

# Southside

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**Parent/Student Handbook  
and  
Hopkins County Schools Code of Conduct  
2022-2023**

**Southside Elementary School  
9220 Hopkinsville Road  
Nortonville, KY 42442**

**Phone: (270) 825-6143 Fax: (270) 215-5931  
[www.hopkins.kyschools.us/southside](http://www.hopkins.kyschools.us/southside)**

# Welcome to Southside Elementary

## “Home of the Tomcats”

Dear Students and Parents,

I am very excited to welcome you to the 2022-2023 school year, and I look forward to collaborating with all students, parents, teachers, staff, and community members. Working together as a team will make Southside Elementary an outstanding school.

This year we will continue striving to build strong home and school relationships by encouraging you to participate in a variety of activities. Without you and your support, Southside will not be as successful. We need you to be part of the Southside team and look forward to working with you to establish a world-class school.

This handbook is designed to help with maintaining a safe, healthy environment where every student achieves at their highest level. Please take a few moments to read over this handbook. My hope is that it will give you a better idea of the expectations we will instill at Southside Elementary.

I hope that you will want to be actively involved in your child’s education by working with us and supporting our joint efforts during the coming year. If at any time you have questions or we can help, please call the school at 270-825-6143. It is going to be a great year! Let’s work together to make it successful for all of us, but most importantly for our students!

Respectively,



Erika D. Stark, Principal  
Southside Elementary

**SOUTHSIDE ELEMENTARY – PERSONNEL, 2022-2023**

**Erika D. Stark, Principal**

**Toni Martin, Guidance Counselor**

Sarah Crane, Financial Secretary

Amiee Dukes, Attendance Secretary

<p><b><u>Instructional Leader</u></b> Mary Jones</p> <p><b><u>Special Ed. Coach</u></b> Gretchen Fischer</p> <p><b><u>School Psychologist</u></b></p> <p><b><u>K – 3<sup>rd</sup></u></b> Destin Martin Allie Creekmur Ashton Walls Terra Lynch Jessica McPeek Sharon Hendricks Stephanie Sharp Tiffany Howton Cindy Rodgers Kassidi Uzzle Stacey Wells</p> <p><b><u>Intermediate</u></b> Lee Lambert Maggie Smith Heather Winstead Chelsea Washer</p> <p><b><u>Special Education</u></b> Jada Agent Carol Dismang Jamie Hamby Jennifer Burden Amanda Wagoner</p>	<p><b><u>Speech</u></b> Sarah Yancey</p> <p><b><u>VPA</u></b> Allen Courington</p> <p><b><u>Media Specialist</u></b> Sharon Tedder</p> <p><b><u>Physical Education</u></b> Missy Cobb</p> <p><b><u>Family Resource</u></b> Amanda McLevaine</p> <p><b><u>School Nurse</u></b> Kimberly Hendrix</p> <p><b><u>Preschool</u></b> Anita Crunk Vickie Preston</p> <p><b><u>Club Southside</u></b>  Tonda Rodgers - Director</p>	<p><b><u>Instructional Assistants</u></b> Susie Clark Amanda Clevenger Daniel Cobb Falesha Crick Dee Dickerson Tiffany Garrett Lynette Lewis Cassie Hopper Cindy Todd Kimberly Adams</p> <p><b><u>Custodians</u></b> Sarita Brasher Colby Ewing Lois Stanley - Head</p> <p><b><u>Cafeteria Staff</u></b> Denise Baize Debra Clark Peggy Gamble Kendra Corn Shannon Stone - Manager</p> <p><b><u>Mt. Comprehensive Care</u></b></p>
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# Hopkins County Schools

## 2022-2023 Calendar

<b>Open/Close</b>
First Day for Students: August 10 Last Day for Students: *May 24 <i>*Last day of school is subject to change.</i>
<b>Holidays/No School</b>
Labor Day: September 5 Fall Break: October 10-14 Election Day Long Weekend: November 7-8 Thanksgiving Break: November 23-25 Christmas Break: December 19-January 2 Dr. Martin Luther King Jr Day: January 16 President's Day: February 20 Spring Break: April 3-7
<b>Makeup Days</b>
May 26 - June 16

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

### **SCHOOL BASED DECISION MAKING COUNCIL**

Southside Elementary operates under the guidance of a School Based Decision-Making Council. Council members are Erika Stark, Sharon Hendricks, Toni Martin, Sharon Tedder, Jennifer Burden, Arian Greer, Kayla Dugger and Christian Cates. The election of council members is held annually and meetings are scheduled monthly. The meetings are open to the public and you are welcome to attend. For more information contact **Mrs. Erika Stark**

### **PTA**

The Southside PTA offers opportunities for parents to be involved at the school level. The PTA meets at least four times a year. If you are interested in joining the Parent Teacher Association, please contact the school for information. A membership drive will be held at the beginning of the school year.

## SCHOOL CURRICULUM

At Southside Elementary School we strive to offer students a broad range of learning opportunities. Children in all grade levels will receive instruction in the basic areas such as math, language arts, science, and social studies. Opportunities for problem solving, critical thinking, and cooperative learning will be provided. Other important components will be process writing and hands-on learning opportunities. *Kentucky Academic Standards* represent the content that has been identified as essential for all students to know and will be included on the state assessment.

## AGENDAS

The purpose of the agendas is for notifying parents of assignments and for different forms of parent-teacher communication. Parents are asked to review these daily. Most teachers require parent signature each school day. In the event that a student loses his/her agenda, then the parent should purchase a new one at a cost of \$4.00 each. Agendas will be provided until all are gone.

## SOUTHSIDE ELEMENTARY DAILY PROCEDURES

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

## SCHOOL HOURS AND PROCEDURES

The school day begins at 7:40 a.m. and ends at 2:35 p.m. The office hours are 7:00 a.m.-3:30 p.m. Please remember the time school is to begin and do not drop off students prior to teachers being on duty (7:00 a.m.). Bus transportation is provided, and we urge you to use this service. Teachers will be on duty when

the buses arrive.

### **BUS/CAR MORNING ARRIVAL**

Buses begin arriving at the school at 7:00 am. Students are to go directly to the cafeteria if they are eating breakfast or to their designated gym area. Car riders will follow the same procedure. Car riders should not arrive before 7:00. **Drivers of car riders must use the car rider lane along the front sidewalk and pull as far down the lane as possible before dropping off. DO NOT DROP CHILDREN OFF IN THE PARKING LOT OR BUS LANE.**

### **PARKING**

Visitors should park in the front parking lot. The side parking area is reserved for staff and buses

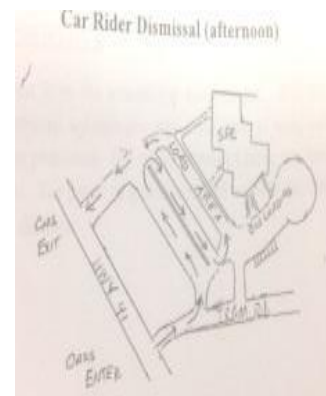
### **BUS/CAR AFTERNOON DISMISSAL**

When the first bell rings at **2:35**, the bus duty personnel for that day shall supervise the loading of the 1<sup>st</sup> set of buses outside the side door. Also at **2:35**, the car riders will be dismissed to the front hallways. The afternoon car rider duty persons shall supervise the loading of all students into cars. Cars should wind through the front parking lot. **CAR RIDER PARENTS MUST DISPLAY THE OFFICE ISSUED CAR RIDER NUMBER BEFORE THAT STUDENT IS RELEASED INTO THEIR CARE.** Students will only be dismissed using the above procedures. **STUDENTS WILL NOT BE RELEASED AT THE CAR RIDER DOORS.** All parents must be in a vehicle and following car rider procedures for dismissal. This practice is in place for the safety of your child. **If there is a change in afternoon transportation of your child, please notify the school by note or please call by 12:00 pm.** Any student picked up before 2:35 will be counted tardy or absent for part of the day. (See times listed under Attendance).

#### **Car Rider Arrival (morning)**



#### **Car Rider Dismissal (afternoon)**



### **SCHOOL-COMMUNITY RELATIONS**

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

1. The PTA meets regularly. Additionally, the executive board of the PTA meets regularly.
2. One Call System is utilized to phone/text/email all parents.
3. Information is posted to the school and district website and grade level Facebook pages.
4. Newsletters and information sheets are sent home to the parents.
5. Student agendas are sent home daily in grades K - 5.
6. Daily student folders are utilized.
7. News releases are provided to the local news media.
8. Parents are encouraged to serve on a School Based Decision Council Committee. If you are interested please contact Mrs. Stark. The following committees are formed at SSES:
  - Professional Development
  - Budget
  - Assessment and Resources
  - School Culture and Support
  - Curriculum and Instruction

### **TEXTBOOKS**

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

### **BOOK BAGS**

For safety reasons, book bags on wheels will not be allowed.

### **PERSONAL PROPERTY**

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

### **Participation in School**

Participation in school is vital for positive student achievement. On in person school days, students should arrive by 7:40. When the bell sounds, students who are not in/have not been to their classrooms are tardy, and must obtain an admit slip from the office. Admit slips are only issued after a student has been officially signed-in.

If a student does not attend school, it is required that the student bring a valid excuse (doctor’s excuse, verifiable illness in immediate family, etc) immediately upon his/her return to school. *Valid Excuses are needed for tardies, just as they are for absences.*

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

If students are absent due to illness, students must be 24 hours fever and symptom free without medication to return to school. Students absent due to COVID or other serious illness must adhere to health department guidelines or doctor’s orders for return to school.

**For policies and procedures concerning absences, see the attendance section in the Student Code of Conduct.**

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

**STARTING TIME:** 7:40

**ENDING TIME:** 2:35

**THERE ARE 415 MINUTES IN OUR SCHOOL DAY.**

- A student who misses between 1 and 143 minutes shall be considered **TARDY**.
- A student who misses between 144 and 344 minutes shall be considered **HALF DAY**
- A student who misses between 345 and 410 minutes shall be considered **ALL DAY**

<b>ARRIVE LATE</b>	<b>LEAVE EARLY</b>
<b>Tardy 7:41 AM thru 10:08 AM</b>	<b>All Day Absent 7:41 AM thru 8:50 AM</b>
<b>Half Day Absent 10:09 AM thru 1:29 PM</b>	<b>Half Day Absent 8:51 AM thru 12:11 PM</b>



<b>All Day Absent 1:29 PM thru 2:35 PM</b>	<b>Tardy 12:12 PM thru 2:35 PM</b>
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### **SCHOOL BREAKFAST AND LUNCH**

Lunch and breakfast are served in the school cafeteria. **All students at Southside Elementary will receive breakfast and lunch for the 2022-2023 school year at no cost to the student.**

Breakfast is served from 7:00 am to 7:40 am each morning. Lunch periods are 25 minutes in length.

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

Extra food items cannot be purchased unless a student has money in his/her account. If a student has run out of money on their lunch account, the parents will be notified. It is the parent's responsibility to pay for all charges and to keep the lunch account in good standing.

If a student has a visitor for lunch, a separate dining table will be provided. Visitors may or may not be allowed depending on the current situation. Adult meals are \$4.85.

### **DRESS CODE**

Proper appearance not only makes a good impression upon visitors to Southside School, but has also been shown to have a high relationship to achievement and success. We ask that students and parents accept their responsibility concerning this matter. Parents will be contacted when a student's appearance is considered a possible detriment to his/her normal school progress and orderly operation of the classroom or school. Within an elementary school setting there are a wide variety of student ages and physical maturity levels, therefore student appearance standards are judged on an individual basis.

1. The school dress code will begin the first day of the school year.
2. All school dress code attire should properly fit the student. Clothing should not be oversized (no larger than one size of the student's correct size).
3. Shirts may be with or without a collar. T-shirts are permissible, except those bearing offensive logos or designs. Shirts and dresses may be sleeveless, but no thin spaghetti-type straps or tank

tops are permitted. All shirts must cover the waist or beltline. The under arm part of the shirt must fit closely to the armpit.

4. Pants must be worn at the waist level, and a style that is designed to fit properly. Sagging, baggy, wide-leg (floor dragging pants), low cut, too tight, or frayed hems are not acceptable. Pants with oversized multiple pockets are not allowed. If students wear break-away pants, the pants must remain snapped from top to bottom at all times.
5. Shirts should be able to be tucked in. If untucked, the length of the shirt should not extend beyond the middle of the hip.
6. The length of skirts, jumpers, and shorts must be no more than 5 ½ inches above the kneecap.
7. Coats are not to be worn all day.
8. No bandanas, scarves, or hats are permitted to be worn in school building.
9. Shoestrings should be tied. Shoes should be useable and safe for physical activity (tennis shoes are suggested).
10. No facial piercings

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

- School staff requesting that school dress code attire be brought to school will telephone the parent/guardian.
- If not resolved, appropriate clothing may be provided for the student to change into for the day.
- If student is out of compliance with the school dress code for two consecutive days, school staff will request a conference.
- If a student is determined by school staff to be habitually out of compliance with the school dress code, the student may be sent home. This would be an unexcused absence.

Students are to adhere to the Hopkins County Schools Code of Conduct regarding proper appearance. Appearance that is considered a possible detriment to the normal school process and orderly operation of the school will not be allowed. Safety and pride in appearance have a positive effect on the school environment.

Other special dress days may be designated throughout the school year.

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

### **SCHOOL VISITORS**

Visitors will be allowed in the building during designated times throughout the school day. A drivers license or other acceptable ID will be required to enter the building. The RAPTOR system is used to verify licenses for safety.

At no time shall any individual or group disrupt classroom instruction. Although parents are encouraged to visit the school and the rooms of their children, such visits should not interrupt the orderly work of the classroom.

The principal shall have the authority to permit or deny any individual, or group of individuals, the right to go through the building or to remain on the school grounds.

### **LIBRARY**

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

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

## **HOMEWORK**

Homework is an important part of the learning process and ALL students are expected to complete their work neatly and on time. Most homework is a continuation of an assignment that students began in class. No homework will be over material not taught, unless the student is to read prior to a lesson.

Homework will be assigned to students at the discretion of individual teachers in accordance with the individual needs and abilities of students. Consequences and rewards are to be determined by each teacher.

Parents are urged to actively involve themselves with their child's school work. Homework assignments offer an opportunity for valuable interactions between parent and child in support of learning. Parents can help in the following ways:

- Showing interest in the schoolwork their child brings home
- Providing a suitable place to study, free from disturbances.
- Supplying needed materials for completing homework.
- Offering to clarify instructions and answer questions.
- Checking to see that work is complete.
- Encouraging their child to do their best work and praising a job well done.
- Assisting in use of time and monitoring the amount and type of television programming their child watches.
- Staying in close communication with teachers.
- Rewarding their child in appropriate ways for completed work.

Students are responsible for completing their homework and should follow some of the following practical suggestions:

- Write down assignments and due dates in the student agenda.
- Ask questions and take needed materials home.

- Keep homework in the same place each day.
- Complete work so that it is neat and readable

### **REPORTS TO PARENTS**

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

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

### **DISPENSING OF MEDICATION**

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

### **ACCIDENT PROCEDURE**

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

### **FIELD TRIP PROCEDURES**

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

- Students must ride the school bus to the field trip but may be checked out following the completion of the field trip activities. Checking out a student from a field trip will follow the same procedures as school office checkout.
- If a parent wishes to chaperone on the field trip, a form must be completed at the beginning of the year for a background check.
- If the field trip requires a time for lunch, students will be provided a sack lunch from the school cafeteria or may bring lunch from home.

### **SCHOOL BUS SAFETY**

Bus transportation is available to all students attending Southside Elementary School. It should be noted that bus service is a privilege and can be revoked in order to provide for the safety and welfare of students. Students are to obey all school rules on the bus as well as at the bus stop. Hopkins County

Schools has adopted a policy on bus discipline procedures, which is followed at Southside Elementary School. The regulations and procedures are outlined in REGULATIONS FOR PUPILS RIDING SCHOOL BUSES given to either you or your child. Please go over these rules with your child and return the signed form promptly. Southside bus routes/stops are planned by the Hopkins County Board of Education's Department of Transportation, NOT the school itself. Only the HCS Dept. of Transportation can make any changes in bus routes/stops.

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

### **SCHOOL INSURANCE**

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

### **SAFETY PROCEDURES**

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

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

**EARTHQUAKE DRILLS** will be practiced in all classrooms during the course of the school year. We are required to conduct earthquake drills twice a year.

A school-wide **LOCK DOWN** will be practiced at least twice a year to ensure following of proper procedures in case of an emergency.

### **DISCIPLINE**

To maintain an environment that is safe and conducive to learning, students must abide by the rules and procedures of Southside Elementary School and the Hopkins County Code of Conduct. Therefore, it is vital that the school, students and parents work together to accomplish this task. Students are to be respectful and responsible for their actions. In an effort to provide guidance and direction, Southside Elementary uses PBIS, Positive Behavioral Interventions and Support.

### **HEALTH REGULATIONS**

#### **Examination:**

State law and state regulations require a medical examination of each student first entering school, dated within a period of one year prior to initial admission to school. A health certificate from a licensed physician shall be presented to the school on the specified form distributed by the State Department of

Education. Any student transferring into the Hopkins County Schools is required by law to have complied with the above regulations.

#### Immunization:

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

#### Contagious Diseases:

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

***Anytime a student is determined to have head lice, the student will be sent home to avoid possible spread of the condition. Upon return to school the student will be checked to see if any lice/nits remain. Over the last few years we have seen a dramatic increase in the cases of head lice. If your child catches a case of head lice please monitor the situation daily, for a period of at least 3 weeks.***

### **FAMILY RESOURCE CENTER**

Southside Elementary is serviced by a Family Resource Center which services the students, families, and communities of Southside Elementary. The goal of the Family Resource Center is to help our children succeed in school by assisting them and their families at meeting some of their basic needs. This will be done by providing community services at the center or by linking families to agencies in Hopkins County. **Amanda McLevain**, the center director, can be contacted by calling the school at (270) 825-6143.

### **CLUB SOUTHSIDE**

Childcare is available at Club Southside. Contact **Tonda Rodgers** at (270) 676-9200 for more information.

### **VOLUNTEER PROGRAM**

Volunteers are vital to education. Southside Elementary's Volunteer Program makes use of parents and citizens in a variety of activities, which enhance our students' educational experience. The continued success of this program depends upon willingness on your part to share some time with your school. If you are interested in becoming a school volunteer, please contact the school. All volunteers who work

directly with students will be asked to fill out a form for a criminal records check.

### **GUIDANCE**

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

Throughout the year, **Mrs. Toni Martin** will be emphasizing the following activities:

- Individual and/or group counseling
- What to do in case of bullying
- Consultation with parents, school staff, and outside agencies
- Coordination of interest-related student activities
- Pupil appraisal through testing program
- Orientation of parents and students new to the school
- Assisting in providing special education
- Sharing information about events, programs, and agencies in the Hopkins County area

### **HOPKINS COUNTY SCHOOLS INTERNET SAFETY POLICY AND ACCEPTABLE USE PROCEDURES**

**\*\*Students must have a signed Acceptable Use Policy on file to use iPads for instruction.**

#### **Overview**

Each student attending Hopkins County Schools will be given an account in order to access the district's computer network. Once the appropriate privileges are granted by the parent and/or guardian, this account will also allow the student to access either the Internet, E-Mail (Electronic Mail) or both. This access is a privilege and not a right. Should a student violate any of the rules and/or policies outlined within this document, these privileges may be suspended or revoked.

Permission must be granted each school year by the parents and/or guardian. Permission may also be revoked by parental and/or guardian request at any time throughout the school year. Parent/guardian permission requests must be made in writing via the Certification Statement Card which is available in the school's office.

All computers are the property of the Hopkins County School system and all data stored on this is the property of the school system.

#### **Access to Inappropriate Material**

Access of materials deemed as inappropriate, including but not limited to, sexually explicit and/or obscene is strictly prohibited. The District utilizes the Internet filtering technology in order to limit access to such sites and materials. All Internet traffic is logged and archived. If a faculty member suspects that a student has accessed an inappropriate website, a request can be made of the district technology staff to retrieve the logs for a particular student for a given period of time. The local administrative staff at the

school will then evaluate the data and take the appropriate action. This action may include the suspension of the student's Internet access up to total denial for the remainder of the school year. This policy is in accordance with **701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer.**

### **Internet Safety and Security**

The safety of our students is of utmost importance to the District. The access of social websites from the District network by students is expressly forbidden. Electronic chat rooms, Internet Relay Chat, Skype, etc. are not permitted by students without strict faculty supervision. These types of sites are filtered by our Internet filtering system. The only E-Mail system that may be accessed via the District's network is the Kentucky Department of Education's approved system. Access to any other E-Mail system via our network is strictly prohibited. These sites are also filtered by our Internet filtering system. This is in accordance with **701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer.** The District provided E-Mail system is for educational purposes only.

### **Unauthorized Access**

Access of the District network and/or a school owned computer may only be permitted with a student's personal login and password. A student may not reveal their password to anyone nor may they use another student's password to access a district computer or the network. The use of any software in the attempt to gain access to a computer and/or network, obtain another user's password, or interfere with the flow of information on the network is strictly prohibited. The downloading and use of Port Scanners, hacking software, etc., is strictly prohibited unless authorized in an IT class and monitored by a faculty member. **KRS 434.520 Unlawful Access to a Computer in the Second Degree** states that unlawful access to a computer is a Class D felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

### **Misuse of Computer Information**

Any student who accesses any information, software and/or records, or assists another in doing same, is in violation of **KRS 434.845 Misuse of Computer Information.** Examples of this type of information include, but are not limited to, Infinite Campus for student records and data and MUNIS and CPA for financial records. Gaining access to these types of information and redistributing to others, and changing information (such as student grades or attendance records) constitutes violation of this statute. **KRS 434.845** states that Misuse of Computer Information is a Class C felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

### **Other Policies**

Students are also not permitted to engage in the following:

- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources (playing unauthorized games, etc.)
- Employing the network for commercial purposes
- Intentionally loading viruses onto computers, diskettes, flash drives or networks

### **Summary**



Outlined here are various activities that are prohibited by District policy. Access to the computer systems and network is a privilege for our students, not a right. Any student found in violation of these policies may result in immediate termination of computer/network privileges, other disciplinary actions as deemed by the School/District administrative staff, and/or criminal prosecution. The primary manner in which these rules will be enforced will be through teacher/faculty supervision. Automated safeguards have been put into place to limit the number of simultaneous computer logins by a student, and filters to guard against inappropriate Internet sites and materials. The District also has appliances in place that “watch” the network for inappropriate traffic. This traffic can be traced to a single workstation and the user of the machine can be identified.

### **EMERGENCY CARDS**

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

### **TELEPHONE**

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

### **NONDISCRIMINATION POLICY STATEMENT**

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

**2022-2023**

**Hopkins County Schools.**

**Student Code of Acceptable Behavior and Discipline**