

The ***Danville Schools Standards of Behavior Handbook*** is a board approved document that is designed as a communication tool for all stakeholders. The Danville Schools are governed by Kentucky laws and regulations along with board policies and procedures. The purpose of this document is to serve as a guide related to the policies and procedures that impact the operations of our schools. It is our intent to provide you a guide related to issues that impact your child. Please note that our policies and procedures are available to all stakeholders through our policy and procedure manuals. These manuals are available at the Danville Board of Education or the Danville Schools website [www.danvilleschools.net](http://www.danvilleschools.net).

In closing, we are excited about this school year and truly encourage you to be an active part of your child’s education. We want to be a partner with you to address the educational needs of your child and provide a quality educational experience that will prepare them to be a productive citizen. We encourage you to develop a working relationship with your child’s home school. Have a great school year!

**DANVILLE BOARD OF EDUCATION**

Superintendent, Dr. Carmen Coleman

Chairperson, Jean Crowley

Vice Chairperson, Lonnie Harp

**MEMBERS**

Julie Erwin, Tim Montgomery, Troy McCowan

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
Homeroom Teacher

**DANVILLE BOARD OF EDUCATION**

**DANVILLE, KENTUCKY**

**ACKNOWLEDGEMENT**

As the parent(s) or guardian(s) of \_\_\_\_\_, we have read and discussed the Standards of Behavior Handbook with our child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

It is the responsibility of the student's parent(s) or guardian(s) to notify school officials of any disability known or suspected by the parents when the student is first enrolled in school or as soon as the parents discover the disability.

**By our signature affixed above, we the parent(s) or guardian(s) of the above student do certify we have disclosed all disabilities of the said student, and do further certify we will report any disabilities that might develop in said student so long as he/she remains a student.**

**EACH SCHOOL MUST NOTE THE DATE OF DISTRIBUTION**

**PLEASE DETACH AND RETURN TO HOMEROOM TEACHER**

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## **DANVILLE SCHOOLS STANDARDS OF BEHAVIOR**

### **PURPOSE**

The purpose of this handbook is to provide an outline of rights and responsibilities of students, staff and parents in the Danville Schools. Kentucky Law and Kentucky Administrative Regulations govern the Danville Schools along with local Board of Education policies and procedures. Site-based school councils also implement Standards of Behavior that supplement this document and meet the needs of the individual school community.

### **POLICY STATEMENT**

The Danville Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that disciplinary means are employed on behalf of those who would destroy or deny such an environment. To foster and support this environment, a Standards of Behavior handbook has been developed.

The Standards of Behavior provides for consistent treatment for all pupils, fairness as required by constitutional due process, an atmosphere of open communication and clearly understood rules, and encourages behavior that will enable the pupils to develop to their full potential. Students will be responsible for these standards in school, on school grounds, at school sponsored or related activities, and on school buses.

It is expected that pupils, teachers, principals, parents/guardians, and others should consider sound, fair, and equitable judgment in applying the principles of the Standards of Behavior.

The Standards of Behavior is the result of expressed concerns on the part of the community and provides for an annual review by the school community and the Danville Board of Education to ensure an effective document that meets the needs of the total educational community.

### **SUPERVISION OF PUPIL'S CONDUCT**

- (1) Each teacher and administrator in the public schools shall, in accordance with the rules, regulations, and bylaws of the Board of Education made and adopted for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, school provided transportation, and on school sponsored trips and activities.
- (2) The various boards of education of the Commonwealth of Kentucky, and the principals of the public schools, may assign instructional assistants to supervise playgrounds, hallways, lunchrooms and cafeterias, as well as recreational and athletic events, as related to the control of student conduct. While so engaged, instructional assistants shall have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

### **PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES**

The protection and safeguards of the United States Constitution and, more particularly, the Bill of Rights apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his rights unless he also exercises the self-discipline and care to afford all others the same rights and does not allow his own actions to infringe upon the rights of others. In a social situation such as the public schools, all participants, students, parents/guardians, teachers, administrators, and others in the educational process, have the right and responsibility to know the basic standards of behavior that are expected. The school environment is a community of individuals who live and interact based upon commonly shared rules, right, responsibilities, expectations, and common sense.

## **STANDARDS OF BEHAVIOR DEVELOPMENT, DISTRIBUTION, AND REVIEW**

In accordance with KRS 158.148, 704 KAR 7:050, and Board Policy 09.438, the Board of Education shall develop a Standards of Behavior Handbook which shall be posted at each school, referenced in all school handbooks and provided to school employees and parents. The Standards shall establish standards of acceptable behavior and discipline and may include district-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

Once reviewed and approved, Standards of Behavior shall be distributed to students and parents in the District, including those students who enroll during the school year. The Standards of Behavior shall be reviewed annually by the Board of Education.

## **NON-DISCRIMINATION**

The Danville Board of Education hereby declares its intention to comply with provisions of the non-discrimination on the basis of the Individuals Act, the Americans with Disabilities Act, and Title IX. In accordance with these laws, no programs, policies or practices of this agency will discriminate on the basis of race, gender, religion, economic condition, or age.

In order to assure prompt and equitable resolution of complaints alleging actions in violation of the non-discrimination on the basis outlined in federal and state laws, the Danville Board of Education has adopted the following procedures:

1. Any employee, student, or parent who has a complaint regarding discrimination shall provide a written complaint to their immediate supervisor who is the principal or central office personnel. This complaint must be submitted within three (3) school days of the event.
2. The complaint shall be handled promptly, allowing no more than three (3) school days to elapse before written response is made by the principal and presented to the employee, student, or parent who issued the complaint.
3. If the person making the complaint is not satisfied with the response, the person may appeal, in writing, to the Superintendent.
4. If the solution offered by the Superintendent is unacceptable to the complaining party, within three school days after receiving same, an appeal, in writing, may be made to the Danville Board of Education.
5. The Board shall consider the complaint within thirty (30) days after receiving the written appeal. A decision reached by the Board shall be considered final, and shall be presented in written form to the complaining party the day after the Board meeting is held.

Equal opportunities shall be provided to all persons throughout the Danville Independent Schools regarding access to and participation in the education programs without regard to race, ethnic origin, gender, color, creed, religion or natural origin.

## **GRIEVANCE PROCEDURE**

Parents/guardians desiring to question actions taken by school personnel may follow these procedures:

1. If the problem is related to the classroom, the parent/guardian will contact the principal within three school days after the incident to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal or his/her designee with a minimum of delay, not to exceed five school days.

3. If the problem is not related to the classroom, the parent will contact the principal directly within three school days after the incident.
4. If none of the above procedures result in a solution to the problem, the parent shall, within three school days, state his/her complaint in writing and may request a conference with the superintendent or his/her designee.
5. During this conference either party may have present individuals having knowledge relative to factors involved. The other party shall be notified more than twenty-four hours in advance of such persons who are to be present.
6. The superintendent or his/her designee will advise the parent in writing of the disposition within fourteen (14) days after the conference.
7. The parents may appeal the decision of the superintendent to the board of education by submitting a written appeal to the board for review within five (5) school days.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and “eligible students” (students over 18 years of age) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.

Parents or eligible students may ask Danville Public Schools to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise his/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of eligible students the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Danville Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Danville Schools must disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District policies and procedures. The primary purpose of directory information is to allow the Danville Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you, do not want Danville Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup>. Danville Schools has designated the following information as directory information;

- |   |                          |
|---|--------------------------|
| -Student's name   | -Date and place of birth |
| -Participation in officially recognized activities and sports | -Major field of study    |
| -Address  | -Dates of attendance     |
| -Weight and height of members of athletic teams               | -Grade level             |
| -Telephone listing  | -Photographs             |
| -Degrees, honors, and awards received                         | -Electronic mail address |
| - The most recent educational agency or institution attended  |                          |

## ALLOWANCES IN THE STANDARDS FOR FLEXIBILITY AND INDIVIDUAL REVIEW TO CONSIDER EXTENUATING CIRCUMSTANCES

The Board is committed to the protection of the privacy of pupil's educational records and to rights of parents and pupils as they relate to those records.

1. Parents have the right to review any of their child's education records maintained by the school system. A request from parents to review records of their children (must allow not less than thirty-six hours) shall be responded to without unnecessary delay.
2. Parents shall have the right to review records prior to any meeting with school officials regarding an Individual Education Program or a hearing relating to the identification, evaluation, or placement of the child in a special program. However, requests for such a review must allow not less than ten days.

3. Parents' rights to inspect and review education records include:
  - a. The right to a response from school officials to reasonable requests for such review must allow not less than ten days.
  - b. The right to request that the system provides copies of the records containing the information, if failure to do so would effectively prevent the parent from exercising the right to inspect and review the records. However, the party making the request shall pay the cost of such copies in advance.
  - c. The right to have a representative of the parent inspect and review records with written permission from the parents.
4. The school system may presume that the parent has authority to inspect and review records relating to his or her child unless it has been advised that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce. Advising the system of the aforementioned requires written verification on file in the school and central office.

### **WHERE AND WHEN THE STANDARDS WILL APPLY**

Pupils are under the authority of the principal, teachers, and bus drivers at all times from the time they leave home to come to school until they arrive home that afternoon or until they are properly released during the school day to their parents or guardians (KRS 161.180) or when in attendance of any school function before or after school hours, on or off school property when under the authority of the school during each time as he or she remains on school property and shall abide by all rules and regulations as set by the state, Board or school officials.

### **PERSONNEL AUTHORIZED TO ADMINISTER THE STANDARDS**

Each teacher is primarily responsible for the conduct of pupils assigned to his or her class. However, he or she should also assume responsibility for correcting improper conduct on the part of pupils of any level in any situation around the school, if they are not under the supervision of another person at that time. The teacher is expected to handle discipline problems. If it becomes necessary, students should be referred to the principal's office. The Superintendent, Principals, and Assistant Principals are empowered to suspend pupils, but shall report any such action in writing **immediately** to the Superintendent and to the parent or guardian.

### **INDIVIDUALS WITH DISABILITIES ACT**

The Danville Board of Education adheres to the belief that all children deserve the opportunity to a free and appropriate public education. Therefore, educational programs have been established to serve pupils with various disabilities within the Danville Schools. The Danville Schools have special education policies and procedures that adhere to all applicable federal and state regulations. These policies and procedures identify the steps the Danville Schools staff shall follow when working with students with disabilities or perceived to have a disability. A copy of the Danville Schools Policies and Procedure Manual is available upon request from the Danville Schools at (859) 238-1300. It is available on the Danville Schools website at [www.danvilleschools.net](http://www.danvilleschools.net).

### **PARENT'S/GUARDIAN'S CONCERNS**

Every citizen both in and out of school has rights and freedoms but at the same time they have the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must be harmonious with the learning process. Rules that establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline standards of behavior that reflects the community's standards and expectations for student behavior. **SCHOOLS MUST PREPARE STUDENTS FOR THEIR RESPONSIBILITIES AS ADULTS IN A DEMOCRATIC SOCIETY.**

### **PARENTS'/GUARDIANS' RIGHTS**

#### **PARENTS/GUARDIANS HAVE THE RIGHT:**

1. To send their student to a school with a positive educational climate.
2. To expect all disruptive behavior to be dealt with fairly, firmly, and expediently.
3. To enroll their student in regularly scheduled classes with minimal interruptions.
4. To expect the school to maintain high academic standards.
5. To be granted access to all school records pertaining to their child.
6. To be given the opportunity to confer with the student's teacher and/or principal regarding the student's academic placement, process, and social adjustment in a prompt and professional manner.
7. To share in the activities of the local school council, the PTO, or other parent organizations.
8. To be informed, as provided for in the school's Standards of Behavior, of due process procedures.
9. To be informed, as provided for in the school's Standards of Behavior, about all school rules and regulations and the consequences for violation of these rules and regulations.
10. To expect all school personnel to keep the students safe from known physical harm and verbal abuse.

#### **PARENT RIGHTS GUARANTEED BY THE FERPA**

##### **PARENTS HAVE THE RIGHT:**

1. To see the student's cumulative school records upon request and to have it explained and interpreted.
2. To challenge any item of a student's records, to have a hearing, and to appeal the matter to a higher authority.
3. To appeal unsatisfactory decisions made by school officials about a student's records.
4. To permit in writing third parties other than those who are permitted by regulation to inspect student's records.
5. To have student files dealt with confidentially by school personnel.

#### **PARENTS'/GUARDIANS' RESPONSIBILITIES**

##### **PARENTS HAVE THE RESPONSIBILITY:**

1. To accept their own role as the primary educators of their child.
2. To participate in the education of their child and emphasize the importance of education.
3. To assume responsibility for the student's prompt and regular school attendance and to comply with attendance rules and regulations.
4. To recognize that, in matters relating to conduct and discipline in school, the teacher's relationship to the student is that of parent or guardian's substitute.
5. To cooperate with, show respect for, and lend support to the teachers, administrators and other school personnel.
6. To talk with the student about school activities, to share with the student and the teacher an active interest in the student's progress.
7. To provide for the physical needs of the student and to inform the school staff of any significant or emotional problems, chronic illness or concerns of the student that might affect the student's behavior and performance.
8. To comply promptly with laws requiring the student to have periodic health examinations.
9. To attend individual or group conferences and special school programs whenever possible.
10. To encourage the student to develop proper study habits at home.
11. To understand and support school requirements, rules, policies and to be knowledgeable of the consequences of violations by students.

## **TEACHERS' RIGHTS**

### **TEACHERS HAVE THE RIGHT:**

1. To have the support of co-workers, administrators and parents.
2. To work in a positive educational school climate with a minimum of disruptions.
3. To have the support of the school principal and other administrators in dealing appropriately with behavior that disrupts learning or violates the Standards of Behavior.
4. To be safe from physical harm and free from verbal abuse.
5. To participate in the formulation of policies that relate to their own person and all persons in their care.

### **TEACHERS' RESPONSIBILITIES**

1. To present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
2. To aid in planning a flexible curriculum that meets the needs of all students and that maintains high standards of academic achievement.
3. To deal firmly and consistently with disruptions or violations of Board Policy, the Standards of Behavior and school procedures. When necessary, enlist the support of administrators and respond promptly to administrative action with which the teacher may take exception.
4. To evaluate students' assignments and return them as soon as possible.
5. To reward exemplary student work and/or classroom behavior objectively without discrimination.
6. To maintain an atmosphere conducive to good behavior and an attitude of respect for students.
7. To follow and enforce rules and regulations of the Board of Education and school administration.
8. To respect the rights of students and parents as participants in the educational process.
9. To be available for conferences with students and parents about discipline matters and any other school concerns.
10. To deal with student records confidentially.
11. To offer each student all the educational opportunities within the teachers' professional abilities and school resources.
12. To keep students safe from physical harm and verbal abuse.
13. To assist with proper supervision of students at all times that are under the authority of the school.
14. To participate in professional development that will impact student learning and achievement.

## **PRINCIPAL'S RIGHTS**

### **PRINCIPALS HAVE THE RIGHT:**

1. To have the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
2. To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
3. To expect staff members to comply with policies and directions.
4. To ensure that the school environment provides the proper learning atmosphere.
5. To be safe from physical harm and verbal abuse.
6. To participate in formulation of policies that relate to their relationship with students, teachers and other administrators.
7. To expect and receive adequate support for sound administrative decisions from the Board of Education and administrative superiors in administering the school program.

## **PRINCIPAL'S RESPONSIBILITIES**

1. To help create and maintain an atmosphere which respects the rights of all participants in the educational process.
2. To administer discipline measures fairly and equitably in accordance with this discipline code.
3. To exhibit exemplary behavior in dress, action and speech.
4. To direct the school staff in developing a program which communicates the Standards of Behavior to the school community.
5. To enforce policies of the Board of Education.
6. To deal appropriately, under Board Policies, with any student whose conduct disrupts the learning of others or whose behavior violates the Standards of Behavior.
7. To provide assistance to teachers in connection with serious disciplinary problems, and inform teachers of administrative disciplinary action taken with students.
8. To be available for conferences with staff, students, parents, and others on discipline matters.
9. To support teachers, bus drivers, and other employees in any conflict or controversy when they are properly carrying out policies of the Board or the local school.
10. To protect individual rights, as well as the rights of students, parents, and staff as a whole.
11. To maintain academic standards and to participate in the designing of a curriculum that fits the needs of each student within the principal's area of responsibility.
12. To keep students and teachers safe from physical harm and verbal abuse.
13. To ensure the proper supervision of students by school personnel at all times the students are under the authority of the school.

## **STUDENT'S RIGHTS**

### **STUDENTS HAVE THE RIGHT:**

1. To an education within the limits of their individual ability, and commitment, which enables them to reach maximum potential and allows them to contribute to their own welfare and that of society.
2. To freedom of speech and expression, keeping in mind the responsibilities that accompany this freedom that it may not interfere with the educational process.
3. To be given reasonable and timely notice of all rules, regulations, policies and penalties which may apply to them.
4. To be represented by students in the decision making process on matters which relate to standards of achievement, conduct, elections and participation where system wide committees are appointed to address these matters.
5. To due process in disciplinary actions, as provided for in Board Policy, including the right to state their side, and to appeal decisions, according to procedures established by the Danville Board of Education.
6. To protection of person and property to the fullest extent by the school.
7. To participate in all school programs and activities within the limits of individual capabilities and the established standards without regard to race, religion, creed, or sex.
8. To confidentiality of personal school records and of disciplinary proceedings and actions.
9. To have school activities and facilities properly supervised.
10. Upon returning to school from an excused absence, schoolwork must be made up within a certain time period. It is the responsibility of the pupil to contact his/her teacher regarding work missed, within two days after returning to school. Pupils will not be allowed to make up work missed due to unexcused absence. Suspension from school constitutes an unexcused absence.
11. To consult with teachers, counselors, administrators, and other school personnel.
12. To free election of their peers in student organizations in which students have the right to seek and hold office and involvement in school activities without being subject to discrimination on the basis of race, sex, creed or religion.
13. To examination and confidentiality of their own personal records by the students, their parents/guardians, or their authorized personnel.
14. Respect from other students and school personnel.

15. To present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

## **STUDENTS' RESPONSIBILITIES**

### **STUDENTS HAVE THE RESPONSIBILITY:**

1. To become informed of and adhere to the rules and regulations established by the Danville Board of Education and implemented by school administrators and teachers.
2. To respect the human dignity and worth of every other individual.
3. To refrain from slanderous remarks and obscenity in verbal and written expression.
4. To fulfill to the best of their ability the objectives of each of their courses.
5. To attend school and classes regularly, to arrive on time and to possess needed instructional materials.
6. To dress and groom themselves in a manner that meets the reasonable standards of health, cleanliness and safety.
7. To help maintain and improve the school environment, to preserve school property and to exercise the utmost care while using school facilities.
8. To refrain from misconduct, unlawful activities, or behavior that disrupts the educational process.
9. To respect the established exercise of authority by school administrators and teachers maintaining discipline in the school and at school-sponsored activities.
10. To make the best contribution possible, within their individual abilities, to support the school in all phases of program or activity, and conduct themselves so that participation will be a contribution and not a detriment.
11. Refrain from cheating on all academic and/or extracurricular activities.
12. Exercise courtesy and reason at all times, accept just punishment, avoid unreasonable appeals and refrain from making false accusations.
13. Abstain from the possession and/or use of illegal substances, including alcohol.
14. Abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
15. Refrain from violation of school regulations.

## **LOCAL DISTRICT POLICIES AND PROCEDURES**

### **ATTENDANCE**

The Danville Schools believe that student success is directly related to student attendance. It is critical that students attend school regularly and must be on time to get the full benefit of the education provided by the Danville Schools. Below is the Board of Education policies and procedures related to attendance.

### **DEFINITION OF TARDY (702 KAR 7:125)**

A **tardy** shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.

## DEFINITION OF ABSENCE (702 KAR 7:125)

A **half day absence** shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.

A **full day absence** shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

## DEFINITION OF TRUANCY

Any pupil, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) or more, is a **truant**. A pupil who has been reported as being truant for two (2) or more times is a **habitual truant**.

## TRUANCY AND HABITUAL TRUANCY

The law does not distinguish between a tardy and/or absence in regards to truancy and habitual truancy. A combination of 3 tardies and/or absences is considered a truancy violation and if this is reported two or more times, it is considered habitual truancy. Thus, a combination of 6 or more tardies and/or absences could result in court action against the parent/guardian for child under age 12 and court action against pupils over 12 years of age.

## SCHOOL MESSENGER

The Danville Schools will utilize **School Messenger** to notify the parent/guardian by phone of an **UNEXCUSED ABSENT**. The call will go out at 10:30 AM and again at 6:00 PM. To avoid the call, simply notify the school prior to 10:00 AM that your child is absent.

## Unexcused Attendance Progression

1 <sup>st</sup> and 2 <sup>nd</sup> Day	Documented phone call attempt to parent/Guardian.
3 <sup>rd</sup> Day	First Unexcused Absence Notice Letter mailed home.
4 <sup>th</sup> and 5 <sup>th</sup> Day	Refer to FRYSC or Counselor for parent contact (phone or home visit).
6 <sup>th</sup> Day	<b>FINAL NOTICE</b> , Formal referral to DPP
7 <sup>th</sup> and 8 <sup>th</sup> Day	DPP makes home visit.
9 <sup>th</sup> Day	Refer to Family Court by filing Habitual Truancy

## EXCUSED ABSENCES

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

1. Illness of the pupil as certified by a parent /guardian note up to nine (9) days per year or a medical professional beyond nine (9) days.  
**NOTE: Parental excuses will only be accepted to excuse nine (9) days per year for illness. Any absences beyond nine (9) days shall require a medical practitioner's written excuse.**

2. Clinical appointment if verified by a statement from a health professional.
3. Death, severe illness, or emergency in the pupil's immediate family;
4. Religious holidays and practice;
5. Court summonses or subpoenas;
6. Failure of bus transportation to pick up the student;
7. Driver's permit/license appointment (high school students);
8. One day for 4-H members to participate in an event at the Kentucky State Fair;
9. College/University interviews for scholarships/admissions for seniors only with valid documentation from the institution and pre-approval by the Principal/designee; or
10. One (1) day prior to departure of parent/guardian called to active military duty and one (1) day upon the return of parent or guardian from active military duty.
11. Other valid reasons as determined by the Principal/designee.

***Absences/tardiness for reasons other than those listed above shall be considered unexcused.***

## **NOTIFICATION**

The parent/guardians shall call the school by 10:00 AM on the day of the students' absence and send a note stating reasons for the absence on the day the student returns to school. Parents/guardians who anticipate that their child(ren) will have an extended absence shall notify the Principal/designee.

***If a student has excessive absences, then the district will work with the family to address the issue.***

## **STUDENTS WITH DISABILITIES/CHRONIC HEALTH CONDITIONS**

Parents/guardians of students who have disabilities or chronic health conditions, i.e. asthma, allergies-shall notify the school Principal in writing of their children's condition, which may necessitate frequent or seasonal absences from school.

## **PREARRANGED ABSENCES**

Students and their parents may prearrange absences from school by filing a written request explaining the absence with the Principal/designee at least three (3) to five (5) days in advance of the requested date(s).

***Family vacations and personal trips during the school year need to be prearranged but ARE NOT to be excused absences for students. Upon approval by the Principal, all school work may be made up as outlined by school procedures.***

## **MAKE-UP WORK**

Requesting make-up work is the student's responsibility. Students who miss work because of excused or prearranged absences shall make arrangement to complete the work. The number of days allowed will be equal to the amount of time absent. Teachers may require work missed because of prearranged absences to be submitted prior to the absence.

Students who have been suspended from school shall be allowed to make up work under the following conditions:

1. Long-term projects assigned during the suspension but not due until a date after the suspension ends will be accepted.

2. Any assignment assigned prior to a suspension but due during the suspension period will be accepted by the teacher. It is the student's responsibility to communicate with the teacher to make arrangements to turn in all assignments as required.
3. Work assigned and due during the period of suspension will not be accepted.

#### **No Pass, No Drive Law and Board Policy 09.4294**

Students who are sixteen (16) or seventeen (17) who becomes academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation. Academic and attendance deficiencies for students age sixteen (16) and seventeen (17) enrolled in regular, alternative, part-time and special education programs shall be defined as follows.

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

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

#### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students who have been excusably absent from school on the day of a scheduled extracurricular activity may participate in that activity that evening with the prior approval of the Principal.

#### **EDUCATIONAL ENHANCEMENT OPPORTUNITIES**

Kentucky law specifies that a student may be considered for an excused absence if the absence is deemed as an educational enhancement opportunity. The following procedure will be followed to request approval.

1. The request shall be submitted to the building principal within 5 days of the absence for consideration. The request will be submitted on a board approved request form.
2. The proposed activity must have significant educational value, be intensive in nature and be directly related to the core subjects English, Science, Mathematics, Social Studies, Foreign Language and/or Fine Arts.
3. A student may be approved up to ten (10) days per school year.
4. The building principal shall use his/her judgment whether the request meets the criteria for approval.
5. The student will not be penalized academically for days approved as an Educational Enhancement Opportunity.
6. The student shall be responsible to make arrangements with their teachers for all missed assignments.
7. A request will not be approved during the assessment window.
8. Principal decisions may be appealed to the Superintendent, then the Board of Education.

## HEALTH SERVICES AND REQUIREMENTS

The Danville Schools are governed by Kentucky law and administrative regulations in regards to health services and requirements for students and schools. The following information outlines the Board of Education policies and procedures as it relates to these requirements.

### Health Requirements for Students

- **Immunization Certificate** - All students are required to maintain a valid immunization certificate on file with their school at all times. When an immunization certificate is not valid, it is the responsibility of the parent to immediately secure a valid certificate in which could include additional immunizations as required by Kentucky law.
- **School Physical** – All students are required to maintain a current school physical on file with their school. Students are required to get a school physical on initial enrollment in a Kentucky school and sixth grade. Normally, Kindergarten is the initial enrollment year but if a student enrolls at a different grade level for the first time, they are required to get an initial school physical. Sports physicals are required annually to participate in sports.
- **Eye Exam** – All students are required to have an eye exam by an ophthalmologist or optometrist at initial enrollment in a Kentucky school. Normally, Kindergarten is the initial enrollment year but if a student enrolls at a different grade level for the first time, they are required to get an initial eye exam.
- **Dental Exam** -Kentucky law, KRS 156.160(i), requires proof of a dental screening or examination by a Dentist, Dental Hygienist, Physician, Registered Nurse, Advanced, Registered Nurse Practitioner, or Physician Assistant. This evidence shall be presented to the school no later than January 1 of the first year that a five (5) or six (6) year old is enrolled in public school.

### Health Screenings

All schools in Kentucky are required to offer health screenings for students at school. These screenings are voluntary and the parents / guardian will be provided an opportunity for their child to participate in the following screenings.

- Vision Screening – Vision screening is offered at grades 1, 3, 5.
- Hearing Screening – Hearing screening is offered at grades K, 1, 2, 3.
- Height and Weight Screening – Height and weight screening is offered at grades K, 1, 2, 3, 5.
- Scoliosis Screening – Scoliosis screening is offered at grades 6 and 8.

## **Medication Authorization and Distribution**

The use and distribution of medication, both prescription and non-prescription is regulated by board policy and procedure. The Danville Schools understand that some students must take medication at school thus we have specific requirements for the use and distribution of medication. The following outlines these requirements but a more detailed description is available at each school. **NOTE: All medications must be brought to school by a parent/guardian to insure the medication is properly given to school personnel and logged.**

### **Prescription Medications**

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. The form shall include the following information: student's name, physician's name of physician/health care provider, address, and phone number, type of medicine, dosage, time of day for dosage, reason medication is to be administered, possible reactions or side effects of medicine, release from liability, and parent/guardian's telephone numbers at home and work, as well as an emergency contact and numbers, as appropriate. The medication must be in the original prescription container.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. The parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

**CHANGES IN DOSAGE AND/OR TIMES OF ADMINISTRATION MUST BE RECEIVED IN THE FORM OF A WRITTEN ORDER FROM THE PHYSICIAN/HEALTH CARE PROVIDER OR A NEW PRESCRIPTION BOTTLE FROM THE PHARMACY INDICATING THE CHANGE AND A NOTE FROM THE STUDENT'S PARENT/GUARDIAN.**

### **Non-Prescription Medications**

Non-Prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider.

### **Student Self-Medication**

Students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription), provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's physician/health care provider also is required.

### **Medication Refusal**

If a child refuses to take medication or is uncooperative during medication administration, the parent/guardian will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

### **WILLFUL DEFIANCE OF AUTHORITY**

The refusal of any student to comply with reasonable request of school personnel by refusing to recognize or obey school authority or the open resistance to and standing up against the school staff or administration is unacceptable. Furthermore, students who intentionally defy school personnel with the purpose of insulting or verbally abusing them thus undermining the discipline and order of the school will be suspended with a possible recommendation to the Board of Education for expulsion.

### **161.190 ABUSE OF TEACHER PROHIBITED**

***No person shall upbraid, insult or abuse any teacher of the public schools at any time in the presence of the school or in the presence of a pupil of the school.***

Whenever a teacher or school administrator is functioning in his capacity as an employee of a Board of Education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school or the effectiveness of the school person.

**PENALTIES: ABUSE OF TEACHER PROHIBITED KRS 161.190** - Any person who violates any of the provisions of KRS: 161.190 shall be guilty of a Class A Misdemeanor.

**CLASS A MISDEMEANOR:** A maximum of a 12 months jail sentence and/or \$500.00 fine.

## **SUSPENSION AND EXPULSION**

Suspension and expulsion are disciplinary consequences that are a result of severe violations of the district Standards of Behavior, board policies and procedures and school rules. Kentucky statutes declare that willful disobedience or defiance of authority, profanity, or vulgarity, assault, battery or abuse of other persons, threat or force of violence, use or possession of alcohol or drugs, stealing, destruction or defacing of property, carrying or use of dangerous weapons, or encouraging bad conduct on or off school property at school sponsored activities constitutes cause for suspension or expulsion of students.

### **SUSPENSION**

Suspension is exclusion of a pupil from school for a specified period of time, usually not to exceed ten (10) days. The principal, assistant principal or supervisor of student affairs are empowered to suspend pupils and shall report any such action in writing immediately to the superintendent and to the parent/guardian.

According to the Danville School Board **Policy 09.434** a student on suspension shall not be allowed to participate in school-related activities or come onto school property without prior permission of the Principal. No suspension shall be made unless the due process procedures described below are followed:

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

There may not be any delay between the notice of charges and time of the informal hearing. As a general rule, the above procedures are to be followed prior to the removal of the pupil. However, if the superintendent or principal believe that immediate suspension is necessary to protect persons, property, or to avoid disruptions of the academic process, the pupil may be suspended immediately and the necessary notice and hearing are to be held as soon as possible after the suspension is effected.

A conference should be held between the official who administered the suspension and the pupil and his or her parent(s) or guardian(s) prior to readmission. Only the superintendent may suspend a student for longer than ten (10) days.

### **EXPULSION (Board Policy 09.435)**

The Board of Education may expel any student from the regular school setting for misconduct as defined by law. Provisions of educational services will be required unless the board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. All expulsion cases shall be recommended by the superintendent to the Board of Education.

## **STUDENT'S RIGHTS RELATED TO EXPLUSION**

If a student violates the district policies and procedures that result in an expulsion recommendation, the Danville Schools shall provide the following due process procedure:

1. The student and parent/guardians will be informed in writing by the principal of the charges and a pre-expulsion hearing will be held at the school to view the charges.
2. If the pre-expulsion hearing officer recommends expulsion, then the superintendent will be informed of the charges and expulsion recommendation by the principal.
3. The principal shall provide the superintendent with complete documentation of the violation and due process procedure in the form of a pre-expulsion summary.
4. The superintendent shall review all documentation then recommend an expulsion hearing with the Board of Education.
5. The parent/guardian and Board of Education shall receive a copy of the complete documentation of the expulsion summary that will be presented to the board at the hearing.
6. The superintendent will establish the expulsion hearing date and inform all parties of their rights related to the hearing process.
7. The board's decision shall be final.

## **CHILDREN WHO HAVE DIVORCED PARENTS**

In dealing with students of divorced parents enrolled in the Danville Schools, each school will recognize the rights of both parents in regard to educational information unless there is a court order denying the rights of a parent.

## **BOOK BAGS / BACK PACKS / COATS / OTHER ITEMS**

Students are permitted to use book bags / backpacks to carry essential items (books, class material, sports equipment, etc.) to and from school. Such items must be stored in student lockers during the school day. Additional storage space, if needed, may be requested from the principal. The individual privilege of carrying a book bag/back pack to school may be denied when a student violates this policy.

For health, hygiene and security reasons, coats and jackets cannot be worn in the building or to class during the school day. Such items could be secured in student lockers. Students are encouraged to wear appropriate clothing (including sweaters and sweatshirts) to adjust for differences in heating/air conditioning, ventilation and seasonal weather changes. Students should not bring non-essential items of any kind to school, including but not limited to audio/video equipment and accessories and toys. School officials may confiscate such items.

## **STUDENT SMOKING AND TOBACCO USE POLICY**

Smoking is prohibited in any building owned and operated by the Board where children meet on a routine or regular basis. Student use of tobacco products at school, on a school-related activity on school grounds during regular school hours is prohibited. Nor shall any student use tobacco products at any school-sponsored or endorsed activity while he/she is a participant in the activity. (Board Policy 09.4232)

Students found to be in violation of this policy will be subject to disciplinary action as outlined in the Standards of Behavior on pages 25-30.

## **CORPORAL PUNISHMENT**

Corporal punishment has not been shown to be an effective method of resolving a disciplinary problem. No long-term benefits are gained from corporal punishment nor has it been shown to effectively shape student behavior. Our teachers and administrators are skillfully trained professionals who utilize constructive measures in remedying misbehavior. **Corporal punishment is not permitted in the Danville Schools.**

### **CHEATING/PLAGIARISM**

Presenting material other than the student's own so as to mislead the teacher to believe that the work is his/her own, constitutes cheating. Cheating/plagiarism is prohibited and may result in loss of a grade, failure, or other disciplinary action.

### **SEARCH AND/OR SEIZURE (Board Policy 09.436)**

All students are subject to search and seizure by authorized school personnel if there are reasonable grounds to believe the search will turn up evidence that the pupil has violated or is violating either a school rule or the law. All searches of a student shall be conducted only with the express authority of the principal or designee in the absence of the principal. The following information is required by board policy:

1. Searches of students or their personnel effects shall only be conducted by certified personnel directly responsible for the conduct of the student or the principal of the school which the student attends.
2. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless the student is absent from school or unless school authorities determine that the student's presence could endanger his/her health or safety.
3. When a pat-down search of the student is conducted, the person conducting the search shall be of the same sex as the student and a witness of the same sex as the pupil shall be present during the search.
4. No search of a student shall be conducted in the presence of other students.
5. No strip search of a student is permitted.
6. Students who fail to cooperate with school authorities when requested shall be subject to other disciplinary action.

### **REGULAR INSPECTION**

School property, such as lockers and desks, are jointly held by the school and student. School authorities have the right to conduct general inspections of all such property on a regular basis and may include the use of dogs trained to detect illegal items. During these inspections, items that are school property may be collected. Students shall not expect privacy to items left in such locations. A single desk or locker may be inspected if in the opinion of school authorities, grounds exist to believe that evidence of a violation of the law or school rules is contained therein.

### **MOTOR VEHICLE INSPECTION**

Driving rules given to drivers shall include a statement giving school officials the right to search vehicles parked on school property on a regular basis. This search may include the use of dogs trained to search vehicles and detect illegal items in vehicles. Random search of individual or groups of vehicles is permissible.

**WARNING!**  
**VEHICLES SUBJECT TO SEARCH**

Any vehicle entering an area owned by the Danville Board of Education is subject to search by school authorities as well as law enforcement personnel working with them. The search may be conducted without a warrant. The search of the vehicle includes all compartments and components. The person in control of the vehicle will not be permitted to move it during the search.

### **TELECOMMUNICATION DEVICES (Board Policy 09.436)**

All schools shall develop a procedure for student possession and use of telecommunication devices during the school day. The Danville Board of Education policy states that students shall not use telecommunication devices while on school property during the regular school day without permission from school officials. When use of such devices is disruptive to the educational process or to a specific school event, regardless of location, school officials shall confiscate the telecommunication device from the student and shall notify his/her parent of the confiscation. Students who violate the provisions of this policy may also be subject to further disciplinary action as appropriate.

### **USE OF METAL DETECTORS**

School administrators are authorized to use stationary or mobile metal detectors. Metal detectors may be used in the following circumstances:

1. To search an individual student where there is a reasonable cause to believe the specific student is concealing a weapon.
2. To search all students entering the premises; or
3. To search students on a random basis, provided adequate adopted procedures are utilized and followed to ensure a consistent random selection process.

### **CRIMINAL VIOLATIONS**

School authorities are required by law to report criminal violations to the proper local police authorities.

### **ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCE POLICY (Board Policy 09.423)**

#### **Drugs and Alcohol**

No pupil shall purchase, possess, attempt to 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 drug substances and drug paraphernalia;
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as 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.

### **WEAPONS OR DANGEROUS INSTRUMENTS**

The carrying or use of weapons or dangerous instruments, or “look-alikes”, is prohibited by law, KRS 158.150, and will not be tolerated in the Danville School System. **Students in violation shall be suspended and/or expelled.**

### **ASSAULT AND THREATS OF VIOLENCE (Board Policy 09.425)**

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion. 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’s transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 005:080.

### **STUDENT TRANSPORTATION TO EXTRACURRICULAR ACTIVITIES**

(Policy derived from KRS 281.605 and 702 KAR 5.130)

All student participants shall be transported to and from extracurricular school activities in a Board authorized vehicle. Privately owned motor vehicles may be used to transport students only when driven by the student’s parent(s)/guardian(s) or a school employee, contingent upon prior approval by the principal or his/her designee. Students are not permitted to drive themselves or other students to any extracurricular school activity. Any use of vehicle not owned by the Board of Education must have prior approval of the principal, who shall notify the superintendent or his/her designee.

### **EMPLOYEE REPORTS OF CRIMINAL ACTIVITY**

KRS 158.154, KRS 158.555, KRS 158.156, KRS 620.030  
Danville Schools Board Policy 09.2211

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

**KRS 158.154**

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

**KRS 158.155**

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

- The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - (1) A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
  - (2) Carrying, possession, or use of a deadly weapon; or
  - (3) Use, possession, or sale of controlled substances; or
  - (4) Any felony offense under the laws of this Commonwealth; and
- The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

**KRS 158.156**

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

*\*Note: The principal may use the forty-eight hour timeframe to investigate the allegations of the initial report. If the principal doesn't find any evidence of a KRS Chapter 508 felony offense, he/she does not have to file a report with the agencies listed above. If the principal is in doubt as to whether there has been a KRS Chapter 508 offense, he/she should consult with the local law enforcement and the board attorney.*

*If the reported offense **rises** to the level of those included under KRS Chapter 508, the superintendent will inform the local board of education that the incident has been reported to one of the three agencies listed below (in accordance with KRS 158.156). The superintendent will **not** share details of the reportable offense with the board of education until all facts (and resulting disciplinary decisions, if any) are determined.*

**Felony Offenses under KRS Chapter 508 include:**

For a description of each KRS Chapter 508 offense, go to [www.lrc.ky.gov/KRS/508-00/CHAPTER.htm](http://www.lrc.ky.gov/KRS/508-00/CHAPTER.htm)

- First Degree Assault
- Second Degree Assault
- Third Degree Assault
- Assault Under Extreme Emotional Disturbance
- First Degree Wanton Endangerment
- First Degree Terroristic Threatening
- Second Degree Terroristic Threatening
- First Degree Criminal Abuse
- Second Degree Criminal Abuse
- First Degree Stalking
- Disarming a Police Officer

**BULLYING / HAZING ( Board Policy 09.422)**

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

**Hazing Not Tolerated**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, harassment, taunting, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

**HARASSMENT / DISCRIMINATION (Board Policy 09.42811)**

**Definition**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex 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.

The provisions in this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

**Prohibition**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.) District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

**Disciplinary Action**

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

### **Reporting Guidelines**

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, within ten (10) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report;
3. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
4. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

### **Notification**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

Students in the Danville Schools are expected to follow all rules, regulations, board policies, and Kentucky Laws while at school and at school related activities/events on or off the campus. Student behavior has a great impact upon the safety and welfare of everyone in the school community.

## **CONSEQUENCES OF UNACCEPTABLE STUDENT BEHAVIOR**

Students in the Danville Schools who choose not to follow rules, regulations, policies, and/or Kentucky Laws are subject to disciplinary actions according to the severity of the offense, as well as other factors. School officials have a responsibility to investigate a possible student violation of rules/regulations, follow due process, and have the authority to levy disciplinary

actions/consequences based upon their findings. Disciplinary actions or consequences may be imposed by classroom teachers, principals, assistant principals, supervisors of student affairs, and other school employees who may be assigned to supervise students.

**The next three (3) pages of the handbook are charts that outline EXAMPLES of unacceptable student behavior and possible disciplinary actions that may be implemented in the Danville Schools. This is a GUIDE for school administrators and is not inclusive of all possible situations. School officials will use their professional judgment and training to determine how the identified unacceptable behavior fits within the scope of the guide and will use board policy and Kentucky law as a resource in this determination.**

DUE PROCESS IS INHERENT IN EACH RESPONSE PROCEDURE, AT EACH LEVEL

LEVELS OF MISCONDUCT	EXAMPLES	PROCEDURES	OPTIONS
<p>I. Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p>	<p>Classroom disturbance Tardiness Abusive language Failure to complete assignments or carry out directions Misbehavior en route to and from school Absences</p>	<p>A. Immediate intervention by supervising staff member B. The student may be referred to the office for administrative intervention. C. Document incident and notice parent/ Guardian.</p>	<p>Verbal reprimand Special assignment Behavior contract Counseling Loss of privileges Time-out area Detention Letter to parents Referral to Administration</p>
<p>II. Misbehaviors that disrupt the learning climate of the school. Included are misbehaviors that <b>do not</b> represent a direct threat to the health and safety of others.</p>	<p>Continuation of unmodified Level I misbehavior Tardiness Truancy Using forged notes or excuses Disruptive classroom behavior Cutting Class Absence Defiance of Authority Rude/Discourteous Insubordination Technology Misuse Cheating/Plagiarism Harassment Physical Aggression</p>	<p>A. Student referred to the administrator for appropriate disciplinary action B. Administrator, student, and/or teacher review the situation. C. Teacher informed of the administrator's action D. . Document incident and notice parent/ Guardian.</p>	<p>Behavior modification Social probation Teacher/schedule change Peer counseling Referral to outside agency Detention Alternative Classroom Suspension</p> <p>See Level I for alternative disciplinary action</p>

DUE PROCESS IS INHERENT IN EACH RESPONSE PROCEDURE, AT EACH LEVEL

<b>LEVELS OF MISCONDUCT</b>	<b>EXAMPLES</b>	<b>PROCEDURES</b>	<b>OPTIONS</b>
III. Misbehaviors that disrupt the learning climate of the school. Included are misbehaviors that <b>do</b> represent a direct threat to the health and safety of others.	Continuation of unmodified Level II misconduct Fighting (minor) Stealing Threats to others Excessive Absences False fire alarms Willful or Wanton Destruction of property (minor) Harassment Tobacco violation	A. The administrator initiates disciplinary action by investigating the infraction and conferring with staff. B. The administrator meets with the student and parent to review the incident and the consequences. C. Document incident and notice parent/ Guardian. NOTE: If a student is suspended, due process procedures will be implemented.	Court Action Temporary removal from class Counseling Any response option in Level I or II Restitution Suspension

DUE PROCESS IS INHERENT IN EACH RESPONSE PROCEDURE, AT EACH LEVEL

LEVELS OF MISCONDUCT	EXAMPLES	PROCEDURES	OPTIONS
<p>IV. Serious behaviors that are a direct threat to the health and safety of any person in the school environment. These acts are criminal and require administrative actions that result in the immediate intervention by school personnel.</p>	<p>Unmodified Level III misbehaviors                      Fighting(serious)                      Extortion                      Fire alarms/Bomb threats                      Weapons                      Possession/use/distribution of controlled substance                      Assault/Battery                      Vandalism                      Theft/Possession/Sale of stolen property                      Arson                      Drug Violation                      Alcohol violation  <b>Continuation of Level III Harassment/ Discrimination is prohibited (Board Policy 09.42811).</b>   <b>Incorrigible bad conduct (158.150)</b></p>	<p>A. The administrator verifies the offense, confers with the staff involved, and meets with the student.                      B. The Student is immediately removed from the school environment. The superintendent and parents are notified.                      C. School officials contact law enforcement.                      D. A complete and accurate report is submitted to the superintendent for board action. The student is given a full due process hearing before the Board.</p>	<p>Expulsion                       (See page 20 for additional information regarding expulsion procedures)</p>

## **AFTER-SCHOOL DETENTION**

Each school may conduct “after school detention”. All schools will follow “after school detention” procedures below and establish school procedures and rules to compliment these procedures.

### **PROCEDURES:**

1. Students who violate school rules, classroom rules, or the “Standards of Behavior” may be referred to Detention by the Principal/designee.
2. Each school will have specific days designated for detention. Detention will last one-hour on the designated days.
3. Each school shall establish the beginning and ending time for the detention and this will be documented in the school standards of behavior.
4. The Principal will notify the parents in writing, via U.S. mail or by phone, concerning the student’s assignment and date of assignment.
5. The student will attend detention with school work, and complete any assignments required by the detention supervisor.
6. Parents will be responsible for transportation and will be expected to arrive at the designated time to pick up their child.
7. Failure to complete detention could result in other disciplinary action as determined by the school administration..

**NOTE: *Students will not be allowed to use the phone before or after detention. Transportation home is the responsibility of the parents and should be arranged prior to serving the detention.***

## **ALTERNATIVE EDUCATION**

The Danville Schools provide Alternative Education opportunities in Grades K-12. The Danville of Board reserve the right to place students in Alternative Education based on the individual needs of the student. The BOE authorizes school administrators to place students in Alternative Education.

## **BUS DISCIPLINE**

The school bus is considered a part of the school environment and all the standards for behavior outlined in this document shall be in force while at the bus stop and on the bus. Riding a bus is a privilege and safety is our top priority.

**The bus driver shall be responsible for the orderly conduct of the students. While on the bus, students are under the direct authority of the driver.**

Any violation of the bus rules and regulations as stated in the Standards of Behavior may result in the suspension of the bus transportation, suspension from school or both or a recommendation from the Principal to the Superintendent for expulsion from school.

**The Following Bus Rules Apply:**

There shall be **NO**:

- food or drink on the bus
- animals, reptiles
- glass, plastic, metal containers
- unnecessary noise
- open and persistent defiance
- vandalism
- hanging out window
- harassing (such as striking, shoving, kicking, annoying)
- hazing, drinking, drugs, or use of tobacco products (smoking, spitting)
- fighting
- profanity
- obscenity
- creating fire hazards (such as striking matches, smoke bombs, fireworks)
- disorderly boarding and unloading procedures (such as pushing, shoving, tripping, etc.)
- throwing objects at, on or off the bus

**The Students Must:**

- remain seated
- obey driver
- respect others

**Bus Surveillance System**

The Danville Schools is committed to student safety in all areas including bus transportation. In an effort to provide a safe and orderly environment on the school bus, surveillance cameras are installed on our buses and are utilized to monitor student behavior on the bus.

If student behavior creates an unsafe situation on the bus, the driver may request that the Director of Transportation and/or building principal view the video. Discipline policies may be administered by school officials based upon the content of the video. The video is confidential and, therefore, cannot be viewed by the parent/guardian to protect the privacy rights of all the students on the bus.

**Bus Discipline Protocol**

If the student does not respond to the driver's attempt to correct the misbehavior, the following procedures shall be implemented by the Principal or Assistant Principal. This is a guideline related directly to bus misbehavior and the administration has the right suspend a child from the bus if they violate the district standards of behavior.

- A. **First Referral:** A warning letter sent immediately to the parent/guardian through U.S. mail and a principal/bus driver/student conference. Attach copy of referral form to warning letter.
- B. **Second Referral:** A conference held with the student to notify him/her of a three-day bus suspension, followed by a letter through the U.S. mail and phone call to the parent/guardian notifying them of the suspension. Attach a Bus Conduct form to notice of suspension.
- C. **Third Referral:** Conference with the student, then notify parent/guardian and bus driver that a conference (time and date) will be held at school along with a five-day suspension of bus riding privileges. Notify parent/guardian by telephone and U.S. mail. Attach Bus Conduct form to notice of suspension.
- D. **Fourth Referral:** Conference with the student, then notify parent/guardian and bus driver that a conference (time and date) will be held at school along with a ten-day suspension of bus riding privileges. Notify parent/guardian by telephone and U.S. mail. Attach Bus Conduct form to notice of suspension.
- E. **Fifth Referral:** Violation of the bus driver contract will result in a suspension of bus riding for the remainder of the semester. The violation will be referred to the Superintendent or designee for action.
- F. **Sixth Referral:** Violation of the bus driver contract will result in a suspension of bus riding for the remainder of the school year. The violation will be referred to the Superintendent or designee for action.

#### **ACCEPTABLE USE POLICY**

All students utilizing the Danville Schools network are required to have the Danville Schools Electronic Resources Acceptable Use Policy & Procedures form signed by both the student and their parent(s). This form shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations. The required form will be kept on file at the appropriate site and viewed as a legal and binding document. Students along with their parents are responsible for good behavior on all district technology. Electronic communication is public in nature. General rules for behavior and communications apply. All electronic activities are logged and reviewed for suitability to assure compliance with the AUP and with state and federal laws.

Access to network services is provided to conduct research and communicate with others for the sole purpose of schoolwork consistent with academic expectations of the Danville Schools. Access is given to those who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use of public property for personal gain is a felony and is subject to prosecution.

The use of all electronic resources are governed by the Danville Board of Education Acceptable Use Policy, Kentucky and federal laws. The system administrators will deem what is inappropriate use and their decisions will be final. The system administrators may close an account at any time. The administration, faculty, and staff of Danville Schools may deny, revoke

or suspend specific user accounts. Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

## **DRESS STANDARDS GUIDELINES**

The Danville Schools expect that all students – elementary, middle and high school - will come to school dressed appropriately. As in the world of work, proper attire is essential to success on the job and in school. Student's dress should be conducive to a positive school environment, not disturbing others or attracting unnecessary attention. The Danville Schools and school administrators reserve the right to make final decisions based on the dress standards. Each school council, together with school administrators, will develop school-level dress standards to meet the needs of the school community.

### **Examples of unacceptable items that might interfere with the educational process include:**

- ❖ Halter, tank tops, muscle shirts.
- ❖ Net Shirts (unless worn over another shirt).
- ❖ Cut off tops (which do not cover navel).
- ❖ Clothes which are too revealing.
- ❖ Pants/shorts will be pulled up to hips (NO SAGGING!)
- ❖ Hats and other head gear worn inside.
- ❖ Sunglasses worn inside during school day.
- ❖ Clothing items that have profane/vulgar words or emblems written or printed on them
- ❖ If, in the opinion of school officials, clothing items promoting drugs, weapons, violence, hate, sex and graphics that may be deemed objectionable by school officials.

In the interest of health and safety, shoes shall be worn at all times.

### **DANVILLE SCHOOLS CRISIS MANAGEMENT PLAN**

Schools must operate within a safe and orderly environment, providing for the protection and safety of students and staff as well as property during emergencies.

A comprehensive plan has been developed in the Danville district for use during emergencies and is available upon request from the superintendent's office. During times of crisis, parents and guardians are urged to listen to local radio stations, WHIR or WRNZ, for pertinent information and directions.

***The Danville Board of Education does not discriminate on the basis of gender, race, national origin, age, or disability.***

## 2011-12 Danville Schools District Calendar

August 1-3	Professional Development
August 4-5	Planning Day
August 8	Opening Day
August 9	Professional Development
August 10	First Day for Students
September 5	Holiday (NO SCHOOL)
September 23	Planning Day (NO SCHOOL)
October 10-14	Fall Break (NO SCHOOL)
October 18	End of First Nine Weeks
November 8	Planning Day (NO SCHOOL)
November 23-25	Holiday (NO SCHOOL)
December 21	End of Second Nine Weeks
Dec. 22 – Jan. 2	Winter Break (NO SCHOOL)
January 3	Return to school
January 16	Holiday (NO SCHOOL)
March 2	End of Third Nine Weeks
March 16	CKEA District Day (NO SCHOOL)
	Planning Day
April 2-6	Spring Break
May 10	Last Day for Students
May 11	Closing Day
May 14 – June 30	Makeup Days

## **Families First Family Resource Center Beacon Youth Services Center**

**Families First FRC** and the **Beacon YSC** serve the students, families and staff of the Danville Schools. Our mission is to provide services and resources that will enhance a student's ability to be successful in school. We assist with academic achievement and student well-being as well as helping all students to become productive adults. We can assist with resources such as school supplies, clothing needs, parenting classes, health awareness programs, recognition of students and staff. We also network with local service providers to assist our families with identified emergency services. The centers operate all year long and we are available to assist families even when school is not in session.

We look forward to working with all families and students in the Danville Schools. Our contact information is:

- **Families First Family Resource Center** (serving Grades P-5)  
Phone: 859-238-1329  
Location: Jennie Rogers Elementary School
- **Beacon Youth Service Center** (serving Grades 6-12)  
Phone: 859-238-1329 or 936-8473  
Location: Danville High School