address or phone number listed above for the Hart County Schools.