

# **HICKMAN COUNTY**

# **SCHOOLS**



## **Discipline Code Policies**

### **2024 - 2025**

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## TABLE OF CONTENTS

District Discipline Code Policy.....	3
Statement of Discipline Philosophy .....	3
Procedures for Annual Review of the District Guidelines and Discipline Code Policy .....	4
Annual Orientation to the Student Discipline Code.....	4
Hickman County Elementary School Students .....	4
Hickman County Junior High and High School Students .....	4
District Educational Philosophy.....	4
Right and Responsibilities.....	5
Rights .....	5
Responsibilities .....	5
Asbestos Management Plan Notification .....	6
Academic Honesty .....	7
Violations of Academic Honesty .....	7
Consequences.....	7
Attendance .....	7
Compulsory Attendance.....	7
No Pass/No Drive.....	9
Academic and Attendance Deficiencies.....	9
Bullying/Hazing .....	9
Bullying Defined.....	9
Actions Not Tolerated.....	9
Reports .....	10
Other Claims .....	10
Bus Safety and Practice.....	10
Telecommunication Devices .....	11
Possession and Use .....	11
Notice of Policy.....	12
Transportation .....	12
Hickman County Elementary School Students .....	12
Hickman County Junior High and High School Students .....	12
Detention.....	13
Hickman County Elementary School Students .....	13
Hickman County Junior High and High School Students .....	13
Disciplinary Procedures .....	13
Level 1 Behavior and Consequences .....	13
Level 1 Definitions of Behavior Violations .....	14
Level 2 Behavior and Consequences .....	14
Level 2 Definitions of Behavior Violations .....	14
Level 3 Behavior and Consequences .....	15
Level 3 Definitions of Behavior Violations .....	16
Level 4 Behavior and Consequences .....	18
Level 4 Definitions of Behavior Violations .....	18
Disrupting the Educational Process .....	21
Removal .....	22
Weapons: Possession and/or Use.....	22
Search and Seizure .....	22
Dress Code .....	23
Hickman County Elementary School Students .....	23
Hickman County Junior High and High School Students .....	24
Drinks and Food.....	25
Due Process.....	25
Suspension .....	25
Board May Expel.....	25
Educational Enhancement Opportunities .....	27
Extended School Services .....	28
Hickman County Elementary School Students .....	28
Hickman County Junior High and High School Students .....	28

Hickman County High School Extracurricular Activities Participation Guidelines .....	28
Notification of FERPA Rights .....	29
Viewing of Student Records Pursuant to FERPA .....	30
Field Trips .....	30
Grading Policies .....	30
Hickman County Schools Grading System .....	30
Promotion and Retention .....	31
Hickman County High School .....	31
Senior Graduation Policy .....	32
Harassment/Discrimination .....	33
Home-Hospital Guidelines and Procedures .....	34
Homecoming Regulations .....	35
Prom Regulations .....	35
Illness and Minor Injuries .....	35
Immunizations and Medical Examinations .....	36
Alternative School .....	36
Alternative Education .....	37
Inclement Weather .....	38
Integrated Pest Management .....	38
Internet/Email Acceptable Use Policy .....	38
Acceptable Use Policy of District Technology Resources .....	38
User Privacy/Network & Device Monitoring/Filtering .....	39
Prohibited .....	39
Google Workspace for Education Notice .....	39
Leaving School .....	42
Hickman County Elementary School .....	42
Hickman County Junior High and High School .....	42
Library Regulations .....	43
Hickman County Elementary School .....	43
Hickman County Junior High and High School .....	43
Medication Dispensing at School .....	43
Hickman County High School Semester Test Exemption Policy .....	43
School Work Policy .....	44
Sexual Assault Policy of the Hickman County Board of Education .....	44
Student Videotaping .....	45
Title I School Wide Program Hickman County School District Parent and Family Engagement Policy .....	45
Title I Hickman County School District Parent-School Learning Compact .....	48
Visitors/Guests/Parents Policy .....	49
Release of Student Directory Information (Juniors & Seniors) .....	49
Terroristic Threatening .....	49
Calendar Summary .....	51
Appendix A – Notification of Right to Request Teacher Qualifications .....	52
Index .....	53

## **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/Designee shall be responsible for administration and implementation of the code within each school. The Principal/Designee shall apply the code uniformly and fairly to each student without partiality or discrimination.

The Principal/Designee 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.

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## **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/designee 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 school's front office for an absence slip before being admitted to any class missed. Parents or guardians of high school students are required to call the school's front 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/designee
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/designee 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/designee.

**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/designee 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 school's front 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/designee.
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 school's front 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/designee.
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/designee 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 (KRS 158.148)**

**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 event: 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/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/designee.

- 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/designee.
  - 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. 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 front office of the school.

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/designee 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/designee.

Students may be assigned to detention by the principal/designee.

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.
  - a. Teachers will submit a write-up in Infinite Campus when the third tardy occurs.
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/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/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/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/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/vapes/vape pens and supplies**- This misconduct includes use or possession of tobacco/e-cigarettes/vapes/vape pens 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/designee 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/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/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 (KRS 158.148)**

**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 event:  
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/designee.

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

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

The principal/designee 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/vapes/vape pens and supplies** - This misconduct includes the sale or transfer of any form of tobacco/e-cigarettes/vapes/vape pens 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/designee will report the offense to the superintendent. The principal/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/designee 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/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/designee. 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/designee, 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/designee in the offense or violation.

### **DISRUPTING THE EDUCATIONAL PROCESS**

Behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending student to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult;
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property, including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or

6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

### **REMOVAL**

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal/Designee may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal/Designee may permanently remove a student from a classroom for the remainder of the school year if the Principal/Designee determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal/Designee shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal/Designee shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

### **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/Designee 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/designee.
- 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/designee 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/designee 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 principal/designee 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 principal/designee 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.

## **SUSPENSION**

### **WHO MAY SUSPEND**

In accordance with KRS 158.150, the Principal/Designee may suspend a student up to a maximum of ten (10) days per incident.

### **LENGTH OF SUSPENSION**

A student may not be suspended for more than a total of ten (10) days per incident.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

### **PRIOR DUE PROCESS REQUIRED**

A student shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431)<sup>1</sup>, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process.

A student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

### **IMMINENT DANGER**

In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

### **WRITTEN REPORT REQUIRED**

The Principal/Designee shall report any suspension in writing<sup>1</sup> immediately to the Superintendent and to the parent of the student being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

### **EXTRACURRICULAR ACTIVITIES**

A student on suspension shall not be allowed to participate in any extracurricular activity sponsored by the school.

### **STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.<sup>2</sup>

**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.

## **BOARD MAY EXPEL**

The Board may expel or extend the expulsion of any student 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 posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.<sup>1</sup>



The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon to a school under its jurisdiction per Board Policy 05.48.

The Board may expel a student for longer than twelve (12) months.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others on or off school property (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students.

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

### **HEARING AND RECORDS REQUIRED**

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board.<sup>1</sup> The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.<sup>3</sup>

Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

### **BOARD DECISION FINAL**

The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board's decision shall be final.<sup>1</sup>

### **STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)<sup>1&3</sup>

### **TRANSFER OF RECORDS**

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.<sup>2</sup>

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/Designees 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/designee 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/designee 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/designee, 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/designee 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/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/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/designee 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/designee, 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/designee 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/designee.**
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/designee'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/designee for his/her review and kept on file. The principal/designee 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/designee. 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/designee. 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/designee 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.

## **Graduates of Distinction Criteria**

### **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 be an honor graduate, the student must meet the following requirements:

1. Have a minimum of 3.40 GPA.

2. Take three years of honors English and ENG 101.
3. Take a minimum of four dual credit courses (must include ENG 101).
4. Take six additional courses from the following:
  - Spanish 1
  - Spanish 2
  - Chemistry
  - Honors Chemistry
  - Topics in Advanced Math
  - A minimum of three additional dual credit courses.

### **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/Designee, 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/Designee. 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. Candidates may be nominated by students and staff.
2. By secret ballot, students from each grade 9-12, vote to select two candidates from a list of all girls who are willing to be candidates and meet school eligibility requirements. Student Council advisors are responsible for counting ballots.
3. 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.
4. Only the first place winner will be announced.
5. Any member of the high school student body can act as an escort as long as he/she meets school eligibility requirements.
6. Varsity male and female basketball players along with all high school cheerleaders will walk in during the Homecoming ceremony.
7. 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.
8. 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/designee. The program serves students that attend the Elementary and High School. The length of a student's stay is determined by their building principal/designee and their return is determined by the alternative school staff and the building principal/designee.

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.

## **ALTERNATIVE EDUCATION**

**Definition:** Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.<sup>1</sup>

**Purpose:** The purpose of the Board's Alternative Education Program is to provide:

- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Academic Standards and the learning goals in each student's Individual Learning Plan (ILP).
- Successful student transition to the regular school assignment, when possible, or to post-secondary status.
- A meaningful alternative to suspension and/or expulsion of a student.

### **Alternative Education in Lieu of Expulsion**

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

The alternative program or setting may be provided virtually. Students placed in an alternative program or setting shall be subject to compulsory attendance requirements under KRS Chapter 159 and applicable Board policy. Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board. Following the initial alternative placement of a student, the Board shall review the alternative program or setting placement at least once per year and determine if the placement should be continued.<sup>4</sup>

NOTE: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

As required by Kentucky Administrative Regulation the District shall ensure:

- That each Alternative Education Program is not limited in scope or design and is aligned to the academic program of the District.
- A student enrolled in an Alternative Education Program may be eligible to participate in one (1) or more types of programs to address student learning needs that may include an alternative digital learning environment, credit recovery, or an innovative path to graduation.
- The Board shall review this policy and accompanying procedure(s) annually.<sup>2</sup>

**Eligibility Criteria:** Alternative education placements may be utilized for students at all grade levels.

Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site.

An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.



- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
- The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in 704 KAR 19:002.
- A student's parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.

### **Notification**

The Principal/Designee or other designated administrator shall notify the parents by letter of their child's assignment to the Alternative Education Program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the team and approved by the Superintendent/designee.

## **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**

### **ACCEPTABLE USE POLICY OF DISTRICT TECHNOLOGY RESOURCES**

In accordance with Board Policy 08.2323, Access to Electronic Media, the district has established rules and procedures governing the acceptable use of district technology resources. These rules and procedures prohibit illegal, unethical, and inappropriate use of district technology resources by students. The use of state email is the official account to be used by faculty, staff, and students when conducting school business. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return the Acceptable Use Policy (AUP). By signing the AUP you are accepting and agreeing that your child's rights to use the electronic resources provided by the District, and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. Parents/Guardians who desire that their child not use the Internet should contact the school to make that request.

## **USER PRIVACY/NETWORK AND DEVICE MONITORING/FILTERING**

Access to the Internet provides users with a wealth of information and resources from libraries, databases, and individuals worldwide. However, it's important to understand that communications on the network and/or school devices are public and can be viewed, shared, and retained by various parties, including network administrators, for maintaining system integrity and ensuring user safety. Users, whether students, faculty, or staff, are expected to demonstrate acceptable, responsible, respectful, and safe behavior on the district network and all devices, including personally owned devices. Communications and activities may be periodically reviewed by designated school officials to ensure compliance with the district's guidelines. In compliance with Senate Bill 230 and the Children's Internet Protection Act, the district utilizes a blocking/filtering solution similar to a proxy server to monitor district-wide digital activity, including email and internet usage. This software logs all internet activity by every user and allows for blocking and filtering of sites deemed inappropriate by the Hickman County School District. However, it's important to note that no filtering solution can block 100 percent of inappropriate or unsafe sites. It is imperative that users understand our network is monitored to ensure acceptable use and no activity nor communication sent out or received is to be considered private in nature. Accounts can be reviewed as needed to ensure the safety of our users, as well as to ensure compliance with the acceptable use policy.

When a student, faculty, or staff member has a district-owned device in their possession, they are bound by the district's Acceptable Use Policy Agreement, even when off school grounds. This means that the device can be tracked, monitored, and content can be blocked/filtered by the district. Users and their parent/guardian (when applicable) are responsible for knowing the rules and setting boundaries for device usage off school grounds. Misuse of the device may result in appropriate disciplinary actions, and the district reserves the right to seek financial compensation up to the cost of replacement of the device if it is lost, stolen, or damaged beyond repair. Additionally, the district may seek compensation for repairs in cases of negligence or carelessness by the user.

## **PROHIBITED**

As outlined in school policy and procedures on students' rights and responsibilities, the following actions 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 ID or login credentials.
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.
12. Unauthorized use of district resources, including hacking or attempting to gain access that is not authorized, disrupting the network in any way, or attempting to circumvent the district's Internet filtering.

Violations of this agreement may result in immediate removal of all network access, including Internet and email privileges, the loss of a district-provided device, disciplinary action, and/or legal action. It's important for all users to adhere to these guidelines to ensure a safe and productive learning environment.

## **GOOGLE WORKSPACE FOR EDUCATION NOTICE**

At Hickman County School District, we use Google Workspace for Education. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Hickman County School District, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. By signing the User Agreement Form, you are giving your permission to us to provide and manage a Google Workspace for Education account for your child. This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google:

Assignments	Calendar	Classroom	Drive and Docs	Gmail	Sites	Tasks
Google Chrome Sync	Google Meet	Google Vault	Groups for Business	Jamboard	Keep	



You can find descriptions of these services at [Google Workspace Terms Of Service](#).

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

Applied Digital Skills	Blogger	Chrome Web Store	CS First	Feed Burner	Google Alerts
Google Arts and Culture	Google Bookmarks	Google Cloud Platform	Google Earth	Google Groups	Google Maps
Google My Maps	Google News	Google Photos	Google Play	Google Play Console	Google Public Data
Google Search Console	Google Translate	Looker Studio	Managed Google Play	Material Gallery	Youtube

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available online by searching for the third party services listed below.

GeoGuessr	ELMS LMS	Google Drive LTI by Canvas	Pinterest	Banzai Inc.
Flip	Lumin PDF	Boddle Learning	Spotify	HMH Single Sign On
Jotform	Blackboard Inc	Forms App	Senor Wooly	Education.com
Adobe Acrobat	Typing.com	CommonLit	Tassel Pathway	Desmos
Desmos	Read&Write by Texthelp	Microsoft apps & services	Nucleus	Infinite Campus
BrainPOP	Newsela	Canvas	Easel Activities	Blooket
ClassDojo	ReadWorks	Screencastify	Gimkit	Pear Deck
Remind	99math	EBSCO	QR Code Barcode	Lightspeed Systems
Adobe	Canva	Storyboard That	Form Notifications	Kahoot
Ag AET	Boom Cards	DocHub - PDF Sign & Edit	BandLab	HMH Ed Assignments
Clever	Remind	CloudReady by Neverware	Teacher Toolbox	CloudReady by Neverware
multiplication.com	Legends of Learning	Edulastic	Actionaly	KYVL
Roxxem	Quizizz	epic!	Neptune Navigate	Garbanzo
Grammarly	Edpuzzle	Kami	Floor Planner	
Quizlet	Nearpod	ICivics	Prodigy Education	
Survey Monkey	IPL	Bitly	IOS/Android Device	

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [Google Workspace for Education Privacy Notice](#). Please review this information in its entirety.

*What personal information does Google collect? When creating a student account, Hickman County School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account. When a student uses Google core services, Google also collects information based on the use of those services. This includes:*

- 1. Account information, which includes things like name and email address.*
- 2. Activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.*
- 3. Settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.*
- 4. Location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.*
- 5. Direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support*

*The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):*

- 1. Activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.*
- 2. Apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.*
- 3. Location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.*

*How does Google use this information? In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information. In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.*

*Does Google use student personal information for users in K-12 schools to target advertising? No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes. Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.*

*Can my child share information with others using the Google Workspace for Education account? We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.*

Will Google disclose my child's personal information? Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases: With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

1. View account information, activity and statistics;
2. Change your student's account password;
3. Suspend or terminate your student's account access;
4. Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
5. Restrict your student's ability to delete or edit their information or privacy settings.

*With your consent:* Google will share personal information outside of Google with parental consent. For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures. For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian? First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice. If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the District Technology Coordinator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

## 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/designee'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

#### **Purpose:**

The purpose of the Semester Test Exemption Policy is to provide guidelines and procedures for end of semester tests.

#### **Procedures:**

The Hickman County High/Junior High School will allow student exemptions from semester tests based on the following:

1. A student who has been assigned to Alternative School at any point during the school year will lose **all** exemptions.
2. A student who has a grade of A in a class for **both** 9 weeks of the semester will be eligible for an exemption in that class only if the student has 5 or fewer **excused** absences during that semester.
3. A student who has a combination grade of an A and a B in a class for the two 9 weeks will be eligible for an exemption only if the student has 3 or fewer **excused** absences during that semester.
4. A student who has a grade of B for both nine weeks will be eligible for an exemption **only if** the student has perfect attendance during that semester.



5. An **unexcused** absence will result in a student losing **all** exemptions.
6. A student who has accumulated 3 tardies in any single class **will not be eligible** for an exemption in that class, regardless of grades.
7. For semester test exemption purposes. If during the semester a student is absent and receives a doctor's note requiring the student to be absent multiple days, then the absence will only count for one day.
8. An exempt student may job shadow or complete community service during semester exams.

**Evaluation:**

The Semester Test Exemption Policy will be evaluated by the school council as needed.

**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.

Three missing assignments in any one class or total of five missing assignments will result in students being assigned Saturday School.

**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/designees 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 AND FAMILY ENGAGEMENT POLICY**

*In support of strengthening student academic achievement, Hickman County, receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the district's expectations and objectives for meaningful parent and family engagement and describes how the district will implement a number of specific parent and family engagement activities.*

#### **Section I: Involve Parents in Policy and Plan Development**

Hickman County School District will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

1. Involve parents in jointly developing and agreeing on the district parent and family engagement policy.
  - Hickman County Schools will meet annually with a family engagement advisory team to review the Engagement Policy and determine any changes or additions to better support the engagement of all families within the district. This meeting will occur at the end of the school year to be able to critique programs and data from the school year. The Falcon Nights team will be made of teachers and parents from grades K-12.
  - Hickman County School District annually surveys their families and parents to ensure their voice in decision are heard.
  - Hickman County School District provides parent/family opportunities to develop topics for future family engagements through an annual survey and open-door policy suggestions(s).
2. Involve parents and family members in jointly developing the comprehensive district improvement plan (CDIP) and the development of the comprehensive school improvement plans (CSIPs).
  - A public meeting will be held once the KSA scores are release. At the public meeting district leaders will share information about current district activities and progress. At this time, the CDIP/CSIP process will be explain in relation to KSA, closing gaps, etc. The stakeholders will be able to voice their concerns and offer recommendations about district goals and focus which will be placed within the CDIP/CSIP if applicable.

#### **Section II: Coordinate and Integrate Support and Strategies**

Hickman County School District will:

1. Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools within the district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders and philanthropic organizations or individuals with expertise in effectively engaging parents and family members in education.
  - Hickman County School District will ensure the designation of resources to assist in communicating with parents and family information in their native language that will support the education of all

families. Documents will be translated into parents' native language. Translators will be provided as necessary.

- Hickman County School District will coordinate as needed with individuals or outside agencies to support families in their abilities to work with their child academically.
  - Hickman County School District will make a good faith effort to convene an annual meeting at a convenient time to which all parents and family of participating children shall be invited and encouraged to attend to inform them of their school's participation in and requirements for Title I programs and of their rights to be involved. Title I information will be given on these dates:
    - Open House meeting in August
    - Fall Festival in October
    - Parent/Teacher Conferences in September, October
  - The District will provide assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children. The District will provide material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as: Scheduling training in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution; Using technology, including education about the harms of copyright piracy, as appropriate; and providing information, resources and materials in a user friendly format.
  - Hickman County School District will design and conduct an evaluation process where by parents can share their ideas about the contact and effectiveness of this policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The findings in the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy if necessary.
2. Coordinate and integrate parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, to the extent feasible and appropriate, with other federal, state and local laws and programs.
- The district leadership team works collaboratively to ensure that parental involvement activities include information and opportunities to support academic achievement. Planning occurs with all district leaders to ensure all students groups are represented. Each school develops a parental involvement plan that is posted on the district website and distributed to parents during enrollment. Plans are also available at every school site throughout the year. Additionally, school leaders engage and partner with community stakeholders and other organizations such as QUEST, 4H, Boys Scouts, etc. as partners in providing activities and opportunities to engage parents.
  - The District will communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the District website, e-mail, telephone, parent and teacher conferences, and home visits if needed.
  - The District will actively recruit parents and family members to participate in school review and improvement planning. Establishing meaningful, ongoing two-way communication between the District, staff and parents and family members is critical to the success of the student and the success of the program. The district will assign the elementary, middle school dean and high school principal to establish a bridge in communication between the LEA and parent.

### **Section III: Evaluate the Policy**

Hickman County School District will:

1. Conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served by Title I, including identifying:
  - a. Barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
    - Conduct an evaluation that will be available on the district website and/or by a QR code to access the online survey through Microsoft Forms
  - b. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

- Federal Programs Director will record the responses and feedback and bring the information and data to the Falcon Family Committee.
- c. Strategies to support successful school and family interactions.
  - Based upon the data, the Committee will identify gaps, strengths and needs of the District based upon the data received from the surveys and info from iReady and CSIP/CDIP
- 2. Use the findings of the annual evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the district and/or school parent and family engagement policies.
  - Review the PFE Policies, revise if necessary
  - Select learning activities that parents engage in to promote their child’s literacy and math skills outside school
  - Falcon Family Nights review activities to engage families and make them feel welcome
  - Activities to support new families transferring to district

**Section IV: Involve Parents at the School Level**

Hickman County School District will:

1. Involve parents in the activities of the schools served under Title I, [which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, reviewing and revising the parent and family engagement policy.
  - Provide an annual meeting in the fall to describe the school’s participation in the Title I, Part A program. The meeting will explain the rights of families to be involved and how to offer feedback on the implementation and usefulness of the Parent Engagement Plan. The individual schools will include parents and family members in the planning, review, implementation, and improvement of the parent and family engagement district policy, plan, and programs.
  - Provide parents with information about attendance, grades, and discipline through their Open House/Back to School events at each school. Information will also be made available online through the district website.
  - Provide each parent a secure username and password to the Parent Portal of Power School to view student information and grades.
  - Host Family Nights throughout the year with a focus on literacy and math.
  - Provide parent-teacher communication about student progress and curriculum standards through two annual parent teacher conferences, student progress reports to family and parents, email and/or phone conversations, and an open-door policy with building level administrators.
  - Utilize school activities to inform family and parents of ways to become more engaged in their child’s educational progress.
  - Communicate through the schools all school activities offered as either enrichment or remedial that are offered for student support.
2. Involve parents in the decisions regarding how funds reserved for parent and family engagement are allotted for parental involvement activities at the district and/or school level.
  - During open house, Families and parents can give feedback and suggestions on activities that are funded by Title I Part A through survey that will be given at that time.

**Section V: Accessibility and Requirements [ESSA 1116(f)]**

In carrying out Title I, Part A parent and family engagement requirements Hickman County School District will:

1. To the extent practicable, shall provide opportunities for informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities and parents and family members of migratory children), including providing information and school reports required under ESSA 1111 in a format, and to the extent practicable, in a language such parents understand.
  - Documents will be translated into the native language of parents and family.
  - Translators will be available if needed by the parents or family members.
2. Notify parents of this policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The policy will be distributed to parents and made available to parents and members of the local community.

- Notification of this policy will be made available in a language that the parents can understand. The translated edition will be mailed and placed on the District website.

### **Section VI: Policy Review and Revision**

Hickman County School District will work jointly with parents to review and revise this policy as necessary to meet the changing needs of the parents and the district, as evidenced by the agenda, sign in sheet and minutes from the Falcon Nights Committee on May 16, 2024.

This policy was adopted by Hickman County Schools District and will be in effect for the period of 2024-2025 school year. The school district will distribute this policy to all families of participating Title I, Part A children.

The policy was last reviewed and/or revised on: May 16, 2024

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

Section 1116(d) of the Every Student Succeeds Act (ESSA) states that schools served under Title I, Part A must jointly develop with, and distribute to, parents and family members of participating children a written school-family compact. The compact outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve Kentucky’s high standards. The term “parent” refers to parents, guardians, family members and caregivers. The Kentucky Department of Education requires the compact to be signed by all involved parties.

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/Designee**

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 2024/25**

<i>AUG. 6</i>	OPENING DAY FOR STAFF	<i>JAN.20</i>	MARTIN LUTHER KING, JR DAY
<i>AUG. 7</i>	FIRST DAY FOR STUDENTS	<i>FEB. 14</i>	NO SCHOOL
<i>SEP. 2</i>	LABOR DAY	<i>FEB. 17</i>	NO SCHOOL
<i>OCT. 7-11</i>	FALL BREAK	<i>MAR. 14</i>	NO SCHOOL
<i>NOV. 4-5</i>	NO SCHOOL	<i>APR. 7-11</i>	SPRING BREAK
<i>NOV. 27-29</i>	THANKSGIVING BREAK	<i>MAY 16</i>	LAST DAY FOR STUDENTS
<i>DEC. 23-JAN. 3</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.

## INDEX

Academic Honesty 7  
Alternative Education 37, 38  
Alternative School 36, 37  
Asbestos Management Plan 6, 7  
Attendance 7, 8, 9  
Bullying/Hazing 9, 10  
Bus Safety and Practice 10, 11  
Calendar Summary 51  
Detention 13  
Disciplinary Procedures 13, 14, 15, 16, 17, 18, 19, 20, 21  
Discipline Code Policy 3  
Discipline Philosophy 3, 4  
Disrupting the Educational Process 21, 22  
District Guidelines and Discipline Code Policy Review 4  
Dress Code 23, 24  
Drinks and Food 25  
Due Process 25  
Education Philosophy 4  
Educational Enhancement Opportunities 27  
Expulsion 25, 26, 27  
Extended School Services 28  
Extracurricular Activities Participation Guidelines (High School) 28, 29  
FERPA Rights 29, 30  
Field Trips 30  
Grading Policies 30, 31, 32, 33  
Harassment/Discrimination 33, 34  
Homecoming Regulations 35  
Home-Hospital Guidelines and Procedures 34, 35  
Illness and Minor Injuries 35, 36  
Immunizations and Medical Examinations 36  
Inclement Weather 38  
Integrated Pest Management 38  
Internet/E-mail Acceptable Use Policy 38, 39, 40, 41, 42  
Leaving School 42  
Library Regulations 43  
Medication Dispensing at School 43  
No Pass/No Drive 9  
Prom Regulations 35  
Rights and Responsibilities 5, 6  
School Work Policy 44  
Search and Seizure 22, 23  
Semester Test Exemption Policy 43, 44  
Sexual Assault Policy 44, 45  
Student Directory Information Release (Juniors and Seniors) 49  
Student Discipline Code Orientation 4  
Student Videotaping 45  
Suspension 25  
Telecommunication Devices 11, 12  
Terroristic Threatening 49, 50  
Title I Hickman County School District Parent-School Learning Compact 48, 49  
Title I Schoolwide Program Hickman County School District Parent and Family Engagement Policy 45, 46, 47, 48  
Visitors/Guests/Parents 49  
Weapons: Possession and/or Use 22

Appendix A -- Notification of Right to Request Teacher Qualifications 52