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## **DISTRICT DISCIPLINE CODE POLICY**

It is the intent of the Hickman County Board of Education to provide a positive school climate for all participants (students, teachers, administrators, and parents/guardians) in the schooling process. Therefore, this code of conduct has been developed to insure consistent and equal treatment for all participants in an atmosphere which fosters open communications and fairness as outlined by constitutional due process. In addition, The Board of Education expects that sound, fair, and equitable judgment shall always be considered by students, teachers, administrators, and parents/guardians in applying the policies of this code.

Further, it is anticipated that this code of conduct will enable all students to develop their human potential to the fullest. Finally, students will be responsible for abiding by this code of conduct in school, at school-sponsored activities, and on school buses employed in the educational experience. In this regard, The Board of Education pledges its full support to all school employees responsible for implementing this Uniform Code of Conduct.

The Superintendent shall be responsible for overall implementation and supervision of the Board's code of acceptable behavior and discipline, and each Principal shall be responsible for administration and implementation of the code within each school. The Principal shall apply the code uniformly and fairly to each student without partiality or discrimination.

The Principal of each school, or school council in schools with SBDM, shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the code.

The Superintendent shall be responsible for overall implementation and supervision of the Board's code of acceptable behavior and discipline, and each Principal shall be responsible for administration and implementation of the code within each school. The Principal shall apply the code uniformly and fairly to each student without partiality or discrimination.

The Principal of each school, or school council in schools with SBDM, shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the code.

## **STATEMENT OF DISCIPLINE PHILOSOPHY**

The public schools of this nation have the responsibility, conferred on them by the state, to provide public education for children until they graduate or reach the age of 21. To discharge this function effectively and equally, school authorities and parents must insure an environment in each school which is conducive to the learning process. While there are many factors which affect the learning environment, perhaps the most pernicious is the problem that results from inappropriate conduct and lack of consistent and effective disciplinary response.

Current research and literature indicate a public concern over the ineffectiveness of disciplinary procedures in the schools. The Gallop Poll, in fact, has consistently rated discipline as one of the top concerns of parents. A renewed commitment to the establishment of consistent local discipline codes is seen as a way to deal with dropouts, lowered academic achievement, alienated youth and demoralized teachers.

Federal and state laws confer rights and freedoms to every citizen both in and out of school. At the same time every citizen has the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must be harmonious with the learning process. School authorities are thus allowed a broader range of powers in maintaining an orderly environment than is allowed enforcement authorities in society generally, provided they adhere to the requirements of due process and other constitutional standards.

Organizations, businesses and industries cannot operate successfully without procedures, goals, expectations and satisfied workers; neither can schools. Rules which establish discipline guidelines for students are necessary and basic to their growth and development. Thus it becomes the responsibility of local school districts to have a discipline code which reflects the community's standards and expectations for student behavior.

Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust between parent, teacher and student. The discipline code is the tool. Therefore, the discipline code should be consistent and reasonable and should strive to facilitate the development of students' self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents, students and administrators to the maintenance of an effective learning environment.

## **PROCEDURES FOR ANNUAL REVIEW OF THE DISTRICT GUIDELINES AND DISCIPLINE CODE POLICY**

The Student Discipline Code shall be reviewed annually by the local school administrators, local board of education members and SDBM members at each building level. Any revisions, additions and/or deletions (if needed and applicable) shall be made according to state guidelines/regulations.

### **ANNUAL ORIENTATION TO THE STUDENT DISCIPLINE CODE**

#### **HICKMAN COUNTY ELEMENTARY SCHOOL STUDENTS**

On the first day of school each year, all students or their parents/guardians as well as all school personnel will be presented with a complete copy of the Student Discipline Code. Parents will be required to sign for the booklet as part of their registration procedure. It shall be the obligation of the parent to read the Discipline Code and to discuss the schools regulations and policies with their child as well as becoming familiar with them.

**During the first week of school, each homeroom teacher will orient their students in a manner which is age/grade level appropriate to those parts of the Discipline Code which will affect their activities and relationships while under the supervision of the school.**

Students who enroll after the school year begins will have a copy of the Discipline code given to their parents who will sign for the document and who will in turn be instructed to orient their children to the rules, regulations, and policies of the school.

#### **HICKMAN COUNTY JUNIOR HIGH AND HIGH SCHOOL STUDENTS**

On the first day of school each year, ALL students and school personnel shall be presented with a complete copy of the student Discipline Code. Students shall be requested to sign for the Discipline Code Plan to assure parents that a copy was given to the student for him/her and the parent(s) to study and review.

At the time each student received his/her copy, the principal and/or teachers shall go over the discipline code in its entirety for student understanding and/or questions.

**Students who enroll after the school year begins will be given a copy of the Student Discipline Code. The plan will be explained to the student in the same manner as described above.**

### **DISTRICT EDUCATIONAL PHILOSOPHY**

It is our belief that the school exists to enable the student to gain personal insights and develop positive regard. The students will be encouraged to establish goals for themselves and to develop plans for reaching those goals. It will be the responsibility of the school to provide the medium through which student involvement will allow individual goals to be set.

Our students will be given the opportunity to observe and practice citizenship and democracy by encouraging involvement in school, community, regional, and national affairs.

The school will, within the limits of its resources, aid in the emotional, moral, social, physical and mental development of each student.

Finally, each student will be provided an environment for the development of cultural and aesthetic appreciation.

## **RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

- A. Student Rights - Students have the right
  1. To an appropriate public education which meets the needs of the students
  2. To be oriented on rules and regulations which pertain to everyday activities of school
  3. To a safe environment for their person and property
  4. To be a part of any school organization for which their qualifications make them eligible
  5. To access of his or her student records and guarantee of confidentiality of a student's academic records outside of the school system, except upon written authorization to the student or his or her parents or guardians (Except as outlined in PL 93-438)
  6. To freedom from abuse and threat by members of faculty and administration
  7. To procedural due process concerning major disciplinary action
  8. To academic grades based upon academic performance and not lowered due to discipline problems
  9. To ask for assistance from teachers, guidance counselors and administrative personnel
  
- B. Teachers Rights - Teachers have the right
  1. To the support of co-workers, administrators and parents
  2. To work in a positive school climate with minimum disruptions
  3. To safety from physical and verbal abuse
  4. To expect all assignments to be completed as requested
  5. To take necessary action in emergencies; to protect their own person or property; to assist fellow teachers in emergencies
  6. To be a part of policy committee and assist in the formulation of school policy
  
- C. Principal or Designated Administrator's Rights
  1. To expect the support of teachers, students, and parents in carrying out established board policy
  2. To safety from physical and verbal abuse
  3. To take necessary action in emergencies; to protect the safety and welfare of principal, teacher and student
  4. To carry out board policy to the fullest degree
  5. To suspend any student whose conduct disrupts the educational process
  6. To provide the proper environment conducive to learning
  7. To carry out due process in regard to expulsion
  
- D. Parent or Guardian Rights
  1. To send their child to a school with a positive climate for learning
  2. To expect fair, firm and immediate reaction in dealing with class disruptions
  3. To expect the school to maintain academic standards prescribed by Kentucky Department of Education
  4. To examine their child's records at any time
  5. To file grievances with the proper authority--These should follow chain-of-command in dealing with school personnel.

### **RESPONSIBILITIES**

- A. Student Responsibilities
  1. To maintain acceptable conduct at all times
  2. To exhibit neatness and cleanliness of personal dress and hygiene
  3. To respect the rights of teachers, students and administrators
  4. To practice self-control at all times
  5. To show proper care of equipment, textbooks and facilities
  6. To follow the rules and regulations set by the Board of Education
  7. To show proper respect for the educational process
  8. To be prompt in attendance to all classes
  9. To strive to perform to the highest achievement level
  10. To abstain from smoking or other tobacco use or use of tobacco products
  11. To observe safety rules on buses and other dangerous areas (i.e. Industrial Arts shop, Ag. Shop)
  12. To refrain from truancy
  13. To refrain from cheating in class. If a student is caught cheating, the teacher will collect the paper immediately and give a grade of 0.
  14. To refrain from disruptive behavior at all times

15. To be responsible for actions as well as verbal response
- B. Teacher Responsibilities
1. To present the educational materials and experiences
  2. To maintain effective classroom management
  3. To be an example both by actions as well as speech
  4. To assist in the discipline process
  5. To evaluate the student's progress and keep the student and parent informed of this progress
  6. To exemplify good grooming and personal hygiene
  7. To keep accurate and up-to-date records
  8. To care for the equipment and physical facilities
  9. To demand respect as well as give proper respect to co-workers, students, and administrators
  10. To follow the rules and regulations set down by local board
  11. To follow the chain-of-command in dealing with grievances
  12. To give academic grades based upon academic performance and not lowered due to discipline problems
- C. Principal or Designated Administrator's Rights
1. To help create and maintain a positive climate for learning
  2. To administer local board policy as well as state policy
  3. To be an example by speech and actions
  4. To promote good public relations with community
  5. To promote school spirit and awareness
  6. To be fair and consistent in dealing with students and teachers
  7. To make students aware of policy dealing with normal school process
  8. To implement and evaluate all aspects of the school process
  9. To make the community aware of the code of conduct
- D. Parent Responsibilities
1. To instill in their student the need for an education
  2. To instill the sense of responsibility a student needs for success
  3. To aid the student in understanding the discipline code of the school
  4. To see that the student attends regularly and promptly
  5. To support the efforts of all school personnel
  6. To see that good grooming and personal hygiene is exhibited by student
  7. To check on the progress a student is making in class
  8. To instill respect for students, teachers, and administrators
  9. To encourage the student to follow the policies set by the local school board
  10. To help the student with a positive attitude about school

### **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Hickman County School System conducted a complete inspection of its facilities on August 1 and 2, 1988 and a follow-up inspection on May 23, 1991, and a 3 year re-inspection every three years, thereafter. The results of these inspections have been included in a management plan. This management plan is available in the administrative offices of this school system (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The LEA may charge a reasonable cost to make copies of management plans. You, as a parent, are encouraged to examine the management plan that affects your children or you.

The purpose of the Federal and state regulations is to protect the health and well-being of all persons entering the building of this school system for any reason. This LEA takes very seriously the recommendations made in the management plan, which has been sent to the EPA for approval.

The person in the school system trained to oversee asbestos activities and ensure compliance can be contacted at the Hickman County Board of Education offices.

## ACADEMIC HONESTY

Hickman County High/Junior High School takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ensure that work submitted by the student is the result of the student's own efforts. Students are obligated to respect and abide by basic standards of personal and professional integrity.

### VIOLATIONS OF ACADEMIC HONESTY:

1. Cheating—Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic assignment, as well as unauthorized communication of information by any means to or from others during any academic assignment.
2. Fabrication and Falsification—Intentional alteration or invention of any information or citation in an academic assignment. Falsification involves changing information whereas fabrication involves invention information.
3. Plagiarism—intentionally or knowingly representing the words, ideas, creative work, or data of someone else's as one's own in any academic assignment without due and proper acknowledgement. It is defined more specifically as intentionally OR accidentally using undocumented sources from any writer (four or more consecutive words without citing the source).

### CONSEQUENCES:

- 1st Occurrence—student receives no credit for the assignment and warning from teacher. Teacher documents incident in Infinite Campus and contacts parent/guardian.
- 2nd Occurrence—student receives no credit for the assignment, an office referral and one (1) Saturday School. Teacher documents incident in Infinite Campus and contacts parent/guardian.
- 3rd Occurrence—student receives alternative school according to appropriate Level Behavior and Consequences. Teacher documents incident in Infinite Campus and contacts parent/guardian.

**VIOLATION OF ACADEMIC HONESTY POLICIES IN DUAL CREDIT COURSES WILL BE HANDLED ACCORDING TO THE POLICIES OF THE COLLEGE OR UNIVERSITY OFFERING THE CLASS.**

## ATTENDANCE

### COMPULSORY ATTENDANCE

All Kentucky students between the ages of six and eighteen are required by law to attend school full time on a regular basis.

**Absenteeism:** Students who are absent from school are required to report to the principal's office for an absence slip before being admitted to any class missed. Parents or guardians of high school students are required to call the principal's office in order to notify the school of the student's absence. Notes will be accepted by the elementary school and by the high school when phone service is not available. This call may be made on the day the student returns to school, the day of absence or before the absence. When a student sees a doctor or dentist, a note from the office is all that is needed. Parents who are required to call long-distance may call collect if so desired.

**The total number of events of absence and tardiness per school year to be excused without a doctor's statement will be five (5) absent events and five (5) tardy events. A tardy is defined as being absent from school for less than 35% of the school day.**

**Truancy:** The compulsory attendance law (KRS 159.150) in the state of Kentucky effective July 1st of 2005. The legislature has amended the compulsory attendance law to read that a student will now be considered a "Habitual Truant" once they have accumulated six (6) unexcused absences. The law does not distinguish between an absence and a tardy. This means that a student will be defined a habitual truant once they have accumulated six



(6) unexcused events of absence, no matter the length. This may result in court proceeding against the parent and/or the student depending on the child's age.

**Excused absences:** A total of five (5) days and five (5) tardy events due to the following reasons may be excused by parent contact.

1. Illness of the pupil: Any days over five (5) will be excused if covered by a doctor's statement.
2. Death or severe illness in the pupil's immediate family.
3. Participation in school-related activities approved by the principal
4. Court summons
5. Dental or doctor's appointments-**Once a student has accumulated ten (10) doctors excuses, the district may require the student have the doctor complete a Hickman County Schools Medical Excuse form.**
6. Driver's test
7. Observation of religious holidays or practices.
8. Other valid reasons as determined by the principal or superintendent

**Examples of Unexcused absences:**

1. Working for private business
2. Transportation (missed bus)
3. Overslept
4. Out of town
5. Business
6. Shopping
7. Other reasons as determined by the principal.

**Procedures for absenteeism (Excused):** **After five days of absence per year , a student must present a doctor's statement verifying the student's absence from school for the days missed** or provide evidence of circumstances beyond human control as the reason for absence to the satisfaction of the principal or assistant principal in order for the absence to be excused. **All notes must be received within five (5) school days of the absence in order to be considered excused.**

Students who need to obtain an admit slip from the office must do so either prior to the first bell each day, during the morning break, or during their lunch period. No absence slips will be issued after the first bell except in the case of a late bus or other problem beyond the control of the student.

In the event of an excused absence, the student has the right to make up any missed work or examinations. It is, however, the student's responsibility to ask for and begin any required make-up work upon returning to school. It is not the teacher's responsibility to see that the student makes up any work or test missed. Students should present their excused absence slip to all teachers and request make-up assignments.

The time given by the teacher to complete the required make-up work must be at least equal to the length of the student's absence. In the event of a missed exam, if the student was present at the time of the exam assignment, they may be required to take the exam on the day they return to school. However, if the student was not present at the time of the exam assignment, they must be given a period of time for preparation equal to the length of their absence.

**Procedures for Absenteeism (Unexcused) Elementary School:** An elementary student whose absence from school is not excused by the principal's office shall receive an unexcused absence slip from the office and the following steps shall be taken:

1. For the first unexcused absence, the student's parents shall be notified of the consequences of further unexcused absences, and the student will be admitted to class, unexcused by the principal.
2. The teachers of each student in grades 4 - 6 with an unexcused absence are to record a grade of zero (0) for any missed work or tests taken on the date of the absence.
3. Further unexcused absences will involve notification of the parent regarding Kentucky's compulsory attendance laws by the DPP. The DPP shall inform the parent of the possible referral to and intervention by the District Court System.

**Procedures for Absenteeism (Unexcused) High School:** A secondary student whose absence from school is not excused by the principal's office shall receive an unexcused absence slip from the office and following steps shall be taken.



1. Teacher in each class being taken by the unexcused student are to record a grade of zero (0) for any missed work or tests taken on the date of the absence.
2. The parents of students with unexcused absences shall be notified and the student shall be admitted to class, unexcused by the principal.
3. Unexcused absences will be made up hour for hour, by serving time in Saturday School. Unexcused absences shall be made up 2 Saturday School assignments per day for the first 1-5 unexcused days, the 6th unexcused day will result in referral to the DPP and placement in the Alt. School for 3 days. The 7th unexcused day will result in a board hearing.
4. Further unexcused absences will involve notification of the parent regarding Kentucky's compulsory attendance laws by the DPP. The DPP shall inform the parent of the possible referral to and intervention by the District Court System.
5. Continuing unexcused absences may result in Alternative School Placement. The principal of the school shall notify the parent in writing of the cause for the suspension.

### **NO PASS/NO DRIVE**

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

### **ACADEMIC AND ATTENDANCE DEFICIENCIES**

Academic and attendance deficiencies for students age (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in a class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

### **BULLYING/HAZING**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

### **BULLYING DEFINED**

**Bullying means 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 activity:**  
**or**
2. **That disrupts the education process.**

**This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.**

### **ACTIONS NOT TOLERATED**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

### **REPORTS**

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

### **OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811.

Harassment/discrimination allegations shall be governed by Policy 09.4281

Notification of parent(s) of a student involved in an incident at the school shall be made within 48 hours of the initial reporting of such incident, if the incident is minor in nature, or needs further investigation. The fact that any major incident requires immediate notification of the parent(s) of a student should be understood. KRS 158.156 covers information needed for such a report. The determination of whether immediate notification is need will be made by the school principal or his/her designee.

Students should report any violation of the code of conduct to the principal/designee.

The principal or designee shall investigate and notify parents/guardians, or others exercising control or supervision of the student within 48 hours of the incident.

The principal shall also notify in writing the local school board and local law enforcement agencies or the Department of Kentucky State Police or the County Attorney within 48 hours, when necessary.

Retaliation against an individual who had reported the violation is strictly forbidden. Any incidents of retaliation should be reported immediately to the principal/designee.

All students, school employees, parents, legal guardians, or other persons exercising custodial control or supervision will be informed of the Code requirements and consequences by receiving the Code of Conduct booklet.

### **EVERY STUDENT AND PARENT MUST SIGN THE FORM ACKNOWLEDGING RECEIPT OF THIS POLICY.**

### **BUS SAFETY AND PRACTICE**

The right of pupils to ride school buses is conditioned on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these regulations should be reported to the school principal.

- A. Good pupil conduct on the school bus is required in order that the driver may devote the major part of their time and attention to maneuvering the school bus through traffic.
- B. Pupils riding the school buses are under the direct supervision of the bus driver and the driver shall direct the pupils in matters of conduct and safety.
- C. Pupils shall obey the driver cheerfully and promptly.
- D. Pupils shall occupy the space designated for them by the driver.
- E. Pupils shall be on time and buses cannot wait for those who are not on time.
- F. Pupils shall observe the following:
  1. Never stand in the road while waiting for the bus
  2. Clean their feet before entering the bus
  3. Avoid spitting on the floor of the bus
  4. Not throw waste paper or other rubbish on the floor of the bus
  5. Avoid unnecessary conversation with the driver
  6. Abstain from the use of tobacco and profane or indecent language
  7. Keep arms and head inside the bus at all times
  8. Do not leave the bus without the driver's consent, except at home or at school

9. Respect person whom they pass on the routes--do not yell or make remarks to persons along the streets and road
  10. Report to the driver at once any damage to the bus
  11. Walk on the left side of the road facing the traffic
- G. Pupils who must cross the road before entering or after leaving the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the road.
  - H. Pupils shall not be permitted under any circumstances to bring anything on the bus that might frighten someone or distract the driver's attention. These would include the following: live, dead, stuffed or preserved animals, fowls, fish, snakes, insects and similar things. Any such items required for a class must be in a covered container.
  - I. Pupils shall not bring firearms or explosives on the school bus at any time.
  - J. Pupils shall not smoke on the bus at any time.
  - K. Pupils shall not eat on the bus at any time.
  - L. Pupils shall not be permitted to bring any item on the bus that might block the center aisle, stepwell, entrance door, emergency door, or any of the windows, or that would be dangerous in case of collision, or would present a fire hazard, or that would take up pupil seating space. Footballs, basketballs, volleyballs, baseballs, and softballs must be kept in the possession of the owner at all times and not tossed about inside the bus. Owners will be held responsible for items brought on the bus.
  - M. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal.
  - N. Serious misconduct and/or repeated abuse of these regulations will result in referral to the principal's office.
  - O. Parents are not allowed on the bus for any reason during drop off and pick up.
  - P. Parents must be present upon drop off in order for the student to be released.
  - Q. Violators will be prosecuted for failure to stop when the stop arm is out on the bus.
- At that time the principal will:
- 1st Offense - Conference with student and send a letter to parents.
  - 2nd Offense - Student will be suspended from the bus for 5 school days.
  - 3rd Offense - Student will be suspended from the bus for 10 school days.
  - 4th Offense - Student will be suspended from the bus for the remainder of the school year or a minimum of 30 days should the offense happen within the last 30 days of school.

Items 1-4 are guidelines - **More serious offenses such as fighting or destruction of property will be handled as regular school offenses and result in a bus suspension while that punishment is carried out. Transportation Director reserves the right to make judgement on all transportation accommodations.**

**PARENTS ARE RESPONSIBLE FOR GETTING STUDENTS THAT ARE SUSPENDED FROM THE BUS TO AND FROM SCHOOL.**

**TELECOMMUNICATION DEVICES (09.4261)**

**POSSESSION AND USE**

While on school property or while attending school-sponsored or school-related activities, during the regular school day, whether on or off school property, students shall not be permitted to use personal telecommunications devices as defined by law.1 Student use of cell phones and all electronic devices including, but not limited to, ear phones, ear buds, iPods, and MP3 players (excluding calculators) are prohibited during school hours in any location in the building. Cell phones are NOT to be used in classes unless they are being used in conjunction with instruction and have been approved through the Principal's Office.

Devices shall not be used in a manner that violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). Unauthorized pictures cannot be taken by students with cell phones/cameras inside classrooms, during assemblies, in the lunchroom, in the hallways, etc.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevents others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall be returned only to the student's parent/guardian.

Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

### **NOTICE OF POLICY**

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

### **TRANSPORTATION**

A district shall not permit a radio, tape, or communication system to be installed or operated on the school bus that is not under the direct control of the bus driver. Any installed radio, tape or communication system shall be per the original equipment manufacturers specifications.<sup>2</sup>

#### **Reference:**

<sup>1</sup>KRS 158.165

<sup>2</sup>702 KAR 5:030 (15)

#### **RELATED POLICIES:**

08.2323; 09.426; 09.436; 09.438

### **HICKMAN COUNTY ELEMENTARY SCHOOL STUDENTS**

Telecommunication devices should be turned off and kept in student backpacks during normal school hours unless special permission is given by teachers. Failure to follow this rule result in the consequences below.

#### **Violations:**

- 1st Offense: Phone confiscated for the day. The student may pick up the phone at the end of the day.
- 2nd Offense: Phone confiscated for the day. A parent or guardian will be required to pick up the device after normal school hours.
- 3rd Offense: Phone confiscated for the day. A parent or guardian will be required to pick up the device after normal school hours. Student will receive in-school detention.
- After 3 violations, student will receive consequences for the next level of violation according to the school's disciplinary procedures.

### **HICKMAN COUNTY JUNIOR HIGH AND HIGH SCHOOL STUDENTS**

**Violations:** Student's phone including SIM card will be confiscated during school hours.

- 1st Offense: Phone confiscated 5 consecutive school days and after school detention. Students must turn the phones in each day to the office when they enter the building. Phones may be picked up after the last bell of each day.
- 2nd Offense: Phone confiscated 10 consecutive school days and Saturday school detention. Students must turn the phones in each day to the office when they enter the building. Phones may be picked up after the last bell of each day.
- 3rd Offense: Phone confiscated 30 consecutive school days and 3 days of Alternative School. Students must turn the phones in each day to the office when they enter the building. Phones may be picked up after the last bell of each day.
- 4th Offense: Phones no longer allowed in school and 5 days of Alternative School.

If phones are not turned in for each of the 5 subsequent days, students will receive Alternative School or additional Alternative School days.

**NOTE:** Refusal to give up phone, including SIM card, when in violation and requested by a staff member will result in additional punishment for defiance.

## DETENTION

### HICKMAN COUNTY ELEMENTARY SCHOOL STUDENTS

In-school detention will be utilized as a behavioral consequence. Teachers or the principal may assign students in-school detention. The amount of time assigned will depend on the severity of the offense. In-school detention will be held in the HCES alternative room daily.

### HICKMAN COUNTY JUNIOR HIGH AND HIGH SCHOOL STUDENTS

Detention will be instituted for a period of one hour in length beginning at 7:00 a.m. or 3:00 p.m. at the discretion of the principal.

Students may be assigned to detention by the principal or assistant principal.

Students are required to report to detention by 7:00 a.m. each morning or 3:00 p.m. each afternoon. If a student is late additional detention will be assigned. Students must bring class assignments in order to be admitted. The student is responsible for securing assignments from their teachers. Failure to complete assignments in a conscientious manner will result in additional time being assigned to detention.

Students must follow detention rules or additional measures will be taken. Students must furnish their own transportation. A list of students for detention will be posted in the office. This notification will be made one day prior to the detention date. Excessive detention may result in Saturday School assignment, Alt. School assignment or Board Hearing. Excessive detention shall be considered 3 or more consecutive assignments.

Offenses that merit detention:

1. Tardy to class three times. Tardies are counted per each semester.
2. Failure to check in or check out of the office
3. Improper lunchroom behavior
4. Abuse of hall privileges

\* The above list is not all inclusive, but is examples of unacceptable behavior.

## DISCIPLINARY PROCEDURES

This **District Guidelines and Discipline Code** contains the recommended procedures to use in applying disciplinary action to specific conduct offenses. There are four levels of misconduct, which are progressive, ranging from Level 1 as the least severe to Level 4 as the most severe. The level of severity is dependent upon variables such as the circumstance of the offense, the type of offense, the degree of seriousness and the frequency of the offense.

**Consequences in each level are in no particular order.**

Due to these variables, a number of disciplinary response options have been developed for each level of misconduct. These options allow the teacher, principal or his/her designee to review and recommend the most appropriate response for the student and the offense, thus assuring that the option chosen best fits the problem. Repeated incidents of misbehavior at any level may be referred to the next-higher level of misconduct.

### LEVEL 1 BEHAVIOR AND CONSEQUENCES

**Level 1 misconduct includes minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.** These misbehaviors usually can be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

**Disciplinary response options:** The teacher/principal or his/her designee shall confer with the student/parties concerned as soon as is practical. Disciplinary options include (not necessarily in order):

- A. Verbal warning
- B. Notification to parents/guardians by phone, letter, or message
- C. Office referral

## **LEVEL 1 DEFINITIONS OF BEHAVIOR VIOLATIONS**

### **1.1 Minor violations of classroom, hallway, restroom and campus behavior**

1.2 **Defamation** - Defamation includes harming another person's character or reputation by saying things which are intended to bring harm.

1.3 **Dress code violations** - The wearing of clothing and/or apparel that is not permitted.

1.4 **Violations deemed appropriate by the principal/designee for this level** (KRS 158.150)

## **LEVEL 2 BEHAVIOR AND CONSEQUENCES**

**Level 2 misconduct includes misbehavior in which the frequency or seriousness tends to disrupt the learning climate of the classroom or school.** These infractions often result from the continuation of Level 1 misbehaviors. They require the intervention of administrative personnel because Level 1 disciplinary options failed to correct the situation or because the infractions have become more serious.

**Disciplinary response options:** The principal or his/her designee shall confer with the student/parties concerned as soon as is practical. Disciplinary options include (not necessarily in order):

- A. Notification to parents/guardians by phone, letter, or message
- B. Student behavior contract
- C. Alternative school/room
- D. Before/after-school detention
- E. Saturday school
- F. Suspension of the student (removal from school) for no more than two school days. The student will be readmitted to school only after a parent/student/school conference. The superintendent or his/her designee, the director of pupil personnel, and other appropriate persons shall be notified by letter.
- G. Petition/warrant signed (The principal or designee may sign a petition/warrant when a Kentucky Revised Statute is violated.)

## **LEVEL 2 DEFINITIONS OF BEHAVIOR VIOLATIONS**

### **2.1 Repeated violations of Level 1 offenses**

2.2 **Malicious remarks** - This misconduct includes remarks which intimidate, insult or in other manner abuse verbally or in writing any member of the school staff or student body.

2.3 **Disorderly conduct or classroom disturbance** (including pornography and obscene behavior) - This misconduct includes conduct and/or behavior which is disruptive to the orderly educational procedure of the school. Scuffling and horseplay may lead to more serious conflicts, therefore, these are not allowed in halls, classrooms, on campus, buses or on the way to or from school. This would include lack of control of voice and limbs.

2.4 **Misrepresenting facts** - This misconduct includes knowingly deceiving or attempting to deceive teachers and/or school administrators.

2.5 **Forgery** - This misconduct includes falsely using the name of another person or falsifying documents correspondence such as absence or tardy excuses, or schoolwork.

### **2.6 Excessive school/classroom tardiness**

2.7 **Skipping school or truancy** - This misconduct includes purposefully missing a day or a portion of a school day when school is in session. It also includes invalid absences and unauthorized leaving of school grounds.

2.8 **Gambling** - This misconduct includes any participation in games of chance for the express purpose of exchanging money or items of monetary value.

2.9 **Profanity/vulgarity** - This misconduct includes any verbal or visual display of improper communications.



- 2.10 **No public display of affection** - Hickman County schools have a "hands-off" policy.
- 2.11 **Use or possession of tobacco/E-cigarettes and supplies** - This misconduct includes use or possession of tobacco/e-cigarettes and supplies in any form by any student at any school. This rule also applies to any student who is a participant in a school-sponsored activity.
- 2.12 **Written or verbal propositions to engage in sexual acts**
- 2.13 **Consequence violation** - This misconduct includes not following proper rules of any behavioral consequence received.
- 2.14 **Unnecessary roughness** - This misconduct includes pushing, shoving, roughhousing, etc.
- 2.15 **Inappropriate touching of another person** - Non-sexual.
- 2.16 **Cheating** - This misconduct includes all forms of academic dishonesty.
- 2.17 **Use of cell phones, pagers, electronic devices** - This misconduct includes all use of electronic devices, cell phones and pagers during regular school hours. The items will be confiscated by the principal and returned per district policy. (KRS 158.165). Refer to Telecommunication devices section covered in this book.
- 2.18 **Intimidation of witness** - This misconduct includes any physical or verbal intimidation of any witness to any school violation. (Level 2 or 3)
- 2.19 **Vandalism** - This misconduct includes the unprovoked or willful destruction, defacing or marring of property located on school premises of less than \$100 value. The student or student's parent/guardian will be responsible for restitution.
- 2.20 **Theft and related offenses** (KRS 514:040) - This misconduct includes the taking of property of others (students, teachers, visitors, etc.) without their consent; possession of stolen property, or possession without the owner's permission; or selling school property worth less than \$100.
- 2.21 **Violations deemed appropriate by the principal/designee for this level** (KRS 158.150)
- 2.22 **Excessive missing assignments/failure to complete classwork**.

### **LEVEL 3 BEHAVIOR AND CONSEQUENCES**

**Level 3 misconduct includes acts directed against persons or property in which the action or its consequences endanger the health or safety of self or others in the school.** Although these acts might be considered criminal, generally they can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend upon the extent of the school's resources for mediating the situation in the best interest of all students.

**Disciplinary response options:** The principal or his/her designee shall confer with the student/parties concerned as soon as is practical. The parents or guardians shall be contacted immediately by phone, letter or message. Disciplinary options include (not necessarily in order):

- A. Alternative school/room
- B. Before/after-school detention
- C. Saturday school
- D. Suspension of the student (removal from school) for three to 10 school days. The student will be readmitted to school only after a parent/school/student conference is held. The superintendent or his/her designee, director of pupil personnel, and other appropriate personnel shall be notified by letter.
- E. Referral to alternative school up to 30 days.
- F. Referral to proper law enforcement authorities (The principal or his/her designee may sign a petition/warrant when a Kentucky Revised Statute is violated.)



## **LEVEL 3 DEFINITIONS OF BEHAVIOR VIOLATIONS**

### **3.1 Repeated violations of Level 2 offenses**

- 3.2 **Bullying, threatening and/or intimidation; harassment/discrimination**— In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

### **BULLYING**

Bullying is unwanted, aggressive behavior among students that involves a real or perceived imbalance of power. The behavior is repeated or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

### **BULLYING DEFINED**

**Bullying means 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 activity: or**
- 2. That disrupts the education process.**

**This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.**

### **ACTIONS NOT TOLERATED**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

### **REPORTS**

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

### **OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.4281

Notification of parent(s) of a student involved in an incident at the school shall be made within 48 hours of the initial reporting of such incident, if the incident is minor in nature, or needs further investigation. The fact that any major incident requires immediate notification of the parent(s) of a student should be understood. KRS 158.156 covers information needed for such a report. The determination of whether immediate notification is need will be made by the school principal or his/her designee.

Students should report any violation of the code of conduct to the principal/designee.

The principal or designee shall investigate and notify parents/guardians, or others exercising control or supervision of the student within 48 hours of the incident.

The principal shall also notify in writing the local school board and local law enforcement agencies or the Department of Kentucky State Police or the County Attorney within 48 hours, when necessary.

Retaliation against an individual who had reported the violation is strictly forbidden. Any incidents of retaliation should be reported immediately to the principal/designee.

All students, school employees, parents, legal guardians, or other persons exercising custodial control or supervision will be informed of the Code requirements and consequences by receiving the Code of Conduct booklet.

- 3.3 **Loitering by unauthorized student** - This misconduct occurs when students who have been placed in the Alternative School/room, suspended or expelled are on school grounds, in the school building, or at any extracurricular activity, home or away. A designated waiting area is assigned in the school building(s) for students attending the Alternative Center. *A petition/warrant will be signed.*
- 3.4 **Defiance of school staff members' authority** - This misconduct includes the refusal to comply with reasonable requests of school personnel or refusal to comply with school rules.
- 3.5 **False fire alarm** - This misconduct includes falsely alerting the fire department or school of a non-existent fire. (Level 3 or 4)
- 3.6 **Intimidation of witness** - This misconduct includes any physical or verbal intimidation of any witness to any school violation. (Level 2 or 3)
- 3.7 **Fighting** - This misconduct includes the willful engagement of physical contact for the purpose of inflicting harm on another person(s).
- 3.8 **Vandalism** - This misconduct includes the unprovoked or willful destruction, defacing or marring of property located on school premises worth more than \$100. The student or student's parent/guardian will be responsible for restitution.
- 3.9 **Theft** (KRS 514:040) - This misconduct includes taking the property of others (students, teachers, visitors, etc.) without their consent; the possession of stolen property, or possession without the owner's permission; or selling school property worth less than \$100.
- 3.10 **Sale, transfer or possession of tobacco/e-cigarettes and supplies** - This misconduct includes the sale or transfer of any form of tobacco/e-cigarettes and supplies.
- 3.11 **Gang activity** - This misconduct includes the association of students for the purpose of an illegal or immoral activity. The wearing of apparel, accessories or utilization of any means of identification of a student's membership in, or association with, a group having an illegal purpose shall be considered a violation of this section of the Code.
- 3.12 **Attempted extortion** - This misconduct includes the solicitation of money or anything of value from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm. (Level 3 or 4)
- 3.13 **Inappropriate use of technology material or equipment** - For example, pictures, snapchat, etc. (may pose threat to persons or property)
- 3.14 **Sexual harassment** - This misconduct occurs when a person subjects another person to sexual contact without consent of the other person. This also includes sexual remarks.
- 3.15 **Criminal use of noxious substance** (KRS 512.050) - This misconduct occurs when a person deposits on school premises or vehicle of another, any stink bomb, device or irritant with the intent to interfere with another's use of the premises or vehicle. (Level 3 or 4)

- 3.16 **Menacing** (KRS 508.050) - This misconduct occurs when a person intentionally places another person in reasonable apprehension of imminent physical injury. (Level 3 or 4)
- 3.17 **Unauthorized possession of school property** - This misconduct occurs when a student is in possession of school property without authorization from an administrator or supervisor. (Level 3 or 4)
- 3.18 **Violations deemed appropriate by the principal/designee for this level** (KRS 158.150)

#### LEVEL 4 BEHAVIOR AND CONSEQUENCES

**Level 4 misconduct includes acts that result in violence or which pose a direct threat to the safety or health of self, other persons or property in the school.** Level 4 misconduct also includes habitual violations of the Student Code of Behavioral Expectations. These acts may be criminal or may be so serious that they may require administrative actions that result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Hickman County Board of Education.

**Disciplinary response options:** The principal or his/her designee will report the offense to the superintendent. The principal or his/her designee shall confer with the student/parties concerned as soon as practical. The parents or guardians shall be contacted immediately by phone or message. Disciplinary options include (not necessarily in order) and may be determined by the board at a disciplinary hearing:

- A. Long-term placement of 31-174 days (alternative placement)
- B. Expulsion with services of up to 174 instructional days (alternative placement)
- C. Expulsion without services up to 174 instructional days (student poses threat to the safety of himself or others)

**Non-school violations:** Students will be subject to school discipline for any violation of this code with regard to school personnel and property during non-school time.

**Note:** There may be situations in which ANY LEVEL of misconduct warrants suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record. *The Hickman County Board of Education recognizes that a petition/warrant to the court may be issued.*

#### LEVEL 4 DEFINITIONS OF BEHAVIOR VIOLATIONS

- 4.1 **Repeated violations of Level 3 offenses - Repeated violations** - the violation of repeated violation of any rules, standards or policies which have been established by the Superintendent, and presented to the Board and/or Council; or established by the principal of a school, reviewed and approved by the Superintendent and presented to the Board. The Board and/or Council may change any such rules, standards or policies in accordance with procedures which it has adopted.
- 4.2 **Possession, use or distribution of weapons or dangerous Instruments** (KRS 527:020) - This misconduct includes the POSSESSION of any instrument, such as fireworks, explosives, mace, knives, clubs, guns, chains, laser pointers/lights or the like, that can be used to inflict injury to another person. Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air or spring gun, slingshot, bludgeon, booby trap device, brass knuckles or artificial knuckles of any kind, a knife of any kind, or any other object that is carried for the purpose of inflicting injury on another.

**The crime of unlawful possession of a weapon on school property or knowingly possessing or carrying a firearm, deadly weapon, destructive device or booby trap device in public or private school buildings, school buses, campuses, grounds, recreation areas or athletic fields is a class D felony.**

**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.**

- 4.3 **Unlawful assembly** (KRS 525.050) - This misconduct occurs when:
- A. A person assembles with other persons for the purpose of engaging or preparing to engage with them in disorderly behavior; or
  - B. A person is present at an assembly which either has or develops such a purpose and he or she remains there with the intent to advance that purpose.
- 4.4 **Criminal use of noxious substance** (KRS 512.050) – This misconduct occurs when a person deposits on school premises or vehicle of another, any stink bomb, device or irritant with the intent to interfere with another's use of the premises or vehicle. (Level 3 or 4)
- 4.5 **Criminal Trespass**-This misconduct occurs when:
- A. A person knowingly enters or remains unlawfully in a dwelling.
  - B. A person knowingly enters or remains unlawfully in a building or upon premises on which notice against trespass is given by fencing or other enclosure.
  - C. A person knowingly enters or remains unlawfully in or upon premises.
- 4.6 **Extortion** - This misconduct includes the receipt of money or anything of value from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm. (Level 3 or 4)
- 4.7 **Bomb threat** - This misconduct includes any threat that an explosive device has been placed or is about to explode in a school.
- 4.8 **Arson or attempted arson** - This misconduct includes the starting or attempted starting of a fire within the school or on the school grounds for any purpose that results in either destruction or disruption.
- 4.9 **Menacing/Wanton endangerment** (KRS 508.050/KRS 508:060) - This misconduct occurs when a person intentionally places another person in reasonable apprehension of imminent physical injury or wantonly engages in conduct which creates a substantial danger of physical injury to another person.
- 4.10 **Terroristic threatening** (KRS 513.010) - This misconduct occurs when a person threatens to commit any crime likely to result in death or serious physical injury to another person, or likely to result in substantial property damage to another person.
- 4.11 **Physical assault** (KRS 508:020 - 30) - This misconduct includes the intentional physical attack of one or a group of persons upon one or more persons who do not wish to engage in the conflict. Any provocation (verbal or physical) may be considered a mitigation of the charge. The victim of any assault has the right to defend himself or herself against the attack and use such force in defense as to be reasonably necessary.
- 4.12 **Vandalism** - This misconduct includes the unprovoked or willful destruction, defacing or marring of property located on school premises worth more than \$100. The student or student's parent/guardian will be responsible for restitution.
- 4.13 **Theft** (KRS 514:040) - This misconduct includes taking the property of others (students, teachers, visitors, etc.) without their consent; the possession of stolen property, or possession without the owner's permission; or selling school property worth more than \$100.
- 4.14 **Burglary** (KRS 434B: 1 - 020) - This misconduct occurs when a person:
- A. knowingly enters or remains unlawfully with the intent to commit a crime:
    1. in a dwelling
    2. in a building, and when in effecting entry or while in the building or in the immediate flight there from, or another participates in the crime:
      - i. is armed with explosives or a deadly weapon; or
      - ii. causes physical injury to any person who is not a participant in the crime; or
      - iii. uses or threatens the use of a dangerous instrument against any person who is not a participant in the crime.

- B. knowingly enters or remains unlawfully in an inhabited or uninhabited building with the intent to commit crime.
- 4.15 **Robbery** (KRS 515:020) - This misconduct occurs when a person uses or threatens the immediate use of physical force upon another person in the course of committing theft, with intent to accomplish the theft.
- 4.16 **Possession of contraband /Weapon Possession**- This misconduct includes possession of any items, articles or equipment such as a gun, knife or drug paraphernalia, stolen property or any other items considered to be contraband, the possession or ownership of which is prohibited by law.
- 4.17 **Aggressive misbehavior toward an employee** - This misconduct includes any physical contact or threat of physical contact with the intent of bodily harm by a student or group of students against any school employee.
- 4.18 **Disturbances** - Creating a disturbance by displaying or using a substance represented to be a controlled substance.
- 4.19 **Possession, sale, use, or being under the influence of alcoholic beverages, controlled substances, non-prescribed "look-alike" substances or synthetic compounds and substances** - Articles included in this misconduct include any alcoholic beverages, any controlled substances, or any "look-alike" drugs or substances which the student may claim or imply to be a controlled substance. They may also include over-the-counter drugs. Any student who delivers a substance IMMEDIATELY after receiving it to a teacher or school administrator will not be charged in the court system with possession. BREATHALYZER TESTS COULD BE USED TO CONFIRM THE CONSUMPTION OF ALCOHOL.
- 4.20 **Sexual abuse**- This misconduct includes acts of a sexual nature which are committed against the will of another.
- 4.21 **Fighting** - This misconduct includes the willful engagement of physical contact for the purpose of inflicting harm on another person(s). (multiple fights)
- 4.22 **Unauthorized possession of school property**- This misconduct occurs when a student is in possession of school property without authorization from an administrator or supervisor. (Level 3 or 4)
- 4.23 **Engaging in disruptive conduct**-Engaging in conduct that disrupts or interferes with school purposes; For example the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, or urging others to engage in such conduct.
- 4.24 **Truancy**-Willfully truant from school in violation of building policy.
- 4.25 **Willful Defiance**-repeatedly refusing to follow the directions of supervising school employees; engaging in acts of serious disrespect to school employees.
- 4.26 **Drug Possession/ Paraphernalia** - Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Possession or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens. Examples of things which are not to be possessed or provided to another person are: pipes, rolling papers, clips, stones and any other device believed to be, by school authorities, used for the storage, processing, delivery or consumption of the above mentioned drugs. Any student who is unsure if possession, use or providing another person with any particular medicine, substance, or paraphernalia would violate the above rule should contact the building principal or his/her designee before possessing, using, or providing the medication, substance, or paraphernalia. This includes any person who knowingly or intentionally delivers any substance that he represents to be a controlled substance commits "dealing in a substance represented to be a controlled

substance.”

4.27 **Prescription and patent drugs**-Knowingly using or taking a prescription drug that is not prescribed for that person or that exceeds the recommended dosage for the person to which it is prescribed or a patent drug by exceeding recommended dosage with the purpose of creating an intoxicated or irrational state or of causing physical injury, either to one self or to other persons. Knowingly transmitting or selling such prescription or patent drugs to aid a person to violate this paragraph.

4.28 **Violations deemed appropriate by the principal/designee for this level** *(KRS 158.150)*

An assignment to the Alternative School will be considered long term if the assignment is in excess of 30 school days.

The grounds for suspension, Alternative School, or expulsion listed above apply when a student is:

- A. Within a school facility
- B. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group
- C. Off the school grounds at a school activity, function, or event
- D. Traveling to or from school or a school activity, function, or event.

A major violation of the discipline policy may result in the suspension of the student for ten (10) days and a hearing may be conducted within the ten days by a hearing board consisting of the principal and his assistant. The student will receive a “0” for each day of suspension on each offense, and will not be able to make up the work missed for credit. A hearing is the examination of accounts of the misconduct and the taking of recommendations (in addition to the ten days suspensions) as to future disciplinary action by the hearing board. People in attendance at the hearing would include: the principal, the assistant principal, the student involved, and the student’s parents or legal guardians.

**NOTE:** The accumulation of referrals and suspensions for major violations will accumulate for the entire year.

It will be recommended that a student be brought to the Board of Education for a hearing when, in a semester he/she has been assigned any combination of twelve (12) Saturday Extension Days, in-school Suspensions, or out of school Suspensions or Alt. Placements have occurred or after the 3<sup>rd</sup> Alt. Placement for the same infraction.

It will be recommended that a student be expelled for one calendar year when, while on school property, the student possesses, handles, uses, or transmits a firearm as defined in Title 18 section 921 of the United States Code.

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

When a group of two or more students cause or attempts to cause physical injury to another student these students will be recommended for expulsion.

Being an accomplice or otherwise a participant in misconduct may be a violation to the same extent as if a principal in the offense or violation.

### **WEAPONS: POSSESSION AND/OR USE**

Carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; booby trap device; brass knuckles or artificial knuckles of any kind; knives, mace, pepper spray or similar products; or any other object that is carried for the purpose of inflicting injury on another.



Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event. Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above. Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District school should be filed.

Violators shall be reported to a law enforcement agency.

## **SEARCH AND SEIZURE**

In a search and seizure situation, the following procedures shall be followed:

- A. Lockers and desks are property of the school and are subject to the Board's regulation and supervision. Locker/desk inspections or searches are not carried out as a harassment technique but as a duty when the health, safety, or welfare of students is involved.
- B. A student's person will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
- C. Illegal items (weapons, firearms, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety or security and others safety or security may be seized by school officials.
- D. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student by that staff member or through the office.
- E. A general inspection of school properties such as lockers, desks, etc., may be conducted on a regular basis. During these inspections, items that are school property may be collected. (Example: overdue library books)
- F. Anything on school property is subject to random searches. Drug dogs can and may be utilized to assist. This will include, but not limited to purses, backpacks, lockers, and personal vehicles.

All items that have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless: (1) the student is absent from school, or (2) school authorities decide that the student's presence could endanger the pupil's health and safety.

## **DRESS CODE**

In addition to educational responsibilities, the school system accepts the obligation of developing positive student attitudes toward personal hygiene and appropriate attire. Without such positive attitudes students will not be able to make the best use of their academic skills in the world of work and society in general.

We need and ask for the support of our parents in ensuring that students come to school properly groomed and dressed. Proper attire is defined as clothing that is clean, modest, which does not create a health or safety hazard, and which is not distracting or demeaning to other students in the classroom.

### **HICKMAN COUNTY ELEMENTARY SCHOOL STUDENTS**

In addition to educational responsibilities, the school system accepts the obligation of developing positive student attitudes toward personal hygiene and appropriate attire. Without such positive attitudes students will not be able to make the best use of their academic skills in the world of work and society in general. We need and ask for the support of our parents in ensuring that students come to school properly groomed and dressed. Proper attire is defined as clothing that is clean, modest, which does not create a health or safety hazard, and which is not distracting or demeaning to other students in the classroom.

The following will be considered appropriate clothing on a regular school day.

- Primary grades (K-3):
  - Skirts, skorts or shorts no shorter than 4 inches above the knee.
- Intermediate grades (4-6):
  - Girls may wear skirts that are no shorter than knee length.
  - Students may wear shorts that are equal in length to his or her longest finger.



The following will be considered inappropriate clothing on a regular school day for all grade levels:

1. Sleeveless shirts must be equal in width at the shoulders to the student's three largest fingers. No undergarments should be visible, and racerback tank tops are prohibited.
2. T shirts or other clothing with profane or vulgar language, suggestive or controversial materials that promote violence.
3. Clothing with symbols or slogans advertising or promoting drug, alcohol, or tobacco use or having sexual content, or demeaning to self or others.
4. Clothing with gang-related signs or symbols.
5. Cut-off tops, see-through tops, or shirts showing the stomach or back (when the arms are raised, if the stomach or back shows, it is unacceptable).
6. Pants or shorts worn below the waist; no sagging or suggestive language.
7. Overalls without both buckles fastened.
8. Clothing with holes and/or tears that reveal undergarments.
9. Hats or caps cannot be worn in the building (except for special events).
10. Shoes with roller skates, racing boots, and cleats.
11. Extreme haircuts or hair that is painted, dyed or tinted unnatural colors (e.g., green and blue) are discouraged because of being a distraction to the educational process.
12. Jeans should be in good condition (no holes should be visible above the knee).
13. Pajama pants are not appropriate for school (except for special events).
14. Jackets and coats which are normally worn outside are to be placed in the cubbies during the day.
15. If yoga pants or leggings/tights are worn, the student's top should be equal in length to the student's longest finger.
16. Visible piercings are allowed in ears only.

### **HICKMAN COUNTY JUNIOR HIGH AND HIGH SCHOOL STUDENTS**

Clothing, jewelry or accessories advertising/containing references in writing or pictures to drugs, sex, alcohol, tobacco, and/or which contains foul or suggestive language/pictures etc. are not to be worn while attending school or school sponsored activities.

All students are to remove hats and other head covering upon entering the building, during the school day.

Jackets and coats, which are normally worn outdoors, are to be placed in lockers during the school day.

Dress should be appropriate for the learning process. The school administration reserves the right to make final judgment on the appropriateness of dress.

Students at HCHS are expected to dress appropriately and according to health and safety expectations. Students shall observe modesty, appropriateness, and neatness in clothing and personal appearance. The dress code applies to students during academic hours, field trips, and any school function/activity. The following will be considered inappropriate clothing on a regular school day:

#### **1. Logos, Pictures, Writings**

- A. No apparel or accessory will contain logos, pictures, or writings that promote alcohol, drugs, tobacco, violence, or illegal behavior/gang behavior
- B. Apparel or accessories that depict vulgar, obscene, sexual, racial, harassment, derogatory language will not be tolerated.

#### **2. Apparel**

- A. All tops must have sleeves with the exception of cold shoulder tops. Tops shall not expose cleavage (line from armpit to armpit). Tank tops and muscle shirts are not permitted.
- B. All tops must cover the mid-section of the body (front and back) when arms are raised
- C. All lower body apparel must be worn at the waist. No sagging, even if shorts are worn underneath.
- D. No holes, rips, tears, or frays above mid-thigh that show skin.
- E. No undergarments shall be visible. This includes bralettes, bra straps, boxer shorts and items visible through sheer clothing.
- F. No deep V-neck or scoop-neck shirts (front or back)
- G. Jackets and coats which are normally worn outdoors are to be placed in lockers during the school day. This is at the discretion of the principal or assistant principal.
- H. Dresses and skirts shall be worn no shorter than a four finger width above the knee. Shorts shall be worn no shorter than mid-thigh. Dresses, skirts, and shorts length final determination by principal discretion. Leggings and yoga pants can be worn as long as the students' bottom is covered (front and

back) when arms are raised. (When wearing leggings or yoga pants skin is not visible at any time through the material.) Final determination made upon principal discretion.

- I. No blouse or top shall be worn if it is see through material.
- J. Pajama pants are not allowed.
- K. No clothing or accessories worn that could harm students.

### 3. Accessories

- A. No hats or headgear may be worn inside the building.
- B. Hoods of sweatshirts shall not be worn in the building.
- C. Body piercing jewelry may be worn in the ear only.

Students who do not dress appropriately will be counseled and asked to change clothes. Continued violation of the dress code will result in disciplinary action.

- 1st Offense: The assistant principal shall remove the student from class and discuss the issue with the student. The student may then be referred to the guidance counselor for assistance to resolve the issue. Staff in the Youth Services Center may be asked to assist. If unable to resolve the issue with the student the assistant principal shall call the parent/guardian. If the student is unable to correct the dress code violation, the student will be placed in Alternative School for the remainder of the school day.
- 2nd Offense: In-School Suspension at alternative school- 1 day
- 3rd Offense: In-School Suspension at alternative school- 3 days
- 4th Offense: In-School Suspension at alternative school-20 days
- 5th Offense: Possible Board Hearing for violation of policy

## DRINKS AND FOOD

No fast food or drinks will be delivered to students during the school day. Fast food is considered any food bought in a fast food setting, for example, McDonalds, Pizza Pro, Acee's, or Jewell's.

## DUE PROCESS

**Suspension** – Before suspension, the following must occur:

- 1. Oral or written notice of the charges which constitute the cause for suspension
- 2. The evidence supporting the charges must be explained to the pupil if he/she denies the charges
- 3. The pupil must be given the opportunity to respond to the charges.

**Expulsion** – The Board may expel any pupil from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. The Superintendent shall present to the Board for its approval options for provided educational services to expelled students.

Before expulsion, the following must occur:

- 1. A written statement setting forth the specific charges and grounds which if proven would justify expulsion under the law will be presented to the pupil.
- 2. The pupil and parents or guardians will be provided with the names of witnesses against the student (if any). If there are no witnesses, the student will be fully informed of the manner in which the alleged violation came to the attention of the Board.
- 3. During the hearing, the pupil and his/her parents or guardians will be afforded the opportunity to present the Board with a defense to the charges by oral or written testimony, including the introduction of a reasonable number of witnesses on his/her own behalf.
- 4. Should the pupil and his/her parents or guardians desire, they may be accompanied by a lay advisor and represented by legal counsel. If the latter is desired, they must notify the Board of this intention so that the Board attorney may also be present.
- 5. The pupil will be given the Board's decision in writing.
- 6. The pupil is entitled to an expeditious handling of his/her case and prompt decisions after the hearing, consistent with the requirements of mature and careful reflections by the Board.
- 7. The decision of the Board is final, except that the pupil and his/her parents or guardians have recourse to the courts if the pupil is denied due process, or if the expulsion is believed to be for illegal or unconstitutional reasons.

8. If the pupil and parents or guardians fail to appear at the hearing scheduled, the Board will take whatever action it deems appropriate according to the charges.
9. If a pupil is expelled for a period less than the full school year, a conference should be held with the Board or its designees prior to re-admission.
10. During any period of suspension or expulsion, a student will be considered unexcused from classes and will not be allowed to make up work or tests which are missed. In addition, a student suspended or expelled from school may not attend any school-related activities during the period of suspension or expulsion.

A student expelled from another school district will not be enrolled in Hickman County Schools without a corresponding move to the district by the parent or legal guardian unless approval for enrollment is given by the Board of Education.

When disciplinary action involves student placed in special education programs or students who have been referred for possible special education placement and/or related services, Hickman County Schools shall adhere to the due process procedures outlined below:

**Suspension of Special Education Students** – Before suspension, the following must occur:

1. Oral or written notice of the charges which constitute the cause for suspension
2. The evidence supporting the charges must be explained to the pupil if he/she denies the charges
3. The pupil must be given the opportunity to respond to the charges.

Principals have the authority to suspend students pursuant to the Kentucky Revised Statutes.

**Expulsion of Special Education Students**

Any special education student recommended for expulsion by the principal shall be granted the same due process rights and procedures as regular education students. In addition, the Admissions and Release Committee (ARC) shall convene prior to the due process hearing with the Hickman County Board of Education to determine whether the discipline problem is related to the student's handicapping condition. Also, the committee shall review the student's Individual Education Plan (IEP) and appropriateness of placement.

If the ARC concludes the discipline problem is not related to the student's handicapping condition, a written determination reflecting this conclusion shall be submitted to the Superintendent and Board of Education. The committee is limited to making the above written determination and it is not the role of the ARC to recommend expulsion. If the Hickman County Board of Education does expel a special education student, educational services shall not cease and an alternative education program must be provided.

If the ARC concludes the student's discipline problem is related to the student's handicapping condition, a written determination reflecting this conclusion shall be submitted to the Superintendent and Board of Education. The ARC shall consider the need for any possible change in the student's placement or Individual Education Plan which should result in more successful behavior management.

**EDUCATIONAL ENHANCEMENT OPPORTUNITIES**

The principal may use his discretion in excusing a student who is absent from the school while in attendance on a trip, provided the trip meets the following requirements:

1. A request for this type of excuse must be made five (5) days in advance of the trip.
2. The trip must be, in the judgment of the principal, educational in nature.
3. The student may not be granted an excuse for more than ten (10) days during a school year.
4. No educational trips will be approved during state testing.
5. Student must get all assignments and complete them during the absence and return to the teachers the first day back from the education opportunity.
6. A one page paper must also be completed and returned to the building principal the first day back from the opportunity explaining the educational value and lesson learned on the opportunity.

**EXTENDED SCHOOL SERVICES**

**HICKMAN COUNTY ELEMENTARY SCHOOL STUDENTS**

Information regarding ESS will be sent home with students at the beginning of the school year.

Procedures for eligibility for ESS:

1. The teacher based on progress/grades recommends students.

2. Students are then prioritized according to need and the ones with the greatest need are served first.
3. A waiting list is maintained; therefore, when a student no longer needs services or a position is vacated, another student from the waiting list is placed in the program.
4. If a student is not selected and the parent requests services, criteria for selection are reviewed and the student is reconsidered for ESS services.
5. If the student still does not qualify, he/she may be placed on a waiting list.
6. If satisfaction is not achieved, the parent, student or teacher has the right to make a final appeal to the district ESS Coordinator.

## **HICKMAN COUNTY JUNIOR HIGH AND HIGH SCHOOL STUDENTS**

### **Summer School**

All students receiving an incomplete grade in Math, English, Science, or Social Studies are given the opportunity to complete the work during summer school.

Students may recover one (1) credit during summer school. A request for any additional credit must be approved by the principal or principal's designee.

Students must have at least a 60 average in the core subject area to be eligible for services.

### **Procedures for parents or guardians to request reconsideration of their children's identification or lack of identification of eligibility for ESS.**

Parental permission is required for ESS services and if parents refuse, the child is not placed in the program.

If a student is not selected and the parent requests services, criteria for selection are reviewed and the student is reconsidered for ESS services.

If the student still does not qualify, he/she may be placed on a waiting list for services.

When an ESS student no longer needs services or a position is vacated, another child is placed in the program from the prioritized waiting list.

If satisfaction is not achieved, the parent, student or teacher has the right to make a final appeal to the District ESS Coordinator.

## **HICKMAN COUNTY HIGH SCHOOL EXTRACURRICULAR ACTIVITIES PARTICIPATION GUIDELINES**

### **Student Participation Guidelines**

Students who wish to participate in extracurricular programs:

1. Must not have a grade of "F" in any class at the time of weekly grade checks immediately prior to the activity. It is the responsibility of the teacher/coach/sponsor and student to ensure eligibility for the activity.
2. The eligibility period will run from Sunday through Saturday following the weekly grade checks.
3. Be present for at least one-half of the school day the day of the activity (if it occurs after school). [Exemption: school-sponsored off-campus activities (e.g., college visits, doctor excuses, EEO, or funeral)].
4. Comply with rules and procedures developed by the coach or sponsor for the activity.
5. Meet any additional requirements set by the appropriate sponsoring or governing organization or as established in Hickman County Board of Education policies and procedures.
6. Students attending school-sponsored trips, Educational Enhancement Opportunities (EEO), or other pre-planned activities that require missing class must obtain their missing assignments prior to the absence. All missed work must be turned in the date of return to school. **It is the responsibility of the student to obtain the missing work prior to the activity.**
7. If a student is placed in alternative school they are not allowed to participate or attend any extracurricular activities.
8. Students who wish to participate in athletic activities will adhere to the KHSAA grade guidelines set in bylaw five.
9. Students who wish to participate in overnight school sponsored activities must not have a grade of a "D" or lower in any class at the time of weekly grade checks immediately prior to the activity.

The principal (or designee) has the final decision on student participation and class work make-up.

## NOTIFICATION OF FERPA RIGHTS

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

They are:

1. The right to review the student's education records within 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 records may be inspected.
2. The right to request amendment of student 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 to be 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 or her of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

One exception, which permits disclosure without consent, is 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 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 or her tasks.

A school official has a legitimate educational interest if the he or she needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. **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, 600 Independence Ave., SW, U.S. Department of Education, Washington, DC 20202-4605.

### VIEWING OF STUDENT RECORDS PURSUANT TO FERPA

The following rules and procedures shall be complied with relative to viewing student records:

1. The district annually shall notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under FERPA. The notification also shall be furnished to parents of all new students and to all newly-eligible students by the principal at the time of enrollment.
2. Parents or eligible students who wish to review educational records shall make a request on the appropriate form. Forms are available at each school and in the central office. The request shall be reviewed and responded to within three working days of receipt by the district, and a date assigned to view the records.
3. When student records are to be transferred to an authorized person or organization as specified in statute, a transfer of records form is required. In this case, the parent's or eligible student's signature is not required. However, school authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs disclosure of information concerning the student.

4. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not listed in statute.
5. A Log of Inspection of Records shall be completed on student records that are accessed (i.e., viewed, copied or inspected).
6. The superintendent/designee shall, within 15 working days from receipt of the request for a hearing, arrange for the hearing and notify the challenger in writing, giving the time, place and date for the hearing. The hearing shall be before the superintendent/designee and the findings of the hearing shall be disclosed within 15 working days.
7. The decision and findings from the hearing may be appealed to the board of education. The decision of the board shall be final.

## FIELD TRIPS

Field trips are an extension of the classroom and as such subject to all rules of conduct and **decorum** that apply in the regular classroom. The following policies regarding field trips apply to all students involved in the activity.

1. Transportation must take place in a county bus or other means approved by the school. **Exceptions to this must be made in advance of the day of the field trip by both the teacher/sponsor/coach and the school principal.**
2. **Students must be in attendance at school on the morning of a field trip. Students who arrive to school after a student group has departed the building will be unable to attend the field trip.**
3. No student may drive or operate a vehicle on any school-sponsored trip of any kind.
4. A member of the school faculty or administration must accompany students on all field trips.
5. The student's parent or guardian must give written permission. An advance permission form can be signed at the beginning of the school year as part of the registration procedure to cover all field trips taken by a class or group.
6. Any student brought to the principal's office as a result of a discipline problem on a field trip may be banned from field trips for the remainder of the school year.

Any parent/guardian/chaperone/volunteer wishing to accompany a student on a field trip must have a completed background check on file with the Hickman County Board of Education. Forms may be picked up at the Hickman County Board of Education office, and must be renewed annually.

## GRADING POLICIES

### HICKMAN COUNTY SCHOOLS GRADING SYSTEM

The following grading system has been adopted by the Hickman County Board of Education and is to be used by all teachers in all classes:

- |                  |   |
|------------------|---|
| ➤ A – Excellent  | 100-90  |
| ➤ B – Good       | 89-80   |
| ➤ C – Average    | 79-70   |
| ➤ D – Poor       | 69-65   |
| ➤ F – Failure    | 64-00   |
| ➤ I – Incomplete | When calculating GPA, a grade of “I” on a report card or transcript will be calculated as an “F” until the work is completed and the grade changed. |

### PROMOTION AND RETENTION

#### Promotion and 5th Year Students within the Primary Program K – 3rd

Most students will likely complete the primary program in four years; however, some primary students need a fifth year to complete the primary program. The decision to recommend a fifth year MUST be based upon information gathered through student work samples, anecdotal records, and teacher observations of developmental progress in all areas. This information provides the basis for a prescriptive approach to the child's continuous progress.

#### Promotion and Retention Policy for Grades 4th – 6th

Teachers at the intermediate level shall maintain systematic records of achievement for each pupil and report such regularly to parents. Conferences with parents may be held throughout the year. If any student is in danger of failing schoolwork, the teacher should notify the parent or guardian as soon as possible so that the student has as much time as possible to improve. If a student is to be retained in the same grade, that likelihood should not come as a surprise to either the parent or the student during the last few weeks of school.



The classroom teacher and administration will be given the primary responsibility and authority for determining whether an individual student is retained or promoted. However, parent input will be welcomed and will be considered in the over-all decision concerning retention/promotion. If the teacher(s) recommend (s) retention, the teacher(s) will fill out a form stating the primary reason(s) why the student should be retained. This form will be given to the principal for his/her review and kept on file. The principal will notify the parent or guardian of the teacher's (s') recommendation for retention.

A parent or guardian who disagrees with the recommendation to retain may request a conference with the teacher and principal. The guidance counselor also may be requested by either the teacher or the parent to share any information he/she might have concerning the student being considered.

The following considerations will be made concerning the promotion/retention of a student:

1. Number of times the student has been retained
2. Age factor
3. Testing results
4. Anticipated achievement, actual achievement, and progress reports
5. Teacher observation and recommendation
6. Academic and social benefits for the child

### **Promotion and Retention for Grades 7th – 8th**

All 7th & 8th grade students must have an overall yearly average of 65%, and pass four of the core curriculum, English, Math, Social Studies, Science and Reading. Also, they must have a combined yearly average of 65% for Practical Arts and Enrichment in order to be promoted.

## **HICKMAN COUNTY HIGH SCHOOL**

### **Grade Classification**

For a student to be placed in a certain grade they must have the following credits at the beginning of the school year:

1. Sophomore 6
2. Junior 12
3. Senior 18

### **Graduation Requirements**

In order to graduate with a regular diploma, students must pass a 100 question civics test required by the Kentucky Department of Education (KDE) and earn a minimum of 25 credits, which must include the following required courses:

1. English 4 units
2. Math 3 units (Algebra I, Geometry, Algebra II)\*
3. Science 3 units (Earth/Space/ Physical Science, Biology, Chemistry or ICP)
4. Social Studies 3 units (Global Studies, World Civilization, American History)
5. Arts/Humanities 1 unit
6. Health & P.E. 1 unit
7. Electives 10 units

\*Even if all three required courses are complete, math must be taken each year of high school in order to meet KDE requirements.

### **SENIOR GRADUATION POLICY**

In order to participate in the graduation exercises, a student must have completed 8 semesters and met the minimum requirements for graduation. All graduating seniors must participate in both the Senior Honors Night and Commencement activities unless excused by the principal. Students not participating in both exercises will not be awarded their diploma until the Monday following commencement.

The school will notify the parents of any student who is in jeopardy of not graduating as early as it is possible to determine that a problem exists.

Students participating in the school's graduation activities must wear appropriate dress. Boys should wear a dress shirt (tie preferred but optional), slacks and dress shoes. Girls should wear dress clothes (dress or slacks) and dress shoes. Jeans, tennis shoes or work boots are considered inappropriate for this occasion. If for any reason, a student has a problem in having the appropriate dress, he or she should notify the principal and assistance will be given.

A student will not be presented a diploma until all financial obligations are met.



### **Grade Point Calculation**

As with Kentucky Higher Education Assistance Authority (KHEAA) dual credit guidelines, Grade Point Averages will be calculated on a weighted scale. Dual credit college courses are weighted on the Kentucky Educational Excellence Scholarship (KEES) GPA scale so that students can earn more KEES money to use after high school graduation. Therefore, students earning a “B” in a dual credit course will have the same four-point value of an “A” in a regular high school course. At HCHS, when calculating high school GPA, non-dual credit courses shall be weighted on a traditional 4.0 scale, while dual credit college courses (for up to a maximum of 9 courses) shall be weighted on a five-point scale.

#### Courses Eligible for 5.0 Scale Weighting

<b>11th Grade</b>	
COM 161	NLS 290
<b>12th Grade</b>	
ENG 101 or ENG 105	HUM 211
MAT 140 or other approved dual credit math course	PSY 110/PSY 180
MUS 105	Approved Dual-Credit College Course(s) or CTE dual credit course(s)

Note: course offerings each semester may be subject to change.

### **Class Rankings**

Class rank will be determined at the conclusion of the college dual credit courses in May. It will be determined based on a student’s weighted GPA. There will be no shared rankings. Any student having identical GPA’s will be ranked according to numeric average.

### **Grade Point Recognition**

1. Summa Cum Laude 3.8 and above
2. Magna Cum Laude 3.6-3.79
3. Cum Laude 3.4-3.59

### **Honor Graduate Requirements**

In order for a student to graduate with honors, the student must successfully complete a minimum of 10 of the following courses including at least 4 dual credit college courses and obtain an overall GPA of 3.40. The choice of courses may be expanded as new offerings arise.

The course requirements for honor graduates are:

**Honors English I	Spanish I	MAT 140 or other approved dual credit math course
**Honors English II	Spanish II	Topics in Advanced Math
**Honors English III	Chemistry	Dual Credit/College Courses as offered
**Honors College English	Honors Chemistry	

\*\* required for a student to be an honor graduate.

### **Valedictorian/Salutatorian Requirements**

The following requirements must be fulfilled:

1. Be an honor graduate
2. Have been enrolled and completed his/her last 4 semesters in their entirety at HCHS
3. Must successfully complete 2 foreign language courses (of the same language)

4. Must successfully complete high school chemistry
5. Must successfully complete the honors track of English
6. Must successfully complete a minimum of 9 college/dual credit courses
7. The student with the class rank of #1 will be Valedictorian. The student with the class rank of #2 will be Salutatorian.

## **HARASSMENT/DISCRIMINATION**

**Definition:** Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

**Prohibition:** Harassment/Discrimination due to an individual's race, sexual orientation, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited.

**Disciplinary Action:** Students who engage in harassment/discrimination of an employee or another student on the basis of race, sexual orientation, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action including but not limited to suspension and expulsion.

**Procedures:** The Superintendent shall develop procedures providing for:

1. Investigation of allegations of harassment/discrimination to include the submission of a written report of all findings of an investigation to be completed within three (3) school days of submission of the original written complaint
2. Establishment of measures to provide confidentiality in the complaint process
3. A process to identify and employ, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination
4. Annual dissemination of written policy to all staff and students and
5. Age-appropriate training during the first month of school to include an explanation of prohibited behavior

### **Prohibited Conduct**

Conduct and/or actions prohibited under this policy include but are not limited to:

1. Unwanted touching, sexual name-calling, sexual jokes and spreading sexual rumors
2. Member of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom
3. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender of the student
4. Limiting students access to education tools, such as computers, based on the student's gender and
5. Teasing a student's subject choice or assignment based on the gender of the student
6. Being in possession of inappropriate pictures.

### **Appeal**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

### **Retaliation Prohibited**

No one shall retaliate against an employee or student because she/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because she/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall assure that employees and students are protected against retaliation.

## HOME-HOSPITAL GUIDELINES AND PROCEDURES

Home-hospital instruction is a service provided by the Hickman County Board of Education to provide instruction to those students who are unable to attend school due to an illness or injury. Usually a student will be placed in home-hospital instruction if they have a prolonged illness or injury that will keep them out of school for an extended period of time. To have a student placed in home-hospital instruction or to ask any questions concerning this service you may contact the Hickman County Board of Education or the student's Principal. You will be provided with the necessary forms to be completed by the parents and attending physician before home-hospital instruction can begin. The local board has the right to request a second medical opinion or the Board's selection and at the Board's expense before a student is placed on home-hospital.

### **Responsibilities of Students and Parents:**

1. You must obtain forms to be completed by parents and physician that will be given to the home-hospital teacher to be put on file. It must be an original. All applicable forms must be completed by both parent and physician before home-hospital instruction can be initiated. Upon completion and acceptance of forms, the district Placement Committee will be contacted by a home-hospital teacher to arrange instructional sessions.
2. It is the student's responsibility to be available for schedule appointments. If it becomes necessary to cancel an appointment you must contact the home-hospital teacher and reschedule. The home-hospital teacher must see your child at least two (2) separate one-hour sessions during a five school day period. The home-hospital teacher can come more than two (2) hours a week if necessary.
3. The home-hospital student is responsible for turning in assignments and taking tests on dates scheduled by the regular teacher and homebound teacher. The regular teacher and home-hospital teacher will take into consideration the fact that the student may be behind when they sign up for home-hospital instruction.
4. It is the parent's responsibility to contact the school to sign their child up for home-hospital instruction.

### **Suggestions:**

Contact the school and sign your child up for home-hospital instruction as soon as you know they are eligible. This will keep your child from getting so far behind in school.

1. When your doctor suggests your child should stay home for a week or more, ask him/her if arrangements need to be made to provide home-hospital instruction.
2. Make sure the student is prepared to do most of his/her work on his/her own. The home-hospital teacher will spend most of his/her time going over problems in your child's homework and administering tests. As your child does his homework, have him write down questions they may have over a portion of the assignment they do not understand. This will help the home-hospital teacher use the time he/she has with your child more efficiently.
3. Remember, if your child is sick and should remain at home, it does not look good if they show up at after-school functions. The Placement Committee reserves the right to take a student off of home-hospital instruction if they do not appear to be sick or if the student is not doing the assignments given him.

### **Responsibilities of the Home-Hospital Teacher:**

1. The home-hospital teacher will contact the parents of the student for the initial appointment. The home-hospital teacher will then work with the student and parents to schedule appointments needed to keep the student current in his/her studies. The home-hospital teacher will contact the parents or student if he/she will be late or have to cancel an appointment.
2. The home-hospital teacher will be responsible for obtaining the students assignments and communicating with the regular teachers about the student's progress or needs.
3. The home-hospital teacher will keep a current file on all home-hospital students and be responsible for the student's minimum hours. The home-hospital teacher will notify the parent and school if the child is not scheduling enough hours per week (minimum of two hours per week).
4. The home-hospital teacher has the right and obligation to suggest to the school that a student be taken off of home-hospital tutoring because they are not performing.

## HOMEcoming REGULATIONS

1. By secret ballot, students from each grade 9-12, vote to select two candidates from a list of all girls who wish to be candidates. Candidates must meet school eligibility requirements. Student Council advisors are responsible for counting ballots.

2. The high school student body will vote by secret ballot to elect one of these eight candidates. The Athletic Director and student council advisor or designee if there is a conflict, will be responsible for counting these votes.
3. Only the first place winner will be announced.
4. Any member of the high school student body can act as an escort as long as he/she meets school eligibility requirements.
5. Varsity male and female basketball players along with all high school cheerleaders will walk in during the Homecoming ceremony.
6. The cheerleaders and their sponsor will have responsibility for and have control over all Homecoming activities including the dance which will be open to all Hickman County students' grades 7-12.
7. To avoid conflict if, a ballplayer is a candidate or escort, the boys' game will be played first with the girls' game following. In that way the boys' coach will not have a male escort miss any instruction and girls' coach will not have to let any girl leave a game early to change into a formal.

## **PROM REGULATIONS**

Junior and seniors who are currently attending Hickman Co. High School may invite one guest to their annual Prom provided that individuals fall into one of the following categories:

### **Guest Requirements:**

1. No guest shall be below 9th grade in school. They also must be under 21 years of age.
2. All guests must agree, in writing, to abide by all rules of Hickman Co. HS while attending dance activities and be approved by the school administration.
3. For guests who are not currently enrolled at HCHS, the student must submit a copy of the administrator's recommendation from another school or a copy of the guest's driver's license or other proof of identity and age.
4. Guests who are enrolled in another school understand that behavior of this event which violates the guest's school discipline policies may subject him/her to the discipline requirements at his/her school.
5. Individual requests may be granted only at the discretion of the HCHS administration.

### **Reminders:**

1. Dress is black-tie or formal wear and in appropriate taste for a school function.
2. All school rules are in effect regarding appropriate behavior – (i.e. no use of tobacco products, no use of alcohol or drugs, etc.)
3. When students EXIT the building, they are considered to have left the event and MUST leave the school grounds and MAY NOT return.

## **ILLNESS AND MINOR INJURIES**

The parents/guardians of any child who becomes ill or receives an injury requiring parent attention will be notified if the parent can be reached. If the parent/guardian cannot be reached, the school will attempt to contact the other individuals listed on the student's record as being acceptable alternatives to call. Under no circumstances will a child be permitted to go home without the parent's/guardian's, or one of the other listed individual's knowledge or consent. For this reason it is very important that we have a telephone number at which the parent/guardian or another responsible person can be reached at all times. In the event that no one can be contacted, the child will remain at school until the regularly scheduled departure time and will follow the normal routine in returning home.

A parent/guardian will be contacted to pick up a child if they are displaying any of the following symptoms:

- Fever of 100 degrees or greater
- Diarrhea
- Vomiting
- Head lice. Students will be excused the 1<sup>st</sup> day. Additional days will not be excused.
- Parents may also be contacted at the discretion of the faculty/staff or school nurse

**STUDENTS SHOULD BE SYMPTOM-FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**

## IMMUNIZATIONS AND MEDICAL EXAMINATIONS

According to Kentucky law the Board of Education regulations, the following health requirements are made of each student enrolled:

1. A current immunization certificate issued by the Hickman County Health Department must be on file in the student's permanent folder at all times. Each pupil shall be required to present this certificate upon enrollment in school. **No student may begin classes until the school has an immunization certificate on file.** A TB skin test shall be required when recommended by the Health Department, school nurse, or physician.
2. All students, upon initial admission to this school must have a vision examination by an optometrist or ophthalmologist on the required state form and on file in the student's permanent record folder. Transfer students may be given a grace period during which this requirement must be met or they may be removed from classes.
3. All students, upon initial admission to this school and those entering the sixth grade, must have a complete medical examination documented on the required state form and on file in the student's permanent record folder. This physical must be done no earlier than twelve (12) months prior to admission. (704 KAR 4:020) Transfer students may be given a 30-day grace period during which this requirement must be met or they will be removed from classes.
4. Kentucky law, KRS 156.160(i), requires proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner, or physician assistant. This evidence shall be presented to the school no later than January 1 of the first year that a five (5) or six (6) year old is enrolled in public school.

## ALTERNATIVE SCHOOL

The alternative school serves students who have been assigned by their building principal. The program serves students that attend the Elementary and High School. The length of a student's stay is determined by their building principal and their return is determined by the alternative school staff and the building principal.

All policies and procedures for attending alternative school follow the established rules of conduct in this District Handbook Guidelines and Discipline Code book plus the policies and procedures set up by the alternative school staff.

The alternative school will address: (1) academic skills, (2) life skills, and (3) behavior strategies. Students will receive individualized and small group instruction. If a student is placed in alternative school they are not allowed to participate or attend any extracurricular activities for the duration.

Any student who is assigned to alternative school will have assignments sent to them from their classroom teachers. The alternative staff will deliver the assignments to the student and upon completion of the work will deliver the assignments back to the classroom teachers. When possible for extended days over 10 days, a computer program such as Plato or A+ will be utilized in place of assignments from the classroom teacher. However, in conjunction with the classroom teacher and alternative school staff the assignments on the computer program will cover the same content that is being covered by the classroom teacher in the classroom.

The alternative school staff will strive to motivate the student to: increase learning and life skills, improve self-concept, improve relationships with peers and adults, develop pre-employment skills, and encourage students to remain in school. For maximum learning and concentration each student is assigned their own private workspace. Each day's activities are videotaped. Physical fitness is incorporated into each day with a walk to and from lunch if the weather is permitting.

Parents are expected to work in cooperation with the alternative school staff in effecting a positive behavior change for the student. Parents are asked to make sure the alternative school staff has an emergency phone number where a family member can be reached to assist in handling situations or in the event of an emergency.

## **INCLEMENT WEATHER**

In the event of inclement weather, a call will be made using our ONECALL notification system as soon as the decision is made. Our primary sources of information concerning our school system closures are WPSD-TV Channel 6 and KFVS Channel 12, our secondary sources are the radio stations associated with Bristol Broadcasting, i.e. 93.3, 96.9, 94.7, and 102.1. Other social media outlets will be utilized as well. Please do not call school personnel, as most of them will know nothing any earlier than you do.

In the event of bad weather developing during the school day, parents should be on the alert for the possibility of early buses. We recommend that working parents develop a plan to accommodate early transportation of their children.

## **INTEGRATED PEST MANAGEMENT**

The Board of Education has implemented a program of integrated pest management (IPM) in order to control pests in a way that minimized economic, health and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. If you wish to be notified 24 hours in advance of a planned pesticide application check YES, or check NO if you do not wish to be notified on the bottom of the Informed Parent Consent Form.

## **INTERNET/E-MAIL ACCEPTABLE USE POLICY**

We are pleased to offer students in Hickman County Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return the attached form to their school's office.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Hickman County Schools support and respect each family's right to decide whether or not to allow access.

### **RULES AND REGULATIONS**

Students are responsible for good behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege – not a right.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals using the network.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, access to information will be honored. During school hours, staff members will attempt to guide students toward appropriate materials.

As outlined in school policy and procedures on students' rights and responsibilities, the following are not permitted:

1. Sending, accessing, or displaying offensive messages or pictures
2. Gathering information for potentially illegal or damaging activities
3. Using obscene language
4. Harassing, insulting or attacking others



5. Damaging computers, computer systems, or networks
6. Violating copyright laws
7. Using another's password
8. Trespassing in another's folder, work, or files
9. Intentionally wasting resources
10. Using the network for commercial purposes.
11. Revealing personal information or that of another student or staff member

Violations may result in loss of access as well as other disciplinary or legal action.

## **LEAVING SCHOOL**

### **HICKMAN COUNTY ELEMENTARY SCHOOL**

No student may leave the school during the school day for any reason without notification from the child's parent/guardian being given to the office. This notification may be given in person or by sending a signed note giving your child permission to leave school or to change his/her normal departure routine. **All changes to normal departure routines must be reported to the office no later than 2:00 PM, any changes after this may not be possible to arrange.**

During the regular school day children will not be permitted to wait outside the building for parents to pick them up. Anyone picking up a child prior to 2:45 is required to sign them out. This rule is not designed to inconvenience parents or to cause undue hardship but rather to insure that we know with whom your child left school and to be sure that you can be confident that your child is not going to leave except with you or someone you send to pick him/her up. We do not permit children to leave except with family members or others known to have your consent; however, if there are individuals who are NOT to be allowed to pick up your child at school, we should be notified and these individuals must be listed by the parent on the back of the child's registration form.

Parents/Guardians are requested not to pick children up after 2:20 p.m. but prior to dismissal time just because they wish to "get ahead of the traffic." During the last thirty minutes of the day important messages are given to students by way of intercom. Students who leave school before the end of the school day are considered tardy.

### **HICKMAN COUNTY JUNIOR HIGH AND HIGH SCHOOL**

No student may leave school for any reason without a call from his parent or guardian made to the principal's office followed by permission from the office to leave school. All students **MUST CHECK OUT OR IN** with the office at the time of leaving or returning to school.

## **LIBRARY REGULATIONS**

### **HICKMAN COUNTY ELEMENTARY SCHOOL**

1. K-1st Grades - Students may check out one item at a time unless class needs or research requires more than one.
2. 2nd Grade - Students may check out two books at a time unless class needs or research requires more than two.
3. 3-6th Grades - Students may check out three items at a time. Most items may be checked out for a period of two weeks.

In order to meet many different needs of students in grades k-6, the materials housed in the HCES Library vary in readability, content, interest, and difficulty. Students are encouraged to select materials which are age-appropriate. If a student wishes to check out a book containing mature content which is intended for older audiences, he or she may be asked to submit a signed parent permission slip before the item is checked out.

### **HICKMAN COUNTY JUNIOR HIGH AND HIGH SCHOOL**

1. Students should respect others who need to use the library and should work quietly at all times
2. Students should be actively purposefully engaged in reading, studying, or research while in the library. Online games allowed on the school server may be played during breaks and lunch only on designated computer stations
3. Students must not bring food, drinks, candy or gum into the media center.
4. If a student needs to come to the library during class time, a hall pass or phone call from a teacher is necessary.

5. All Library materials must be checked out through the circulation desk. Do not take materials from the library without checking them out.
6. Two books may be checked out at a time unless research or class needs require more than two.
7. Older Copies of magazines may be checked out to students, Current Magazines and newspapers remain in the library.
8. Students should return materials to the shelves when they are finished with them. If unsure of the exact location, students may return items to the Circulation desk.
9. Checkout privileges may be restricted if a student does not return materials on time and/or does not take care of materials that are checked out. Students have lost materials need to see the librarian for replacement cost information and to arrange payment. Students may pay in installments if necessary.
10. Student requests for new titles are always welcome.

### **MEDICATION DISPENSING AT SCHOOL**

Students who need to take medication during the school day must have medications (prescriptions and/or over the counter) brought to the office by parent or guardian. A consent form will be signed at that time that allows a staff member to administer meds. All medication must be brought in its original container, with the child's name and dosage required on all prescription medicines.

### **HICKMAN COUNTY HIGH SCHOOL SEMESTER TEST EXEMPTION POLICY**

All students will be required to take semester exams. The semester test will count 10% of the final grade. It is the responsibility of each teacher to administer semester tests to all students: Each semester exam counts as 10% of the semester grade. Students cannot exempt End of the Course exams or dual credit/dual enrollment exams. Semester exams will not be given in ICEV courses.

Exemption Policy - Policy for exemptions will be based on attendance, behavior, and grades.

Students who have been in Alternative School at any point in the year lose all exemptions.

A's in a single class both nine weeks result in an exemption for the class. Students are allowed 5 excused absences.

An A and a B in a single class for the nine weeks result in an exemption only if the student has 3 or less excused absences.

B's in a single class both nine weeks result in an exemption ONLY if the student has perfect attendance.

An unexcused absence results in students losing all exemptions.

3 tardies in any single class result in the student not being eligible for an exemption in that class.

A doctor excuse is required for any absence during semester exams.

### **SCHOOL WORK POLICY**

Excused Absence - Number of days missed equals the number of days to make up missed work. After the set time period, this grade will receive a zero unless the teacher extends the deadline to make up the work.

School Trips - Work should be turned in on the day the student returns unless the trip is of three or more school days. If the trip is of three or more school days, then the student will have three additional school days upon return to complete assignments.

Late Homework - 10% reduction for every day that the homework assignment is late.

## **SEXUAL ASSAULT POLICY OF THE HICKMAN COUNTY BOARD OF EDUCATION**

### **Purpose**

The purpose of this policy is to provide employees of the Hickman County School System with guidelines for responding to reports of sexual assaults, assisting victims, and reporting to the local agencies/authorities.

### **Policy**

It is the policy of the Hickman County School System that all reported incidents of sexual assault are to be immediately reported to the principals in the Hickman County School System who in turn shall immediately report them to the local law enforcement agencies because the guidelines those agencies are the agencies to handle those situations.

Even though the Hickman County School System has a special law enforcement officer (SLEO) under KRS 158.441 and KRS 61.902-.903, it does not have the employees or resources to develop policies and procedures for in house investigations of sexual assaults, assisting victims, submitting evidence for laboratory testing, keeping victims notified, or other similar types of activities while the local law enforcement agencies have those policies and procedures in place.

Although the Hickman County School System foresees no circumstance for which they would be required to handle directly a sexual assault case without turning it over to other law enforcement agencies. In the event such circumstance arises, the Hickman County School System will adhere to the appendix below to meet the five (5) criteria under SB 63.

### **Appendix 1**

Evidence collection and submission/Victim notification

1. All evidence collected as a result of an examination performed under KRS 216B.400 shall be taken into custody within five (5) days of notice from the collecting facility that the evidence is available for retrieval;
2. All evidence received from a collecting facility relating to an incident which occurred outside the jurisdiction of this department shall be transmitted to a department with jurisdiction within ten (10) days of its receipt by this department;
3. All evidence retrieved from a collecting facility under this paragraph shall be transmitted to the Department of Kentucky State Police forensic laboratory within thirty (30) days of its receipt by this department;
4. A suspect standard, if available, shall be transmitted to the Department of Kentucky State Police forensic laboratory with the evidence received from the collecting facility; and

The Department shall work collaboratively with the local. Victim's Advocate, local Rape Crisis Center, and the Kentucky State Police to notify the victim from whom the evidence was collected of the progress of the testing. This notification shall include whether the testing resulted in a match to other DNA samples, and if the evidence is to be destroyed. This Department may delay notice until a suspect is apprehended or the office of the Commonwealth's attorney consents to the notification.

## **STUDENT VIDEOTAPING**

At some time during the school year, your child may be videotaped or photographed participating in activities or projects. On special occasions, a general audience on television, local cable television, the Internet, or other media may view the tape or photograph. If you do not want your child videotaped or photographed, you should notify the school. Throughout the school year, various surveys maybe administered to students. The survey results would be used to determine needs and results of various programs. Student participation would be voluntary. If you do not want your child to participate, please inform the school.

## **TITLE I SCHOOLWIDE PROGRAM HICKMAN COUNTY SCHOOL DISTRICT PARENT INVOLVEMENT POLICY**

### **Expectation for Parent Involvement**

The Hickman County School District has adopted the following Parent Involvement Policy and Plan. This policy and the plan to implement have been developed jointly and in agreement with, and will be distributed to all parents.

Parents are always encouraged to attend HCES PTO meetings. Parents will be informed to the school's participation in a Title I School wide Program, the purpose and requirements of the Title I, and their right to be involved. Particular attention shall be given to reaching those parents who are economically disadvantaged, disabled, or those who have limited English proficiency, and/or have limited literacy, or are of any racial or ethnic minority background.

The Hickman County School District shall involve parents in an organized, ongoing, and timely manner, in the Title I planning, review, and improvement of programs, including the joint development of the Hickman County Elementary School Parent Involvement Policy and the School-wide Plan.

Parents shall be provided:

1. Timely information and opportunities to attend regular meetings;
2. School performance profiles and their child's individual assessment results, including an interpretation of results
3. A description and explanation of the school curriculum, assessment, and proficiency levels;
4. A timely response to any parent suggestions

### **Shared Responsibility for High Student Performance**

The Hickman County School District has jointly developed with parents, for all students, a Parent-School Learning Compact that describes:

1. The school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that will enable students to meet the state's academic expectations.
2. Ways in which each parent will be responsible for supporting his/her child's learning.
3. The ongoing communication between parent and teachers through: parent/teacher conferences at which time the learning compact will be discussed as well as opportunities to volunteer and participate in his/her child's class.

### **Building Capacity for Involvement**

The Hickman County School District shall build the capacity for strong parent involvement by:

1. Providing assistance to parents in understanding national, state, and local goals, standards, and assessments; Title I, Part A requirements; and how to monitor their child's performance as well as information on how parents can participate in the education of their child.
2. Providing materials and training to parents such as needed literacy training not otherwise available to help parents improve their child's achievement.
3. Educating all school staff, with assistance of parents, on how to reach out, to communicate with, and work with parents as equal partners.
4. Coordinating and integrating, as appropriate, parent involvement programs/activities with Head Start, First Steps and public preschool programs.
5. Ensuring, to the maximum extent possible, information sent home is in a language and form parents can understand. For parents whose English is a second language, provide information in their primary language. For parents who are visually impaired, provide information in Braille or in large print.
6. Involving parents, where appropriate, in development of training for teachers and other staff that improves instruction.
7. Providing other assistance, as appropriate, such as parent resource centers where parents can learn about child development and rearing from birth, designed to help parents become full partners in the education of their child.
8. Developing appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle, and secondary school.
9. Training and supporting parents to enhance involvement of other parents, where appropriate.

## **TITLE I HICKMAN COUNTY SCHOOL DISTRICT PARENT-SCHOOL LEARNING COMPACT**

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with your child's school.

### **Parent/Guardian**

I want my child to achieve; therefore, I will encourage my child by doing the following:

1. See that my child attends school regularly and is on time.

2. Support school staff in maintaining proper discipline.
3. Set aside a specific time for homework and review it regularly.
4. Provide a quiet, well-lighted place for study.
5. Encourage my child's efforts and be available for questions.
6. Stay interested in and aware of what my child is learning.
7. Read with my child and let my child see me read regularly.
8. Communicate with my child's teacher on a regular basis.
9. Attend meetings regularly.

### **Student**

It is important that I work to the best of my ability; therefore, I will strive to do the following:

1. Attend school regularly
2. Be prepared for school each day with completed assignments and supplies.
3. Work cooperatively with my classmates.
4. Respect my school other people and myself.
5. Follow rules of student conduct.

### **Teacher**

It is important that students achieve; therefore, I will strive to do the following:

1. Provide necessary assistance to parents so that they can help with homework assignments.
2. Contact parents regularly to convey something positive about students by note or phone call.
3. Provide high quality instruction in a supportive and non-threatening environment.
4. Provide varied learning opportunities for students to enable them to meet academic expectations.
5. Hold expectations high for all students, believing that all students can learn.
6. Make my classroom and myself accessible to parents, encouraging them to visit the school, observe different classes, and speak with various staff members.

### **Principal**

I support this compact for parent involvement; therefore, I will strive to do the following:

1. Provide an environment that allows for positive communication between the teacher, parent, and student.
2. Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

## **VISITORS/GUESTS/PARENTS POLICY**

To protect our students and to insure that all educational programs are not disrupted, we require that all visitors report directly to the office upon entering the school. All teachers have been instructed to inform unannounced visitors that they must report to the office before going to any classroom or other area in the school.

Visitors are welcome for a brief visit and for lunch only in the elementary school with prior approval.

There will be no visitors allowed during the regular class time. Any person coming into the building should present a photo ID and must state the purpose of the visit. Unauthorized visitors will be asked to leave the premises.

### **RELEASE OF STUDENT DIRECTORY INFORMATION (Juniors & Seniors)**

Federal law mandates the release of the name, address and telephone number of your student to military recruiters and institutions of higher learning. The law provides, in relevant part, that the school district "...shall provide, on a request by a military recruiter or an institution of higher education access to secondary school students' names, addresses and telephone listings..." This information is pulled from Infinite Campus and will be the telephone numbers and addresses you have submitted to the school.

According to the law, you may request that your student's name, address and telephone listing not be released without your consent. Students 18 years of age or older may make this request on their own behalf.

If you do not want your student's name, address and telephone listing provided to military recruiters and institutions of higher learning, you must notify us in writing by August 31<sup>st</sup>.

Please deliver your written notification by mail or in person to Ann Pettit, Guidance Counselor:

Hickman County High School  
Ann Pettit, Guidance Counselor  
301 James H Phillips Drive  
Clinton, KY 42031

## **TERRORISTIC THREATENING**

Our most important function in Hickman County School District is to provide the safest learning environment possible for all of our students and school staff members. Therefore, we are following the direction of the Kentucky Center for School Safety's mandate that we inform parents of the severity terroristic threatening. Please be informed of the following:

### **Definitions of Terroristic Threatening:**

#### **508.078 Terroristic threatening in the second degree.**

- 1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**
  - a. With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;**
  - b. Makes false statements by any means, including by electronic communication, for the purpose of:**
    - 1. Causing evacuation of a school building, school property, or school-sanctioned activity;**
    - 2. Causing cancellation of school classes or school-sanctioned activity; or**
    - 3. Creating fear of serious bodily harm among students, parents, or school personnel;**
  - c. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or**
  - d. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.**
- 2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.**
- 3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.**
- 4. Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.**
- 5. Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.**

### **Penalties**

- 1. Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).**
- 2. Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).**
- 3. Violating a felony (juvenile) fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.**



Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, school district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Thank you for your understanding and cooperation.

The Hickman County School District

**CALENDAR SUMMARY FOR 2022/23**

<i>AUG. 9</i>	OPENING DAY FOR STAFF	<i>JAN.16</i>	MARTIN LUTHER KING, JR DAY
<i>AUG. 10</i>	FIRST DAY FOR STUDENTS	<i>FEB. 20</i>	NO SCHOOL
<i>SEP. 5</i>	LABOR DAY	<i>MAR. 17</i>	NO SCHOOL
<i>OCT. 3-7</i>	FALL BREAK	<i>APR. 3-7</i>	SPRING BREAK
<i>NOV. 8</i>	ELECTION DAY	<i>MAY 16</i>	NO SCHOOL
<i>NOV. 23-25</i>	THANKSGIVING BREAK	<i>MAY 18</i>	LAST DAY FOR STUDENTS
<i>DEC. 19-30</i>	CHRISTMAS BREAK	<i>MAY 19</i>	CLOSING DAY FOR STAFF

**NOTES**

## APPENDIX A

### **NOTIFICATION OF RIGHT TO REQUEST TEACHER QUALIFICATIONS**

Dear Parent or Guardian:

The educators in Hickman 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 1 programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, 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 college 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 para-educators, and if so, their qualifications.

If you would like to request this information, please contact Christel Nall ([christel.nall@hickman.kyschools.us](mailto:christel.nall@hickman.kyschools.us)) by email or phone at 270-653-2341. Please include your child's name, the name of the school your child attends, the name 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.

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