

2024-2025
HANCOCK COUNTY SCHOOLS

83 State Route 3543
Hawesville, Kentucky 42348
270-927-6914

**CODE OF
ACCEPTABLE BEHAVIOR
AND DISCIPLINE**



Equal Education and Employment Opportunities M/F/D

HANCOCK COUNTY SCHOOLS

MISSION:

Every student will be equipped with what is needed to build the foundation of knowledge and skills to live a post-secondary ready life.

VISION:

To provide leadership, systems and resources to ensure a foundation of knowledge and skills needed for post-secondary readiness.

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

83 State Route 3543
Hawesville, Kentucky 42348
270-927-6914

Discipline Code Contact Person
Nick Boling 270-927-6914

The Code of Acceptable Behavior and Discipline was reviewed by Hancock County School Board Attorney, Regina Jackson (ELPO) and approved by the Board of Education on July 20, 2024.

Code of Acceptable Behavior and Discipline Committee Members:

Nick Boling	Greg Payne	Joey Minton	Brice Duncan
Michael Swihart	Laura Kessans	Jordan Rhodes	Mitch Brown
Joshua Scherrer	Sherry McCaslin	Jennifer Howe	John Garner
Traci Sanders	Lora Johnson	Trey Anderson	Sona Miller
Cody Axton	Mark Powers	Fahlin Anderson	

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ADDRESSES/PHONE NUMBERS WITHIN HANCOCK COUNTY SCHOOL DISTRICT

Hancock County Board of Education
83 State Route 3543
Hawesville, Kentucky 42348
Phone: (270)927-6914
FAX: (270)927-6916

Hancock County Middle School
100 State Route 271 South
Lewisport, Kentucky 42351
Phone: (270) 927-6712
FAX: (270) 927-9895

South Hancock Elementary School
8631 State Route 69
Hawesville, Kentucky 42348
Phone: (270) 927-6762
FAX: (270) 927-9400

North Hancock Family Resource Center
330 Frank Luttrell Road
Lewisport, Kentucky 42351
Phone: (270) 927-7900
FAX: (270)295-6332

Middle School Youth Service Center
100 State Route 271S
Lewisport, KY 42351
Phone: (270) 927-6825

North Hancock Head Start
330 Frank Luttrell Road
Lewisport, KY 42351
Phone: (270) 927-7900

Lewisport Vocational Center
8088 US Highway 60 W
Lewisport, KY 42351
Phone: (270) 295-4330

Hancock County High School
80 State Route 271 South
Lewisport, Kentucky 42351
Phone: (270) 927-6953
FAX: (270) 927-8677

North Hancock Elementary School
330 Frank Luttrell Road
Lewisport, Kentucky 42351
Phone: (270) 927-7900
FAX: (270) 295-6332

Career Center
1605 US Hwy. 60 West
Hawesville, Kentucky 42348
Phone: (270) 927-8066
FAX: (270) 927-9043

High School Youth Services Center
80 State Route 271 South
Lewisport, Kentucky 42351
Phone: (270) 927-6953

South Hancock Family Resource Center
8631 State Route 69
Hawesville, KY 42348
Phone: (270) 927-6762

South Hancock Head Start
8631 State Route 69
Hawesville, KY 42348
Phone : (270) 927-8905

Hancock County Alternative Center
8080 US Highway 60 W
Lewisport, KY 42351
Phone: (270) 927-7765

2024-2025 HANCOCK COUNTY SCHOOL SYSTEM CALENDAR

August 15, 19-22	ALL TEACHER/STAFF WORK DAYS
Friday, August 23	Opening Day For Teachers/Staff
Monday, August 26	First Day for Students
Monday, September 2	No School - Labor Day
Monday, October 7	No School- Flex Professional Development Day
Monday – Friday, October 7-11	No School - Fall Break
Tuesday, November 5	No School-Election Day
Wednesday, November 27	No School – Flex Professional Development Day
Thursday, Friday November 28 and 29	No School - Thanksgiving Break
Friday, December 20	Students Last Day before Christmas Break
Monday, December 23	No School- Flex Professional Development Day
December 23 – January 3	No School - Christmas Break
Monday, January 6	Students First Day Back after Christmas Break
Monday, January 20	No School
Monday, March 31	No School- Flex Professional Development Day
Monday – Friday, Mar.31-April 4	No School - Spring Break
Monday, April 7	Students Return from Spring Break
Monday, May 23	Last Day for Students (This date is subject to change)
Tuesday, May 27	Closing Day for Teachers/Staff

Missed school days will be made up using the following schedule:	
1st-10th	NTI
11th	February 17, 2025
12th	May 27, 2025
13th	May 28, 2025
14th	May 29, 2025
15th	May 30, 2025
<p style="text-align: center;">NOTE: After the 15th day, the Hancock County Board of Education will meet to decide how additional days will be made up in the instructional calendar.</p>	

HOW TO REPORT CONCERNS

1. Students, parents, or guardians can call and report all concerns related to school safety to their school principal or counselor
2. If there are concerns related to crimes, please contact the Hancock County Sheriff's Office at 270-927-6247. If there is an immediate emergency please dial 911.
3. Please use S.T.O.P. anonymous reporting tool. You can find the link on any of our school websites or <https://homelandsecurity.ky.gov/SafeSchools/Pages/default.aspx>

PROCEDURES FOR ANNUAL ORIENTATION TO THE CODE FOR STUDENTS, PARENTS & TEACHERS

- A. Students - Each student will receive, by school administrators or teachers, an orientation to the Code of Acceptable Behavior and Discipline (“Code”) at the beginning of each school year or upon enrolling in Hancock County Schools.
- B. Teachers - A school administrator will review and explain the Code to the faculty at a faculty meeting each year before school starts.
- C. Parents - A copy of the Code will be available on-line at the beginning of the school year. Parents will then be encouraged to contact the school if there are questions or comments. In addition, parents can request a hard copy of the Code from any school or the central office.

During Online Registration, parents must acknowledge they have received, reviewed, and are in agreement to comply with the Code.

ALLOWANCES IN THE CODE FOR FLEXIBILITY AND INDIVIDUAL REVIEW

The Code is a set of regulations that administrators and teachers will use to govern the discipline of the students.

- A. Flexibility is built into the Code in dealing with student behavior by differentiating between the severity of offenses and by offering various alternative measures for dealing with misbehavior.
- B. Extenuating circumstances will be taken into account when dealing with student behavior.

WHEN AND WHERE THE CODE APPLIES

The Code applies throughout the year to all students participating in educational activities, both curricular and extra-curricular, anytime students are on school-provided transportation, on school grounds, participating in a school-based activity, and /or under the supervision of school personnel.

PERSONNEL AUTHORIZED TO ADMINISTER THE CODE AND THE MECHANISM FOR ADMINISTERING THE CODE

- A. The Code will be administered by personnel authorized by the Board of Education in accordance with board policy and Kentucky State law related to student discipline and behavior.
- B. Discipline problems, which are of a common or minor nature, are to be handled by the classroom teacher using informal, in-school measures.
- C. Discipline problems, which the teacher deems to be of a serious nature, must be referred to the principal or designee. The administrator will investigate the problem and deal with it using the circumstance and the Code as guides for dealing with the problem.

HANCOCK COUNTY SCHOOL DISTRICT DISCIPLINE PHILOSOPHY

The Hancock County School District believes that an environment must be ensured in each school that is conducive to the learning process. An effective discipline code, which is characterized by uniformity, clarity, equity and fairness, contributes to the development of this environment.

The discipline code also facilitates the development of students’ self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the educational process and a symbol of the commitment of parents, students, teachers, and administrators to the maintenance of an effective learning environment.

It is for these reasons that the Hancock County School District develops and maintains a discipline code which emphasizes not only the rights of students but also the responsibilities of students to others and to the learning process. School authorities are given a broad range of powers in assuring that student rights and responsibilities are harmonious with the learning process. The Hancock County School District will exercise these powers with discretion and will adhere to the requirement of due process and other constitutional standards.

STUDENT RIGHTS AND RESPONSIBILITIES

A. LEGAL BASIS

Students, as citizens of the United States, are guaranteed certain individual rights by the Constitution of the United States. In the formulation of student discipline codes, school districts shall give particular attention to the following specific rights as delineated in KRS 160.295(6):

1. Right of expression, including, but not limited to appearance, assembly, association, and circulation of petitions and literature;
2. Right to participate in decision making procedures directly affecting students;
3. Right to procedural due process concerning major disciplinary action, as defined by the Code;
4. Right to receive academic grades based only upon academic performance;
5. Right to freedom from abuse and threat of abuse by members of school faculties and administration personnel; and
6. Right of access by student to his or her own records and guarantee of the confidentiality of a student's academic records outside of the school system, except upon written authorization of the student or his or her parents or guardians.

Exceptional education student or students who have been referred for evaluation for placement and/or related services, have specific rights guaranteed to them by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

All students have specific rights related to due process when they encounter a suspension or expulsion procedure. Their rights are delineated in KRS 158.150:

B. DISTRICT POLICY

1. Students have the right to:
 - a. A system of public education that meets the needs of the individual students based on reasonable guidelines, funding policy and opportunity.
 - b. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
 - c. Physical safety and protection of their personal property.
 - d. Consultation with teachers, counselors, administrators, and other school personnel.
 - e. Free election of their peers in student organizations in which students have the right to seek and hold office.
 - f. Examination of their own personal school records, by the students, their parents/guardians, or their authorized representatives.
 - g. Involvement in school activities without being subject to discrimination. Respect from other students and school personnel.
 - h. Respect from other students and school personnel.

- i. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.
- 2. Each student has the responsibility to:
 - a. Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
 - b. Dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
 - c. Refrain from fighting, wearing vulgar items, language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
 - d. Refrain from gambling, extortion, theft, or any other unlawful activity.
 - e. Refrain from using tobacco, alternative nicotine, or vapor products, or using, possessing, or transmitting an alcoholic beverage or illegal or controlled substance.
 - f. Show respect for the education process by taking advantage of every opportunity to further his/her education.
 - g. Practice self-control at all times.
 - h. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
 - i. Follow the rules and regulations of the Board of Education and/or the school and of the school administration.
 - j. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at the school sponsored activities.

PARENT AND GUARDIAN RIGHTS AND RESPONSIBILITIES

- 1. Parents/Guardians have the right to:
 - a) Send their child to a school with an environment where learning is valued.
 - b) Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
 - c) Enroll students in the Hancock County School District where they shall attend classes regularly and promptly with minimal interruptions.
 - d) Expect the school to maintain high academic standards.
 - e) Review the student's academic progress and other pertinent information, which may be contained in the student's personal records.
 - f) Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.
- 2. Parent/Guardians have the responsibility to:
 - a) Instill in their children the values of an education.
 - b) Instill in their children a sense of responsibility.
 - c) Instill in their children a sense of respect.
 - d) Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
 - e) Be familiar with the educational program and the procedures.
 - f) Inform children about the disciplinary procedures of the school and emphasize the importance of following the same.
 - g) See that children attend school regularly and promptly.

- h) Check with the proper school officials regarding the facts of any situation that they might question.
- i) Support the efforts of the school personnel.
- j) Demonstrate respect for the teachers, administrators, school personnel at school and all school related activities.
- k) See that students exhibit neatness and cleanliness in their personal attire and hygiene.
- l) Provide the school with any court orders or decrees affecting guardianship.

TEACHER RIGHTS AND RESPONSIBILITIES

1. Teachers have the right to:
 - a) The support of co-workers, administrators, and parents.
 - b) Work in an educational environment with a minimum of disruptions.
 - c) Expect all assignments, including homework, to be completed and turned in as an assignment.
 - d) Remove any student from class whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other designated area.
 - e) Safety from physical harm and freedom from verbal abuse (may result in court action).
 - f) Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
 - g) Take action, necessary in emergencies, to protect their own person or property or the persons or property of those in their care.
 - h) Voice objections of school actions through the grievance procedure.
 - i) Be informed of any legislative/judicial decisions that pertain to discipline and conduct.
2. Teachers have the responsibility to:
 - a) Present subject matter and experiences to students.
 - b) Assess student learning and inform students, parents or guardians and administrators of achievement and/or problems.
 - c) Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
 - d) Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
 - e) Evaluate student's assignments and return them as soon as possible.
 - f) Exhibit exemplary behavior in action and speech.
 - g) Exhibit neatness and cleanliness of personal dress and hygiene.- Teachers should exhibit business dress as defined by the building principal.
 - h) Reward exemplary behavior or work of students.
 - i) Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
 - j) Maintain necessary records of student progress and attendance in a timely manner and as accurately as possible.
 - k) Follow and enforce rules and regulations of the Board of Education and the School Administration.
 - l) Care for the equipment and physical facilities of the school.
 - m) Report suspected inappropriate behavior including but not limited to child abuse, drug abuse, and emotional problems.

PRINCIPAL RIGHTS AND RESPONSIBILITIES

1. Principals have the right to:
 - a) The support of students, parents, and teachers in carrying out the educational program and policies established by the school system.
 - b) Provide input for the establishment of procedures and regulations that relate to the school.
 - c) Safety from physical harm and verbal abuse.
 - d) To take necessary action in emergencies to protect their own person and property, or the persons and property of those in their care.
 - e) Suspend any student whose conduct disrupts the educational process.
 - f) Administer the school environment to provide the proper learning atmosphere.
 - g) Administrators may utilize the office of the court designated worker.
2. Principals have the responsibility to:
 - a) Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
 - b) Administer discipline fairly and equally in accordance with the Code.
 - c) Exhibit exemplary behavior in action, dress, and speech.
 - d) Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation.
 - e) Direct the school staff in developing a program which communicates Code to the school community.
 - f) Support and communicate with the staff both as a group and individually.

GRADING AND MISCONDUCT

No student's grades will be lowered on the basis of misconduct. Grades will be determined solely on the basis of scores earned by the students.

CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT

"Corporal Punishment" is defined as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for student misbehavior.

Effective July 1, 1991, no person employed or engaged by any public elementary or secondary educational system within this school district shall inflict or cause to be inflicted corporal punishment or bodily pain upon a student attending any school or institution within such educational system; provided, however, that any such person may, within the scope of his employment, use and apply such amounts of physical restraint as may be reasonable and necessary to protect oneself, the student, or others from physical injury, to obtain possession of a weapon or other dangerous objects within control of the student, or to protect property from serious harm.

BUS RULES

A. Regulations:

1. The driver is in charge of the students and bus. Obey the driver promptly and respectfully.
2. Be On Time: The bus cannot wait beyond its regular schedule for those who are tardy.
3. Wait in an orderly line off the highway, street and on school grounds.
4. Do not run toward or across the street in front of a school bus while it is in motion.
5. Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver (minimum 10 to 12 feet).

6. Do not cross the road while either loading or unloading until the bus driver motions you to cross.
7. Take a seat without disturbing other passengers; remain seated while the bus is in motion.
8. Ride only the bus assigned by the school district.
9. Do not try to get on or off the bus or move about within the bus while it is in action.
10. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing and other offensive acts will not be tolerated.
11. Any Elementary Principal has complete responsibility and authority over any high school or middle school student waiting for the bus at the elementary school.
12. Do not engage in any activity which might damage or cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:
 - a. Smoking/use of tobacco, alternative nicotine, or vapor products or alcohol on the bus;
 - b. Possessing knives or sharp objects on the bus;
 - c. Bringing animals or specimens on the bus;
 - d. Throwing articles or objects in or from the bus;
 - e. Tampering with mechanical equipment, accessories or controls on the bus;
 - f. Bringing food or drink onto the bus for consumption on the bus;
 - g. Glass containers of any kind on the bus.
13. Do not engage in any activity which might divert the driver's attention and cause an accident, such as:
 - a. Loud talking or laughing, or unnecessary confusion;
 - b. Unnecessary conversation with the driver;
 - c. Extending any part of the body out of the bus windows or doors.
14. Report promptly to the driver any damages done to the bus. Persons causing damage shall be expected to defray its full cost.

There will be four (4) bus evacuation drills yearly. All students will be expected to participate in the drills. Any student who has a medical reason preventing them from participating shall supply the school and bus driver with a written doctor's excuse prior to the bus evacuation drill.

B. Violations

Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When necessary, the principal or the transportation officer may cancel riding privileges and the student may return only when the student shows evidence that his or her behavior will improve.

SUSPENSION AND EXPULSION AND DUE PROCESS

Expulsion is the most serious penalty a school can impose. A student may not be suspended or expelled from school unless provisions of KRS 158.150 have been followed.

158.10 Suspension or Expulsion of Pupils

- 1) All students admitted to the common schools shall comply with the lawful regulations for the government of the schools:
 - a. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or

dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities constitutes cause for suspension or expulsion from school; and

- b. Assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school-sponsored activities constitutes cause for suspension or expulsion from school.

- 2) (a) Each local board of education shall adopt a policy requiring the expulsion from school for a period of at least twelve (12) months for a student who:

- 1. Is determined by the board 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; or
- 2. Is determined by the board to have brought a weapon to a school under its jurisdiction. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of “unlawful possession of a weapon on school property” stated in KRS 527.070.

(b) The board shall also adopt a policy requiring disciplinary actions, up to and including expulsion from school, for a student who is determined by the board to have:

- 1. Possessed prescription drugs or controlled substances for the purpose of sale or distribution at a school under the board’s jurisdiction;
- 2. Physically assaulted or battered or abused educational personnel or other students at a school or school function under the board’s jurisdiction.
- 3. Physically assaulted or battered or abused educational personnel or other students off school property and the incident is likely to substantially disrupt the educational process.

- 3) (a) The board may modify the expulsion requirement and length for students on a case-by-case basis, except the length of expulsion shall be at least twelve (12) months for a violation set forth in subsection (2)(a) of this section.

(b) Nothing in this section shall prohibit a board from expelling a student for longer than twelve (12) months.

(c) A board that has expelled a student from the student’s regular school setting shall provide or ensure that educational services are provided to the student in an appropriate alternative program or setting, unless the board has made a determination, on the record, supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and could not be placed into a state-funded agency program. Behavior which constitutes a threat shall include but not limited to the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drugs or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior which may endanger the safety of others. Other intervention services as indicated for each student may be provided by the board or by agreement with the appropriate state or community agency. A state agency that provides the service shall be responsible for the cost.

- (d) 1. In lieu of expelling a student, or upon the expiration of a student’s expulsion, a 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 education process or constitutes a threat to the safety of other students or school staff. The action shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity to have a hearing before the board or an appeals committee as described in subparagraph 2 of this paragraph.

2. The board may adopt a policy to establish an appeals committee and delegate the authority to hear appeals made under this paragraph to that committee
3. The alternative program or setting may be provided virtually.
4. Notwithstanding any other statute or administrative regulation to the contrary, students placed in an alternative program or setting under this paragraph shall be counted in attendance and membership for state funding purposes in the same manner as other students participating in alternative programs of the district.
5. Students placed in an alternative program or setting under this paragraph shall be subject to compulsory attendance requirements under KRS Chapter 159 and applicable local board policy.
6. Following the initial alternative placement of a student under this paragraph, the board shall review the alternative program or setting placement at least once per year and determine if the placement should be continued in accordance with subparagraph 1 of this paragraph.

(4) For purposes of this subsection, “charges” means substantiated behavior that falls within the grounds for suspension or expulsion enumerated in subsection (1) of this section, including behavior committed by a student while enrolled in a private or public school, or in a school within another state. A school board may adopt a policy providing that, if a student is suspended or expelled for any reason or faces charges that may lead to suspension or expulsion but withdraws prior to a hearing from any public or private school in this or any other state, the receiving district may review the details of the charges, suspension or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission, which may include placement of the student into an alternative program or setting as described in subsection (3)(d) of this section.

(5) (a) School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the district transportation system pending any further disciplinary action that may occur. Each board of education shall adopt a policy to assure the implementation of this section and to assure the safety of the students and staff.

(b) Except as described in subsection (10) of this section:

1. A principal may establish procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.
2. 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 in accordance with this section, and no other basis for suspension shall be deemed necessary.
3. At any time during the school year, for a student who has been removed from the classroom under this paragraph, a principal 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 the student regarding the student's continued placement in the classroom.
4. At any time during the school year, a principal may permanently remove a student from a classroom for the remainder of the school year if the principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

5. When a student is removed from a classroom under this paragraph temporarily or permanently, the principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:
 - a. Another classroom in that school; or
 - b. An alternative program or setting, which may be provided virtually, as approved by the superintendent.
 6. Any permanent action by a principal under this paragraph shall be subject to an appeal process in accordance with a policy adopted by the board.
 7. Policies compliant with this paragraph shall be included in the code of behavior and discipline adopted by the board of education under KRS 158.148 and the policies adopted by the school council under KRS 160.345.
- (6) A student shall not be suspended from the common schools until after at least the following due process procedures have been provided:
- (a) The student has been given oral and written notice of the charge or charges against him or her which constitutes cause for suspension;
 - (b) The student has been given an explanation of the evidence of the charge or charges if the student denies them; and
 - © The student has been given an opportunity to present his or her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

- (7) (a) The superintendent, principal, assistant principal, or head teacher of any school may suspend a student but shall report the action in writing immediately to the superintendent and to the parent, guardian, or other person having legal custody or control of the pupil.
- (b) 1. The board of education of any school district may expel or extend the expulsion of any student for misconduct as defined in subsection (1) of this section, but the action shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity to have a hearing before the board. The decision of the board shall be final.
2. 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.
3. 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.
4. Each board of education shall adopt a policy for implementation of the process described in this paragraph.
- (8) (a) Suspension of exceptional children, as defined in KRS 157.200, shall be considered a change of educational placement if:
1. The child is removed for more than ten (10) consecutive days during a school year; or
 2. The child is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten (10) school days during a school year and because of

other factors, such as length of each removal, the total amount of time the child is removed, and the proximity of removals to one another.

(b) The admissions and release committee shall meet to review the placement and make a recommendation for continued placement or a change in placement and determine whether regular suspension or expulsionary procedures apply. Additional evaluations shall be completed, if necessary.

© If the admissions and release committee determines that an exceptional child's behavior is related to his or her disability, the child shall not be suspended any further or expelled unless the current placement could result in injury to the child, other children, or the educational personnel, in which case an appropriate alternative placement shall be provided that will provide for the child's educational needs and will provide a safe learning and teaching environment for all. If the admissions and release committee determines that the behavior is not related to the disability, the local educational agency may pursue its regular suspension or expulsion procedure for the child, if the behavior so warrants. However, educational services shall not be terminated during a period of expulsion and during a suspension after a student is suspended for more than a total of ten (10) days during a school year. A district may seek temporary injunctive relief through the courts if the parent and the other members of the admissions and release committee cannot agree upon a placement and the current placement will likely result in injury to the student or others.

(9) Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

(10) Any action under this section related to students with disabilities shall be in compliance with applicable federal law.

(11) Nothing in this section shall be interpreted or construed to preclude the requirements contained in KRS 158.305 or 158.4416.

SEARCH AND SEIZURE

REASONABLE SUSPICION

No student's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or law. Search of a student's person shall be conducted only with the express authority of the Principal.

AUTHORIZED PERSONNEL

Searches of a student's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the student or by the Principal or Assistant Principal of the school which the student attends and in the presence of another certified person.

WITNESS

When a pat-down search of a student's person is conducted, the person conducting the search shall be the same sex as the student, and a witness of the same sex as the student shall be present during the search.

PERSONAL SEARCHES

No search of a student shall be conducted in the presence of other students.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested shall be subject to other disciplinary action.

REGULAR INSPECTION

School property, such as lockers, desks, network systems, technology resources, and accounts owned or supplied by the District are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy from items left in such locations. A single desk, locker, or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the student's safety or others' safety and security may be seized by school officials.

OTHER DISRUPTIVE ITEMS

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the Principal's office.

DISPOSITION OF ITEMS

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

VEHICLES

When reasonable suspicion exists that a student's automobile or the contents thereof pose a threat to a student health, safety or welfare or of disruption to the educational process, and a search is warranted, the Principal or Assistant Principal will accompany the student to the vehicle. If the vehicle is unlocked, a search will be made. If a student refuses to open any portion of the vehicle for examination, legal authorities will be summoned and the student will lose driving privileges and appear before the Board at the next school board meeting.

USE OF TRAINED DOGS

Subject to the following conditions, the Principal may authorize the use of trained dogs to locate controlled substances on school grounds:

1. The dogs shall be certified as never having been trained as attack dogs.
2. The Principal or the Principal's designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms; no student shall be in the vicinity of lockers or other sites being searched.
4. All dogs shall be on a leash or in the immediate control of a handler and will not be allowed to come in close proximity to any student.

CRIMINAL VIOLATIONS

Students are accountable to their school, in their role as students, as well as to the law in

in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and local school board policy.

- A. Due to the seriousness of LEVEL IV offenses, the student's continued presence in school would constitute a threat to other persons and would have a negative impact on the general morale of the school. Verified LEVEL IV misconduct should result in punishment in accordance with KRS 158.150.
- B. Schools should report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee; it is suggested that these persons press charges. The district should encourage this practice and give full support to the aggrieved individual in the legal pursuit of this matter.
- C. A student charged with LEVEL IV misconduct should be given a full due process hearing before the board, which should take prompt and appropriate action. Since disciplinary action by the school in criminal matters does not constitute "double jeopardy", the board need not await the disposition of the criminal proceeding.
- D. If a student has been found guilty or has been expelled from a public or private school for an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs, prior to the student's admission to any school, the parent, guardian, or other person or agency responsible for a student shall provide to the school a sworn statement indicating (on a form provided by the Kentucky Board of Education) that the student has been found guilty or has been expelled from school attendance at a public or private school in this state or another state for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs. No records shall be transferred until proceedings have been terminated and shall reflect the charges and any final disposition of the expulsion proceedings. (See KRS 158.155)
- E. School officials shall cooperate with law enforcement agencies in cases involving students (i.e., serving of subpoenas, juvenile petitions or warrants, or taking students into custody). As soon as possible, officials shall endeavor to notify the parents of students who are arrested.

When students are arrested at school, the Principal/designee shall make a written record of the identity of the officer making the arrest, the nature of the offense charged, the name of the issuing authority of any arrest warrant, and the place of custody.

CRIMES OFF SCHOOL PROPERTY

In the interest of the student's welfare, the following requirements shall be followed when police officers ask a question or remove a student from the school whom they suspect of committing a crime off school property.

- 1. Parents/guardians shall be notified by school officials as soon as possible.
- 2. If the parent(s)/legal guardian(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
- 3. If the parent(s)/legal guardian(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order or juvenile petition or arrange to interview the student off the school grounds.
- 4. Parental/legal guardian notification/permission shall not be required if the student is an alleged victim of abuse by the parents/legal guardians.-

CRIMES ON SCHOOL PROPERTY

Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the District calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parent(s)/legal guardian(s).

**** Any student found to have committed crimes against the school / district will NOT be allowed to participate (or attend) graduation ceremonies. This includes any misdemeanor OR felony charges and also refers to students that have been accused based on probable cause that MAY eventually lead to charges being filed.**

DRUG AND ALCOHOL ABUSE

No student shall possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia;
3. Substances that “look like” a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DRUGS DEFINED

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

REPORTING

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District’s law enforcement agency and with the local law enforcement agency or the Kentucky State Police.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol abuse in the school;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled substances;
4. Information about available drug/alcohol, counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for drug/alcohol abuse violations.

TOBACCO, ALTERNATIVE NICOTINE OR VAPOR PRODUCTS PROHIBITED

Students are not permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all District property at all times, including any vehicle, owned, operated, leased, or contracted for use by the District and while attending or participating in any school-related student trip or student activity.

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and:

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not limited to materials, programs, and referrals for treatment;
2. A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in this Code;
3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

ATTENDANCE

Students are required to attend regularly and punctually the school in which they are enrolled.

TRUANCY DEFINED

Any student who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. A student who has been reported as a truant two (2) or more times is a habitual truant. Absence for less than sixty minutes shall be considered tardiness. Students who are eighteen or older are to be responsible to the court for their own attendance.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel both of whom shall take appropriate action.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil, including mental or behavioral health (physician's verification may be required);
3. Religious holidays and practices;
4. Order of the court;
5. Driver's test on the day given;

6. One (1) day for attendance at the Kentucky State Fair;
7. Documented military leave;
8. One (1) day prior to departure of parent/guardian called to active military duty;
9. One (1) day upon the return of parent/guardian from active duty military;
10. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
11. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
12. Students participating in any of the page programs of the General Assembly; or
13. Other valid reasons as determined by the Principal/designee in the elementary/middle schools or by the School-based Attendance Committee in the high school, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined to be of significant educational value. This opportunity may include, but not limited to, participation in an educational foreign exchange program or an intensive instructional, experimental, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal/School-based Attendance Committee determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. That determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

No student will be given extended time because of family vacation. Days missed due to family vacation or suspension shall be considered unexcused.

NOTIFICATION

The parent (guardian) shall call the school on the date of absence or send a note stating reasons for the student's absence on the date the student returns to school. Any student that obtains 15 or more (excused or unexcused) absences may be required to attend an attendance committee meeting to discuss a plan of action to address missed instructional days. This plan may extend beyond the current school year. The attendance committee may include the district's director of pupil personnel, school principal, teachers, school nurse, counselor, and parent/guardian.

MAKE-UP WORK

Make-up work shall be permitted for excused absences only. Students shall request make-up work within (2) days of their return to school.

***Parents should refer to the Student Handbook for additional guidelines.**

PERFECT ATTENDANCE

To be considered having perfect attendance, a student should be in attendance and punctual each day. To receive a perfect attendance award for the school year, a student may have: one tardy and/or have .5 cumulative excused absences or less.

HARASSMENT/BULLYING, AND HAZING

Everyone in the Hancock County School District has a right to feel respected and safe. Consequently, the District prohibits discrimination and harassment because of sex, race, color, national origin, disability, religion, or age. Bullying and hazing are also prohibited.

Harassment/discrimination is unlawful behavior based on race, color, national origin, age, religion, sex (including sexual orientation or gender identity), or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

Bullying is defined as 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.

Hazing is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or student to:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
3. Endure brutality of a physical nature, including whipping, beating, or paddling, branding or exposure to elements;
4. Endure brutality or a sexual nature; and
5. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

If any words or action make you feel uncomfortable or fearful, you need to tell the school principal, the District Coordinator for Title VI, Title IX and Section 504, or the District Superintendent. You may also make a written report. Your right to privacy will be respected as much as possible.

We take seriously all reports of discrimination, harassment, bullying and hazing and will take all appropriate action to investigate such claims, to eliminate such conduct, and to discipline any persons found to have engaged in such conduct. The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of the School District's policy against discrimination, harassment, bullying, and hazing. A complete copy of the policies are available at the principal's office upon request.

The School District's Coordinator for Title IV, Title IX and Section 504 are:

Title IV & IX Coordinator

Nick Boling
83 State Route 3543
Hawesville, KY 42348
270-927-6914 270-927-6916(Fax)
nick.boling@hancock.kyschools.us

Section 504 Coordinator

Aleta Sisk
83 State Route 3543
Hawesville, KY 42348
270-927-6914 270-927-6916(Fax)
aleta.sisk@hancock.kyschools.us

NOTICE TO INDIVIDUALS REGARDING TITLE IX SEXUAL HARASSMENT/DISCRIMINATION

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

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

Title IX Coordinator

Nick Boling
83 State Route 3543
Hawesville, KY 42348
nick.boling@hancock.kyschools.us
270-927-6914 Fax 270-927-6916

Assistant Secretary for Civil Rights
U.S. Dept. of Education Office for Civil Rights
400 Maryland Ave., SW
Washington, D.C. 20202-1100
OCR@ed.gov
1-800-421-3481; 1-800-877-8339 (TDD)
202-453-6012 (Fax)

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

Title IX of the Education Amendments of 1972

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

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

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

Title IX Coordinator

Who is the Title IX Coordinator?

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

Nick Boling
83 State Route 3543
Hawesville, KY 42348
270-927-6914 Fax 270-927-6916
nick.boling@hancock.kyschools.us

WHO CAN CONTACT THE TITLE IX COORDINATOR

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

HOW CAN I CONTACT THE TITLE IX COORDINATOR

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

SEXUAL HARASSMENT UNDER TITLE IX

WHAT IS SEXUAL HARASSMENT?

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

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

HOW DOES THE DISTRICT RESPOND TO REPORTS OF SEXUAL HARASSMENT?

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

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

WHAT IS A FORMAL COMPLAINT OF SEXUAL HARASSMENT?

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

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

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

HOW DOES THE DISTRICT RESPOND TO FORMAL COMPLAINTS OF SEXUAL HARASSMENT?

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

TITLE IX POLICIES AND PROCEDURES

- District Policy 03.1621 (Title IX Sexual Harassment - Classified Personnel)
- District Policy 03.2621 (Title IX Sexual Harassment - Certified Personnel)
- District Policy 09.428111 (Title IX Sexual Harassment - Students)
- District Procedure 09.428111 AP.1 (Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination)
- District Procedure 09.428111 AP.11 (Title IX Sexual Harassment Grievance Procedures)
- District Procedure 09.428111 AP.21 (Title IX Sexual Harassment Reporting Form)

Copies of these policies and procedures can be accessed online at <http://policy.ksba.org/Chapter.aspx?distid=43> or be requested from the Title IX Coordinator.

THREATS OF VIOLENCE OR VIOLENT ACTS

Assault and Threats of Violence - Notice of Penalties and Provisions

Any student who threatens, physically assaults, or batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion. Any student who threatens, physically assaults, batters, or physically or verbally abuses personnel on or off school property (and the incident is likely to substantially disrupt the education process) shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

KRS 158.1559 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below.

KRS 508.078 (TERRORISTIC THREATENING, 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 to occur;
 - b) Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur 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 death or serious physical injury 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 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.

Juveniles face sanctions that may include fines up to five hundred dollars (\$500.00) (KRS 635.085); probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060); and more serious sanctions if they have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order

the child or his or her parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060)

DISRUPTING THE EDUCATIONAL PROCESS

Behavior that materially or substantially disrupts the educational process, whether on or off school property, at school-sponsored events and activities, shall not be tolerated and shall subject the offending student to appropriate disciplinary action.

Behavior that disrupts the educational process shall include, but is not 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;
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 of District operations; or
7. Conduct which is habitually insubordinate.

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 suspensions shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian or other person having a 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 may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the educational process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal 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 shall be subject to an appeal process in accordance with Hancock County Board of Education Policy 09.4281/Grievances.

STUDENT PRIVACY

KRS 158.189

A student who asserts to school officials that his or her gender is different from his or her biological sex and whose parent or legal guardian provides written consent to school officials shall be provided with the best available accommodation, but that accommodation shall not include the use of school restrooms, locker rooms, or shower rooms designated for use by students of the opposite biological sex while students of the opposite biological sex are present or could be present.

ACCEPTABLE USE OF COMPUTERS

The Board supports the right of students, employees and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process may include, but not be limited to:

1. Utilization of blocking/filtering software
2. Turning off the "auto load images" feature of the Internet browser
3. Using a proxy server to control accessible websites

TELECOMMUNICATION DEVICES

While on school property or while attending school sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to use that:
 - a. Poses a threat to academic integrity, such as cheating,
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent or obscene,
 - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
 - e. Constitutes or promotes sending, sharing or possessing sexually explicit messages, photographs, or images using any electronic device.These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.
2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
3. Students shall be permitted to possess and use personal telecommunications devices on school buses provided they do not cause a distraction to the driver and students are able to respond as needed to the driver's instructions.
4. 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 only be returned to the student's parent/guardian.
5. 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.
6. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
7. 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.
8. The inappropriate use of camera phones that includes, but is not limited to taking pictures of staff or students, on school property or school trips is strictly prohibited. Inappropriate use of a camera phone may also lead to other charges such as sexual harassment charges, theft of proprietary information, or invasion of another's privacy.

9. The use of telecommunication devices to engage in cyber bullying will be treated as harassment.
10. The use of cellular phones or other telecommunication devices outside of the school, which can/or do affect the educational environment may result in consequences at school.

WEAPONS (HB 312)

Except where expressly and specifically permitted by the Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument, including hunting knives, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed.

LOOK-ALIKE WEAPONS/ SUBSTANCES

Any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one will be considered a weapon. Any student who represents a look-alike weapon to a staff member or another student as a real weapon and/or who uses it to intimidate, threaten, or harass someone will be treated as if he or she used a real weapon, according to state and federal laws. Any substance that can be reasonably mistaken for a controlled substance is considered a look-alike drug. This includes non-alcoholic beer and wine. Any student, who uses, distributes, or represents a look-alike drug as authentic will be treated as if it were authentic, according to state and federal laws.

CONTAGIOUS DISEASES AND PARASITES

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

The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

INFECTION CONTROL

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

EPIDEMICS

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

DRESS CODE

The wearing of any item that materially or significantly disrupts the educational process or threatens the physical or emotional health or safety of other students or staff members is prohibited. If a

school/council chooses to develop a dress code, it shall be consistent with Board standards set out in the District's Code of Acceptable Behavior and Discipline, which shall include, but not be limited to the following:

- A. Students' dress and grooming shall be neat and clean.
- B. Shoes shall be worn; items such as "flip-flops" and "thongs" are prohibited.
- C. No exposed midriffs.
- D. The top portion of a student's body must be covered except the arms, neck, and head.
(Example: no tank tops.)
- E. No see-through or mesh garments shall be worn without proper undergarments. This includes garments with large-cut arm-holes.
- F. Except for specified school-related activities, all shorts, skirts, and/or culottes shall be finger-tip length or longer. Principals shall have the discretion to approve the length of shorts. No spandex or bike shorts or any shorts made of similar material or shorts with frayed ends shall be worn. Jeans with holes above the knees are not acceptable. No mini skirts shall be worn.
- G. No clothing shall be worn which displays profanity, suggestive phrases, alcohol, or drug advertisement.
- H. Hats and sunglasses shall not be worn inside the school building during regular school hours.
- I. Prohibited are hairstyles and colored hair and other fashions or styles which are disruptive to the school environment or the educational process.
- J. If the school Principal/Assistant Principal determines that a student's fashion, clothing, hairstyle or colored hair is disruptive to the school environment or the educational process, he/she may request the student to immediately return home to eliminate that item of fashion, clothing, hair style or color, which is the source of such disruption.
- K. If the student refuses to follow the order of the Principal/Assistant Principal to remove the source of the disruption, the student may be disciplined for insubordination as provided in the student discipline code.
- L. Notwithstanding the foregoing, no student will be subject to discipline for unusual items of fashion or style on school spirit days or during other official school activities where such unusual dress or style is specifically authorized in advance by the Principal/Assistant Principal.

SCHOOLS MAY IMPOSE MORE RESTRICTIVE REQUIREMENTS

AS SPELLED OUT IN SCHOOL HANDBOOKS.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

HANCOCK COUNTY ELEMENTARY SCHOOLS

BEHAVIOR VIOLATIONS	DISCIPLINARY ACTIONS:	Informal School Discipline Measure	Parent Conference	Short-Term Suspension	Long-Term Suspension	Expulsion Procedures
				1-3 Days	4-20 Days	Initiated
Academic Dishonesty		X	X	X		
Unexcused tardiness to school or class		X	X			
Non-attendance of class		X	X			
Leaving school grounds without permission		X	X	X		
Failure to identify oneself		X	X			
Failure to follow school/class rules		X	X	X		
Deliberate disruption		X	X	X		
Profanity/vulgarity		X	X	X		
Fighting-students		X	X	X		
Fighting-Interference of staff		X	X	X		
Smoking/tobacco/alternative nicotine/vapor products gambling		X	X	X		
Destruction of school property less than \$100		X	X	X		
HarassmentBullying		X	X	X	X	X

BEHAVIOR VIOLATIONS	DISCIPLINARY ACTIONS:	Informal School Discipline Measure	Parent Conference	Short-Term Suspension 1-3 Days	Long-Term Suspension 4-20 Days	Expulsion Procedures Initiated
Verbal Abuse		X	X	X	X	
Theft/extortion		X	X	X	X	X
False fire alarm/bomb threat			X	X	X	X
Possession of weapons, drugs, alcohol			X	X	X	X
Threats			X	X	X	X
Sale of drugs, alcohol			X	X	X	
Destruction of school property more than \$100				X	X	X
Assault/sexual abuse					X	X
Arson					X	X
Violation/repetition of short-term suspension					X	X
Violation/repetition of long-term suspension						X
Possession or sale of fireworks			X	X	X	X

**DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT
HANCOCK COUNTY HIGH SCHOOL AND HANCOCK COUNTY MIDDLE SCHOOL**

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSES PROCEDURES	RESPONSE OPTIONS
I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operations of the school. These misbehaviors can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.	Classroom disturbance Classroom tardiness Abusive language Nondefiant failure to complete or carry out directions Public display of affection	There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.	Verbal reprimand Classroom Break Special assignment Counseling Withdrawal of privileges Strict supervised study Detention (Break/Sunrise) Parental Conference
II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.	Continuation of unmodified LEVEL I behavior Academic Dishonesty School tardiness Truancy Possession or use of tobacco products Using forged notes or Disrupting classroom Cutting class Obscene acts or gestures Profanity-contempt for holy things, blasphemy/swearing Vulgarity-coarseness of manners and language Insubordination	The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and effects the most appropriate response. The teacher is informed of the administrator's actions. offense and the disciplinary action is maintained by the administrator. A parental conference is held.	Teacher/schedule change Social probation Peer counseling Referral to outside agency In School Learning Area Detention (sunrise) In-team Isolation Saturday School Isolated Classroom Environment

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSES PROCEDURES	RESPONSE OPTIONS
<p>III.</p> <p>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remedying the situation in the best interests of all students. ISLA)</p>	<p>Continuation of unmodified LEVEL II misconduct</p> <p>*Fighting</p> <p>Vandalism (minor)</p> <p>Stealing</p> <p>Threats to others</p> <p>False fire alarm</p> <p>Shocking/extreme anti-social behavior</p> <p>Harassment-all forms</p> <p>Bullying</p>	<p>The administrator initiates disciplinary action by investigating the infractions and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.</p>	<p>Temporary removal from class</p> <p>In School Learning Area</p> <p>Temporary out-of-school suspension</p> <p>Parental Conference</p> <p>Saturday School</p> <p>*Fighting at HCHS zero tolerance (3-5 days suspension and/or 15-20 days</p> <p>Isolated Classroom Environment</p> <p>Hearing Officer</p>
<p>IV.</p> <p>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of school directors.</p>	<p>Continuation of unmodified LEVEL III misconduct</p> <p>Extortion</p> <p>Bomb Threat</p> <p>Possession/use/transfer of dangerous weapons</p> <p>Assault/battery</p> <p>Vandalism/Theft/Possession/sale of stolen property</p> <p>Arson</p> <p>Furnishing/selling/possession/use of unauthorized substance</p> <p>False fire alarm</p> <p>(See III. Above)</p>	<p>The administrator verifies the offenses, confers with the staff involved and meets with students. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting offenders. A complete and accurate record is submitted to the superintendent for the board action. The student is given full due process hearing before the board.</p>	<p>In School Learning Area</p> <p>Hearing Officer</p> <p>Other board actions which results in appropriate placement (see discussion of expulsion issue)</p> <p>Intervention of law enforcement</p> <p>Parental Conference</p> <p>Saturday School</p> <p>Isolated Classroom Environment</p>
<p>NOTE: The above options do not include all possible situations</p>			

SPECIAL NOTICE
ASBESTOS MANAGEMENT PLAN FOR HANCOCK COUNTY SCHOOLS
2024-2025

This notice is sent to inform parents of children within the Hancock County School System as to our efforts to comply with National and State regulations that relate to asbestos containing building materials (ACBM).

An inspection for building materials that contain asbestos has been completed for all buildings owned, leased or otherwise occupied by Hancock County Schools.

This inspection has been conducted by a certified inspector and the material samples were evaluated by an accredited laboratory. Building materials with as little asbestos as one percent (1%) have been identified and made a part of the Asbestos Management Plan. To date, our remaining ACBM is in the form of floor tile and mastic at the high school. This non-friable type of asbestos poses no health concerns as long as it remains in good condition.

Our maintenance personnel are trained to recognize damaged asbestos, and we have contracted a consulting firm, Matrix Environmental Group, LLC, to inspect our buildings twice per year as required by state regulations.

A complete Asbestos Management Plan for the school district is on file at the Hancock County Board of Education. A copy is also available for each individual school at the respective School's office.

Nick Boling, Asbestos Coordinator, LEA
Hancock County Schools

I have read, understand, and agree to comply with the Hancock County Schools Code of Acceptable Behavior and Discipline.

Parent Signature

Date

Student Signature

Date