



2018-2019

**Parent / Student Handbook &
Hopkins County Code of Conduct**

Earlington Elementary

1967 Championship Drive

Earlington, KY 42420

Phone ~ 270-825-6154; Fax ~ 270-825-6029

EARLINGTON ELEMENTARY PERSONNEL

2018-2019

Wendy Mitchell, Principal

Rachel Sandberg, School Counselor

Kim Thorpe, Financial Secretary

Doug Mullins, Attendance Secretary

<p><u>Curriculum Coordinator</u> Scott Moore</p> <p><u>School Psychologist</u> Kelli Ray</p> <p><u>Primary</u> Jamie Brooks Danielle Chastain Julie Coursey Jenny Haw Jamie Moss Kelly Mullins Courtney Nixon Crystal Ramsey Brooke Stuart April Williams</p> <p><u>Intermediate</u> Valerie Epperson Melissa Lutz Crystal Rainwater Alaysha Scott Julie Vaughn</p> <p><u>Special Education</u> Missy Bogle Regina Cullen Tracie Mason Terri Turner</p>	<p><u>Special Education</u> <u>Building Coach</u> Kelsey Cotton</p> <p><u>Speech</u> Ronda Rogers Deborah Hartley</p> <p><u>Arts and Humanities</u> Jade Niehaus</p> <p><u>Librarian</u> Dewan Smith</p> <p><u>Physical Education</u> Ted Seabrooke</p> <p><u>Family Resource</u> Janet Nichols</p> <p><u>School Nurse</u> Amy Cothran, RN Babby Jackson, Nurse Clerk</p> <p><u>Preschool</u> Jackie Hollis Karen Daughtery</p>	<p><u>Instructional Assistants</u> Megan Bean Jennifer Curneal Tiffany Groves Bunny Hunt Susie Woodruff</p> <p><u>Custodians</u> Chris Bean- Head Custodian Dennis Wiles Lisa Stanley</p> <p><u>Lunchroom Staff</u> Staci Stanley-Supervisor Heather Dunlap Kay Gipson Ginger Putman Mary Vandiver</p>
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Hopkins County Schools

2018-2019 Calendar

Open/Close
First Day for Students: August 8 Last Day for Students: May 20 <i>Last day of school is subject to change.</i>
Staff Development Days/No School
November 5, January 2 <i>Staff development days are subject to Change.</i>
Holidays/No School
September 3, January 14, February 18
Breaks/No School
Fall Break: October 8-12 Thanksgiving Break: November 21-23 Christmas Break: December 19-January 2 Spring Break: April 1-5
Makeup Days
May 21 – June 14

Days not in session may be changed by action of the Hopkins County Board of Education. The above calendar could be changed due to snow, other severe weather or emergencies beyond our control. The last of school is subject to change. You will be notified of any changes by way of your child, or the news media.

Earlington Elementary Daily Procedures

- Parents and visitors must report to the office when entering the building. Parents and visitors must have permission from the office to go to a classroom or move about through the building.
- Parents and visitors must leave an ID to leave the office area. The ID will be exchanged for a visitor's badge. The ID will be returned when the visitor signs out of the building.
- Students should go to their designated areas as soon as they arrive. They should not be allowed to linger in the hall or visit other rooms at any time without permission.

- Students are expected to arrive at school on time and to be ready with books and materials when any class begins.
- Students are not to be in the building outside school hours unless a teacher or authorized adult is present.
- If a parent needs to change transportation of their child, the school must be notified prior to 12:00 PM. Unless there is an emergency, changes will not be made after 12:00 P.M.
- Students should not bring visitors to school with them to spend the day.
- All students must bring a valid excuse after being absent from school (See Attendance section).
- Students are not to leave school for any reason without permission of the principal. Parents who need to pick up their children early are to clear it through the office. The person responsible for picking up the children will be required to sign them out of school.
- It is the responsibility of a student who has been absent to consult with the teacher concerning make-up work and tests. All make up work should be completed within 5 days of the absence.
- Students are not allowed to visit another student in another class unless he/she has a note from the office or another teacher.
- No student will be called to the phone except in an emergency.
- No child shall be excused from P.E. without a note from a doctor or parent or consent of P.E. teacher.
- Students should not be allowed to play in the gym without gym shoes.

School Hours and Procedures

The school day begins at 7:45 a.m. and ends at 2:35 p.m. The office hours are 7:00 a.m.-3:30 p.m. Please remember the time school is to begin and do not drop off students prior to teachers being on duty (7:20 a.m.). Bus transportation is provided, and we urge you to use this service. Teachers will be on duty when the buses arrive.

Bus/Car Morning Arrival

Buses begin arriving at the school at 7:00 am. Students are to go directly to the gym and wait by sitting quietly in their designated bleacher seats until 7:20. Students who choose to eat breakfast will be dismissed at 7:20 to get a grab-and-go breakfast from the cafeteria. Also at 7:20, students will be released by class to go to their homeroom. Car riders will follow the same procedure. Car riders should not arrive before 7:20. Drivers of car riders must use the car rider lane next to the cafeteria wall. Do not drop children off in the circle lane. It is for buses only.

PARKING

Please park in the parking lot. The circle driveway will be a bus lane only and no parking is allowed in this area.

BUS/CAR/WALKER AFTERNOON DISMISSAL

When the first bell rings at 2:35, the bus duty personnel for that day shall supervise the loading of the

1st set of buses outside the front door. Also at 2:35, the car riders will be dismissed to the cafeteria. The afternoon car rider duty person shall supervise the loading of all students into cars and other vehicles which load in their area. Cars should go around the circle and wait in front of the doors for the person on duty to load the child into the car. Car rider parents must display their child's number before that student is released into their care.

At 2:40, students who walk or ride the late bus will be dismissed. Late bus riders will wait in a designated classroom.

If you are changing your child's afternoon transportation, please notify the school by note or please call by 12:00 pm. Any student picked up before 2:35 will be counted tardy or absent for part of the day (See times listed under Attendance).

SCHOOL BASED DECISION MAKING COUNCIL

Earlington Elementary operates under the guidance of a School Based Decision-Making Council. Council members are Wendy Mitchell, Alaysha Scott, Brooke Stuart, Dewan Smith, Jenny Haw, Jamie Knight, and Vanessa Furgerson. The election of council members is held bi-annually and meetings are scheduled monthly. The meetings are open to the public and you are welcome to attend. For more information contact Mrs. Mitchell.

PTA

The Earlington PTA offers opportunities for parents to be involved at the school level. The PTA meets at least four times a year. If you are interested in joining the Parent Teacher Association, please contact the school for information. A membership drive will be held at the beginning of the school year. PTA officers for 2018-2019 are Misty Cotton, Tarsha Wilson, Jennifer Wix, Jade Ipock, and Rhonda Carter.

SCHOOL CURRICULUM

At Earlington Elementary School we strive to offer students a broad range of learning opportunities. Children in the primary program and in grades four and five will receive instruction in the basic areas such as math, language arts, science, and social studies. Opportunities for problem solving, critical thinking, and cooperative learning will be provided. Other important components will be process writing and hands-on learning opportunities.

AGENDAS

All K-5 Earlington Elementary students will need to purchase a homework agenda. The students will be asked to donate \$5.00 each and the school will pay the remainder of the cost. The purpose of the agendas is for notifying parents of assignments and for different forms of parent-teacher communication. Parents are asked to review these daily. Most teachers require parent signature each school day. In the event that a student loses his/her agenda, then the parent should purchase a new one at a cost of \$5.00 each.

School-Community Relations

Earlington Elementary makes every effort to keep the lines of communication between home and school open and viable. Some things we do include:

1. Facebook is utilized to regularly communicate information with parents and the community. Please “like” our Facebook page by searching for @EarlingtonElem. Each grade level has a unique Facebook page, as well.
2. The PTA meets regularly.
3. Newsletters and information sheets are sent home to the parents.
3. News releases are provided to the local news media.
4. Parents are encouraged to serve on a School Based Decision Council Committee. If you are interested please contact Mrs. Mitchell. The following committees are formed at EES:
 - Planning, Budget, and P.D.
 - Assessment and Resources
 - School Culture and Support
 - Curriculum and Instruction

PERSONAL PROPERTY

Students should not bring personal items that distract from the educational environment. It is the students’ responsibility to keep up with their own personal belongings. Any items such as toys, cell phones, trading cards, radios, mP3 players, fidget spinners, etc., will be prohibited. If school personnel takes any item from a student, it will be given to the building principal. The parent or guardian will be notified and they must make arrangements to come to school and collect the item. Any toy or item that is determined to be a distraction in class will either be asked to put away or given to the principal.

School Breakfast and Lunch

Lunch and breakfast are served in the school cafeteria. All students at Earlington Elementary will receive breakfast and lunch for the 2018-2019 school year at no cost to the student. Meal prices for adults and a la carte pricing shall be posted in the cafeteria.

Breakfast is served from 7:20 am to 7:40 am each morning. We do a grab-and go breakfast where students eat in their classrooms. Lunch periods are 25 minutes in length.

A nutritious school lunch will be served each day of the school year. We welcome you to participate in our school lunch program. If you wish to decline, however, your child may bring his or her lunch. Students are encouraged to have a healthy breakfast and lunch, therefore, **we cannot allow adults to bring in fast-food, soft drinks, or energy drinks during breakfast and lunch.** All liquids are to be brought in unbreakable containers.

If a student has run out of money on their lunch account, the parents will be notified. It is the parent’s responsibility to pay for all charges and to keep the lunch account in good standing. Extra food items

cannot be purchased unless a student has money in his/her account.

If a student has a visitor for lunch or breakfast, a separate dining table is provided.

Attendance

We feel that it is important for students to be in school every day. Research indicates that there is a high correlation between good attendance and student achievement. When the 7:45 a.m. bell sounds, students who are not in/have not been to their classrooms are tardy, and must obtain an admit slip from the office. Admit slips are only issued after a student has been officially signed-in.

If a student is absent from school, it is required that the student bring a valid excuse (doctor's excuse, verifiable illness in immediate family, etc....) immediately upon his/her return to school for the absence to qualify as excused. It should be noted that any time a student arrives late, or leaves early from school his/her attendance is affected. *Valid Excuses are needed for tardies, just as they are for absences.*

For policies and procedures concerning absences, see the attendance section in the Elementary Code of Conduct section of this booklet.

According to the Kentucky Department of Education guidelines, student attendance will be calculated as follows:

STARTING TIME: 7:45

ENDING TIME: 2:35

THERE ARE 410 MINUTES IN OUR SCHOOL DAY.

A student who misses between 1 and 143 minutes shall be considered **TARDY**.

A student who misses between 144 and 344 minutes shall be considered **HALF DAY ABSENT**.

A student who misses between 345 and 410 minutes shall be considered **ALL DAY ABSENT**.

ARRIVE LATE	LEAVE EARLY
Tardy 7:46 AM thru 10:08 AM	All Day Absent 7:46 AM thru 8:50 AM
Half Day Absent 10:09 AM thru 1:29 PM	Half Day Absent 8:51 AM thru 12:11 PM
All Day Absent 1:29 PM thru 2:35 PM	Tardy 12:12 PM thru 2:35 PM

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

Excused absences are granted for the following:

- The student's illness, doctor appointment, or dental work (doctor's statement required); the doctor's signature must be legible. The doctor's excuse must specify the number of days

the child is excused for, and the time and day the child was seen. Without this information, the excuse will not be accepted. Faxed excuses must come directly from the doctor's office. Students must have been physically seen by the doctor for the excuse to be valid.

- 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) days per school year, with the exception of military training/leave.
- Students with chronic illnesses requiring excessive medical excuses will be required to turn in a Medical excuse form each 10th medically excused absence or each 5th medically excused tardy. The principal may excuse the absence on single days providing the parents send a statement that the chronic illness was the reason for the absence.

Medical excuse forms may be obtained from the school, district office, or on the district website. The form must be completed by a licensed medical doctor in case of chronic illness. Any student who has missed more than 10 days with medical excuses from different doctors will be turned over to the Hopkins County Schools' Director of Pupil Personnel and the Hopkins County Health Department for evaluation. Excuses (parental, doctor, court summons, funeral, or other) must be turned in by the end of school the day the student returns. Otherwise, the absence/tardy will be counted toward the five parental excuses. Once the five parental excuses are used, the absence/ tardy will be unexcused.

UNEXCUSED ABSENCES

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

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

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

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

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

On the **sixth** unexcused absence/tardy, the DPP will be notified and a truancy petition will be filed with Family Court and the CDW if the student is older than 13 years of age. A truancy petition will be filed with the District Court for students who are 18 years or older. Each additional unexcused absence/tardy will be reported to the DPP.

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 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. 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.

Textbooks

Textbooks are provided at no cost to students. A fine is assessed to cover replacement costs when books are lost, damaged, or destroyed. Students are expected to take care of their books. Students are expected to provide their own paper, journals, pencils, crayons, glue, and other consumable materials which the teacher requests.

BOOK BAGS

Students will need a book bag to carry their belongings. For safety reasons, book bags on wheels will not be allowed.

DRESS CODE

1. All school dress code attire should properly fit the student. Clothing should not be oversized (no larger than one size of the student's correct size).
2. Shirts and dresses may be sleeveless, but no thin spaghetti-type straps or tank tops are permitted. Straps should be at least 3 fingers wide. Shirts should meet pants.. The under arm part of the shirt must fit closely to the armpit.
3. Pants must be worn at the waist level, and a style that is designed to fit properly. Sagging is not acceptable.
4. The length of skirts, jumpers, and shorts must be mid thigh.
5. No bandanas or hats are permitted to be worn in school building.

If a student is not in compliance with the school dress code:

- School staff requesting that school dress code attire be brought to school will telephone the parent/guardian or clothing will be provided by the Family Resource Center. If parent can't be reached.
- If student is out of compliance with the school dress code for two consecutive days, school staff will

The above dress code shall be in effect during school hours and during school sponsored activities. The principal reserves the right to reject any clothing that would be inappropriate, present risk, or cause harm to any student or staff member.

School Visitors

All school visitors shall first report to the office, identify themselves, and state the nature of and need for the visit. School visitors must leave an ID in the office and wear a visitor's badge.

At no time shall any individual or group disrupt classroom instruction. The principal shall have the authority to permit or deny any individual, or group of individuals, the right to go through the building or to remain on the school grounds.

Library

A comfortable and well-stocked library is provided for students to enhance their classroom instruction and for recreational reading. The library is a busy and user-friendly place.

The library is open to all students. Each class will have Library each week for instruction and

library activities. Students may check out books for one week at a time and may renew each book no more than twice in succession. Any student having an overdue book may not check out more books until those overdue are returned. Students are responsible for taking care of items checked out. Fines are charged only for lost or damaged items. End of the year report cards will not be given to any student having an overdue book until that book is either returned or paid for.

Reports to Parents

Earlington Elementary School will issue report cards on a Trimester Basis (12 weeks).

1st August 8-November 6

2nd November 7 -February 17

3rd February 18-May 20

Additionally, students will receive progress reports approximately mid-way through each trimester. If you have any questions at any time about your child's progress or any part of the school program, feel free to contact the school to arrange a conference.

DISPENSING OF MEDICATION

Students with prescription medicine must have the parent's signature on file in the office with written instruction for use. All medicines will be stored in the office and dispensed by an adult in the office. Over-the-counter medicines will not be dispensed without a signed and dated statement by the parent or guardian. All medicine must be in its original container. The over-the-counter medication must be in a new sealed bottle; if it is not, we cannot accept the medication nor dispense it.

ACCIDENT PROCEDURE

In case of an accident occurring at school, school personnel will fill out an Accident Form, which will be kept on file in the office. Parents (or guardians) will be notified of the accident. In case of a head injury or an emergency, the parent will be notified immediately.

FIELD TRIP PROCEDURES

Field trips will be scheduled throughout the school year by each grade-level team. Students must have a parent or guardian's signature on a permission form before being allowed to attend.

Participation can be denied by the building principal.

- Students must ride the school bus to and from the field trip.
- If a parent wishes to chaperone on the field trip, they must complete a form at the beginning of the year for a background check.
- If the field trip requires a time for lunch, students must purchase a sack lunch from the school cafeteria.

SCHOOL BUS SAFETY

Bus transportation is available to students who live farther than one mile from Earlington Elementary

School. It should be noted that bus service is a privilege and can be revoked in order to provide for the safety and welfare of students. Students are to obey all school rules on the bus as well as at the bus stop. Hopkins County Schools has adopted a policy on bus discipline procedures, which is followed at Earlington Elementary School. The regulations and procedures are outlined in REGULATIONS FOR PUPILS RIDING SCHOOL BUSES given to either you or your child. Please go over these rules with your child and return the signed form promptly. Earlington bus routes/stops are planned by the Hopkins County Board of Education's Department of Transportation, NOT the school itself. Only the HCS Dept. of Transportation can make any changes in bus routes/stops.

If a student needs to change his or her bus stop, even for one day, it is necessary for the parents to contact the office by note and make a request. The student must present the driver with a note, signed by office personnel, giving permission for the change.

School Insurance

A voluntary student coverage plan is made available to all students enrolled in the county schools at the beginning of each school year. The plan offered is secondary to other insurance that the family might have.

SAFETY PROCEDURES

FIRE DRILLS are necessary for the safety of the students and faculty and are practiced each month. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. The route of exit is posted in each room.

TORNADO DRILLS are to be held during the first full month of the school year and practiced routinely throughout the year. Designated safety areas and the route are posted in all classrooms and other areas where students assemble.

EARTHQUAKE DRILLS will be practiced in all classrooms during the course of the school year.

A school-wide LOCK DOWN will be practiced routinely throughout the year to ensure following of proper procedures in case of an emergency.

DISCIPLINE

To maintain an environment that is safe and conducive to learning, students must abide by the rules and procedures of Earlington Elementary School and the Hopkins County Code of Conduct. Therefore, it is vital that the school, students and parents work together to accomplish this task.

Students are to be respectful and responsible for their actions. In an effort to provide guidance and direction, Earlington Elementary uses PBIS, Positive Behavioral Interventions and Support.

Earlington Elementary School-wide Expectations are:

Bee Positive

Bee Respectful

Bee Responsible

Bee Willing to Learn

School-wide expectations and procedures for common area and classroom behavior are taught on an ongoing basis.

Family Resource Center

Earlington Elementary is serviced by a Family Resource Center which services the students, families, and communities of Earlington Elementary. The goal of the Family Resource Center is to help our children succeed in school by assisting them and their families at meeting some of their basic needs. This will be done by providing community services at the center or by linking families to agencies in Hopkins County. Janet Nichols, the center director, can be contacted by calling the school at 825-6154.

Health Regulations

Examination:

State law and state regulations require a medical examination of each student first entering school, dated within a period of one year prior to initial admission to school. A health certificate from a licensed physician shall be presented to the school on the specified form distributed by the State Department of Education. Any student transferring into the Hopkins County Schools is required by law to have complied with the above regulations.

Immunization:

Kentucky law requires that any student enrolled in a public school must have a valid certificate of immunization. In compliance with the law, any child enrolled in the Hopkins County Schools must have a valid immunization certificate on file at the local school (required within two weeks of a student's enrollment in school). Military families have 30 days to comply as indicated in the Interstate Commission Compact. There are five kinds of certificates: Regular, Temporary, Medical, Exemption,

and Religious Exemption.

Contagious Diseases:

No pupil having any contagious or infectious disease shall be permitted in the school. If any student is known to have such diseases, that student shall be sent home just as soon as arrangements can be made with a parent or guardian. The student shall remain away from school until satisfactory evidence is presented from a physician or county health officer that the student is free of the disease or illness.

Anytime a student is determined to have head lice, the student will be sent home to avoid possible spread of the condition. Upon return to school the student will be checked to see if any lice/nits remain. If your child catches head lice please monitor the situation daily, for a period of at least 3 weeks.

VOLUNTEER PROGRAM

Volunteers are vital to education. Earlington is in the process of developing an effective volunteer program. This program makes use of parents and citizens in a variety of activities, which enhance our students' educational experience. The continued success of this program depends upon a willingness on your part to share some time with your school. If you are interested in becoming a school volunteer, please contact the school. All volunteers who work directly with students will be asked to fill out a form for a criminal records check.

EMERGENCY CARDS

Emergency Cards will be maintained in the office and with the teacher. Cards must contain up-to-date information, including phone numbers and addresses. Be sure to promptly report any change of address or telephone to the school office.

TELEPHONE

The school telephone is for business purposes only. Use by students is permitted when deemed necessary by his/her teacher.

Guidance

Earlington's school counselor, Rachel Sandberg, is available to all students on various school days. She is here to assist with any problems or questions you may have. To make an appointment with the counselor, leave your name in the guidance office or principal's office. You will be called as soon as possible.

Throughout the year, Mrs. Sandberg will be emphasizing the following activities:

- Individual and/or group counseling
- What to do in case of bullying

- Consultation with parents, school staff, and outside agencies
- Coordination of interest-related student activities
- Pupil appraisal through testing program
- Orientation of parents and students new to the school
- Assisting in providing special education
- Sharing information about events, programs, and agencies in the Hopkins County area.

Acceptable Use Policy

All students/ parents must sign and comply with the acceptable use policy from the district level before accessing district technology,

AFTER-SCHOOL PROGRAM

Hayes Karate, Meyers Martial Arts, the YMCA, Jumpstart Academy, Patty Stephens' daycare, and Play Learn and Grow offer pick up at Earlington Elementary. No on site after school care is offered at EES.

NONDISCRIMINATION POLICY STATEMENT

The Hopkins County Board of Education does not discriminate on the basis of race, color, national origin, sex, handicap, marital status, religion, or age in employment, educational programs or activities as set forth in Title VI, Title IX, Section 504, Age Discrimination Act of 1975 and Civil Rights Act of 1984. For more information contact James L. Stevens, Superintendent, Hopkins County Schools, 320 Seminary, Madisonville, KY 42431, telephone 270-825-6000.

2018-2019 Student Code of Conduct



Contact Information

CENTRAL OFFICE

270-825-6000

Deanna Ashby, Superintendent	deanna.ashby@hopkins.kyschools.us
Tommy Burrough, Assistant Superintendent	tommy.burrough@hopkins.kyschools.us
Charles Gant, Assistant Superintendent	charles.gant@hopkins.kyschools.us
Jennifer Luttrell, Director of Instruction P-5/Early Childhood	jennifer.luttrell@hopkins.kyschools.us
Marty Cline, Director of Secondary Instruction	marty.cline@hopkins.kyschools.us
Tonia Griffey, Director of Special Education	tonia.griffey@hopkins.kyschools.us
Vacancy, Director of Assessment	
April Devine, Director of Pupil Personnel	april.devine@hopkins.kyschools.us
Robert Carter, Director of Engagement, Equity & School Support	robert.carter@hopkins.kyschools.us

SCHOOLS

Browning Springs Middle School

270-825-6006

Principal Jason Clark

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Earlington Elementary School

270-825-6154

Principal Wendy Mitchell

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Grapevine Elementary School

270-825-6012

Principal - Vacancy

Hanson Elementary School

270-825-6158

Principal Aaron Clark

aaron.clark@hopkins.kyschools.us

Hopkins County Day Treatment

270-825-6059

Hopkins County Career & Technology Center

270-825-8998

Principal Pam Todd

pamela.todd@hopkins.kyschools.us

Hopkins County Central High School

270-825-6133

Principal Jon Wells

jon.wells@hopkins.kyschools.us

Hopkins County Schools Academy

270-825-8998

Principal Pam Todd

pamela.todd@hopkins.kyschools.us

James Madison Middle School

270-825-6160

Principal Tim Roy

tim.roy@hopkins.kyschools.us

Jesse Stuart Elementary School

270-825-6033

Principal Brandon McClain

brandon.mcclain@hopkins.kyschools.us

Madisonville North Hopkins High School

270-825-6017

Principal Tommy Ransom

tommy.ransom@hopkins.kyschools.us

Pride Elementary School

270-825-6030

Principal Kristy Saint

kristy.saint@hopkins.kyschools.us

South Hopkins Middle School

270-825-6125

Principal Jan Richey

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Southside Elementary School

270-825-6143

Principal Millie Seiber

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West Broadway Elementary School

270-825-6036
Principal Amy Smith
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West Hopkins School
270-825-6130
Principal Eric Stone
eric.stone@hopkins.kyschools.us

Introduction

CODE OF CONDUCT PURPOSE

The Code of Conduct includes the rights and responsibilities of the school community, a range of disciplinary responses, and policies and codes of Hopkins County Schools. 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.

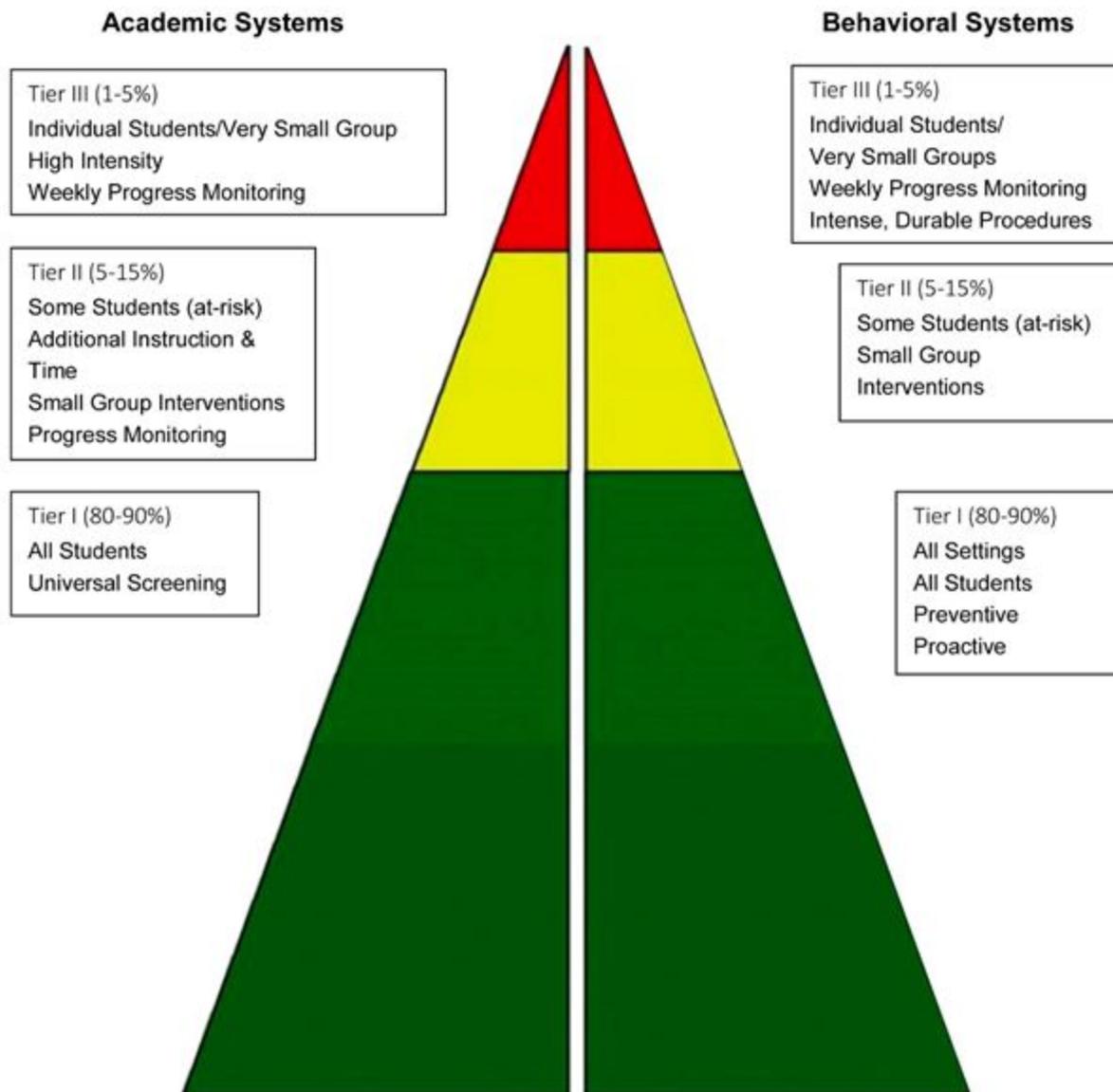
MTSS is built upon three tiers of intervention:

- 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 pro-social 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/ksj.

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
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
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
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
3. Administer discipline fairly and respectfully following guidelines in the Code of Conduct
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 to the school community
7. Treat all school personnel, parents and students in a respectful, fair and equitable manner
8. Respond to the concerns of students, parents and staff in a timely manner
9. Effectively utilize technology as appropriate in job description

VISITORS

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

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.

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 Support 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.

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.

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

In-school suspension: 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 suspension 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.

Saturday School (high school only): The purpose of Saturday School is to provide a positive, worthwhile educational experience and a meaningful behavior deterrent for students who have violated Code of Conduct 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.

Alternative educational setting: – Placement which allows students to continue to progress in the general curriculum. The Hopkins County Day Treatment (HCDDT) program's mission is to assist students in improving their self-control and self-respect. Placement at the day treatment program provides a structured environment for youth to continue their education and receive treatment.

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.

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.

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

These are the violation categories utilized for state reporting.

Aggravated Battery – The intentional striking of a person with the intent to do serious harm.

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.

Battery upon School Board Employee – The intentional striking of a school board employee with intent to harm.

Bomb Threats – Student delivers a message of possible explosive materials being on campus, near campus and/or pending explosion.

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

Cheating – 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.

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

Deliberate Classroom 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.

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 Possession/Sale – Student is in possession of, is using, or transferring drugs and/or alcohol, illegal drugs/substances or imitations/ look-alikes. **(See Drugs/Alcohol information following this section)**

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

Extortion/Attempted Extortion – The process of obtaining property from another with or without that person's consent, by wrongful use of force, fear or threats, including burglary and robbery.

Failure to Attend Saturday School - Student does not attend Saturday School assigned as disciplinary action.

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 Detention – Student does not attend detention 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.

Gambling – Wagering money or property.

Inappropriate Internet Access – Student engages in the improper use of the internet, such as accessing the internet without permission; gaming; or viewing or transmitting offensive content.

Inappropriate Touching/PDA – Touching, hugging, kissing or fondling in public that is beyond casual contact and creates, or has the potential to create, a disturbance.

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.

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 delivery of disrespectful messages in any format related to gender, ethnicity, race, religion, disability, physical features, or other protected class. 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)**

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

Obscenity/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/Use of Weapons (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)**

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

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

Sexual Acts – Inappropriate behavior of a sexual nature including, but not limited to, indecent exposure and/or consensual sex.

Skipping School – Student leaves or misses school without permission.

Smoking/Possession of Tobacco Products – Student is in possession of or is using tobacco and/or electronic nicotine delivery devices. **(See Tobacco and Related Products information following this section)**

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)**

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

Threaten Physical Harm, School Employee/Student – Using verbal messages or physical actions that convey the threat of physical contact where some injury may occur to a school employee/student.

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.

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.

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.**

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 Form list the procedures to be followed if a suspected student's drug-alcohol test is positive. (See appendix for forms.)
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.

First-time offense for possession or use of alcohol and/or drugs or look-alike alcohol or look-alike drugs may result in a 10-day suspension or 20-day alternate placement determined by the superintendent 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 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.

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

- In-school suspension or 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.

The principal shall recommend to the superintendent 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.

Note: Subsequent offenses are not required to occur during a single school year, but are cumulative throughout enrollment in the district.

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 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**

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 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 10 days or 20-day alternate placement determined by superintendent 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 five days or 10-day alternate placement determined by the superintendent 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. For additional information, see specific school policies.

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	Saturday School	In-School Suspension (SOS/ICE)	Out-of-School Suspension	Alternate Placement	Expulsion Process Initiated	Referral to Law Enforcement
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Aggravated Battery				•	•	•	•	•	•
Arson						•	•	•	•
Assault/Hitting	•	•	•	•	•	•	•	•	•
Battery upon School Board Employee						•	•	•	•
Bomb Threats						•	•	•	•
Burglary of School Property						•	•	•	•
Cheating	•	•	•	•	•				
Defiance of School Board Employee	•	•	•	•	•	•			
Deliberate Classroom Disruption	•	•	•	•	•	•			
Disorderly Conduct	•	•	•	•	•	•	•		•
Disrespect for School Board Employee	•	•	•	•	•				
Dress Code Violation		•	•	•	•				
Drugs/Alcohol Possession/Sale						•	•	•	•

Excessive Tardiness	•	•	•	•	•				
Extortion/At tempted Extortion						•	•	•	•
Failure to Attend Saturday School			•		•				
Failure to Follow Directions	•	•	•	•	•				
Failure to Follow School Rules	•	•	•	•	•				
Failure to Serve Detention				•	•				
Fighting		•	•	•	•	•	•		•
Forgery	•	•	•	•	•				
Gambling		•	•	•	•	•			
Inappropriate Internet Access	•	•	•	•	•	•	•	•	•
Inappropriate Touching/PDA	•	•	•	•	•				

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	Saturday School	In-School Suspension (SOS/ICE)	Out-of-School Suspension	Alternate Placement	Expulsion Process Initiated	Referral to Law Enforcement
Inciting/Participating in Major Student Disorder				•	•	•	•	•	•
Intentionally Providing False Information	•	•	•	•	•				
Intimidation/Harassment/Bullying			•	•	•	•	•	•	•
Leaving School Grounds			•	•	•	•			•
Obscenity/Profanity/Vulgarity	•	•	•	•	•				
Possession of Explosives						•	•	•	•
Possession of Stolen Property			•	•	•	•	•		•
Possession/Igniting Fireworks			•	•	•	•	•		•
Possession/Use of Weapons (Look-alike & toy replicas)		•	•	•	•	•	•	•	•
Repetition of Offense/Violations			•	•	•	•	•		
Robbery/Grand Theft/Larceny						•	•	•	•
Sexual Acts		•	•	•	•	•	•	•	•

Skipping Class		•	•	•	•				
Skipping School			•	•	•				
Smoking/Possession of Tobacco Products			•	•	•	•			
Telecommunication Devices	•	•	•	•	•	•			
Theft/Vandalism				•	•	•	•	•	•
Threaten Physical Harm – School Employee				•	•	•	•		•
Threaten Physical Harm - Student				•	•	•	•		•
Unauthorized Selling		•	•	•	•	•	•	•	•
Unjustified Fire Alarm		•	•	•	•	•	•	•	•
Violation of District Tech Policy	•	•	•	•	•	•	•	•	•

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 students file in the office.

Students who drive to school must first have a permission slip by their parent or guardian. All student drivers shall present evidence to the principal of a valid driver's license plus liability insurance on the automobile. Student drivers shall not be dismissed in a manner that will interfere with the safe and timely departure of school buses. **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)

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

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. 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.

Excused absences are granted for the following:

- The student's illness, doctor appointment, or dental work (doctor's statement required); the doctor's signature must be legible. The doctor's excuse must specify the number of days the child is excused for, and

the time and day the child was seen. Without this information, the excuse will not be accepted. Faxed excuses must come directly from the doctor's office. Students must have been physically seen by the doctor for the excuse to be valid.

- 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) days per school year, with the exception of military training/leave.
- Students with chronic illnesses requiring excessive medical excuses will be required to turn in a Medical excuse form each 10th medically excused absence or each 5th medically excused tardy. The principal may excuse the absence on single days providing the parents send a statement that the chronic illness was the reason for the absence.

Medical excuse forms may be obtained from the school, district office, or on the district website. The form must be completed by a licensed medical doctor in case of chronic illness. Any student who has missed more than 10 days with medical excuses from different doctors will be turned over to the Hopkins County Schools' Director of Pupil Personnel and the Hopkins County Health Department for evaluation. Excuses (parental, doctor, court summons, funeral, or other) must be turned in by the end of school the day the student returns. Otherwise, the absence/tardy will be counted toward the five parental excuses. Once the five parental excuses are used, the absence/ tardy will be unexcused.

UNEXCUSED ABSENCES

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

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

A child with **three** unexcused absences and/or tardies is to receive counseling by the school principal or his/her designee, and to receive a home contact from his/her school or Family Resource Youth Service Center (FRYSC) representative(s), who will assess the causes of the truancy.

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

On the **sixth** unexcused absence/tardy, the DPP will be notified and a truancy petition will be filed with Family Court and the CDW if the student is older than 13 years of age. A truancy petition will be filed with the District Court for students who are 18 years or older. Each additional unexcused absence/tardy will be reported to the DPP.

After 6 unexcused events (absences and/or tardies) students may be prohibited from participating in school-sponsored dances, events, and non-academic field trips. 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.

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 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. 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.

SPECIAL PERMISSION

The following criteria may be used when considering special permission requests or revocation: class size, attendance, academic effort, behavior, and outstanding charges. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association By-Laws. 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 special permission from the superintendent 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 ICE/SOS 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 Saturday School must attend the first available 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.

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.

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 REVIEW

The district Code of Conduct 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

Grievance Initiation Form

Drug Testing Consent Form

Substance Abuse Intervention Process

Medical Excuse Form

Transportation Department Responsibilities of Students

Bus Expectations

Title I Parent Involvement Notification

Title I Teacher Qualification Notification

SKILLS Days Flyer

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. 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, 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.

Notice of Non-discrimination

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

Any persons having inquiries concerning Hopkins County Schools' compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Deanna Ashby
Superintendent
Hopkins County Schools
320 S. Seminary
Madisonville, KY 42431
(270) 825-6000

The Hopkins County School System offers the following vocational career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grade 9-12: Agriculture, Business Education, Technology Education, Family and Consumer Science, Marketing, and Health Sciences. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:

Charles Gant
Assistant Superintendent
Hopkins County Schools
320 S. Seminary
Madisonville, KY 42431
(270) 825-6000

Additional courses are offered in partnership with Madisonville Community College (MCC). Questions concerning admission requirements can be addressed by calling MCC at (270) 821-2250.

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

Hopkins County School Bus Expectations

	<i>BE RESPONSIBLE</i>	<i>USE RESPECT</i>	<i>SAFETY FIRST</i>
At the Bus Stop	<ul style="list-style-type: none"> • Show up on time • Bring approved belongings with you • Clean up your trash 	<ul style="list-style-type: none"> • Respect others' feelings, ideas, personal space and belongings • Respect bus stop property as school property 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Board single file with belongings secured • Go to your angel or assigned seat 	<ul style="list-style-type: none"> • Board quickly, calmly, and quietly • Respect others' space 	<ul style="list-style-type: none"> • Use handrail and each step • Keep your hands/feet to yourself
On the Bus	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Follow the bus staff's directions • Use 0 or 1 Voice Level <ul style="list-style-type: none"> • Use appropriate word choice • Respect others' space 	<ul style="list-style-type: none"> • Keep hands, feet and all objects to yourself • Stay in your assigned seat until the bus comes to a complete stop

<p>Exiting the Bus</p>	<ul style="list-style-type: none"> • Clean up your area • Take all your belongings • Go directly to your designated school area or home 	<ul style="list-style-type: none"> • Exit the bus quickly, calmly, and quietly 	<ul style="list-style-type: none"> · Use handrail and each step · Exit the bus at your assigned stop · Cross the street in front of the bus after driver’s signal
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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 Committee

Charles Gant	Assistant Superintendent of Instruction	Central Office
Tommy Burrough	Assistant Superintendent of Operations	Central Office
Laura James	Director of Pupil Personnel	Central Office
Marty Cline	Director of Secondary Education	Central Office
Jennifer Luttrell	Director of Elementary/Preschool	Central Office
April Devine	Director of Assessment	Central Office
Tonia Griffey	Director of Special Education	Central Office
Robert Carter	Director of Engagement, Equity & School Support	Central Office
Wendy Watts	District PBIS Coach/KSI Coordinator	Central Office
Lori Harrison	District Communications Specialist	Central Office
Shannon Owen	At-Risk Coordinator	Central Office
Marty Cook	Assistant Principal	HCCHS
Jeff Jones	Assistant Principal	HCCHS
Adam Harris	Assistant Principal	MNHHS
Christian Klaas	Assistant Principal	MNHHS

Barry Nelson	Principal	HCDT/Academy
Wendy Eaves	Assistant Principal	BSMS
Melissa Lipe	Counselor	WHMS
Michael Gooch	Assistant Principal	JMMS
Jan Richey	Assistant Principal	SHMS
Keaton Frazer	Teacher	West Hopkins
Brandon McClain	Principal	Jesse Stuart
Amy Smith	Principal	West Broadway
Amy Polley	Counselor	Hanson
Vicki Williams	Counselor	Grapevine
Kerri Blades	Teacher	Pride
Scott Moore	Curriculum Coordinator	Earlington
Mauretta Holmes	Counselor	Southside
Andrew Self	Assistant Principal	Itinerant
Pam Todd	Principal	Career & Technology Center

Acknowledgement of Receipt

As the parent or guardian of _____

I acknowledge that I have received the Hopkins County Schools' District Student Code of Conduct and Appendix. My signature below does not necessarily indicate agreement with the Student Code of Conduct 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.