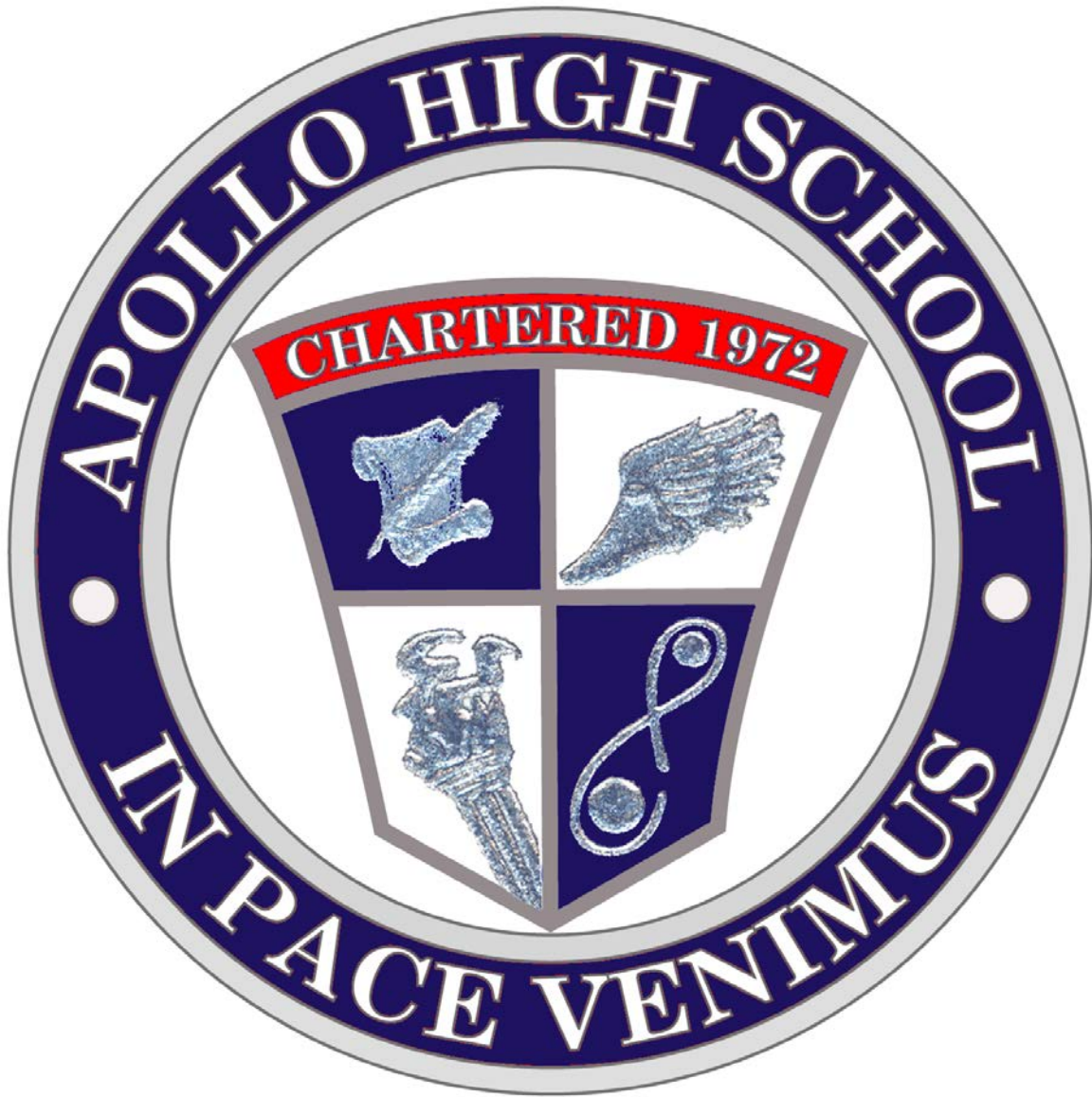


APOLLO HIGH SCHOOL



2019-2020 Student Handbook

Apollo High School Mission Statement

The faculty and staff of Apollo High School believe all students can learn. We are committed to preparing all students for the transition from high school to adulthood as responsible citizens. We shall accomplish this through academic excellence in all subject areas, while fostering positive growth in social/emotional behaviors and attitudes.



APOLLO HIGH SCHOOL

Student Handbook

2019-2020

2280 Tamarack Road
Owensboro, KY 42301

Telephone: (270) 852-7100 FAX: (270) 852-7110
Guidance: (270) 852-7105 FAX: (270) 852-7130
www.ahs.dcps.org

Rick Lasley
PRINCIPAL

Kyle Brown
ASSISTANT PRINCIPAL

Bob Dych
ASSISTANT PRINCIPAL

Building Hours

- **Main Entrance-** (Bus drop off **only**) – These doors will unlock at **7:00am**. **The office will open at 7:30am.**
- **Gemini Drive Entrance-** These doors will unlock at **7:00am**.
- **Gym Lobby Entrance-** These doors will unlock at **7:30am**.

Once classes begin at 8:10 a.m., all entrances will be locked except for the main entrance at the front of the school.

All students must be out of the school building by 3:30 p.m. unless they are under the direct supervision of an Apollo staff member.

Daviess County Public Schools Tip Line: 684-9466

DCPS 'STOP' Tip Line - On-line reporting of bullying and unsafe situations

Students, parents or members of the community may report any unsafe situations, including bullying, weapons or drugs, through an anonymous website that sends a report immediately to DCPS administrators who are trained in appropriate follow-up measures. Reports can be submitted by visiting the DCPS website at www.dcps.org or any of its school websites or may be accessed directly at:

<http://www.kycss.org/stop/stop.php?district=Daviess.County.School.District>

**DAVIESS COUNTY PUBLIC SCHOOLS COMPUTER
AFTER SCHOOL HOURS HELP LINE
(270) 316-6644**

Policy Statement

The Daviess County Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state and nation.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide: orderly operation of the schools; a safe environment for students, district employees and visitors to the schools; opportunities for students to achieve at a high academic level in a productive learning environment; assistance for students at risk of failure or of engaging in disruptive behavior; regular attendance of students; and protection of property.

This Code applies to all students in the Daviess County Public School District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

This Code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school council's administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

Asbestos Information

The Environmental Protection Agency regulations require all school systems to annually inform parents and staff members of the status of asbestos-containing building materials (ACBM) in our schools. In 1988, each of our buildings was professionally inspected for the presence of asbestos; following this inspection, a management plan was put in place to protect occupants from exposure to any form of asbestos. DCPS has routinely removed ACBM from our buildings whenever renovations have taken place; furthermore, contractors who build new schools or renovate existing buildings are not allowed to use any material that contains asbestos in any form, so buildings built since 1988 have no ACBM.

Since 1989, a management plan has tracked the presence and gradual removal of ACBM from our buildings. This plan is documented and available for public viewing at any time at our Central Office, the Maintenance Office, and in the main office of each building.

If you have any questions regarding this matter or observe a change in the status of these materials, please contact our district maintenance department at (270) 852-7060.

CONTENTS

CHANGES THAT FOR 2019-2020 WILL APPEAR IN RED

ABSENCES	20
ABSENCES REQUIRING PRIOR APPROVAL	20
ACADEMIC POLICIES AND PROCEDURES	17-19
ADDRESS/TELEPHONE NUMBER CHANGES	20
ALTERNATIVE LEARNING CENTER	26
ATHLETICS.....	8
ATTENDANCE POLICIES & PROCEDURES	20-22
BELL SCHEDULES	6
BULLYING/HAZING	26
CELL PHONES	8, 27
CHECKING IN TO SCHOOL FROM DAYS ABSENT	20
CHECK OUT POLICY	20
CHECKS	8
CIVIL RIGHTS OF STUDENTS	8
CLUBS	9
COLLEGE VISITATION DAYS	20
COMPUTER HELP LINE	2
CREDIT RECOVERY.....	9
CREDITS.....	17
DANCE GUIDELINES AND PROCEDURES.....	9
DETENTION HALL	27
DISCIPLINARY ACTIONS	27
DISCIPLINE CODE OF CONDUCT.....	23
DISCIPLINE MARKS AND REFERRALS	27-28
DISCIPLINE POLICIES AND PROCEDURES	23-25
DISCIPLINE PROCEDURE FLOWCHART	25
DISCIPLINE SYSTEM	26-37
DRESS CODE	10-11, 28
DRIVERS PERMIT.....	11
DRIVING TO AND FROM SCHOOL.....	11
DRIVING AND PARKING LOT RULES	28
DRUGS AND ALCOHOL (SUBSTANCE ABUSE).....	24, 35-36
DUE PROCESS	12
E-LEARNING/ COMPUTER RULES	28-30
EMERGENCY DRILLS	12
EQUAL EDUCATIONAL OPPORTUNITIES.....	12
EXTENDED SCHOOL SERVICES (ESS) TUTORING	12
FEES – TEXTBOOK AND MATERIALS	12
FIGHTING	30
FINAL EXAM EXEMPTION POLICY	18
FINAL EXAMS	18
FORGED NOTES OR FALSIFYING EXCUSE	31
FUNDRAISING	12
GENERAL INFORMATION.....	8-16
GOSSIP/RUMORS	31
GRADING SYSTEM.....	19
GRIEVANCE PROCEDURES.....	13
GUIDANCE SERVICES	13
HARASSMENT/DISCRIMINATION/ABUSE	31
HOMEBOUND (HOME/HOSPITAL)	21
HOMELESS INFORMATION	13
HOMEROOM	19
HONOR CODE	32-33
ILLNESS AT SCHOOL.....	14
IMPROPER STUDENT CHECKOUT AND CHECK IN.....	33
INSUBORDINATION/DEFIANCE	33

INSURANCE	14
LEAVING SCHOOL GROUNDS WITHOUT PERMISSION	34
LIBRARY POLICY AND INFORMATION.....	14
LOCKERS	14
LOST AND FOUND	14
LUNCHROOM POLICY	15
MAJOR CLASS DISTURBANCE	34
MAKE-UP WORK & MAKE-UP TEST CENTER.....	21
MAP.....	7
MEDICATION.....	15
MINOR CLASS DISTURBANCE	34
MISSION STATEMENT, AHS.....	2
NOTICES AND POSTERS	15
OUT OF AREA.....	34
OUT OF CONTROL.....	34
OUTSIDE FOOD	15
PDA (PUBLIC DISPLAY OF AFFECTION)	34
PHONE CALLS AND USE OF PHONE	15
PIERCINGS.....	11
PLAGIARISM	32-33
PROFANITY.....	34
RE-ADMISSION/RE-ENTRY TO SCHOOL	35
REPORT CARDS.....	19
SCHEDULING/TRANSFERRING OF GRADES.....	19
SCHOOL BUS GUIDELINES.....	38-39
SCHOOL RECORDS AND THE LAW	19
SKIPPING	35
SOCIAL EVENTS.....	15
SPIRIT STORE	16
STEALING.....	35
STUDENT ASSISTANCE PROGRAM.....	35-36
STUDENT BEHAVIOR CODE	23-25
STUDENT COUNCIL AND CLASS OFFICER INFORMATION	16
STUDENT RESPONSIBILITIES	25
STUDENTS RELEASED FROM CLASS	21
STUDENTS WITH DISABILITIES.....	12
SUBSTANCE ABUSE (DRUGS AND ALCOHOL).....	35-36
SUSPENSION.....	36
TARDY TO CLASS/TARDY TO SCHOOL.....	21
THREATS TOWARDS TEACHERS/STAFF/STUDENTS	36-37
TOBACCO POSSESSION.....	16, 37
TRANSCRIPTS/RECOMMENDATIONS	19
TRANSFER/TUITION STUDENTS.....	10
TRUANCY	21
VACATION DAYS, WORKDAYS, ETC. (PRIOR APPROVAL)	20
VISITORS.....	16
WEAPONS.....	24
WITHDRAWAL STUDENTS	10
YOUTH SERVICES CENTER.....	16

ERRORS IN THIS HANDBOOK AND COMPLIANCE

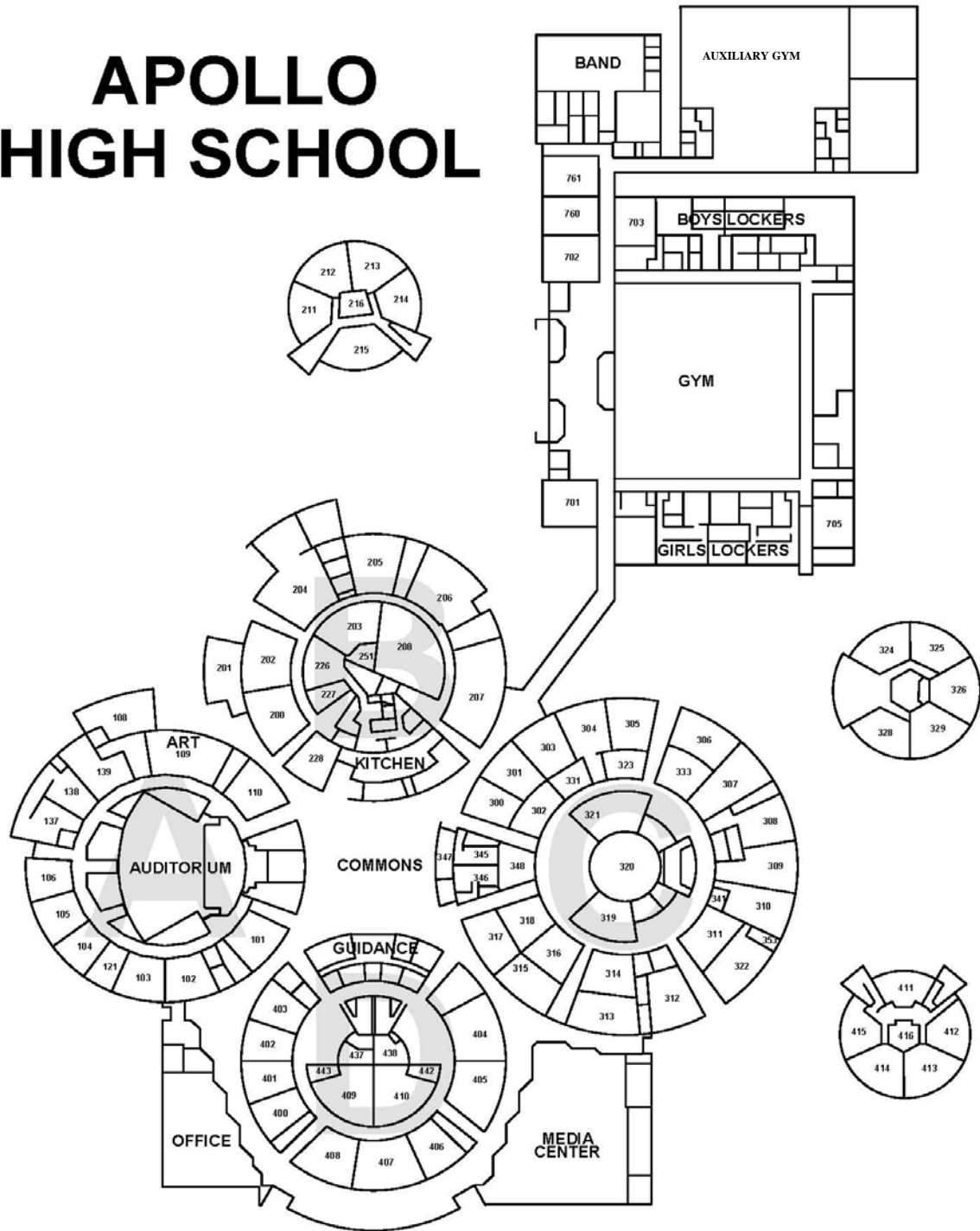
Any misprints or typographical errors will not eliminate the full responsibility to conform to the correct policies, standards, procedures, fees, etc. Policies are subject to change at any time with the approval of the Apollo High School SBDM Council. Please read this handbook carefully. While trying to be as complete as possible, this handbook is not entirely comprehensive in its coverage of rules, regulations and procedures. Policies, rules, etc., that are listed incorrectly or omitted or otherwise not addressed in this handbook are still binding upon AHS personnel (including staff, students, and parents) once they are communicated.

BELL SCHEDULES

Bell schedules are subject to change

REGULAR SCHEDULE (NO EFT)										
1st Period	8:10	9:10	(60)	ENL (10)						
2nd Period	9:15	10:06	(51)				ONE HOUR DELAY			
3rd Period	10:11	11:31	(80)			1st Period	9:10	10:00	(50)	
4th Period	11:36	1:21	(105)			2nd Period	10:05	10:45	(40)	
1st	11:36	12:01	(25 minute lunch shifts)			3rd Period	10:50	12:25	(95)	
2nd	12:06	12:31				1st	10:50	11:15	(25 minute lunch shifts)	
3rd	12:36	1:01				2nd	11:20	11:45		
5th Period	1:26	2:18	(52)		3rd	11:50	12:15			
6th Period	2:23	3:15	(52)			4th Period	12:30	1:45	(75)	
						5th Period	1:50	2:30	(40)	
						6th period	2:35	3:15	(40)	
EFT SCHEDULE										
1st Period	8:10	9:05	(55)	ENL (10)			TWO HOUR DELAY			
2nd Period	9:10	9:55	(45)			1st Period	10:10	10:50	(40)	
3rd Period	10:00	11:20	(80)			2nd Period	10:55	11:25	(30)	
4th Period	11:25	1:05	(100)			3rd Period	11:30	12:55	(85)	
1st	11:25	11:50	(25 minute lunch shifts)			1st	11:30	11:55	(25 minute lunch shifts)	
2nd	11:55	12:20				2nd	12:00	12:25		
3rd	12:25	12:50				3rd	12:30	12:55		
HR Time	1:10	1:35	(25)			4th Period	1:00	2:05	(65)	
5th Period	1:40	2:25	(45)			5th Period	2:10	2:40	(30)	
6th Period	2:30	3:15	(45)			6th Period	2:45	3:15	(30)	
EFT SCHEDULE - 50 MINS.					AFTERNOON ACTIVITY					
1st Period	8:10	9:00	(50)	ENL (10)	1st Period	8:10	9:00	(50)	ENL (10)	
2nd Period	9:05	9:45	(40)		2nd Period	9:05	9:45	(40)		
3rd Period	9:50	11:05	(75)		3rd Period	9:50	11:05	(75)		
4th Period	11:10	12:50	(100)		4th Period	11:10	12:50	(100)		
1st	11:10	11:35	(25 minute lunch shifts)			1st	11:10	11:35	(25 minute lunch shifts)	
2nd	11:40	12:05				2nd	11:40	12:05		
3rd	12:10	12:35				3rd	12:10	12:35		
HR Time	12:55	1:45	(50)		5th Period	12:55	1:40	(45)		
5th Period	1:50	2:30	(40)		6th Period	1:45	2:30	(45)		
6th Period	2:35	3:15	(40)		AA	2:35	3:15	(40)		
Schedules are subject to change.										

APOLLO HIGH SCHOOL



GENERAL INFORMATION

ATHLETICS

Apollo High School adheres to the eligibility regulations set forth by the KHSAA. All participants should be made aware of these rules by the respective coaches. **Please refer to the Apollo Athletic Code of Conduct that is distributed to all athletes.**

1. Students will not be eligible to participate in an athletic contest unless they are in attendance at **least half of the school day** of the event. All students are expected to be in school **the day following** an athletic event.
2. Athletes who voluntarily terminate participation in a sport after the first regular season contest will not be able to participate in another sport **for the remainder of the sports season of the team they left.** (Sports participation includes practice and organized conditioning). A student may appeal this ruling to the school administration.
3. Intramural programs are carried on through club membership or organized groups.
4. Athletes' grades will be checked weekly as required by the KHSAA and the State Department of Education. **A student athlete who is not in good standing is ineligible from Sunday to Sunday regardless if grades improve that week.**

CELL PHONES

Possession and Use- Students shall be permitted to possess cell phones while attending school and school functions. However, **cell phones may not be used in a manner which will disrupt the educational process.** For this reason, starting with the 2019-2020 school year, Apollo High School will strictly enforce a new **NO Cell Phone/Earbud/Device Policy during instructional time (bell to bell).** (See **SBDM Policy #32.00 and below for details.** Students will be required to follow the rules below:

- Students are allowed to use their cell phones until the 8:10 bell, during passing periods between classes, and during their respective lunch time. **Cell phones may not be used in a manner which will disrupt the educational process .**
- Teachers and administrators reserve the right to confiscate a student's cell phone for repeated offenses or when it is deemed the phone is distracting the student in class. Students who refuse to give up their phone will be cited for insubordination.
- At the discretion of the classroom teacher, students may be allowed to use their phone for instructional purposes while in the classroom. The decision to use cell phones in this manner is up to the classroom teacher.
- Persons who loan his/her phone to someone else for use during an unapproved time will be subject to the same discipline as the person using their phone.
- Apollo High School is not responsible for loss, theft, or destruction of cell phones brought onto school property.

CHECKS

Your personal check is honored at our school to pay fees and to purchase student items. CHECKS CAN NOT BE CASHED AT THE SCHOOL. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary, re-deposited by paper draft. You understand and agree that we may collect a returned check processing charge of \$25.00 by the same means and as allowable by state law. If you have any questions please call (270) 852-7000.

CIVIL RIGHTS OF STUDENTS

The United States constitution provides for the protection and safeguard of all citizens. There is, however, a responsibility inherent in all rights. All participants in the education process, therefore, must

exercise self-discipline and care to afford equal rights to all and to ensure that their actions do not infringe upon the rights of others. All participants have the right and responsibility to know and to understand the basic code of conduct expected of them. ***For more information, please view the Code of Conduct for the Daviess County Public Schools. This booklet can be found on the DCPS website at www.dcps.org. Go to "Student" then "Code of Conduct". You may also request a paper copy by calling our school office at (270) 852-7100.***

CLUBS

Clubs for Apollo High School will be organized based on the expression of interest shown by the student body, support of a faculty advisor, the club or group has a purpose that involves service to others, and approval of the principal.

CREDIT RECOVERY

Students may be offered Credit Recovery as a possible option, only if their final grade average is 55-64%. Students that make a 54% or below will be placed back in the class the next available opening. Priority for Credit Recovery will start with seniors that have the greatest need. Placement in Credit Recovery is generated from the **Guidance Office**. *In the case of Summer School Credit Recovery, students failing with a final grade average of 50% to 64% may be invited to attend the Summer School Credit Recovery program.

DANCE GUIDELINES AND PROCEDURES

- Students must adhere to all school rules. This is a school function and disciplinary action will be taken if necessary.
- Students that have been in the Alternative Learning Center (3 or more days), suspended out of school, or in In-House Crisis may not attend a dance during the term in which the above occurs. Prom will be the only exception and will be left at the discretion of administration.
- Guests of Apollo students must arrive and leave with Apollo students.
- Students **MUST** adhere to the school dress code and/or dance dress code put in place by the club sponsors and principals. Sponsors and Principals have the right to turn students away due to inappropriate dress code. (Example – **Sadie Hawkins** tops must cover students midriff and have a strap. One shoulder tops are permitted. Clear straps are not permitted. No bandana tops are permitted. Tops must have a closed back).
- Student guests **MUST** present an ID when entering the dance.
- AHS students who bring a guest that do NOT attend AHS **MUST** pre-purchase student and guest tickets on ticket sale dates. Non AHS students that do not have a pre-bought ticket will not be admitted. Non AHS students must show proper ID upon entering dance or will not be permitted to enter. NO exceptions.
- Students are not permitted to bring guests who are in middle school or 21 and older. Guests who do not attend AHS must show proper ID.
- Students are not permitted to leave and re-enter the dance. If the student wants to leave at any point throughout the night, they are able to leave.
- Students who do not drive are expected to have a ride outside waiting for them at the end of the dance time. Dance ending times do NOT fluctuate; students will depart the building at the exact end time.

DISTRICT TRANSFER, TUITION, AND WITHDRAWALS

General Information - Pupils enrolled in the Daviess County Schools shall be required to attend school within the school district boundary where legal residence has been established, excepting those students who are mentally and physically handicapped or who are granted a transfer by the board of education.

Transfer/Tuition - Any parent with a child attending the Daviess County Public Schools may petition for a cross-district transfer based on a “reasonable need”. Nonresident or transfer students may be requested to interview with the principal or designee in both the current and requested school before request will be considered. Final decision rests with the Daviess County Board of Education. The board and the school reserves the right to reject transfer/tuition requests for any of the following reasons: ***overcrowding and class size; request is for the purpose of competing in athletics; discipline; attendance; transportation; academic effort and performance; non-academic reasons; and any reason deemed advisable by the boarder school.*** Applications for transfers can be obtained at the board of education.

No tuition student(s) may be accepted as students until all current transfer applications have been processed. Classes closed for transfer students are also closed for tuition students. Tuition students who are unable to abide by school policies risk the possibility of not being allowed to continue attending Daviess County Schools. Any transfer/tuition student who is expelled will not be permitted to return the following semester. Students who have been suspended twice during any one school year will NOT be allowed to return the next school year. Students who have been suspended twice in one semester will NOT be allowed to return the following semester. Students with five (5) or more days of unexcused absences in any one year may also be denied continued enrollment as a transfer/tuition student.

Students whose parents move during the year to another school within the county or school district may finish the semester in the school from which they move. At the end of the semester, they are required to enroll at the school located in the district where they reside.

Withdrawals - Students who withdraw for any reason should report to the school registrar to obtain a transfer or withdrawal slip. Once transfer or withdrawal slip is complete, return to registrar for final processing of records.

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate his/her education prior to graduation, he/she shall comply with the requirements of KRS 159.010. A written permission for withdrawal shall be required from the parent before the unmarried student may withdraw. No written permission for withdrawal shall be required after the student’s eighteenth (18th) birthday.

DRESS CODE

All students are expected to be properly dressed while attending school. School officials may deal on an individual basis with dress that will interfere with the educational process or is a disruption to class.

Example: A student who exposes his/her under garment because the pants are too low is a disruption and may receive DMs. **Administrative decisions on all dress code matters will be final.** Failure to observe the dress code will result in **2 Discipline Marks as a warning not to commit this violation again** from the teacher and the student will be sent to the discipline office to change to proper attire if necessary. He/she will receive an unexcused absence from all classes missed during the time required to comply with the dress code.

Students may:

1. Wear shorts that are considered appropriate length (near mid-thigh). Biking shorts may NOT be worn.
2. Wear split skirts at or near knee length. (With arms extended, fingertips must touch cloth.)

Students will NOT:

1. Expose under garments.
2. Wear halter-tops, tank tops, midriff tops or tops that are cut too low (under garments shall not be visible).
3. Wear coats that are longer than fingertip length – i.e., trench coats, etc. in the classroom.
4. Wear clothing with obscenities, drug or alcohol related implications.
5. Wear pants that sag or pant legs that cover shoes.
6. Wear bandanas. (do rags shall not be carried, worn, or possessed)
7. Wear hair picks, combs, or brushes in their hair.
8. Wear sunglasses in building unless prescribed by a physician.
9. Wear pants with holes above the knee unless the holes are covered by an under garment.
10. Wear spiked dog collars or chains hanging from pocket.
11. Wear hats in the building. (hats may be worn for safety measures. Ex: Agriculture class)
12. Wear swimwear or sleepwear.
13. Students may not wear apparel that is designed or decorated in such a way that would be deemed discriminative against any group or is disruptive to the educational process. Examples of items NOT to be worn include but are not limited to: confederate flag, swastika, anti-American slogan or symbol OR any clothing depicting violence of any kind, etc.
14. **Piercings** – Visible piercings, other than ears and nose, are a distraction and take focus away from learning. Visible piercing, other than ears and nose, are **NOT** allowed – **this includes tongue piercings, lip piercings, eyebrow piercings, and ear “gauges”**.

These guidelines were established by a committee of students, parents, and faculty members as directed by the Daviess County Board of Education. This policy will be reviewed annually to insure that style changes in attire will be properly addressed.

DRIVERS PERMIT

Pursuant the “No Pass/No Drive” Statute (KRS 159.051), students wishing to obtain their drivers permit must request a **School Compliance Verification Form** from the attendance office at least 24 hours in advance to taking the test. The “No Pass/No Drive” Statute results in the denial of the verification form or the revocation of a student’s driver’s license for **(1) academic deficiency – student must be passing 66% of their classes, (2) dropping out of school, and (3) missing nine unexcused absences in the preceding term of school.**

DRIVING TO AND FROM SCHOOL

Apollo students who drive to school must abide by the following regulations.

1. Students must park in rear of building and in **designated** areas. Violators will be notified by the school’s SRO and discipline will be assigned.
2. Students must leave cars immediately after parking and are not to be in cars anytime during school day.
3. Students shall not leave school once they have arrived on school grounds without authorization from administration.
4. Students must operate their vehicle according to all legal regulations and with caution on the school campus.
5. Students violating school vehicle regulations on parking lot will be disciplined according to the school conduct code.

Students who drive are expected to operate their vehicles in a safe manner. There is **NO EXCUSE** for endangering the safety of other students or their property by improperly operating a vehicle. Driving privileges may be suspended for:

1. Reckless driving
2. Not vacating the vehicle during school hours without permission.
3. Going to the vehicle during school hours without permission.
4. Leaving school without permission (improper checkout).
5. Skipping school.

DUE PROCESS

Due process is a right of all citizens. Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right to the following due process procedures.

1. Informed of charges and evidence,
2. Given the opportunity to present his/her case, and
3. Given the right to appeal.
 - a. Appeal may be made in writing, through administrative channels to the Board of Education. Written appeals will receive a written response.
 - b. The channel of appeal is as follows: teacher, assistant principal, principal, director of student services.
 - c. The final level of appeal shall be to the superintendent and Board of Education.

Student with Disabilities: In cases, which involve students with disabilities, procedures mandated by federal and state law shall be followed. ***For more information, please view your internet or paper copy of the DCPS Code of Acceptable Behavior and Discipline book.***

EMERGENCY DRILLS

Emergency drills will be conducted at intervals throughout the year. Every classroom is equipped with a DCPS Emergency Procedures Guide for instructions on drills. Teachers regularly review these guides with students.

EQUAL EDUCATIONAL OPPORTUNITIES

The Daviess County Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in the programs, activities and services it provides, as required by law.

EXTENDED SCHOOL SERVICES (ESS) (TUTORING)

The library will be open in the mornings and afternoons for students who need to make up-tests, extra time for homework and/or tutoring services. Teachers and peer tutors will be available for students who have questions with homework or other school projects. Make-up tests will be available the first 30 minutes of ESS to allow time for completion. The ESS schedule will be posted in the library and the Apollo website (www.ahs.dcps.org) soon after school starts. Contact the ESS coordinator for further assistance.

FEES - TEXTBOOKS AND MATERIALS

A charge will be assessed to each student for courses and textbook rentals. This money will be used to buy textbooks as the free textbook program was eliminated by the 1984 General Assembly. Students will be charged student fees according to their schedule.

FUNDRAISING

All fundraising projects must be approved by the principal and the Daviess County Board of Education. Projects which involve selling merchandise to residents of our community will be limited. Students are responsible for returning either the money from sold items or the product. Failure to do so will reflect in

the student being placed on the obligation list. Fundraising money or items not returned to the school may be considered "stolen property."

GRIEVANCE PROCEDURE

The primary purpose of this procedure is to provide for prompt and equitable resolution of employee, parent, or student complaints alleging any action which would be prohibited by Section 504, Title VI, Title IX regulations.

Students wishing to initiate a formal grievance about the application of Board policy, administrative rule, or procedure shall use a Grievance Initiation Form (09.4281 AP.2). Respondents to the grievant at each level of appeal shall use a Grievance Response Form (09.4281 AP.2). Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2. For more information, please see the Daviess County Public Schools Code of Acceptable Behavior and Discipline book.

GUIDANCE SERVICES

The guidance counselor provides assistance to students with such concerns as course selection, vocational choices, course or schedule changes, personal problems, college information, scholarship applications and other problems identified by the students. Students may initiate the appointment with the counselor although it will be necessary at times for the counselor to contact the student. The Guidance phone number is (270) 852- 7105.

HOMELESS INFORMATION

You have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act if your family lives in any of the following situations:

In a shelter, motel, vehicle, or campground; on the street; in an abandoned building, trailer or other accommodations; or doubled up with friends or relatives because you cannot find or afford housing.

You have the right to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if it is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice or school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education for help in enrolling in a new school or arranging to continue in your former school.
- Tell your teachers anything that you think they need to know to help you in school.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies if needed.

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: 1-800-308-2145 or www.serve.org/nche Department of Education United States of America.

ILLNESS AT SCHOOL

If a student should become ill at school, he/she will report to the nurse's office. Parents will be notified by phone if it is necessary for the child to be picked up. In case of emergency, students will be taken to the hospital and parents will be notified. The direct line to our school nurse is (270) 852-7108.

INSURANCE

All students participating in shops, labs, and P.E., have the opportunity to purchase the school insurance plan. This is a supplemental insurance plan to the student's family/parent insurance. If students are injured on school property or at school events, the student's family/parent insurance is responsible for the cost of medical attention. In fact, all students who do not have a similar type of insurance are urged to take out the school insurance.

Athletes who are injured as a result of school athletic practices and/or events, are covered under a secondary accidental insurance plan provided by the board of education. This coverage is secondary to the student's family/parent insurance. Note: students are required to enroll at the beginning of the sporting season. Forms can be obtained from the coach. Claim forms may be picked up in the schools front office.

LIBRARY POLICY

Library books may be checked out for a period of two weeks, magazines may be checked out for one week. Most reference books may be checked out on an overnight basis and must be returned before first period the following morning. Appropriate charges will be made for lost, damaged, and excessive overdue materials. Library hours are 7:30am - 3:15pm. A list of students who have overdue materials and/or fines will be posted each week on the library window. It is your responsibility to check these lists to see if you have a library obligation. Overdue and fine notices will also be emailed to individual students each Friday. If you have materials or unpaid fines that are three weeks or more overdue, you will be called to the library and given a discipline mark. For each week that the obligation is not met, you will be given an additional discipline mark. Students who habitually disregard library policies may not be permitted to use library materials.

LOCKERS

Lockers will be assigned on a "request basis" only. Students will be given an opportunity at the beginning of each school year to request a locker. Should a student need a locker or need to relinquish a locker during the school year, they may do so through the front office.

LOST AND FOUND

Lost articles and items may be claimed in the front office. Students are encouraged not to bring large amounts of money or valuable items to schools.

LUNCHROOM POLICY

To view your child's lunch accounts please visit www.myschoolbucks.com.

1. During lunch, students are not allowed in the hall or classroom area without teacher supervision.
2. During lunch, students are to use the restrooms in the Commons Area.
3. Students are to use good manners in the lunchroom, leave the area clean, **push in chairs after use**, and return their trays to the kitchen.
4. Any student bringing his/her lunch from home must keep it in a container until his/her lunch shift. Food and/or drinks from commercial establishments are not permitted.
5. Any student involved in improper conduct in the lunchroom will be dealt with through the discipline system.
6. Laptops and backpacks are not permitted in the Commons Area/Dome during lunch with the exception of the first and fourth (1st & 4th) lunch shift. Laptops are to remain closed and not used during this time.

MEDICATION

All medications, both prescription and nonprescription, must be checked in at the office upon arrival to school and then taken to the school nurse. **(VERY IMPORTANT)** Medication must not be transported on the bus for any reason. The nurse dispenses all medications. Students are not to take medication to class unless prior approval by the administration has been given.

NOTICES AND POSTERS

The Daviess County School District and legal regulations prohibit the displaying of certain materials in the school building. All notices, advertisements, posters, etc., must be approved by the principal for displaying. Permission is required.

OUTSIDE FOOD (DCPS COMPETITIVE FOOD POLICY)

Outside commercial food **is** prohibited and will be monitored.

PHONE CALLS AND USE OF PHONE

Students do not have easy access to phone use. Students are not permitted to use phones in the classrooms. Students may use the office phone when it is absolutely necessary and with permission of the principal or assistant principal. If a student is out of class to use an office phone, he/she must have a hall pass that states he/she has been directed to use the phone. Phones in the office are for official school business. Parents should not call students at school unless it is absolutely necessary. Students will not be called out of class to the phone except in case of emergency.

SOCIAL EVENTS (DANCES AND END OF THE YEAR SENIOR EVENTS)

Social events must be properly chaperoned and supervised. The sponsors of the group hosting the event are responsible for getting the supervision. All events must be approved by the principal. A student who leaves the building during a social **may not** reenter. Social events on nights followed by school day must end by 10:00pm. Non-school night events must end by 12:00am. Students needing transportation should be picked up promptly at the time the event has ended.

Students owing school obligations will not be permitted to attend social events until obligation has been satisfied. Students who are placed in IHC or ALC will not be permitted to attend social events. Students not in good discipline standing will not be permitted to attend social events.

SPIRIT STORE

Schools apparel and other items will be sold in the Spirit Store. The spirit store is located in the commons area **and will be open at advertised times throughout the year.**

STUDENT COUNCIL

The Student Council is made up of representatives from each class at Apollo High School. The purpose of the organization is to promote construction projects for the betterment of Apollo High School. The organization shall provide a place for expression of individual opinions on matters that affect the students of Apollo. The organization shall be subject to the needs and desires of the student body. The membership of the student council shall be composed of the student council officers, the class officers, and five elected representatives from each class. All members must be in good standing academically and behaviorally.

Class Officer Elections

1. Candidates must have a petition signed by 50 classmates and three teachers.
2. Election shall be by secret ballot. First ballot will determine election except in case of tie.
3. Petition must be turned in to student council sponsor.
4. No student may be a candidate for more than one office.
5. The "Election Process" at AHS is a Democratic Process. It is not mandatory that you vote. It is your choice, one we hope you don't take lightly.

TOBACCO – POSSESSION OR USE

All Daviess County Public Schools property is tobacco free. Possession and/or use of tobacco and tobacco related items, including but not limited to cigarettes, e-cigarettes, snuff, chewing tobacco, matches, lighters, etc. are not permitted in or on any property owned or operated by the Board. This includes school-sponsored or school-endorsed activities in which the student is a participant. In addition, the use of tobacco in any form shall not be permitted in outdoor facilities owned or operated by the Board during all District-sponsored activities, including sporting events.

VISITORS

Students are not to bring visitors to school with them at anytime, this includes brothers and sisters. All visitors to Apollo High School must come to the office, sign in, and leave a form of identification in the office while visiting. Visitor passes will be issued.


YOUTH SERVICE CENTER

The AHS Youth Services Center provides a variety of services to all Apollo students and their families; therefore, ensuring a successful year for students. The Youth Service Center telephone number is (270) 852-7111.

ACADEMIC POLICIES AND PROCEDURES

CREDITS

The following is a breakdown of credits required for graduation from Apollo High School. For more detailed information, please see the Apollo High School Curriculum Guide.

 Apollo High School Credit Requirements Checklist						
ENGLISH (4 credits) <small>*Must take English all 4 years</small>	9th <input type="checkbox"/> COMPLETED	10th <input type="checkbox"/> COMPLETED	11th <input type="checkbox"/> COMPLETED	12th <input type="checkbox"/> COMPLETED		
MATHEMATICS (4 credits minimum) <small>*Must take math all 4 years</small>	Algebra I <input type="checkbox"/> COMPLETED	Geometry <input type="checkbox"/> COMPLETED	Algebra II <input type="checkbox"/> COMPLETED	12th <input type="checkbox"/> COMPLETED		
SCIENCE (3 credits)	Integrated Science/ Science Elective <input type="checkbox"/> COMPLETED	Biology <input type="checkbox"/> COMPLETED	Chemistry <input type="checkbox"/> COMPLETED			
SOCIAL STUDIES (3.5 credits)	Survey of Social Studies - 0.5 <input type="checkbox"/> COMPLETED	World Civilization <input type="checkbox"/> COMPLETED	US History <input type="checkbox"/> COMPLETED	Government/ Economics <input type="checkbox"/> COMPLETED		
OTHER REQUIRED COURSES (2.5 credits)	Health/PE 1.00 <input type="checkbox"/> COMPLETED	Performing Art 1.00 <input type="checkbox"/> COMPLETED	Technology -0.5 <input type="checkbox"/> COMPLETED			
WORLD LANGUAGE	A two credit minimum is required to meet pre-college curriculum to enter a 4 year college or university. Not required for graduation. <input type="checkbox"/> COMPLETED					
HONORS DIPLOMA	FOREIGN LANGUAGE (3 years of same language) <input type="checkbox"/> COMPLETED <input type="checkbox"/> COMPLETED <input type="checkbox"/> COMPLETED	5 AP COURSES (final grade of "C" or above and complete 3 exams) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"> AP COURSES <input type="checkbox"/> COMPLETED _____ <input type="checkbox"/> COMPLETED _____ <input type="checkbox"/> COMPLETED _____ <input type="checkbox"/> COMPLETED _____ <input type="checkbox"/> COMPLETED _____ </td> <td style="width: 50%;"> AP EXAMS <input type="checkbox"/> COMPLETED <input type="checkbox"/> COMPLETED <input type="checkbox"/> COMPLETED </td> </tr> </table>			AP COURSES <input type="checkbox"/> COMPLETED _____ <input type="checkbox"/> COMPLETED _____ <input type="checkbox"/> COMPLETED _____ <input type="checkbox"/> COMPLETED _____ <input type="checkbox"/> COMPLETED _____	AP EXAMS <input type="checkbox"/> COMPLETED <input type="checkbox"/> COMPLETED <input type="checkbox"/> COMPLETED
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CREDIT REQUIREMENTS	Class of 2020 25 credits	Class of 2021+ 26 credits				

TECHNOLOGY - Digital Literacy, Computer Graphics, Visual Basics, Multimedia Publishing, Intro to Engineering Design, Community Campus (Engineering), AP Computer Science

PERFORMING ART - Students must earn 1.0 credit in a combination of the following: Art, Music, Theatre, Floriculture, Arts & Humanities, Computer Graphics, Web Design, Intro to Engineering Design, Community Campus (Engineering), ENL or Yearbook.

All students must know their academic level and the credits required for graduation. Additionally, beginning with the class of 2004, students must complete all requirements to participate in senior activities, including graduation.

FINAL EXAMS

Final Exams will be administered at certain intervals during the school year. Students with an excused absence will be allowed to make up missed exams on scheduled make up dates. If a student is placed in ALC or is suspended before finals start and the students ALC or suspension runs into final exam days, the student must take their finals on the make-up date. If a student misbehaves during final exam days he/she will be suspended out of school and must then take their finals on the scheduled make up dates.

FINAL EXAM EXEMPTION POLICY

When students are being awarded a ½ credit for a course, an exam, counting 20% of a student's grade must be given by the teacher.

All courses except Study Hall will be required to have **an exam** (or Project Based Assessment).

Exams must be administered on the designated days and at the designated times set forth by the **Exam Schedule**.

Exam Exemptions

Students will have an unlimited number of exam exemptions **to use at the end of a course (9, 18, or 36 weeks)**.

- **For an 18 week block course, students may exempt in December or May, but are expected to take an exam in October or March that counts 20% of the student's final grade**
- **For a 36 week course, students may exempt in May, but are expected to take an exam in December that counts 20% of the student's final grade.**

In order to qualify for an exam exemption at the end of a course, a student must...

1. Have an A average for the course
2. Have NO unexcused absences
3. Have 3 or less DMs (Total in all classes)
4. Have NOT been assigned to ALC, IHC, or Out of School Suspension
5. Have NO school obligations

Special Circumstances

- AP Students – Students may exempt a final exam in an AP class no matter their grade as long as they took the College Board AP Exam for that course. Should a student have an A average and choose not to take the AP exam for that class, the student **MUST** take the final exam. No exemption will be granted.
- End of Course Students – Students may exempt a final exam in a State Accountability End of Course class no matter their grade as long as they took the EOC exam.

Early Exams

- If a course necessitates an early final (i.e. – a performance based course) the students in the course **MUST STILL** be on campus during the final exam period for that course. The performance does not count as an exemption and a reason to miss school.
- A teacher wishing to give an early performance based assessment must seek approval from the principal.

GRADING SYSTEM

Apollo High School grades on the following letter system:

A	90-100
B	80-89
C	70-79
D	65-69
F	64 and below
I	Requirements not met or no credit

HOMEROOM

Homeroom is designed to give students a closer contact with one teacher who will advise the student according to the student's educational and personal goals for career and academic planning.

REPORT CARDS

The grading period length is 18 weeks (there are a few 9 weeks courses). As a courtesy to parents and out of concern for your child, Apollo High School will post grades on Infinite Campus portals at the 9 week point in each semester. Report cards will be posted on Infinite Campus portals at the end of each semester. If at any time you as a parent have questions concerning your child's grades feel free to call the guidance office at 852-7105.

SCHEDULING AND TRANSFERRING OF GRADES

- Correspondence courses/online learning will be approved only by the principal or his/her designee.
- A student who has deficiencies may make arrangements with the guidance office for makeup credit.
- Students who drop a subject after a certain period of time that is decided by the principal, will be dropped with a failing grade for that term.
- Students may drop levels of class with teacher recommendation and administration approval.
- Students who fail a required course must take the same course over the following term if it is offered or meet with a guidance counselor to enroll in the credit recovery program.

SCHOOL RECORDS AND THE LAW

Student information shall be made available to the parent of a dependent student, guardian, or eligible student on request. Eligible students include those 18 years of age or older or those duly enrolled in a post-secondary school program. Parents, guardians, or eligible students shall be provided a copy of records on written request, including files maintained in electronic format. Such copies shall be provided in a manner that protects the confidentiality of other students. Fees may be charged for copies of student records. ***For more information, please refer to your internet or paper copy of the DCPS Code of Acceptable Behavior and Discipline book.***

TRANSCRIPTS/RECOMMENDATIONS, ETC.

There is a \$2.00 charge for transcripts of Apollo graduates.

ATTENDANCE POLICIES AND RULES

ABSENCES

During the year, there will be days a student must miss due to: (1) illness, (2) death in the family, (3) illness in the immediate family, (4) medical appointments, (5) mandated court appearances, (6) school sanctioned activities, (7) approved religious holidays, (8) emergency situations. When this occurs, **a parent or guardian of the student must call the school (852-7100) informing the office of the cause for the absence in order for the student to receive a valid excuse.** **Students will have the opportunity to make up work but must make arrangements with their teacher(s) upon returning to school.** Due to various reasons some students may have to miss school an unusual number of days. Apollo High School encourages good attendance habits, although it does recognize that there are unusual circumstances. **Students can have up to four parent call-ins per semester. After the fourth day of absence, the attendance office will begin requiring a doctor's statement.** Examples of unexcused absences include, but are not limited to: baby-sitting, hair appointments, personal business, job hunting, vehicle breakdown, oversleeping, vacations without prior approval, and failure of communication between parents and school after an absence.

*A student must attend school for 1/2 day (before or after 11:45 am) in order to attend or participate in any co-curricular school function.

*After the 4th absence (parent call-ins) per semester, Apollo will require a doctor's statement for absences to be excused.

ABSENCES REQUIRING PRIOR PRINCIPAL APPROVAL (VACATION DAYS AND COLLEGE VISITS)

Vacation Days, (extended), Work Days, etc. - Students may be excused for three days for extended vacation days (this would include attending the state fair) or work days. However, vacation days must be with parent and work days will be only for hardship cases. **Both types of absences must receive prior approval of principal or assistant principal.** (The administration strongly suggests that parents not take the students out of school for reasons other than illness or death in family). A parent may only request a vacation day(s) one time per year.

College Visitation-Prior Approval Required - An EHO (Educational Enhancement Opportunity) request form must be completed and turned in to the attendance office **BEFORE** an intended college visitation date. These forms may be attained in the attendance office and must be signed by the student and parent. Upon return, the student must provide proof of their visit from the college.

ADDRESS/TELEPHONE NUMBER CHANGE

Parents must report all address and telephone number changes immediately to the schools office. Any parent/guardian/student falsifying this information will be referred to the Director of Pupil Personnel.

CHECKING IN TO SCHOOL FROM DAY(S) ABSENT

1. A student whose parent has contacted the school with a satisfactory excuse will report to his/her first period class. If the parent does not contact the school the absence is unexcused.
2. A doctor statement must be turned into the school within three days after the absence.
3. If there is a financial burden in taking your child to the doctor, our school nurse is available from 8:00 a.m. to 3:00 p.m. to see students at no cost.

CHECKOUT POLICY

A student is not to leave the school grounds during the regular school day for any reason unless approval is obtained from the principal or his/her representative. A regular school day begins once a student arrives on school grounds. No one other than the parent or legal guardian may check a student out of school unless the parent has listed other individuals on the student check out card and returned

the card to their child's school. No student will be released from school on the basis of an invalidated telephone call. School authorities designated to check out students will ask the person checking the student out for acceptable identification. No student is ever dismissed from the classroom unless the teacher is notified by office personnel. The student will not be allowed to leave if the person wanting to check the student out is not listed on the check out card or the legal guardian cannot be contacted by phone to give the school permission to release their child.

1. When it is necessary for a student to leave school during the school day (doctor's appointment, etc.) the student must be dismissed through the office before leaving school. A parent must contact the school in person or by phone for permission before the student can be dismissed. Only the principal or assistant principal may give a student permission to leave. Leaving school without permission constitutes skipping.
2. A student dismissed for a medical appointment, court appearance, etc. should return with verification of the appointment.
3. Any student returning to school on the same day he/she was dismissed must report to the attendance office to be admitted to classes. Students not returning on the same day should check with the attendance office the next day of return.

HOMEBOUND (HOME/HOSPITAL)

If there is an expectation that your student will be unable to attend regular school for more than five (5) consecutive school days, please contact our guidance department at (270) 852-7100. An application for Determination of Eligibility and Provision of Service for Home/Hospital must be completed. If at all possible, please notify our guidance department before the home/hospital absence is to begin.

MAKEUP WORK AND MAKEUP TESTS DUE TO ABSENCES

A student **who is absent** will be allowed to make up all class assignments missed. It is the responsibility of the student to get make-up work completed within the guidelines set by the school. The student is responsible for contacting the teacher or a classmate to get the missed assignment. Many teachers post assignments online. If a student is absent for an extended period of time, assignments can be requested from the guidance office after the third (3rd) consecutive missed day. Makeup tests will be given either by the teacher or in E.S.S. Students who receive an excused absence and who miss 1 day or 2 consecutive days, will have **three (3) school days** to get their makeup work and makeup tests completed. Students who miss more than 2 consecutive days will work with each individual teacher to determine when the work should be turned in. **All absences before or after a school break will be investigated.**

STUDENTS RELEASED FROM CLASS

Teachers who release a student from their class must have the student sign out on a classroom check in/check out sheet noting the time, date and destination **and student must also have a "hall pass"**.

TARDY TO CLASS

If a student is tardy to class, the individual classroom teacher will give discipline marks and keep a record of this. On the 3-5 offense, student will be sent to the office on a disciplinary referral.

TARDY TO SCHOOL

Any student reporting to school after classes have started (8:10) will report to the assistant principal's office to be admitted to class. Students will receive a discipline mark for the unexcused tardy.

TRUANCY

Any student who has been absent from school without a valid excuse for three (3) or more school days, or tardy on three (3) or more school days is a truant. Any child who has been reported as being truant three (3) or more times is a habitual truant. Being absent for less than half/day shall be regarded as tardy. KRS 159.990 - Any parent, guardian or custodian who intentionally fails to comply with the requirements of 159.010 to 159.170 shall be fined one hundred dollars (\$100) for the first offense and two hundred fifty (\$250) for the second offense. Each subsequent offense shall be classified as a Class B misdemeanor.

Attendance enforcement is a shared responsibility between the school and parent and/or legal guardian of the student. During the time that the public school is in session, all students are expected to attend school regularly and to be on time for classes. Students are also expected to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between attendance and class failure.

DISCIPLINE POLICIES AND PROCEDURES

DISCIPLINE CODE OF CONDUCT

In keeping with high standards of behavior, students at Apollo High School are expected to conduct themselves at school and at school activities as young ladies and young gentlemen. All students are expected to follow these standards. Under no circumstances may students partake of alcoholic beverages or otherwise be under the influence, at school or school- sponsored activities. A violation of this rule will be cause for suspension and/or possible expulsion and students may forfeit their rights to attend any school function for the remainder of the year. A violation of any of these rules can be cause for suspension, or assignment to the In-House Crisis Center.

DISCIPLINE POLICY

It is the purpose of the Discipline Policy to provide a uniform system of discipline for Apollo High School. This system is necessary to encourage and provide a quality education for all students and to create a positive atmosphere conducive to the administration of this institution. The Discipline Policy of Apollo High School will be strictly and consistently enforced. The major goal of the policy is to protect the rights of the conscientious students and to provide a safe and caring learning environment. It is your responsibility as a member of the student body to understand and abide by the rules.

STUDENT BEHAVIOR CODE (D.C.P.S. BOARD POLICY)

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching/learning situations in all classes and activities in which they participate under the sponsorship of the school. ***These policies and procedures are in addition to the DCPS policies and procedures.***

1. Disruption of school - A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he/she engage in such conduct nor urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result. While this list is not intended to be exclusive, the following acts illustrate the kinds of offenses encompassed here:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
 - b. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Setting off the fire alarm;
 - e. Firing, displaying, or threatening the use of firearms, explosives or other weapons on the school premises for any unlawful purpose;
 - f. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or any lawful meeting or assembly on the school campus;
 - g. Preventing students from attending a class or school activity;
 - h. Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus;

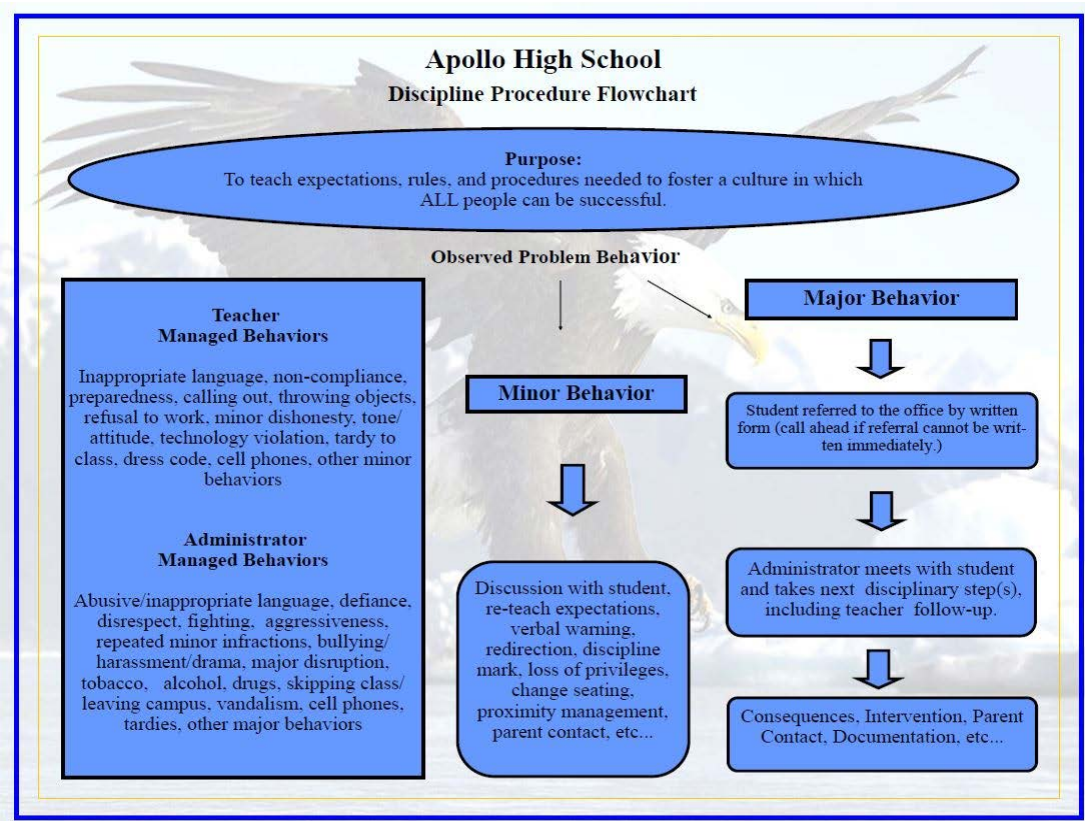
- i. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with the teacher's ability to conduct his class; and
2. Damage or destruction of school property or private property. A student shall not intentionally cause or attempt to cause damage to school property or private property or steal or attempt to steal school property or private property.
3. Assault on a school employee, student or person not employed by the school. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.
 - a. On the school grounds during and immediately before or immediately after school hours;
 - b. On the school grounds at any other time when the school is being used by a school group; or
 - c. Off the school grounds at a school activity, function, or event. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.
4. Weapons – Possession of Dangerous Instruments or Use of Weapons Other than Firearms - A student shall not knowingly possess, handle, or transmit any threatening instrument/object or reasonable substitute such as, but not limited to knives, clubs, chains, firecrackers, brass knuckles, BB guns, switch-blades, taser or box cutters that can be reasonably considered a weapon. (This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive.)
Weapons – 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.
5. Drugs and Alcohol - Students shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. (Diet pills and look alike drugs will be treated as illegal drugs).
6. Repeated School Violations - A student shall not repeatedly fail to comply with directions of teacher, student teacher, substitute teacher, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.
7. Joint ownership of school lockers - The school has joint ownership of the students' locker during the school year. The principal may inspect lockers with or without student permission or knowledge if the principal has reasonable suspicion that a locker contains stolen articles, weapons, narcotics, alcoholic beverages, stimulant drugs or any type of explosive or disruptive device.
8. Parking Privileges - For the privilege of driving and parking on or off school property, the school retains the right to search all vehicles driven by students with or without the students' knowledge or permission. The principal may search the vehicle if he has reasonable suspicion the vehicle contains stolen articles, weapons, narcotics, alcoholic beverages, stimulant drugs, or any type of explosive or disruptive device.
9. Students' Belongings - (Pockets, purses, etc.) The school retains the right to search a student's belongings without the student's permission if the principal has reasonable suspicion that the belongings contain stolen articles, weapons, narcotics, alcoholic beverages, stimulant drugs, or any type of explosive or disruptive device. A witness shall be present during the search.
10. Sexual Harassment—A student shall not make repeated and unwanted sexual comments, looks, suggestions, or physical contact that is found objectionable or offensive and causes discomfort to another student or a school employee.

NOTE: Assault on a school employee as stated in Item 3 and violation of Item 5 of this behavior code (“Drugs and alcohol”) shall result in suspension and/or expulsion. Violation of other items may result in suspension and/or expulsion.

STUDENT RESPONSIBILITIES

In fulfilling his/her obligations, each student shall:

1. Comply with all regulations of the Daviess County Board of Education.
2. Recognize the authority of all teachers and other school personnel.
3. Abstain from gambling, immorality, profanity, harassing, fighting, extortion, use of or possession of narcotics or alcoholic beverages, or the possession of any instrument capable of inflicting bodily harm.
4. Refrain from willfully damaging, defacing, or destroying school property or illegally entering school buildings.
5. Be regular in school attendance and on time; strive to do his best in all areas of school life.
6. Wear appropriate dress and conform to acceptable standards of appearance as established by the board and each local school.
7. Abide by regulations set by the school board concerning travel to and from school on school buses and use and operation of private vehicles on or off the school grounds.
8. Comply with regular rules and regulations of the school board while attending any activities sponsored by the school.
9. Leave campus during school hours ONLY with authorization from the office.
10. Discourage visitors during school hours. In case of visitors, immediately inform them of rules concerning visitors. Failure to do so will be considered in violation of school board policy and subject to disciplinary action. Students’ behavior is affected by the presence of unauthorized individuals. Only those persons who have received approval to visit may do so.
11. Go to or transfer to another classroom ONLY with written consent of the principal or assistant principal.



DISCIPLINE SYSTEM

ALTERNATIVE LEARNING CENTER

(ALC is an In-School Suspension)

The Alternative Learning Center is located adjacent to the attendance office. A student may be suspended on referral to the ALC from an individual class because of discipline problems within that classroom but allowed to attend the remaining classes in his/her schedule. Or, when a student is suspended for the entire school day for the first time during the school year, he/she will be given the opportunity to spend that suspension time in the Alternative Learning Center with parent and administrators approval. A student on full suspension can be placed in the ALC program at the discretion of administration any time during the school year. ALC can also be used as a discipline option at the judgment of the school administration. Any full day over multiple day assignments to the ALC after the first two MAY result in placement in IHC. Administration approval for ALC will NOT be given in a suspension for fighting, profanity towards employees, drug, alcohol, or weapons.

Students are not allowed to be on school grounds after the end of the school day. A student receiving a suspension in school or out of school will not be able to participate and/or attend co-curricular activities for the duration of the suspension. (ex. sporting events, school plays, award banquets, school dances - including prom.)

WHILE A STUDENT IS ON REFERRAL OR SUSPENSION TO ALC:

1. Student will have the responsibility of getting the assigned work missed in class.
2. Students must have daily assignments completed by the next class meeting. Makeup policy guideline will be followed for tests or quizzes.
3. Upon successful completion of the ALC program, the student will receive credit for the classes missed.
4. Students will not be released from ALC until all work assigned has been completed.

BULLYING/HAZING

KRS definition of Bullying:

1) (a) As used in this section, "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

(b) This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Cyber bullying involves the use of information and technology such as e-mail, instant messaging, the publishing of defamatory personal web sites, and online personal polling web sites that are used to support conscious, willful, deliberate, repeated, and hostile behavior by one or more people with the intent to harm others.

The following is the link to the KCSS page on cyber bullying: <http://www.kycss.org/cyberbullying.php>

CELL PHONE VIOLATION

Upon entering the classroom, ALL cell phones/earbuds/electronic devices will be placed in storage. A violation of the cell phone policy will result in the following:

- | | |
|-------------------------|--|
| 1 st Offense | Phone will be taken and kept by classroom teacher until the end of the period.
2 DMs will be given |
| 2 nd Offense | Phone will be taken, turned in to the office, returned at the end of the day.
2 DMs and ALC Referral |
| 3 rd Offense | Phone will be taken, turned in to the office, parent must pick up the phone.
2 DMs and another ALC Referral |

Repeated violations of this policy may result in more severe discipline as needed. *Persons who loan his/her phone to someone else for use during an unapproved time will be subject to the same discipline as the person using their phone.*

DETENTION HALL (DH)

Detention hall gives students an opportunity to work off DMs and will be held Monday thru Friday mornings from 7:30-8:05 in the Media Center. Students must be on time and have material with which to work. Some afternoon sessions may be offered from time to time. Lunch detentions may be given for certain circumstances.

DISCIPLINARY ACTIONS

It should be understood that disciplinary actions are listed in this document and are examples of consequences that students can expect to receive for various offenses. Any problem can be dealt with by an administrator in an appropriate manner after an investigation of the individual situation. The administrator may give discipline marks, take away privileges, give detention halls, suspend students, and hold parent conferences. The only reason for consequences is to hopefully correct behavior.

DISCIPLINE MARK (DM)

A discipline mark is a written symbol that shall be used to record a student's misbehavior. The teacher issuing the DM will verbally inform the student and follow up by sending an email to the Discipline Office and the student explaining the reason for the DM. It is the student's responsibility to check their email for discipline mark notification.

- The first 11 discipline marks may be worked off by serving detention halls. (One detention hall session per DM) DMs will be worked off beginning with the most recent DM received.
- After twelve (12) or more DMs, student will receive three (3) days of suspension, a parent conference, and student will be placed on probation

DISCIPLINE REFERRALS

Once a student has received three (3) to five (5) discipline marks in a particular class, the student will be sent to the office with a referral. (Dates of all DMs given should be in the referral.)

All future discipline problems may be handled with the referral process. **It is the responsibility of the classroom teacher to contact the parent after issuing the first referral and second referral. Notification should be made on the same day if possible.** The discipline office will contact parents on the third referral and any suspensions.

1. 3-5 DMs - first referral- one (1) period in ALC, phone call to parents.
2. Next DM - second referral- two (2) periods in ALC, phone call to parents and or conference.

3. Third referral - three (3) day suspension (In school if no other suspensions) – will still have academic availability.

The student will then return to class:

Next steps...

1. Three (3) more DMs - first referral- one (1) period ALC, phone call to parents from administrator.
2. Next DM - Three (3) days out of school suspension- 0's for assignments.

The student will then return to class:

1. Three (3) more DMs - referral to IHC (will still be receiving services).

In addition to the prior three steps, the following procedure will remain the same:

1. Eight (8) referrals throughout year- referral to IHC.
2. Receives one (1) In School and one (1) Out of School suspensions then IHC.
3. IHC is already a district support system. Once they are there they cannot go back and we can file Beyond Control and also have a Pre-Expulsion
4. Hearing which the Board can now decide on expulsion or other services. IHC is the last resort for their behavior.
5. If student receives three (3) referrals in two (2) classes- automatic referral to IHC.

DRESS CODE VIOLATION

All students are expected to be properly dressed while attending school. Failure to observe the dress code will result in two (2) DMs and the student will be sent to the discipline office to change to proper attire if necessary. He/she will receive an unexcused absence from all classes missed during the time required to comply with the dress code. See "Dress Code" in the General Section of this handbook for more details. Administrative decisions on all dress code matters will be final.

DRIVING- PARKING LOT RULE VIOLATIONS

Reckless Driving: Suspension of driving privileges for one (1) semester.

Parking Violation/Improper Parking (parking in staff parking, in grass or in a no parking zone).

1 st Offense	1 DM
2 nd Offense	1 Day Suspension

E-LEARNING RULES

The following computer rules have been written to incorporate the e-learning laptop usage and care into the Apollo student handbook. These rules apply to the use of any and all types of school computers, with some rules that are specific to the laptops.

Computer Expectations

- a. Computer use is for instructional purposes only during school hours. Ex: no games, music, movies, IM, unless directed by a teacher.
- b. Student use of computers, other technology hardware, software and computer networks including the internet is only allowed when supervised or granted permission by a staff member.
- c. All computer users are expected to follow existing copyright laws; Copyright guidelines are posted on the district website. (Apollo High School considers not following copyright laws is stealing and breaking the law and will be dealt with accordingly.)

- d. Although the district has an Internet safety proxy in place, students are expected to notify a staff member whenever they discover information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- e. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- f. E-mail
 1. E-mail should be used for educational or administrative purposes only.
 2. All e-mail and their contents are property of the Daviess County Public Schools and may be monitored by staff to ensure appropriate use.
- g. Laptops are not permitted in the Commons Area/Dome during lunch.

Proper care of laptops throughout the year and returning laptop at the end of the school year with all laptop accessories include but not limited to charger, case strap, and carry case, these are the responsibility of the student. Students will be assessed the value of the item(s) not returned and placed on the obligation list.

The laptop computer and its use are the responsibility of the student to whom the computer is issued; any violation of the policy below will be the responsibility of the student as well. Unacceptable conduct includes, but is not limited to the following:

DMs = Discipline Marks

Broken laptop fees will be assessed on a depreciation value scale supported by DCPS. Deliberate damage to a DCPS laptop will result in both fees based on a depreciation value scale and school administered discipline to the student.

- Loaning laptop to another student.
- Using computer during lunch in commons area or dome.

1 st Offense	2 DMs
2 nd Offense	2 DMs
- Leaving laptop unattended or misplacing during school.
- Defacing computer by using stickers, markers, removing district labeling, or removing or covering up asset tag.
- Sending non-instructional email, IM, social networking, using chat and/or hosting personal web pages without permission of the teacher.

1 st Offense	2 DMs
2 nd Offense	2 DMs
3 rd Offense	3 Day Suspension
- Downloading, playing games or music during school without approval.
- Using illegal software to share, downloading pirated software or music of any kind.
- Defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal material used by or on the laptop.
- Changing computer filtering, deleting, or changing security/proxy setting. Example: changing district passwords, adding passwords to screen savers with programs not uploaded from the district, such as but not limited to: Himachi, Chrome, or Foxy Proxy.
- Deleting any file or folder that the student did not create for class that causes computer failure. Example: network operation files, VNC program.
- Downloading, playing, storing pornographic music.

- Downloading, playing, storing music with profanity.
 - 1st Offense 2 DMs
 - 2nd Offense 2 DMs
 - 3rd Offense 3 Day Suspension
 - A \$15 fee may be assessed for each incident*
- Sharing passwords, user name, personal information online, or retrieving information without others knowledge. Example: address, phone number.
 - 1st Offense 2 DMs
 - 2nd Offense 3 Day Suspension
 - 3rd Offense 3 to 5 Day Suspension or recommend IHC placement as determined by administration
- Battery not charged for class, or hard drive space full and not adequate for educational requirements.
- Sound not muted at all times unless teacher directed.
 - Offense 1 DM issued by classroom teacher
- Vandalizing computer
 - Offense 3 to 5 Day Suspension or recommend IHC placement as determined by administration
 - See district reimbursement schedule for damage cost*
- Presence of inappropriate/ non-instructional material: screen saver/wall paper or any media with weapons, inappropriate language, alcohol, drug, or gang related symbols.
 - 1st Offense 2 DMs
 - 2nd Offense 2 DMs
 - 3rd Offense 3 Day Suspension
 - A \$15 fee may be assessed for each incident*
- Unauthorized access to a school computer.
 - 1st Offense 2 DMs
 - 2nd Offense 3 to 5 Day Suspension or recommend IHC placement as determined by administration
- Accessing, downloading, exploring online locations of pornographic sites.
 - 1st Offense 3 Day Suspension
 - 2nd Offense 3 to 5 Day Suspension
 - Any further offense may result in loss of laptop for the school year a \$15.00 fee may also be assessed for each incident*

STUDENTS WITH SEVERE OR MULTIPLE VIOLATIONS MAY HAVE THEIR LAPTOP LOCKED DOWN TO LIMIT ITS USE OR THE LAPTOP MAY BE TAKEN AWAY COMPLETELY FOR THE REMAINDER OF THE SCHOOL YEAR. DAMAGES NOT SPECIFIED WILL BE ADDRESSED ON INDIVIDUAL BASIS AND STUDENT WILL FACE SCHOOL DISCIPLINARY ACTION DEEMED APPROPRIATE BY SCHOOL ADMINISTRATION.

ELEARNING HARDWARE DAMAGE RESTITUTION SCALE

Screen \$50 Keyboard \$30 Power Supply and Cable \$35 Power Supply Cable \$5

FIGHTING – Potential charges may be filed by the SRO (School Resource Officer)

- 1st Offense 3 Day Suspension; (out of school)
- 2nd Offense 5 Day Suspension or possible recommendation for expulsion or In-House Crisis.

FORGED NOTES/FALSIFYING EXCUSE/INFORMATION OR CALLIN'S

Three (3) Day Suspension and parent conference.

GOSSIP/RUMORS

Any student making or repeating statements about another student or spreading rumors concerning another student that causes a disturbance will be considered as gossiping and/or spreading rumors. This behavior will be considered with the same seriousness as harassment and appropriate consequences will be given.

HARASSMENT/DISCRIMINATION/ABUSE

Defined: Unwanted or unwelcomed words, physical violence, threatening, stalking, and generally tormenting another for any reason and especially due to race, color, national origin, age, religion, marital status, political beliefs, sex or disability.

Students that engage in the above shall be subject to strict disciplinary action as directed by the superintendent of the Daviess County Schools.

Examples of prohibited conduct by one student to another:

1. Unwanted touching, sexual name calling, sexual jokes, and spreading sexual rumors.
2. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom.
3. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender of the student.
4. Limiting students access to education tools, such as computers, based on the student's gender.
5. Teasing a student's subject choice or assignment based on the gender of the student.
6. Stalking, following, or generally mentally harassing another student.

Monitoring will be the duty of the teacher, principal, or other authority figure, and to investigate the alleged violation of the individual that has been subjected to the above.

There shall be no retaliation against any person(s) involved in the investigation or the parties that have claimed the violation. The person(s) that do exercise retaliation are subject to severe school actions. Apollo High School will not tolerate the exercise of one student violating the rights and progress of another student while attending school.

The staff and administration of Apollo High School view the actions mentioned above as serious and will deal with students through the appropriate administrative actions. Possible actions are suspension, In House Crisis, or expulsion from school.

Filing a harassment/discrimination grievance:

1. Written, detailed, complaint by the student given to a school administrator.
2. Investigation & interview
3. Analyze information
4. Action, decision

Possible Actions:

1. Conference with student & parent
2. If problem continues 3 Day Suspension
3. If problem continues after 1st Suspension -5 Day Suspension or recommendation for IHC
4. Expulsion recommendation
5. Court Action (possible)

HONOR CODE

At Apollo High School, we strive to create an environment where all act honestly. We believe it is the right, privilege, and responsibility of each individual to contribute to and work in an environment of trust. Honorable behavior covers the full range of activities within the school environment. The honor code of Apollo High School addresses cheating, plagiarizing, and academic theft.

Cheating encompasses, but is not limited to, the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
- Attempted cheating
- Some examples are: the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment, passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students; hiring someone to write a paper; buying a paper or project; sharing files, allowing a group member to do all the work while representing the work as full group effort; sharing cell phone and/or pager text messages.

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Some examples are: having a parent or another person write an essay or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

Academic Theft encompasses, but is not limited to, the following:

- Taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully, the school work or materials of another student or the instructional materials of a teacher.
- Some examples are: stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook, stealing another student's homework, notes, or handouts;

Students Will:

1. Avoid situations which might contribute to cheating, plagiarizing, and stealing.
2. Avoid unauthorized assistance on school work.
3. Document borrowed materials by citing sources.
4. Avoid plagiarizing by:
 - a. Using quotation marks for statements taken from others.
 - b. Acknowledging information, ideas, or patterns of thought borrowed from any source.
 - c. Consulting faculty about any questionable situations.

*In addition, students are encouraged to speak to any student they observe violating behavior to a teacher/administrator.

Parents will:

1. Have knowledge of the Apollo High Schools Honor Code and its consequences.
2. Provide a positive example for adhering to the Honor Code.
3. Support faculty and administration in enforcing the Honor Code.

Teachers will:

1. Take immediate action when violations related to school are determined.
2. Inform/counsel the student of suspicion.
3. For progressive learning assignments, the student will be given a 0 and be required to make up the work for no credit. For all other instances, the student will be assessed a "0" for the assignment.
4. Report the violation to the school administration, if warranted.
5. If warranted, contact the student's parent to explain the situation and inform them of the zero on the assignment.
6. Structure conditions during testing to alleviate the possibility of cheating.
7. Specify the types of collaboration that are discouraged and those that are encouraged.
8. Teach or review correct use of documentation when assigning work.
9. Review the Honor Code during the first week of the school year. Teachers are encouraged to review periodically the Honor Code as it relates to a specific discipline.

Administrators will:

1. Assure that all faculty, students, and parents have knowledge of the Apollo High School Honor Code.
2. Create a school-wide environment which encourages adherence to the Honor Code.
3. Facilitate the Standing Committee for School Ethics: This committee shall be formed each year in August. The committee shall consist of five members: 1 Guidance Counselor and 4 classroom teachers (1 English and 3 from other subject areas). Decisions of the committee may be appealed to the Principal within one week of the committee decision.
4. Enforce appropriate disciplinary actions in accordance with the Student Handbook:

Progressive Learning Assignments:

1st School Wide Offense (for the current school year): Zero for the assignment/makes up for no credit
One Discipline Mark, Teacher calls parent, if warranted

2nd School Wide Offense (for the current school year):
Zero for the assignment/makes up for no credit
One Discipline Mark, Administration calls parent, 2 days assigned ALC

3rd School Wide Offense (for the current school year):
Zero for the assignment/makes up for no credit
Administration calls parent
Ineligible for future leadership positions/awards (for remainder of current school year)
3-day out of school suspension

All other Plagiarism/Cheating issues:

1st School Wide Offense (for the current school year):
Zero for the assignment
One Discipline Mark, Teacher calls parent, if warranted

2nd School Wide Offense (for the current school year):
Zero for the assignment
One Discipline Mark

Administration calls parent, 2 days assigned ALC

3rd School Wide Offense (for the current school year):

Zero for the assignment

Administration calls parent

Ineligible for future leadership positions/awards (for remainder of current school year)

3-day out of school suspension

IMPROPER STUDENT CHECK OUT AND CHECK IN

1 st Offense	2 DMs
2 nd Offense	2 Days ALC

INSUBORDINATION/DEFIANCE

Every teacher has the same authority to discipline students in any area of the building, or the campus, and at school functions as they would in their classroom. Students shall comply with the requests of the teachers as they relate to student conduct, classroom work, and safety. Students not responding to any teacher's directions are guilty of insubordination and should be referred to the office immediately. A student may also be deemed guilty of insubordination by the administration for any repeated infraction for which the student has been previously disciplined. The consequence of insubordination/defiance will be an automatic ALC referral assignment.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

(This takes effect when the student arrives at school.)

1 st Offense	Loss of driving privileges for 1 semester and 2 Day Suspension.
2 nd Offense	3 Day Suspension

MAJOR CLASS DISTURBANCE

1 st Offense	Student referral and/or 3 Day Suspension after investigation and parent conference.
2 nd Offense	Appropriate action will be taken.

MINOR CLASS DISTURBANCE

1 st Offense	1 DM
2 nd Offense	Student will be sent to the discipline office for appropriate action. Student MUST correct behavior.

OUT OF AREA

Students are to be in their assigned area at all times unless they have teacher permission. Students are not permitted in the staff lounge at any time unless accompanied by a teacher. Office aids are permitted only when wearing proper ID badge. Students that are found in areas other than their assigned area will receive the following:

1 st Offense	2 DMs
2 nd Offense	Consequences at the discretion of administration.

OUT OF CONTROL

Three (3) to four (4) suspensions or eight (8) or more disciplinary referrals during the school year will lead to possible recommendation for in-house crisis or expulsion. Once a student returns to Apollo from IHC, the student can receive no more than three (3) additional referrals. Upon receipt of the third

referral, a discipline hearing will be scheduled with the recommendation of expulsion. A petition with a court worker will be filed. (Driving privileges can be revoked)

PDA HUGGING, KISSING, OR INAPPROPRIATE PHYSICAL CONTACT

1 st Offense	2 DMs, conference with parents
2 nd Offense	3 DMs, 3 DH's, parent conf.
3 rd Offense	3 DMs, 1 Day Suspension, and parent conference.
4 th Offense	3 DMs, 3 Day Suspension, and parent conference.

PROFANITY IN CLASS OR ON SCHOOL PROPERTY

Disciplinary marks, detention halls, disciplinary referrals, or suspension after investigation of situation.

PROFANITY DIRECTED TOWARD A SCHOOL EMPLOYEE

Five (5) day to ten (10) day out of school suspension, possible recommendation for expulsion, or In-House Crisis after investigation of the situation.

RE-ADMISSION RELATING TO WITHDRAWALS OR EXPULSIONS

Any student wanting to re-enter school after voluntarily leaving or being expelled must have a parent-student conference with the Assistant Principal in charge of attendance and discipline. A re-entry agreement will be signed at this time.

SKIPPING

1 st Offense	Conference with parents and 2 DMs for each period missed
2 nd Offense	3 Day Suspension. (Loss of driving privileges for 1 semester.) A student who continues to skip can expect to be recommended for possible expulsion or In-House Crisis.

Multiple days skipping results in three (3) Days Suspension.

STEALING

1 st Offense	3 Day Suspension
2 nd Offense	5 Day Suspension or recommendation for IHC

STUDENT ASSISTANCE PROGRAM

Mission Statement

The Student Assistance Program seeks to provide services to students of the Daviess County Public School System for emotional, behavioral and/or substance abuse issues.

Services Offered

The services offered through the Student Assistance Program include education, prevention, identification, intervention, resource networking with community providers, and consultation with school personnel when necessary. The Daviess County Public School system employs full time Student Assistance Coordinators to work in the elementary, middle and high schools. Services are also available to the alternative schools and special service programs.

Referrals to the program are made through the guidance department of the student's school.

Fees/Eligibility

All services are free. Students must be enrolled in the Daviess County Public Schools.

Substance Abuse: Drug Use Definition

Drug use is defined to include the following acts in school, on school grounds, or while engaged in school sponsored or supervised activities.

1. Illegal use of controlled substances or illegal drugs;
2. Possessing controlled substances for illegal purposes or possessing illegal drugs;
3. Offering for sale or engaging in the sale or distribution of controlled substances or illegal drugs;
4. Possessing paraphernalia connected with the use or sale of illegal drugs, controlled substances, over the counter, and tobacco.
5. Look-alike drugs will be considered illegal drugs.
6. Possession of some over the counter pain killers and legitimately prescribed medications not intended for illegal use may be determined on a case-by-case basis after consulting with the Director of Student Services.

Controlled substances include, but are not limited to, over-the-counter proprietary drugs, prescription drugs, commercially available substances illegally used, sold or offered for sale by persons in a manner for which the substance is not intended to be sold, prescribed or used. Illegal drugs include those substances primarily made and used, possessed, sold, or offered for sale by persons in a manner that violates the law, regulation, or policy. There will be a sincere attempt to make all rules and regulations of Daviess County Public Schools available to students and parents.

Substance Abuse, Drugs and Alcohol

The faculty and administration of Daviess County Public Schools feel that there is no place for drugs and alcohol in the school environment. We accept the fact that there is a problem in the school systems of the United States, and in the society in general. We are committed to controlling this problem to the best of our ability. We will take a strong stand in the fight against teenage use of drugs and alcohol. All medications, both prescription and nonprescription, must be checked in to the office upon arrival at school and then taken to the school nurse. The school nurse must dispense all medications. Any student failing to abide by this policy can expect severe disciplinary action.

When a student possesses or has consumed an alcoholic beverage, controlled dangerous substance, look alike, non-controlled substance, or other intoxicant, a principal will suspend the student for no more than ten (10) days and the student will be placed in the In-House Crisis Program for nine (9) days. If this is a second offense the student may be recommended for expulsion.

The student and his parent or guardian will agree to participate in the school system's Drug/Alcohol Education Program. Students will attend a minimum of six (6) sessions and the parent or guardian will attend on (1) session.

Student will remain in the In-House Crisis Program until all requirements are fulfilled.

A second violation of the board of education policy concerning the possession of or consumption may result in expulsion from school.

When it has been established that a student is involved in the distribution, possession with intent to distribute, or conspiracy to distribute an alcoholic beverage, controlled dangerous substance, counterfeit controlled dangerous substance or other intoxicant, a principal will suspend the student with a request to the Superintendent for expulsion.

Graduating students who violate this policy any time during the last four weeks of school, shall be placed in In-House Crisis and/or suspended and shall be prohibited from participation in all senior activities, including proms, award ceremonies and graduation ceremonies.

Diplomas earned by students denied participation in graduation ceremonies shall be available upon request in the office of the appropriate school principal on the first work day following graduation ceremonies.

SUSPENSION

When a student is suspended, he/she will neither attend class, participate and/or attend co-curricular activities for the duration of the suspension (example: sporting events, school plays, award banquets, school dances - including PROM.) A suspension will be considered an unexcused absence. A suspension becomes part of the student's attendance record. Students are allowed to make up tests that cover material taught prior to the suspension. **Students suspended out of school on more than one occasion may be referred to In-house Crisis and a juvenile petition filed for Beyond Control of the school.**

THREATENING ANOTHER STUDENT

Threatening another student is prohibited. Investigations will be conducted by administration. Possible actions are:

1 st Offense	2 Day Suspension
2 nd Offense	3 Day Suspension or possible expulsion or IHC.

THREATS TOWARDS TEACHERS AND STAFF

KRS 161.190 ABUSE OF TEACHER PROHIBITED - Whenever a teacher or school administrator is functioning in his/her 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. Any person who violates any of the provision of KRS 161.190 shall be guilty of a Class A misdemeanor. **** A recommendation of expulsion or In-House Crisis will be made.**

TOBACCO POSSESSION

If a student is in possession of tobacco products,* **this includes electronic cigarettes** or is using tobacco products in school or at a school sponsored event, the following policy will be enforced.

1 st Offense	2 Days in ALC (provided there are no suspensions)
2 nd Offense	3 Days Out of School Suspension
3 rd Offense	5 Days Out of School Suspension

**It is legal to search for any item that is thought to be in violation of adopted school policy.*

SCHOOL BUS GUIDELINES

BUS DISCIPLINARY ACTION

The bus driver reports violations of the regulations to the school principal in charge of “transportation.” Parents will be notified about each offense by the principal. The principal decides the consequences of students. The student could be suspended from the bus. If a student is suspended, he/she is suspended from all Daviess County Public Schools buses.

When a student is suspended from the bus after an incident, which occurs on the morning run, he/she is allowed to ride the bus home that afternoon. When the offense occurs in the afternoon, the student is allowed to ride the bus the following morning. This gives the driver time to report the incident to the principal, who in turn makes the suspension official and contacts the student’s parents.

DISCIPLINE JURISDICTION -

Discipline infractions occurring to and from school are subject to Daviess County Public Schools Discipline Code.

WAITING FOR THE BUS

Arrive at least five minutes before the bus is scheduled to arrive at your designated pickup point. THE DRIVER CANNOT WAIT FOR YOU AND WILL NOT COME BACK FOR YOU. Do not damage the property of others while waiting and do not make excessive noise. Keep the roadway clear of books, clothing and other articles. Do not play in the path of traffic. Wait until the bus comes to a complete stop before attempting to board. Do not push and shove while waiting or boarding. Remember that students living on the opposite side of the street must wait on their side until the bus arrives and the driver gives the signal to cross in front of the bus

RIDING THE BUS TO SCHOOL

- Obey the instructions of the driver, who is in complete charge. Please do not talk to the driver unless necessary. Discipline problems will be reported to the principal.
- Remember that the driver may assign seats.
- Take your seat immediately and remain seated. Do not exchange seats or open/close windows without prior approval. Do not extend any part of your body out of a window.
- Hold books, clothing and other objects in your lap. Objects too large to be held in your lap must be transported privately. Items larger than 13 inches by 26 inches are not allowed. Do not block an aisle in any way.
- Remember that balloons, ball bats, glass, skateboards, animals, radios/tape/CD players, and electronic games are not allowed. The driver’s decision is final.
- Cell phones, radios, tape players, CD players, iPods or other electronic devices are not allowed to be used on the bus. The driver’s decision is final.
- Do not tamper with the emergency door, fire extinguisher, radio or other equipment on the bus.
- Do not tear up or damage any part of the bus. Anyone who damages a bus will be subject to disciplinary action and/or restitution.
- Do not fight or scuffle, use tobacco products or profane language, display obscene signs, or eat or drink on the bus.
- Do not throw objects from the bus.

RIDING THE BUS HOME

- Ride your assigned bus. If you need to ride another bus, **YOU MUST HAVE WRITTEN PERMISSION FROM YOUR PRINCIPAL IN CHARGE OF TRANSPORTATION.**
- Leave the bus only at your regular designated stop. Any change must be approved in writing by your principal first.
- Do not cross the street in front of the bus until your driver gives the signal. Never cross behind the bus.

KRS Chapter 527 makes it unlawful to carry, deposit or possess weapons, booby traps or other destructive devices in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by any Board of Education, school, Board of Trustees, regents, or Directors for the Administration of any public or private educational instruction.

Obviously, these guidelines do not cover every possible situation. Once again it is the responsibility of the parents to see that their children understand and follow these general guidelines. Parents should report any misconduct on the bus or at the bus stop to their child's principal. Parents must remember that disciplinary action will be taken if their child's behavior creates unsafe or unpleasant riding conditions. When the driver reports a violation to the principal, the parents will be notified by the principal who will then determine the appropriate corrective action, which may include suspension of riding privileges.

If you have any questions, please call the Transportation office at (270) 852-7080.