

The Danville Schools Standards of Behavior Handbook is a board-approved document designed as a communication tool for all stakeholders. Kentucky laws and regulations along with board policies and procedures govern the Danville Schools.

The purpose of this document is to serve as a guide related to the policies and procedures that affect the operations of our schools and how that may impact your student. Please note that our policies and procedures are available to all stakeholders through our policy and procedure manuals. These manuals are available at the Danville Board of Education or the Danville Schools website: www.danvilleschools.net.

The school year brings excitement and we want you to be an active part of your child's education. We want to be a partner with you to address the educational needs of your student and provide a quality educational experience that will prepare them to be a productive citizen. We encourage you to develop a working relationship with your student's school. Most importantly, **have a great school year!**

DANVILLE SCHOOLS BOARD OF EDUCATION

Superintendent, Dr. Tammy McDonald

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_____ Student Name	_____ Homeroom Teacher	or	_____ Grade	_____ Level
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DANVILLE BOARD OF EDUCATION

DANVILLE, KENTUCKY

PARENT/GUARDIAN ACKNOWLEDGEMENT

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

_____ Parent/Guardian Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date
_____ Student Signature	_____ Date

PLEASE DETACH AND RETURN TO HOMEROOM TEACHER

EACH SCHOOL MUST NOTE THE DATE OF DISTRIBUTION

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INTRODUCTION

PURPOSE

This handbook provides an outline of rights and responsibilities of students, staff and parents in the Danville Schools. Kentucky Law and Kentucky Administrative Regulations govern the Danville Schools along with local Board of Education policies and procedures. Site-based decision-making teams (SBDM) also implement school-specific standards of behavior that supplement this document and meet the needs of the individual school community.

POLICY STATEMENT

The primary concern of the Danville Schools Board of Education is that students can learn in a conducive environment where disruption is minimized via healthy, responsive, targeted disciplinary means. To foster and support this environment, a Standards of Behavior handbook has been developed.

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

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

STANDARDS OF BEHAVIOR, DEVELOPMENT, & REVIEW

In accordance with KRS 158.148, 704 KAR 7:050, and Board Policy 09.438, the Board of Education shall develop a Standards of Behavior Handbook which shall be posted at each school, referenced in all school handbooks and provided to school employees and parents. The Standards shall establish standards of acceptable behavior and discipline and may

include district-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

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

EXPECTATIONS

EXPECTATIONS FOR BEHAVIOR

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

DRESS STANDARDS GUIDELINES

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

BOOK BAGS / BACK PACKS / COATS / OTHER ITEMS

Students are permitted to use book bags/backpacks to carry essential items (books, class material, sports equipment, etc.,) to and from school. The individual privilege of carrying a book bag/backpack to school may be denied when a student violates school or district policy in an incident that involves a book bag/backpack.

For health, hygiene, and security reasons, coats and jackets cannot be worn in the building or to class during the school day. Such items could

be secured in student lockers. Students are encouraged to wear appropriate clothing (including sweaters and sweatshirts) to adjust for differences in heating/air conditioning, ventilation and seasonal weather changes. Students should not bring non-essential items of any kind to school, including but not limited to audio/video equipment and accessories and toys. School officials may confiscate such items.

OVERVIEW OF BEHAVIOR MANAGEMENT

SUPERVISION OF STUDENT CONDUCT KRS 161.180

Each teacher and administrator in the public schools shall, in accordance with the rules, regulations, and bylaws of the Board of Education made and adopted for the conduct of students, hold students to a strict account for their conduct on school premises, school provided transportation, and on school sponsored trips and activities.

The various boards of education of the Commonwealth of Kentucky, and the principals of the public schools, may assign instructional assistants to supervise playgrounds, hallways, lunchrooms and cafeterias, as well as recreational and athletic events, as related to the control of student conduct. While so engaged, instructional assistants shall have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

Classroom teachers, principals, assistant principals, supervisors of student affairs, and other school employees who may be assigned to supervise students may impose disciplinary actions or consequences.

PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution and, more particularly, the Bill of Rights apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize her/his rights unless s/he also exercises the self-discipline and care to afford all others the same rights and does not allow her/his own actions to infringe upon the rights of others. In a social situation such as the public schools, all participants, students,

parents/guardians, teachers, administrators, and others in the educational process, have the right and responsibility to know the basic standards of behavior that are expected. The school environment is a community of individuals who live and interact based upon commonly shared rules, right, responsibilities, expectations, and common sense.

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

The Board is committed to the protection of the privacy of students' educational records and to rights of parents/guardians as well as students as they relate to those records.

Parents/guardians have the right to review any of their student's education records maintained by the school system. A request from parents/guardians to review records of their students shall be responded to without unnecessary delay (must allow not less than thirty-six hours).

Parents shall have the right to review records prior to any meeting with school officials regarding an Individual Education Program or a hearing relating to the identification, evaluation, or placement of the child in a special program (must allow not less than ten days).

Parents'/Guardians' rights to inspect and review education records include:

- The right to a response from school officials to reasonable requests for such review must allow not less than ten days.
- The right to request that the system provides copies of the records containing the information, if failure to do so would effectively prevent the parent from exercising the right to inspect and review the records. However, the party making the request shall pay the cost of such copies in advance.
- The right to have a representative of the parent/guardian inspect and review records with written permission from the parents/guardians.

The school system may presume that the parent/guardian has authority to inspect and review records relating to his or her child unless it has been advised that the parent/guardian does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce. Advising the system of the aforementioned requires written verification on file in the school and central office.

WHERE AND WHEN THE STANDARDS WILL APPLY

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

PERSONNEL AUTHORIZED TO ADMINISTER THE STANDARDS

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

CONCERNS OF PARENTS/GUARDIANS

Every citizen both in and out of school has rights and freedoms but at the same time, they have the responsibility to respect the identical rights of others. In the school environment, these rights and responsibilities must be harmonious with the learning process. Rules that establish discipline guidelines for students are necessary and basic to their growth and

development. Thus, it is the responsibility of local school districts to employ standards of behavior reflective of community standards and expectations for student behavior. **SCHOOLS MUST PREPARE STUDENTS FOR THEIR RESPONSIBILITIES AS ADULTS IN A DEMOCRATIC SOCIETY.**

CHILDREN WHO HAVE DIVORCED PARENTS

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

RIGHTS OF PARENTS/GUARDIANS

Parents/guardians have the right:

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

PARENT RIGHTS GUARANTEED BY THE FERPA

Parents have the right:

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

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents/guardians have the responsibility:

- To accept their own role as the primary educators of their child.
- To participate in the education of their child and emphasize the importance of education.
- To assume responsibility for the student's prompt and regular school attendance and to comply with attendance rules and regulations.
- To recognize that, in matters relating to conduct and discipline in school, the teacher's relationship to the student is that of parent or guardian's substitute.
- To cooperate with, show respect for, and lend support to the teachers, administrators and other school personnel.
- To talk with the student about school activities, to share with the student and the teacher an active interest in the student's progress.
- To provide for the physical needs of the student and to inform the school staff of any significant or emotional problems, chronic illness, or concerns of the student that might affect the student's behavior and performance.

- To comply promptly with laws requiring the student to have periodic health examinations.
- To attend individual or group conferences and special school programs whenever possible.
- To encourage the student to develop proper study habits at home.
- To understand and support school requirements, rules, policies and to be knowledgeable of the consequences of violations by students.

RIGHTS OF TEACHERS

Teachers have the right:

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

RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility:

- To present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
- To aid in planning a flexible curriculum that meets the needs of all students and that maintains high standards of academic achievement.
- To deal firmly and consistently with disruptions or violations of Board Policy, the Standards of Behavior and school procedures. When necessary, enlist the support of administrators and

respond promptly to administrative action with which the teacher may take exception.

- To evaluate students' assignments and return them as soon as possible.
- To reward exemplary student work and/or classroom behavior objectively without discrimination.
- To maintain an atmosphere conducive to good behavior and an attitude of respect for students.
- To follow and enforce rules and regulations of the Board of Education and school administration.
- To respect the rights of students and parents as participants in the educational process.
- To be available for conferences with students and parents about discipline matters and any other school concerns.
- To deal with student records confidentially.
- To offer each student all the educational opportunities within the teachers' professional abilities and school resources.
- To keep students safe from physical harm and verbal abuse.
- To assist with proper supervision of students at all times that are under the authority of the school.
- To participate in professional development that will impact student learning and achievement.

RIGHTS OF PRINCIPALS

Principals have the right:

- To have the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
- To expect staff members to comply with policies and directions.
- To ensure that the school environment provides the proper learning atmosphere.

- To be safe from physical harm and verbal abuse.
- To participate in formulation of policies that relate to their relationship with students, teachers and other administrators.
- To expect and receive adequate support for sound administrative decisions from the Board of Education and administrative superiors in administering the school program.

RESPONSIBILITIES OF PRINCIPALS

Principals have the responsibility:

- To help create and maintain an atmosphere which respects the rights of all participants in the educational process.
- To administer discipline measures fairly and equitably in accordance with this discipline code.
- To exhibit exemplary behavior in dress, action and speech.
- To direct the school staff in developing a program which communicates the Standards of Behavior to the school community.
- To enforce policies of the Board of Education.
- To deal appropriately, under Board Policies, with any student whose conduct disrupts the learning of others or whose behavior violates the Standards of Behavior.
- To assist teachers in connection with serious disciplinary problems, and inform teachers of administrative disciplinary action taken with students.
- To be available for conferences with staff, students, parents, and others on discipline matters.
- To support teachers, bus drivers, and other employees in any conflict or controversy when they are properly carrying out policies of the Board or the local school.
- To protect individual rights, as well as the rights of students, parents, and staff as a whole.
- To maintain academic standards and to participate in the designing of a curriculum that fits the needs of each student within the principal's area of responsibility.

- To keep students and teachers safe from physical harm and verbal abuse.
- To ensure the proper supervision of students by school personnel at all times the students are under the authority of the school.

RIGHTS OF STUDENTS

Students have the right:

- To an education within the limits of their individual ability, and commitment, which enables them to reach maximum potential and allows them to contribute to their own welfare and that of society.
- To freedom of speech and expression, keeping in mind the responsibilities that accompany this freedom that it may not interfere with the educational process.
- To be given reasonable and timely notice of all rules, regulations, policies and penalties which may apply to them.
- To be represented by students in the decision making process on matters which relate to standards of achievement, conduct, elections and participation where system wide committees are appointed to address these matters.
- To due process in disciplinary actions, as provided for in Board Policy, including the right to state their side, and to appeal decisions, according to procedures established by the Danville Board of Education.
- To protection of person and property to the fullest extent by the school.
- To participate in all school programs and activities within the limits of individual capabilities and the established standards without regard to race, religion, creed, or sex.
- To confidentiality of personal school records and of disciplinary proceedings and actions.
- To have school activities and facilities properly supervised.

- To return to school after being absent and be given an opportunity to make up schoolwork within a certain period.
- To consult with teachers, counselors, administrators, and other school personnel.
- To free election of their peers in student organizations in which students have the right to seek and hold office and involvement in school activities without being subject to discrimination on the basis of race, sex, creed or religion.
- To examination and confidentiality of their own personal records by the students, their parents/guardians, or their authorized personnel.
- Respect from other students and school personnel.
- To present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

RESPONSIBILITIES OF STUDENTS

Students have the responsibility:

- To be informed of and adhere to the rules and regulations established by the Danville Board of Education and implemented by school administrators and teachers.
- To respect the human dignity and worth of every other individual.
- To refrain from slanderous remarks and obscenity in verbal and written expression.
- To fulfill to the best of their ability the objectives of each of their courses.
- To attend school and classes regularly, to arrive on time and to possess needed instructional materials.
- To dress and groom themselves in a manner that meets the reasonable standards of health, cleanliness and safety.
- To help maintain and improve the school environment, to preserve school property and to exercise the utmost care while using school facilities.

- To refrain from misconduct, unlawful activities, or behavior that disrupts the educational process.
- To respect the established exercise of authority by school administrators and teachers maintaining discipline in the school and at school-sponsored activities.
- To make the best contribution possible, within their individual abilities, to support the school in all phases of program or activity, and conduct themselves so that participation will be a contribution and not a detriment.
- Refrain from cheating on all academic and/or extracurricular activities.
- Exercise courtesy and reason at all times, accept just punishment, avoid unreasonable appeals and refrain from making false accusations.
- Abstain from the possession and/or use of illegal substances, including alcohol.
- Abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
- Refrain from violation of school regulations.

REGULAR INSPECTION

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

MOTOR VEHICLE INSPECTION

Driving rules given to drivers shall include a statement giving school officials the right to search vehicles parked on school property on a regular basis. This search may include the use of dogs trained to search

vehicles and detect illegal items in vehicles. Random search of individual or groups of vehicles is permissible

USE OF METAL DETECTORS

- School administrators are authorized to use stationary or mobile metal detectors. Metal detectors may be used in the following circumstances:
- To search an individual student where there is a reasonable cause to believe the specific student is concealing a weapon.
- To search all students entering the premises; or
- To search students on a random basis, provided adequate adopted procedures are utilized and followed to ensure a consistent random selection process

CODE OF CONDUCT VIOLATIONS

ATTENDANCE

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

DEFINITION OF TARDY (702 KAR 7:125)

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

DEFINITION OF ABSENCE (702 KAR 7:125)

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

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

DEFINITION OF TRUANCY

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

TRUANCY AND HABITUAL TRUANCY

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

NOTIFICATIONS OF STUDENT ABSENCE

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

STUDENTS WITH DISABILITIES/CHRONIC HEALTH CONDITIONS

Parents/guardians of students who have disabilities or chronic health conditions shall notify the principal in writing of their students' condition, which may necessitate frequent or seasonal absences from school (Board Policy 09.123). Home/hospital instruction, meeting qualifications of KRS 159.030, Section (2), is available for students that may be absent for extended periods of time due to health conditions (Board Policy 08.1312)

UNEXCUSED ATTENDANCE PROGRESSION

1st & 2nd Day Documented phone call attempt to parent/guardian.

3rd Day First Unexcused Absence Notice Letter mailed home.

4th & 5th Day Refer to FRYSC or Counselor for parent contact (phone or home visit).

6th Day FINAL NOTICE, Formal referral to DPP

7th & 8th Day DPP makes home visit.

9th Day Refer to Family Court by filing Habitual Truancy

EXCUSED ABSENCES

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

- Illness of the pupil as certified by a parent /guardian note up to six (6) days per year or a medical professional beyond six (6) days.
 - NOTE: Parental excuses will only be accepted to excuse six (6) days per year for illness. Any absences beyond six (6) days shall require a medical practitioner's written excuse.
- Clinical appointment if verified by a statement from a health professional.
- Death, severe illness, or emergency in the pupil's immediate family;
- Religious holidays and practice;
- Court summonses or subpoenas;
- Failure of bus transportation to pick up the student;
- Driver's permit/license appointment (high school students);
- One day for 4-H members to participate in an event at the Kentucky State Fair;
- College/University interviews for scholarships/admissions for seniors only with valid documentation from the institution and pre-approval by the Principal/designee; or
- One (1) day prior to departure of parent/guardian called to active military duty and one (1) day upon the return of parent or guardian from active military duty.
- Other valid reasons as determined by the Principal/designee.

Absences/tardiness for reasons other than those listed above shall be considered unexcused. Family vacations and personal trips during the school year need to be prearranged but ARE NOT to be excused absences for students. Upon approval by the principal, all schoolwork may be made up as outlined by school procedure.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES

- Kentucky law specifies that a student may be considered for an excused absence if the absence is deemed as an educational enhancement opportunity. The following procedure will be followed to request approval.
- Educational Enhancement Opportunity forms may be obtained in the front office of each school.
- The request shall be submitted to the building principal within 5 days of the absence for consideration. The request will be submitted on a board approved request form.
- The proposed activity must have significant educational value, be intensive in nature and be directly related to the core subjects English, Science, Mathematics, Social Studies, Foreign Language and/or Fine Arts.
- A student may be approved up to ten (10) days per school year.
- The building principal shall use his/her judgement whether the request meets the criteria for approval
- The student will not be penalized academically for days approved as Educational Enhancement Opportunities
- The student shall be responsible to make arrangements with their teachers for all missed assignments.
- A request will not be approved during the testing window.
- Principal decisions may be appealed to the Superintendent, then the Danville Board of Education.

ATTENDANCE AND EXTRACURRICULAR ACTIVITIES

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

WILLFUL DEFIANCE OF AUTHORITY

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

Abuse of teacher prohibited KRS 161.190

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

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

Penalties: abuse of teacher prohibited KRS 161.190 - Any person who violates any of the provisions of KRS: 161.190 shall be guilty of a Class A Misdemeanor.

Class a misdemeanor: A maximum of a 12 months jail sentence and/or \$500.00 fine.

STUDENT SMOKING, TOBACCO, ALTERNATIVE NICOTINE & VAPOR USE POLICY

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

Use of tobacco in any form, alternative nicotine product, or vapor product as defined in KRS 438.305 shall not be permitted in outdoor facilities owned or operated by the Board during all District-sponsored activities, including sporting events (Board Policy 09.4232).

CHEATING/PLAGIARISM

Presenting material other than the student's own so as to mislead the teacher to believe that the work is his/her own, constitutes cheating. Cheating/plagiarism is prohibited.

TELECOMMUNICATION DEVICES (Board Policy 09.436)

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

ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCE POLICY

(Board Policy 09.423)

Drugs and Alcohol

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity:

- Alcoholic beverages;
- Controlled drug substances and drug paraphernalia;
- Substances that "look like" a controlled substance. In instances involving look alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Drugs Defined

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010.

Authorized Medication

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. Please see pages 52 and 53 of this handbook for more information.

Penalty

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school sponsored activities. In addition, when they have reasonable belief that a violation has taken

place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

WEAPONS OR DANGEROUS INSTRUMENTS

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

ASSAULT AND THREATS OF VIOLENCE (Board Policy 09.425)

Any student who threatens, assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion. School administrators, teachers or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the district’s transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

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

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

BULLYING / HAZING (Board Policy 09.422)

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

BULLYING DEFINED

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

- That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
- That disrupts the education process.

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

Bullying/Hazing Not Tolerated

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

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

REPORTS OF BULLYING/HAZING

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following district policy requirements for intervening and reporting to the Principal

or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or district. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it. In each building, the principal is the person responsible for receiving reports of bullying/hazing at the building level.

HARASSMENT & DISCRIMINATION (Board Policy 09.42811)

Harassment & Discrimination Defined

Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

Harassment is defined by KRS 525.070. A person is guilty of harassment when, with intent to intimidate, harass, annoy, or alarm another person, he or she: (a) Strikes, shoves, kicks, or otherwise subjects him to physical contact; (b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; (c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; (d) Follows a person in or about a public place or places; (e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or (f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event: 1. Damages or commits a theft of the property of another student; 2. Substantially disrupts the operation of the school; or 3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would

cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment

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

Prohibition

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

Disciplinary Action

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

Reporting Guidelines

Students who believe they have been a victim of an act of harassment or discrimination or who have observed incidents involving other students that they believe to be an act of harassment or discrimination shall, as soon as reasonably practicable, report it. In each school building, the principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment or discrimination may be made directly to the superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX

Coordinator. Complaints of harassment or discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the principal, superintendent or Title IX/Equity Coordinator, the district shall not be deemed to have received a complaint of harassment/ discrimination.

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

The superintendent shall provide for the following:

- Investigation of allegations of harassment or discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
- The superintendent/designee may take interim measures to protect complainants during the investigation.
- A process to identify and implement, within ten (10) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment or discrimination. If corrective action is not required, an explanation shall be included in the report;
- Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment or discrimination; and
- Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

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

Notification

Within twenty-four (24) hours of receiving a serious allegation of harassment or discrimination, district personnel shall attempt to notify parents/guardians of both student victims and students who have been accused of harassment or discrimination. In circumstances also involving suspected child abuse, additional notification shall be required by law (See Policy 09.227.)

CONSEQUENCES OF UNACCEPTABLE STUDENT BEHAVIOR

Students in the Danville Schools who choose not to follow rules, regulations, policies, and/or Kentucky Laws are subject to disciplinary actions according to the severity of the offense, as well as other factors. School officials have a responsibility to investigate a possible student violation of rules/regulations, follow due process, and have the authority to levy disciplinary actions/consequences based upon their findings. Classroom teachers, principals, assistant principals, supervisors of student affairs, and other school employees who may be assigned to supervise students may impose disciplinary actions or consequences.

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

Note:

- Due process is inherent in each response procedure at each level of misconduct.
- Referral to Discipline Committee may be considered by the superintendent and/or school administration of the Danville Schools for Level III infractions.

- Referral to Discipline Committee shall be considered by superintendent and/or school administration of the Danville Schools for Level IV infractions.

Levels of Misconduct	Examples	Procedures	Options
<p>Level I</p> <p>Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p>	<p>Classroom disturbance</p> <p>Tardiness</p> <p>Abusive language</p> <p>Failure to complete assignments or carry out directions</p> <p>Misbehavior en route to and from school</p> <p>Absences</p>	<p>Immediate intervention by supervising staff member</p> <p>The student may be referred to the office for administrative intervention.</p> <p>Document incident and notice parent/Guardian.</p>	<p>Verbal reprimand</p> <p>Special assignment</p> <p>Behavior contract</p> <p>Counseling</p> <p>Loss of privileges</p> <p>Time-out area</p> <p>Detention</p> <p>Letter to parent</p> <p>Referral to Administration</p>

Levels of Misconduct	Examples	Procedures	Options
<p>Level II</p> <p>Misbehaviors that disrupt the learning climate of the school.</p> <p>Included are misbehaviors that do not represent a direct threat to the health and safety of others.</p>	<p>Continuation of unmodified Level I misbehavior</p> <p>Tardiness</p> <p>Truancy</p> <p>Using forged notes or excuses</p> <p>Disruptive classroom behavior</p> <p>Cutting Class</p> <p>Absence</p> <p>Defiance of Authority</p> <p>Rude/Discourteous</p> <p>Insubordination</p> <p>Technology Misuse</p> <p>Cheating/Plagiarism</p> <p>Harassment</p> <p>Physical Aggression</p>	<p>Student referred to the administrator for appropriate disciplinary action</p> <p>Administrator, student, and/or teacher review the situation.</p> <p>Teacher informed of the administrator's action</p> <p>Document incident and notice parent/Guardian.</p>	<p>Behavior modification</p> <p>Social probation</p> <p>Teacher/schedule change</p> <p>Peer counseling</p> <p>Referral to outside agency</p> <p>Detention</p> <p>Alternative Classroom</p> <p>Suspension</p> <p>See Level I for alternative disciplinary action</p>

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

Levels of Misconduct	Examples	Procedures	Options
Level IV Serious behaviors that are a direct threat to the health and safety of any person in the school environment. These acts are criminal and require administrative actions that result in the immediate intervention by school personnel.	Unmodified Level III misbehaviors Fighting (serious) Extortion Fire alarms/Bomb threats Weapons Possession/use/distribution of controlled substance Assault/Battery Vandalism Theft/Possession/Sale of stolen property Arson Drug Violation Alcohol violation Continuation of Level III Harassment/ Discrimination is prohibited (Board Policy 09.42811). Incurable bad conduct (158.150)	School officials contact law enforcement. The administrator verifies the offense, confers with the staff involved, and meets with the student. The Student is immediately removed from the school environment. The superintendent and	Referral to Discipline Committee for alternative placement Expulsion The Discipline Committee will meet to discuss if the incident is eligible and appropriate for immediate alternative placement and appropriate treatment interventions, or if the incident needs to be heard by the Danville Board of Education in a full due process hearing.

BUS DISCIPLINE

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

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

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

The Following Bus Rules Apply:

There shall be no:

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

- throwing objects at, on or off the bus

The students must:

- remain seated
- obey driver
- respect others

Bus Surveillance System

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

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

Bus Discipline Protocol

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

First Referral: A warning letter sent immediately to the parent/guardian through U.S. mail and a principal/bus driver/student conference. Attach copy of referral form to warning letter.

Second Referral: A conference held with the student to notify him/her of a three-day bus suspension, followed by a letter through the U.S. mail and phone call to the

parent/guardian notifying them of the suspension. Attach a Bus Conduct form to notice of suspension.

Third Referral: Conference with the student, then notify parent/guardian and bus driver that a conference (time and date) will be held at school along with a five-day suspension of bus riding privileges. Notify parent/guardian by telephone and U.S. mail. Attach Bus Conduct form to notice of suspension.

Fourth Referral: Conference with the student, then notify parent/guardian and bus driver that a conference (time and date) will be held at school along with a ten-day suspension of bus riding privileges. Notify parent/guardian by telephone and U.S. mail. Attach Bus Conduct form to notice of suspension.

Fifth Referral: Violation of the bus driver contract will result in a suspension of bus riding for the remainder of the semester. The violation will be referred to the Superintendent or designee for action.

Sixth Referral: Violation of the bus driver contract will result in a suspension of bus riding for the remainder of the school year. The violation will be referred to the Superintendent or designee for action.

OPTIONS/PROCEDURES

DETENTION

The Principal or his designee may establish a detention hall as an alternative disciplinary method.

Notice to Parents

A student's parent/guardian shall be notified prior to the detention so that the parent/guardian may arrange transportation.

SUSPENSION

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

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

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

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

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

RIGHT TO DUE PROCESS

Before being punished at the school level with suspension for violation of school regulations, a student shall have the right of the following due process procedures.

- The student shall be given oral or written notice of the charge(s) against them.
- If the student denies the charge(s), s/he shall be given an explanation of the evidence against them.
- The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

Students with Disabilities

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.

DISCIPLINE COMMITTEE

A disciplined committee exists at each school to serve as an additional resource in each school's behavior management system. The committee convenes when necessary to hear cases involving student behavior incidents that rise to Level III and Level IV infractions (more serious student behavior issues). The committee helps develop appropriate consequences for individual student behavior issues, identifies resources, agencies, strategies, etc. that will help students who may be struggling with behavior, and plan for the student's new start or continuation toward a successful school year. The committee is made of school administrators, counselors, the staff resource officer, staff who may be the child's teacher and the Director of Pupil Personnel.

ALTERNATIVE EDUCATION

The Danville Schools provide alternative education opportunities in Grades K-12. The Danville Board of Education reserves the right to place students in alternative education based on the individual needs of the

student. The Board authorizes school administrators to place students in alternative education.

EXPULSION (Board Policy 09.435)

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

Behaviors that may be determined to pose a threat shall include, but are not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

STUDENT'S RIGHTS RELATED TO EXPULSION

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

- The student and parent/guardians will be informed in writing by the principal of the charges and a pre-expulsion hearing will be held at the school to view the charges.
- If the pre-expulsion hearing officer recommends expulsion, then the superintendent will be informed of the charges and expulsion recommendation by the principal.

- The principal shall provide the superintendent with complete documentation of the violation and due process procedure in the form of a pre-expulsion summary.
- The superintendent shall review all documentation then recommend an expulsion hearing with the Board of Education.
- The parent/guardian and Board of Education shall receive a copy of the complete documentation of the expulsion summary that will be presented to the board at the hearing.
- The superintendent will establish the expulsion hearing date and inform all parties of their rights to the hearing process.
- The Board's decision shall be final.

EMPLOYEE REPORTS OF CRIMINAL ACTIVITY

KRS 158.154, KRS 158.555, KRS 158.156, KRS 620.030

Danville Schools Board Policy 09.2211

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

KRS 158.154

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

KRS 158.155

- An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:
- The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
- A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
 - Carrying, possession, or use of a deadly weapon; or
 - Use, possession, or sale of controlled substances; or
 - Any felony offense under the laws of this Commonwealth; and
- The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156

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

Note: The principal may use the forty-eight hour timeframe to investigate the allegations of the initial report. If the principal does not find any evidence of a KRS Chapter 508 felony offense, he/she does not have to file a report with the agencies listed above. If the principal is in

doubt as to whether there has been a KRS Chapter 508 offense, he/she should consult with the local law enforcement and the board attorney.

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

- Felony Offenses under KRS Chapter 508 include:
- First Degree Assault
- Second Degree Assault
- Third Degree Assault
- Assault Under Extreme Emotional Disturbance
- First Degree Wanton Endangerment
- First Degree Terroristic Threatening
- Second Degree Terroristic Threatening
- First Degree Criminal Abuse
- Second Degree Criminal Abuse
- First Degree Stalking
- Disarming a Police Officer

For a description of each KRS Chapter 508 offense, go to www.lrc.ky.gov/KRS/508-00/CHAPTER.htm

CORPORAL PUNISHMENT

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

SEARCH AND/OR SEIZURE (Board Policy 09.436)

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

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

GRIEVANCES AND APPEALS

GRIEVANCE PROCEDURE

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

- If the problem is related to the classroom, the parent/guardian will contact the principal within three school days after the

incident to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.

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

OTHER INFORMATION

STUDENT FEES

Danville High School \$69

(student fee + instructional fee)

JW Bate Middle School \$20

Elementary schools \$15

(Various fees may apply)

Students who qualify for the free or reduced lunch program are will have fees waived.

To locate information about school fees, accident insurance, and other items related to school registration, a link has been set up on our district website. Go to:

www.danvilleschools.net/district_information/registration

and click on the item(s) on the left side of the screen. If you prefer to receive a printed copy of any of the information, please contact the Danville Board of Education @ 859-238-1300.

ONLINE LUNCH FEE PAYMENT SYSTEM

The Danville Schools has an online option for parents to deposit money into their child's lunch account. To deposit money into your child's account, please visit the school website and click the button “pay lunch online”. If you have any questions about the process please contact the Director of Nutrition at 859-238-1300.

ACCIDENT COVERAGE

The Danville Board of Education is providing secondary accident coverage for all students. Only accidents that occur during school sponsored activities and athletic events are covered. If you have questions about the student accident coverage please contact the Director of Finance at 859-238-1300.

NO PASS, NO DRIVE LAW AND BOARD POLICY 09.4294

Students who are sixteen (16) or (17) who becomes academically deficient in attendance shall be reported to the Transportation Cabinet for driver’s license, permit, or driving privilege revocation.

ACCEPTABLE USE POLICY

All students utilizing the Danville Schools network are required to have the Danville Schools Electronic Resources Acceptable Use Policy & Procedures form signed by both the student and their parent(s). This

form shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations. The required form will be kept on file at the appropriate site and viewed as a legal and binding document. Students along with their parents are responsible for good behavior on all district technology. Electronic communication is public in nature. General rules for behavior and communications apply. All electronic activities are logged and reviewed for suitability to assure compliance with the AUP and with state and federal laws.

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

The use of all electronic resources are governed by the Danville Board of Education Acceptable Use Policy, Kentucky and federal laws. The system administrators will deem what is inappropriate use and their decisions will be final. The system administrators may close an account at any time. The administration, faculty, and staff of Danville Schools may deny, revoke or suspend specific user accounts. Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

FAMILIES FIRST FAMILY RESOURCE CENTER & BEACON YOUTH SERVICES CENTER

Families First FRC and the Beacon YSC serve the students, families and staff of the Danville Schools. Our mission is to provide services and resources that will enhance a student's ability to be successful in school. We assist with academic achievement and student well-being as well as helping all students to become productive adults. We can assist with resources such as school supplies, clothing needs, parenting classes, health awareness programs, recognition of students and staff. We also

network with local service providers to assist our families with identified emergency services. The centers operate all year long and we are available to assist families even when school is not in session.

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

Families First Family Resource Center (serving Grades P-5)

Phone: 859-936-8564

Location: Toliver Intermediate School

Beacon Youth Service Center (serving Grades 6-12)

Phone: 859-238-1329 or 936-8473

Location: Danville High School

ANNUAL NOTICES AND STATEMENTS

NON-DISCRIMINATION

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

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

- Any employee, student, or parent who has a complaint regarding discrimination shall provide a written complaint to their immediate supervisor who is the principal or central office

personnel. This complaint must be submitted within three (3) school days of the event.

- The complaint shall be handled promptly, allowing no more than three (3) school days to elapse before written response is made by the principal and presented to the employee, student, or parent who issued the complaint.
 - If the person making the complaint is not satisfied with the response, the person may appeal, in writing, to the superintendent.
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- If the solution offered by the Superintendent is unacceptable to the complaining party, within three school days after receiving same, an appeal, in writing, may be made to the Danville Board of Education.
 - The Board shall consider the complaint within thirty (30) days after receiving the written appeal. A decision reached by the Board shall be considered final, and shall be presented in written form to the complaining party the day after the Board meeting is held.
 - Equal opportunities shall be provided to all persons throughout the Danville Independent Schools regarding access to and participation in the education programs without regard to race, ethnic origin, gender, color, creed, religion or natural origin

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

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

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

- The right to inspect and review logs documenting disclosures of the student's education records.

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

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

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

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

- The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions that permit disclosure without consent include:

- A. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.
 - B. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.
 - C. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
 - D. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.
- The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

- The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

NOTICE FOR DIRECTORY INFORMATION

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

- A playbill, showing your student's role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.
- School and district social media outlets

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

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

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

INDIVIDUALS WITH DISABILITIES ACT

The Danville Board of Education adheres to the belief that all children deserve the opportunity to a free and appropriate public education. Therefore, educational programs have been established to serve pupils with various disabilities within the Danville Schools. The Danville Schools

have special education policies and procedures that adhere to all applicable federal and state regulations. These policies and procedures identify the steps the Danville Schools staff shall follow when working with students with disabilities or perceived to have a disability. A copy of the Danville Schools Policies and Procedure Manual is available upon request from the Danville Schools at (859) 238-1300. It is available on the Danville Schools website at www.danvilleschools.net.

HEALTH SERVICES AND REQUIREMENTS

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

Immunization Certificate - All students are required to maintain a valid immunization certificate on file with their school at all times. When an immunization certificate is not valid, it is the responsibility of the parent to immediately secure a valid certificate in which could include additional immunizations as required by Kentucky law.

School Physical – All students are required to maintain a current school physical on file with their school. Students are required to get a school physical on initial enrollment in a Kentucky school and sixth grade. Normally, Kindergarten is the initial enrollment year but if a student enrolls at a different grade level for the first time, they are required to get an initial school physical. Sports physicals are required annually to participate in sports.

Eye Exam – All students are required to have an eye exam by an ophthalmologist or optometrist at initial enrollment in a Kentucky school. Normally, Kindergarten is the initial enrollment year but if a student enrolls at a different grade level for the first time, they are required to get an initial eye exam.

Dental Exam -Kentucky law, KRS 156.160(i), requires proof of a dental screening or examination by a Dentist, Dental Hygienist,

Physician, Registered Nurse, Advanced, Registered Nurse Practitioner, or Physician Assistant. This evidence shall be presented to the school no later than January 1 of the first year that a five (5) or six (6) year old is enrolled in public school.

HEALTH SCREENINGS

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

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

MEDICATION AUTHORIZATION AND DISTRIBUTION

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

Prescription Medications

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. The form shall include the following information: student's name, physician's name of physician/health care provider, address, and phone number, type of

medicine, dosage, time of day for dosage, reason medication is to be administered, possible reactions or side effects of medicine, release from liability, and parent/guardian's telephone numbers at home and work, as well as an emergency contact and numbers, as appropriate. The medication must be in the original prescription container.

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

Changes in dosage and/or times of administration must be received in the form of a written order from the physician or health care provider or a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

Non-Prescription Medications

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

Student Self-Medication

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

Medication Refusal

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

DANVILLE SCHOOLS CRISIS MANAGEMENT PLAN

Schools must operate within a safe and orderly environment, providing for the protection and safety of students and staff as well as property during emergencies. A comprehensive plan has been developed in the Danville district for use during emergencies and is available upon request from the superintendent's Office. During times of crisis, parents and guardians are urged to use Danville Schools' official social media sites, standby for automated messages sent by phone through School Messenger and listen to local radio stations for pertinent information and directions.

DANVILLE INDEPENDENT SCHOOLS

Central Office 115 E. Lexington Ave. (859)238-1300 Hours: 8:00-4:30 Superintendent: Dr. Tammy McDonald	Toliver Intermediate School 209 Maple Ave. (859)238-1319 Hours 7:50-2:50 Principal: Robin Kelly Asst. Principal: Danny Goodwin Counselors: Jenni Goggin, Nicky King
Danville High School 203 E. Lexington Ave. (859)238-1308 Hours: 8:30-3:30 Principal: Thad Elmore Asst. Principal: Earnest Dunn Counselor: Beth Carter	Hogsett Primary School 300 Waveland Ave. (859)238-1316 Hours 7:55-2:55 Principal: Suzanne Farmer Asst. Principal: Pamela Hambrick Counselor: TBD
John W. Bate Middle School 460 Stanford Ave. (859)238-1305 Hours: 8:40-3:40 Principal: Dr. Chris Murray Asst. Principal: Michelle Carver	