

Hopkins County Schools

2022-2023 Code of Acceptable Behavior and Discipline Updates

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

Omissions/Deletions to the Code are denoted with a ~~striketrough~~

Page 1:

~~2023-2024~~ **2024-2025**

Page 2:

Contact information

Updated to reflect current staffing

Page 11:

Disciplinary Responses

~~Transportation Guardian Contact: The removal of bus privileges based upon school bus violations. (See Bus Discipline following this section)~~ **Bus disciplinary procedures will reflect board policy and follow KDE guidelines/guidance based on legislative updates.**

Page 13:

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 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.

Bus disciplinary procedures will reflect board policy and follow KDE guidelines/guidance based on legislative updates.

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Violation Categories and Definitions

Hazing – A direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization (1st Degree Hazing – KRS 508.182; 2nd Degree Hazing – KRS 508.184)

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Intimidation/Harassment/Bullying/Hazing

Page 19:

Removal of Students

Students may also be removed from the classroom due to investigations, pending charges, or court involvement.

Bus disciplinary procedures will reflect board policy and follow KDE guidelines/guidance based on legislative updates.

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Tobacco and Related Products

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

Page 24:

Administrative Responses to Behavior Violations

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

**Page 25:
Administrative Responses to Behavior Violations**

Administrative Responses to Behavior Violations									
Administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances									
Inappropriate or Disruptive Behavior	Classroom Discipline	Conferencing	Detention	Friday/Saturday School	In-School Removal	Out-of-School Suspension	Alternate Placement	Expulsion Proc.	Referral to Law
Tobacco Products: Use/Smoking/Possession/Distribution		●	●	●	●	●	●		

**Page 26:
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 main office and follow school procedures. After ten (10) tardy events not excused by a medical note or other official reason as described in the "Excused Absences" section below, students may be prohibited from participating in school-sponsored dances, events, and non-academic field trips as outlined in the school's SBDM policy. Students may also lose other privileges as designated by the principal.

**Page 27:
Excused Absences**

After an absence, a student must check in at the office and follow school procedures. The parent/guardian is responsible for ensuring that medical excuses or other school excuse documents are returned to the office within five school days. Students receive eight (8) five (5) parent/guardian excuses for full day absences and (5) parent/guardian excuses for tardies per school year.

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

- Physician's excuses may be faxed, emailed, or delivered directly to a designated staff person within five days of the student's absence.

**Pages 27-28:
Unexcused Absences**

All absences other than those described above are considered unexcused absences. Once a student has exhausted all eight (8) five (5) parent/guardian excuses for absences and/or five (5) parent/guardian excuses 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).

Beginning with the 2024-2025 school year, for a minor in kindergarten to **grade five (5)** whose parent or guardian is in violation of the provisions of KRS 159.010(1)(a) by allowing the child to be absent without excuse for **fifteen (15) or more days** during a school year, (the director of pupil personnel/assistant) shall report the matter to the county attorney for determination of appropriate court intervention, if any; and for a minor in **grade six (6) through twelve (12)** who is a habitual truant as defined in KRS 600.020 and has been absent without excuse for **fifteen (15) or more days** during a school year, (the director of pupil personnel/assistant) shall report the matter to the county attorney for a determination of appropriate court intervention and, if a complaint is filed with the court-designated worker, proceed under subsection of Section 2 of this Act (HB 611).

To notify parents/guardians and/or students of truancy concerns, school/district staff will complete the following steps:

STEP ONE

Designated school personnel should attempt to conference with a **K-8 grade parent/guardian and 6-12 grade** student who has obtained at least ~~two~~ **three** 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~~ **four** unexcused absences ~~and/or tardies~~ should receive a home **visit** ~~contact~~ from ~~his/her~~ a school **staff member** or the Family Resource Youth Services 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 **visit** ~~contact~~ should be documented on the Truancy Tab and the FRYSC Tab.

STEP THREE

Designated school personnel should attempt to contact ~~the~~ **a K-8 grade** parent/guardian ~~or any~~ **and 6-12 grade** student ~~eighteen (18) years or older~~ by utilizing the Hopkins County Schools truancy letter for any student with at least ~~four~~ **five** 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~~ **sixth** or more unexcused absence(s) ~~tardy(ies)~~ so the DPP can attempt to contact the parent/guardian of students in **grades K-8** or the student (if he/she is ~~thirteen (13) years or older~~ **in grades 6-12**) 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 affidavit may 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~~ **notify** the court system is necessary if **when** a student receives ~~ten (or more)~~ **fifteen (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.

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PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AND SCHOOL-SPONSORED EVENTS

Extracurricular activity participants **Students** who are charged with a violation of the student code that results in In-School Removal or suspension shall be suspended from all **extracurricular activities and school-sponsored events** 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.

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Medical Cannabis

Hopkins County Schools Board of Education policy prohibits the use of medical cannabis on school property.

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Appendix

Removal of the following items:

Transportation Department Responsibilities of Students

Transportation Department Responsibilities of Parents

Bus Expectations

Page 40:

Public Notice of Non-Discrimination & Title IX Information

Changes to the information found in this section are possible due to federal/state legislative updates.

Page 49-51:

Bus Responsibilities & Expectations

All items will be removed from the Code

Page 56:

Code of Acceptable Behavior and Discipline Committee updated to reflect 24-25 staffing