

HOPKINS COUNTY SCHOOLS

Student Code of Conduct Guidelines

Approved June 2014

320 S. Seminary Street
Madisonville, KY 42431

Code of Conduct Committee

Deanna Ashby	Assistant Superintendent of Instruction	Central Office
Brad Johnson	Director of Pupil Personnel	Central Office
Jason Clark	Director of Secondary Education	Central Office
Jennifer Luttrell	Director of Elementary/Preschool	Central Office
Wendy Watts	District PBIS Coach	Central Office
Lori Harrison	District Communications specialist	Central Office
JE Barlow	Principal	HCDT
Rick Snodgrass	Assistant Principal	HCCHS
Marty Cook	Assistant Principal	HCCHS
Marty Cline	Assistant Principal	MNHHS
Adam Harris	Assistant Principal	MNHHS
Andy Belcher	Counselor	JMMS
Nick Eastham	Assistant Principal	BSMS
April Willett	Assistant Principal	WHMS
Melissa Lipe	Counselor	WHMS
Michael Gooch	Assistant Principal	JMMS
Jan Richey	Assistant Principal	SHMS
Steve Eakins	Principal	West Hopkins
Phyllis Sugg	Principal	Jesse Stuart
John Tichenor	Counselor	Hanson
Vicki Williams	Counselor	Grapevine
Jill Johnston	Teacher	West Hopkins
Kerri Blades	Teacher	Pride
Scott Moore	Teacher	Earlington
Wendy Mitchell	Counselor	Earlington

Nondiscrimination Policy

The Hopkins County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in providing educational opportunities, activities, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990 and provide, upon request by qualified disabled individuals, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability an equal opportunity to participate. For more information contact Linda Zellich, 320 S. Seminary, Madisonville, KY 42431, telephone: 270-825-6000.

Forward

Hopkins County Schools has embraced Positive Behavioral Intervention & Supports (PBIS) to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing schoolwide behavior referrals to make decisions and solve problems based on their individual school needs.

You and your student(s) will notice PBIS in our schools when you see and hear each school's clearly defined expectations for all school settings and by the rewards your student(s) can obtain by meeting these expectations.

Successful PBIS implementation will help us:

- Have more engaging, responsive, preventative, and productive learning environments.
- Improve classroom management and address disciplinary issues based on data analysis.
- Improve supports for students whose behaviors require more specialized assistance.
- Maximize academic engagement and achievement for all students.

For additional information about PBIS, visit www.pbis.org.

The Hopkins County Public Schools are committed to providing a safe and positive environment for students and staff. The Code of Conduct is designed to ensure the rights and responsibilities of each student are carried out within the limits of Federal and State regulations.

The district's original Code of Conduct was developed by a committee composed of students, parents, teachers, administrators and community leaders whose goal was to establish a standard of behavior which would encourage high educational ideals, individual responsibility, and cooperative attitudes. Since its adoption, this Code of Conduct has been revised on an annual basis. These revisions allow for amendments to improve the understanding and implementation of this uniform standard of behavior.

Hopkins County Schools are expected to require high standards of personal conduct from all students. A positive school environment is a community of individuals who live and interact based upon commonly shared rules, rights, responsibilities, expectations, and common sense. It is important that students understand what is expected of them. If students are to develop self-discipline, each school needs the support of the parent or guardian. We are asking parents and/or guardians to review the district's Code of Conduct with their student.

This Code of Conduct outlines the rules students are expected to follow to avoid disciplinary action, and lists procedures that staff are expected to follow when a violation occurs.

The **Contact Person for the Code of Conduct is the principal**. Questions regarding the interpretation of the Code of Conduct should be addressed to him/her. If the questions are a result of a specific incident, then all questions should first be addressed to the building principal. If the problem cannot be resolved at this level, please refer to the appropriate page for specific directions.

Thank you for taking your time to read and familiarize yourself with this important information. It is my goal for this school year to be a successful one for all of Hopkins County School students and staff.

Linda Zellich, Superintendent
Hopkins County Schools
320 South Seminary Street
Madisonville, KY 42431

CENTRAL OFFICE

Linda Zellich, Superintendent	825-6000
Shari Winstead, Assistant Superintendent	825-6000
Deanna Ashby, Assistant Superintendent	825-6000
Brad Johnson, Director of Pupil Personnel	825-6000
Jennifer Luttrell, Director of Instruction P-5/Early Childhood Education	825-6000
Marci Cox, Director of Transportation	825-6000
Jason Clark, Director of Secondary Instruction	825-6000
Tonia Griffey, Director of Special Education	825-6000

CODE OF CONDUCT

Introductory Statement

This document has been revised through the cooperative efforts of personnel of the Hopkins County School District for the following purposes:

1. to provide a concise outline of the rights and responsibilities of students, parents, and administrative personnel in the Hopkins County School District;
2. to provide certain disciplinary procedures to ensure that students may learn in an environment conducive to learning.
3. to provide all concerned parties with information regarding regulations and procedures affecting the educational program as it pertains to individuals rights and responsibilities.

It is with these purposes in mind that this Code of Conduct has been developed.

This Code of Conduct provides for fair and consistent treatment for all students in the Hopkins County Schools. All students will be responsible for adherence to this code in school, at school sponsored or related activities, on school buses, and at any extra or co-curricular activities at, or away from school.

This Code of Conduct is the result of expressed concerns on the part of the community and provides for an annual review by the school, community and the Board of Education to ensure an effective document which meets the changing needs of the total educational community.

This Code of Conduct provides everyone with the opportunity to know the basic procedures which will be followed in disciplinary matters and the meanings and explanations of each.

SECTION 1. Philosophy of Rights and Responsibilities

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless he also exercises the self-discipline and care to afford all others the same rights and not allow his own actions to infringe upon the rights of others. In a social situation such as the public schools, all participants (students, parents and/or guardians, teachers, administrators and others in the educational process) have the right and responsibility to know the basic standards of conduct and behavior which are expected. The school environment is a community of individuals who live and interact based upon commonly shared rules, rights and responsibilities, expectations and common sense.

A. Students

1. Students have the right to:

- a. a meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of the individual student;
- b. due process;
- c. reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject, and notice of evaluation of work done;
- d. physical safety and protection of their personal property;
- e. consultation with teachers, counselors, administrators, and other school personnel;
- f. free election of their peers in the student organizations in which all students have the right to seek and hold office;
- g. examination of their personal school records by the student, their parents/guardians or their authorized representatives;
- h. Involvement in school activities without being subjected to discrimination on the basis of race, sex, or religion;
- i. respect from other students and school personnel;
- j. presentation of complaints or grievances to school authorities and to receive replies from school officials regarding such matters;
- k. to be free from verbal abuse;
- l. constructive criticism.

2. Students have the responsibility to:

- a. be at school daily;
- b. to be prepared to work each day;
- c. treat school staff with dignity;
- d. be accountable for their own effort and conduct;
- e. show consideration for the rights and property of others;
- f. be familiar with and abide by the Code of Student Conduct which sets forth all school rules and regulations and the consequences thereof;
- g. exhibit neatness and cleanliness of personal dress and hygiene;
- h. refrain from horseplay, fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person, or exposing others to harm;
- i. refrain from gambling, extortion, theft, or any other unlawful act;
- j. refrain from using tobacco, or using, possessing, or transmitting any alcoholic beverage or illegal or controlled substance;
- k. show respect for the educational process and learning environment by refraining from intentional or habitual tardiness or unexcused absence;
- l. practice self-control at all times;
- m. care for the equipment and physical facilities of the school by refraining from willful destruction and damage;
- n. comply with any reasonable request or direction given by any school board employee or school property or at any school event or function;
- o. bring to class textbooks and school supplies and assignments;

- p. immediately report to school personnel possession by a student of any weapon (real or look-alike) or contraband item;
- q. immediately report to school personnel any threat of violence.

B. Parents and Guardians

1. Parents and guardians have the right to:

- a. send their child to a school with an environment where learning is valued;
- b. expect classroom disruptions to be dealt with fairly, firmly, and quickly;
- c. enroll students in the Hopkins County School District where they shall attend classes regularly and promptly with minimal interruptions;
- d. expect the school to maintain high academic standards;
- e. to expect notification from teacher if their child is caught cheating, or in case of other significant problems;
- f. review the student's academic progress and other pertinent information which may be contained in the student's personal records;
- g. address a question or a request a conference concerning their child to the proper authority and to receive a reply in a reasonable time period (within 48 hours, if possible);
- h. be treated with courtesy and respect by all members of the school staff;
- i. be free from verbal abuse;
- j. request the District to provide information regarding the professional qualifications of their child's classroom teachers.

2. Parents/Guardians have the responsibility to:

- a. understand that unnecessary interruptions in school are detrimental;
- b. instill in their children the values of an education, and a sense of respect and responsibility;
- c. understand that failure to adhere to this code may result in suspension;
- d. be familiar with the educational program and the procedures;
- e. inform children about the disciplinary procedures of the school and emphasize the importance of following same;
- f. see that children attend school regularly and promptly;
- g. check with the proper school officials regarding the facts of any situation that they might question;
- h. support the efforts of school personnel;
- i. demonstrate respect for the teachers, administrators, and school personnel at school and all school related activities;
- j. see that students exhibit neatness and cleanliness in their personal attire and hygiene;
- k. immediately report to school personnel possession by a student of any weapon (real or look-alike) or contraband item;
- l. immediately report to school personnel any threat of violence;
- m. practice self control at all times.

A. Teachers

1. Teachers have the right to:

- a. the support of co-workers, administrators, and parents;
- b. work in an educational environment with a minimum of disruptions;
- c. expect all assignments, including homework, but not limited to, to be completed and turned in as assigned;
- d. remove any student from class whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other designated area;
- e. safety from physical harm and freedom from verbal abuse;
- f. provide input to aid in the formulation of policies that relate to their relationships with students and school personnel;
- g. take necessary action in emergencies, to protect their own person or property, or the person and or property of those in their care;
- h. be treated with courtesy and respect;
- i. be free from verbal abuse.

2. Teachers have the responsibility to:

- a. be at school daily;
- b. be prepared and have plans to teach each day;
- c. treat everyone with dignity;
- d. present subject matter and experiences to students and inform students and parents/guardians of achievement and/or problems;
- e. aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement;
- f. prescribe rules for the individual classroom to implement the educational process;
- g. assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis;
- h. evaluate students' assignments, return them as soon as possible, and provide permissible make-up work to the student in a timely manner;
- i. exhibit exemplary behavior in action and speech;
- j. exhibit neatness and cleanliness of personal dress and hygiene;
- k. reward exemplary behavior of work of students;
- l. maintain an atmosphere conducive to good behavior and exhibit it;
- m. recommend for retention in a class any student who fails to meet the basic standards of such class;
- n. maintain necessary records of students, progress, attendance and discipline, and provide information as requested;
- o. notify parents when a student is caught cheating;
- p. follow and enforce all policies, rules and regulations by the Board of education and/or school administration;
- q. immediately report to school administration possession by a student of any weapon (real or look-alike) or contraband item;
- r. immediately report to school administrators any threat of violence;
- s. practice self control;
- t. provide constructive criticism.

B. Administrative Personnel

1. Administrative Personnel have a right to:

- a. the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system;
- b. provide input for the establishment of procedures and regulations that related to the school;
- c. safety from physical harm and verbal abuse;

- d. take necessary action in emergencies to protect their own person or property or the person and/or property of those in their care;
 - e. exercise professional judgment in the disciplining of any student who conduct disrupts the educational process;
 - f. administer the school environment to provide proper learning atmosphere;
 - g. be free from verbal abuse;
 - h. report threats of violence to the superintendent and to civil authorities as appropriate;
 - i. report possession of a weapon or contraband by a student to proper authorities as appropriate.
- 2. Administrative Personnel have the responsibility to:**
- a. create and foster an atmosphere of mutual respect and consideration among students, staff members and parents;
 - b. administer discipline fairly and equally following the guidelines set forth herein;
 - c. exhibit exemplary behavior in action, dress, and speech;
 - d. implement and evaluate all aspects of the educational program to improve learning and comply with the district, state and nation;
 - e. direct a program of dissemination of information explaining the Code of Conduct to the school community;
 - f. prescribe rules for the individual school to implement the educational process;
 - g. immediately report to law enforcement officials possession by a student of any weapon (real or look-alike) or contraband item; report threats of violence to the superintendent and to civil authorities as appropriate;
 - h. report possession of a weapon or contraband by a student to proper authorities as appropriate;
 - i. practice self control.

C. Classified Personnel

1. Classified Personnel have the right to:

- a. the support of co-workers, administrators, and parents;
- b. work in an educational environment with a minimum of disruptions;
- c. safety from physical harm and freedom from verbal abuse;
- d. provide input to aid in the formulation of policies that relate to their relationships with students and school personnel;
- e. take necessary action in emergencies to protect their own person or property, or the person or property of those in their care;
- f. be treated with courtesy and respect.

2. Classified personnel have the responsibility to:

- a. support efforts of all school personnel in seeing that students are educated in a safe, nurturing environment;
- b. assist in seeing that the curriculum which meets the needs of all students is carried out;
- c. enforce rules to comply with individual job classifications;
- d. assist in the implementation of such discipline as is necessary to maintain order through out the school without discrimination on any basis;
- e. exhibit exemplary behavior in action and speech;
- f. exhibit neatness and cleanliness of personal dress and hygiene;
- g. reward exemplary behavior of students;
- h. maintain an atmosphere conducive to good behavior;
- i. follow and enforce all policies, rules and regulations by the Board of Education and/or school administration;
- j. immediately report to school administrators possession by a student of any weapon (real or look-alike) or contraband item;
- k. immediately report to school administrators any threat of violence;
- l. practice self control.

D. Harassment/Discrimination

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, or a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex or disability is prohibited.

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.

SECTION 2. Discipline

Intolerable behavior is any action and/or behavior which:

- a. disrupts the teaching or learning process or environment;
- b. threatens the safety of school officials and/or students;
- c. causes destruction to campus facilities and/or equipment;

KRS 158.150 Suspension or Expulsion of Students

All pupils admitted to the common school shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use of 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 for suspension or expulsion from school.

SPECIAL EDUCATION Suspension or Expulsion of Students

KRS 158.150 (7)

The suspension and expulsion of exceptional children will follow guidelines developed by the Individuals with Disabilities Education Act, Department of Education, Kentucky State Law, and Hopkins County Schools District Special Education Procedures.

Suspension of exceptional children, as defined in KRS 157.200, shall be considered a change of educational placement if:

- 1. The child is removed for more than ten (10) consecutive days during a school year; or

2. The child is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten (10) school days during a school year and because of other factors, such as the length of each removal, the total amount of time the child is removed, and the proximity of removals to one another.

The Admissions and Release committee shall meet to review the placement and make a recommendation for continued placement or a change in placement and determine whether regular suspension or expulsion procedures apply. Additional evaluations shall be completed, if necessary.

If the Admissions and Release committee determines that an exceptional child's behavior is related to his disability, the child shall not be suspended any further or expelled unless the current placement could result in injury to the child, other children, or the educational personnel, in which case an appropriate alternative placement shall be provided that will provide for the child's educational needs and will provide a safe learning and teaching environment for all. If the Admissions and Release committee determines that the behavior is not related to the disability, the local educational agency may pursue its regular suspension or expulsion procedure for the child, if the behavior so warrants. However, educational services shall not be terminated during a period of expulsion and during a suspension after a student is suspended for more than a total of ten (10) days during a school year. A district may seek temporary injunctive relief through the courts if the parent and the other members of the Admissions and Release committee cannot agree upon a placement and the current placement will likely result in injury to the student or others.

DISCIPLINE CONSEQUENCE OPTIONS AND GUIDELINES

(see the following chart)

Prior to taking any disciplinary action, the principal shall review a student's discipline record for the current year and the full circumstances of the particular incident involved. The disciplinary actions of the principal must adhere to the options and guidelines given in the behavior consequence charts. The Parent/Guardian will be notified of the disciplinary action taken by the principal or his/her designee. After a student has accumulated three (3) administrative disciplinary procedures the principal or his/her designee will contact the student's parent/guardian and a conference will be scheduled if necessary.

THE FOLLOWING ARE OPTIONS AND GUIDELINES TO BE INCORPORATED INTO THE BEHAVIOR CONSEQUENCE CHARTS FOR HIGH SCHOOL:

Disciplinary Action, Definitions and Explanations Of:

Alternate Assignment: Alternate assignment shall be disciplinary action used where behavioral problems occur that require removal of the student from the regular classroom setting but not removal from school. This may be assigned by a principal or designee for one or more class periods.

Alternate assignment will allow students to do classroom assignments, take tests, and be counted in attendance at school.

Failure to comply with alternative assignment and its rules shall result in additional action including the temporary suspension of participation in extra-curricular activities.

Each school shall develop its own specific procedures for the serving of assignment to an alternate learning plan.

Detention: Detention is extra time spent before, during, or after school when engaging in a constructive activity.

A policy for the procedure of applying detention as a possible consequence shall be promulgated by each school.

The school is not responsible for transportation.

- A. Failure to comply with detention and its rules shall result in additional action including the temporary suspension of participation in extra-curricular activities.

Counselor Conference: If a child's problem seems to stem from causes other than simple misbehavior, the counselor may hold individual and/or group sessions with the student(s).

ELEM- Successful Opportunities for Students (SOS), MS/HS-Isolated Classroom Environment (ICE): The primary purpose of these programs is to offer a structured, well-supervised instructional program to students in lieu of an unsupervised, unstructured, out-of-school suspension

Students assigned to ICE/SOS will be in an educational environment totally isolated from their peers. Students will be assigned by administrators and appropriate classroom work will be provided.

Assignment to ICE/SOS restricts students from taking part in an extra-curricular activities or being on school grounds after regular school hours. The privilege of participating in extra-curricular activities will be reinstated at the completion of the ICE/SOS assignment.

Individual schools will set policies regarding location, staff and assignments.

Saturday School: (SS) The purpose of the SS program is to provide a positive, worthwhile educational experience and a meaningful behavior deterrent for those students who have violated Student Code of Conduct regulations. SS is offered as one of several options of consequences available for school administrators to utilize in lieu of out-of-school suspensions. There will be, of course, instances where

out-of-school suspensions will be in the best interest of all involved. The aim of the SS program is to prevent the loss of instructional classroom time.

Suspensions: Suspension shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes, or at any other type of activity conducted by or on behalf of Hopkins County Schools for the stated period of time. The suspension shall not exceed ten (10) school days.

The student will receive no credit for work missed. A suspended student will not represent the school or participate in any extra-curricular activities sponsored by the school during the time of suspension.

For a suspension of ten (10) days or less, constitutional due process requires the following procedures:

- a. written notice of the charges to the student;
- b. an explanation of the evidence if the student denies the charges – the rule broken must be defensible;
- c. an opportunity for the student to present his own version of the case at any informal, impartial administrative hearing;
- d. written notification of the action taken; a copy of the suspension shall be sent to the parent and/or guardian, the superintendent, and one copy placed in the student’s file;
- e. suspension begins immediately or at the end of the school day depending on the severity of the offense;
- f. suspension ends at the beginning of the school day on the morning of the day on which the student returns to school. The privilege of participating in extra-curricular activities will be reinstated at the end of the six (6) hour school day.
- g. **Suspension of special education students KRS 158.150 (7) (a) states in part: Suspension of exceptional children, as defined in KRS 157.20 shall be considered a change of education placement if:**
 - The child is removed for more than ten (10) consecutive days during a school year; or
 - The child is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten (10) school days during a school year and because of other factors, such as the length of each removal, the total amount of time the child is removed, and the proximity of removals to one another.

Expulsion: Expulsion shall mean a denial of attendance at any single subject or class or at any full schedule of subjects of classes, a denial of attendance at any other type of activity conducted by or on behalf of Hopkins County Schools, and any combination of the foregoing for a period of time not to exceed the current school year. An expulsion shall include denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by the Hopkins County Board of Education. Middle and high school students may be placed in Hopkins County Day Treatment Facility or other alternate assignment as provided for in House Bill 330.

The difference between suspension and expulsion is: The principal may suspend a student for up to ten (10) consecutive days of school. The board of education may expel a student for the duration of the term or the remainder of the school year.

In cases where expulsion involves students with disabilities (special education) and/or students who have been referred for evaluation for possible special education placement and/or related services, the following procedures shall be followed:

1. As soon as practicable, the Admissions and Release Committee (ARC) must be convened to determine whether the discipline problems related to the student’s handicapping condition.
2. If the discipline problems are determined to be related to the handicapping condition, then the ARC must consider appropriateness of the placement and/or the Individual Education Plan (IEP).
3. If the problems are determined to be unrelated to the handicapping condition, the student will be disciplined according to the provisions of the Student Code of Conduct.

Behavioral Contract: A probation period may be established for students when a school administrator determines that it might benefit the student to remain in classroom than to incur a suspension, or after a suspension to establish a level of behavior which will prevent additional problems.

When probation is used, a contract will be drafted stating the names and titles of the persons entering into the contract, the expected or required behavior of the student, and the possible consequences of the violation of that required behavior. In addition, it shall require the signature of the parent/guardian, student, and the principal or his/her designee. The superintendent shall deem as binding signed or not.

Corporal Punishment: Corporal punishment may be used in schools in Kentucky. “Corporal Punishment” is defined as the deliberate infliction of physical pain by any means upon the whole or any part of the student’s body as a penalty for student misbehavior. Corporal punishment can’t be used as the first form of discipline.

Hopkins County Schools allow the use of corporal punishment if:

1. The school’s site based decision making council has approved the use of corporal punishment. The corporal punishment is administered within the standards required by the Kentucky Revised Statutes, and the Kentucky Department of Education regulations.

2. In the absence of the Site Based Decision Making Council, 2/3 of the teachers in each school must vote to reinstate corporal punishment before it can be implemented. The Kentucky Revised Statutes and the Kentucky Department of Education guidelines must be adhered to.

DISCIPLINARY ACTIONS MAY BE CARRIED OVER INTO THE FOLLOWING SCHOOL YEAR IN ACCORDANCE WITH KENTUCKY REVISED STATUTES. DISCIPLINARY ACTIONS MUST BE PRESENTED TO BY—THE BOARD OF EDUCATION PRIOR TO THE OPENING OF THE FOLLOWING SCHOOL YEAR.

REGULATIONS

Gun Free School Act of 1994: It is the policy of the Hopkins County School System to report any student who is determined to have brought a weapon or firearm to a school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with existing requirement of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, our board of education will modify the expulsion requirements, on a case-by-case basis, for IDEA-eligible students. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguards required by IDEA and KRS 158.150 are followed.

Video Surveillance Authorization: **The board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in** locations as deemed appropriate by the superintendent. Video surveillance on school buses may be used as evidence to resolve disciplinary issues.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent.¹

If parents do not want the school to disclose directory information from their child's educational records without prior consent, they must notify the district in writing.

In accordance with the Family and Education Rights and Privacy Act, parents shall have the right to inspect and review all educational records relating to their child by making a request to the principal of each school or other designated official. This right shall be passed on to the student at age 18.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward educational records, on request, to a school in which a pupil seeks or intends to enroll. Parents may obtain, copies of the records transferred and an opportunity for a hearing regarding these records.

Parents shall have the right to file complaints, in compliance with the Family Education Rights and Privacy Act, regarding any alleged failures of the district to comply with the act.

Parents of a pupil who has graduated or otherwise left the district, and who was formerly enrolled in a program for exceptional children, may request the destruction of any personally identifiable information in the education record of their student which was collected and maintained. Such requests should be addressed in writing to the director of special education.

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the educational bill, and 10 U.S.C. 503, as amended by section 544, The National Defense Authorization Act for fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Safe Schools Act: Any threat of force of violence, the carrying or use of weapons or dangerous instruments; or assault, battery, or abuse of school personnel on school property or at school-sponsored activity constitutes cause for suspension or expulsion from school.

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from district transportation system pending any further action.

School officials are required to report to law enforcement officials certain acts such as assault resulting in serious injury, a sexual offense, kidnapping, assault involving the use of weapon, possession of a firearm, possession of a controlled substance, or damage to property.

VIOLATIONS CATEGORIES

Note: Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parents or guardians when feasible, and/or scheduling conferences with parents or guardians and other school staff. Only when the action by the teacher is ineffective, or the disruption sufficiently severe, should the student be referred to the principal or his/her designee.

1. Deliberate classroom disruption
2. Disorderly conduct: running in the halls, roughhousing, scuffling, horseplay, loud noises, etc.
3. Failure to follow directives: any verbal or non-verbal refusal to follow instructions or orders of a school board employee.
4. Gambling
5. Public display of affection
6. Excessive tardiness
7. Obscenity/profanity/vulgarity
8. Possession of stolen property
9. Interference with school purposes (dress code (see below), possession of unauthorized items, etc.)

Hopkins County Schools Minimum Standards for Student Dress:

.01 Enforcement

School staff shall enforce the dress code. In any instance involving clothing not specifically included in the regulations or involving variations of clothing covered in the regulations, the principal/designee shall interpret this policy.

Expectations of the “District Standard of Dress” not met will have the following consequences: Any student not meeting the “standard” will be sent to the office for an administrative conference. Efforts will be made to correct the violation. Habitual and severe violations will result in parental contact and possible disciplinary action.

.02 Head Dress

Hats, caps, combs, earmuffs, or bandanas shall not be visible, carried, or worn in school unless they are necessary for health, religious, or safety purposes. A doctor’s note or administrator’s note must be presented beforehand.

.03 Eye wear

Sunglasses shall not be worn inside the school building without a medical excuse. A doctor’s note or administrator’s note must be presented beforehand.

.04 Shirts and Tops

Shirts/tops shall be worn at an appropriate length, no midriff or under garment should be revealed at any time during the regular movements of the school day (for example: standing, sitting in class or the cafeteria, etc.) Tops, shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, midriffs, and cleavage.

.05 Shorts and Skirts

ELEM: Length of shorts, skirts and dresses will be no shorter than mid-thigh.

MS/HS: Length of shorts, skirts, and dresses will be no shorter than approximately two (2) inches above the knee cap while the wearer is standing. The top of a skirt or dress slit can’t be more than two (2) inches above the knee cap. Students may wear leggings under shorts, skirts, and dresses but length standards shall remain as stated above.

.06 Pants

Pants must be worn at waist level and not worn below the wearer’s hip point. Holes may be allowed above the knees provided gym trunks/shorts, leggings etc. are worn to cover the skin above the knees.

.07 Sleepwear and Swimwear

Students shall not wear swimwear or sleepwear. Pajamas (shirt, pants, or entire outfit) are not to be worn to school as clothes.

.08 Jewelry and other accessories

Prohibited items include: (1) large, long and/or heavy chains, (2) studded or chain accessories, (3) weapons-related paraphernalia such as spent bullets and cartridges, (4) no excessive facial piercing (see school policy for definition for excessive), (5) gloves, and (6) tattoos and brands must follow the following guidelines; (any visible tattoos/brands shall not be sexually explicit, vulgar, profane, racially insensitive, or gang related). Also prohibited are any tattoos/brands that are alcohol, drug, or tobacco products related. See ~~high~~ high school policy.

.09 Shoes

All students shall wear shoes at all times. House shoes may not be worn.

.10 Offensive Clothing

Patches, emblems, logos, messages and clothing suggesting or depicting vulgarity, sexually explicit materials, profanity, gang signs, violence, alcoholic beverages, tobacco products, or illegal substances shall not be permitted. The wearing and displaying of clothing and/or accessories that are deemed by the administration to be a “put down” to other races/groups is prohibited.

.11 Book bags and blankets

Students are to place all book bags in lockers/designated area upon arrival to school. String tote bags will be allowed provided they are not used to the extreme as a zipped book bag which must be kept in the locker. No blankets are to be carried.

.12 Size

All clothing must be size appropriate.

THE PRINCIPAL MAY GRANT EXEMPTIONS TO THE STUDENT STANDARDS OF DRESS BECAUSE OF A NEED TO WEAR A CERTAIN TYPE OF CLOTHING FOR A CERTAIN FUNCTION.

STUDENTS ARE RESPONSIBLE FOR ABIDING BY THE STUDENTS STANDARDS FOR DRESS. ANYTHING DEEMED INAPPROPRIATE BY AN ADMINISTRATOR WILL BE NOT ALLOWED.

VIOLATIONS CATEGORIES (continued)

10. Skipping class
11. Repeated violations of the above offenses
12. Skipping school
13. Fighting; any physical conflict between two individuals in which visual injuries may/may not be sustained by either individual.
14. Theft/vandalism: the intentional unlawful taking or destroying of property belonging to another.
15. Verbal intimidation; verbal harassment; physical intimidation; physical harassment; sexual intimidation; and sexual harassment

CYBER BULLYING

Cyber bullying or bullying/harassment on any electronic communication device/program will be dealt with as any other harassment, intimidation, or bullying violation. If the bullying takes place outside of school but manifests itself as an in school conflict, it will be treated as a violation of school policy and might also be investigated by law enforcement.

BULLYING/HAZING

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

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

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

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

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

ACTIONS NOT TOLERATED

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

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

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

16. Disrespect for school board official
17. Smoking/possession of tobacco products

Tobacco Paraphernalia

Both smoking and possession and/or use of tobacco products, nicotine delivery devices, or vapor products by students are strictly prohibited while on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. Hopkins County has adopted a strict "no-tolerance" policy designed to deter such illegal actions. **First time offenders** will receive three (3) days in (ICE/SOS); **second time offenders** will receive five (5) days of ICE/SOS, plus notification of teacher(s) resulting in loss of restroom or break privileges during that class period. Violators will receive multiple days of Saturday School and subsequent violations will result in suspension.

18. Intentionally providing false information: to a school board employee or the concealment of information directly relating to school business.
19. Defiance of school board employees: any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee.
20. Assault/Hitting: actually and intentionally touching or striking another student against the will of the other, or intentionally causing bodily harm to an individual. There is no excuse whatsoever for hitting another person.

21. Attempted Extortion/Extortion: verbally or by a written communication, maliciously threatening an injury to the person, property, or reputation of another with the intent to extort money or any advantage whatsoever from the person.
22. Threatening physical harm to another student
23. Threatening physical harm to a school official
24. Unjustified activation of fire alarm system
25. Possession and/or igniting of fireworks
26. Repeated violations of above offenses
27. Inciting/participating in a major student disorder: leading, encouraging, or assisting in major disruption
28. Arson
29. Battery upon School Board Employee
30. Robbery/Grand Theft/Larceny
31. Burglary of school property
32. Possession/use of weapons or look-a-likes (including air rifles, BB, or pellet guns). Any instrument used intentionally to inflict harm.

WEAPONS

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE. -KRS 527.070

First – time offense for possession of a weapon or look-alike including but not limited to firearms, knives with blades in excess of 4”, switchblades, or other destructive device not for school-sanctioned ceremonial purposes:

1. Suspension for ten (10) days, or 20-day alternate placement determined by the superintendent with parent notification.
2. Proper law enforcement authorities will be notified.
3. Follow-up behavioral contract signed by school officials, parents, and students that includes strict behavioral guidelines to be adhered to upon return to school, if student is so granted.
4. **Second Offense – referral to the Board of Education for disposition**

First – time offense for possession of a weapon, dangerous instrument, or look-alike including but not limited to pocketknives with blades less than or equal to 4” or devices used for school-sanctioned ceremonial purposes:

1. Suspension for five (5) days, or 10-day alternate placement determined by the superintendent with parent notification.
2. Proper law enforcement authorities will be notified.
3. Follow-up behavioral contract signed by school officials, parents, and students that includes strict behavioral guidelines to be adhered to upon return to school, if student is so granted.

Second Offense – referral to the Board of Education for disposition

33. Bomb threats
34. Possession of explosives
35. Sexual acts
36. Aggravated battery: intentionally causing bodily harm, disability or permanent disfigurement, use of a deadly weapon or a dangerous instrument.
37. Drugs/Alcohol (possession, transfer, use, sale)

*** DRUGS/ALCOHOL: (Amended March 2008)**

Steps to Drug Testing in Hopkins County Schools (amended March 2008)

The following steps are to be taken in the event that a student needs to be drug tested in Hopkins County Schools. They are not intended to supersede the section of the Code of Conduct related to drugs and alcohol.

1. Determination of reasonable suspicion of use of Drugs/Alcohol policy violation will be made by administration.
2. Contact Hopkins County Schools Coordinator and or designee, to report the violation and or request drug testing.
3. Seek drug testing consent. School administrator contacts parent to secure consent and documentation on Drug Testing Consent Form. Please note that witness signature is required with the optional phone verification.
4. If parent disagrees to drug testing requirements, student is presumed to be guilty of offense and the appropriate disciplinary actions are taken, including the suspension of the student and notification of law enforcement officials.
5. The drug test will be administered on site, unless extenuating circumstances warrants otherwise.
6. Parent/Guardian shall be notified of the results of the test.
7. If test is negative but other sufficient information has been received as well in admission of offense discipline actions appropriate to the offense will still be taken.
8. From date of the offense, the student may be periodically drug tested for the remainder of the school year.
9. A behavior contract will be developed and signed by school official, student, and student’s parent/guardian to be adhered to upon students return to school.
10. a positive test resulting from a school investigation will be cause for the immediate suspension of the student from school.
11. The appropriate law enforcement agency will be notified.
12. The Hopkins County Schools’ Substance Abuse Intervention Process will be utilized

The **Code of Conduct** requires a student suspected of drug and or alcohol use submit to testing within 24 hours. The **Drug Consent Form** – A (example) and the **Substance Abuse Intervention Form** – B (example) lists the procedures to be followed if a suspected student’s drug-alcohol test is positive; below and on the following page(s).

Students assigned to the Hopkins County Day Treatment Program shall be subject to random drug/alcohol testing for that school year as part of the agreement for enrollment in the program.

It is the desire of the Hopkins County School System to help students who recognize that they have a drug problem and who seek help by coming to a counselor and or administrator shall not be suspended. The Hopkins County School's Coordinator and or designee will be contacted to aide in finding assistance for drug addiction.

Print Name of Student	Hopkins County Schools	Date:	Grade:
Student ID#:	DRUG TESTING CONSENT FORM	Student's Date of Birth:	

Notice: The Hopkins County Board of Education Student Code of Conduct states that a student must submit to a physical drug test within 24 hours for the following offenses:

1. First time possession or use of alcohol and drugs or look-alikes or mood-altering substances.
2. Suspicion of being under the "influence" while at school or at any school activity.
3. When drugs, look-alikes, drug paraphernalia, or alcohol have been transferred, received, sold, or purchased for the first time.

This form verifies that we agree or disagree to submit to drug testing. We understand that not consenting or otherwise refusing to submit to drug testing will make the student subject to the same consequences and/or penalties as a failed test. We also acknowledge that it is our responsibility to become fully and clearly aware of all aspects of the drug testing policy.

Agree: We have read and understand the information presented above and consent to drug testing by an authorized agent of the Hopkins County School System. We also understand that, depending on the results of the drug test, appropriate disciplinary actions will be taken by the school and/or district.

Student's signature _____ Parent/Guardian's signature _____

Disagree: We have read and understand the information presented above and refuse to submit to drug testing. We acknowledge that appropriate disciplinary actions will be taken by the school and/or district.

Student's signature _____ Parent/Guardian's signature _____

Optional Phone Verification: The parent/guardian of the above named student has been informed of the information presented above and has agreed -- disagreed to submit to drug testing.
(please circle one)

School Administrator _____ Date _____

Witness _____ Date _____

FORM A

Print Name of Student	Hopkins County Schools	Date:	Grade:
Student ID#:	DRUG TESTING CONSENT FORM	Student's Date of Birth:	

When a student's use of drugs or alcohol is confirmed:

- ? The principal shall notify parent(s)/guardian(s) of the results.
- ? The principal will notify the appropriate law enforcement agency.
- ? The student must enroll and attend a chemical dependency program. The full cost of the program including treatment, counseling, travel and transportation, or further drug testing is the responsibility of the parent(s)/guardian(s).
- ? Attendance in the program must begin within one week of notification of test results. An information release form must be provided to the At Risk Coordinator.
- ? Proof of completion of the program will be provided to the At Risk Coordinator. All reports and forms are confidential and will be maintained by the Superintendent/designee in a secure location separate from the student's permanent school record. Information from reports will be disclosed only as required by Kentucky Administrative Regulations, state and federal laws, and/or court order.
- ? The student will be placed on a behavioral contract upon return to school.
- ? The student will be subject to drug and/or alcohol testing for the remainder of the school year.

School Administrator: _____

Parent/Guardian: _____

Student: _____

Date: _____

FORM B

First - time offense for possession or use of alcohol and/or drugs:

1. Suspension for ten (10) days , or **20-day alternate placement determined by the superintendent** with parent notification.
2. A Physical Drug Test shall be conducted within 24 hours.
3. Proper law enforcement authorities will be notified.
4. Follow-up behavioral contract signed by school officials, parents, and students that include strict behavioral guidelines to be adhered to upon return to school.
5. From the date of the offense the student(s) may be randomly Physically Drug Tested for the remainder of the school year.
6. Parents shall be notified of the results. **IF** results test "positive" proper law authorities will be notified. Any time a student tests positive they must enroll in a chemical dependency program.

First - time offense for possession/transfer or use of look-alike alcohol or look-alike drug products:

1. Suspension for (3) days, or **alternate placement determined by the superintendent** with parent notification.
2. A Physical Drug Test shall be conducted within 24 hours.
3. Proper law enforcement authorities will be notified.

4. Follow-up behavioral contract signed by school officials, parents, and students that include strict behavioral guidelines to be adhered to upon return to school.
5. From the date of the offense the student (s) may be randomly Physically Drug Tested for the remainder of the school year.
6. Parents shall be notified of the results. IF results test “positive” proper law authorities will be notified. Any time a student tests positive they must enroll in a chemical dependency program.

Second - time offense for possession or use of alcohol and/or drugs, and/or look-alike alcohol or look-alike drug products:

- A referral to Board of Education for disposition shall occur.

“SUSPECTED” drug/alcohol use:

A student suspected of being under the “influence” while at school or at any school activity **MUST** submit to a Physical Drug Test within 24 hours. Positive results in the Physical Drug Test will result in the following:

1. Proper law enforcement authorities will be notified.
2. First Offense – suspended for 10 days with parent notification, **or 20-day alternate placement determined by the superintendent**
3. Second Offense – referral to Board of Education for disposition
4. Follow -up contract signed by school officials, parents, and students that include strict guidelines to be adhered to upon return to school
5. From the date of the offense the student (s) will be randomly Physically Drug Tested for the remainder of the school year. Anytime a student (s) tests positive they must enroll in a chemical dependency program
6. Proper law authorities will be notified IF the student tests positive

FIRST - time offense for POSSESSION or USE of over the counter drugs:

1. ICE and or **Saturday School** assigned with parent notification (example: aspirin, etc....).
2. Student (s) will be informed that all over the counter drugs should be placed in the school office for excess during the school day.
3. Student (s) will be informed that should a similar incident occur from that date that they will be suspended.

SECOND – Offense for POSSESSION or USE of over the counter drugs:

1. Suspension for three (3) school days with parent notification
2. Follow-up behavioral contract signed by school officials, parents and student that includes strict behavioral guidelines to be adhered to upon return to school. If the student is not compliant with the chemical dependency program or if student commits any additional Code of Conduct offense or violates the behavior contract, he or she may be brought before the Hopkins County Board of Education for further disciplinary actions.

***For FIRST time TRANSFER-(buying, selling, giving, or receiving)of Drugs:**

When a student has transferred or sold drugs, drug paraphernalia or alcohol for the first time, he or she shall be subject to the following disposition (s):

1. Suspended for ten (10) days, **or 20-day alternate placement determined by the superintendent** with parent notification.
2. Referral to the Board of Education for “Alternate Placement,”
3. A Physical Drug Test shall be conducted within 24 hours.
4. If a student tests “positive” parents/guardian shall be notified
5. Student (s) shall enroll in a chemical dependency program,
6. Proper law enforcement authorities will be notified,
7. Follow up behavioral contract signed by school officials, parents, student(s) that include strict behavioral guidelines to be adhered to upon return to school. From the date of the offense the student (s) will be randomly Physically Drug Tested for the remainder of the school year.

***For SECOND time TRANSFER-(buying, selling, giving, or receiving)of Drugs**

- A referral to Board of Education for disposition shall occur.

Students returning to school from an “Alternate Placement” made by the Hopkins County Board of Education shall be subject to random Physical Drug Testing for a minimum of eighty-five (85) school days. Students that have moved out of district and then back to said district that have tested positive prior to leaving said district shall be subject to random Physical Drug Testing for a minimum of eighty-five (85) school days. Students that move from one school to another in same said district

and that tested positive prior to moving shall be subject to random Physical Drug Testing for a minimum of eighty-five (85) school days.

The principal shall recommend to the Superintendent that expulsion procedures be initiated and forwarded to the Hopkins County Board of Education should a future “offense (s)” warrant. An attempt shall be made to notify the parent/guardians immediately to ask them to come to the grounds to remove the student from the premises. Proper law enforcement authorities will be notified. If the involved student (Drug/Alcohol) is a student with disabilities, an **Administrative Admissions and Release Committee (AARC) must be scheduled to convene within five (5) school days after the suspension. Further action would be determined by the AARC.”**

38. Violation of the telecommunication device policy.

***TELECOMMUNICATION DEVICES:**

While we recognize that cell phones and other telecommunication devices are in common use, they may present a serious safety concern and/or distraction to learning.

Telecommunication devices should not be visible and remain in active during the school day, unless under the direct supervision of the school staff for an approved specific purpose. This begins with arrival and ends with departure from the school campus at the end of the school day. Same rule applies for “field trips” during the regular school time. In addition Bus Transportation requires that telecommunication devices are not to be observed and must remain inactive while on the school bus in the mornings and afternoons. See specific school policies for consequences.

The School is NOT responsible for LOST or STOLEN Telecommunication devices.

39. Violation of the district acceptable use policy for computer, network, e-mail, and internet usage

Acceptable Use Policy – Access to Electronic Media

Pursuant to board policy o8.2323, students who refuse to sign required acceptable use documents or who violate district rules governing the use of district technology shall be subject to consequences outlined within this document. This policy, as well as all other board policies, can be found online at www.hopkins.kyschools.us/ksba.

40. Any other violation deemed necessary

The following charts indicate possible consequences for each offense. Behavior violations are listed vertically. Disciplinary responses are listed horizontally. Disciplinary measures increase in severity from left to right.

Administrative Options and Guidelines

MS/HS Behavioral Violations	Alternate Assignments	Detention	ICE	Saturday School	Behavior Contract	Suspension	Suspension w/ Expulsion Pro. Initiated
1. Deliberate classroom disruption	X	X	X	X	X	X	
2. Disorderly conduct	X	X	X	X	X	X	
3. Failure to follow directions	X	X	X	X	X	X	
4. Gambling		X	X	X	X	X	
5. Public display of affection		X	X		X	X	
6. Excessive tardiness		X	X	X	X	X	
7. Obscenity/Profanity/Vulgarity		X	X	X	X	X	X
8. Possession of stolen property		X	X	X	X	X	X
9. Interference with school purposes (dress code, possession of unauthorized items)		X		X	X		
10. Skipping class		X	X	X	X	X	
11. *Repeated violations of above offenses			X	X		X	X
12. Skipping school		X	X	X	X	X	
13. Fighting			X	X	X	X	X
14. Theft/vandalism			X	X		X	X
15. Verbal or physical or sexual intimidation/harassment (physical & sexual)			X	X	X	X	X
16. Disrespect for school board employees			X	X		X	X
17. Smoking/possession Tobacco Products			X	X		X	X
18. Intentionally providing false information		X	X	X	X	X	
19. Defiance of school board employee			X	X		X	X
20. Assault/Hitting					X	X	X
21. Attempted extortion/extortion						X	X
22. Threatening physical harm to student			X	X	X	X	X
23. Threatening physical harm to school			X	X	X	X	X
24. Unjustified fire alarm						X	X
25. Possession/igniting fireworks						X	X
26. *Repeated violations of above offenses						X	X
27. Inciting/participation major student						X	X
28. Arson						X	X
29. Battery upon school board employee						X	X
30. Robbery/Grand theft/Larceny						X	X
31. Burglary of school property						X	X
32. Possession/use of weapons (look- alike)						X	X
33. Bomb threats						X	X
34. Possession of explosives						X	X
35. Sexual acts						X	X
36. Aggravated battery					X	X	X
37. Drugs/Alcohol (possession/use/sale) (*see previous page)					X	X	X
38. Telecommunication devices	X	X	X	X	X	X	X
39. Violations of usage policy for computer, network, email, internet	X	X	X	X	X	X	X
40. Any other violations deemed necessary, i.e. being in unauthorized area, faculty restroom	X	X	X	X	X	X	X

ELEM GRADES Behavioral Violations	Alternate Assignments	Parent/ Guardian contact	Detention	SOS	Behavior Contract	Suspension	Suspension w/ Expulsion Pro. Initiated
1. Deliberate classroom disruption	X	X	X	X	X	X	
2. Disorderly conduct	X	X	X	X	X	X	
3. Failure to follow directions	X	X	X	X	X	X	
4. Gambling	X	X	X	X	X	X	
5. Public display of affection	X	X	X	X	X	X	
6. Excessive tardiness	X	X	X	X	X	X	
7. Obscenity/Profanity/Vulgarity	X	X	X	X	X	X	X
8. Possession of stolen property	X	X	X	X	X	X	X
9. Interference with school purposes (dress code, possession of unauthorized items)	X	X	X	X	X		
10. Skipping class	X	X	X	X	X	X	
11. *Repeated violations of above offenses	X	X	X	X	X	X	X
12. Skipping school	X	X	X	X	X	X	
13. Fighting	X	X	X	X	X	X	X
14. Theft/vandalism	X	X	X	X	X	X	X
15. Verbal or physical or sexual intimidation/harassment (physical & sexual)	X	X	X	X	X	X	X
16. Disrespect for school board employees	X	X	X	X	X	X	X
17. Smoking/possession Tobacco Products	X	X	X	X	X	X	X
18. Intentionally providing false information	X	X	X	X	X	X	
19. Defiance of school board employee	X	X	X	X	X	X	X
20. Assault/Hitting	X	X	X	X	X	X	X
21. Attempted extortion/extortion	X	X	X	X	X	X	X
22. Threatening physical harm to student	X	X	X	X	X	X	X
23. Threatening physical harm to school	X	X	X	X	X	X	X
24. Unjustified fire alarm	X	X	X	X	X	X	X
25. Possession/igniting fireworks	X	X	X	X	X	X	X
26. *Repeated violations of above offenses	X	X	X	X	X	X	X
27. Inciting/participation major student	X	X	X	X	X	X	X
28. Arson	X	X	X	X	X	X	X
29. Battery upon school board employee	X	X	X	X	X	X	X
30. Robbery/Grand theft/Larceny	X	X	X	X	X	X	X
31. Burglary of school property	X	X	X	X	X	X	X
32. Possession/use of weapons (look- alike)	X	X	X	X	X	X	X
33. Bomb threats	X	X	X	X	X	X	X
34. Possession of explosives	X	X	X	X	X	X	X
35. Sexual acts	X	X	X	X	X	X	X
36. Aggravated battery	X	X	X	X	X	X	X
37. Drugs/Alcohol (possession/use/sale) (*see previous page)	X	X	X	X	X	X	X
38. Telecommunication devices	X	X	X	X	X	X	X
39. Violations of usage policy for computer, network, email, internet	X	X	X	X	X	X	X
40. Any other violations deemed necessary, i.e. being in unauthorized area, faculty restroom	X	X	X	X	X	X	X

REPORTS

As provided in the District code of Acceptable Behavior and Discipline, students that believe they are victim of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

BULLYING/S.T.O.P. TIPLINE INFORMATION

The Hopkins County Schools district website has a voluntary link for anonymously reporting bullying/hazing. It is recognized as the **S.T.O.P. TIPLINE**. Information submitted on the tip line is forwarded to the district office, and school administrative staff for notification. Upon tip line notification the school administrative staff addresses the report and the necessary actions are taken to resolve any necessary issues.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.42811.

REFERENCES:

KRS 158.150; KRS 158.148; A New Section of KRS Chapter 158

KRS 160.290

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2nd 549 (1986)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2nd 731 (1969)

RELATED POLICIES:

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438

09.2211 (re reports required by law)

ATTENDANCE

A. SCHOOL DAY

All students shall be in attendance at least 6 hours daily.

All students attending school must remain on the school grounds during the school hours including the lunch period. The principal may excuse students to attend to official business when accompanied by a faculty member.

Any student who plans to leave school during the day for any reason must get permission from the principal or his designee. Leaving school grounds without authorized check-out constitutes a WITHDRAWAL from school and requires the parent and/or guardian to accompany the pupil when re-entering school.

Before a student can leave school during the day, a parent must either send a signed note or come in for the student. If a signed note is used, parental permission may be subject to verification through a phone call. If a parent desires another person to pick up his/her child, the principal must receive a signed note from the parent giving that person such permission.

That person must be listed as an emergency contact on the students file in the office.

Students who drive to school must first have a permission slip by their parent or guardian. All student drivers shall present evidence to the principal of a valid driver's license plus liability insurance on the automobile.

STUDENT DRIVERS SHALL NOT BE DISMISSED IN A MANNER THAT WILL INTERFERE WITH THE SAFE AND TIMELY DEPARTURE OF SCHOOL BUSES.

1. ABSENCE FROM SCHOOL

Definition of ABSENCE- missing school time for more than 143 minutes.

Definition of TARDY- missing school time for less than 142 minutes.

Any child who has been absent from school with a combination of **three (3)** or more unexcused absences/tardies is a truant. Any child who has been reported as a truant **two (2)** or more times is a habitual truant (KRS 159.150).

A child with **TWO (2)** unexcused absences and/or tardies is to receive counseling by the school principal or his/her designee. This is to be recorded on the Hopkins County Schools Truancy Report and a dated letter sent home.

A child with **THREE (3)** unexcused absences and/or tardies is to receive counseling by the school principal or his/her designee, and to receive a home visit from his/her school or Family Resource Youth Service Center representative (s) who will assess the causes of the truancy. **At (3) unexcused events the student will also be referred to the Hopkins County Truancy Diversion Program.**

A child with **FOUR (4)** unexcused absences and/or tardy, a letter will be sent from the Hopkins County Attorney's office requiring the parent/guardian's and student's attendance at a truancy team meeting at the child's school. This team will be comprised of an administrator, counselor, FRYSC director, parent/guardian, student, and possibly a court designated worker. The purpose of the committee will be to find a solution to the truancy causes and reach an agreement to follow through on those solutions.

On the **FIFTH (5)** unexcused absence/ tardy the DPP will be forwarded a copy of the Hopkins County School Truancy Report and a final notice which will be delivered to the parent/guardian.

On the **SIXTH (6)** unexcused absence/tardy, the DPP will be notified and a truancy petition will be filed with Family Court and the CDW if the student is older than 13 years of age. A truancy petition will be filed with the DISTRICT COURT for students that are 18 years or older.

Each additional unexcused absence/tardy will be reported to the DPP.

Make Up Work

Excused Absences: It is the student's responsibility to arrange for and complete the work missed within a time frame equal to the number of missed days (not less than one) and subject to review for special circumstances. A grade will not be issued for that grading period until the make-up work is completed or until the time limit has expired.

Unexcused or Suspended Absences: Student assignments and/or tests missed during any unexcused or suspended absence will not be administered and the student shall receive a zero (0) for course work missed with the following exception:

Any project or homework assigned before a suspension occurs, but due during the suspension, will be accepted for credit providing the work is turned in to the teacher on the day the student returns to school. Long term projects assigned during the suspension, but not due until a date after the suspension ends will be accepted. Make-up of mid-term exams and final exams, since they are comprehensive in nature, will also be allowed on the day of return.

Every absence will be excused or unexcused and records will be kept in the principal's office.

2. **TARDINESS**

Students arriving at school tardy must check-in through the principal's office and secure an admit slip marked excused or unexcused.

3. **EXCUSED ABSENCES**

Every student absence requires a written statement from the parent, guardian, doctor, or public official stating the cause and specific dates involved. (A telephone call is not sufficient.)

Parents must send a written parental statement, a doctor's statement, or public official's statement on the day of return.

After an absence, a student must obtain an admission slip issued by the school office indicating excused or unexcused before being admitted to class.

This slip must be signed by all teachers involved. Note/Slip will stay on file with last student's scheduled teacher of the day. Note/slip will remain on file until seven days after school year ends at which time they may be discarded.

Absences, either excused or unexcused, have a negative effect on grades and student achievement. Excused absences are granted for:

1. The student's illness, doctor appointment, or dental work (doctor's statement required); the doctor's signature must be legible. The doctor's excuse must specify the number of days the child is excused for, and the time and day the child was seen. Without this information, the excuse will not be accepted. Faxed excuses must come directly from the doctor's office. Students must have been physically seen by the doctor for the excuse to be valid.
2. Summons for the student to appear in court;
3. Funeral in the immediate family of the student;
4. School functions—students attending or participating in activities that have been authorized as part of the instructional program shall be considered present at school.
5. Valid reasons, such as illness, etc., substantiated with parental notes: Such absences will not exceed five (5) days per school year.
6. Students with chronic illnesses requiring excessive medical excuses will be required to turn in a **Medical excuse form** each 10th medically excused absence or each 5th medically excused tardy. The principal may excuse the absence on single days providing the parents send a statement that the chronic illness was the reason for the absence. **Medical excuse forms may be obtained from the school, district office, or on the district website. The form must be completed by a licensed medical doctor in case of chronic illness.**

ANY STUDENT WHO HAS MISSED MORE THAN TEN (10) DAYS WITH MEDICAL EXCUSES FROM DIFFERENT DOCTORS WILL BE TURNED OVER TO THE HOPKINS COUNTY SCHOOLS DIRECTOR OF PUPIL PERSONNEL AND THE HOPKINS COUNTY HEALTH DEPARTMENT FOR EVALUATION.

7. Excuses (parental, doctor, court summons, funeral, or other) must be turned in by the end of school the day the student returns. Otherwise, the absence/tardy will be counted toward the five (5) parental excuses. Once the five (5) parental excuses are used, the absence/ tardy will be unexcused.

Excuses will not be accepted after the day the student returns to school. It is the student's responsibility to make up work missed within a time frame equal to the number of days missed (not less than one day) and subject to review for special circumstances. A grade will not be issued for that grading period until make up work is completed.

B. ATTENDANCE

Kentucky Compulsory Attendance Laws

KRS 159.010 **Parent or custodian to send child to school; limit for compulsory attendance**

1. Except as provided in KRS 159.020, each parent/guardian or other person residing in the state and having in custody or charge any child between the ages of six (6) and sixteen (16) shall send the child to regular public school for the full term that the public school of the district in which the child resides is in session, or to the public school that the Board of education makes provisions for the child to attend. A child's age is between six (6) and sixteen (16) when the child has reached his sixth birthday and not passed his sixteenth birthday.
2. An unmarried child between the ages of sixteen (16) and eighteen (18) who wishes to terminate his/her public or non-public education prior to graduating from high school shall do so only after a conference with the principal, and written, signed permission for withdrawal has been received from his/her parent/guardian or other person residing in the state and having custody or charge of him/her. The written permission shall be dated and the signature witnessed by the principal or his designee where the child is in attendance. A child's age is between sixteen (16) and eighteen (18) when the child has reached his sixteenth birthday and has not passed his eighteenth birthday. Written permission for the withdrawal shall not be required after the child's eighteenth (18th) birthday. Every child actually residing in this state is subject to the laws relating to compulsory attendance, and neither he nor the person in charge of him shall be excused from the operation of those laws or then penalties under them on the grounds that the child's residence is seasonable or that his parent is the resident of another state.

1955 OAG 37-765

The residence of the child is the governing factor rather than the residence of any of the relatives. When the child's residence is within the same district as his/her guardian, during all the school year, then the child is required to attend school in this district.

C. PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

1. All extra-curricular activity participants must be present at school on the day of practice, performance, or activity in order to participate, unless approved by the principal.
2. Discipline of extra-curricular activity participants shall be determined according to infraction of local school rules.
3. Extra-curricular activity participants who fail to comply with detention and alternate assignment and their rules shall be suspended from participation in extra-curricular activities immediately, and until such time as the charges are resolved and he/she is reinstated.
4. Extra-curricular activity participants who are charged with a violation of the student code that results in ICE/SOS/SS, or suspension shall be suspended from all activities immediately, and until such time as the charges are resolved and he/she is reinstated. In the event of suspension, student must attend a full six hour school day before being reinstated. Absence from school or class immediately following disciplinary action does not remove the requirement to attend a full six hour day prior to reinstatement.
5. Sponsors/coaches will follow policy of student rights/responsibilities and local school rules and regulations, and KHSAA By-laws, if applicable.
6. **Any student who is under penalty or discipline or whose character or conduct is such as to reflect discredit upon the school may not be eligible to participate until a complete review is completed by school officials. This policy applies to athletic teams, non-academic band activities, clubs, and all student organizations. This policy covers all students enrolled in Hopkins County Schools until they have met their graduation requirements.**
7. All extra-curricular activity participants will be subjected to random drug testing beginning from the participation of the activity. (see district board policy for further details)

Elementary and Middle School Participation at the High School Level

Students at the Middle and Elementary level may participate at the High School level using the following guidelines: (Amendment: June 2, 2014)

1. **Beginning with the first date of practice for the 2014-15 school year, a pupil in grades 7-8 in the feeder pattern of a KHSAA member school may play on the high school varsity team if that participation is not in conflict**

with By-law 4 Section (2), and the time so played shall not be counted on the four (4) year (8 semester) limit. Beginning with the first date of practice for the 2014-15 school year, students enrolled below grade (7) may not play on a high school team at any level except a pupil enrolled below grade 7 who previously participated at the varsity level prior to or during the 2013-14 school year may continue participation at the varsity level following the implementation of this restriction provided such participation is not in conflict with any other Bylaw. EXCEPTION: A student below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer.

2. Students must play for the high school in their designated attendance areas:
3. If a student wishes to participate for a high school outside their designated attendance area, they must be attending the middle school that directly feeds that high school only – James Madison=MNHHS; South Middle=HCCHS; since BSMS and West have students that feed to both high schools, their participation will go back to guide line #1.
4. Any elementary or middle school student who plays/participates at the varsity level will have to sit out for one year if he/she transfers to another high school without a bona-fide change in attendance district residence and KHSAA eligibility approval.

Any student who has accrued in excess of ten dollars (\$10) in cafeteria charges or who owes any school fees will not be allowed to participate in any extra-activities until such fees are paid. This policy applies to athletic teams, non-academic band activities, clubs, field trips and all student activities.

Any student who is under penalty or discipline or whose character or conduct is such as to reflect discredit upon the school may not be eligible to participate until a complete review is completed by school officials. This policy applies to athletic teams, non-academic band activities, clubs, and all student organizations. This policy covers all students enrolled in Hopkins County Schools until they have met their graduation requirements.

Minimum District Standard for all schools adopted by the Hopkins County Board of Education - June 2010

For participation in extra-curricular athletics including All sanctioned high school and middle school sports and including but not limited to cheerleading and dance, in the event that a student is found to have had possession of alcohol or illegal drugs or look-a-likes either on or off school grounds, and in addition to all other penalties provided for in the Student Code of Conduct, for the FIRST VIOLATION, a student will be suspended for the next four (4) consecutive interscholastic/extracurricular events or the next four (4) weeks of the season, whichever is greater in time. The suspension will begin the date that the results are received. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season. Before reinstatement after the first violation, the student participant must receive an assessment or evaluation for chemical dependency and must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a treatment counselor. Prior to readmission to participation to the athletic team/curricular activity or reauthorization to drive, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

If a student is reinstated to the athletic team/extracurricular activity following the first violation, the student's participation in another activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after a first violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension, the student is still required to serve the unexpired portion of the suspension before becoming eligible for participation in any other extracurricular activity. A student serving a suspension for any sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory under contract. If the student successfully makes the team or joins an extracurricular group, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another extracurricular activity, and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

SECOND VIOLATION

The student's parent/guardian will receive notification of positive test results and will be afforded a Due Process Hearing conducted by the Principal. At the due process hearing the student may appeal to conduct a retest of the original sample with an independent lab at student expense. The student participant shall be suspended for the next eighteen (18) consecutive interscholastic/extracurricular events or eighteen (18) consecutive weeks, whichever is greater in time. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season. Before reinstatement to the activity after a second violation, the student participant must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a treatment counselor. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

If a student is reinstated to the activity following a second violation, the student's participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to an activity after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before becoming eligible for any other extracurricular activity. A student serving a suspension for one sport/activity may try out for a second sport or join a second activity if the

student provides a negative drug test result from the testing laboratory under contract. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

THIRD VIOLATION

The student and his or her parent/guardian will receive notification of positive test results and will be afforded a Due Process Hearing conducted by the Principal. At the due process hearing the student may appeal to conduct a retest of the original sample with an independent lab at student expense. The student participant or driver shall be excluded from participation in any extracurricular activity for the remainder of the student's eligibility.

A third violation shall disqualify the student's involvement in all extracurricular activities (varsity and sub-varsity) or from driving/parking on school property for the remainder of his/her enrollment in the District.

Notice to Participants! Prior to tryouts for an athletic team or joining an extracurricular activity, the Head Coach shall provide all students choosing to participate in the athletic team/ extracurricular activity and their parents/guardians with a written copy of this policy. Each student who chooses to participate and a parent/guardian of that student shall be required to sign a statement indicating that they have received, read, and understand and fully agree to be bound by the terms, conditions, and procedures under this policy.

D. NO PASS NO DRIVE DRIVER'S LICENSE REVOCATION (2007-KSBA POLICY UPDATE)

The 2007 General Assembly amended KRS 159.051 and KRS 186.470, **requiring** school districts to pursue revocation of the driver's license for students who are academically deficient (must be passing 4 of 5 classes), drop out of school or accumulate six (6) or more unexcused absences/tardies in the preceding trimester. Parental consent to release information as part of the revocation process will be obtained as part of the process of applying for a license.

E. BUS DISCIPLINE

Riding a school bus is a privilege provided to students in Hopkins County. All students who ride a bus at any time must comply with Regulations for Pupils Riding School Buses. This brochure is distributed to all students by the Transportation Department. Video surveillance on school buses may be used as evidence to resolve disciplinary issues.

F. STUDENT CONDUCT

KRS 161.180 Supervision of Student's Conduct States:

- 1. Each teacher and administrator** in the public schools shall in accordance with the rules, regulations, and by-laws of the Board of Education, made and adopted pursuant to KRS 160.290 for the conduct of students, **hold students to strict account for their conduct on school premises, on the way to and from school, and on school sponsored trips and activities.**
2. The various Boards of Education of the Commonwealth of Kentucky, and the principals of public schools, may use teachers' aides in supervisory capacities, supervision, other like duties, including but not limited to recreational activities and athletic events, relating to the supervision and control of the conduct of the students; and while so engaged, such teacher's aides shall have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

E. GRIEVANCE PROCEDURE

Parents/Guardians desiring to question actions taken by school personnel may follow this procedure:

1. If the problem is related to the classroom, the parent/guardian will contact the school office to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal or his/her designee, with a minimum of delay.
3. If the problem is not related to the classroom, the parent will contact the principal directly, who may in turn consult the school site-based council if appropriate.
4. If none of the above procedures result in a satisfactory solution to the problem, the parent shall state his/her complaint and may request a conference with the instructional supervisor who will inform the superintendent should the need arise.
5. During this conference either party may have present individuals having knowledge relative to factors involved. The other party shall be notified in advance if such persons are to be present.
6. The Superintendent or his/her designee will advise the parent in writing of the disposition as soon as possible.
7. The parents may appeal in writing to the superintendent who may arrange a meeting with the Board of Education if the parent/guardians are not satisfied with the decision of the superintendent or his/her designee.
8. A grievance must be filed within 30 calendar days.

H. VOCATIONAL SCHOOL RULES & REGULATIONS ON BUS

1. Students shall ride the bus to the vocational school and return the same way.
2. Students must obey the bus regulations set forth by the Hopkins County Board of Education.
3. Students are to obey the Board of Education Regulations for Student Conduct.
4. The bus will leave the school at a time determined by the principal.
 - a. Attendance will be checked daily and absences reported to the office.

- b. If a student misses the bus the absences will be recorded as an unexcused absence and the vocational school will be called. We are not obligated to get a student to a vocational school if he/she missed the bus.
- 5. The educational programs at the vocational school are provided as an educational service to the student and the time spent there is not intended for pleasure.
- 6. Driving to the vocational school is permitted ONLY when a student obtains proper permission.
 - A. Permission slips are issued by the vocational school principal.
 - B. Permission slips are to be filled out in duplicate; both copies must be signed by parent, the vocational school principal and the high school principal or his assistant. One copy is to be left at the high school and the other returned to the vocational school.
 - C. If a student drives or rides with friends to the vocational school without permission, he/she will be disciplined according to the **Student Code of Conduct**.

3. MEDICATION

PRESCRIPTION MEDICATION

1. **The parents of the students must deliver the medication to the school in person.** It is not safe for children to bring their own medication to or from school due to the risk of another child taking a dose, etc.
2. The medication must be in the original container bearing the pharmacy label and include the directions from the physician, name of medication, strength of medication, date and student name.
3. Parent must sign an authorization card for school personnel to administer medication. These cards are obtained from the school office.
4. Parent is encouraged to bring limited amounts of medication to school and schedule times of administration so that a minimum number of doses will be given during the school day. If a student has to be on medication at home and school, the parent should ask the pharmacist for an extra bottle or container with the pharmacy label attached.
5. All medication will be counted in the presence of the parent and kept in a safe place.
6. A child who has been prescribed medication, but appears not to have it and is disruptive will be placed in an alternate assignment. The parent and/or other legal agencies may be notified.

OVER THE COUNTER MEDICATION (NON PRESCRIPTION)

1. Parents are strongly encouraged to limit number of over counter medication, such as Tylenol, Mylanta, etc. They will, however, be given as instructed by the parent on the medication card.

INHALERS (SUCH AS USED BY ASTHMATICS)

1. Parents are strongly encouraged to have child's inhaler (with pharmacist label, etc.) kept in office so students can be monitored whenever using inhaler and documentation made on medicine record. If student insists on carrying inhaler themselves, the school must have a written authorization from doctor and/or parent.

ALLERGIC REACTION (STINGS)

1. We have special legal forms to be filled out and signed by parent of student, as well as the signing of medication card.
2. The emergency kit (EPI-PEN) or whatever must have pharmacy label on it just as other prescribed medications.
3. School personnel will be instructed in how to give emergency injections.

ASPIRIN

1. School personnel will not dispense aspirin to students due to the possible link with Reyes Syndrome.

4. CLOSED CAMPUS/OFF LIMIT AREAS/WAITING AREAS FOR STUDENTS

Note: Designated by Principal

5. STUDENT SEARCHES

Students have the protection, as do all citizens, against unreasonable search and seizure of their property. School officials have the right to search students or their property if the officials have reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. Searches will be used when other techniques to remedy the situation have been exhausted, or when there is immediate danger to life or safety.

6. CRIMINAL VIOLATIONS

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and the federal government apply to the conduct of all persons on school property. Violations should be dealt with according to these laws and local school board policy.

7. VISITORS

All citizens are welcome in the Hopkins County School System. However, upon entering the school building **all visitors and parents shall report to the school's administrative office, provide photo identification, and obtain a visitor's pass.** Students are not allowed to bring visitors to school.

8. ANNUAL PROVISIONS FOR CODE OF CONDUCT REVIEW

The Board of Education requires that all schools review this Code of Conduct on an annual basis.

9. MISCELLANEOUS

1. Demonstrations, marches, or other activities that would disrupt the planned instructional program will not be permitted in school or on school property. Violators shall be subject to suspension or expulsion from school.
2. Lockers are property of the school district and are subject to the Board's regulation and supervision. Locker inspection or searches are not carried out as a harassment technique but as a duty when the principal has reason or cause to believe that a situation exists which involves the health, safety, and welfare of students. The principal is charged with the obligation of orderly school operation. Bearing the above points in mind, **the principal may conduct an inspection of student lockers** when it involves the healthy, safety, and welfare of the student(s).

RACE RELATIONS, ETHNIC RELATIONS AND MULTICULTURALISM

1. The Board believes that all doctrines and practices of racial and/or ethnic superiority are morally reprehensible and socially destructive and that such practices will not be accepted in the school system.
2. The Board condemns and does not tolerate any expression of racial or cultural bias by its staff and students.
3. The Board assumes the responsibility in the elimination of all racial and cultural discrimination, including those policies and practices which, while not intentionally discriminatory, have a discriminatory effect.
4. The Board reaffirms its commitment to develop and promote racial harmony among its students, staff, and the community, and to provide education that is antiracist and multicultural.
5. The Board assigns high priority to its policy on race relations, ethnic relations, and multiculturalism and commits itself to the implementation and ongoing evaluation of this policy.
6. The Board will continue to develop curricular and co-curricular programs that provide opportunities for students to acquire positive attitudes toward racial, cultural and religious diversity.
7. The Board will attempt to ensure that all curricula, textbooks, audio-visual and other resource materials used in the District are free from stereotypes based on race or culture.
8. The Board will attempt to ensure that schools in their day-to-day operations and co-curricular activities identify and eliminate those policies and practices which, while not intentionally discriminatory, have a discriminatory effect.
9. The Board recognizes that in order to ensure equal access and an opportunity for the achievement of their full potential, students from racial and cultural minority groups may require special consideration with respect to reception, assessment, placement, programming, monitoring, and meaningful communications with parents/guardians.
10. The Board provides encouragement and opportunities for all staff to develop their knowledge, sensitivity, and skills in areas related to multi-culturalism, race relations, and antiracist education.
11. The Board condemns and refuses to tolerate all manifestations of discrimination on the basis of race, ethnicity, culture or religion by its students and staff and will take an active role in their elimination.
12. The Board commits itself to the development and maintenance of practices designed to eliminate and/or prevent discriminatory barriers in the workplace.

Attendance Forms
HOPKINS COUNTY BOARD OF EDUCATION
MEDICAL EXCUSE FORM

School:	Phone:
Address:	Fax:

This form is required ONLY after ten (10) medically excused absences or five (5) tardies.

Student Name: _____ Date of Birth: _____

I hereby authorize this health care provider to release the information requested on this form for my child listed above. _____ Parent or Guardian Signature

Date of Appointment: _____

Time of Appointment: _____ Time In: _____ Time Out: _____

Reason for Appointment (check only one)

- Routine Office Visit Follow-up Visit Orthodontic
 Dental Vision Emergency Tests

Was it medically necessary for this student to be absent the entire day on date of appointment?

- Yes No Comments: _____

If no, would student have missed all day due to office location, etc?

- Yes No

Will student need to be absent more than one (1) day?

- Yes No

If yes, how long? _____

If student is to be absent five (5) or more consecutive days, please complete a homebound application.

This student may return to school on _____
 Date

Health Care Provider Name _____

Address _____

Phone: _____ Fax: _____

 Signature of Health Care Provider/Physician/APRN

 Date

Note: Students in Hopkins County Schools will be allowed up to five (5) excused absence events and up to five (5) excused daily tardies for the entire school year with a written parent note. Hopkins County Schools will excuse up to ten (10) absence events with doctor/medical excuse/note. Any absence event due to medical reason in excess of ten (10) will require the presentation of the Hopkins County Schools' Medical Excuse Form before the absence will be excused. The form will be available at each school and central office upon request.

Student's Name

Advisory Teacher

**Hopkins County Board of Education
Madisonville, KY**

ACKNOWLEDGEMENT

As the parent(s) or guardian(s) of _____
I have read and discussed the DISTRICT Student Code of Conduct with our child.

Parent/Guardian Signature

Date

Student's Signature

Date

Please note the date of distribution.

Please detach and return the form to your child's advisory teacher.

