~~2021-2022~~ 2022-2023

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~~.**

In the event of changes, Hopkins County Schools will provide updates via the district webpage, social media outlets, and/or email communications.

The health, safety, and protection of our students and staff is a top priority.

CONTACT INFORMATION

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Student Centered

Student Centered

Make decisions based on what is best for students

- ◊ Build positive relationships with students to support their personal and academic needs
- ◊ Communicate with students and families in a consistent, positive, honest, and timely way
- ◊ Inspire students to achieve greatness
- ◊ Recognize students' success
- ◊ Put the needs of students above the wants of adults

Respectful

Respectful

Treat others the way you want to be treated

- ◊ Demonstrate self-control by using a kind tone, language, and expressions
- ◊ Maintain confidentiality and respect the privacy of individuals
- ◊ Smile, make eye contact, and greet others in a positive manner
- ◊ Appreciate the diversity of others
- ◊ Be considerate of the time of individuals

Safe

Safe

Support and promote the overall (mental and physical) health and safety of all individuals

- ◊ Be aware of situations and surroundings and act as needed (if you see something, say something)
- ◊ Provide active supervision
- ◊ Wear school/district name badge in a visible location
- ◊ Model safe actions

Team Oriented

Team Oriented

Work together as one team and one community to build positive relationships and to achieve the goals of the schools and district.

- ◊ Value and respect the input and work of others
- ◊ Give your best—Be a team player by acting with honesty and integrity while maintaining individual accountability
- ◊ Be flexible and supportive
- ◊ Celebrate success
- ◊ Work through conflict

Positive

Positive

Find the good in every person and situation

- ◊ Be active in recognizing, congratulating, and celebrating student, school, district, and community success
- ◊ Talk about our students, parents, and staff in a positive manner
- ◊ Smile, make eye contact, and greet others in a positive manner
- ◊ Strive to be a high performer and achieve excellence every day
- ◊ Talk about our schools and district in a positive manner

Caring & Compassionate

Caring & Compassionate

Demonstrate concern and support for the physical, social emotional, character, and learning needs of students, staff and parents.

- ◊ Be an active listener – seek first to understand
- ◊ Demonstrate caring without judgement
- ◊ Be observant of needs
- ◊ Follow-up to ensure needs are met
- ◊ Ask "How can I help?"

Hopkins County Schools

Mission Statement: Unite as one team to learn and inspire.

INTRODUCTION

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. All members of the school community, including students, parents and guardians, principals, school staff and the district office, have rights and responsibilities that support a strong school community. This Code is intended to act as a guide to ensure students are treated fairly, but be flexible enough to address individual student behavior incidents. Disciplinary responses focus on promoting positive relationships, intervention strategies and the use of suspension only when deemed absolutely necessary.

SCHOOL CLIMATE AND CULTURE

Hopkins County Schools has adopted 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 school-wide behavior referrals to make decisions and solve problems based on their individual school needs.

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.

Parents and students will notice PBIS in our schools when they see and hear each school's clearly defined expectations for all school settings and by the rewards students can obtain by meeting those expectations.

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.

MTSS is built upon three tiers of intervention:

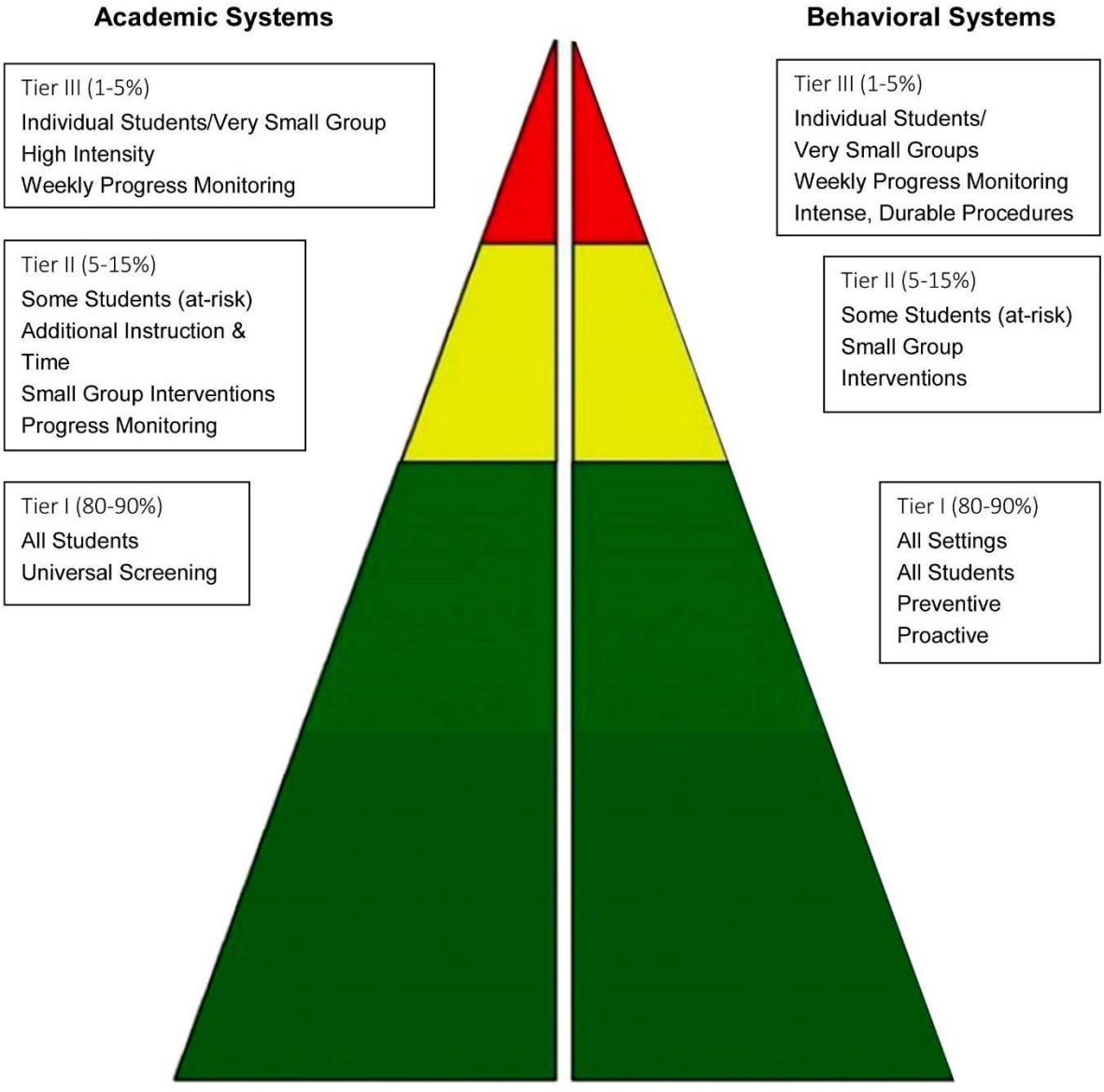
- Tier 1 interventions refer to services all students receive in the form of academic and behavioral instruction. Tier 1 provides school-wide and class-wide supports and interventions available to all students to prevent problem behaviors, encourage prosocial behaviors and address the unique academic, behavioral and social-emotional needs of students in a particular school.
- Tier 2 interventions are provided for students who need more student-specific instruction and support. These services may be provided in small groups both in and out of the classroom. The purpose of Tier 2 instruction and supports is to improve student performance and prevent further negative impacts on learning and social development.
- Tier 3 interventions provide intensive supports that are matched to the specific needs of an individual student. These services may be provided individually or in small groups. The purpose of Tier 3 instruction is to help students overcome significant barriers to learning academic and/or behavior skills required for school success.

When a student does not make adequate progress in developing grade level skills and data supports a suspected disability, the school may request parent permission to conduct an evaluation to determine eligibility for special education services. In addition, parents have the right to request an evaluation at any time. Referrals must be made in

writing to building principal or designee. Following receipt of the referral, a meeting will be conducted to determine if referral concerns and student data support a suspected disability. If data supports a suspected disability, consent to evaluate will be requested. If data is inconclusive, additional data may be requested. If data does not support a suspected disability, an evaluation will not be conducted.

For additional information, visit www.pbis.org or www.hopkins.kyschools.us/ksi.

Multi-Tiered System of Supports



EQUALITY STATEMENT

The Hopkins County Board of Education aspires to create an environment of equality and fairness for students, families, staff, and administration. In an effort to demonstrate this goal there are commitments we will uphold in the academic year, in after-school programs, in athletics, and in every department.

We are committed to:

- Supporting racial, ethnic and cultural diversity;
- Promoting cultural harmony among students, staff, and the community;
- Providing multicultural education as well as opportunities for students and staff to acquire positive attitudes towards diversity;
- Establishing and maintaining meaningful communications with families, providing special consideration in regard to programming, reception, assessment placement, and monitoring for minority groups.

It is our firm belief that discrimination, racism, and prejudice, both overt and covert, and those actions with no ill intent, but having the same effect, have no place in our district.

RIGHTS AND RESPONSIBILITIES OF THE SCHOOL COMMUNITY

STUDENT RIGHTS & RESPONSIBILITIES

Students have the right to:

1. Receive a free and appropriate public education through 12th grade or until age 21, as provided by law
2. Be taught in a safe learning environment
3. Be treated courteously, fairly and respectfully by other students and school staff
4. Receive a written copy of select district and school policies and procedures at the beginning of the school year
5. Bring complaints or concerns to the school principal or staff
6. Participate in school activities and programs, and to organize and have memberships without being subject to discrimination on the basis of gender, race, religion or disability, as long as this does not disrupt the orderly educational process
7. Examine their school records if they have reached the age of 18
8. Be told, orally and in writing, the reason(s) for any disciplinary decisions
9. Procedural due process and grievance/appeal related to disciplinary actions
10. Have a parent or guardian attend applicable disciplinary conferences and hearings
11. Have school staff or an administrator present when police are called, and have a parent or guardian notified of the nature of the investigation and other details as appropriate, unless the situation involves child abuse/neglect

Students have the responsibility to:

1. Attend school daily, be prepared for class and complete assignments to the best of their ability
2. Be familiar with and abide by the district Code of Student ~~Conduct~~ Acceptable Behavior and Discipline
3. Know and obey school rules and instructions given by the school principal and staff
4. Immediately report to school personnel possession by any student of a weapon (real or look-alike) or contraband item, or any student threat of harm to self or others
5. Bring only those materials to school that are allowed
6. Behave respectfully toward everyone in the school community
7. Keep parents or guardians informed of school-related issues and give them any materials intended for parents or guardians sent home with students by Hopkins County Schools

PARENT/GUARDIAN RIGHTS & RESPONSIBILITIES

Parents and guardians have the right to:

1. Expect the school to maintain high academic standards and provide an environment where learning is valued
2. Be treated courteously, fairly and respectfully by all school staff and principals
3. Expect classroom disruptions to be dealt with quickly and effectively
4. Get regular reports, written or oral, from school staff regarding their children's academic progress or behavior, including, but not limited, to report cards, behavior reports and conferences
5. Receive information and prompt notification of inappropriate or disruptive behaviors by their children and any disciplinary actions taken by principals or school staff
6. Receive information about due process procedures for disciplinary matters concerning their children, including information on conferences and grievances/appeals
7. Address questions or grievances/appeals to the proper school authority and receive a reply in a reasonable time period
8. Examine their child's school records in accordance with FERPA

Parents and guardians have the responsibility to:

1. Make sure their children attend school regularly and on time and, when children are absent, let schools know why
2. Tell school officials about any concerns or complaints in a respectful and timely manner
3. Work with principals and school staff to address any academic or behavioral problems their children may experience
4. Support Hopkins County Schools by being a role model for their children, and talking with their children about school and expected behavior
5. Read and become familiar with the policies and procedures of the Board, and this Code of ~~Conduct~~ Acceptable Behavior and Discipline
6. Give updated contact information to their children's individual school
7. Support their child's learning and remain knowledgeable of their progress in school
8. Be respectful and courteous to staff, other parents/guardians and students
9. Immediately report to school personnel possession by any student of a weapon (real or look-alike) or contraband item, or any student threat of harm to self or others

TEACHERS AND SUPPORT STAFF RIGHTS AND RESPONSIBILITIES

Teachers and support staff members have the right to:

1. Work in a safe and orderly environment
2. Be treated courteously, fairly and respectfully by students, parents or guardians and other school staff
3. Communicate concerns, suggestions and complaints to school administrators and district office
4. Receive supportive professional development and training
5. Receive the necessary resources to deliver quality instruction
6. Provide input to aid in the formulation of expectations, policies and procedures that relate to their relationships with students and school personnel
7. Take necessary action in emergencies to protect themselves or students in their care

Teachers and support staff members have the responsibility to:

1. Attend work daily, be punctual and use well-planned, creative and engaging instructional plans every day
2. Maintain safe and orderly schools by using prevention and intervention strategies, and by following this Code of ~~Conduct~~ Acceptable Behavior and Discipline
3. Be respectful and courteous to students, parents and guardians, serving as role models for students

4. Be knowledgeable about the policies and procedures of the Board of Education and school rules, and enforce them fairly and consistently
5. Communicate policies, expectations and concerns, and respond to complaints or concerns from students and parents or guardians in a timely manner and in a language they understand
6. Keep parents and guardians informed of student academic progress and behavior, create meaningful opportunities for their participation and provide regular communication in a language they understand
7. Provide makeup work for students with excused absences
8. Participate in required professional development opportunities
9. Maintain necessary records of student progress, attendance and discipline, and provide information as requested
10. Effectively utilize technology as appropriate in job description
11. Immediately report to school personnel possession by any student of a weapon (real or look-alike) or contraband item, or any student threat of harm to self or others
12. Supervise students, including during recreational activities and athletic events

PRINCIPAL/ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

Principals/administrators have the right to:

1. Be treated courteously, fairly and respectfully by students, parents or guardians and other school staff
2. Provide input in the establishment of expectations, policies and procedures that relate to the school
3. Take necessary action in emergencies to protect themselves or students in their care

Principals/administrators have the responsibility to:

1. Administer the school/district office in a manner which fosters a safe and orderly environment
2. Maintain safe and orderly schools by using prevention and intervention strategies, and by following this Code of ~~Conduct~~ Acceptable Behavior and Discipline
3. Administer discipline fairly and respectfully following guidelines in the Code of ~~Conduct~~ Acceptable Behavior and Discipline
4. Immediately report to law enforcement possession by any student of a weapon (real or look-alike) or contraband item, or any student threat of harm to self or others
5. Evaluate and revise the educational program to ensure instruction that is research-based and meets the diverse needs of students
6. Disseminate the Code of ~~Conduct~~ Acceptable Behavior and Discipline
7. to the school community
8. Treat all school personnel, parents and students in a respectful, fair and equitable manner
9. Respond to the concerns of students, parents and staff in a timely manner
10. Effectively utilize technology as appropriate in job description

HEALTH AND SAFETY

HEALTH AND SAFETY STATEMENT

The Hopkins County Schools strives to create a safe and healthy environment for students, families, employees, campus visitors, and the community at large. Any behaviors that create actual or potential COVID-19 or any other health and safety risks will result in immediate disciplinary action. Hopkins County Schools reserves the right to add or change policies and/or procedures as needed in response to matters of public health and in compliance with public health safety standards and/or state and federal guidelines, mandates, and/or laws. New or updated policies and/or procedures will be communicated via the district webpage, social media outlets, and/or via email.

VISITORS

Visitors are welcome in the Hopkins County Schools unless campuses are closed to outside foot traffic due to health or safety concerns. Upon entering district or school facilities, all visitors and parents shall report to the administrative

office, provide photo identification and obtain a visitor's pass. Students are not allowed to bring visitors to school. Any person entering a district or school campus will be required to adhere to local, state, and/or federal health and safety guidelines/mandates and may be subject to health and temperature screening prior to entry.

CONTAGIOUS DISEASES AND PARASITES

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's principal if the student has any medical condition which is defined by the Cabinet for Health Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school. The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

INFECTION CONTROL

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent or designee may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent or designee shall obtain from consultation with the student's physician, the local health officer, or the Kentucky Department for Public Health.

EPIDEMICS

In the event of a dangerous epidemic as determined by the Kentucky Department for Public Health, the Board of Education may close the schools.

SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department.

In accordance with its published guidelines, the Kentucky Department for Public Health will conduct an evaluation of the affected student's medical condition and formulate recommendations regarding school attendance.

If the Kentucky Department for Public Health determines the student poses no risk, she/he will be allowed to attend school without restriction. If the student is physically unable to attend school or if the Kentucky Department for Public Health deems the student a significant health risk to students or school personnel, the Superintendent or designee shall confer with the parents and/or the student to determine an appropriate education environment.

MEDICAL CONFIDENTIALITY

Unless otherwise permitted by law, signed parental consent designating District personnel to be informed of a student's medical condition shall be on file prior to informing identified District personnel.
The Superintendent or designee shall identify which employees are to have access to student medical information. This determination shall be made on a need-to-know basis.

DISCIPLINARY RESPONSES

PREVENTION STRATEGIES

Building positive relationships with students – Research shows that positive relationships help children learn. We know that students are more likely to succeed when they feel connected to others in their community, and are less likely to act out in ways that cause disruption to the school environment. Acknowledging appropriate behavior is one way staff develop positive relationships with students.

Clear classroom rules and procedures – In addition to school-wide expectations and common area procedures, each teacher has developed classroom expectations and procedures. Setting rules, limits and consequences also promotes positive relationships with students.

Effective classroom management strategies – The implementation of research-based strategies which supports the development of positive behavior, reduces discipline problems, and promotes a climate of greater productivity, safety, and learning.

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.

RESOURCES AND INTERVENTION STRATEGIES

To help students conduct themselves appropriately, prevention and intervention strategies may be used prior to or in addition to any disciplinary response to student behavior. Not all strategies listed are implemented at every school/grade level.

Behavioral Intervention Plan: An approach to correcting inappropriate or disruptive student behavior through a plan designed by school staff to offer positive behavioral interventions, strategies and supports. This plan is appropriate for students with and without disabilities.

Counseling: Provides guidance to help students resolve issues and develop social skills needed to succeed in school.

Functional Behavioral Assessment: Involves gathering information about students' inappropriate or disruptive behavior and determining approaches that school staff should take to correct or manage student behavior. This information is used to develop a Behavioral Intervention Plan for the student.

Individualized Education Program (IEP) teams: Includes groups of individuals who are responsible for identifying and evaluating students with disabilities; developing, reviewing and revising IEPs for students with disabilities, Functional Behavioral Assessments and Behavioral Intervention Plans; and determining the placement of students with disabilities in the least restrictive environment.

Mentoring program: Involves pairing students with mentors (a counselor, teacher, fellow student or community member) who help their personal, academic and social development.

Parent outreach: School staff informs parents or guardians of their children's behavior and seeks their assistance in correcting inappropriate or disruptive behavior. Outreach made in writing or by telephone is intended to make parents aware of students' behavior, task completion and achievement, and can include a request for parents to accompany students to school.

S.T.O.P. Tipline: The Hopkins County Schools' district website offers a link to this tipline for anonymous reporting of bullying, violence and other risky behaviors. Information submitted on the tipline is forwarded to the district office and school administrative staff for notification. Upon tipline notification, the school administrative staff addresses the report and necessary actions are taken to resolve any issues.

Substance abuse counseling services: A list of available substance abuse counseling services will be provided to parents/guardians for student behavior related to substance abuse. Cost of counseling would be the family's responsibility.

Student Success Team: Usually consists of teachers, interventionists, a district representative and psychologists, who help develop prevention and intervention techniques and alternative strategies to address identified concerns. When student behavior requires intervention, parents, school staff and the principal may request that the Student Support Team develop a plan to address the behavior.

Check-in/Check-out system: This is a Tier II, group-oriented intervention that provides increased positive adult contact with frequent feedback. Daily home-school communication is provided, with positive reinforcement contingent on meeting behavior goals.

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

LEVELS OF DISCIPLINARY RESPONSE

When principals and school staff respond to student misbehavior, they are expected to take into account the age, health, decision-making ability and disability or special education status of the student; the appropriateness of the student's academic placement; the student's prior conduct and record of behavior; the seriousness of the offense and the degree of harm caused; and the impact of the incident on the school community.

Appropriate disciplinary responses include, but are not limited to, the following:

Classroom Discipline: Teacher-implemented discipline measures.

Conference: May involve students, parents, guardians, teachers, school staff and principals in discussion about student misbehavior and potential solutions that address social, academic and personal issues related to the behavior.

Detention: This is extra time spent before, during or after school engaged in a constructive activity. The school is not responsible for transportation.

Transportation Guardian Contact: The removal of bus privileges based upon school bus rule violations. **(See Bus Discipline following this section)**

In-School Removal: The exclusion of a student within the school building from his or her regular education program. This is a structured, well-supervised instructional program. Special Education services will continue in this setting. Students assigned to this program will be in an educational environment totally isolated from their peers. Assignment to In-School Removal restricts students from taking part in extracurricular activities or being on school grounds after regular school hours. The privilege of participating in extracurricular activities will be reinstated at the completion of the assignment.

Friday/Saturday School: The purpose of Friday/Saturday School is to provide a positive, worthwhile educational experience and a meaningful behavior deterrent for students who have violated Code of ~~Conduct~~ Acceptable Behavior and Discipline regulations. The aim of the program is to prevent the loss of instructional classroom time.

Out-of-School Suspension: The temporary removal of a student from school for a specified time, not to exceed 10 consecutive school days. A suspended student will not represent the school, participate in any extra-curricular activities sponsored by the school or appear on school property during the suspension.

A student facing suspension must be given oral or written notice of the allegations, an explanation of the evidence, and an opportunity to respond if the student denies the allegations.

In-District Removal: Placement which allows students to continue to progress in the general curriculum. The Hopkins County Day Treatment (HCDT) program's mission is to assist students in improving their self-control and self-respect. Placement in this program allows youth to continue their education and receive treatment. Special Education services will continue in this setting. Assignment to In-District Removal restricts students from taking part in extracurricular activities or being on school grounds after regular school hours.

Expulsion: The removal of a student from his or her regular school program by the Board of Education for up to a calendar year. The student is also not allowed to be on any school property or to attend any school function. A student may only be recommended for expulsion if suspension is inadequate to address the behavior; the behavior has seriously endangered the health, welfare or safety of other students or school personnel; or the student's continued presence in the school constitutes a significant safety risk.

SPECIAL EDUCATION Suspension or Expulsion of Students
KRS 158.150 (7)
The suspension and expulsion of exceptional children, or students who are currently referred for evaluation, 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 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 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.

If disciplinary consequences being considered will result in more than 10 days of removal from school, a manifestation determination must be conducted as follows:

> The Admissions and Release Committee (ARC) 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 ARC 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 ARC 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 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 ARC cannot agree upon a placement and the current placement will likely result in injury to the student or others.

DUE PROCESS
A student facing suspension must be given oral or written notice of the allegations, an opportunity to hear the evidence, to respond if the student denies the allegations, and notice and hearing before the student is removed from the school. Note: a student who poses a danger to persons or property may be removed immediately with the notice and hearing following as soon as possible. **Board Policy 09.431**

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. **(See Appendix.)** Video surveillance on school buses may be used as evidence to resolve disciplinary issues.

The following actions may be taken in regards to minor bus offenses:
First Offense – Bus staff will conference with the student and a referral will be filed with the student's administrator.
Second Offense – Bus staff will move student to an alternate seat and a referral will be filed with the student's principal.
Third Offense – A referral will be filed with the student's administrator, who may suspend all bus riding privileges for a minimum of one day.
Fourth Offense – A referral is filed with the student's administrator, who may suspend all bus riding privileges for a minimum of five days. The principal may take any additional action that is allowed by the Code of ~~Conduct~~ Acceptable Behavior and Discipline.
Fifth Offense – A referral is filed with the student's administrator. The Director of Transportation or principal may suspend bus riding privileges for the remainder of the school year.

Some of the offenses are of such a serious nature that a student may have bus privileges forfeited on the first offense. For major offenses, the administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances.

All Special Education guidelines will be followed.

VIOLATION CATEGORIES AND DEFINITIONS

Categories and Definitions are subject to change pending legislative and state administrative updates.

Abuse of a Teacher – Intentional verbal, mental or physical abuse of a teacher or administrator; Per KRS 161.190, Abuse of a teacher, classified employee, or school administrator is prohibited: Whenever a teacher, classified employee, or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher, classified employee, or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

Academic Cheating/Plagiarism – Providing, receiving or viewing answers to quiz or test items or independent assignments. Having books, notes/notebook, or mobile devices out during a test without permission. Copying other's work and representing it as one's own.

Arson – Student plans and/or participates in malicious burning of property.

Assault/Hitting – Student engages in actions involving serious physical contact where injury may occur, for example hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.

- 1st Degree Assault: intentionally causes serious physical injury (reference KRS 500.080 for complete definition of "serious physical injury," particularly for children ages 12 and under) to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person; complete definition found in KRS 508.010
- 2nd Degree Assault: same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument; complete definition found in KRS 508.020; (reference KRS 500.080 for complete definition of "serious physical injury," particularly for children ages 12 and under")
- 3rd Degree Assault: recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers; complete definition found in KRS 508.025 (reference KRS 500.080 for complete definition of "physical injury")
- 4th Degree Assault: intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument; complete definition found in KRS 508.030; (reference KRS 500.080 for complete definition of "physical injury")

Burglary of School Property – Knowingly entering or remaining in a building with the intent to commit a crime

Criminal Abuse – Intentionally abusing another person causing physical injury

Defiance of School Board Employee – Student engages in refusal to follow directions or talks disrespectfully to school board employee.

Deliberate Disruption – Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior

Disorderly Conduct – Being in a public place with intent to cause inconvenience, annoyance, or alarm, or creating a risk. For example, running in hallways, kicking doors, walk-outs, sit-downs or picketing, advising others to contribute to a disruptive event, and failing to disperse from a crowd after being asked to do so by a school official or police officer.

Disrespectful Behavior – Delivers socially rude or dismissive messages

Disrespect for School Board Employee – Student delivers socially rude or dismissive messages to adults.

Dress Code Violation – Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. **(See District Minimum Standards for Student Dress following this section)**

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

Excessive Tardiness – Student is late to class or to the start of the school day multiple times as defined by the school.

Failure to Follow Directions – Student engages in a refusal to follow directions.

Failure to Follow School Rules – Student does not comply with regulations established by the school/district that does not involve behavioral violation included on this list.

Failure to Serve – Student does not attend sessions assigned as disciplinary action.

Fighting – Student is involved in mutual participation in an incident involving physical violence.

Forgery – Student has signed a person's name without that person's permission.

Fraud – Student intentionally uses deceit, trickery, or some dishonest means for profit or to gain some unfair or dishonest advantage.

Gambling – Wagering money or property.

Homicide – a person causes the death of another human being under circumstances which constitute murder, manslaughter in the first degree, manslaughter in the second degree, or reckless homicide.

Inciting/Participating in Major Student Disorder – Causing a disruption to the atmosphere of order and discipline in the school or otherwise preventing orderly conduct. This includes demonstrations, marches or other activities that would disrupt the planned instructional program.

Insubordination – Student refuses to comply with the directions or instructions given by school authorities.

Intentionally Providing False Information – Willfully or maliciously giving false information, record, or accusation against school personnel or other students.

Intimidation/Harassment/Bullying – Harassment is the intent to intimidate, harass, annoy or alarm another person through the delivery of disrespectful messages in any format related to gender, ethnicity, race, religion, disability, physical features, or other protected class (KRS 525.080 and 525.070). Bullying is "any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: (1) That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or (2) That disrupts the education process." **(See Intimidation/Harassment/Bullying information following this section)**

Kidnapping – Unlawfully restraining another person with intent to hold for ransom, inflict bodily injury or terrorize a person, to shield or hostage. (Complete definition found in KRS 509.040)

Leaving Campus – Student is in an area that is outside of school boundaries as defined by the school.

Loitering – Student is in an unauthorized area of school campus.

Menacing – Intentionally places another person in apprehension or imminent physical injury. (Complete definition found in KRS 508.050)

Mild Sexual Behavior – Public displays of affection (such as kissing and excessive hugging), consensual sexual acts, mooning, patting buttocks (as opposed to grabbing), etc. which are of a consensual or harmless nature.

Profanity/Vulgarity – Use of profanity, including swearing or the use of vulgar or inappropriate words, objects or gestures.

Possession of Explosives – Possession of combustible or explosive substances, or combination of substances or articles including flares.

Possession of Stolen Property – Student is in possession of property of another person or institution taken without permission or knowledge of the owner.

Possession/Igniting Fireworks – Possessing or igniting fireworks, including, but not limited to, firecrackers and smoke bombs.

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

Rape – Includes forcible rape and statutory rape.

Repetition of Offense/Violation – Student repeatedly violates school rules/regulations.

Robbery/Theft– Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.

Self-Endangerment – Student makes threats or engages in behavior to physically harm or injure self.

Sexual Acts – Inappropriate behavior of a sexual nature including, but not limited to, consensual sex.

Sexual Assault – Unwanted touching in a sexual manner.

Sexual Offense (non-touch) – Includes all non-touch sexual offenses, not limited to lewd behavior, obscene behavior and indecent exposure.

Skipping Class – Student leaves or misses class without permission.

Skipping School – Student leaves or misses school without permission.

Stalking – Intent to stalk another person or make explicit or implicit threat to place a person in reasonable fear of sexual contact, physical injury or death. (Complete definitions found in KRS 510.140 and KRS 508.150)

Telecommunication Devices – Student engages in inappropriate use of cell phone, music/video players, camera and/or computer. This includes taking unwanted photos/videos of others without permission. **(See Telecommunication Devices information following this section)**

Terroristic – Bomb: Bomb threat or threat of other explosive device.

Terroristic Threat – 1) Intentionally making false statements about placing a weapon of mass destruction on school property; 2) Intentionally placing a counterfeit weapon of mass destruction on school property; 3) Intentionally threatening to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or school staff; 4)Threatening to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or 5) Intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.

Terroristic – Chem/Bio/Nuc: Chemical, biological or nuclear threats.

Threatening another Student – To cause reasonable apprehension or threat of physical harm to another student through statement, communication conduct or gesture.

Threatening Staff – To cause reasonable apprehension or threat of physical harm to a staff person or school representative through statement, communication conduct or gesture.

Theft/Vandalism/Stealing – Student participates in an activity that results in stealing of property or the destruction or disfigurement of property.

Tobacco Products: Use/Smoking/Possession/Distribution– Student possesses, distributes, intends to distribute, or uses tobacco and/or electronic nicotine delivery devices. **(See Tobacco and Related Products information following this section)**

Trespassing – Student forcibly enters or proceeds into unauthorized areas of Board owned or leased buildings or facilities, their roofs, or their spaces.

Unauthorized Selling – Unauthorized transfer of goods or services to another in exchange for money or other benefit.

Unjustified Fire Alarm – Pulling a fire alarm or reporting a fire or other dangerous situation without valid cause.

Verbal Abuse – Using abusive or demeaning language to attack or injure an individual, this could include but not limited to talking back, name calling, creating socially rude interactions.

Violation of District Tech Policy – Any failure to use district-owned hardware, software, electronic devices, Web pages or networks for intended educational purposes as described in the district's Acceptable Use Policy.

Violation of Personal Electronic/Telecommunication Device Policy – Student disrupts the educational process and/or violates district and/or school policies related to personal electronic or telecommunication devices. **(See Telecommunication Devices information following this section)**

Wanton Endangerment – Wantonly engaging in conduct which creates a substantial danger of physical injury.

Weapons: Possession/Distribution/Use (Look-alike & Toy Replicas) – Student is in the possession of knives and/or guns (real or look-alike), or other objects readily capable of causing bodily harm. **(See Weapons information following this section)**

ADDITIONAL INFORMATION ON VIOLATIONS

Minimum District Standards for Student Dress

Students are to dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment or cause a health or safety hazard are not appropriate and not acceptable at school.

Examples of prohibited dress include, but are not limited to, the following: hats/caps; tank tops and tube tops; sleepwear; see-through material; clothing that exposes bare torso; clothing and accessories with statements that are vulgar, racially insensitive, or promote illegal drugs, alcohol, sex, violence or gangs; items that may conceal the identity of the student (i.e. headwear, coats, sunglasses); swim wear; exposed undergarments; and clothing that is too tight, too short, or too suggestive, constituting a risk of distraction to the educational process. All clothing must be size-appropriate. Shoes must be worn at all times. Anything deemed inappropriate by an administrator will not be allowed. Efforts will be made to correct the violation, however, habitual and severe violations will result in parent contact and possible disciplinary action. Dress code exceptions may be made for health, religious, or safety reasons, or for specific school-related events. **NOTE: SBDM Councils may draft dress codes that are more restrictive.**

Intimidation/Harassment/Bullying

- Bullying/Cyberbullying: Bullying refers to "any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: (1) That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or (2) That disrupts the education process." (KRS 158.148) Cyberbullying is a method of bullying utilizing any electronic communication device/program to cause distress and harm.

  Students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others or other threatening behavior.

  If the bullying/cyberbullying takes place outside of school but manifests itself as an in-school conflict, it will be treated as a violation of school policy and may also be investigated by law enforcement. The S.T.O.P. Tipline is available to anonymously report suspected bullying.

  Students/employees who believe they have been a victim of bullying or who have observed others being bullied shall report it to school personnel as soon as possible. **Board Policy 09.422 and/or Bullying Reporting Form 09.422 AP.21.** Students/Parents/Guardians/Employees should complete the top section of the Bullying Report Form. Once the form is submitted, the administration will conduct an investigation.

- Harassment/Discrimination: Hopkins County Board of Education has adopted policies prohibiting harassment and denial of equal educational opportunities for students. Harassment is the delivery of disrespectful messages in any format related to gender, ethnicity, race, religion, disability, physical features, or other protected class. **Board Policy 09.42811 and Harassment/Discrimination Reporting Form 09.42811 AP.2**

Drugs/Alcohol

It is the desire of the Hopkins County Schools to help students who recognize that they have a drug problem and who seek help by coming to a counselor or administrator. These students shall not be suspended. Hopkins County Schools' designee will be contacted to help find assistance for drug addiction.

When there is reasonable suspicion a student has violated the Use of Alcohol, Drugs and Other Prohibited Substances policy, the following steps will be taken:

1. Hopkins County Schools' designee will be contacted to report the violation and/or request drug testing.
2. Drug testing consent will be sought. Witness' signature is required with the optional phone verification.

3. A student suspected of drug and/or alcohol abuse is required to submit to testing within 24 hours. The Drug Testing Consent Form and the Substance Abuse Intervention Process list the procedures to be followed if a suspected student's drug-alcohol test is positive. (See appendix.)
4. If drug testing consent is denied, the student is presumed guilty of the offense and the appropriate actions are taken, including discipline of the student and notification of law enforcement officials.
5. The drug test will be administered on site unless extenuating circumstances warrant otherwise.
6. Parent/guardian shall be notified of the test results.
7. If test is negative, but other sufficient information has been received as well as admission of offense, discipline actions appropriate to the offense will still be taken.
8. From the date of the offense, the student may be periodically drug tested.
9. A positive test resulting from a school investigation may be cause for the immediate suspension of the student from school or placement in an alternate setting.
10. The Hopkins County Schools' Substance Abuse Intervention Process will be utilized.

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

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.

Because of the differences in maturity of elementary students, elementary principals may enforce drug/alcohol policies in a less restrictive manner than is outlined in this section. **Board Policy 09.423**

(For information on the district's Random Drug Testing policy, please see the appendix.)

Tobacco and Related Products
Use, distribution, intent to distribute, and/or possession of tobacco products, electronic nicotine delivery devices or vapor products are strictly prohibited while on property owned or operated by the Board, inside Board-owned vehicles, at bus stops, and during school-sponsored trips and activities. **Board Policy 09.4232**

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.

Weapons
Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five years in prison and a $10,000 fine, under KRS 527.070.

Carrying, bringing, using or possessing any firearm or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. **Board Policy 05.48**
Possession of a firearm shall result in the following:

1. Proper law enforcement authorities will be notified;
2. Suspension for a minimum of 10 days or alternate placement for a period of time determined by the Superintendent or designee with parent notification;
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;
4. Any firearm offense may be referred to Board of Education for disposition.

First-time possession of a weapon or look-alike including, but not limited to, airsoft guns, knives with blades in excess of 4 inches, switchblades, or other destructive device may result in the following:

1. Proper law enforcement authorities will be notified;

2. Suspension for up to 10 days or 20-day alternate placement determined by Superintendent or designee with parent notification;
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;
4. Second offense referred to Board of Education for disposition.

First-time possession of a dangerous instrument or look-alike including, but not limited to, pocketknives with blades less than or equal to 4 inches, and any implement or substance used as a weapon to inflict bodily harm, including, but not limited to pencils and scissors, may result in the following:

1. Suspension for up to five days or 10-day alternate placement determined by the Superintendent or designee with parent notification;
2. Proper law enforcement may 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.

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 inactive during the school day unless under the direct supervision of 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. The same rule applies for field trips during regular school time. In addition, the Transportation Department requires that telecommunication devices are not to be observed and must remain inactive while on the school bus in the mornings and afternoons.

The school is NOT responsible for LOST or STOLEN telecommunication devices.

Pursuant to board policy 08.2323 Acceptable Use Policy – Access to Electronic Media, students who refuse to sign the required acceptable use documents or who violate district rules governing the use of district technology shall be subject to the consequences outlined within this document. **Board Policy 09.4261**

This policy, as well as all other board policies, may be found online at www.hopkins.kyschools.us/ksba.

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. Initiated	Referral to Law
Abuse of a Teacher					●	●	●	●	●
Academic Cheating/Plagiarism	●	●	●	●	●	●			
Arson						●	●	●	●
Assault/Hitting	●	●	●	●	●	●	●	●	●
Burglary of School Property						●	●	●	●
Criminal Abuse				●	●	●	●	●	●
Defiance of School Board Employee	●	●	●	●	●	●			
Deliberate Disruption	●	●	●	●	●	●			
Disorderly Conduct	●	●	●	●	●	●	●		●
Disrespectful Behavior	●	●	●	●	●	●			
Disrespect for School Board Employee	●	●	●	●	●	●			
Dress Code Violation		●	●	●	●				
Drugs/Alcohol: Distribution/Possession/Use						●	●	●	●
Failure to Follow Directions	●	●	●	●	●				
Failure to Follow School Rules	●	●	●	●	●				
Failure to Serve			●	●	●	●			
Fighting		●	●	●	●	●	●		●
Forgery	●	●	●	●	●	●	●		●
Fraud	●	●	●	●	●	●	●		●
Gambling		●	●	●	●	●			
Homicide						●	●	●	●
Inappropriate Touching/PDA	●	●	●	●	●				
Inciting/Participating in Major Student Disorder				●	●	●	●	●	●
Insubordination	●	●	●	●	●	●	●		
Intentionally Providing False Information	●	●	●	●	●				

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. Initiated	Referral to Law Enforcement
Intimidation/Harassment/Bullying			●	●	●	●	●	●	●
Kidnapping						●	●	●	●
Leaving Campus			●	●	●	●			●
Loitering	●	●	●	●	●	●	●		
Menacing	●	●	●	●	●	●	●	●	●
Mild Sexual Behavior	●	●	●	●	●	●			
Profanity/Vulgarity	●	●	●	●	●				
Possession of Explosives						●	●	●	●
Possession of Stolen Property			●	●	●	●	●		●
Possession/Igniting Fireworks			●	●	●	●	●		●
Possession of Unauthorized Item(s)	●	●	●	●	●	●	●	●	●
Rape						●	●	●	●
Repetition of Offense/Violations			●	●	●	●	●		
Robbery/Theft						●	●	●	●
Self-Endangerment		●					●		●
Sexual Acts		●	●	●	●	●	●	●	●
Sexual Assault						●	●	●	●
Sexual Offense (non-touch)	●	●	●	●	●	●	●	●	●
Skipping Class		●	●	●	●	●			
Skipping School			●	●	●	●			
Stalking					●	●	●	●	●
Tardy to Class	●	●	●	●	●				
Telecommunication Devices	●	●	●	●	●	●			

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. Initiated	Referral to Law Enforcement
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)		●	●	●	●	●	●	●	●

ATTENDANCE

All students are expected to be in attendance 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 student's file in the office.

Students who drive to school must first have a permission slip signed 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. **Board Policy 09.123**

KENTUCKY COMPULSORY ATTENDANCE LAWS

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

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 and 18 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 and 18 when the child has reached his sixth birthday and not passed his 18th birthday.

Beginning with the 2015-2016 school year, students between the ages of six and 18 shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance. No written permission for withdrawal shall be required after the student's 18th birthday.

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. (1955 OAG 37.765)

All attendance guidelines listed below are subject to change due to state updates/guidance and legislative changes. Changes or updates will be communicated through the district website, social media outlets, and via email communication.

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

TARDINESS

Tardiness (whether in-person or online) includes being late to school and leaving school before classes are dismissed. Students arriving at school tardy must check-in through the principal's office and follow school procedures.

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.

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). All truancy laws shall also be followed by the Virtual Learning Program students. The criteria for tardiness and excused/unexcused absences apply to both traditional in-person students and students participating in the Virtual Learning Program.

STEP ONE

Designated school personnel should attempt to conference with a student who has obtained at least **two** unexcused absences and/or tardies. The student conference should 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 student with at least **three** unexcused absences and/or tardies should 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 student with at least **four** unexcused absences and/or tardies. The letter should be documented on the Truancy Tab.

STEP FOUR
Designated school personnel should contact the Department of Pupil Personnel for any student who has reached at least the **fifth** or more unexcused absence(s)/tardy(ies) 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 may attempt to schedule a conference serving as an attendance intervention. 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)~~.

STEP FIVE
Designated school personnel should notify the DPP if a student's truancy issues continue after the final notice is served so the DPP office may determine if legal resolution of the problem through the court system is necessary if a student receives **eight (or more)** unexcused absences/tardies. The DPP may file a petition with the Family Court for students up to age seventeen (17) and/or the Court Designated Worker's office if the student is between the ages of thirteen (13) and seventeen (17). A court summons may be filed with the District Court for students who are 18 years or older.

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.

Upon a Virtual Learning Program Student's tenth (10^{th}) unexcused attendance event the student must return to in-person instruction.

SECONDARY SCHOOL ATTENDANCE FOR STUDENTS AGES 18-21
Hopkins County Schools encourages and supports students 18 years and older to pursue completion of their studies. However, Kentucky statutes are very clear in regards to school attendance for adults. Any student between the ages of 18 and 21 who has not met graduation requirements may continue in school as long as s/he:
1. is in regular attendance (**See TARDINESS and EXCUSED ABSENCES above.)**
2. is making satisfactory progress toward graduation
3. refrains from causing any disciplinary problems; and
4. abides by school regulations.

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 legal 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.

MAKEUP 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 makeup 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 and 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. Makeup of mid-term exams and final exams, since they are comprehensive in nature, will also be allowed on the day of return.

EDUCATIONAL ENHANCEMENT OPPORTUNITY
Students may be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. Examples include participation in an educational foreign exchange program or an intensive program in English, science, math, social studies, foreign language and the arts. Events that are not within the standards for approval of educational enhancement opportunity days include funerals, family vacations, sports events, community events and religious events because these are events that are not part of an intensive instructional program. Students with unexcused absences will not be considered for an educational enhancement opportunity unless the Principal determines that extenuating circumstances exists.

Unless the principal determines that extenuating circumstances exist, **requests for dates during the state/district testing period shall not be granted**. The request form must be submitted at least five days before the absence.

Students receiving an excused absence under this section make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence unless the makeup work is not returned on time; students will receive one (1) makeup work day per day approved with a maximum of five (5) days to complete makeup work.

SPECIAL PERMISSION
The following criteria may be used when considering special permission requests or revocation: class size, attendance, academic effort, and behavior~~, and outstanding charges~~. ~~A secondary student (grades 9-12) may only request Special Permission at the start of the school year.~~ 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~~.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

- All extracurricular activity participants must be present at school on the day of practice, performance or activity in order to participate, unless approved by the principal.
- Discipline of extracurricular activity participants shall be determined according to infraction of local school rules.
- Extracurricular activity participants who fail to comply with detention and alternate assignment and their rules shall be suspended from participation in extracurricular activities immediately, and until such time as the charges are resolved and he/she is reinstated.
- Extracurricular activity participants who are charged with a violation of the student code that results in In-School Removal 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.
- Extracurricular activity participants who are charged with a violation of the student code that results in Friday/Saturday School must attend the first available Friday/Saturday School session. If a student fails to serve, he/she shall be suspended from participation in extracurricular activities immediately, and until such time as the charges are resolved and he/she is reinstated.
- Sponsors/coaches will follow policy of student rights/responsibilities, local school rules and regulations, and KHSAA Bylaws, if applicable.
- 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.
- All extracurricular activity participants will be subject to random drug testing. **(See appendix for details.)**
- ~~A student who has accrued more than $10 in cafeteria charges or who owes 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.~~
- Students participating in the Virtual Learning Program are not eligible to access extracurricular activities including, but not limited to, sports activities.

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.

ELEMENTARY AND MIDDLE SCHOOL PARTICIPATION AT THE HIGH SCHOOL LEVEL

Students at the Middle School level may participate at the High School level using the following guidelines:

- Students must play for the high school in their designated attendance areas.
- 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 Browning Springs and West Hopkins have students that feed to both high schools, their participation will go back to the guideline above.
- Any 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 verified change in attendance district residence and KHSAA eligibility approval.

ADMINISTRATIVE DECISION GRIEVANCE/APPEAL PROCEDURE

The following procedures are to be followed when submitting student/parent/guardian grievances regarding administrative decisions. Prior to submitting a grievance a student/parent shall express their concern to the school level administrator for resolution.

Level 1/School Principal: If the student/parent/guardian deems the resolution unsatisfactory, the student/parent/guardian shall submit his or her initial written grievance on the Student/Parent/Guardian Grievance Regarding Administrative Decisions Form **09.4281 AP.2** to the student's principal. In the event that the grievance is alleged against a school administrator other than the Principal, the Principal shall investigate allegations as soon as circumstances allow, but not later than three (3) days of submission of the original written grievance. The Principal shall discuss with the student/parent/guardian the nature of the grievance and any action that the Principal believes should be taken to resolve the concern of the student/parent/guardian. The Principal shall provide a written response to the student/parent/guardian no later than 10 days after receipt of the student/parent/guardian's original written grievance. In the event that the grievance is alleged against the Principal or he/she deems the matters outside the scope of their authority he/she refers the matters to the appropriate district level administrator. When referring the student/parent/guardian grievance to a district level administrator, the Principal shall forward the grievance form to the district level administrator within five school days. The administrator (principal or district level administrator) acting to resolve the grievance shall provide a written response to the student/parent/guardian postmarked no later than ten (10) school days after receipt of the Student/Parent/Guardian Grievance Regarding Administrative Decisions Form. This administrator shall also forward a copy of the grievance form along with the written response to the Superintendent. If there is no administrative response to the student/parent/guardian grievance within the 10 school days, the grievance is elevated to Level 2.

Level 2/Superintendent will assign to designee: If the student/parent/guardian desires further review of his or her grievance, then the student/parent/guardian must submit a copy of the Student/Parent/Guardian Grievance Regarding Administrative Decisions Form to the Superintendent. The Superintendent shall designate a district level administrator to investigate the matters. The Superintendent's designee shall investigate the allegations, review the information and the administrator's original written response. The Superintendent's designee may conduct further investigation of the grievance if necessary. After review, the Superintendent's designee shall provide a written response to the student/parent/guardian postmarked no later than 10 school days following receipt of the grievance form. If there is no response by the Superintendent's designee to the student/parent/guardian grievance within the 10 school days, the grievance is elevated to Level 3.

Level 3/Superintendent: The student/parent/guardian, after review of the written response, may appeal that response to the Superintendent no later than ten (10) days after receipt of the written communication at Level 2. The Superintendent shall review the grievance and shall provide the student/parent/guardian a written response postmarked within 10 school days following the receipt of the appeal. The decision of the Superintendent shall be final.

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.

MEDICATION

Prescription Medication

- The parent/guardian of the student 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 misuse.
- 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.
- A parent/guardian must sign an authorization card for school personnel to administer medication. These cards are obtained from the school office.
- Parents/guardians are 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. All medication will be counted in the presence of the parent and kept in a safe place.
- Parents/guardians 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. In certain situations, a written health care provider's authorization shall allow a student to responsibly carry self-administered medication (e.g. Epi-pen or asthma inhaler). (KRS 158.834 and KRS 158.836)
- Emergency kits (such as Epi-pens, etc.) to be used in case of allergic reactions must have a pharmacy label on it. School personnel will be instructed how to give emergency injections. The district has legal forms, as well as a medication card, to be filled out and signed by the student's parent/guardian.

Over-the-Counter Medication

Over-the-counter medication from home must be delivered by parents 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 misuse. Parents are strongly encouraged to limit number of over-the-counter medications, such as ibuprofen, acetaminophen, etc. They will, however, be given as instructed by the parent on the medication card. School personnel will not dispense aspirin to students due to the possible link with Reyes Syndrome.

CLOSED CAMPUS/OFF LIMIT AREAS/WAITING AREAS FOR STUDENTS

Note: Designated by Principal

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 self or 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.
Board Policy 09.436

LOCKER SEARCHES

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 school administrator has reason or cause to believe that a situation exists which involves the health, safety, and welfare of students.

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.

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.

APPENDIX

FERPA

Gun Free Schools Act of 1994

Safe Schools Act

Video Surveillance Authorization

Random Drug Testing

No Pass No Drive Driver's License Revocation

Physical Restraint and Safe Crisis Management

Notice of Non-Discrimination & Title IX Information

Drug Testing Consent Form

Substance Abuse Intervention Process

Educational Enhancement Opportunity Form

Transportation Department Responsibilities of Students

Transportation Department Responsibilities of Parents

Bus Expectations

Title I Parent Involvement Notification

Title I Teacher Qualification Notification

Student Participation in School Clubs Parental Consent Form

Acknowledgement of Receipt Form

Notification of FERPA Rights
(09.14AP.111)

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

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

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

2. ***The right to inspect and review logs documenting disclosures of the student's education records.***

   Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

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

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

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

4. ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

   Exceptions that permit disclosure without consent include:

   a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
      A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.
      This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

   b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.
Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

5. ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.***

   To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

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

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

7. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:

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

GUN FREE 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 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.

SAFE SCHOOLS ACT: Any threat of force or violence, the carrying or use of weapons or dangerous instruments; or assault, battery or abuse of school personnel on school property or at a 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.

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 or designee. Video surveillance on school buses may be used as evidence to resolve disciplinary issues.

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.

RANDOM DRUG TESTING for athletes, extracurricular activity participants and drivers
(outlined in board policy 09.423 – Use of Alcohol, Drugs and Other Prohibited Substances):
For participation in extracurricular 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, in addition to all other penalties provided for in the Student Code of ~~Conduct~~ Acceptable Behavior and Discipline, the following will apply:

First Violation
A student will be suspended for the next four consecutive interscholastic/extracurricular events or the next four 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 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 18 consecutive interscholastic/extracurricular events or 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, understand and fully agree to be bound by the terms, conditions, and procedures under this policy.

NO PASS NO DRIVE DRIVER'S LICENSE REVOCATION

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, drop out of school or accumulate six or more unexcused absences in the preceding trimester. Students must have passed 66% of their classes during the preceding trimester. (For example, students who take 6 classes must have passed at least 4 of them.) Parental consent to release information as part of the revocation process will be obtained as part of the process of applying for a license.

PHYSICAL RESTRAINT AND SAFE CRISIS MANAGEMENT

Physical Restraint

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students but shall summon core trained school personnel as soon as possible. In all situations involving use of physical restraint:

- The student shall be monitored for physical and psychological well-being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Training

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions.

- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 7:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

Required Procedures

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

Notification Requirements

The Principal of the school shall be notified as soon as possible when physical restraint is used but no later than the end of the school day on which it occurs. Following each incident of physical restraint of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via U.S. mail.

Debriefing Session

A requested debriefing session shall occur as soon as practicable but no later than five (5) school days following receipt of the request form from the parent or emancipated youth unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school. The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

Documentation

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student. Specified data related to incidents of physical restraint shall be reported in the state student information system.

Public Notice of Non-Discrimination & Title IX Information

Students, their families, employees and potential employees of the Hopkins County School System are hereby notified that the district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

The Hopkins County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

- Agriculture
- Business Education
- Technology Education
- Family and Consumer Science
- Marketing
- Health Sciences
- Automotive Technology
- Industrial Manufacturing & Energy Management

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria or Title IX compliance should contact:

Alaina Lancaster, Director of Secondary Instruction, Title IX Coordinator
Hopkins County Schools
320 S. Seminary
Madisonville, KY 42431
(270) 825-6000
alaina.lancaster@hopkins.kyschools.us

Additional courses are offered in partnership with Madisonville Community College. Questions concerning admission requirements may be addressed by calling MCC at (270) 821-2250.
Inquiries regarding nondiscrimination policies should be directed to:

Deanna Ashby
Superintendent
Hopkins County Schools
320 S. Seminary
Madisonville, KY 42431
(270) 825-6000
deanna.ashby@hopkins.kyschools.us

Any persons having inquiries concerning Hopkins County Schools' compliance with Section 504 may contact:

Tonia Griffey
Director of Special Education
Hopkins County Schools
320 S. Seminary
Madisonville, KY 42431
(270) 825-6000
tonia.griffey@hopkins.kyschools.us

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination

The Hopkins County School System (the "District") is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator	Assistant Secretary for Civil Rights
Alaina Lancaster	U.S. Dept. of Education Office for Civil Rights
320 South Seminary Street	400 Maryland Ave., SW
Madisonville, KY 42431	Washington, D.C. 20202-1100
alaina.lancaster@hopkins.kyschools.us	1-800-421-3481; 1-800-877-8339 (TDD)
270-825-6000	202-453-6012 (Fax)
	OCR@ed.gov

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

Title IX of the Education Amendments of 1972

Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX.

Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX.)

The District's policies and procedures for addressing reports and complaints of sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

Title IX Coordinator

Who is the Title IX Coordinator?
The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator's name and contact information are as follows:

Title IX Coordinator
Alaina Lancaster
320 South Seminary Street
Madisonville, KY 42431
alaina.lancaster@hopkins.kyschools.us
270-825-6000

Who can contact the Title IX Coordinator?
Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How can I contact the Title IX Coordinator?
Any person can contact the Title IX Coordinator in person, by mail, telephone, or by electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Sexual Harassment Under Title IX

What is sexual harassment?
Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

How does the District respond to reports of sexual harassment?
All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.

The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

What is a formal complaint of sexual harassment?
Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.

To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

How does the District respond to formal complaints of sexual harassment?
Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below.

Title IX Policies and Procedures

- District Policy 03.113 (Equal Employment Opportunity – Certified Personnel)
- District Policy 03.212 (Equal Employment Opportunity – Classified Personnel)
- District Policy 09.13 (Equal Educational Opportunities – Students)
- District Policy 03.1621 (Title IX Sexual Harassment – Classified Personnel)
- District Policy 03.2621 (Title IX Sexual Harassment – Certified Personnel)
- District Policy 09.428111 (Title IX Sexual Harassment – Students)
- District Procedure 09.428111 AP.1 (Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination)
- District Procedure 09.428111 AP.11 (Title IX Sexual Harassment Grievance Procedures)
- District Procedure 09.428111 AP.21 (Title IX Sexual Harassment Reporting Form)

Copies of these policies and procedures can be accessed online at hopkins.kyschools.us or be requested from the Title IX Coordinator.

To obtain this information in a language other than English, call (270) 825-6000, Ext. 22328.

Print Name of Student:	**Hopkins County Schools**	Date: Grade:
_____	**DRUG TESTING CONSENT FORM**	_____ _____
Student (IC) #:		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 check one)

Parent/Guardian Contacted _____ Date _____

School Administrator _____ Date _____

Witness _____ Date _____

HOPKINS COUNTY SCHOOLS
SUBSTANCE ABUSE:
INTERVENTION PROCESS

When a suspected 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 may be suspended or referred to the Hopkins County Day Treatment Program.
- 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 subject to drug and/or alcohol testing for the remainder of the school year.

Attendance Forms

EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

To request an absence to participate in an educational enhancement activity please complete this application and return it to your school principal at least five (5) days prior to the anticipated event. The following standards shall apply to all requests:

1. The proposed activity must have significant education value.
2. The proposed activity must be directly related to one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and/or the arts.
3. The proposed activity is:
   - ○ An intensive program related to the core curriculum;
   - ○ An educational foreign exchange program
   - ○ Other (explain) _____
4. Approval may be given for up to ten (10) school days.
5. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted; and
6. The Principal will determine if the activity is of significant educational value.

If the request is approved, the student will receive an excused absence and will be able to make up work. The student's grade(s) shall not be affected adversely for lack of class attendance or class participation.

Decisions may be appealed to the Superintendent and then to the Board of Education under the District's Grievance policy.

Student Full Legal Name: _____ Date of Application_____

Name of School _____ Homeroom Teacher_____

Date of Birth: _____ Age: _____ Grade Level: _____Home Phone_____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

Excused Absences to Date_____ Unexcused Absences to Date_____ Total Absences to Date_____

Date(s) of Intended Absence(s) _____

Siblings that are also requesting an educational enhancement opportunity:

Name_____ Grade____ School_____

Name_____ Grade____ School_____

Name_____ Grade____ School_____

Name_____ Grade____ School_____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts, and (4) include an itinerary for the event. (Use additional paper, if needed, and attach to this completed form.)

Attendance Forms

EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

1. What type of event(s) will the student participate in (foreign exchange program, instructional program, experiential program, or performance program)?

_____

_____

_____

_____

2. Explain the educational purpose of the educational enhancement activities planned during the event.

_____

_____

_____

_____

3. Explain the "significant educational value" of the event.

_____

_____

_____

_____

4. Provide a description of the academic area(s) that the student will learn about while participating in the event: (Areas may include: English, science, mathematics, social studies, foreign language or the arts).

_____

_____

_____

_____

5. Include an itinerary.

_____

_____

_____

_____

_____ _____

Signature of Student Date Signature of Parent/Guardian Date

Attendance Forms

EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

FOR SCHOOL USE ONLY – TO BE COMPLETED BY PRINCIPAL/DESIGNEE

This request must meet all three criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have "significant educational value" and be "intensive" in nature. Yes ○ No ○
2. The activity is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes ○ No ○

As Principal, I recommend ○ I do not recommend ○ that this educational opportunity absence be granted.

Principal's Rationale:

_____

_____

_____

_____

_____

_____ _____

Signature of Principal Date

Attendance Forms

EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM
ACADEMIC PASSPORT

Student Instructions: Sign the bottom of this form and take to all of your classes for your teachers to complete.

Teacher Instructions: Fill in the required data in the table below.

Student Name:_____Date of Trip:_____

Period	Class	Assignment(s)	Teacher Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

I agree to complete and turn in all make up school work according to the policy.

Student Signature_____Date_____

Parent Signature_____Date_____

Review/Revised:10/15/2018

Hopkins County Transportation Responsibilities of Students



* Be on time. Be at the bus stop 5 minutes before your bus is scheduled to arrive. The bus will not wait on you.
* Never stand in the road while waiting for the bus. Wait in an orderly manner at least 10 feet from the road.
* Wait until bus comes to a complete stop and then walk to the door. Please do not push or shove.
* Do not run toward or cross the street in front of a school bus in motion.
* You are only allowed to ride to or from your assigned bus stop. Any change must be made with Parent/Guardian's request in writing and approved by school principal or Transportation staff.
* You cannot ride to or from school with another student unless you have a bus pass. Bus passes are only given out in emergency situations and must be approved by principal.
* Only those assigned to the bus shall be allowed to ride a Hopkins County School Bus.

Parents:
Please take a moment and look over this sheet and discuss the regulations together with your child.

The following activities are prohibited at all times and may result in disciplinary action by school administration.

- Use/possession of weapons
- Obstructing the aisle (safety)
- Use or possession of alcohol/drugs
- Use or poss. of tobacco/alternative nicotine/vapor products
- Throwing objects (safety)
- Fighting
- Voice above L1, excessive, distracting noises (safety)
- Arguing, scuffling or physical aggression
- Improperly boarding/leaving bus (safety)
- Abusive/inappropriate language, profanity
- Disobedient, defiant, disrespectful
- Harassment/bullying
- Bringing prohibited items
- Forgery/theft
- Littering
- Tampering with bus or its equipment/vandalism
- Food/candy/gum/etc in mouth, drinking (safety)
- Inappropriate display of affection
- Occupy more space/seat than required
- Technology violation
- Sitting incorrectly
- Dress code violation
- Riding a bus other than assigned
- Tardy to bus
- Getting off at an unauthorized stop

ACTIONS TO BE TAKEN

The following actions may be taken in regards to minor bus offenses:

FIRST OFFENSE – Bus driver will have a talk with the pupil, and a Bus Referral will be sent to parent/guardian. **Pupil is to return a signed copy of the Referral to driver.**

SECOND OFFENSE – Bus driver will move pupil to a seat in the front of the bus for two (2) weeks and written notification will be sent to parent/guardian. **Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of the Referral to the Driver.**

THIRD OFFENSE – A Referral will be filed with the principal of the school where the pupil attends. **Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of the Referral to the Driver.**

FOURTH OFFENSE – A second referral is filed with the Principal who suspends all bus riding privileges for a minimum of five (5) days. The Principal may take any additional action that is allowed by the Code of Conduct.

FIFTH OFFENSE – A referral is filed and the Superintendent/designee or the Principal suspends bus riding privileges for the remainder of the school year.

Some of the offenses are of such a serious nature that a student may have bus privileges forfeited on the first offense.



* **Violations of the Code of Conduct at bus stops are subject to disciplinary action and will be reported to principal.**
* Students should follow all directions given by bus staff.
* Students shall board the bus using the handrail and sit in their assigned seat. Their entire body will face forward and feet remain on floor.
* Aisle must remain clear at all times.
* Students should not move about the bus while in motion.
* Voice levels should be at "0" to "1" throughout bus ride.
* Students should not damage the bus property. If this happens students will be responsible for cost of repairs.
* Students should follow all bus guidelines in order to keep the bus safe at all times.

Be Responsible **U**se Respect **S**afety First

Hopkins County Transportation
Responsibilities of Parents/Guardians



Please take a moment and look over this sheet and discuss the regulations together with your child.

Regulations for students are issued in accordance with the Student Code of Conduct, Hopkins County Board of Education Policy, Kentucky Administrative Regulations, and Kentucky Revised Statutes. Kentucky Revised Statutes do not require Boards of Education to furnish transportation to and/or from school for students. The Hopkins County Board of Education has elected to provide transportation for only those students regularly enrolled in the public schools within the Hopkins County School District (to include preschool through grade twelve). Students have the privilege of riding a Hopkins County school bus to and/or from school provided they comply with the directions from bus staff and the rules and regulations.

Student conduct on the bus is subject to be monitored by video/audio surveillance. Due to confidentiality of all students, files may only be viewed by school staff. Information derived from viewing videos may be used for disciplinary proceedings.

Your cooperation will make it possible to provide a safer and more efficient transportation program. The Transportation Department of the Hopkins County Board of Education strives to provide you and your child with the safest program possible. The regulations are furnished for your information and compliance. We ask for your assistance and cooperation.



* Parents/Guardians should go over the rules, regulations, and expectations found on the back side of this sheet and encourage their children to observe these rules and regulations.
* Any time Parents/Guardians have complaints or concerns in regards to bus staff or students, they are urged to report these complaints/concerns promptly to the principal or Director of Transportation.
* Parents/Guardians should immediately report any misconduct on school buses to the principal.
* Parents/Guardians are urged to report the bus numbers of any buses they observe being operated carelessly; you may do so by calling the Transportation Department at (270) 825-6073.



Kindergarten students must have an adult present at pick up and drop off.

* Parents/Guardians are urged to report all traffic hazards which might impact the bus routes to the Transportation Department at (270) 825-6073
* Parents/Guardians should observe extreme caution when approaching bus stops, moving buses, or stopped buses.
* Parents/Guardians should never step up onto the bus or open any emergency exits.
* In the event of a disturbance on the bus, please remain calm. Transportation staff and law enforcement (if needed) will handle the situation in the best interest of all students. Please wait for them to be transported as normal when the disturbance is under control.

Be Responsible **U**se Respect **S**afety First

Hopkins County School Bus Expectations

	BE RESPONSIBLE	*USE RESPECT*	*SAFETY FIRST*
At the Bus Stop	• Show up on time • Bring approved belongings with you • Clean up your trash	• Respect others' feelings, ideas, personal space and belongings • Respect bus stop property as school property	• Stay at designated bus stop and a safe distance (minimum of 10 feet) from the street • Wait until bus stops before approaching bus • Keep your hands/feet to yourself
Boarding the Bus	• Board single file with belongings secured • Go to your angel or assigned seat	• Board quickly, calmly, and quietly • Respect others' space	• Use handrail and each step • Keep your hands/feet to yourself
On the Bus	• Stay in your assigned seat • Leave food, drink and gum off bus • Move to angel seat as directed • Keep belongings secured • Leave the bus in the same or better condition than you found it.	• Follow the bus staff's directions • Use 0 or 1 Voice Level • Use appropriate word choice • Respect others' space	• Keep hands, feet and all objects to yourself • Stay in your assigned seat until the bus comes to a complete stop
Exiting the Bus	• Clean up your area • Take all your belongings • Go directly to your designated school area or home	• Exit the bus quickly, calmly, and quietly	• Use handrail and each step • Exit the bus at your assigned stop • Cross the street in front of the bus after driver's signal

Title I, Part A Parent Involvement Policy Notice and Compact

Title I, Part A is a federally funded entitlement program based on a school's free lunch eligibility count. All schools in Hopkins County provide a school-wide Title I program. The purpose of Title I, Part A is to ensure that all children have fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. Each school receives a Title I, Part A allocation and it is the responsibility of the school's site-based decision making council to determine how to best use the funds to support students and families in accordance with Title I, Part A funding guidelines.

Curriculum:
Kentucky Core Academic Standards

Assessments:
Grade specific content and requirements in accordance with the Kentucky Accountability System

Meetings:
Each school will have a Parent Advisory Council and/or Site-Based Decision Making Council that provides program information, parent input, and program evaluation. An open meeting will be held in the spring to review the current year and discuss plans for the upcoming school year.

Home-School Partnerships:

- Home-School Communications
- Young Authors Festival
- Family Involvement Nights
- Parent-Teacher Conferences
- District-wide Sponsored Programs
- Community Events

Parent Rights & Support:

- Know your student's district and school assessment results
- Be informed about your student's level of achievement
- Be a volunteer for various organization in your student's school
- Attend parent-teacher conferences

Parent Compact and Pledge:
As a parent or guardian, I am interested in my child's education and support our local school and district. Effective schools are the result of families and schools working together to ensure that students are successful. I will encourage my child by:

- Communicating with the teacher;
- Encouraging regular attendance;
- Supporting proper discipline at home and school;
- Assisting with homework; and
- Modeling the importance of life-long reading.

As a student, I will work to the best of my ability to attend regularly, complete work, and respect myself, my school, and others.

Title I Teacher Qualification Notification

The educators of Hopkins County Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Jennifer Luttrell by phone at 270-825-6000 or by email at jennifer.luttrell@hopkins.kyschools.us. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent.

Thank you for your interest and involvement in your child's education.

Code of ~~Conduct~~ Acceptable Behavior and Discipline Committee

Name	Title	School Site
Marty Cline	Assistant Superintendent	Central Office
~~Amy Smith~~ Damon Fleming	Assistant Superintendent	Central Office
April Devine	Director of Pupil Personnel	Central Office
Alaina Lancaster	Director of Secondary Instruction	Central Office
~~Jennifer Luttrell~~ Wendy Mitchell	Director of Elementary Instruction and Early Childhood	Central Office
Andy Belcher	Director of Assessment	Central Office
Tonia Griffey	Director of Special Education	Central Office
Robert Carter	Director of Engagement, Equity & School Support	Central Office
Lori Harrison	District Communications Specialist	Central Office
Kenneth Walker	Assistant Principal	HCCHS
Michael Zimmer	Assistant Principal	HCCHS
Jennifer Hall	Assistant Principal	MNHHS
Brent Gibson	Assistant Principal	MNHHS
~~Lonnie Strader~~ Nathan Howton	Principal	HCDT/HCSA
~~Wendy Gamblin~~ Michael Griffin	Assistant Principal	BSMS
Melissa Lipe	Counselor	West Hopkins
Sean Watts	Assistant Principal	JMMS
Jennifer Hibbs	Assistant Principal	SHMS
Carla Peyton	Teacher	West Hopkins
Brandon McClain	Principal	Jesse Stuart
Wendy Eaves	Principal	West Broadway
Amy Polley	Counselor	Hanson
Kacey Evans	Counselor	Grapevine
~~Kerri Blades~~ Heather Gordon	Teacher	Pride
Scott Moore	Curriculum Coordinator	Earlington
Toni Martin	Counselor	Southside
~~Matt Beshear~~	~~Assistant Principal~~	~~Itinerant~~



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:**_____

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.

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____Date: _____

Please detach and return this form to your child's homeroom/advisory teacher.