

CODE OF CONDUCT for the DAVIESS COUNTY PUBLIC SCHOOLS 2016-2017

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CODE OF CONDUCT for the DAVIESS COUNTY PUBLIC SCHOOLS 2016-2017

PURPOSE OF THIS DOCUMENT

The Daviess County Public School district has the responsibility to provide an education for each student in the district. A student's right to an education cannot be taken away without cause. Students have the responsibility to conduct themselves in ways that do not interfere with the rights of other students to an education. The Kentucky General Assembly has found that "Every student should have access to a safe, secure and orderly school that is conducive to learning." (KRS 158.440)

While a Code of Conduct cannot be written in such detail so as to foresee every type of situation which may occur, the school community expects reasonable, self-disciplined behavior on the part of students.

Part One

SECTION 1—RIGHTS & RESPONSIBILITIES OF STUDENTS

A student has the right to:

1. be respected as a worthy individual regardless of race, creed, national origin, economic status, sex, disability or age
2. receive an appropriate education
3. receive academic grades based only on academic performance
4. be provided with information about grading and progress in each class
5. make up missed work in the case of an excused absence
6. have school records accurately and confidentially maintained
7. be able to seek advice and counseling in academic, personal, social and career-related concerns
8. have access to needed services for students with disabilities
9. be involved in co-curricular and extra-curricular school activities which have clearly defined rules for participation
10. participate in free elections with peers in student organizations
11. have personal safety, the protection of personal property and freedom from harassment and abuse within the total school environment
12. be kept informed of all rules, regulations, policies and consequences which affect students and be assured of all rights to due process and appeal.

A student has the responsibility to:

1. be at school every day unless absence is excused
2. bring notes from parents/guardians or physicians for excused absences
3. be on time and prepared for school and classes
4. understand and obey classroom, school and Code of Conduct rules
5. complete class work and homework on time
6. work to meet the requirements of each class
- 7 follow the dress code and use proper hygiene
8. be respectful to others by avoiding profanity, insults, threats and harassment
9. respect the rights and property of students and staff
10. behave in a safe and responsible manner

11. ask teachers or school staff for help with problems
12. practice good citizenship by being helpful and honest when there is a problem
13. develop and display good sportsmanship in co-curricular and extra-curricular school activities
14. complete a questionnaire if 18 years or older and dropping out of school
15. report if he or she has been a victim of bullying or has observed other students being bullied.

SECTION 2—RIGHTS & RESPONSIBILITIES OF PARENTS

A parent has the right to:

1. be respected as a worthy individual regardless of race, creed, national origin, economic status, sex, disability or age
2. have information about and share in planning for educational programs to which your child might have access
3. have information about all school rules and consequences for breaking those rules
4. have discipline maintained and be informed of any formal disciplinary actions taken affecting your child
5. be treated with respect by all school staff members
6. receive prompt and appropriate communications about your child
7. take part in meaningful parent-teacher conferences to discuss your child's progress and welfare.

A parent has the responsibility to:

1. emphasize to your child the importance of education
2. require your child to attend school and be on time
3. notify the school on any day your child is absent
4. send notes to school for excused absences
5. sign your child in or out of school when arriving late or leaving early
6. keep the school up to date on telephone numbers and address changes so the school staff knows where to find you during school hours
7. make sure your child has current immunizations and required medical examinations
8. notify the school of medical, family or social problems that may affect school performance
9. notify the school if your child has any medical condition, which is considered a threat to the safety of the student or others in the school
10. provide upon enrollment notification if your child has been found guilty/expelled for an offense involving weapons, alcohol or drugs
11. help develop in your child a positive self-concept, self-reliance and self-discipline
12. be involved with what goes on at school by talking to your child about school work and behavior
13. keep up to date with your child's progress; review, sign and return report cards
14. attend parent-teacher conferences
15. make sure your child has time, space, materials and help for homework
16. review the school rules and the Code of Conduct with your child
17. expect your child to dress appropriately, to follow the school's dress code and to practice good hygiene
18. support the school's discipline measures and assist the school with discipline when needed
19. support good sportsmanship in co-curricular and extra-curricular school activities
20. pay damages or fines incurred by your child
21. complete a questionnaire with your signature if your child drops out of school prior to age 18.

SECTION 3—RIGHTS AND RESPONSIBILITIES OF TEACHERS, SCHOOL RESOURCE OFFICERS (SRO) AND OTHER STAFF

A teacher or staff member has the right to:

1. be respected as a worthy individual regardless of race, creed, national origin, economic status, sex, disability or age
2. have the support of the school principal and administrators
3. have adequate facilities, equipment and supplies needed to conduct his/her work and a way to report any deficiencies if they exist
4. have all students listen and make a substantial effort to learn, including the completion of homework assignments
5. enjoy freedom from harassment and abuse, be reasonably safe from physical harm and be able to take action in an emergency to protect yourself and others in your care
6. have evaluation of your performance on a regular basis
7. have all Constitutional rights and due process provided to employees by law
8. enjoy a personal life and privacy outside school.

A teacher or staff member has the responsibility to:

1. maintain a positive, professional attitude toward all students, parents, administrators, other teachers, staff members and the Board of Education
2. be a role model of responsible citizenship
3. possess a thorough knowledge of subject matter and employ an understanding of human growth and development
4. participate in on-going staff development
5. provide students at the beginning of the year with an overview of subject content and method of grading used in each course
6. maintain an atmosphere which promotes learning, mutual respect and courtesy; help students master basic skills, develop positive self-concepts and make choices that lead to responsible citizenship
7. grade and return assignments in a reasonable time and maintain accurate records of grades and attendance
8. inform parents of students' successes or problems in learning and behavior; reply promptly and courteously to questions and suggestions from parents and administrators
9. deal promptly, fairly and consistently with disruptions or violations of school rules, Board policy or the Code of Conduct; if necessary, ask for support of administrators in difficult cases
10. follow the policies, regulations and standards adopted by the Board/administration and work appropriately where change is desired
11. help ensure safe, clean and neat school buildings, equipment and grounds
12. support to a reasonable degree parent group activities such as P.T.O. and other school-community activities that enhance the welfare of students and the teaching profession; attend other reasonable meetings assigned by administrators
13. develop and display good sportsmanship in co-curricular and extra-curricular school activities
14. report to principals instances of bullying, hazing, or harassment.

SECTION 4—RIGHTS AND RESPONSIBILITIES OF PRINCIPALS AND ADMINISTRATORS

A principal or administrator has the right to:

1. be respected as a worthy individual regardless of race, creed, national origin, economic status, sex, disability or age
2. receive adequate support for running the school from the Board and Central Office administrators
3. have sufficient staff, facilities and supplies needed for the educational program
4. have staff members who follow policies and directions
5. deal appropriately under Board policies with any student whose conduct disrupts the learning of others or violates the Code of Conduct
6. enjoy freedom from harassment and abuse, be reasonably safe from physical harm, and be able to take action in an emergency to protect yourself and others in your care
7. have evaluation of your performance on a regular basis
8. meet with other principals, administrators and the Board to make suggestions to address problems in policies and regulations affecting your work
9. enjoy a personal life and privacy outside school.

A principal or administrator has the responsibility to:

1. with the help of the staff, create and maintain a positive learning environment with appropriate discipline according to the Code of Conduct, Board policies and regulations
2. supervise the maintenance of safe, clean and neat school buildings, equipment and grounds
3. interpret the needs of the school to the administration, Board and public; interpret the policies of the administration and Board to the students, parents, teachers and public
4. keep Central Office administrators informed so staff, facilities and supplies are adequate
5. involve parents and students in a cooperative shaping of the school program and environment (such as P.T.O. and student government)
6. be available for conferences with staff, students, parents and others on instructional and disciplinary matters
7. protect individual rights including the rights of students, parents and staff
8. help teachers in planning instructional activities according to Board approved curriculum
9. carry out on-going staff supervision with impartial evaluations and constructive counseling on job performance
10. provide fair, consistent and prompt resolution of grievances
11. provide help to teachers in connection with serious disciplinary violations of students
12. support teachers, bus drivers and other employees firmly in any controversy while they are properly carrying out the policies of the school or the Board
13. be a role model of responsible citizenship
14. use available resources to grow professionally.

SECTION 5—PYRAMID OF INTERVENTIONS

All students will participate in a variety of diagnostic assessments to determine if individual students need additional instruction in specific academic areas. Interventions are a natural part of the instructional process and will not require individual parent permission in order for a student to participate. As required by federal law, any additional instruction or interventions will be research-based and implemented in a regular education setting. Data-based documentation of progress for students who need additional instruction will be collected frequently and reported to parents.

SECTION 6—FAMILY EDUCATION RIGHTS AND PRIVACY ACT

A. Record Confidentiality

In accordance with the Family Education Rights and Privacy Act, parents, whether custodial or not, shall have the right to see their child's cumulative school record, have it explained, challenge perceived inaccuracies and have the information in the file dealt with in a confidential way. Parents shall have the right to file complaints to the Family Education Rights and Privacy Act Office concerning any alleged failures of the district to follow this act. These rights shall be passed on as the exclusive rights of the student at age 18. In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to send educational records on request to a school in which a student seeks enrollment or intends to enroll.

B. Release of Students and Student Information to Divorced, Separated or Single Parents

The Board shall release the student or information concerning the student to a biological parent or legally documented guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished according to the following procedures: Unless the school has been informed and given evidence of state law or court order concerning the status of the student, both parents shall have equal access to any information concerning the student.

C. Student Directory Information

The superintendent or the superintendent's designee is authorized to release Board approved directory information. Approved directory information shall be: student names and addresses, phone number, date of birth, student's school email address, major field of study, photograph/picture, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, honors, degrees, and awards received and most recent educational institution attended by student. Any eligible student, parent or guardian who does not wish to have directory information released shall notify the superintendent in writing on or before September 30 of each school year. For your convenience, a form will be included in student information at the beginning of the year or upon enrollment.

D. Other Student Information

A bus videotape is an educational record subject to exclusion from public inspection under state and federal laws because it contains information on more than one student.

STUDENTS WITH DISABILITIES

The District's special education procedures manual shall include information concerning records of students with disabilities.

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. Only school administrative, transportation and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.

SECTION 7—MISSING CHILDREN

In the event that a minor student is missing from home, the school system will cooperate with the State Department of Education and Law Enforcement in an effort to locate the child. Parents should contact the principal. Parents of students who are missing can request that their child's school records be flagged so as to catch any attempted enrollments in another school system. Requests for such files will be reported to authorities.

SECTION 8—FEES FOR STUDENTS ELIGIBLE FOR FREE AND REDUCED LUNCH

Students eligible for free and reduced lunch may be eligible for waivers or reduced school fees. Contact the school office for more details.

Part Two

SECTION 1—ATTENDANCE REQUIREMENTS

A. Philosophy Statement

The Daviess County Public School district firmly believes that attendance is a student, school, parent and community responsibility. Research has demonstrated a direct relationship between good attendance and success in school. All students are expected to attend class every day and be on time for school and all classes. A student's progress at school depends greatly on the punctuality and regularity of attendance.

B. Attendance Recognition

Any student who has been present every day of the school year, with no partial-day absences, and no tardies, will receive a perfect attendance award. Any student who has no more than two excused absences and no more than three excused tardies will receive an exemplary attendance award. Any student who has no more than three excused absences and no more than three tardies will receive an outstanding attendance award.

C. Age limits for Compulsory Attendance (KRS 159.010)

Each child in the district who has entered kindergarten or who is between the ages of six (6) and eighteen (18), as of October 1, except those specifically exempted by statute, shall enroll and be in regular attendance at the school to which s/he is assigned.

D. Calculations for Tardy, Half-Day, and Whole Day Absences Defined – Tardy is defined as being absent from 1- 15% , 16% up to 64% is half-day absence; and anything up above 64% is a full day absence. Tardies are defined as being late to school, late to class or leaving school before the school day is completed. Work missed for excused or unexcused absences or tardies may be made up for full credit.

E. Excused Absence From School

Students who are absent from school are required to have a legitimate excuse. Within three days of a student's return to school, s/he must present a school acceptable notice (written note, e-mail or telephone call), to a designated staff person. If a note is not received within three days, the absence may be considered unexcused.

The note should include the current date, the student's first and last name, the date(s) of the absence(s), the reason for the absence(s) and the parent/guardian signature. A parent may write a note, call, or e-mail for a total of eight (8) absences per year for the following permissible absences:

1. Illness of the student. If days of absence for illness exceed total allowable number of parent notes, a written statement from a medical professional (physician, dentist, orthodontist, psychologist, physician's assistant, nurse practitioner, physical therapist, optometrist, or public health officer) will be required in order for each additional absence for illness to be excused.
2. Severe illness in the student's immediate family.
3. Religious holidays and practices approved in advance by the principal.
4. Family emergencies requiring immediate attention, as approved by the principal.
5. Up to three (3) total visits, no more than two (2) per semester, to colleges or universities approved in advance by the principal and restricted to juniors and seniors. Documentation from the college/university will be required.
6. Other valid reasons as determined by the principal.

Documentation, from sources other than a parent, will be accepted for the following absences:

1. Court appearances requiring the student's presence. Documentation from the court will be required.
2. Medical and dental appointments. A physician's excuse shall state the date(s) and/or number of days for which the student will be excused.
 - Any medical statement submitted to the school must be an original; no copy will be accepted.
 - Schools may accept technology based (PDF, fax, etc.) medical statements directly from physician's office.
 - Local physicians' offices will use the standardized Daviess County Public Schools' Medical Statement for Return to School form.
 - When a student exceeds 12 medical statements, the parent/guardian may be requested to attend a health support conference with the school attendance intervention team for the purpose of:
 - Determining the need for documentation regarding a Chronic Health Condition;
 - Addressing the student's academic status;
 - Determining the possible need for Home/Hospital services.
 - Each case will be reviewed on an individual basis.

F. Confirmation of Medical Statements

If falsification of a medical statement is suspected, the parent/guardian may be asked to sign a Release of Medical Information Permission Form for the treating physician/physicians. This form will allow the Health Attendance Committee to validate the authenticity of the medical statement.

- a. If the parent refuses to sign the Release of Medical Information Permission Form, the school may not count the date/dates covered by the medical statement or statements as excused absences.
- b. Until the authenticity of the medical statement/statements is verified, the school will not count any of the dates as excused absences.

G. Secondary School Attendance for Students Ages 18-21

We encourage and support students 18 years and older who choose to pursue completion of their studies. However, Kentucky statutes are very clear in regards to school attendance for adults.

Any student between the ages of 18 and 21 who has not met graduation requirements may continue in school as long as s/he:

1. is in regular attendance
2. is making satisfactory progress toward graduation
3. refrains from causing any disciplinary problems; and
4. abides by school regulations.

Failure on the part of the student to meet these requirements may be interpreted as that student's voluntary withdrawal from school. In addition, according to KRS 159.150 and 159.990, an 18-year old who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant and can be fined one hundred dollars (\$100) for the first offense and two hundred fifty dollars (\$250) for each subsequent offense.

A committee including the principal or designee and guidance counselor will review each case to determine the best course of action for the individual student and the school. The principal or designee will chair the meeting and the student will be invited to attend the meeting. Failure on the part of the student to attend the meeting does not restrict the committee from making a decision.

The committee will discuss educational programs that may serve as an alternative to regular classroom instruction with the student.

In cases that involve special needs students, the procedures mandated by federal and state law for students with disabilities shall be followed.

H. Homebound Instruction

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health or mental conditions. An "extended period" refers to an absence for more than five (5) consecutive school days. Home/hospital instruction will be a minimum of two (2) visits per five days of school with one (1) hour of instruction per visit, which is equivalent to one (1) child's attendance in school for five (5) days. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

I. Unexcused Absence from School

All absences other than those described in Section E are considered unexcused absences.

J. Truancy Defined

Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant. Any child who has been reported as truant two (2) or more times is habitually truant.

K. Truancy and Habitual Truancy Procedures

Principals and assistant principals shall follow these procedures at a minimum regarding truancy and habitual truancy:

1. After three (3) days of accumulated unexcused absences (or first truancy), a contact by phone, letter, or in person by school level staff, (Guidance Counselor, FRYSC, or Assistant Principal) may be made with the parents notifying them of the truancy. Documentation will be kept in Infinite Campus.
2. After four (4) days of accumulated unexcused absences, the school will notify the parent via letter or home visit as a plea to correct the truancy problem. The school will also refer the student to the Family Resource Youth Service Center Coordinator to assist in finding a solution to the attendance issue.
3. Parents will receive a final notice of impending legal action from the Director of Student Services via a letter or home visit if the student accumulates five (5) unexcused absences. Additional unexcused absences could result in court action for educational neglect against the parents and/or truancy petition being filed against the student.

SECTION 2—DRESS AND APPEARANCE

The Daviess County Board of Education believes that the appearance of students is important to the educational environment and should create a positive school climate and enhance school safety. Appropriate clothing is expected for all students. Daviess County Public Schools remain committed to developing individuals who are well-prepared for the demands of the future.

If a school council chooses to more specifically address dress and appearance, the council policy shall include, but not be limited to, the following:

Students should not wear apparel which may attract undue attention or present a threat to health or safety.

The wearing of any such apparel may necessitate an intervention by school personnel.

Examples of inappropriate apparel:

- A. That which advertises tobacco products, alcohol or drugs;
- B. That which promotes or suggests lewd, profane, vulgar, racist or violent themes;
- C. That which is revealing (as short shorts or short skirts, bare midriffs, crop tops, low necklines, sheer fabrics, body-hugging or tight as with spandex, sagging below the waistline, with holes or tears);
- D. Chains (bike chains, chains on wallets, dog collars, spikes on clothing or jewelry).

For safety purposes, students may not wear shoes with wheels.

SECTION 3—ANTI-BULLYING LAW

As required by the Anti-Bullying Law (KRS 158.156), Daviess County Public Schools MUST address any incidents involving students committing felony offenses. Forms to report such incidents are available on the Daviess County Public Schools' website.

The definition of bullying is any unwanted verbal, physical, or social behavior among students that involves real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school sponsored transportation, or at a school sponsored event; or
2. That disrupts the educational process

Under the Anti-Bullying Law, students committing any of the following felony offenses under KRS Chapter 508

1. While on school premises, or
2. While on school transportation, or
3. At a school sponsored event will be reported by any employee of the school district who identifies the offense to the building principal, who will then cause a report to be made with local law enforcement, Kentucky State Police or the County Attorney:
 1. Assault in the 1st degree, 2nd degree, or 3rd degree
 2. Wanton endangerment in the 1st degree
 3. Terroristic threatening in the 1st or the 2nd degree
 4. Criminal abuse in the 1st or the 2nd degree
 5. Stalking in the 1st degree

The parent, legal guardian or custodian of the student will be notified of the complaint.

The written complaint will contain the following:

1. The names and address of the student allegedly responsible for the violation and his or her parents, legal guardian or person exercising custodial control
2. The student's age
3. The nature and extent of the violation
4. Any other information that the principal believes may be helpful in the completion of his/her report.

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. There is no reprisal for reporting an incident in good faith.

Employees of the district will be trained on these requirements.

By receiving this information in the code of conduct, students, parents, guardians and those exercising custodial control have been informed of the requirements of this code and provisions of Sections 1-5 of the Anti-Bullying Law.

Persons who bully and/or persons who fail to report bullying toward others may be subject to disciplinary action. (09.422)

SECTION 4—DISCIPLINARY PROCEDURES

The Daviess County Board of Education recognizes its responsibility to give all reasonable support and assistance for the maintenance of discipline while students are under the authority of the Board of Education. It is understood that teachers and principals have the authority and responsibility to use reasonable methods to maintain classroom/school control. In addition to the Code of Conduct, parents, students and staff should read and become familiar with the school and classroom rules as presented in school handbooks and/or teacher lists.

A. Information Related to Disciplinary Actions

1. Classroom Rules

This code does not preempt the use of reasonable classroom rules which individual schools or teachers find helpful in classroom management. Rules such as requiring students to bring materials to class regularly or to have students raise their hands to be recognized before speaking out in class are examples of reasonable classroom rules.

2. General Discipline Procedures

The principal or designee should counsel with the student regarding the offenses in an attempt to correct the behavior and to prevent its recurrence. A school counselor may be involved if a problem seems to stem from causes deeper and more serious than simple misbehavior. If, in the judgment of the principal or designee, the offense is of a serious or persistent nature, the parent or guardian will be notified in writing. An administrator may seek the help of local authorities (e.g., police, court designated worker) when the safety or best interest of the school is in jeopardy.

3. Reporting Misbehavior

We encourage parents, students and school staff, including SROs, to report any kind of misbehavior to authorities. That authority may be a teacher, principal or the superintendent, starting with the teacher if possible. Reports should be as specific as possible. The school district also provides an anonymous TIPS line for this purpose at 270-684-9466. Students who believe they are victims of bullying will report such incidents to their principal in writing.

4. Students Receiving Special Education Services

A student receiving special education services or Section 504 accommodations may be disciplined according to Daviess County Public Schools Code of Conduct. Additional behavioral interventions, treatment and consequences may be part of the Individual Education Program or the Section 504 accommodations. Decisions related to disciplinary actions for these students, which may include suspension and expulsion for serious offenses, are made in accordance with federal and state regulations and Daviess County Public Schools special education procedures.

5. Disciplinary Options

To correct misbehavior, local school administrators and faculty are strongly encouraged to use optional in-school measures short of suspension or expulsion whenever possible. Violations of the code of conduct may result in one or more of the following consequences:

- a) Warning;
- b) Notifying the parent of the student's misconduct (by telephone or letter);
- c) Separation from peers;
- d) Constructive assignments
- e) Behavioral contracts;
- f) Conference with parents;
- g) Loss of school privileges;
- h) Counseling and/or evaluation;

- i) After-school detention;
- j) In-school Suspension
- k) Suspension;
- l) Short term placement (no longer than 9 school days) at DCPS In-house Crisis Program
- m) Alternative education placement;
- n) Referral to civil authorities;
- o) Administrative hearing;
- p) Referral to the Board of Education for expulsion.

Loss of physical activity periods shall not be used as a disciplinary consequence. In addition, no student will be assigned physical activity (running, walking, or exercise of any form) as a consequence for a violation of the student code of conduct.

6. Safe Physical Restraint and Seclusion

As defined by KRS 09.2212 (adopted 2013) employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

7. Student Searches

The school and school facilities are the property of the Daviess County Board of Education. No illegal items or substances, such as drugs or weapons, are allowed on school property. In addition, there will be periodic inspections of lockers by school personnel including SROs. A specific individual's locker may be searched when reasonable suspicion of the violation of school regulations or civil law is evident. In cases of reasonable suspicion of the violation of school regulations or civil law, a student may be asked to empty his or her pockets or purse for inspection by a school administrator. We reserve the right to use random search techniques including police dogs used to locate drugs. All vehicles on school grounds are subject to search at any time.

8. School Resource Officer (SRO) and Law Enforcement

The SRO shall work in conjunction with the principals and the teachers to deliver instruction on a 'guest lecturer' basis in a variety of subject areas to include but not limited to police and their role in society, laws, juvenile and adult criminal justice systems, career opportunities in law enforcement, drug education, gang resistance education, teen crime and community conflict resolution. Other responsibilities include:

1. being available for conferences with students, parents and faculty members in order to assist them with problems of law enforcement or a crime prevention nature,
2. making referrals to such agencies when necessary, thereby acting as a resource person to the students, faculty and staff of the school,
3. acting as a sworn police officer, taking whatever law enforcement actions are necessary pursuant to agreements executed by the school district when required,
4. giving assistance to law enforcement officers in matters regarding his/her assignments, whenever necessary, and
5. investigating situations related to runaways, thefts, or any crime relating to the students attending schools that the SRO serves.

9. Crimes occurring off school property

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

1. Parents/guardians shall be notified by school officials as soon as possible.
2. If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
3. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order or juvenile petition or arrange to interview the student off the school grounds.

4. If the student is an alleged victim of abuse or neglect by a parent, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent.

10. Crimes occurring on school property

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

KRS 610.200 When a peace officer has taken or received a child into custody on a charge of committing an offense, the officer shall immediately inform the child of his constitutional rights and afford him the protections required there under, **notify the parent**, or if the child is committed, the Department of Juvenile Justice or the cabinet, as appropriate, and if the parent is not available, then a relative, guardian, or person exercising custodial control or supervision of the child, that the child has been taken into custody, give an account of specific charges against the child, including the specific statute alleged to have been violated, and the reasons for taking the child into custody.

B. Referral Procedures

Students may be referred to the appropriate administrator's office by a faculty staff member or bus driver for alleged violations of the Code of Conduct and any school rules or regulations.

The principal or designee will process the referral and complete a student discipline record in the office. Such records shall be maintained by the school and made accessible upon request to the student or parent in compliance with the Family Education Rights and Privacy Act.

Parents will be notified of serious or persistent disciplinary infractions. Repeated offenses may result in extended suspensions or recommendations to the Board of Education for expulsion.

C. Conduct in the School Environment Warranting Disciplinary Action

Conduct in the school environment refers to conduct that occurs within the school building, on school grounds, to and from school by bus and/or during school-sponsored activities, including those activities which are outside of the usual attendance calendar, such as summer band camp or graduation exercises. The administrator shall use his/her discretion and best judgment in determining the need and type of disciplinary action and shall retain the power and authority to use the type of discipline which may yield positive results for the student. It is strongly recommended that students having severe disciplinary problems be counseled and/or provided other services that may tend to modify their behavior.

Note: In the case of drug possession or use, distribution of drugs, or other criminal offenses, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function.

Defiance of authority of teachers or administrators and other incorrigible bad conduct are somewhat broad in nature. We have attempted to define more specifically the items below so students, parents and school personnel may better understand Kentucky Revised Statute 158.150.

D. Abuse of Teacher – KRS161.190. 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. The school district considers this a serious offense that may result in both criminal charges and school disciplinary consequences for threat/intimidation/bullying as described above.

E. Suspension and Expulsion Procedures

The basis for suspension and expulsion of students in the public schools is set out in KRS 158.150, and as provided therein, all pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. The grounds for suspension or expulsion of students shall be violation of the infractions listed above. The principal, assistant principal, superintendent or an appropriate designee may suspend a student.

A suspended student is forbidden from entering any school or any school grounds (except for a prearranged conference with an administrator), attending any day or night school functions, including weekend functions, of the Daviess County Public Schools, or riding a school bus during the term of the suspension. Violation of this is cause for a recommendation for expulsion.

The principal / designee may initiate suspension action. The principal / designee may request a parent conference before reinstatement, so alternate remedies for the student's behavior may be identified and parental support assured. A mutually acceptable method of conferring may be agreed upon if a conference at school is not possible.

No suspension under the foregoing authority shall be made unless the student is given oral or written notice of the charges which constitute cause for suspension, has been given an explanation of the evidence of the charge or charges, and if the student denies them, is given an opportunity to present his/her own version of the facts about the charge or charges. There need be no delay between the time the oral or written notice is given and the time of the above described informal hearing where the student is informed of the charges against him/her and where s/he is given an opportunity to present his/her version of the facts.

As a rule, this informal notice and hearing should precede removal of the student from school. In extraordinary cases, students may be immediately suspended without the informal hearing where they have, in the judgment of the principal or superintendent, been guilty of such conduct that their presence poses a continuing danger to persons or property and that immediate suspension is essential to protect persons or property or to avoid disruption of the academic process. However, in such cases, the necessary notice and informal hearing should be held as soon as possible but no later than three (3) school days after the suspension is affected. In any case, the oral or written notice which is given to the student should specify the charges against the student.

Any suspension shall be reported immediately to the superintendent/designee and parent of the student.

Only the Board of Education may permanently expel a student; but no expulsion by the Board of Education shall be made until the parent or other person who has legal custody or control of the student and the student have had an opportunity to have a hearing before the Board of Education and proper notice of the hearing is given to the student and to the parent or other person having legal custody or control of the student.

In instances of a severe disciplinary problem, repeated offenses, or after two or more previous suspensions, it may be necessary to resort to expulsion of a student for the remainder of the semester or school year. Infractions that occur near the end of a given school year may result in a suspension or expulsion carrying over into the next school year.

F. Reporting Procedures for Out of School Suspension and Off Campus Suspension

Out of school suspensions and off campus suspensions will be reported immediately to the parent or other person having legal custody or control of the student.

G. Appeals Process for Disciplinary Actions

When a student or parent disagrees with a disciplinary decision, s/he (or their parents) must file a written appeal of the decision within ten (10) school days of the date of the disciplinary action. If the disciplinary consequence was assigned by a teacher or an assistant principal, the written appeal must go first to the principal. If the disciplinary consequence was assigned by the principal and involved a consequence of out of school suspension or higher, the written appeal goes directly to the superintendent/designee.

Upon receipt of the written appeal, the principal or superintendent will respond in writing to the person making the appeal within ten (10) school days of receipt of the written appeals notice. If a student or parent is appealing a suspension, the student will not serve the suspension days until all levels of appeal have been exhausted. However, if the allegations include potential harm to self or others, the district may assign student to alternative placement, with all school work provided at full credit, until the appeal has been resolved.

In the event that the principal denies the appeal and the consequence is out of school suspension or higher, the student or parent may appeal that decision to the superintendent. Again, that appeal must be made in writing within ten (10) school days of receipt of the principal's written response. The superintendent then must respond in writing to the student or parent within ten (10) school days of receipt of the appeal.

If the issue is not resolved by the superintendent, the student or parent may appeal to the Board of Education, in writing, within ten (10) days of receipt of the superintendent's decision. The Board of Education will hear the appeal at a regularly scheduled Board meeting, or at a specially called meeting at the Board's discretion. In matters related to student discipline, the action of the Board of Education will be limited to an appellate review to determine if procedural flaws (e.g., failure to provide for due process) or unlawful action occurred. In other words, the Board of Education's role is not to determine if the disciplinary consequence was warranted, but rather if the administrator(s) followed board policies and/or laws and regulations.

H. Administrative Hearings

An administrative hearing is convened when a student has reached the limit of tolerable interventions or, in certain extreme cases, of bad conduct that might lead to a recommendation for expulsion. The administrative hearing will be chaired by a District Office representative and will include, but is not limited to:

- The school-level administrator making the recommendation
- The student and his/her parent or guardian
- The Director of Student Services or designee
- The Superintendent or designee

Possible outcomes include, but are not limited to, a recommendation for an alternative placement, removal to home services, behavior contracts, or a recommendation that a student be placed before the School Board for expulsion.

Administrative hearings are not subject to appeal. In the event a student withdraws from school before a scheduled administrative hearing has occurred, the hearing must be reconvened prior to the student's re-enrollment.

School Visitors

Generally

The Board encourages visits from parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school programs. To ensure the safety of students and school personnel, all visitors must report to the front office immediately upon entering the school. Visitors must identify themselves, declare their purposes for visiting, and obtain permission for the visit from the Principal or his/her designee.

Visitors from Other Communities

Professional educators and residents of other school districts who wish to observe the schools in operation are welcome. Arrangements for such visits must be made in advance and approved by the school Principal.

Classroom Visitors

Visitors shall not enter any classroom without the prior and expressed consent of the Principal or his/her designee. The Principal (or designee) may limit or restrict the number of visitors, the frequency of visits and must approve the appropriateness of the expressed purposes for visiting. Guests or visitors of students, including siblings, are not allowed in classrooms.

Conduct

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Use of Tobacco/Alcohol/ Illegal Drugs

The use of tobacco, e cigarettes, alcohol products, illegal drugs or facsimile is prohibited by anyone in school buildings or on school property.

Conduct Violations and Disciplinary Infractions Defined

Infractions– The infractions listed may result in one or more of the consequences listed after this section. Repetition or extenuating circumstances of a violation may necessitate the use of a higher level of response to an infraction.

1. Academic Dishonesty– Including, but not limited to, cheating, copying from another student or plagiarism (taking the ideas or writings of others and presenting them as if they were your own writing or ideas).
2. Acts of Disrespect– Any actions initiated by students which display an intentional lack of courteous regard for staff member authority. Examples include repeated talking back, lewd gestures, behavior intended to mock or contemptuous laughter directed toward school staff.
3. Aggressive Misbehavior toward Any School Employee – Threatening physical contact or actual physical contact of school employees by a student or group of students with the intention of doing bodily harm.
4. Arson - Starting or trying to start a fire in the school environment.
5. Bomb Threat - Making a threat that a bomb has been placed in or is ready to explode on a school property or at a school-sponsored activity.
6. Defiance of Authority – Willfully disobeying a reasonable request of school personnel or school rules.
7. Disorderly Conduct – Acting in a manner which is disruptive to the orderly educational procedure of the school environment or encouraging others to be disruptive, such as unusual noise or behavior that inappropriately draws attention from others.
8. Endangering the Health and/or Welfare of Others – Placing others in a potentially harmful situation.
9. Extortion – Soliciting of money or something of value from another student, despite the amount, in return for protection or in connection with a threat to inflict harm.
10. False Fire Alarm – Alerting falsely the Fire Department to a non-existent fire or falsely activating a school alarm.
11. Fighting – Mutual participation in a fight involving physical violence.
12. Forgery – Using falsely the name of another person or falsifying documents or correspondence from or to the school.
13. Gambling – Participating in games of chance for the express purpose of exchanging money, property or favors. Does this include school-sponsored raffles?
14. Harassment – Making an offensively coarse utterance, gesture or display; following a person or committing acts which alarm or seriously annoy another person.
15. Huffing or Sniffing – Huffing or sniffing or being under the influence of any inhalant or solvent, other than for legitimate medical purposes.
16. Improper Dress – Dressing in a provocative manner which attracts undue attention or dressing in a manner that threatens the health or safety of that student or other students. (See Part Two, Section 2 Dress & Appearance)
17. Inappropriate Display of Affection – Kissing or other inappropriate contact between students.
18. Larceny-Theft – The unlawful taking, carrying, leading, or riding away of property from the possession for without the permission of the owner; the possession of stolen property; the selling of school property. Restitution may be required as a consequence for this offense.
19. Non-compliance with Classroom Rules – Disobeying an individual school’s or teacher’s classroom rules.
20. Other Incurable Bad Conduct – As provided for in KRS 158.150 – Student conduct that does not comply with school rules or lawful regulations for the government of schools.
21. Physical Assault – One person or a group physically attacking another person or group.
22. Possession of Dangerous Instruments – Possessing any threatening instrument or reasonable substitute such as, but not limited to, knives, clubs, chains, firecrackers or box cutters.

23. Possession of Drug Paraphernalia – Possession of equipment or items which can be used to smoke, inhale, ingest, inject, store or process drugs, controlled substances, hallucinogenic materials or look-alike items such as, but not limited to, cigarette papers, homemade pipes, syringes, etc., other than for legitimate medical purposes.
24. Possession or Use of Alcohol – Using, possessing, being under the influence of, transporting or storing in one’s vehicle, locker, or on their person, any kind of beverage classified as alcoholic or containing any level of alcohol.
25. Possession or Use of Drugs – Using, possessing, being under the influence of, transporting or storing in one’s vehicle, locker, or on their person:
 - a. All prescription drugs obtained without authorization
 - b. All prohibited substances, however taken or used, including but not limited to, inhaling,
 - c. Ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose
 - d. All look-alike substances that are intended to appear as a prohibited substance
 - e. A substance that is being used in a manner or for a purpose other than the prescribed or intended use by the manufacturer.
26. Possession or Use of Firearms – Possessing and/or using a handgun, a rifle, a shotgun, or other firearm such as but not limited to, a starter gun or an explosive, incendiary or poison gas bomb, grenade, rocket, missile or mine. This includes look-alike items.
27. Possession or Use of Tobacco, electronic cigarettes (e-cigs), personal vaporizer or PV, or any other electronic inhaler that simulates the act of smoking, or related items, including cigarettes, snuff, chewing tobacco, matches, lighters, etc.
28. Possession or Use of Weapons Other than Firearms – Possessing and/or using items such as but not limited to, BB guns, switch-blades, Taser or brass knuckles. This includes look-alike items.
29. Profanity or Vulgarity – The use of profanity or vulgarity in a physical gesture, verbal gestures or sketches, or written manner. The student must express himself/herself without the use of obscenities, slander or verbal attack.
30. Selling, distributing, or giving to others alcohol, drugs or look-alike items.
31. Sexual Misconduct – Any misbehavior of a sexual nature.
32. Sexual Harassment – Any unwelcome behavior of a sexual nature that interferes with the life of the targeted individual(s); it is unsolicited and non-reciprocal. It includes use of sexist terms, vulgar comments or purposeful exposure of body parts, sexual advances, electronic distribution or possession of sexual or nude photos (see below for more information about sexting), unwanted touching, gestures, taunting, sexual graffiti and rumor mongering about someone’s sexual identity or activity. Generally, any behavior of a sexual nature that provokes undesirable, uncomfortable feelings in an individual or individuals can be considered harassment. Repeated sexual harassment is a form of bullying (see Section 3 – Anti-Bullying Law). "Sexting" or using a cell phone or other personal communication device to send texted or email messages or possessing texted or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
33. Skipping Class – Willful non-attendance to class.
34. Tardy to Class – Coming into the classroom after the scheduled time.
35. Threat/Intimidation/Bullying/Hazing – Physically, verbally, or by electronic means placing others, including students and staff, in fear of bodily harm with or without displaying a weapon or subjecting the person to actual physical attack. Bullying refers to any intentional act by a student or group of students directed against another student to ridicule, humiliate, or intimidate another while on school grounds, or at a school

sponsored activity, which acts are repeated against the same individual over time. These actions include mean teasing and sketching or drawings of a violent, sexual or otherwise inappropriate nature. This infraction extends to threats, intimidation or cyber-bullying that occurs via internet, email or other computerized applications even from home or other locations outside school property when it causes a disruption to the educational process (see Section 3 – Anti-Bullying Law).

36. Unauthorized Departure – Leaving the school campus during the school day without prior approval of the principal.
37. Unauthorized Presence in School – Being on school grounds or on a bus or in school buildings without authority or permission of school personnel.
38. Unauthorized Selling – Selling items or services at school or while under the authority of school personnel without the authority of the principal or another appropriate school employee.
39. Use of Telecommunication Devices and Services – The use of any type of telecommunication or similar electronic devices or services for personal, non-instructional purposes during instructional time is prohibited for all students. School Councils shall develop policies regarding the appropriate use of these devices for instructional purposes. Elementary School Councils will develop policy establishing whether students may possess and keep devices on their person during the school day. Middle and High School Councils shall establish policies for device use for during non-instructional time, including appropriate locations and times, and a prohibition on any activity that causes a disruption of instruction. Consequences for violation of SBDM policies regarding telecommunication devices may include temporary confiscation, and return to a parent/guardian, and a designated period of time for loss of carrying privileges. **NOTE: The Daviess County Public Schools will not be responsible for investigation or recovery of stolen or lost non- essential personal property, personal electronics, or telecommunication devices.**
40. Vandalism – Willful destruction, injury, disfigurement or defacement of any public or private property without the consent of the owner; including, but not limited to, by cutting, tearing, breaking, marking, painting, drawing or covering with filth. Restitution may be required as a consequence for this offense.

ELEMENTARY - Conduct violations and disciplinary continuum

		Teacher Imposed Discipline	Principal Imposed Discipline	In-School/After-School Detention	Short-Term Suspension (1-2 Days)	Long-Term Suspension (3-5 Days)	Administrative Hearing	Expulsion Recommendation
1.	Academic dishonesty	X	X	X				
2.	Acts of disrespect	X	X	X	X	X	X	X
3.	Aggressive misbehavior toward any school employee		X	X	X	X	X	X
*4.	Arson		X	X	X	X	X	X
*5.	Bomb threat		X	X	X	X	X	X
6.	Defiance of authority	X	X	X	X	X	X	X
*7.	Disorderly conduct		X	X	X	X	X	X
8.	Endangering the health/welfare of others	X	X	X	X	X	X	X
*9.	Extortion	X	X	X	X	X	X	X
*10.	False fire alarm		X	X	X	X	X	X
11.	Fighting		X	X	X	X	X	X
*12.	Forgery	X	X	X	X	X	X	X
*13.	Gambling	X	X	X	X	X	X	X
*14.	Harassment	X	X	X	X	X	X	X
*15.	Huffing or sniffing		X	X	X	X	X	X
16.	Improper dress	X	X	X	X	X	X	
17.	Inappropriate display of affections	X	X	X	X	X	X	
*18.	Larceny/theft	X	X	X	X	X	X	X
19.	Non-compliance with classroom rules	X	X	X	X	X		
20.	Other incorrigible bad conduct	X	X	X	X	X	X	X
*21.	Physical assault		X	X	X	X	X	X
*22.	Possession of dangerous instruments		X	X	X	X	X	X
*23.	Possession of drug paraphernalia		X	X	X	X	X	X
*24.	Possession or use of alcohol		X	X	X	X	X	X
*25.	Possession or use of drugs		X	X	X	X	X	X
*26.	Possession or use of firearms		X	X	X	X	X	X
*27.	Possession or use of tobacco/e cigarettes		X	X	X	X	X	
*28.	Possession or use of weapons other than firearms		X	X	X	X	X	X
29.	Profanity or vulgarity	X	X	X	X	X	X	X
*30.	Selling, distributing or giving alcohol, drugs or look-alike items		X	X	X	X	X	X
*31.	Sexual misconduct	X	X	X	X	X	X	X
*32.	Sexual harassment	X	X	X	X	X	X	X
33.	Skipping class	X	X	X	X	X	X	
34.	Tardiness	X	X	X	X	X	X	
*35.	Threat/Intimidation/Bullying/Hazing	X	X	X	X	X	X	X
*36.	Unauthorized departure from campus		X	X	X	X	X	
*37.	Unauthorized presence in school		X	X	X	X	X	X
*38.	Unauthorized selling	X	X	X	X	X	X	X
*39.	Unauthorized use of telecommunications device	X	X	X	X	X	X	X
*40.	Vandalism	X	X	X	X	X	X	X

Suspension of elementary school students shall be considered only in exceptional cases.

***Notify proper authorities**

School Resource Officer, Daviess County Sheriff Department, Owensboro Police Department, Kentucky State Police, Social Services, Director of Student Services.

MIDDLE AND HIGH SCHOOL - Conduct violations and disciplinary continuum

		Teacher Imposed Discipline	Principal Imposed Discipline	In-School Discipline Assignment	Short-Term Suspension (1-5 Days)	Long-Term Suspension (6-10 Days)	In-House Crisis (9 consecutive school days)	Administrative Hearing	Expulsion Recommendation
1.	Academic dishonesty	X	X	X					
2.	Acts of disrespect	X	X	X	X	X	X	X	X
* 3.	Aggressive misbehavior toward any school employee		X	X	X	X	X	X	X
*4.	Arson		X	X	X	X	X	X	X
*5.	Bomb threat		X	X	X	X	X	X	X
6.	Defiance of authority	X	X	X	X	X	X	X	X
*7.	Disorderly conduct	X	X	X	X	X	X	X	X
*8.	Endangering the health/welfare of others	X	X	X	X	X	X	X	X
*9.	Extortion	X	X	X	X	X	X	X	X
*10.	False fire alarm		X	X	X	X	X	X	X
*11.	Fighting		X	X	X	X	X	X	X
*12.	Forgery	X	X	X	X	X	X	X	X
*13.	Gambling	X	X	X	X	X	X	X	X
*14.	Harassment	X	X	X	X	X	X	X	X
*15.	Huffing or sniffing		X	X	X	X	X	X	X
16.	Improper dress	X	X	X	X	X	X	X	
17.	Inappropriate display of affections	X	X	X	X	X	X	X	
*18.	Larceny/theft	X	X	X	X	X	X	X	X
19.	Non-compliance with classroom rules	X	X	X	X	X	X		
20.	Other incorrigible bad conduct	X	X	X	X	X	X	X	X
*21.	Physical assault		X	X	X	X	X	X	X
*22.	Possession of dangerous instruments		X	X	X	X	X	X	X
*23.	Possession of drug paraphernalia		X	X	X	X	X	X	
*24.	Possession or use of alcohol		X	X	X	X	X	X	X
*25.	Possession or use of drugs		X	X	X	X	X	X	X
*26.	Possession or use of firearms		X	X	X	X	X	X	X
*27.	Possession or use of tobacco/e cigarettes		X	X	X	X	X	X	
*28.	Possession or use of weapons other than firearms		X	X	X	X	X	X	X
*29.	Profanity or vulgarity	X	X	X	X	X	X	X	X
*30.	Selling, distributing or giving alcohol, drugs/look-alike items		X	X	X	X	X	X	X
*31.	Sexual misconduct		X	X	X	X	X	X	X
*32.	Sexual harassment		X	X	X	X	X	X	X
33.	Skipping class	X	X	X	X	X	X	X	
34.	Tardiness	X	X	X	X	X	X	X	
*35.	Threat/Intimidation/Bullying/Hazing		X	X	X	X	X	X	X
*36.	Unauthorized departure from campus		X	X	X	X	X	X	
*37.	Unauthorized presence in school		X	X	X	X	X	X	X
*38.	Unauthorized selling		X	X	X	X	X	X	X
*39.	Unauthorized use of telecommunications device	X	X	X	X	X	X	X	
*40.	Vandalism	X	X	X	X	X	X	X	X

***Notify proper authorities**

School Resource Officer, Daviess County Sheriff Department, Owensboro Police Department, Kentucky State Police, Social Services, Director of Student Services.

Guide To Frequent Policy Referrals and KRS

Home Hospital	159.303
06.34	Conduct on Bus
07.12	Vending Machines
08.1312	Home/Hospital Instruction
08.22	Promotion and Retention
08.3	School Calendar
08.31	School Day
08.32	School Term
09.111	Transfer and Withdrawals
09.121	Entrance Age
09.123	Absences and Excuses
09.12311	Release of Students and Student Information to Divorced Parents
09.15	Student Fees
09.213	Contagious Diseases and Parasites
09.227	Child Abuse
09.422	Hazing
09.423	Alcohol, Drugs and Others Prohibited Substances
09.4232	Tobacco
09.425	Assault and Threats of Violence
09.426	Disrupting Educational Process
09.4261	Telecommunication Devices
09.427	Dress Code
09.4281	Grievances
09.42811	Harassment/Discrimination
09.4294	Driver's License Revocation
09.431	Due Process

09.435	Expulsion
09.436	Search and Seizure
09.4361	Police Officers in the School
09.438	School Discipline Code
10.2	Citizens Suggestions and Complaints
10.21	Civility
10.5	Visitors in the Schools