

Hopkins County Schools

2022-2023 Code of Acceptable Behavior and Discipline Updates

Additions to the Code are added in **RED**

Omissions/Deletions to the Code are denoted with a ~~strike through~~

Page 1:

Hopkins County Schools Student Code of ~~Conduct~~ **Acceptable Behavior and Discipline**

The policies and procedures outlined in the Student Code of ~~Conduct~~ **Acceptable Behavior and Discipline** are subject to change because of the uncertainties faced due to the global pandemic.

Page 2: Contact information updated to reflect current staffing

Page 4:

CODE OF ~~CONDUCT~~ **ACCEPTABLE BEHAVIOR AND DISCIPLINE PURPOSE**

The Code of ~~Conduct~~ **Acceptable Behavior and Discipline** includes the rights and responsibilities of the school community, a range of disciplinary responses, and policies and codes of Hopkins County Schools. The Code of ~~Conduct~~ **Acceptable Behavior and Discipline** not only applies to traditional in-person students, but also to students participating virtually.

PBIS is the behavior component of a Multi-Tiered System of Supports (MTSS) that provides schools with a framework for utilizing high quality, evidence-based instruction, intervention, and assessment practices to provide all students with a level of instruction and support that is matched to their academic and behavioral needs. **Social-emotional support is also provided to students through Project Wisdom and other SEL programs.**

Pages 6-8: Rights and Responsibilities of The School Community

Code of Conduct terminology updated to **Code of Acceptable Behavior and Discipline**

Page 10: Disciplinary Responses

Tier I PBIS implementation – Systems, data, and practices establish the foundation for delivering regular, proactive support and preventing unwanted behaviors; emphasizes prosocial skills and expectations by teaching and acknowledging appropriate student behavior.

Pages 10-13: Disciplinary Responses

Code of Conduct terminology updated to **Code of Acceptable Behavior and Discipline**

Page 11: Disciplinary Responses

Threat Assessment Team: Consists of a group of school personnel who convene to identify, evaluate, and address threats or potential threats to school security.

Page 15: Violation Categories and Definitions

Drugs/Alcohol: Distribution/Possession/Use – Student is in possession of, is using, or transferring, or intending to distribute drugs and/or alcohol, Illegal drugs/substances, synthetic drugs, prescription drugs/over the counter drugs, imitations/ look-alikes or paraphernalia. (See **Drugs/Alcohol information following this section**)

- Distribution: Disperse, sell, transfer, or possess with intent to distribute, sell, or transfer
- Possession: Possessing, storing in one's vehicle, locker, or on their person
- Use: Using or being under the influence

Page 16: Violation Categories and Definitions

Possession of Unauthorized Item(s) – Student is in possession of an unauthorized item(s) per district and/or school policy.

Page 19-20:

Drug/Alcohol (or look-alike) Use:

First-time offense for use of alcohol and/or drugs or look-alike alcohol or look-alike drugs may result in a 5-day suspension or 10-day alternate placement determined by the Superintendent or designee with parent notification. Drug counseling may be required for students.

Second-time offense for use of alcohol and/or drugs and/or look-alike alcohol or look-alike drug products may result in recommendation of 10-day suspension or 20-day alternate placement determined by the Superintendent or designee with parent notification. Drug counseling may be required for students.

Third-time offense (or greater) for use of alcohol and/or drugs and/or look-alike alcohol or look-alike drug products may result in recommendation of long-term alternate placement by the Superintendent or designee with parent notification. Drug counseling may be required for students.

Drug/Alcohol (or look-alike) Possession and/or Transfer:

First-time offense for possession and/or transfer (buying, selling, giving or receiving) of drugs, alcohol or drug paraphernalia may result in a 10-day suspension or 20-day alternate placement determined by the Superintendent or designee with parent notification. Drug counseling may be required for students.

Second-time offense for possession and/or transfer of drugs, alcohol or drug paraphernalia may result in recommendation of long-term alternate placement by the Superintendent or designee with parent notification. Drug counseling may be required for students.

~~First-time offense for possession or use of alcohol and/or drugs or look-alike alcohol or look-alike drugs may result in a 5-day suspension or 10-day alternate placement determined by the Superintendent or designee with parent notification.~~

~~Second time offense for possession or use of alcohol and/or drugs and/or look-alike alcohol or look-alike drug products may result in recommendation of suspension for up to 10 days.~~

~~First time offense for transfer (buying, selling, giving or receiving) of drugs, alcohol or drug paraphernalia may result in a 10-day suspension or 20-day alternate placement determined by the Superintendent or designee with parent notification.~~

~~Second time offense for transfer of drugs, alcohol or drug paraphernalia may result in recommendation of suspension for up to 10 days~~

Over-the-Counter:

First-time offense for possession, use or transfer of over-the-counter drugs may result in the following:

- In-school Removal or Friday/Saturday School with parent notification.
- Student(s) will be informed that all over-the-counter drugs should be placed in the school office for access during the school day.
- Students will be informed that if a similar incident occurs, they may be suspended.

Please Note:

The principal shall recommend to the Superintendent or designee that expulsion procedures be initiated and forwarded to the Hopkins County Board of Education should future offense(s) warrant. An attempt shall be made to notify parents/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 incident involves a student with disabilities, an Administrative Admissions and Release Committee (AARC) must be scheduled to convene within five school days after the suspension. Further action would be determined by the AARC.

Page 20: Tobacco and Related Products

Any student who violates **Board Policy 09.4232** on Tobacco and Related Products may be **subject to disciplinary action as outlined in the matrix and be** required to complete a nicotine dependence intervention program.

Page 23: Administrative Responses to Behavior Violations

Administrative Responses to Behavior Violations									
Administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances									
Inappropriate or Disruptive Behavior	Classroom Discipline	Conferencing	Detention	Friday/Saturday School	In-School Removal	Out-of-School Suspension	Alternate Placement	Expulsion Proc.	Referral to Law
Intimidation/Harassment/Bullying			•	•	•	•	•	•	•
Kidnapping						•	•	•	•

Page 24: Administrative Responses to Behavior Violations

Administrative Responses to Behavior Violations									
Administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances									
Inappropriate or Disruptive Behavior	Classroom Discipline	Conferencing	Detention	Friday/Saturday School	In-School Removal	Out-of-School Suspension	Alternate Placement	Expulsion Proc.	Referral to Law
Terroristic—Bomb					•	•	•	•	•
Terroristic Threat		•	•	•	•	•	•	•	•
Terroristic—Chem/Bio/Nuc					•	•	•	•	•
Threatening Staff		•	•	•	•	•	•	•	•
Threatening a Student		•	•	•	•	•	•	•	•
Theft/Vandalism/Stealing		•	•	•	•	•	•	•	•
Tobacco Products: Use/Smoking/Possession/Distribution			•	•	•	•	•		
Trespassing		•	•	•	•	•	•	•	•
Unauthorized Selling		•	•	•	•	•	•	•	•
Unjustified Fire Alarm		•	•	•	•	•	•	•	•
Verbal Abuse	•	•	•	•	•				
Violation of District Tech Policy	•	•	•	•	•	•	•	•	•
Violation of Personal Electronic/Telecommunication Device Policy	•	•	•	•	•	•	•	•	•
Wanton Endangerment						•	•	•	•
Weapons: Possession/Distribution/Use of (Look-alike & toy replicas)		•	•	•	•	•	•	•	•

Page 25: Attendance

Students who drive to school must first have a permission slip signed by their parent or guardian.

EXCUSED ABSENCES

Every student absence requires a written statement from the parent, guardian, doctor or public official stating the cause and specific dates involved. This statement must be ~~turned in on the day of return~~ submitted within five school days. ~~A telephone call is not sufficient.~~ After an absence, a student must check in at the office and follow school procedures. The parent is responsible for ensuring that medical excuses/parent notes are returned to the office.

Absences, either excused or unexcused, have a negative effect on grades and student achievement.

A parent/guardian may write a note or send an email for five (5) absences and five (5) tardies per year and an excused absence/tardy ~~are~~ will be granted for the following reasons when submitted ~~by the end of the day upon return to school~~ to a designated staff person within five school days (unless prior approval by administration is required):

- The student's illness, **mental health and wellness**, doctor's 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.~~
- Severe illness in the student's immediate family as approved by administration.
- Family emergencies requiring immediate attention as approved by administration.
- Religious holidays and practices approved in advance by administration.
- ~~Summons for the student to appear in court.~~
- Funeral in the immediate family of the student.
- School functions—students attending or participating in activities that have been authorized as part of the instructional program shall be considered present at school.
- Other valid reasons outlined in Policy 09.123 and substantiated with parental notes. Such absences will not exceed ~~five (5)~~ **ten (10)** days per school year, with the exception of military training/leave.
- College/University Visits: Juniors and Seniors should refer to school policy.
- Other valid reasons as determined by administration.

Documentation, from sources other than a parent, will be accepted for the following absences:

- Court appearances requiring the student's presence. Documentation from the court will be required.
- Medical, mental health, vision and dental appointments. A physician's excuse shall state the date and/or the number of days for which the student will be excused. Physician's excuses may be faxed, emailed, or delivered directly to a designated staff person.

UNEXCUSED ABSENCES

All absences other than those described above are considered unexcused absences. Once a student has exhausted all five (5) parent notes for absences and/or five (5) parent notes for tardies, documentation from other parties listed above is required in order to avoid receiving an unexcused absence.

Page 27: Unexcused Absences

If the notified individual(s) fail(s) to attend the scheduled conference, ~~and the student receives an additional unexcused absence(s), an educational neglect petition may be filed with Family Court or a truancy petition affidavit may be filed with the CDW office for any student ages thirteen (13) to seventeen (17) if the student receives an additional unexcused absence(s); a petition may also be filed with the CDW office for any student ages thirteen (13) to seventeen (17).~~

Please Note:

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.

Page 28-29: Special Permission

Transfers involving athletics will be in accordance with Kentucky High School Athletic Association By-Laws and Hopkins County Schools Board Policy. **See School Attendance Zones Policy 09.11 for additional information.** ~~A secondary student (9-12), once approved and attending Madisonville North Hopkins or Hopkins County Central, may not transfer back to the school exited during the same school year except for educational reasons approved by the Superintendent or designee or an address change.~~

Page 29:

PARTICIPATION IN SCHOOL CLUBS

~~Parental/Guardian permission is required for any student pursuing membership in a club affiliated with their school. This requirement applies to all clubs; curricular, co-curricular, or non-curricular. The **Student Participation in School Clubs Parental Consent Form** (see **appendix**) must be completed, signed by a parent/legal guardian and the student, and returned to the club advisor before the student may participate or be enrolled as a member of the club.~~

Page 30-31:

APPEALS PROCESS FOR DISCIPLINARY ACTIONS

~~When a student or parent disagrees with a disciplinary decision, s/he (or their parents) must file a written appeal of the decision within three (3) school days of the date of the disciplinary action. If the disciplinary consequence was assigned by a teacher or an assistant principal, the written appeal must go first to the principal. If the disciplinary consequence was assigned by the principal and involved a consequence of out of school suspension or higher, the written appeal goes directly to the superintendent/designee.~~

~~Upon receipt of the written appeal, the principal or superintendent/designee will respond in writing to the person making the appeal within ten (10) school days of receipt of the written appeals notice. If a student or parent is appealing a suspension, the student will not serve the suspension days until all levels of appeal have been exhausted. However, if the allegations include potential harm to self or others, the district may assign the student to alternative placement, with all school work provided at full credit, until the appeal has been resolved.~~

In the event that the principal denies the appeal and the consequence is out of school suspension or higher, the student or parent may appeal that decision to the superintendent/designee. Again, that appeal must be made in writing within three (3) school days of receipt of the principal's written response. The superintendent/designee then must respond in writing to the student or parent within ten (10) school days of receipt of the appeal. If the issue is not resolved by the superintendent/designee, the student or parent may appeal to the Board of Education, in writing, within three (3) days of receipt of the superintendent's decision. The Board of Education will hear the appeal at a regularly scheduled Board meeting, or at a specially called meeting at the Board's discretion. In matters related to student discipline, the action of the Board of Education will be limited to an appellate review to determine if procedural flaws (e.g., failure to provide for due process) or unlawful action occurred. In other words, the Board of Education's role is not to determine if the disciplinary consequence was warranted, but rather if the administrator(s) followed board policies and/or laws and regulation.

Page 32: ANNUAL PROVISIONS FOR CODE OF ~~Conduct~~ Acceptable Behavior and Discipline REVIEW

The district Code of ~~Conduct~~ Acceptable Behavior and Discipline Committee reviews this handbook on an annual basis.

Page 33: Appendix

Student Participation in School Clubs Parental Consent Form

Page 36: RANDOM DRUG TESTING for athletes, extracurricular activity participants and drivers (outlined in board policy 09.423 – Use of Alcohol, Drugs and Other Prohibited Substances):

Code of ~~Conduct~~ updated to Code of Acceptable Behavior and Discipline

Page 53: Code of Acceptable Behavior and Discipline Committee updated to reflect current staffing

Page 54: Student Participation in School Clubs Parental Consent Form

**Student Participation in School Clubs
Parental Consent Form**

Parental/Guardian permission is required for any student pursuing membership in a club affiliated with their school. This requirement applies to all clubs; curricular, co-curricular, or non-curricular. This document must be signed by a parent/legal guardian and the student and returned to the club advisor before the student may participate or be enrolled as a member of the club.

Club Name: _____

Statement of Club Purpose and Proposed Activities:

Club Fees:_____ **Fee Total:**_____

Name of Student Applicant:_____

As the parent/legal guardian of the above named student applicant, I am aware of the purpose, activities and fees related to the club. I hereby give my consent for my child to participate in the above named club.

Name of Parent/Guardian:_____ **Date:**_____

Signature of Parent/Guardian: _____

Signature of Student:_____ **Date:**_____

Page 55: Acknowledgement of Receipt

As the parent or guardian of _____

I acknowledge that I have received the Hopkins County Schools' District Student Code of ~~Conduct~~ **Acceptable Behavior and Discipline** and Appendix. My signature below does not necessarily indicate agreement with the Student Code of ~~Conduct~~ **Acceptable Behavior and Discipline** but I understand the Hopkins County Board of Education will hold all students accountable for the standards referenced therein.

I _____, student
at _____ school, acknowledge that I have received the Hopkins County
Schools' District Student Code of Acceptable Behavior and Discipline and Appendix. My
signature below does not necessarily indicate agreement with the Student Code of Acceptable
Behavior and Discipline but I understand the Hopkins County Board of Education will hold all
students accountable for the standards referenced therein.