

Hopkins County Schools
2019-2020 Code of Conduct Updates

Additions to the Code of Conduct are highlighted **YELLOW**.

Deletions to the Code of Conduct are denoted with a ~~striketrough~~.

Pages 21 and 22

UNEXCUSED ABSENCES

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

STEP ONE

Designated school personnel should attempt to conference with a student ~~child with~~ who has obtained at least **two** unexcused absences and/or tardies. ~~is to receive counseling by the school principal or his/her designee. This is~~ The student conference should to be documented on the Truancy Tab and the Hopkins County Schools Truancy Report Form and sent to the parents/guardians or student (if the student is eighteen (18) or older).

STEP TWO

A ~~child~~ student with at least **three** unexcused absences and/or tardies should ~~to receive counseling by the school principal or his/her designee, and to receive a home contact from his/her school or Family Resource Youth Service Center (FRYSC) coordinator, who will assess the causes of the truancy with the~~ parent/guardian or the student (if the student is eighteen (18) or older). The home contact should be documented on the Truancy Tab and the FRYSC Tab.

STEP THREE

Designated school personnel should attempt to contact the parent/guardian or any student **eighteen** (18) years or older by utilizing the Hopkins County Schools truancy letter for ~~any child student with at least four~~ unexcused absences and/or tardies ~~is to receive counseling by the school principal or his/her designee, and to receive a home contact from his/her school. This is to be recorded on the Hopkins County Schools Truancy Report and a dated letter sent home.~~ The letter should be documented on the Truancy Tab.

STEP FOUR

Designated school personnel should contact the Department of Pupil Personnel on the **fifth** unexcused absence/tardy ~~the Department of Pupil Personnel (DPP) will be forwarded a copy of the Hopkins County School Truancy Report and so the DPP can attempt to contact the parent/guardian or the student (if he/she is eighteen (18) years or older) with a Final Notice. The DPP will attempt to schedule a conference serving as an attendance intervention, which will be delivered to the parent/guardian.~~ If the notified individual(s) fail(s) to attend the scheduled conference, a truancy petition may be filed if the student receives an additional unexcused absence; a petition may also be filed with the CDW office for any student ages thirteen (13) to seventeen (17).

STEP FIVE

Designated school personnel should notify the DPP if a student receives a **sixth (or more)** unexcused absence/tardy. The DPP ~~will be notified~~ may file ~~and~~ a truancy petition ~~will be filed~~ with Family Court and the Court Designated Worker if the student is between the ages of thirteen (13) and seventeen (17) ~~older than 13 years of age~~. A truancy petition may be filed with the District Court for students who are 18 years or older. Each additional unexcused absence/tardy should be reported to the DPP.

After **six (6)** unexcused events (absences and/or tardies) students may be prohibited from participating in school-sponsored dances, events, and non-academic field trips as outlined in the school's SBDM policy. License revocation procedures will be followed as outlined in the No Pass/No Drive Law (KRS 159.051). Students may also lose other privileges as designated by the principal.

Home Hospital Instructional Program

Home Hospital students are subject to truancy in the event they are not in attendance on scheduled dates with their home hospital teacher. It is the responsibility of the parent/guardian or 18 years or older student to contact the home hospital teacher regarding absences, and turn in the appropriate excused notes. Please note, one (1) unexcused Home Hospital absence is equivalent to 2.5 unexcused student attendance days.

Director of Pupil Personnel Discretion Disclaimer

The Director of Pupil Personnel shall have the discretion to proceed with a petition (when in the best interest of the child) in the event the above truancy steps are not completed in their entirety.

It is the parent/guardian responsibility to keep contact information such as telephone numbers and addresses updated so the school and/or district may send important school and district documents to the parent/guardian throughout the school year.

A student who has reached his/her eighteenth (18th) birthday is, by law, considered an adult, and is, therefore, no longer under the jurisdiction of the laws pertaining to juveniles. Designated school personnel should follow the above truancy procedures for students 18 years or older by notifying the student for each step listed above.