



**2022-2023**  
**DAVIESS COUNTY**  
**HIGH SCHOOL**

**STUDENT HANDBOOK**

**Matt Mason**

PRINCIPAL

**Chad Alward**

ASSISTANT PRINCIPAL

**Jason Powers**

ASSISTANT PRINCIPAL

**Jeff Wethington**

ASSISTANT PRINCIPAL

[www.dchs.dcps.org](http://www.dchs.dcps.org)  
4255 New Hartford Road  
Owensboro, KY 42303  
Telephone: (270) 852-7300  
Fax: (270) 852-7310

Emergency Tip Line Number— (270) 684-9466

*School doors will open at 7:00 a.m. 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 3:45 p.m. unless they are under the direct supervision of a DCHS staff member.*

## **PRINCIPALS' MESSAGE**

It is with great pleasure that we take this opportunity to welcome you to Daviess County High School. We are extremely proud of the programs we offer our students and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures, as well as the services we offer students.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of Daviess County High School. In addition to an excellent academic foundation, we offer many activities, clubs, and sports to help students become well-rounded, mature young adults.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

Once again, welcome!

Mr. Mason, Mr. Alward, Mr. Powers and Mr. Wethington

## **MISSION STATEMENT**

Daviess County High School provides all students a comprehensive education through continuous evaluation of community and student needs. We prepare students to become self-motivated, independent, responsible, and caring members of society.

## **SCHOOL FIGHT SONG**

On, on, DCHS  
We arrive for the fight tonight  
Throw that ball and kick that goal  
Every Panther star will shine  
We'll fight, fight, fight  
For the RED and WHITE  
As we roll to that goal varsity  
We will kick, pass and run, 'till the battle is won,  
And roll on to VICTORY.

**DAVIESS COUNTY HIGH SCHOOL  
STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM 2022-2023**

*Please complete form and return to advocate.*

---

*Student Name (please print)*

*Grade*

We, the parent(s)/guardian(s) and the above named student, certify that we have received a copy of, and have read, the Daviess County High School Student Handbook and that we will conform to all rules and regulations of Daviess County High School. The rules and regulations will be enforced during school, at school related activities, and on the school bus.

We, the parent(s)/guardian(s) and the above named student, also realize that there is a “Code of Acceptable Behavior and Discipline Handbook” written, reviewed and adopted by the Daviess County Public School Board of Education, which may be viewed at the District website: [www.dcps.org](http://www.dcps.org). We agree to read the handbook via internet or request a paper copy from the school and agree to conform to all rules and regulations contained in that publication.

We, the parent(s)/guardian(s) and the above named student, also realize that there is a “**DCPS Electronic User Agreement Form**” and I/we agree to the Terms and Conditions of this form. A copy of the form can be requested from the school or found online at [www.dcps.org](http://www.dcps.org) under the Technology Department pull down menu.

---

*Student Signature*

*Date*

---

*Parent/Guardian Signature*

*Date*

***Media Agreement/Photo Publication – please read and check appropriate box***

**\*\*We, the parent(s)/guardian(s) and the above named student, understand that school and school board media presentations are done throughout the school year. My child has permission to be in video productions of any/all broadcasts and publications. In addition, my child’s photograph may be used in the newspaper, on bulletin boards, in displays, on the DCPS/DCHS websites, or in other types of educational publications.**

\_\_\_\_ YES

\_\_\_\_ NO

**TABLE OF CONTENTS**

**GENERAL INFORMATION**

Announcements.....	11
Asbestos Update.....	35
Assignment / Transfer / Withdrawal.....	11
Bell Schedules.....	8
Calendar .....	7
Campus Map.....	37
Change of Address.....	11
Check Acceptance Policy .....	11
Dance Procedures.....	11-12
Co-Curricular Activities (Athletics, Clubs, Teams, Etc.).....	9-10
Elections of Class Officers/Freshman Student Council Reps .....	12
Emergency Drills .....	13
Fee Waivers.....	13
Food Delivery Policy .....	13
Free and Reduced Lunches .....	13
Fundraising.....	13
Guidance and Counseling .....	13
Homecoming King/Queen and Attendants.....	13
Homeless Education Assistance Act .....	13-14
Library / Media Center.....	14
Lockers.....	14
Lost and Found.....	14
Lunchroom.....	14
Medication at School / Care Plans.....	15
Messages / Telephones .....	15
Parent Conferences .....	15
Senior Week Activities .....	15
Social Events.....	15
Student ID Cards.....	15
Telephone Directory .....	6
Tuition Students .....	15
Visitors .....	15-16

**ATTENDANCE**

Attendance to School.....	16
Blanket Doctor Notes.....	16
Checking In or Out of Class .....	16
Checking In or Out School .....	16
Closed Campus .....	16
Driving Test and Permit.....	17
Falsified Notes / Phone Calls.....	17
Homebound Illness .....	17
Illness at School .....	17
Long Term Assignments.....	17
Make-Up Work .....	17
No Pass / No Drive Law .....	17
OCTC Absentees .....	17

Prior Approved Days of Absences .....	17-18
Rehabilitation / Time Out of School.....	18
Religious Observances.....	18
Short Term Illness.....	18
Tardy to School / Tardy to Class .....	18
Truancy / Unexcused Absences / Skipping .....	19
Withdrawal from School.....	19

**ACADEMICS**

College & Career Readiness (CCR) Information .....	25
Grading System.....	20
Honor Code – DCHS (Cheating and Plagiarism Policy) .....	20
Report Cards .....	20
Scheduling and Transferring of Grades.....	21
Scholarships and Financial Aid .....	21
Transcripts and Recommendations.....	21
Semester Exams .....	21
Semester Exam Exemptions .....	21
Semester Exam Procedures.....	21

**DISCIPLINE**

Book Bags / Backpacks .....	27
BYOD .....	27-28
DCHS Standard of Dress .....	25-27
Detentions .....	27
Discipline Guide/Chart .....	22-24
Discipline Mark System.....	27
E-Learning / Laptops (including Unacceptable Conduct).....	27
E-Learning Hardware Damage Restitution .....	29
Harassment.....	30
The Center (IHC) .....	30
In-School Suspension (ISS).....	31
Non-Negotiable Behaviors .....	31
Out of School Suspension.....	31
Parking and Driving to School.....	31-32
Parking Lot Violations.....	32
Prohibited Items .....	32
School Bus Guidelines.....	32-33
School Bus Discipline Consequences.....	33
Searches.....	33
Stop Tipline.....	36
Student Assistance Programs (DCHS) .....	34
Student Assistance Programs (DCPS).....	34-35
Student Athlete Discipline Policy.....	35
Terroristic Threatening .....	36

**TELEPHONE DIRECTORY**  
**DCHS PHONE NUMBER – (270) 852-7300**

**QUICK REFERENCES FOR:**

**WHO TO CALL:**

Academics, Curriculum, School Staff/Personnel, SBDM Council	Matt Mason, <i>Principal</i>
Principal’s Secretary, SBDM Secretary, Office Manager	Meredith Wilkerson, <i>Administrative Assistant</i>
9th & 11th Grade Discipline, Driver Verification Forms, eLearning/Laptops, DCHS Parking	Chad Alward, <i>Assistant Principal</i>
10th & 12th Grade Discipline, Attendance, Bldg. Maint. Requests, Teacher Subs.	Jason Powers, <i>Assistant Principal</i>
Transportation, Special Service Students, School Safety	Jeff Wethington, <i>Assistant Principal</i>
Professional Development Coordinator Curriculum/Assessment Coordinator, CSIP	Kim Newcom, <i>Instructional Coach</i>
College & Career Readiness Coordinator	Trey Pippin, <i>CCR Coach</i>
Daily Attendance	Kim Judd, <i>Attendance Secretary</i>
Counseling and Guidance Information	Guidance Office 270-852-7305 Kris Shaw, <i>Administrative Assistant</i>
Media Center	Carrie Wilkerson, <i>Media Specialist</i> Ashley Roberts, <i>Assistant</i>
General Information	Courtney Bartlett, <i>Receptionist</i>
School Finances, Billings, Student Obligations	Sherri Walden, <i>Bookkeeper</i>
Insurance, Free & Reduced Lunch/ Lockers/Lost & Found	Misty Boarman, <i>Student Services</i>
Athletics	Larry Logsdon, <i>Athletic Director</i>
New/Transfer/Tuition Students, Perm. Records, Transcripts, Withdrawals	Kelly Lewis, <i>Registrar</i>
School Resource Officer	Paul Mattingly, <i>Resource Officer (SLEO)</i>



## Daviness County Public Schools 2022-2023 Calendar

270-852-7000  
www.dcps.org  
contact@dcps.org

July 2022							August 2022							September 2022							October 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	1	2	3					1	2	3					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24/31	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23/30	24/31	25	26	27	28	29	

November 2022							December 2022							January 2023							February 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5			1	2	3		1	2	3	4	5	6	7	1	2	3					
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	M1	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28				

March 2023							April 2023							May 2023							June 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	1	2	3	4	5	6						M8	M9	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	M10	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	M2	M3	M4	M5	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23/30	24	25	26	27	28	29	28	29	M6	M7				25	26	27	28	29	30	

**BLACK** numerals – School is in session    **Red** numerals – No school for students    **M** – Possible make-up days

Aug. 10 – First Day for Students  
 Sept. 5 – Labor Day  
 Sept. 23 – Professional Day  
 Oct. 10-14 – Fall Break  
 Nov. 8 – Election Day  
 Nov. 23-25 – Thanksgiving Break  
 Dec. 19-Jan. 1 – Christmas/New Year

Jan. 2 – Professional Day  
 Jan. 16 – Martin Luther King Jr. Day  
 Feb. 20 – Parent-Teacher Conference  
 March 31 – No School  
 April 3-7 – Spring Break  
 May 16 – Election Day/Professional Day  
 May 22 – Last Day for Students

May 29 – Memorial Day

**Make-Up Days Will Be Taken In This Order:**  
 Feb. 20, May 23, May 24, May 25, May 26,  
 May 30, May 31, June 1, June 2, June 5

Approved by Board of Education: Nov. 18, 2021

**DCHS BELL SCHEDULES**  
2022-2023

**Regular Schedule with Panther Skill Time**

**First Block** 8:10 - 9:33  
*Power Break* 9:33 - 9:43  
**Second Block** 9:43 - 11:06  
*Passing* 11:06 - 11:12  
**Third Block** 11:12 - 1:00  
*First Shift* 11:09 - 11:37  
*Second Shift* 11:37 - 12:05  
*Third Shift* 12:05 - 12:33  
*Fourth Shift* 12:33 - 1:00  
*Passing* 1:00 - 1:06  
**Panther Skill Time** 1:06 - 1:46  
*Passing* 1:46 - 1:52  
**Fourth Block** 1:52 - 3:15

**One Hour Delay Schedule**

*No Power Break*

**Advocates** 8:10 - 9:04  
*Passing* 9:04 - 9:10  
**First Block** 9:10 - 10:30  
*Passing* 10:30 - 10:36  
**Second Block** 10:36 - 12:22  
 (Eat on normal shift)  
*First Shift* 10:34 - 11:01  
*Second Shift* 11:01 - 11:28  
*Third Shift* 11:28 - 11:55  
*Fourth Shift* 11:55 - 12:22  
*Passing* 12:22 - 12:28  
**Third Block** 12:28 - 1:48  
*Passing* 1:48 - 1:54  
**Fourth Block** 1:54 - 3:15



**Regular Schedule NO Panther Skill Time**

**First Block** 8:10 - 9:43  
*Power Break* 9:43 - 9:53  
**Second Block** 9:53 - 11:26  
*Passing* 11:26 - 11:32  
**Third Block** 11:32 - 1:36  
*First Shift* 11:30 - 11:57  
*Second Shift* 12:00 - 12:27  
*Third Shift* 12:30 - 12:57  
*Fourth Shift* 1:00 - 1:27  
*WPAW News* 1:27 - 1:36  
*Passing* 1:36 - 1:42  
**Fourth Block** 1:42 - 3:15



**2022-2023 CO-CURRICULAR ACTIVITIES**

**ATHLETICS**

Athletic Director .....	Larry Logsdon
Baseball.....	Austin Clay
Basketball (Boys).....	Neil Hayden
Basketball (Girls).....	Stephen Haile
Cheerleading .....	Kitty Jones
Cross Country (Boys).....	Josh Bratcher
Cross Country (Girls).....	Josh Bratcher
Football.....	Matt Brannon
Golf (Boys) .....	Lars King
Golf (Girls).....	Jonas Billingsley
Pantherettes .....	Kendal Connor
Soccer (Boys).....	Doug Sandifer
Soccer (Girls).....	David Sandifer
Softball.....	John Biggs
Swimming and Diving (Girls).....	Jordan Loucks
Swimming and Diving (Boys).....	Jordan Loucks
Tennis (Boys).....	Jack Etchison
Tennis (Girls).....	Jack Etchison
Track (Boys) .....	John Kirkpatrick
Track (Girls).....	
Volleyball.....	Tyla Bailey
Wrestling.....	Curtis Martinson

**CLUBS/TEAMS, ETC.**

Academic Team .....	Ann Koshy-Head Coach/Chuck Hayden/Steve Easley
Acts of Kindness .....	Megan Nicodemus
Anime Club.....	Angela Hardaway
Archery Club.....	Tony Dunn
Band .....	Nate Clark
Beta Club .....	Kaylee Moore
Chess Club .....	Amy Chifci
Chorus .....	Jacob Hein
Christian Student Union.....	Tammy Askins
Council for Exceptional Children (CEC) .....	Amber Allen
DJ Club .....	Jonathan Wells
FCA.....	Neil Hayden/Trey Pippin
FCCLA.....	Erica Selby/Lisa Walker
Fine Arts Society.....	Scott Norris
Future Business Leaders of America (FBLA).....	Tammy Askins/Kayla Altman
Future Farmers of America (FFA) .....	Chad Askins/Craig Howard/Jason Smith
Gay Straight Alliance (GSA) .....	Carrie Wilkerson

Junior Classical League.....	Amy Chifici
Key Club.....	Jessica Wimsatt
National Honor Society.....	Bayli Stone/Allison Millay
Navy JROTC.....	Commander Tyler Goad/CSCS Michael Gatrost
Orchestra.....	Olivia Kramer
Pep Club/Red Rage.....	Amber Shelton-Hall
Quiz Bowl.....	Amber Shelton-Hall
Renaissance.....	Krystal Phelps
Robotics Club.....	Anthony Dunn
Spanish Club / Spanish Honor Society/ Latin Dance Troupe.....	Jennifer Larson
Speech and Debate / Forensics.....	Karen Feldhaus
Student Council.....	Kim Newcom
Student Y.....	Steve Easley/D'Arcy Igleheart/Michael Thompson
Teenage Republicans.....	Ann Koshy
Theater Society.....	Karen Feldhaus
United Sound.....	Nate Clark
Wise Guy Club.....	Jordan Ferguson
Writing Club.....	Kaylee Moore
Young Democrats.....	Paul Howard/Steve Easley

If a student group is going to camp as a representative of our school, that group must be accompanied by the activity sponsor or an adult secured by the school who will accept responsibility and be in charge of the group while at camp. If the school sponsor or some responsible adult, such as a parent, cannot be obtained to attend the camp with the team, then the team may not go representing the school. **Required clubs, Student Council, FFA, and FBLA, will meet regularly throughout the year.**

### ANNOUNCEMENTS

Announcements will be made during school news: All announcements should concern school business or activities and must be submitted in electronic form to Administration or designee for approval.

### ASSIGNMENT, TRANSFER, AND WITHDRAWAL

Pupils enrolled in the Daviess County Schools shall be required to attend school within the school district boundary where legal residence has been established, accepting those students who are mentally and physically handicapped or who are granted a transfer by the Board of Education. Any parent with a child attending Daviess County Public Schools may petition the board for a cross-district transfer based on a "reasonable need." The board reserves the right to reject the request for the following reasons: a) Transfer would cause overcrowding in classroom or school; b) Request is for the purpose of competing in athletics; c) Student's transfer would reduce the classroom size to an uneconomical number; and d) Any reason deemed advisable by the board. Application for transfers can be obtained at Central Office at 1622 Southeastern Parkway. Students whose parents move during the year to another school within the county or school district may finish the year in the school from which they move. At the end of the year, they may be required to enroll at the school located in the district where they reside.

*Students who withdraw for any reason must observe the following:* (Pupils withdrawing from school who are under the age of 18 can only do so with a parent signature witnessed by the principal.)

School board policy provides the guidelines for residential students to change high schools. This same policy places numerous restrictions and conditions on students in order to be eligible to change schools. Paragraph one of this policy states that "Students shall have demonstrated good behavior, good attendance and an effort to learn before requesting a transfer."

For the purpose of approving transfers, good attendance will be defined as students having fewer than three (3) unexcused absences, or fewer than eight (8) total absences for the year. Students requesting transfers between semesters cannot exceed one half (1/2) the annual standard. **Credits earned or course work completed by transfer students from high schools with other schedules will be correlated to the District High School's semester courses.**

Good standing will be defined as students having completed the most recent semester and having passed at least three (3) classes. Good behavior will be defined as students having been issued fewer than two (2) DM's and no other school discipline.

### CHANGE OF ADDRESS / RESIDENCE

Students who move must report a new address within ten school days to the Student Services office. Students who falsify address and/or place of residence are subject to immediate removal from school to home school district. An updated emergency card must be submitted to the office.

### CHECK ACCEPTANCE POLICY

Your check is welcome. By paying for your purchase with your check, you are accepting our check acceptance policy. 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 will collect a returned check processing charge of \$25.00. If you have any questions regarding our check acceptance policy, please call (270) 852-7300 (Sherri Walden, Bookkeeper).

### DANCE PROCEDURES

Tickets to regular school dances (EXCEPT PROM) will be sold in advance and may be sold at the door; Prom tickets WILL NOT be sold at the door. **All dances except for Prom are reserved for DCHS students only.** For Prom, students may bring a guest who is at least a freshman in high school, is under the age of 21, and approved by DCHS administrators to attend the prom. Non-DCHS students must submit a guest verification form at least **two school days** prior to Prom (i.e., if Prom is on Friday, verification forms must be submitted by 3:30pm on the Tuesday before; if the dance is on a Saturday, the form must be submitted by 3:30pm on the Wednesday before). Forms can be picked up in the front office at least two weeks prior to Prom. If PROM verification forms and/or PROM tickets are not secured within the timeframe allotted by administrators, a late fee will be assessed as deemed by the Administrators. Students and their guest must abide by the following rules:

1. DCHS students are responsible for their own conduct/actions, as well as that of their guest.
2. DCHS students and Prom guests must have a photo ID for admittance to the dance (driver's license/school ID/etc.).

3. No one will be admitted who, in the judgment of school officials and/or law enforcement, is under the influence of drugs or alcohol. Students may be subject to a breathalyzer test.
4. Students, their personal belongings, and vehicles on DCHS property or a DCHS sponsored event are subject to search.
5. The dance will be a tobacco-free event. No DCHS student or his/her Prom guest will be allowed to smoke (including e-cig), dip, etc. on the dance premises.
6. Students and Prom guests will NOT be allowed to leave and return to the dance.
7. No outside drinks, food, or containers will be allowed in dance.
8. Do not leave any items (purses, coats, jackets, etc.) unattended.
9. Students must adhere to the school dress code and/or dance dress code put in place by the club sponsor and administration. Sponsors and administration have the right to turn students away due to inappropriate dress.
  - a. **FOR ALL DANCES:** Tops must cover student's midriff and have a strap at least 1" wide (spaghetti straps, clear straps, or camisoles are NOT permitted). No bandana tops are permitted. One shoulder tops are allowed. Dress or top must cover the small of the back (above waist level). Length of shorts, skirts, and dresses, will be no shorter than finger – tip length.
  - b. **PROM ONLY:** Strapless dresses are permitted. Dress must cover the small of the back (above waist level). Students must follow other dance dress code guidelines.
10. Inappropriate dancing is prohibited and will be monitored by school staff.  
 DCHS Administration will make a judgment on admittance of Prom guests based on the contents and receipt of the Guest Verification form. **Safety of all attendees will be the primary consideration.** The decision shall be final.

### **ELECTION OF CLASS OFFICERS**

Class Elections DATE: TBA

#### **ELIGIBILITY FOR CANDIDACY**

1. All candidates must have an accumulated 2.5 (C) GPA.
2. Students will file a questionnaire/petition to be signed by at least 25 classmates and 2 DCHS faculty members.
3. Students may not have a history of excessive discipline infractions.
4. Students have at least five days to campaign for elections.
5. Elections shall be by secret ballot. (Possibly by electronic method)
6. No student shall be a candidate for more than one office.
7. Officers for the classes will be President, Vice President, Secretary, Treasurer, and Reporter.
8. Junior and senior class presidents shall be placed in nomination by another student.

### **CLASS OFFICER JOB DESCRIPTIONS**

**Class President:** Coordinate all meetings with class chairperson; form a class steering committee to gain input for meetings and ideas for the school; conduct meetings at least once monthly, using parliamentary procedure rules whenever possible; oversee all officers, ensuring that the duties of the other officers are being met; work with the class chairperson and administration in selecting class choices and activities.

\*\* Junior class president will also work with class chairperson and prom sponsor in coordinating prom.

**Vice President:** Conduct all meetings in the absence of the president; serve the president and class officers in carrying out goals and objectives of the class.

**Secretary:** Record all business conducted at class meetings; submit to the chairperson of the class all minutes of each meeting in typewritten form to be filed with the class notes and with the administration; submit minutes to class reporter within one week of each class meeting to be distributed to class; read and submit minutes for approval at the class meetings.

**Treasurer:** Keep an accounting of all monies of the class, using a ledger sheet; maintain a treasurer's accounting for review by the class chair person or the principal at any time; submit to the reporter for distribution to the class a report of all monies, receipts, and expenditures for the reporting period; present at each class meeting a report of expenditures, receipts, and balances for the reporting period.

### **ELECTION OF STUDENT COUNCIL REPRESENTATIVES**

Representative Elections DATE: TBA

#### **ELIGIBILITY FOR CANDIDACY**

1. All candidates must have an accumulated 2.5 (C) GPA.
2. Students will file a questionnaire/petition to be signed by at least 25 classmates and instructor approval forms from 2 current or previous teachers.
3. Students may not have a history of excessive discipline infractions.
4. Students have at least five days to campaign for elections.
5. Elections shall be by secret ballot. (Possibly by electronic method)
6. There shall be one representative for each 35 students in each of the four classes.

#### **STUDENT COUNCIL REPRESENTATIVE JOB DESCRIPTIONS**

1. To act as a clearinghouse for student problems and activities
2. To promote school spirit
3. To promote student responsibility, initiative, self-control, and leadership
4. To recognize work of merit
5. To offer a means of cooperation between the students and the faculty

In order to ensure that student council members are accountable and fulfill the commitment to represent the students, they must maintain regular attendance at a minimum of 50% of all meetings and participate in a minimum of 50% of all projects.

### **EMERGENCY DRILLS**

The administration conducts the following emergency drills throughout the year: bomb threat, earthquake, fire, lock down/lockout, severe weather/tornado, and bus evacuations.

### **FREE AND REDUCED LUNCHES / FEE WAIVERS**

You may qualify for free or reduced lunches. If you qualify for free or reduced lunches, you also qualify to have your fees reduced or waived. Applications are online ONLY. Visit the DCPS website, Parent tab, under lunch info to apply. You can apply at any time throughout the school year. YOU **MUST** COMPLETE THE FORM EACH YEAR!

### **FOOD DELIVERY**

Any type of food delivery is not allowed during school hours unless approved by Administration.

### **FUNDRAISING**

All fundraising projects must be approved by the principal and the Daviess County Board of Education (fundraiser forms are available in the office). Projects which involve selling merchandise to residents of our community are limited. Door-to-door sales are discouraged.

### **GUIDANCE AND COUNSELING**

Four counselors serve the students in the areas of course selection, scheduling, schedule changes, vocational choices, college information/applications, scholarships, and preparedness, financial aid, recommendations, personal counseling, and other areas of student need.

### **HOMECOMING KING/QUEEN AND ATTENDANTS**

Procedures for election of Homecoming King and Queen:

1. King and Queen candidates may be seniors only.
2. Students shall be nominated by recognized school sponsored clubs and organizations.
3. Voting shall be by secret ballot and votes tabulated by the Pep Club Sponsor, President, and Administrator.
4. Candidates may be elected only one time as King or Queen during the school year.
5. Attendants may serve only one time during the school year.
6. The entire student body shall vote for King and Queen, while only the class involved shall vote for attendants.

### **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;

then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

***You have the right to:***

Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education provided to other students.

Continue in the school they attended before you became homeless or the school they last attended, if it is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.

Receive transportation to the school they attended before your family became homeless 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 enrolling your children.

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 your child in a new school or arranging to continue in your former school.

Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

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, please call the National Center for Homeless Education at the toll-free Helpline number at 1-800-308-2145 or visit their website at [www.serve.org/nche](http://www.serve.org/nche). (Department of Education, United States of America)

**LIBRARY/MEDIA CENTER**

Visit the library on-line at [www.dchs.dcps.org/mediacenter.htm](http://www.dchs.dcps.org/mediacenter.htm). In addition, the Virtual Library and Internet are available.

A Student ID is required to sign in at the Media Center. Library books may be checked out for a period of two weeks, magazines for one week. Most reference books may be checked out on an overnight basis and must be returned before first period the following morning. An overdue charge of 5 cents per period will be made for reference books. All other overdue materials will be charged at 5 cents per day. Appropriate charges will be made for lost and damaged materials. Students will be **notified by email weekly** of overdue materials. **No food or beverages are permitted in the media center.**

**LOCKERS**

Students may go to their lockers between every block/period. Students going to and from lunch are not to go to lockers except with written permission from a teacher. If a lock is lost, a replacement fee will be charged to the student to whom the lock is checked out. Each student's locker is his/her responsibility. If damage and/or vandalism occur to that locker, the student is responsible for the damage. Students with lock/locker issues should report to Student Services.

**LOST AND FOUND (STUDENT SERVICES)**

Lost articles may be claimed in Student Services. After 1 month, property that has not been claimed will be donated to local charities.

**LUNCHROOM**

You will scan your ID card or enter your code when you pay for your meals. Students may place any amount of money in their lunch account, but they will still need to use their ID card when going through the lunch line to verify identification. *Parents may check lunch accounts online at: [www.mynutrikids.com/login.asp](http://www.mynutrikids.com/login.asp).*

All students must go to the lunchroom or lobby during their lunch break. **NO FOOD OR DRINKS ARE ALLOWED OUTSIDE OF THE CAFETERIA.** It is the student's responsibility to see that all areas are left clean and orderly. Students are

not to return to class, lockers, or academic hallways before the designated return time.

#### **MEDICATION AT SCHOOL/CARE PLANS**

**All medication will be kept in the Nurse's office.** All medicine must be in the original container. All distribution of medicine will occur through the Nurse's office and will be logged. Failure to follow procedure will result in disciplinary action.

Care Plans will be completed each year by the school nurse for conditions such as diabetes, asthma, high blood pressure, allergic reactions, etc. The Nurse will contact affected students by phone or letter. The plans are to be signed by the Nurse, Parent, and Medical Doctor. These are very important for the care of your child. Any student who participates in a school field trip, and who requires regular prescribed medication(s), must be sure that all medications are given to trained personnel with appropriate consents signed by the parent/guardian and orders for the medication by the doctor. All scheduled meds must have specific time to administer and no narcotics can be given.

#### **MESSAGES / TELEPHONES**

Students will be called to pick up messages between classes. Students will not be dismissed from class for phone calls. **The school cannot guarantee messages will be delivered due to limited clerical help and class disruption.** It is the student's responsibility to listen for announcements concerning messages. In the case of an emergency, an administrator will be notified prior to the student being called out of class. In case of check out, office personnel will call for the student to verify check out. Students **MUST** report to the front office to sign out.

**Students may use their cell phones between classes or during their lunch session** (use during class-time is prohibited unless approved by the teacher for classroom instruction). **See discipline code for consequences.** **CLASS TIME WILL NOT BE INTERRUPTED TO RETRIEVE A CONFISCATED PHONE.**

#### **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office at (270) 852-7300 or by contacting the person through school email (email addresses can be found on the school website).

#### **SENIOR WEEK ACTIVITIES**

Seniors are afforded the privilege of participating in activities the last five days of the school year. **ANY DISCIPLINE OR ATTENDANCE ISSUES MAY RESULT IN PLACEMENT IN ISS AND/OR LOSS OF SENIOR WEEK PRIVILEGES, INCLUDING PARTICIPATING IN THE COMMENCEMENT CEREMONY. All seniors will be expected to follow the graduation contract guidelines.**

#### **SOCIAL EVENTS**

Social events must be properly chaperoned and supervised. The sponsors of the group are responsible for the supervision. All events must be approved by the principal. A student who leaves the building during a social event may not re-enter and must vacate the campus immediately. Social events on nights followed by a school day must end by 10:00 p.m. Non-school night events must end by midnight. Sponsors of dances must submit a list of chaperones to principal.

#### **STUDENT IDENTIFICATION CARDS**

All students will be issued a picture identification card through the Media Center. **STUDENTS ARE REQUIRED TO HAVE THEIR ID CARDS ON THEIR PERSON AT ALL TIMES.** IDs are required for admission to games and school activities. ID CARDS ARE NOT TRANSFERRABLE FOR ANY REASON. **Replacement ID cards will cost \$3.00.** Students who do not have their ID cards or violate any other ID procedures may face disciplinary action.

- 1<sup>st</sup> offense – student may buy/charge for another ID.
- 2<sup>nd</sup> offense – student is issued a warning and copy of referral sent home.
- 3<sup>rd</sup> offense – student receives a DM.
- 4<sup>th</sup> offense – student receives a detention
- 5<sup>th</sup> offense – student receives a 1 day ISS placement

#### **TUITION STUDENTS**

Tuition students must be approved by DCPS Central Office.

Tuition students who are unable to abide by school policies risk the possibility of not being allowed to continue attending Daviess County High School.

## VISITORS

We welcome parents to visit DCHS at any time. All visitors must report to the front office to sign-in before moving to any other area of the school. In order to keep the focus on academics, students are not to bring guests to school at any time. This includes siblings and/or relatives. Students who encourage out-of-school friends to visit at lunch and other times may be suspended and a warning given to the visitor that arrest could take place if visits continue. Students who talk with unauthorized visitors at lunch or during breaks may be suspended from school. Unauthorized visitors are to be reported to the office immediately.

## ATTENDANCE INFORMATION/PROCEDURES

### ATTENDANCE TO SCHOOL

Student progress depends on regular attendance. We want all students to reach their academic potential; therefore, it is important for students to be prompt and regular in attendance. Regular attendance will help each student develop a sense of responsibility and accountability for success. 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. (KRS 159.010) Students are also expected to develop habits of punctuality, self-discipline, and responsibility. **There is a direct relationship between good attendance and good grades!** 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 attendance office (270-852-7300) stating the reason for the absence in order for the student to receive an excused absence. ***A maximum of eight (8) absences or tardies per school year may be excused by parent note or parent call-in for illness or other approved absence per District policy. A statement from a medical practitioner, dentist, or county health department official will be required for any additional absences. Any absence the day before or after a scheduled out of school day is UNEXCUSED (unless a dr. note is provided).***

The school has a voice mail system which enables parents to call 24 hours a day and leave a message. The school may call that parent later in the day to verify the parent's earlier call. From parent contact, the student is determined as excused or unexcused. **Students have three days to clear any unexcused absences.** This must be done during break or before or after school, ***NOT DURING CLASS TIME.*** After that time the absence will be recorded as unexcused. Unexcused absences will result in "0's" assigned for all work while absent, including tests.

### BLANKET DOCTOR NOTES

Blanket notes are generally not accepted. A school administrator must approve any blanket notes for multiple absences. A health care committee may be formed to address individual requests.

### CHECKING IN OR OUT OF CLASS

Students are not permitted in the hallways during instructional time unless they are accompanied by a Hall Pass given to them by a teacher.

### CHECKING IN OR OUT OF SCHOOL

It is highly recommended that appointments be scheduled before or after school. When a student checks in or out of school, he/she must report to the **front office to follow check out procedures.** The administration will determine if the check-in or check-out will be considered excused or unexcused. All students must obtain an admit slip even if they are reporting to school between classes. Students failing to check in/out through the attendance office may be considered truant and appropriate punishment may occur. Excessive late check-ins will result in disciplinary action which may include loss of driving privileges.

A parent note must be approved by an administrator in order for a student, who drives, to check out. If a student is ill at school, personnel will speak with a parent or guardian before allowing the student to leave school. All students must have a check-out card on file signed by the parents. Students **MUST** report to the front office to sign out.

**Students who check in at any time during the school day are not allowed to bring in food or drinks. Any food/drink items must be discarded before entering the school building.**

### CLOSED CAMPUS

Daviess County High School has a closed campus. At no time are students allowed to arrive late or leave school early without checking in or out through the office. Students who leave the school campus without permission, or for reasons other than stated in their check-in or check-out, will be considered skipping and the appropriate consequences will occur. Any student leaving



campus by car, either driving or riding, may surrender parking privileges for the remainder of the school year.

### **DRIVING TEST/PERMITS**

Students will be permitted to check in or out of school to take their permit or road test for driving. **Generally one hour is sufficient for this purpose and students will be expected to return to school immediately upon completion of their test.**

**NO PASS / NO DRIVE LAW (KRS 159.051)** - Any 16 or 17-year old who wishes to obtain their permit must obtain a "School Compliance Verification" form from their respective school. **The form may be obtained from the school receptionist, and it must be submitted 24 hours prior to the permit test.** The completed form is then taken to the Circuit Clerk's office.

**Students who fail more than one class in a semester, drop out, or accumulate nine or more unexcused absences are considered non-compliant** and are not eligible (per Kentucky state law). Non-compliant students are also reported for revocation of their permit or license. Revoked permits/licenses may be re-obtained following a semester of compliance. The law does not apply to 18-year olds.

### **FALSIFIED NOTES / PHONE CALLS**

Any student found falsifying check in or out notes/phone call from parents will be considered skipping and no further check in or outs will be possible during that school year without a parent personally checking that student in or out. Loss of school parking privileges may also occur.

### **HOMEBOUND ILLNESS**

Homebound illness occurs when the student is, by a physician's statement and filing of homebound forms, placed at home or out of the school for at least 10 days or 2 weeks. A teacher will be sent to that student to tutor and help with school assignments at least two times a week, but no more than three times weekly. Contact the Guidance Department for an application.

### **ILLNESS AT SCHOOL**

Daviess County High maintains a well-equipped first aid/sick room with a school nurse. Student should not spend excessive time in the restroom, without reporting to the office or nurse. Failure to do so could be grounds for skipping class and the appropriate action may be taken. Any student with on-going physical conditions shall always report to the Nurse's Office for care. Examples are diabetics, asthmatics, etc.

### **LONG TERM ASSIGNMENTS**

In some individual classes, long term assignments may be required as due on a designated date **regardless of illness or absence.** The responsibility of the assignment handed in on time (on the due date!) will rest with the student and/or parents.

### **MAKE-UP WORK**

Students enrolled in the Daviess County Public Schools are expected to be in attendance each day. The teacher may require those students who have been absent to complete activities directly related to the matter covered in the class at the time of the excused absence. The assignment shall be individualized to the need of the student. The activities shall not be considered "extra" or "additional" work, but as "regular" work so that the student will compensate for the time missed. The student shall be allowed at most five school days for completing the assignment from the date the student returns to school. Satisfactory completion of the activities shall meet the requirements for the class missed. **Only students with excused absences may be given make-up work.**

### **OCTC ABSENTEES**

The attendance policy for each OCTC instructor may vary. OCTC students should explain reasons for absences to their instructor or follow the instructions provided on the instructor's syllabus. **OCTC may choose to drop students from classes due to excessive absences. In this case, the student will receive an F on OCTC's and DCHS's transcript which could affect graduation status.** On snow days, OCTC students are required to attend OCTC classes unless OCTC has cancelled classes too. It is the student's responsibility to determine if OCTC classes are in session. Students may see a counselor in the Guidance office if they have any questions concerning OCTC.

### **PRIOR APPROVED DAYS OF ABSENCES**

**To request an excused absence from school (including school sponsored activities that require an absence from class) the student must have a good attendance record and grades.** Any days of requested absences must be approved by a school Administrator. All forms requesting prior approval of absences may be obtained in the Attendance Office. The following is a

guideline for days approved in advance for students and parents:

1. Seniors may use three total college day visits, orientations, or other activities that colleges may plan (no more than two in one semester). Daviess County Schools have five days of in-service during the school year and those days should be used for this purpose.
2. No days will be granted for religious activities other than the reasons as stated in the handbook titled RELIGIOUS OBSERVANCES.
3. Students may use one day for competitions that are school related but not sponsored by the school. For example, a student may be involved in a music competition and is a student in our band, orchestra, or choir. An EEO form must be completed prior to the event.

### **REHABILITATION / TIME OUT OF SCHOOL**

Occasionally, there are students who require long term medical help for various types of rehabilitation. Those agencies and facilities that include an educational component shall be in charge of the student's education while the student is in their care. Daviess County High School will provide for the agency a beginning point of each class sequence to allow the student to continue working within the content of each class. When the student returns to Daviess County High School, he/she will bring grades assigned by that agency for the work done while in treatment. The grade assigned shall be calculated along with grades earned while in school to determine the final semester grade for the student. Some subjects may require a withdrawal such as laboratory classes, physical education, etc. that require work that cannot be done other than at Daviess County High School. The student shall be dropped from the class with no grade or credit assigned for the semester.

### **RELIGIOUS OBSERVANCES**

Students of a religious faith will be excused if the observance is for the purpose of celebrating a required religious holiday consistent with the student's creed or belief. A required religious holiday is defined as one that requires members to observe that day with either activities that are provided or with a day of self-denial sanctioned by the entire religious faith to which a student may belong. Students will not be excused if the observance is provided after school hours or if the day is not sanctioned by the faith as a day of self-denial which requires a person to refrain from taking part in "normal" day activities. Any student requesting to be excused for a religious observance must have prior approval by DCHS Administration.

### **SHORT TERM ILLNESS**

Students who are ill and will be absent at least four or more days should call the student services office for individual classroom assignments. Students are encouraged to contact his/her teacher via email to request work. *Allow 24 hours for the collection of assignments.*

### **TARDY TO SCHOOL/TARDY TO CLASS**

1. Students who are late to school shall report to the Attendance Office for an admit slip to class.
2. Each student is allowed three (3) excused late check-ins to school (per semester) without a doctor's note. Once three check-ins have occurred, a doctor's note will be required or an unexcused tardy will be issued (see discipline steps below).
3. Students who are late to individual classes, excluding first block, will answer to that particular classroom teacher. Upon receiving the third (3<sup>rd</sup>) unexcused tardy to a class, the following discipline steps will be administered:
4. **Tardies** to class (per semester) will be handled in the following manner:
  - Upon receiving the **third (3<sup>rd</sup>) unexcused tardy** to any class the student will be assigned a detention by an administrator/front office staff.
  - 4<sup>th</sup> unexcused tardy - Placement in In-School Suspension (ISS) that day for that particular class only.
  - 5<sup>th</sup> unexcused tardy - Two days in ISS *for that particular class only.*
  - 6<sup>th</sup> unexcused tardy - One full day in ISS and parent contact.
  - 7<sup>th</sup> unexcused tardy - Two days in ISS
  - 8<sup>th</sup> unexcused tardy - Three days in ISS
  - 9<sup>th</sup> unexcused tardy - The Center/IHC, Juvenile petition filed by school for **Beyond Control** and/or **Educational Neglect**, and loss of parking privileges (if applicable).

### **TRUANCY / UNEXCUSED ABSENCES / SKIPPING**

#### **KRS 159.150 (Definition of Truancy)**

Any child 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 six unexcused absences is considered a habitual truant. 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 dollars (\$250) for the second offense.

1. A student is considered truant if he/she does not attend school and does not have a valid excuse. That student receives an unexcused absence and zeros in all classes missed. No work can be made up for unexcused absences. Three unexcused absences to school will result in the student being referred to the Director of Pupil Personnel as truant.
2. Failure to follow the proper procedure for checking in or out of school will be considered skipping.
3. A student who is not in his/her assigned area or does not have an agenda book, signed by their teacher, may be considered skipping.
4. Using concessions during class time will be considered out of area and skipping. Student aides are included, and discipline will be administered as appropriate.
5. Student aides will be considered skipping if found in areas other than the areas that have been assigned to them by their teachers.
6. **Skipping** class or school will result in the following:
  - 1st Offense: One day assigned to ISS and possible loss of parking privileges.
  - 2nd Offense: Five days assigned to ISS and loss of parking privileges.
  - 3rd Offense: Nine days assigned to ISS and parent conference.
  - 4th Offense: **Beyond Control Petition filed & The Center/IHC** placement.
  - Subsequent Offenses: Possible recommendation for expulsion from school.

### **WITHDRAWAL FROM SCHOOL**

Students who withdraw from Daviess County High School must adhere to the following procedure:

1. Obtain a withdrawal form from the Guidance Office.
2. Students under the age of 18 must have a parent present to withdraw.
3. Withdrawal form must be completed and returned to the Guidance Office.
4. All books and materials must be turned in to responsible staff members.
5. All obligations must be satisfied.
6. Student ID turned in to the library.
7. School assigned laptops must be turned in to the Help Desk. Failure to return the laptop will result in further action.

Unless the above procedure is completed, the student is not officially withdrawn from Daviess County High School and will be considered truant until withdrawal obligations are met. No records will be forwarded to the receiving school until a proper withdrawal form is on file.

## ACADEMICS

### **GRADING SYSTEM**

Daviess County High School grades are on the following letter system:

A - Outstanding	90-100
B - Good	80-89
C - Average	70-79
D - Poor	65-69
F - Failing	0-64
I - Requirements not met or no credit	

### **REPORT CARDS**

Progress reports are no longer printed. Parents/guardians are encouraged to monitor academic progress and attendance on a regular basis using the parent portal in Infinite Campus. Contact the Guidance Office for password information. Parents/guardians of any student who is in danger of failing a class will be contacted by the teacher at midterm. Report cards will be issued directly to students each nine/eighteen week period. For report card notification, a One Call will be sent to parents/guardians on the day students receive each report.

### **HONOR CODE – DCHS (CHEATING AND PLAGIARISM POLICY)**

At Daviess County 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 Daviess County 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.

**Appeals may be made to the principal within 10 days of parent/guardian notification of Honor Code incidents.**

### **SCHEDULING AND TRANSFERRING OF GRADES**

1. **Students have three school days to drop a class before receiving a failing grade.**
2. A course in Religion from a private school will not count toward graduation – even if it carries a title other than “Religion.”
3. Students must have completed all requirements for graduation to take part in commencement exercises and senior week activities.

### **SCHOLARSHIPS AND FINANCIAL AID**

Students who apply for scholarships and financial aid to Kentucky institutions will be advised by the Guidance Office during their senior year. Those students planning to attend out-of-state schools should see the counseling department during their junior year. Please inquire at the guidance department for information into a multitude of scholarships available to students.

### **TRANSCRIPTS AND RECOMMENDATIONS**

Transcripts, recommendations and other information will be sent for students who are in good standing in school. Students must not have obligations to the school nor may they have fines or owe other money to the school in order to have paperwork filed for college entrance. Contact the Guidance Office for transcript information.

### **SEMESTER EXAMS**

1. Any subject worth teaching has skills important for retention. Consequently, all subjects taught shall have semester exams to test the retention of those skills.
2. Semester exams shall count 20% of the semester grade.
3. No more than two semester exams shall occur on any one day (unless approved by administration).
4. A copy of the final exam for each subject shall be given to the principal. The principal may review the exam for its value and shall keep the exams on file for a reasonable period of time to resolve any complications that may occur.
5. Textbooks shall be turned in during the period of the exam if the class is ending.

### **SEMESTER EXAM PROCEDURES**

1. All students must remain in class the entire exam time.
2. All general make-up work and final exams are to be made up within 10 days of the last school day of the semester.
3. Any exceptions must be approved by administration.

### **SEMESTER EXAM EXEMPTIONS**

Students can earn exam exemptions throughout the year. Students must be present at least three quarters of the semester to be eligible for the discipline exemption (transfer students, homebound students, etc.). Students failing a class may not exempt from that exam. The descriptions below will clarify requirements and limitations for each exemption:

**No Discipline Referrals:** Students who do not receive any discipline referrals, including discipline marks and detentions, for a semester may be exempt from one final exam at the end of that semester. This exemption will NOT be issued at the end of the first (1<sup>st</sup>) or third (3<sup>rd</sup>) nine weeks grading period; it will only be available at the end of each semester. This exemption must be used during the semester in which it is earned.

**“A” Exemption:** Students who earn at least one “A” in a class can earn an exemption:

- **9 weeks classes:** Students taking 9 weeks classes can earn **one** “A” exemption at the end of each nine (9) week grading period. The exemption can only be used in a class in which the “A” is earned and this exemption must be used in the 9 week grading period in which it is issued (this exemption cannot be carried over).
- **Semester classes:** Students in semester classes **will not** be eligible for the “A” exemption during the first (1<sup>st</sup>) or third (3<sup>rd</sup>) nine week grading period. Students in semester classes may earn one “A” exemption at the end of each semester. Students may only exempt from one class with an “A” exemption, regardless of how many A’s he/she receives during that semester. The student must maintain the A until the day of the final exam or the student will be required to take that final exam. This exemption must be used during the semester in which it is earned.

## DISCIPLINE

### DAVIESS COUNTY HIGH SCHOOL - Disciplinary Guide

The following are some, but not all, of the misbehaviors that could be considered disruptive to the school environment. These actions will not be tolerated. Most discipline is handled following the guidelines listed below; however, the administration reserves the right to adjust consequences based on the severity of the discipline infraction.

-Any discipline infraction will result in the loss of the student's discipline exemption for that semester.

\*Discipline consequence will be deemed by severity of infraction as determined by administration.

	Zero for Missed Assignment(s)	Discipline Mark (DM)	Parent Contact (teacher or admin, if warranted)	In-School Suspension (ISS) Placement	Out of School Suspension (OSS)	The Center for Academic Improvement (CAI)	Discipline Hearing	Expulsion Recommendation	Possible Charges Filed By SRO	Detention
1. Arson	X		X	X	X	X	X	X	X	
2. Bomb/Terroristic threat*	X		X	X	X	X	X	X	X	
3. Cell Phone Use (1 <sup>st</sup> Offense)			X							
4. Cell Phone Use (2 <sup>nd</sup> Offense)			X	1						
5. Cell Phone Use (3 <sup>rd</sup> Offense)			X	3						
6. Cell Phone Use (4 <sup>th</sup> Offense)			X	5						
7. Cell Phone Use (5 <sup>th</sup> and subsequent offenses)	X		X	X	X	X	X			
8. Classroom Disruption (Minor)		X	X							
9. Classroom Disruption (Major)*		X	X	X	X					
10. Defiance of Authority/Disorderly Conduct*	X	X	X	X	X	X	X	X	X	
11. Disorderly conduct (school campus/school	X	X	X	X	X	X	X	X	X	
12. DMs (3) accumulated in one class			X	2						
13. DMs (subsequent offenses) accumulated in one class*			X	X						
14. Fighting (1 <sup>st</sup> Offense)	X		X		3				X	
15. Fighting (2 <sup>nd</sup> & subsequent offenses)	X		X		X	X	X	X	X	
16. Inciting a fight/Harassing communication (Videoing/Social Media/Publicizing)	X		X		2				X	
17. Abuse of Teacher/Staff - 1 <sup>st</sup>	X		X		2				X	
18. Abuse of Teacher/Staff - 2 <sup>nd</sup>	X		X	X	X	X	X	X	X	
19. Harassment (including sexual)*	X	X	X	X	X	X	X	X	X	
20. Improper dress (1 <sup>st</sup> Offense)			X							
21. Improper dress (2 <sup>nd</sup> Offense)			X	1						
22. Improper dress (3 <sup>rd</sup> Offense)			X	2						
23. Improper dress (4 <sup>th</sup> and subsequent offenses)	X		X	X	X	X	X			
25. Plagiarism/Cheating (1 <sup>st</sup> Offense)	X	X	X							

		Zero for Missed Assignment(s)	Discipline Mark (DM)	Parent Contact (teacher or administration, if warranted)	In-School Suspension (ISS) Placement	Out of School Suspension (OSS)	The Center for Academic Improvement (CAI)	Discipline Hearing	Expulsion Recommendation	Possible Charges Filed By SRO	Detention
26.	Plagiarism/Cheating (2 <sup>nd</sup> Offense)	X	X	X	2						
27.	Plagiarism/Cheating (3 <sup>rd</sup> and subsequent	X	X	X	X						
28.	Possession of dangerous instruments*	X		X	X	X	X	X	X		
29.	Possession or use of firearms*	X		X	X	X	X	X	X		
30.	Possession/Use of alcohol/drugs (look alike items)-1 <sup>st</sup> Off.	X		X		3	20			X	
31.	Possession/Use of alcohol/drugs (look alike items)-2 <sup>nd</sup> Off.	X		X		X	20	X	X	X	
32.	Possession/Use of tobacco/e-Cig/Juul (1 <sup>st</sup> Offense)			X	2						
33.	Possession/Use of tobacco/e-Cig/Juul (2 <sup>nd</sup> Offense)			X	5						
34.	Possession/Use of tobacco/e-Cig/Juul (3 <sup>rd</sup> and sub. offenses)	X		X	X	2	15	X	X		
35.	Possession/Use of weapons*	X		X	X	X	X	X	X	X	
36.	Profanity or vulgarity*	X		X	X	X	X			X	
37.	Sexual offense*	X		X	X	X	X	X	X	X	
38.	Propped Doors (1 <sup>st</sup> Offense)			X							
39.	Propped Doors (2 <sup>nd</sup> Offense)		X	X							
40.	Propped Doors (3 <sup>rd</sup> Offense)			X	X						
41.	Public Display of Affection		X	X	X						
42.	Not Signing Out for Co-op, Acad. Intern, etc.		X								
43.	Theft (Felony - Over \$500)	X		X	X	X	X	X		X	
44.	Theft (Misdemeanor – Under \$500) 1 <sup>st</sup> Offense			X	2					X	
45.	Theft (Misdemeanor – Under \$500) 2 <sup>nd</sup> Offense	X		X	X	X	X	X		X	
46.	Drug/Alcohol distribution (look alike items)	X		X		X	20	X	X	X	
47.	Vandalism*	X	X	X	X	X	X	X	X	X	
48.	Skipping (1 <sup>st</sup> Offense)			X	1						
49.	Skipping (2 <sup>nd</sup> Offense)			X	5						
50.	Skipping (3 <sup>rd</sup> Offense)			X	9						
51.	Skipping (4 <sup>th</sup> Offense)			X		X	X	X		X	
52.	Out of Area (1 <sup>st</sup> Offense)			X	2						
53.	Out of Area (2 <sup>nd</sup> Offense)			X	X						
54.	Out of Area (3 <sup>rd</sup> and subsequent offenses)			X	X	X	X	X		X	
55.	Tardy (3 <sup>rd</sup> Offense)			X							X
56.	Tardy (4 <sup>th</sup> Offense)			X	1 per.						
57.	Tardy (5 <sup>th</sup> Offense)			X	2 per.						
58.	Tardy (6 <sup>th</sup> Offense)			X	1						

				Zero for Missed Assignment(s)							
				Discipline Mark (DM)							
				Parent Contact (teacher or administration, if warranted)							
				In-School Suspension (ISS) Placement							
				Out of School Suspension (OSS)							
				The Center for Academic Improvement (CAI)							
				Discipline Hearing							
				Expulsion Recommendation							
				Possible Charges Filed By SRO							
				Detention							
59.	Tardy (7 <sup>th</sup> Offense)			X	2						
60.	Tardy (8 <sup>th</sup> Offense)			X	3						
61.	Tardy (9 <sup>th</sup> Offense)			X	2	15				X	



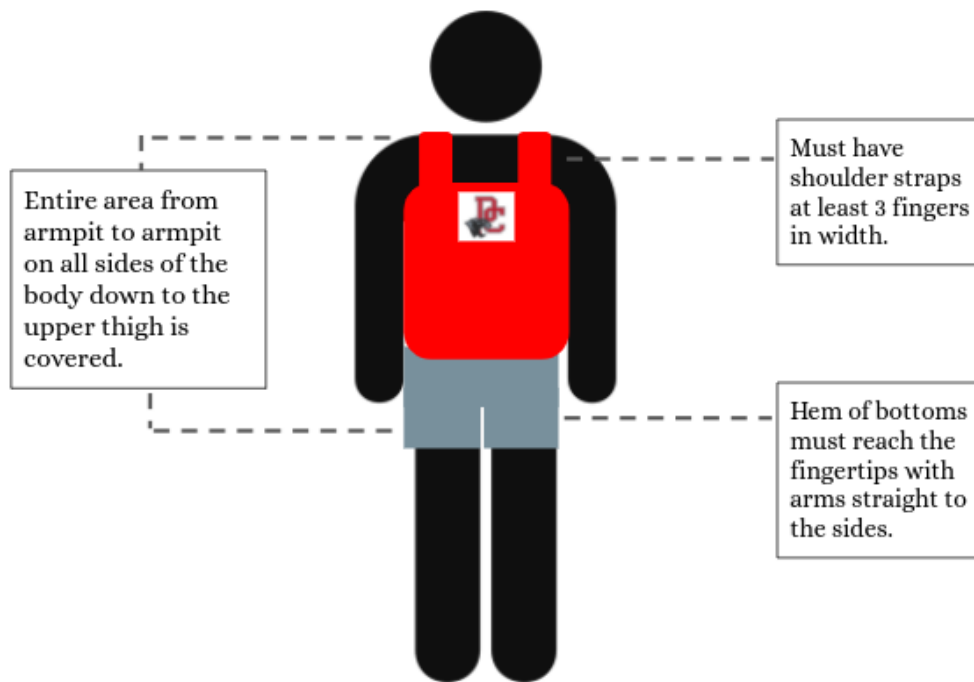
**CAREER PREP/TECHNICAL COLLEGE/COLLEGE CLASSES**

Students may be afforded the opportunity to participate in classes that require leaving the school campus for a period of time. If participating in these classes, students are expected to abide by school regulations while off campus. Failure to do so may result in similar discipline actions as well as possible removal from the class.

Students who leave school for the above reasons may not return to campus unless scheduled for a school activity (next class period, after school practice, etc.). Students returning must remain in the lobby (not in the academic wings) until the class period ends or the end of the school day.

**DCHS STANDARD OF DRESS**

Policy 051898-1 of the Daviess County High School Site Based Decision Making Council is in supplement to the present student dress policy of the Daviess County Board of Education. This policy conflicts in no way with that policy other than to upgrade certain areas of standard.



Dress code changes beginning 2022-2023 school year:

- Shorts and skirts must be at least fingertip length
- Jeans may be worn with holes up to fingertip length
- Leggings may be worn; shirt not required to cover the bottom (material must not be transparent)
- Hats may be worn by students in classrooms at each individual teacher's discretion

Students must

- Cover stomach and all the way around the torso with clothing, even when arms raised
- Wear pants at waist level
- Wear clothing that covers all private parts of the body

Students cannot wear

- Compression shorts/spandex
- Exposed undergarments- (no camisole)
- Hoods (on heads)

### **.01 Enforcement**

Principals and teachers shall enforce the dress code. In any instance involving clothing not specifically included in the regulations or involving variations of clothing covered in the regulations, the administration shall interpret this policy.

Expectations of the “Standard or Dress” not met will have the following consequences:

Any student not meeting the standard will be sent to the office for an administrative conference. Possible consequences are the following:

- A. Discipline Marks
- B. Parent Conference
- C. In-school Suspension
- D. Out of School Suspension

### **.02 General Statements**

Modesty and the avoidance of distracting influences are to be the key to dress. The wearing of any attire, jewelry, cosmetics, or any unsanitary body condition, which in the judgment of the principal significantly disrupts schoolwork, interrupts scholastic endeavors, or threatens the health of other pupils and/or staff members, is prohibited.

### **.03 Head Dresses**

Earmuffs, bandanas shall not be visible, carried, or worn in school unless they are necessary for health or safety purposes. Hoods cannot be worn over the head while inside the building.

Head dresses may be worn for religious reasons only.

### **.04 Eye Wear**

Sunglasses shall not be worn inside the building without a medical excuse. A doctor’s note must be presented beforehand.

### **.05 Shirts and Tops**

No strapless garments can be worn at school. All tops must include straps over the shoulders. Shirts/tops shall be worn at an appropriate length, no midriff or undergarments should be revealed at any time during the regular movements of the school day (for example: standing, sitting in class or the cafeteria, etc.) Stomach must be covered with clothing and all the way around torso. Low cut tops exposing too much of the chest are not permitted.

### **.06 Shorts and Skirts**

Length of shorts, skirts and dresses (including top of slit) must be at least fingertip length.

### **.07 Pants**

Leggings/Cropped Leggings/Jeggings/ Yoga Pants/Compression pants are permitted

Leggings and/or Compression Pants with mesh material above the knees must not be higher than fingertip length

### **.08 Sleepwear and Swimwear**

Students shall not wear swimwear or sleep wear. Pajamas (shirt, pants, or entire outfit) are not to be worn to school as clothes.

### **.09 Jewelry and other accessories**

No accessory may be worn that has spikes or sharp points (spiked dog collars, bracelets, etc.) or deemed inappropriate by administration (excessive chains, straps, etc.)

### **.10 Shoes**

All students shall wear shoes at all times. House shoes may not be worn.

### **.11 Offensive Clothing**

Patches, emblems, and clothing suggesting or depicting vulgarity, sexually explicit materials, profanity, gang signs, violence, alcoholic beverages, tobacco products, or illegal substances shall not be permitted.

The wearing and displaying of clothing and/or accessories that are deemed by administration to be a “put down” to other races/groups is prohibited.

**.12 Coats/ Book Bags**

All Backpacks/book bags/large purses are not allowed in classrooms. These need to be placed in lockers while in class.

**ALL DRESS CODE ISSUES WILL BE HANDLED BY ADMINISTRATION**

**DETENTIONS**

Detentions can be served Wednesday morning (7:00-8:00 a.m.), or Wednesday afternoon (3:30-4:30 p.m.) in the In School Suspension Room (117). Students will have two AM/PM sessions to serve one detention. If the detention has not been served at that time, the student will be placed in ISS for one school day.

**DISCIPLINE MARK SYSTEM**

A discipline mark is a written symbol used to record student misbehavior. Students shall be given an opportunity to initial the discipline mark slip. This is not mandatory if the student does not wish to sign. Discipline marks shall be given by an administrator or a teacher. Discipline marks received may be worked off at a time specified by the school. Students should begin working off discipline marks upon receiving them. When a student receives his/her sixth discipline mark, he/she will be required to work them off and a letter will be sent to the parent notifying them of their child’s discipline. Students will be suspended 3 days upon receiving their twelfth discipline mark. Discipline marks may be worked off on Wednesday morning (7:00-8:00 a.m.), or Wednesday afternoon (3:30-4:30 p.m.). Two (2) DM’s are worked off each hour.

**eLEARNING / LAPTOPS**

Students receiving a laptop as part of DCPS eLearning initiative shall receive and sign an agreement detailing computer expectations and penalties for misuse. This agreement may also be viewed at the district’s website.

School issued laptops are to be used for instructional purposes during school hours. Ex: no games, music, IM, etc. Fees for laptops that need to be re-imaged will be charged to the student. Students are not permitted to bring any personal electronic devices that may interfere with the learning process (i.e., iPod, earphones, CD/MP3 Players, etc., excluding devices approved as part of the BYOD program) to school at any time.

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.

All users are expected to follow existing copyright laws; Copyright guidelines are posted on the district website. 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. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

Email should be used for educational or administrative purposes only during school.

All contents and files of the computer are property of the Daviess County Public Schools and may be monitored by staff to ensure appropriate use. This includes all email.

Proper care and return at the end of the school year of the laptop and all laptop accessories including but not limited to charger, phone cord, and carry case are the responsibility of the student. Students will be assessed the value of the item(s) not returned.

**BRING YOUR OWN DEVICE (BYOD)**

All high school students at Daviess County High School are eligible to participate in the “BYOD” program! “BYOD” stands for “Bring Your Own Device”. Students may bring their own computing devices to school (if they meet recommended specifications) for use and connectivity on the network. To participate, you may enroll online by visiting the DCPS website.

**SOME IMPORTANT INFORMATION:**

- The school will provide a laptop for those who do not choose to participate in the BYOD Program.
- Internet filters will be in place while connecting to the school network but will NOT be in place away from school.
- Most software applications used in our schools are accessed through the internet.
- The use of protective cases is strongly encouraged at all times.
- The schools or DCPS will NOT be responsible for personally-owned devices that are brought on school property (including but not limited to damages, loss, and theft).

- If students acquire a personally owned device that meets the recommended specifications during the school year, they may turn in their school-provided laptop and use their personal device. (Fees paid for the school year will NOT be refunded after September 12, 2017.)
- School fees for 2017-2018 will be reduced if the student participates in BYOD from the beginning of the school year.  
 Full Paid Students - With DCPS Laptop= \$220      Full Paid -- BYOD = \$150  
 Reduced Students – With DCPS Laptop= \$85      Reduced – BYOD = \$50

**WHAT DO STUDENTS/PARENTS NEED TO DO NOW?**

- All students must attend a BYOD orientation meeting at DCHS prior to participating in the DCHS BYOD program.
- Or you may enroll online.

If students/parents decide not to participate when school begins in the fall, the school will provide a computer.

**Unacceptable Conduct**

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:

**A. Accessing, downloading, exploring online pornography sites.**

- 1st offense - 3 days ISS
- 2nd offense - 5 days ISS
- 3rd offense - 2 days OSS, multiple days at The Center/IHC

A \$15 fee to re-image laptop may also be assessed for each incident.

**B. Downloading, playing or storing music with profanity on laptop; Using illegal software to share, or download pirated software or music with programs such as but not limited to: Ares, Frostwire, WinMX, etc.; Loaning laptop or charger to another student; Transporting laptop without issued protective sleeve; Sharing passwords, user name or personal information. (ex: address, phone number); Defacing computer by using stickers, markers, or removing district labeling; Deleting any file or folder that the student did not create for class that causes computer malfunction; Presence of inappropriate/ non-instructional material: screen saver/wall paper or any media with but not limited to weapons, inappropriate language or content, alcohol, drug, or gang related symbols; Leaving laptop unattended or misplacing during school.**

- 1st offense - 1 DM
- 2nd offense - 1 day ISS
- 3rd offense - 3 days ISS
- 4th offense - 5 days ISS
- 5th offense - 2 days OSS, multiple days at The Center/IHC

**C. Downloading, playing or storing pornographic music with laptop; changing computer filtering, deleting, or changing security/proxy setting. e.g., changing district passwords, adding passwords to screen savers, unauthorized access to a school computer.**

- 1st offense - 1 day ISS
- 2nd offense - 3 days ISS
- 3rd offense - 5 days ISS
- 4th offense - 2 days OSS, multiple days at The Center/IHC

A \$15 fee to re-image laptop may also be assessed for each incident.

**D. Downloading, Playing games or music during school without teacher approval; Using computer during lunch; Sending non-instructional e-mail, instant messages, using chat and/or hosting personal web pages without permission of the teacher; Sound not muted at all times at school unless teacher directed.**

- 1st offense - 1 DM
- 2nd offense - ISS for that class period for 1 day
- 3rd offense - ISS for that class period for 2 days
- 4th offense - 1 day ISS
- 5th offense - 3 days ISS

**E. Battery not charged for class, laptop not in case, or insufficient hard drive space for educational requirements.**

- 1 DM for each offense

**F. Vandalizing computers**

See the district reimbursement schedule for damage costs. Other possible consequences as determined by administration include but are not limited to:

DM, ISS, OSS, The Center/IHC

Permanent defacing of district devices is not allowed.

Beginning 2022-2023 school year, stickers are not allowed to be placed on school issued Chromebooks. If stickers are on Chromebooks, they are required to be removed to Help Desk qualifications prior to returning Chromebook. \$25 fee will be charged if stickers are not removed correctly or completely.

**eLEARNING HARDWARE DAMAGE RESTITUTION**

<b>OFFENSE</b>	<b>COST</b>	<b>4<sup>th</sup> Offense</b>
Screen Replacement	\$50.00 – Regular \$150.00 – Touch Screen	**No laptop
Keyboard	\$50.00	**No laptop
Charger	\$35.00	**No laptop
Other Repairs	\$25.00	**No laptop
Complete Replacement	1-2 year old Chromebook - \$200.00 Touch enabled Chromebook - \$350.00 > 2 year old Chromebook - \$100.00	
Hotspot Replacement	\$90	

\*\* *No laptop* = student's laptop will not be returned.

**Note:** Students with severe or multiple violations may have use of their laptop limited or may lose the laptop for a specified time period, possibly the remainder of the school year, as determined by school administration.

## **HARASSMENT**

*Definition:* systematic and/or continued unwanted or un-welcomed 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.

Example of prohibited conduct by one student to another:

1. Unwanted touching, name calling, jokes, and spreading rumors.
2. Members of a class being subjected to unwanted remarks 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 characteristics of the student.
4. Limiting student's access to education tools, such as computers, based on the student's characteristics.
5. Teasing a student's subject choice or assignment based on personal attributes 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 the administration will investigate the alleged violation of the individual who 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) who does exercise retaliation is subject to severe school actions and could face an assignment to The Center/IHC or an expulsion from school.

Daviess County 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 Daviess County High School view the actions mentioned above as serious and will deal with students through the appropriate administrative actions. Possible actions are suspension, The Center/IHC, or expulsion from school.

***DCPS has an anonymous tip line for reporting acts of harassment, discrimination or any emergency situations - Emergency tip line: 684-9466.***

### **PROCEDURES TO FILE A HARASSMENT/ DISCRIMINATION GRIEVANCE:**

1. Written, detailed complaint (fill out hassle log)
2. Investigation & interview
3. Analyze information
4. Action decision

#### **Possible Actions:**

1. Conference with student & parent
2. In-school Suspension
3. Out-of-school Suspension
4. The Center/IHC
5. Possible criminal charges
6. Expulsion recommendation

### ***STUDENT/TEACHER HARASSMENT***

Harassment, discrimination, and degradation will follow the same guidelines as student relationships. Degradation is defined as reducing one's self-worth by name calling, humiliation, or otherwise dehumanizing actions of one to another.

### **THE CENTER (IHC) - Students may not attend any extra-curricular events nor be in the DCHS building during placement.**

The Center/IHC is isolated from the regular school setting. Located in Heritage Park High School, students assigned to The Center/IHC are still enrolled in Daviess County High School and continue the class work they are currently enrolled in. Students placed in the program have been assigned there as a last opportunity to correct unacceptable behavior. Students not completing their assignment (for multiple day placements) before the end of the school year shall begin the fall semester in The Center/IHC and not return to DCHS until full completion of assigned days.

**IN-SCHOOL SUSPENSION (ISS)** - *Students may not attend any extra-curricular events during placement.* When a student is In-School Suspension, he will neither attend classes nor participate in extracurricular activities for the duration of the suspension. Classroom assignments will be sent to the student and all work will be made up. It is the classroom teacher's discretion to send a test to ISS or to place it in the make-up test files to be taken before or after school.

**NOTICE:** Students placed in ISS: Will be required to put their personal cell phone in an individual locked box for the time they are placed in ISS. The phone will be returned to the student at the end of their assigned placement/school day. Any student that does not comply will see an administrator for further disciplinary action. If a student is dishonest about not having a cell phone during ISS placement, and it is discovered that the student did not place the phone in the locked box, the student may receive an extra day of ISS.

### **NON-NEGOTIABLE BEHAVIORS**

The following behaviors are prohibited:

#### **A. The Possession of a Weapon**

*Definition:* Weapon means a firearm, loaded or unloaded, a replica firearm, knuckles, knife (any knife of any blade length), chains, clubs, throwing star, incendiary or exploding device, or any other article that is commonly used, or is designed, to inflict bodily harm.

*Consequences:* Suspension with the possibility of multiple days suspension with a due process hearing for possible expulsion and notification of law enforcement.

#### **B. The Use of a Weapon or Other Objects Used as a Weapon**

*Definition:* Use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include but are not limited to belts, combs, pens, pencils, files, scissors, bats, etc.

*Consequences:* Out of school suspension pending a due process hearing for possible expulsion, and law enforcement notification.

#### **C. Involvement in a fight**

*Definition:* Two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm.

*Consequences:* Automatic 3 day suspension for all individuals, regardless of who started the fight, and criminal charges may be filed; 2<sup>nd</sup> offense two (2) days suspension and The Center/IHC placement and potential due process hearing for possible expulsion and criminal charges filed.

#### **D. Assault or Intimidation of an Individual(s)**

*Definition:* Any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.

*Consequences:* Out of school suspension for at least one (1) day with the possibility of multiple days suspension with a due process hearing for possible expulsion and possible notification of the police.

### **OUT OF SCHOOL SUSPENSION**

When a student is suspended, he/she will not attend classes, participate in before or after school activities for the duration of the suspension, nor visit the DCHS campus. A suspension will be considered an unexcused absence. Students suspended out of school for more than two separate incidents **may** be referred to The Center/IHC and a juvenile petition filed for beyond control of the school.

### **PARKING AND DRIVING TO SCHOOL**

Any DCHS junior or senior student with a valid driver's license may apply for a parking pass. **Any unauthorized vehicles may be towed at the owner's expense. Those students may also suffer discipline penalties.**

- 1) Parking tags will be issued during fee week. Juniors and seniors must have their class schedule, pay current school year fees, provide license plate number, and have a valid driver's license to be eligible to receive a parking tag. Students must also pay all prior-years' obligations to DCHS.
- 2) Parking tags will be issued on a first come, first served basis during fee week. Once all parking tags are assigned, junior and senior students will be placed on a waiting list.

- 3) AFTER FALL BREAK, sophomores may purchase any **remaining** parking permits on a first come/first serve basis.
- 4) Students may not park on campus without a DCHS parking pass!!! Any student parking without a pass displayed in the vehicle will be assigned a detention **and** a DM (resulting in loss of testing exemption for that semester).
- 5) Students will park on a first come, first served basis. All spaces are available for student parking except in front of the school or those marked for staff.
- 6) Students must park in a visibly marked parking place (not in grassy areas, fire lane, striped no-parking zone, staff spaces, etc.). Failure to do so will result in a detention **and** a DM.
- 7) Cost of a tag is \$5.00. The cost is to cover the expense of the tag and maintenance of the lot.
- 8) Parking tag must be displayed as instructed and visible at all times (failure to do so will result in a detention **and** a DM).
- 9) School violations which revoke parking privileges will require the parking tag to be turned in to the office and student will not have parking privileges for the remainder of year.

**SCHOOL VIOLATIONS WHICH REVOKE PARKING PRIVILEGES WILL REQUIRE THE TAG TO BE TURNED IN TO THE OFFICE AND STUDENT WILL LOSE PARKING PRIVILEGES FOR THE REMAINDER OF YEAR.**

**PARKING LOT VIOLATIONS:**

No one is allowed in the parking lot during school hours without permission from the office. Students in the parking lot without administrative permission will be considered out of area and/or skipping. Authorized school personnel may conduct a search of a student locker, book bag, student possessions/belongings, or automobile if they have reasonable suspicion for a search. A student who requests parking privileges gives implied consent for a search. Students who have permission to drive must operate their vehicles in a safe manner. There is NO EXCUSE for endangering the safety of others or their property by improperly operating a vehicle. Loss of driving privileges and suspensions may result from:

1. Reckless driving (including speeding).
2. Not vacating the vehicle when parked.
3. Going to the vehicle during school hours without permission.
4. Leaving school without permission (improper check-out).
5. Skipping school (any period).
6. Repeated parking violations (of any type).
7. Transferring parking tags.
8. Any suspendable offense.
9. Excessive (more than 8) unexcused check-ins or check-outs.

\* Failure to adhere to these rules may include penalties from a verbal reprimand to out of school suspension and/or a citation from law enforcement

**PROHIBITED ITEMS**

Students may not possess the following items on school property without the explicit permission of a teacher or administrator.

1. CD Players, iPods, MP3 players, earphones, or any other electronic personal entertainment device (excluding devices approved as part of the BYOD program).
2. Gambling devices: dice, playing cards, poker chips, etc.
3. Drugs, alcoholic beverages, cigarettes (including eCigs), inhalants, cigarette lighters, matches, tobacco products, and look-alikes.
4. Explosive devices including firecrackers, fireballs, stink bombs, etc.
5. Gang paraphernalia, such as rags/bandannas/etc.
6. Weapons, look alike weapons, knives (of ANY length), screwdrivers, and/or other items designed to easily cause physical harm.
7. Medication or pills.
8. Animals, pets, etc.

**SCHOOL BUS GUIDELINES**

Students riding school buses must observe some common sense rules for the safety of all school bus riders. The school board requests that parents and students read these rules and those parents admonish their children to obey the rules.



1. The driver is in charge of the bus and the pupils. Pupils should obey the driver cheerfully and promptly. Bus drivers are permitted to make reasonable rules for the safe and proper operation of buses.
2. Pupils shall occupy the space designated for them by the driver. Seat assignment shall be on a nondiscriminatory basis. Pupils should be seated facing forward. Pupils may converse in normal tones with other pupils.
3. Pupils shall be on time. Pupils are to meet bus at designated stop and will be discharged at their stop unless permission is granted by the principal to be discharged at another point.
4. Pupils shall not mark on or deface the bus. Pupils shall help keep the bus clean and sanitary. A pupil causing damage to a school bus shall not be allowed to ride a bus until payment in full has been made for such damage.
5. Pupils are to avoid causing trouble by teasing, pulling hair, scuffling, cursing, boisterous talk or yelling.
6. Pupils shall not smoke or light matches, paper, firecrackers, or any substance capable of burning. Use of tobacco in any form is prohibited.
7. Students shall not possess any weapon or object which can be used as a weapon.
8. Pupils shall not eat, drink, or carry alcoholic beverages or drugs, except as prescribed by a medical advisor, on the bus.
9. Pupils shall follow safety practices at all time. They shall not move around while bus is in motion; not stand in the road while waiting for bus; not block the middle aisle; not leave the bus without driver's consent; keep arms and head inside windows; not throw things from the bus; and remain quiet at railroad crossings.
10. Live animals, insects, reptiles, or chemicals shall not be brought onto the bus by anyone.
11. Pupils shall remain on the bus in case of road emergencies such as a flat tire or stall-out unless directed to do otherwise by the bus driver.
12. The emergency door is for emergencies only. Students will normally get on and off the bus at the front door.
13. When leaving the bus, if it is necessary to cross to the other side of the street, students will cross in front of the bus.
14. Pupils should not take up more than one space on a seat. If an item being brought to school cannot be held, someone should transport the child to school. Students should not put any part of their bodies in the aisle.
15. Ride your assigned bus. To ride another bus, **YOU MUST HAVE WRITTEN PERMISSION FROM YOUR PRINCIPAL before 2:00 p.m. The request must be in writing and must include the bus number and destination address.**

16. Cell phones, laptops, CD players, radios, mp3s, iPods, and other electronic devices **may not** be used on the bus. The bus driver reports violations of these rules to the school principal for disciplinary action. The principal notifies parents. Bus riding privileges can be denied for various lengths of time. Discipline by suspension from riding buses is automatic for students in grades 9-12 for smoking (including eCigs), fighting, vandalism, and cursing the driver. See the brochure, "Regulations for Pupils Riding School Buses" for details.

#### **BUS DISCIPLINE CONSEQUENCES**

- 1<sup>st</sup> offense - written warning
- 2<sup>nd</sup> offense - suspension from the bus for 3 days
- 3<sup>rd</sup> offense - suspension from the bus for 3-10days
- 4<sup>th</sup> offense - suspension from bus for semester or year

#### **SEARCHES**

Administrators, teachers and other supervisory personnel may hold students responsible regarding the students' own conduct and/or the contents of school lockers, desks assigned to the students and/or vehicles driven to school by students.

In order to maintain orderly and reasonable school operations and student discipline, students have no claim to the right not to allow a search of school lockers, desks or students owned vehicles if the search is based on the reasonable suspicion that the desk, locker, vehicle or similar object or container holds material or substances prohibited by the school or local, state, or federal law.

Students have full responsibility for the security of their lockers and their vehicles parked on school property and shall not place, keep or maintain any article or material in lockers or vehicles parked on school property that is forbidden by law and/or DCPS Policy. **Students shall be responsible for any prohibited items found in their lockers or vehicles.**

Daviess County High School may in conjunction with law enforcement agencies use specially trained dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances and alcohol. This program is implemented to maintain a safe school environment conducive to education. Lockers, vehicles on school property, extraneous personal belongings, as well as other vacant areas, may be sniffed by trained dogs at any time during the school year. The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, vehicle, or person as a result of a search conducted in accordance with this policy.

## **DCHS STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is a comprehensive school-based program to help prevent problems related to alcohol, drugs, and other areas and to intervene when such problems occur. Students may be referred to the program by parents, staff, community agencies, or through self-referral. DCHS counselors are ready to assist students in crisis situations, and the school district employs a full time Student Assistance Program Coordinator who works with students and with families.

The program is designed to center on Prevention, Intervention, and Recovery. Prevention includes a variety of programs designed to reduce the risk that a student will experience alcohol or drug problems in life. Intervention is geared specifically at identification and referral for students with alcohol and drug problems or other disruptions in their lives. Recovery includes efforts to support those individuals who have sought treatment.

Although the prevalence of alcohol and other drug abuses and their related problems is a major focus of our Student Assistance Program, we want to assist students who have other problems such as victims of abuse, conflicts with parents, pregnancy, juvenile offenders, and any other problems facing today's youth. Support groups are in place at the school for any student who wishes to participate -Contact the Guidance Office.

## **DCPS 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** through the Student Assistance Program includes 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. All services are free for students enrolled in 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 use of illegal drugs;
2. Possessing controlled substances for illegal purposes/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.

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, the students will be disciplined according to policy.

1. 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.
2. Student will remain in The Center Program/IHC 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 The Center/IHC 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.

#### **STUDENT ATHLETE DISCIPLINE POLICY**

DCHS athletes are held to high standards of behavior. As representatives and models for the school, athletes are prohibited from possessing, using, or selling drugs or alcohol (as defined by DCPS Policy 09.423). Multiple infractions of the drug/alcohol policy can result in permanent ban from participation in DCHS athletics.

***\*\* A complete and detailed copy of the DCHS Student Athlete Discipline Policy shall be provided to the athlete by the respective coach prior to the beginning of participation in a sport. Student athletes and their parents will be required to sign an agreement sheet before conditioning/practice/playing any sport.***

#### **ASBESTOS UPDATE**

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.

Bailey Bennett been appointed as the Local Educational Agency Designee as well as Asbestos Inspector and Management Planner. If you have any questions regarding this matter or observe a change in the status of these materials, please let her know immediately: (270) 852-7060 (Maintenance Building) or [bailey.bennett@daviess.kyschools.us](mailto:bailey.bennett@daviess.kyschools.us).

## **TERRORISTIC THREATENING**

One of the most important functions of Daviess County Public Schools is to provide the safest learning environment possible for all of our students and staff members.

Unfortunately, in recent years, Kentucky schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats. In other cases, school attendance declined for days after the threat was made.

**Terroristic Threatening in the second degree is defined in state law (KRS 508.078)**

**(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**

**b) Makes false statements by any means, including by electronic communication, for the purpose of:**

- 1. Causing evacuation of a school building, school property, or school-sanctioned activity;**
- 2. Causing cancellation of school classes or school-sanctioned activity; or**
- 3. Creating fear of serious bodily harm among students, parents, or school personnel**

Such threats to our students and school staff are unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that Daviess County Public Schools will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift, and their punishment be severe.

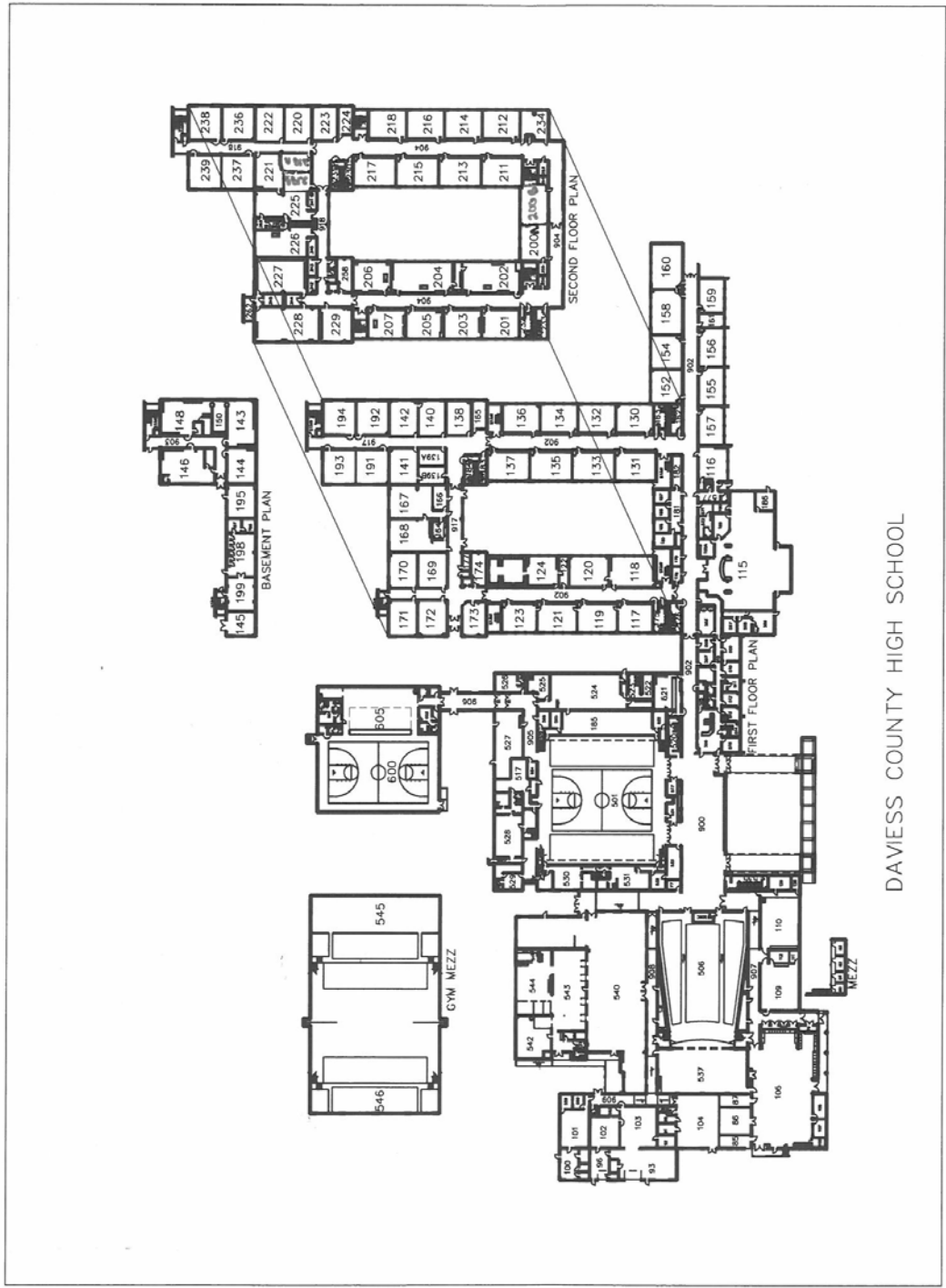
Our approach to eliminating terroristic threatening in our schools is strong and unwavering. As a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to stop these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating them on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. Through this collaborative effort, we can focus on putting kids first and providing a safe learning environment.



The safety and security of our students and schools is our highest priority. We want to remind families and our community about the availability of an anonymous online system to report bullying, weapons, drugs or any unsafe behaviors. (Emergencies should always be reported by calling 911.) Information submitted to the Safety Tipline Online Prevention (STOP) Tipline is reviewed immediately by DCPS administrators who are trained in appropriate follow-up procedures.

To submit a report – Go to [www.dcps.org](http://www.dcps.org) or any DCPS school website and click on the STOP logo in the upper right corner of the page, or go directly to the reporting page at <http://www.kycss.org/stop/stop.php?district=Daviess.County.School.District>



DAVESS COUNTY HIGH SCHOOL