

**Parent Guide,  
Student Handbook  
&  
Code of Acceptable Behavior  
2023-2024**



**Dawson Springs  
Independent School District**

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Jr/Sr High Principal: Todd Marshall	Board Member: Carol Niswonger
Director - Guidance: Brannigan Ethridge	

Dawson Springs Board of Education  
118 E. Arcadia Avenue

Dawson Springs, KY 42408

270-797-3811

## ***Welcome to the Dawson Springs Independent School District***

There are many things you can do, as parents, to help make learning a pleasurable experience for your child. This booklet will deal with many of these items. This year you will be helping to establish patterns of his/her life. How successful and happy your child will be in later life will depend, to a degree, on his experiences both at home and at school. Education is a cooperative adventure, and only as we work together can we achieve the maximum potential for your child.

Please look closely at this booklet and use it for future reference. Many questions will be answered when you read the booklet. If you still have questions, please contact the School Office.

Dawson Springs Independent School District is your school district. We are excited about the coming year. With the help and support of parents, we are sure we will provide a year of valuable experiences for “our” children. Please visit your child’s school! You are welcomed at any time. Please report to the school office and obtain a Visitor’s Pass prior visiting any area of the campus.

Always remember that the school belongs to you and to all our community. We welcome your visits to our school and encourage your active participation in this important part of your child’s life.

### **ABOUT OUR SCHOOL**

Dawson Springs Independent School District is fully accredited by the Kentucky Department of Education and will be serving approximately 550 students during the 2021-2022 school year. The school district boundaries include the Tradewater River to the South and West, the railroad line to the East, and the West Kentucky Parkway to the North. Students from Caldwell and Hopkins County School District are accepted for enrollment with the approval of the Administrative Staff and the agreement of the School District from which the student comes.

A staff of approximately 80 people is employed in the schools. If you have questions or desire further information about the Dawson Springs School District, contact any of the schools or the office of the Superintendent (270-797-3811), 118 E Arcadia Avenue, Dawson Springs, KY 42408.

### **VISITS TO SCHOOL**

The Dawson Springs Schools welcome visits from parents or community residents. To make these visits more profitable and pleasurable to all, the principal and/or teachers should be contacted in advance. Student visitors and small children are not permitted to visit or attend class. All visitors must register in the appropriate school office. Visitors will be issued a Visitor’s Pass that must be displayed at all times while on campus. All visitors should sign out upon leaving the building. Friday’s are designated as the only day visitors may attend lunch with their child/children.

### **NON DISCRIMINATION POLICY STATEMENT NOTICE**

Students, their parents, and employees of the Dawson Springs Independent School System are hereby notified this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender, or handicap in employment, educational programs, or

activities as set forth in Title IX, Title VI, and Section 504. Any person having inquiries or wishing to file a grievance concerning Title IX, Title VI, or Section 504 is directed to contact Dawson Springs Independent Schools, 317 Eli Street, Dawson Springs, Kentucky, (270) 797-3811 , who has been designated by Dawson Springs Board of Education to coordinate the district's efforts to comply with Title IX, Title VI, and Section 504. Persons who feel they have been discriminated against may obtain the forms for filing a grievance from the School Office.

## **ADMISSION REQUIREMENTS**

### **Who May Enter Kindergarten?**

Any child who is six (6) years of age, or who may become six (6) years of age before August 1, shall attend public school as provided by KRS 157.315. Any child who is five (5) years of age, or who may become five (5) years of age before August 1, may enter a public school kindergarten.

Notwithstanding any statute to the contrary, effective July 1, 1986 and any year thereafter, successful completion of kindergarten shall be a prerequisite for a child's entrance into first grade.

### **Registration-What should Parents bring?**

1. Copy of child's social security card
2. A certified copy of the child's birth certificate. (Please note that this is NOT the hospital certificate.) A certified birth certificate is one that has been obtained from the Department of Vital Statistics in Frankfort.
3. Immunization certificate: Except as otherwise provided in KRS 214.036, no child shall be eligible to enroll as a student in any public or private elementary or secondary school without first presenting a certificate from a duly licensed medical or osteopathic physician stating that the child has been immunized against diphtheria, tetanus, poliomyelitis, rubella, and rubella in accordance with the provisions of this section and KRS.214.010, 214.020, 214.032 to 214.036 and 214.990 and the regulations of the secretary for human resources. The governing body of private and public schools shall enforce the provisions of this section.

## **YOUR CHILD WILL NOT BE ALLOWED TO ENTER SCHOOL UNTIL WE HAVE THE ABOVE ITEMS**

### **HEALTH**

The Dawson Springs School System has a School Based Health Clinic through the Hopkins County Health Department. The following services are provided:

- Vision Screening in grades K-6 and all other teacher referred students.
- Hearing Screening in grades K, 1, 2, 3, and 5 and all other referred students.
- Speech Screening in Kindergarten, and all new students, and other referred students.
- Scoliosis Screening for grade 6.
- Height and Weight Checks for grade 6.
- Tuberculin Skin Tests when recommended by the Health Department.
- Preschool Screenings for 3, 4, and 5 year olds.

Current immunization certificates are required of all students prior to attendance in the Dawson Springs Independent Schools. This is in compliance with KRS 158.035 and the Policy of the Dawson Springs Board of Education.

Medical Examinations are required by Kentucky law and will be required of all students entering the Dawson Springs Independent Schools for the first time. All students entering grade 6 must have a second physical including an MMR vaccination. Our School Based Health Clinic is able to conduct these examinations during school hours during the spring semester of the student's fifth grade year. For more information concerning health needs, call our School Based Clinic at 270-797-3811 (ext. 4).

### **MEDICATION**

Parents of students who take medication while at school must follow the following guidelines:

- Parents of students who are taking medication must deliver the medication to school in person.
- The medication must be in the original container bearing the pharmacy label which includes the directions from the physician, the physician's name, the name of the medication, the date and the student's name. The school reserves the right to call the parents, the doctors and the pharmacies to confirm medication.
- The parent must sign an authorization form in the office for administering of medication by school personnel.
- The parent is encouraged to send or bring limited amounts of medication to school and to schedule times of administration so that a minimum number of doses will be given during the school day. Parents should ask the providing pharmacist to accommodate medicine to be brought to school.
- All medication that is to be administered to student must be held in the school office.
- Medicine given on a short-term basis (antibodies, cough syrup, etc.) will be given by the clinic.

### **TITLE I**

Services are available to our students. Title I is a school wide federally funded program that is available to provide assistance to all students.

Pursuant to "Parent Involvement Policy", the Dawson Springs Independent School District shall convene an annual meeting at a time that is convenient for parents, to which all parents of students participating in the Title I program are invited and encouraged to attend. At this meeting, parents will be informed of their child's participation in Title I, the purpose and requirements of Title I, and their right to be involved. Particular attention shall be given to reaching those parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

The Dawson Springs Independent School District shall involve parents in an organized, ongoing, and timely manner, in the Title I planning, review, and improvement of programs, including the joint development of the school parent involvement policy and the school plan.

Parents of students participating in Title I school shall be provided:

- timely information and opportunities to attend regular meetings
- school performance profiles and their child's individual assessment results, including an interpretation of results
- a description and explanation of the school curriculum, assessment, and proficiency levels
- a timely response to any parent suggestion.

If you have any questions concerning Title I, please call the school.

## **PARENT CONFERENCES & PROGRESS REPORTS**

Parents are encouraged to schedule conferences with their child's teacher. These conferences should be worked out between the parent and teacher at the convenience of both parties. At the elementary level, two parent conferences are scheduled throughout the year to share information with parents. As always, feel free to contact the teacher anytime an additional conference is desired. You are also welcome to visit at any time. Assessment is constant throughout the year. Grades and Progress Reports are available in the Parent Portal. Printed reports will be sent home every nine weeks. Our goal is to help all children feel good about themselves and to have a positive attitude toward school. We want all children to be successful in what they do at school.

## **CAFETERIA**

The Cafeteria offers a choice of food, even a large selection of choices. This is called Offer vs. Serve, which means the Cafeteria offers five food groups: meat, bread, vegetable, fruit, and milk. Your child must take at least three of the five items offered. The Cafeteria Staff will offer a salad bar for grades 3 and up which is also under the Offer vs. Serve. A student must take three of the five food groups.

Dawson Springs Independent also has a great breakfast program. If your child is not eating breakfast with us, it is our hope that you will encourage him/her to do so. Breakfast at school is for every child. It is a proven fact that children who eat breakfast learn better. If your child arrives at school later than 7:45 am, he/she will not have time to eat breakfast. Therefore, please have your child at school before 7:45 each morning to ensure there is time to eat.

Extra items are sold for breakfast and lunch. A list of prices will be published in the newsletter. Parents of elementary students are welcome to eat with us on the first and third Friday of each month. If this is not a convenient time, please call the school. Please contact the office for guest breakfast and lunch prices.

## **COMPETITIVE FOODS**

Commercially prepared/restaurant foods or drinks shall not be brought into school by students nor shall they be sold and/or delivered to students at school before or during the school's designated breakfast and/or lunch serving period other than those provided by the school cafeteria. In addition, students shall not bring bottled or canned carbonated beverages to be consumed during the lunch period.

Foods and beverages sold during the school day outside of the National School Breakfast/Lunch program, shall comply with local standards and minimum nutritional standards specified by Kentucky Administrative Regulation (KAR).

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, from the time of arrival of the first student at the school building until 30 minutes after the last school lunch period.

Definitions:

- "Competitive Food" shall mean any food or beverage item sold in competition with the National School Breakfast/Lunch program.
- "School day" means the period of time between the arrival of the first student at the school building and the end of the last instructional period.
- "School-day-approved beverage" means water, 100% fruit juice, low-fat milk, and any beverage that contains no more than 10 grams of sugar per serving.

**When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in Kentucky Administrative Regulation.**

### **FAMILY RESOURCE CENTER**

If you need assistance for any family needs such as food, shelter, counseling services, child discipline, job training, vocational counseling, etc., please contact the Family Resource Youth/Service Center at 797-3811 (ext. 4).

### **FAMILY EDUCATION RIGHTS AND PRIVACY**

In accordance with the *Family Education Rights and Privacy Act*, parents shall have the right to inspect and review all educational records relating to their child by making a request to the Superintendent. This right shall be passed on to the student at age 18.

Written policies have been developed which describe the types and locations of these records and the specific procedures available to parents for the review of records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the Superintendent.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request of the parent to a school in which a student seeks or intends to enroll. Parents may obtain upon request copies of the records transferred and an opportunity for a hearing. Directory information may be released by the schools on individual students unless specific instructions not to do so are presented to the Superintendent in writing by the parents of a student on or before September 30th of each year. Directory information shall include this student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent education institution attended by the student.

Parents shall have the right to file complaints to the *Family Education Rights and Privacy Act* concerning any alleged failures of the district to comply with this act.

### **TELEPHONES**

No child or teacher will be called to the telephone except for emergencies. Messages will be delivered when emergencies arise.

### **VOLUNTEER PROGRAM**

#### **VIPS...VOLUNTEERS IN PUBLIC SCHOOL**

Volunteers have always been part of education in Dawson Springs Schools. After all, parents have always come to school--to help teachers, organize special events, chaperone field trips, share their interests and hobbies and more.

In 1992, due partially to the KERA Strategic Plan Objectives and in response to the superintendent as well as teachers and parents, Dawson Springs began a more formal effort to bring both parents and members of the community together to meet the needs of our school's children.



Volunteers work in the school, under the direction of teachers and school personnel to strengthen the school program or offer special skills to enrich the students' educational experience.

Students benefit immensely from the encouragement and attention volunteers are able to give. When young people see that their community cares about education, they tend to adopt that same value.

There is a VIPS coordinator who will be glad to help you enroll in our Volunteer Program if you so choose. Just call 797-3811.

### **OUT-OF-DISTRICT ACADEMIC POLICY**

1. At the end of the school year, if an out of district student receives two (2) F's as earned grades in two subject areas, the out of district student will be asked to enroll in the school which is located in his/her residence district. The out of district student will not be allowed to enroll in Dawson Springs Independent Schools for the following year.
2. If an out of district student reaches the ISS level, or the alternate school level, the DSCS administration and Board of Education may consider the option of returning the student to his/her home school district.

### **ATTENDANCE - Elementary**

School begins at 8:00am each day. Your child is expected to be in class on time each day unless he/she is physically unable to attend class. The school should be notified by 9:00 a.m. if your child will not be in attendance. A child should NEVER be kept out of school for shopping trips or other activities that can be planned for other times.

Each time your child is absent he/she is missing activities that can never be made up.

When it is necessary for your child to be out of school, be sure that the teacher knows **WHY** as this information must be kept in permanent attendance records. When your child returns to school after being absent, please send a note to the teacher even if you have called to notify the school.

If a child has a fever, he/she should be kept at home for his/her protection as well as that of the other children. However, there may be times when your child vaguely complains of feeling bad but has no symptoms of illness. On these occasions you may want to send her/him on to school. You will be notified should he/she become ill during the school day.

On the following pages you will find a copy of the Attendance Policy of the Dawson Springs Independent Schools' Board of Education. Please read and study this information carefully. The director of Pupil Personnel, employed by the Board of Education, is charged with the responsibility of seeing that all pupils attend school regularly.

Please watch tardies. They are very disruptive! The child should be in the room by 8:00 a.m. each day. Excessive tardiness not only upsets the child but disrupts the class.

### **ATTENDANCE SECONDARY**

Complete Attendance Policy is posted in Code of Acceptable Behavior (Rule 34)

### **WAYS PARENTS CAN HELP ELEMENTARY STUDENTS**

Talk about school as a friendly place. Help your child look forward to school as a new and happy experience...

Read to your child often! Read together with your child! Have your child read to you!

Help young children become independent by:

- Allowing and encouraging them to do things for themselves.
- Giving them small responsibilities at home.

- Allowing them to spend some time away from home without their parents.
- Arranging for them to play with children their own age.
- Encouraging them to observe things around them.
- Allow them to dress alone even if it does take 1/2 hour.

Teach them to:

- Put on and take off their coats/hoodies-let them hang up their own items at home.
- Use simple courteous expressions: please, thank you, etc.
- Care for their toilet needs.
- Learn the names of the teachers and fellow students.

### **SAFETY**

It is essential that the school have the correct address, home, business and emergency telephone numbers at all times. If you change your address or phone number, please notify the school at once. Emergencies often arise so we must be able to reach you at all times.

For the protection of the child and his/her family it is imperative that the parents notify the teacher if someone other than the parents is to call for the child. Be sure the names of people who are allowed to pick up your child are on your child's pick up list. Please notify the teacher (verbally and note) if there is someone who should not be allowed to pick up or see your child at school. Be sure that your requests are legal, those that we can respect.

### **REGULATIONS FOR PUPILS RIDING SCHOOL BUSES**

The Dawson Springs Board of Education has elected to provide transportation for pupils who are enrolled in the public schools. Pupils have the privilege of riding a Dawson Springs School bus to and from school provided they comply with the directions of the driver and the Regulations for Pupils Riding School Buses.

The following regulations have been developed in order to provide all pupils with the safest possible transportation. It is the responsibility of pupils to know and follow these regulations in order to maintain their privilege of riding the school bus.

The Dawson Springs Board of Education will be responsible for students when boarding, riding, and unloading from a bus.

#### **AT THE BUS STOP**

- Be on time. Do not expect the bus driver to wait on those who are tardy.
- Do not run toward or across the street in front of a bus while it is in motion.
- Always cross the street in front of the bus and at a safe distance ahead of the bus to be seen by the bus driver. (Minimum of 10-12 feet) Cross only on the driver's signal.
- Never stand in the road while waiting for the bus. Wait in an orderly line off the highway or street. Wait until the bus stops, then walk to the door and board bus in an orderly manner. Do not push or shove others.
- Pupils should board the bus and immediately take a seat without disturbing other passengers.

#### **RIDING THE BUS**

- The driver is in charge of the bus and students are to follow the directions of the driver. The driver may assign students to specific seats.

- Pupils are to ride their assigned bus.
- No persons other than those assigned to a bus are allowed on the bus.
- Promptly report to the driver any damage to the bus. Persons causing damage shall be required to pay the cost of the damage.
- Pupils are to remain seated while the bus is in motion.
- Pupils should not engage in any activity which might divert the driver's attention away from safely driving the bus. Such activities are:
  1. Loud talking, laughing or unnecessary confusion
  2. Unnecessary conversation with the driver
  3. Extending any part of the body out of the bus
- Pupils shall not engage in any activity which might damage or cause excessive wear to the bus or other property.
- The following activities are prohibited at all times:
  1. Improper behavior including: vulgarity, foul language, disobedience fighting, pushing, shoving and similar offensive acts.
  2. Smoking or other use of tobacco
  3. Possessing knives, guns or other weapons
  4. Bringing animals on the bus
  5. Listening to music
  6. Use of cell phone without driver's permission
  7. Throwing articles or objects into or from the bus
  8. Tampering with mechanical equipment, accessories or controls of the bus
  9. Obstructing the aisle in any manner
  10. Occupying more space in a seat than is required (all items which are brought aboard the bus should be such that as can be held in the student's lap)
  11. Littering the bus
  12. No food or drinks - etc.

#### **ON THE TRIP HOME**

- Pupils are permitted to leave the bus only at the regular designated bus stop. Any change must be with the parent's consent and approved by a school administrator.
- If a pupil lives on the opposite side of the road from the bus stop, the pupil shall wait until the driver gives the signal to cross the road. The pupils then shall cross in front of the bus so as to be seen by the driver (minimum of 10-12 feet in front of the bus)

## CHARACTER TRAITS

**The following Character Traits will be stressed for the 2021-2022 school year.**

- Self-Control:** To control one's behaviors and emotions and, when necessary, to postpone immediate needs and desires for long term benefits.
- Kindness:** To treat other people as you want to be treated.
- Charity:** To give help to those who need it.
- Honesty:** To be truthful, trustworthy and behave with integrity.
- Fairness:** To promote equal opportunity for everyone and to apply agreed upon rules equally to everyone.
- Justice:** To be fair and to treat people right.
- Integrity:** To be trustworthy, honest and truthful in all things; to act with honor and justice.
- Caring:** To be kind, helpful, forgiving, and considerate of others.
- Courage:** To be brave in difficult times; to have the personal strength to face difficulties, obstacles, and challenges.
- Forgiveness:** To pardon, overlook, excuse or absolve; to stop blaming or feeling resentment against.
- Citizenship:** To do one's share to make the community a better place.
- Patriotism:** To support the U.S. Constitution and show love for the United States of America.
- Respect:** To treat something (or someone) as valuable and worthy.
- Tolerance:** To allow deviation from a standard. To acknowledge beliefs or practices differing from or conflicting with one's own.
- Cooperation:** To recognize mutual inter-dependence with others resulting in polite treatment and respect for them.
- Responsibility:** To be accountable for one's own actions, and to know and follow laws, rules and conduct codes.
- Perseverance:** To complete a task even when it becomes difficult, boring or discouraging.

## **TECHNOLOGY - ACCEPTABLE USE POLICY**

The Dawson Springs Independent School System is pleased to provide students and staff access to the district computer network for electronic mail, Internet, and locally available computer software. Access to electronic mail and the Internet enables individuals to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Users should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While it is the school system's intent to make this access available to further educational goals and objectives, individuals may find ways to access other materials as well. The system believes that the benefits to students, staff and community members from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. The following standards for the use of technology are designed to promote proper and responsible use of available technology.

### **GENERAL STANDARDS:**

Students need to sign the Technology Use form to establish an account before use of technology. This form will remain on file for each student. The following standards are used as a general structure for students and staff access to electronic resources.

- Students are allowed to use network resources using a student login. This type of user login allows students read-only access to instructional software and data files.
- Students are allowed to have independent access to the Internet at school only if they have a release form signed by the parent or guardian.
- Students can be given access to electronic mail.

### **CERTIFIED AND CLASSIFIED STAFF:**

- For every staff person whose position requires network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail.
- Certified and Classified staff access to the Internet is available.

### **INTERNET ACCESS SOFTWARE:**

- Internet access software can be loaded on student, staff and library workstations. Access is limited through password protection and requires individual login accounts.

### **RIGHT TO PRIVACY:**

- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on servers will always be private.
- Network management and monitoring software packages may be used for random access to monitor, review progress and for security purposes.

## **DSCS TERMS AND CONDITIONS FOR TECHNOLOGY USE**

#### NETWORK AND INTERNET REGULATIONS:

- The use of your account must be in support of education and research and consistent with the educational objectives of the Dawson Springs School System.
- You may not give your password to anyone.
- You may not offer Internet access to any individual via your DS account.
- You may not break or attempt to break into other computer networks.
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of the DSS Network by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, but not limited to chain e-mail letters, or using system resources for games.
- You may not use MUD (multi-user games) network via the DSS network.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or sexually explicit material.
- Purposefully annoying other Internet users, on or off the DSS network system, is prohibited. (Example: continuous talk requests.)
- As a user of this community system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- No illegal activities may be conducted via the network.
- All communications and information accessible via the network should be assumed to be private property.
- Student cell phones shall fall under the umbrella of technology regarding consequences for misuse. This includes use of video, imaging, or recording capabilities of student cell phones for in school and all school activities.
- Internet access from outside the school is the domain of the parents or guardians.
- Students should not reveal their name and personal information to or establish relationships with "strangers" on the Internet, unless the communication has been coordinated by a teacher or parent.
- The school should not reveal a student's personal identity or post a picture of the student or the student's work on the Internet with personally identifiable information unless the parent has given documented consent.

#### ELECTRONIC MAIL REGULATIONS:

Students and employees of Dawson Springs Independent Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers or any other non-KETS standard electronic mail system.

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or inappropriate language.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Do not send electronic messages using another person's name or account.
- Do not send electronic messages anonymously.
- The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

#### SECURITY:

Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on the DSS network, he/she must notify a network administrator. Do not demonstrate the problem to other users.

**VANDALISM:**

Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating systems, or applications of another user, DSS Net, or any other agencies or networks that are connected to the KETS Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses.

**RELIABILITY:**

Dawson Springs Independent Schools will not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or user error or omissions.

The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope of supervision defined in the user agreement.

The school will be responsible for supervising and monitoring access to the extent outlined in the user agreement and/or parent permission form.

By signing the user agreement and/or parent permission form, the student or staff member has agreed to abide by policy governing access. The school will assume that the individual student or staff member is complying with policy and will not unreasonably monitor or control utilization of the network.

# Dawson Springs Independent School District

## BYOD Student Agreement

Please review and sign the BYOD Agreement for student access to the school network with a personal device. No student will be permitted to use a personal technology device unless the agreement is signed and returned.

Students participating in the BYOD project must adhere to the Student Code of Conduct, as well as Board of Education policies, particularly the Internet Acceptable Use Policy. Please read carefully.

\_\_\_\_\_ Students take full responsibility for their devices. The school is not responsible for the security of personal technology devices. Personal devices cannot be left at school before or after school hours.

\_\_\_\_\_ Devices cannot be used during assessments, unless otherwise directed by the student's teacher.

\_\_\_\_\_ Students must immediately comply with a teacher's request to shut down personal devices or close the screen. Devices must be in silent mode and put away when directed by teachers.

\_\_\_\_\_ Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.

\_\_\_\_\_ Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Charging will be available on a limited basis and is up to teacher discretion.

\_\_\_\_\_ To ensure appropriate network filtering, students will only be allowed to use the BYOD wireless connection provided by the school. Students will not attempt to bypass the network filtering by using personal data plans provided by commercial internet access providers.

\_\_\_\_\_ Students understand that the use of personal devices to infect the network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information is in violation of the AUP and will result in disciplinary action. The school district has the right to collect and examine any personal device that is suspected of causing problems or is the source of an attack or virus infection.

\_\_\_\_\_ Students realize that printing from personal devices will not be permitted at school.

\_\_\_\_\_ Students should not physically share their personal devices with other students.

Please understand that the use of personal devices to support the educational experience is not a necessity, but a privilege. With respect to the rules, this privilege will benefit the learning environment, however when rules are not followed privileges will be taken away.

I understand and will abide by the BYOD policies and guidelines. I further understand that any violation is unethical and may result in the loss of my technology privileges as well as other disciplinary action.

\_\_\_\_\_  
Printed Student Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**DANCE ATTIRE GUIDELINES (Includes Homecoming, Prom, etc.)**

**BOYS:**

- Tuxedo, suit or sport coat/tie are required. Shorts are not permitted.
- NO jeans or ball caps, sock hats, toboggans.
- Boys will keep their shirt on at all times
- Dancing only in a vest or undershirt is prohibited.

**GIRLS (Applies to ALL Dances):**

- Dress length for short dresses-No shorter than half way between finger tips and the top of the knees when arms are extended at sides.
- Neckline-No plunging necklines-cannot be below the bra line. If plunging occurs, mesh or flesh colored material must cover the open space.
- Slits may extend to half way between finger tips and the top of the knees when arms are extended at sides.
- Back-Cannot scoop lower than the bend of the waist.
- Cut-outs on sides of dress-No cut-outs below the waist. Any cut-outs along the side need to follow the “back” guidelines and not drop below the bend of the waist nor may they extend toward the front of the dress any farther than the midline (seam) on each side of the dress. Any openings can be covered with mesh or flesh colored material to meet guidelines.
- Two-piece dresses-The top and bottom must meet.

**\*\*\*IF IN DOUBT, TAKE A PICTURE AND BRING IT IN FOR APPROVAL. MAKE SURE AND GET CLEAR PICTURES OF THE AREA/S OF CONCERN.\*\*\***

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**I have read the Dance Attire Guidelines and I agree to follow the guidelines when attending Prom. I understand that I or my date will be asked to leave if the above guidelines are not followed.**

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **EXTRACURRICULAR ACTIVITY ATTENDANCE POLICY**

### **DEFINITION:**

Extracurricular activities are events that take place outside of the regular school day. This particular policy pertains to those extracurricular activities that are not open to the public such as PROM, Homecoming dances, window painting etc. Sporting events are considered a public event; therefore this policy does not apply.

### **CRITERIA FOR ELIGIBILITY OF ATTENDANCE**

- A guest verification form must be submitted at least ONE WEEK prior to the event and all policies/procedures of Dawson Springs High School must be followed.
- Guests must be 20 years of age or younger on the date of the event and must show proof of age at least TWO DAYS prior to the event. A copy of a photo ID showing birth date must be provided with the verification form. Also, the photo ID will be checked at the door prior to gaining admission to the event.
- Guests must be enrolled in a school or formal education program, be a high school graduate or have earned a GED. Guests must show proof of education status at least ONE WEEK prior to the event.
- Student must be in good standing in the areas of attendance, behavior and grades to be allowed to participate in activities.
- Minimum grade level for PROM attendees is 9<sup>th</sup> grade.

## **FRYSC Participation Agreement**

### **Student eligibility requirements in order to participate in Back to School Shopping, Shop with a Cop, Christmas Adoption Program and Happy Feet.**

1. The student shall have no more than 5 unexcused tardies and/or absences. Attendance will be checked two weeks before the planned trip/event.
2. Students may become ineligible if found to have damaged school property.
3. The student must be passing all required courses. Grades will be checked one week before the planned trip/event.
4. The student is required to be at school and be in attendance the entire day of the departure date to be eligible to go on the trip. If the student is tardy or leaves school before the end of the school day they will not be allowed to participate on the trip/event.
5. Student will automatically become ineligible with a suspension.
6. Student will automatically become ineligible with a combination of ISS assignments.
7. Student may become ineligible dependent on the infraction or severity of the offense.

*Any Infractions may be considered by principal, assistant principal and sponsors and could jeopardize your eligibility to attend.*

A student has the right to an appeal for attendance/behavioral issues.

Appeal Committee: Principal, Assistant Principal and FRYSC Coordinator.

### **Appeal Process**

1. The student must submit a written statement to the principal and assistant principal within 5 days after being declared ineligible.
2. The student will meet at a set time established by the principal for an oral appeal with the committee. Parent(s) or guardian may attend.
3. The principal will present the decision of the committee in writing to the student within 5 days of the appeal date.

### **Parent Eligibility Requirements:**

Parents must attend at least 4 school sponsored events in order for their child to be able to participate in FRYSC trips. Examples of opportunities for parents to fulfill these requirements are:

1. Parent Forums
2. Open House
3. Back to School Bash
4. Student Led Conferences
5. Room Mothers/Fathers for Holiday Parties
6. SUDS
7. Window Painting
8. Book Fair

- 9. Athletic Events-working in concession stand
- 10. PTO Fall Festival-working a booth
- 11. Attend PTO Meetings
- 12. Other activities approved by FRYSC

**FRYSC Trips:**

- 1. Students must abide by the time schedule and plans of the itinerary and never depart from the group without sponsor's permission.
  - 2. Students are expected to follow the Dawson Springs Independent Schools' Code of Acceptable Behavior at all times.
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**Student Participating:**

I have read and fully understand the agreement of being a part of the FRYSC trip. I agree to abide by the agreement.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent(s) or Guardian:**

I have read and fully understand the agreement for my child attending the FRYSC trip. I support each and realize that my child must follow the agreement in order to attend. If all requirements are met, I give permission for my child to accompany FRYSC and its sponsors/chaperones on the trip.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Code of Acceptable Behavior**

**2022-2023**



**Dawson Springs  
Independent School District**

The following are the members of the *Code of Acceptable Behavior Committee*:

- Kent Workman                                      DPP/Assistant Principal 7-12/Chairperson
- Laura James                                        Asst. Principal K-6/Technology Coordinator
- Carol Niswonger                                   Board Member
- Jennifer Ward                                     Principal-Elementary
- Barbara P'Poole                                   Teacher- Elementary
- Autumn Patterson                                Teacher-Elementary
- Deborah Oldham                                  Parent
- Mary Beth Drennan                               Parent
- Todd Marshall                                    Principal-Jr/Sr High School
- Brandon Godbey                                  Teacher-Jr/Sr High School
- Kati Griffin                                        Teacher-Jr/Sr High School
- Tamara Rice                                      Teacher-Jr/Sr High School (Parent)
- Brannigan Ethridge                              Guidance Counselor
- Ladonna Pace-Hooper                           Transportation (Parent)
- Gabe Workman                                    Student
- Avery Buntin                                      Student

This *Code of Acceptable Behavior* was developed during the 2012-2013 school year and has been modified for the 2021-2022 school year. The updated version of the *Code* was formally adopted 6/24/2021.

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Vicki Allen  
Chairman

Throughout the *Code of Acceptable Behavior* the term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

## **CODE OF ACCEPTABLE BEHAVIOR 2020-2021**

This *Code of Acceptable Behavior* and conduct was formulated by a committee of parents, students, and school personnel. It was adopted by the Dawson Springs Board of Education. It has been expanded to meet current applicable statutes and regulations. The *Code* shall become effective when students enter kindergarten and shall continue through the twelfth grade.

The *Code* will be reviewed annually. Revisions will be made as needed and presented to the School Based Decision Making Council (SBDM) and school board for approval.

Copies of this *Code of Acceptable Behavior* will be distributed to all students and teachers in the district. In addition, the *Code* will be posted on the school and District websites. An orientation to the *Code* will be made at the beginning of each school year for students and teachers. Additionally, students entering during the school year will be given an orientation at the time of their entrance into the system. Orientations for parents shall include but are not limited to when entering kindergarten and seventh grade at Dawson Springs Jr/Sr High School

The policies of the Dawson Springs Board of Education, including the *Code of Acceptable Behavior*, are drawn in a non-discriminatory manner and are intended to be applied without regard to race, religion, or sex. All pupils are guaranteed due process and may appeal to the Superintendent should issues of fairness or lack of due process arise. The ultimate appeal would be to the Board of Education.

Though the *Code of Acceptable Behavior* is specific, there shall be allowances for flexibility. Teachers and administrators are expected to exercise reasonable judgment in the application of the procedures set forth in this document.

The Dawson Springs Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability.

This *Code of Acceptable Behavior* has been reviewed by Mike Owsley, Attorney-at-law, for reasonableness and legality.

Leonard Whalen  
Superintendent



## **RATIONALE FOR PROMULGATION OF A CODE OF BEHAVIOR**

Students, teachers, parents, administrators, and the school district are endowed with certain rights considered basic and unalienable. Assumption of these rights portends assumption of responsibility to not only self, but to the greater good of the school, student body, faculty and staff, and the community. To this end, this document becomes a portion of the policy of the Dawson Springs Board of Education.

This *Code* shall apply to all pupils of the school in grades kindergarten through twelve while at school, at extra-curricular events, while riding the school bus, and on the way to or from school. All school personnel are responsible for seeing that the code is adhered to. Cafeteria staff, custodians, bus drivers, instructional assistants, and office support staff are expected to report violations of the rules to the proper authorities. Teachers and principals are responsible for carrying out the mandates of this code.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

1.    A.    A student has a right to an education appropriate to his/her age and commensurate with his/her ability.  
      B.    A student has the responsibility to attend school regularly, take advantage of opportunities offered, respect and grant to others that same right.
2.    A.    A student has the right to freedom of speech and expression within the limits of law.  
      B.    A student has the responsibility not to offend the rights or beliefs of others with speech, action, assembly, appearance, publication or petition. The same responsibility extends to the orderly process of the school day.
3.    A.    A student has a right to due process with regard to disciplinary action.  
      B.    A student has the responsibility to accept just punishment for infractions of the rules. The responsibility extends to avoiding unreasonable appeals or making false accusations.
4.    A.    A student has the right to participate in school programs and activities within the limits of capability and established standards.  
      B.    A student has the responsibility to participate in school activities in order to make the best contribution possible in support of the school and its program. The student also accepts the responsibility to adopt behavior that will bring honor to the student, his or her parents, and the school.
5.    A.    A student has the right to the protection of his person and property while under the direction of the school.  
      B.    A student has the responsibility to refrain from actions that would endanger self or others and that would harm the property of the student, another person, or the school. Students are also expected to take steps to adequately protect their property and report acts of bullying and property abuse to the school principal.
6.    A.    A student has the right to receive grades based on academic

- performance.
  - B. A student has the responsibility to study and maintain the highest possible level of academic achievement.
- 7.
- A. A student has the right to suggest rules and revisions of those Rules to the school principal.
  - B. A student has the responsibility to consider the rights of others and to consider the welfare of all pupils.

### **PARENT RIGHTS AND RESPONSIBILITIES**

1.
  - A. A parent has a right to expect the school to maintain an environment conducive to learning.
  - B. A parent has a responsibility to instill in their children the value of education, a sense of responsibility, a sense of respect, and a knowledge of the rights of others.
  
2.
  - A. A parent has the right to expect that classroom disruptions be dealt with fairly, firmly and quickly.
  - B. A parent has the responsibility to inform his/her children about the necessity of discipline so that the educational process will not be disrupted.
  
3.
  - A. A parent has the right to expect the school to maintain high academic standards but at the same time provide for individual differences in ability.
  - B. A parent has the responsibility to be familiar with the school, its programs, and to see that the student is present and on time.
  
4.
  - A. A parent has the right to review the academic progress of the student.
  - B. A parent has the responsibility to be supportive of the school and its staff and to demonstrate respect for the school and its staff.
  
5.
  - A. A parent has the right to review grades, code of conduct and other matters concerning his/her child with the principal/teacher and to expect an answer in a reasonable time.
  - B. A parent has the responsibility to address questions courteously to the proper authority and in the proper sequence.

### **CLASSIFIED PERSONNEL RIGHTS AND RESPONSIBILITIES**

1. Classified personnel have the right to:
  - A. the support of co-workers, administrators, and parents:
  - B. work in an educational environment with a minimum of disruptions:
  - C. safety from physical harm and freedom from verbal abuse:
  - D. provide input into the formulation of policies that relate to their relationships with students and school personnel:
  - E. take necessary action in emergencies to protect their own person or property or the person or property of those in their care:

- F. be treated with courtesy and respect.
2. Classified personnel have the responsibility to:
    - A. support efforts of all school personnel in seeing that students are educated in a safe, nurturing environment:
    - B. assist in seeing that the curriculum meets the needs of all students and carried out;
    - C. enforce rules to comply with individual job classifications:
    - D. assist in the implementation of such discipline as is necessary to maintain order throughout the school without discrimination on any basis:
    - E. exhibit exemplary behavior in action and speech:
    - F. exhibit neatness and cleanliness of personal dress and hygiene:
    - G. reward exemplary behavior of students:
    - H. maintain an atmosphere conducive to good behavior:
    - I. follow and enforce all policies, rules and regulations by the Board of Education and/or school administration.

### **TEACHER RIGHTS AND RESPONSIBILITIES**

1.
  - A. A teacher has a right to the support of the principal, superintendent and school board as well as parents and students.
  - B. A teacher has a responsibility to be aware of laws, regulations, and policies and to follow them.
2.
  - A. A teacher has a right to work in an education environment that is free from threats of harm to their person or belongings and is free from harassment or abuse.
  - B. A teacher has the responsibility to assist the administration with discipline and to exhibit exemplary behavior in manner, speech, dress, and personal hygiene.
3.
  - A. A teacher has the right to expect all assignments, including homework, to be completed and presented on time.
  - B. A teacher has the responsibility to evaluate student assignments and return them in timely fashion.
4.
  - A. A teacher has a right to remove from class, for no more than one class period, any student whose behavior significantly disrupts the positive learning environment of that class per this Code.
  - B. A teacher has a responsibility to maintain an atmosphere of learning which will lead to good behavior and to exhibit respect for the pupils.
5.
  - A. A teacher has a right to share with administrators ideas and opinions concerning the educational environment and concerning policies or practices effecting employment.
  - B. A teacher has the responsibility to make suggestions in a reasonable manner with consideration to what is best for the school and its pupils.

6. A. A teacher has a right to take action in emergencies for the protection of persons or property.
- B. A teacher has a responsibility to conduct themselves in interpersonal relationships with pupils, co-workers, and parents in order to reduce the probability of physical harm to person or property.

#### **ADMINISTRATOR RIGHTS AND RESPONSIBILITIES**

1. A. An administrator has the right to support from the superintendent, Board of Education, teachers, parents, and students.
- B. An administrator has the responsibility to conduct himself or herself, in speech, action, dress, and personal hygiene, in order to be worthy of the respect of students, teachers, and parents.
2. A. An administrator has the right to provide input to the superintendent into the establishment of policies, employment practices, curriculum management, and student behavior.
- B. An administrator has the responsibility to see that all laws, regulations, and policies are followed so that an environment conducive to learning and positive behavior is present.
3. A. An administrator has the right to be safe from physical or verbal abuse.
- B. An administrator has the responsibility to administer both discipline and reward to students or staff fairly and equitably.
4. A. A principal, assistant principal, or superintendent has the right to suspend any student whose conduct disrupts the educational process.
- B. An administrator has the responsibility to disseminate and explain the code of conduct to the students, faculty, and community.

# SCHOOL BUS MISCONDUCT REPORT TO PARENTS

Dawson Springs Community School  
Department of Pupil Transportation

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

BUS NUMBER: \_\_\_\_\_ DRIVER: \_\_\_\_\_

## NOTICE TO PARENTS

1. This report is furnished in accordance with the provisions of the Student Behavior Code Handbook.
2. This is the 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, 3<sup>rd</sup> \_\_\_\_\_, 4<sup>th</sup> offense involving your child. **YOU MUST SIGN A COPY OF THE REPORT AND RETURN IT TO THE DRIVER BEFORE YOUR CHILD WILL BE ALLOWED BACK ON THE BUS.**
3. Some of the offenses are of such a serious nature that a student may have bus privileges forfeited on the first offense.

## MISCONDUCT REPORTED

- |                                               |                                                                                       |
|-----------------------------------------------|---------------------------------------------------------------------------------------|
| _____ Did not follow driver's directions      | _____ Chewing gum, eating or dinking on the bus                                       |
| _____ Disobedient or impudent to driver       | _____ Bringing prohibited items on the bus (musical devices, balloons, glass objects) |
| _____ Moving around while bus was in motion   | _____ Obstructing the aisle                                                           |
| _____ Sticking head and hands out the window  | _____ Occupying more space in a seat than required                                    |
| _____ Throwing objects out of window          | _____ Vandalism to bus****                                                            |
| _____ Unusually loud talking or laughing      | _____ Improper conduct at a bus stop                                                  |
| _____ Tampering with bus or its equipment**** | _____ Improper boarding a bus                                                         |
| _____ Smoking on Bus****                      | _____ Improper leaving a bus                                                          |
| _____ Scuffling or Fighting on the Bus****    | _____ Tardy to bus                                                                    |
| _____ Using obscene language****              | _____ Riding non-assigned bus                                                         |
| _____ Littering the bus                       | _____ Getting off at unau thorized stop                                               |
| _____ Disturbing others                       | _____ Arguing****                                                                     |
| _____ Unnecessary conversation with driver    | _____ Other: _____                                                                    |

## ACTIONS TO BE TAKEN

1. First Offense -- Driver will have a talk with the pupil, move pupil up front for 2 weeks, and a Misconduct Report will be sent to parent/guardian. **Pupil is to return a signed copy of the misconduct report to the driver.**
2. Second Offense -- A Misconduct Report will be filed with the principal who suspends all bus riding privileges for a minimum of five (5) days. The Principal may take any additional action that is allowed by the Behavior Code. **Pupil is to return a signed copy of the misconduct report to the driver.**
3. Third Offense -- A second Misconduct Report will be filed with the principal who suspends all bus riding privileges for 9 weeks. The Principal may take any additional action that is allowed by the Behavior Code. **Pupil is to return a signed copy of the misconduct report to the driver.**
4. Fourth Offense -- A third Misconduct Report is filed and the Supervisor of Pupil Transportation (Superintendent) or principal suspends bus riding privileges for the remainder of the school year. **Pupil is to return a signed copy of the misconduct report to the driver.**

SIGNATURE DRIVER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**This signature denotes that parents have received misconduct report.**

\*\*\*\* ARE FOR SCHOOL RELATED MISCONDUCT FOUND IN BEHAVIOR CODE HANDBOOK.\*\*\*\*

## **SEARCH AND SEIZURE**

School officials must be concerned with safeguarding the rights of students, teachers and administrators. For this reason school officials at times may be forced to search students, purses, bags of various types, and lockers. Automobiles may also be the target of searches, but stricter guidelines must be enforced. Following are the guidelines for student search and seizure in the Dawson Springs Schools.

1. A search by school officials is generally reasonable if it bears a relationship to a legitimate educational interest and is based upon reasonable suspicion. All parked vehicles/automobiles could be subject to search and seizure. A search is reasonable “when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.”
2. Only the principal, or a certified person under the authority of the principal will search and that person will always be in the presence of another certified person.
3. Search and seizure will be conducted in the event of a reasonable suspicion of possession of illegal drugs, weapons, stolen property, fireworks or other illegal contraband.
4. Parents will be contacted if any of the above items are found.
5. In the event an automobile search is warranted, the principal and another certified person will accompany the student to the vehicle. If the vehicle is unlocked, it will be searched. If the student refuses to open any portion of the vehicle for examination, a law enforcement official will be called, the student will lose his or her driving privileges and be subject to Code consequences.
6. Trained dogs may be utilized to locate controlled substances in school buildings and/or on school grounds in an ongoing effort to keep Dawson Springs drug free.

## **EXCEPTIONAL STUDENT EDUCATION DISCIPLINE**

The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services, should be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment and consequences should become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student’s program which might result in more appropriate behaviors.

In deciding *Kaeline V. Grubbs*, (June 9, 1982), the Sixth Circuit Court of Appeals has outlined general standards governing the suspension and expulsion of students with disabilities in Kentucky, Ohio, and Michigan.

1. A child with disabilities may be suspended temporarily without the special education change of placement procedures. (KRS 158.150 and dOAG 78-637 outlines due process requirements which must be followed in suspension of all children.)
2. A child with disabilities may be expelled as long as appropriate Admission and Release Committee procedures are followed with a committee determination that the child’s disruptive behavior was not a result of the disability condition.
3. A child with disabilities may not be expelled if the committee determines that the child’s disruptive behavior was a result of the disability condition.

4. Even if the child is expelled through the appropriate procedures, there must not be a complete cessation of education services. Therefore, if a child with disabilities is expelled, alternative services such as homebound instruction must be provided.

## **SENIOR TRIP INFORMATION**

### **Eligibility Requirements**

1. On track to graduate
2. School attendance policy must be adhered to.
3. No more than 5 unexcused tardies and/or absences.
4. Must be passing all courses cumulatively by the trip date.
5. The student is required to be at school and be in attendance the entire day of the departure date to be eligible to go on the trip. If the student is tardy or leaves school before the end of the school day he/she will not be allowed to travel with the class on the senior trip.
6. School Behavior and Discipline Code must be adhered to.
7. Student will automatically become ineligible with a LEVEL 4 infraction.
8. Student will automatically become ineligible with a combination of LEVEL 3 infractions.
9. No refund will be given in the event the student is deemed ineligible due to attendance, behavior or grades.

*Any infraction may be considered by principal, assistant principal and sponsors and could jeopardize your eligibility to attend.*

A student has the right to an appeal for behavioral issues.

Appeal Committee: Principal, Assistant Principal and Senior Class Sponsors.

### **Appeal Process**

1. The student must submit a written statement to the principal and vice-principal within 5 days after being declared ineligible.
2. The student will meet at a set time established by the principal for an oral appeal with the committee. Parent(s) or guardian may attend.
3. The principal will present the decision of the committee in writing to the student within 5 days of the appeal date.

### **Senior Trip Payments**

1. Each student will be required to make deposits on scheduled dates. If the student fails to make scheduled deposits, this could jeopardize any refunds being made.
2. If a student becomes ineligible, TRIP DEPOSITS WILL NOT BE REFUNDED.
3. No refunds of personal deposits will be made after the travel agency's scheduled date of payments.
4. Any accumulated money earned by fundraising over the trip balance, will not be refunded. The money will stay in the class account (Personal monies paid over trip balance will be refunded).

**SENIOR TRIP AGREEMENT**

- A. Students will be expected to bring their luggage to school by the set time.
- B. Luggage will be searched prior to loading.
- C. Students must abide by the time schedule and plans of the itinerary and never depart from the group without sponsor’s permission.
- D. Students are expected to follow the Code of Acceptable Behavior of the Dawson Springs School System at all times. Also, the student will be expected to follow any guidelines set by the travel agency or trip destination.
- E. Level 3 or Level 4 violations could subject the student to being sent home. The parent(s) or guardian will have the option of coming to pick up the student or have the student sent home by other means of transportation. The incurred cost will be paid for by the parent(s) or guardian.
- F. Other violations will be dealt with according to the Code of Acceptable Behavior.

**Senior Student Participating:**

I have read and fully understand the agreement of being a part of a school trip. I agree to abide by the agreement.

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent(s) or Guardian:**

I have read and fully understand the agreement for my child attending the class trip. I support each and realize that my child must follow the agreement in order to attend. If all requirements are met, I give permission for my child to accompany the class and its sponsor/chaperones on the trip.

Parent/Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_



## **DISCIPLINE DEFINITIONS**

### **BEHAVIORAL AGREEMENT**

A probation period may be established for students when a school administrator determines that it would benefit the student to remain in classroom rather than to incur an internal or out of school suspension, or after a suspension, to establish a level of behavior which will prevent additional problems. Possible consequences for the violation of a Behavioral Agreement are: Internal Suspension; Out of School Suspension; Alternative Placement (with required Superintendent approval); or Expulsion. When probation is used, an agreement will be drafted stating the names and titles of the persons entering into the agreement, the expected or required behavior of the student, and the possible consequences of violation of that required behavior. In addition, it shall require the signature of the persons who the teacher or principal deem necessary at the time.

### **DETENTION (DET)**

Detention is extra time spent before school, during lunch (isolation), or after school while engaging in a constructive instructional activity relating to school course work.

There are two types of detentions that may be assigned:

1. School detention – this detention may be assigned by teachers or administrators violations occurring outside the classroom and will be served from 7:30-8:00 a.m. or 2:50-3:20 p.m. with the assigned supervising teacher for that week.
2. Teacher detention – this detention will be assigned by individual classroom teachers for all minor violations that occur during their classroom instructional time and will be served with the individual classroom teacher before or after school.

A detention period is designed as an intermediate consequence to a violation of the Code of Acceptable Behavior.

The Detention Policy includes, but is not restricted to, the following provisions:

1. School detention will be assigned before or after school.
2. Teacher detentions may be assigned before or after school for students in K-6 & 7-12.
3. Students are responsible for taking necessary supplies to detention.
4. Students shall not have food or drinks in the detention room.
5. Students shall remain in the detention room while serving detention.
6. Students must be in their seats at the beginning of the detention period in order to receive credit for the detention being served.
7. Student must be engaged in a constructive learning activity while serving detention time or the detention will not count as served (talking, sleeping, or doing nothing will not count as completion of detention time).
8. Students who are not actively engaged in instructional activities related to coursework will be asked to leave detention for that day and their detention will be recorded as a no-show.
9. A maximum of 10 detention assignments can be administered during the school year. **After 10, students will begin escalated behavior code consequences (Level III).**
10. A specific supervisor and teacher of record and location for school detention shall be established by each school level administrator.

Records shall be kept of all detention time served. Detentions shall be served as soon as possible after their assignment, but not required earlier than the day following the infraction. Students shall

be notified of the specific violation of which they are charged and the proper modification of their behavior that would keep them from having to serve more detention time.

Normal due process procedures shall be followed.

The school is not responsible for transportation following afternoon detention. Students serving afternoon detention may not ride any bus involved in extra or co-curricular activities.

If detentions are assigned for an academic reason, the assigning teacher will keep the detention:

1. Failure to complete class assignments.
2. Lack of class materials (other than a pencil)
3. Failure to complete work assigned during class time.

Failure to complete assignments given to complete during detention time will result in a zero for that assignment.

At the end of detention, the supervising teacher will check the hallways to make sure all students have left the building. The teacher will then lock the downstairs doors and make sure the office door is locked. The supervising teacher will then check the MPR, gym and lobby for unsupervised students. All unsupervised students will be asked to leave the building. The MPR, lobby and office doors will be locked at 3:20pm.

### **IN-SCHOOL SUSPENSION (ISS)**

In-School-Suspension shall be defined as the removal of a student from the regular school program and placement in the in-school-suspension room as a disciplinary measure. In cases of serious offenses that may result in either an In-School Suspension, a brief and informal hearing will be held with the Principal, Assistant Principal or designee, at which time the student will receive specific notice of the rule violation, the names of the witness(es), a brief summary of the facts supporting the charge(s), and the opportunity to refute the charges and tell the student's side of the story. A good faith attempt will be made to contact the parent by phone on the day of the in-school suspension or the day preceding ISS. A parent contact must be made any time a student is assigned to in-school suspension four days or longer, or on the second or any subsequent suspension in the same school year.

In-School Suspension (ISS) is to be the first defense in lieu of out-of-school suspension. Assignment to ISS will be for a given number of days depending on infraction.

- Students who are assigned ISS will lose bus riding privileges while in ISS, except for the day of the initial assignment (if assigned after the start of school for the day).

- ISS students will be dropped off by parents at the 7-12 car rider drop-off areas only. Students will enter the Jr/Sr High School building and proceed to the assigned gym area. ISS students will be dismissed 3:00 p.m. each afternoon (after buses have left campus) and students will report to the car rider drop-off/pick-up area designated for K-6 & 7-12 students.

- A student assigned In-School Suspension cannot participate or be present at any school related activity, including extracurricular, co-curricular, and/or community/school activity on the day(s) of assignment.

- Any student possessing a cell phone or other electronic device must turn the equipment in to the ISS teacher at the start of the day. The student will be given the device back at the end of the school day.

ISS students are expected to earn 100 points for each day assigned. Failure to earn the necessary points will result in the student staying in ISS until total points are earned.

Points are earned in ISS for:

- Punctuality and attendance

- Successful completion of work
- Respect for self and others
- Following directions

Consequences for violating rules/expectations while in ISS are:

- a. Short Term Suspension – up to 5 days
- b. Long Term Suspension – 6 to 10 days
- c. Recommendation to the Superintendent for Alternative Placement.
- d. Recommendation to the Superintendent for board hearing regarding expulsion of the student.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of-School Suspension is defined as the removal of a student from instruction and school sponsored activities for up to ten (10) days as a disciplinary measure. Students are remanded to the custody of their parents and may request homework assignments. It is the school's responsibility to respond to the request and it is the student's responsibility to complete the work provided. Out-of-school suspension is rarely used at the elementary level, and only after all other interventions have failed to improve behavior or a zero tolerance offense has been committed.

Out-of-School Suspension or In-School Suspension may be ordered by the principal or his/her designee for a serious breach of conduct including but not limited to willful disobedience, open defiance of school authority, use of profane or obscene language, and/or such other misconduct, determined to be disruptive to the school and/or to the learning environment. The maximum term of such assignment shall be ten (10) days. Only the principal/designee and the superintendent have the authority to suspend a child from attendance. Loss of privileges may accompany an out-of-school suspension. Lost privileges may include restrictions on attendance at school functions as determined by the principal/designee. (e.g. Homecoming, Prom, Window Painting, Senior Trip, etc. and/or loss of on-campus parking)

In cases of serious offenses that may result in an Out-of-School Suspension, a brief and informal hearing will be held with the Principal, Assistant Principal or designee, at which time the student will receive specific notice of the rule violation, the names of the witness(es), a brief summary of the facts supporting the charge(s), and the opportunity to refute the charges and tell the student's side of the story.

Actual suspension begins immediately, or at the end of the school day, depending on the severity of the offense. The suspension ends at the beginning of the day following the last day of suspension. If out-of-school suspension occurs, the parent is contacted as soon as possible. Every effort will be made to hold a parent conference on the telephone or a copy of the out-of-school suspension form is given to the student to give to the parent prior to the day of the suspension or a copy is sent through the U.S. mail within 24 hours. In such case the student will be placed in ISS until sufficient parent contact is made. The parent has the right to appeal the suspension/placement decision to the Principal of the school.

A parent has the right to bring another adult to assist in communicating with school personnel at any meeting regarding the discipline of their child.

### **ALTERNATIVE PLACEMENT (AP)**

Alternative Placement is defined as the removal of a student from instruction and school sponsored activities for a minimum of twenty (20) days as a disciplinary measure. The principal or designee may recommend to the Superintendent the alternative placement of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of the staff, violence against persons or property, or any other act which

substantially disrupts the orderly conduct of the school including threats to cause serious bodily harm or physical damage. The principal shall conduct a brief and informal hearing after notice to the student and parents, during the suspension period, to consider whether to recommend the alternative placement. The student, parents, guardian, and interpreter may attend this meeting. If alternative assignment is warranted, the Superintendent or designee shall notify the student's parent(s) in writing of the assignment. The student/parent may request an appeal to the District Alternative Reassignment Appeals Committee. The decision of the Committee shall be final and binding upon the student. Students shall be recommended by the Principal to be reassigned for a minimum of twenty (20) days and a maximum of forty-five (45) days. As a result of this action, the student may not appear on any Dawson Springs Independent School site or at any school sponsored activity during the period of reassignment. Violation of this restriction will be reported to law enforcement officials immediately as illegal trespass.

Assignment to ISS will be a minimum of (20) days with a maximum of 45 days. Students assigned to ISS will also be referred for counseling. If a student is in ISS he/she is expected to follow the ISS rules listed above. The number of days may be extended if the student does not earn the correct number of points for the extended stay.

### **EXPULSIONS (EXP)**

The principal shall conduct a brief and informal hearing after notice to the student and parents, during the suspension period, to consider whether to recommend the expulsion of a student. The student, parents, guardian, interpreter and attorney may attend this meeting. The principal or designee may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of the staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school including threats to cause serious bodily harm or physical damage. At the discretion of the Superintendent or his designee, students may be offered Alternative Placement lieu of expulsion. As a result of this action, the student may not appear on any Dawson Springs Independent School District site (other than ISS) or at any school sponsored activity during the period of expulsion. Violation of this restriction will be reported to law enforcement officials immediately as illegal trespass.

Expulsion shall be defined as prohibiting the attendance of a student in school for more than ten (10) days or separating a student from the school system, with Superintendent or School Board discretion, for a period not to exceed the remainder of the current school year and one (1) additional year, for most major disciplinary infractions. However, students shall be recommended by the Principal to be expelled for at least the semester in which the infraction occurred and one additional semester or for two semesters if less than four weeks remain in the current semester. As stated in the Gun Free Schools Act Requirement, "Possession or use of a firearm requires a mandatory recommendation of expulsion for one full calendar year from the time the School Board takes action on the expulsion." Expulsion shall proceed before the School Board on the recommendation of the Superintendent.

If the Superintendent recommends expulsion of the student, the School Board may proceed and expel a student from school and/or an extracurricular activity for a period not to exceed the remainder of the current school year and one other. The following procedures shall be followed: The student will be given notice of the extension of suspension and notice of intention to conduct a hearing to consider the expulsion of the student. An informal expulsion administrative hearing will be held before the School Board. Testimony and exhibits may be offered by both the Superintendent and the student. The student will have the right to receive specific notice of the charges, the right to examine evidence and exhibits, the right to be represented by legal counsel at

the student's expense, the right to present evidence, the right to confront and cross examine witnesses, the right that the decision be based on a preponderance of the evidence and the right to a record of the proceeding. The decision of the School Board will be final.

The Superintendent has the authority to honor or reject the expulsion or dismissal of a student by another school district. If the expulsion is honored, the receiving district records a "final order of expulsion" and informs the applicant of this order. The School Board may place a student who is admitted in an appropriate educational program.

## **CODE OF ACCEPTABLE BEHAVIOR**

**Seniors are warned that a suspension during the final days of the school year may result in the forfeiture of senior privileges including participation in commencement exercises.**

### **RULE 1. ARSON, FALSE FIRE ALARMS**

(Elementary School, Middle School, High School, Dual Enrollment)

Any student found guilty of maliciously or intentionally committing arson or activating a false fire alarm or firefighting equipment may be recommended to the Superintendent for expulsion from the Dawson Springs Independent School District. Also, he/she may be prosecuted in accordance with Kentucky Statutes.

Disciplinary Action: Options include but are not limited to In School Suspension (ISS), Out of School Suspension (OSS), Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 2. ASSAULT OR BATTERY OR PHYSICAL ABUSE BY A STUDENT**

(Elementary School, Middle School, High School, Dual Enrollment)

A student shall not behave in such a way as to threaten, conspire, cause, or attempt to cause physical injury or violence to a fellow student or any other individual. Violence will not be tolerated under any circumstances.

Disciplinary Action: Options include but are not limited to ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 3. BOMB THREAT OR THREATS OF WIDESPREAD VIOLENCE OR HARM**

(Elementary School, Middle School, High School, Dual Enrollment)

No student shall make a false report or bring on school transportation, school grounds or to a school activity a bomb or bomb replica with the intent to endanger, deceive, mislead, or otherwise misinform any school person or students about the placing or planting of a bomb or facsimile of any nature on or about school property. Any such "bomb threat" is a felony under Kentucky Law and all students determined to have been involved in such an illegal act shall be prosecuted as well as recommended for expulsion by the school administration for a period no less than one full year.

No student shall make, plan, conspire or communicate any threat of widespread violence or harm to the school or any school personnel or students. This includes knowingly bringing any substance, materials or equipment to school that result in a threat of violence or harm.

Bomb threats or threats of widespread violence or harm have a disruptive effect on school operations and activities, whether initiated by a student on or off school property.

Disciplinary Action: Expulsion and/or referral to appropriate authorities.

## **RULE 4. BULLYING**

(Elementary School, Middle School, High School, Dual Enrollment)

Students shall not bully. "Bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

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. 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 to the school Administration.

Any student who willfully sends any email, text message, instant message, phone message, or posts to any social networking website (e.g. Facebook) with the intent to threaten, intimidate, or to bully another student or school board employee will be charged with cyber bullying and will face consequences. See Rule 8 for additional restrictions/clarification.

Disciplinary Action: Options include but are not limited to ISS/OSS, Alternative Placement, expulsion, and/or referral to appropriate authority.

## **RULE 5. BUS REGULATIONS**

(Elementary School, Middle School, High School, Dual Enrollment)

**A STUDENT IS UNDER THE SUPERVISION OF THE DRIVER WHILE RIDING THE BUS. FAILURE TO ABIDE BY THE RULES AND REGULATIONS WILL RESULT IN LOSS OF RIDING PRIVILEGES.**

### A. Responsibilities of Students

1. To occupy the seat assigned by the driver and to refrain from moving out of the seat at all times.
2. To observe expected classroom conduct while entering, riding, and/or leaving the bus.
3. To obey reasonable requests of the driver at all times and to report promptly to the school administrator when instructed to do so by the driver. Refrain from talking to the driver while the bus is moving.
4. To cooperate with school personnel at the bus loading area, so that loading and unloading may be conducted with safety and courtesy.
5. To be at the designated place in the morning ready to board the bus at least five minutes before the scheduled time. Orderly conduct is expected at the bus stop. The driver is responsible for the maintenance of a schedule and cannot wait for tardy students.
6. To refrain from having food or drink in the bus area or on the buses.
7. To refrain from having or using tobacco in the bus area or on the buses.

### B. Safety of Students

1. Stay off the roadway at all times while waiting for the bus.
2. Wait until the bus has come to a complete stop and the stop arm is out before attempting to board.

3. Remain in the seat until the bus has come to a complete stop and to leave the bus only with the consent of the driver
4. Enter or leave the bus only at the front door after the bus has come to a stop, except in case of an emergency or bus evacuation drill.
5. Cross the road, in the following manner:
  - (a) Make certain the bus is stationary.
  - (b) Exit the bus, stand at the side of the road within the sight and hearing of the driver and wait for the proper signal for crossing.
  - (c) Upon signal from the driver, look both to the right and left and proceed across the road 12 feet in front of the bus.
6. Keep all parts of the body inside the bus windows at all times.
7. Refrain from throwing objects out of the bus windows or at a bus.
8. Place band instruments secured between legs.
9. Obtain written approval of the school Principal, Assistant Principal or designee to change from the authorized bus stop.
10. Be silent at all railroad crossings. (KRS. 189.550)
11. Refrain from fighting/pushing/tripping while boarding, riding, and leaving the bus.
12. Refrain from using abusive or profane language.
13. Refrain from having nuisance items on the bus, i.e., animals, balloons, water guns, laser pointers, sharp objects, glass items and/or toys. (702-KAR5:080 section 14)
14. Refrain from using cell phones and/or other electronic communication devices.

#### C. Responsibilities of Parents

1. To insure that their children arrive at the bus stop in the morning on time.
2. To provide necessary protection for their children in going to and from bus stops.
3. To accept joint responsibility with school authorities for the proper conduct of their children at the bus stop and on the bus.
4. To make reasonable effort to understand and cooperate with those responsible for pupil transportation.

To assume the responsibility of meeting the bus at their child's stop if the student is K-3 and/or physically disabled.

Disciplinary Action: Student suspension from the use of school transportation is a disciplinary option. In cases where transportation violations occur, the school Principal, Assistant Principal, or designee will resolve disciplinary problems, using the *Code* as a guide for disciplinary action and possible criminal penalties (including, but not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities).

### **RULE 6. CHEATING**

(Elementary School, Middle School, High School, Dual Enrollment)

#### A. Types of cheating

1. During testing
  - a. Looking at another student's paper.
  - b. Holding paper so that another student can read and/or copy.
  - c. Using "cheat sheets," or other concealed information.
  - d. Opening book to answers.
  - e. Giving another student or students answers or test questions.
  - f. Writing answers on desk.
  - g. Sharing information via cyber or electronic communication devices.
2. Homework Assignments

- a. Copying another student's answers or papers.
- b. Submitting written report without having read complete assignment, e.g. reading a summary instead of a book
- c. Plagiarism of any source including the Internet.
- 3. Altering or changing answers on class papers.
- 4. Passing answers or information to other students between classes.
- 5. Paying or bartering others to do school work.
- B. Disciplinary action relating to cheating
  - 1st offense - failing grade on work and parents notified.
  - 2nd offense - failing grade on work and conference with an administrator, parents, and teacher. Other penalties will be determined from conference.
  - 3rd offense - possible loss of credit in course; parents notified.
- C. Stealing tests, answer keys, or another student's work is treated as THEFT
  - Penalty same as School Discipline Code - THEFT

### **RULE 7. COMMUNICATION - ABUSIVE /INFLAMMATORY/OBSCENE**

(Elementary School, Middle School, High School, Dual Enrollment)

A student (on campus or off campus) shall not use any method of communication (including but not limited to gestures, verbal, written, or electronic) that is obscene or profane, that causes personal humiliation and/or is likely to disrupt the school educational, extracurricular or administrative process. Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is prohibited.

Disciplinary Action: Options include but are not limited to ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 8. DISRESPECT, HARASSMENT ASSAULT OR BATTERY UPON SCHOOL PERSONNEL INSIDE OR OUTSIDE THE SCHOOL SETTING**

(Elementary School, Middle School, High School, Dual Enrollment)

The orderly operation of schools and the accomplishment of their educational function require that students treat school personnel with respect and common courtesy both inside and outside the school settings. Students are prohibited from conduct in any setting which is disrespectful or harassing of school staff members or constitutes an assault or battery upon school staff. This includes, but is not limited to, any form of electronic communication. If this rule is violated, charges will be filed.

Whenever a person is charged with committing an assault or aggravated assault or a battery or aggravated battery upon any employee, the student shall be expelled and/or placed in an alternative school setting. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

Assault or battery on a school employee inside or outside the school setting is also punishable under Kentucky Statutes.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 9. DISRUPTION AND INTERFERENCE WITH SCHOOL**

(Elementary School, Middle School, High School, Dual Enrollment)



No student shall:

- A. Occupy any school building or property with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- B. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
- C. Prevent or attempt to prevent the convening or continued functioning of any class, meeting, assembly, or activity on the school grounds.
- D. Prevent students from attending a class or school activity.
- E. Block normal pedestrian or vehicular traffic on the school grounds.
- F. Disrupt, make noise, or act in any other manner so as to interfere with the teacher's ability to conduct the class or any school activity.
- G. Disrupt a class or any other function of the school.

**NOTE:** The above infractions are examples and do not exclude other disruptive actions.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion, and/or referral to appropriate authorities.

## **RULE 10. DISTRIBUTION OF MATERIALS**

(Elementary School, Middle School, High School, Dual Enrollment)

One of the important roles of the school is to provide means through which the students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the entire student body. Students shall not publish or distribute libelous or obscene material. The normal rules for responsible journalism shall apply when literature is distributed on school property. Student publications may be banned if they are likely to cause a disruption of the school's educational environment. All materials distributed or posted on school property or the school's website shall be reviewed and approved by the Principal.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

## **RULE 11. DRESS AND GROOMING CODE**

(Elementary School, Middle School, High School, Dual Enrollment)

The following dress and grooming requirements are to be followed by all students. The Principal shall be the arbiter of student dress and grooming in his/her building.

1. Safe footwear shall be worn at all times. No bedroom slippers shall be worn. Pre-Kindergarten through Grade 2 students are prohibited from wearing flip-flops.
2. Halter-tops, tube tops, short shorts, muscle shirts, midriff or backless shirts and blouses shall not be worn. Sleeveless blouses are acceptable as long as the blouse strap is the 3 finger width rule with no skin showing on the sides or bottom. A complying shirt must be worn under a basketball jersey. Tops must be three inches below the waistband or remain tucked in so that the midriff area is not exposed. No bare skin should be exposed at the waist or abdomen area. Clothing must cover the chest area to ensure that cleavage is not exposed. (*See examples below*)



Hair shall be clean and neatly groomed. Hair color and style shall not interfere with the educational process in the reasonable discretion of the principal or designee.

3. Hats, hoods, or other head coverings shall not be worn in the school building except for approved areas identified by the Principal. Exceptions may be made by the Principal for head coverings worn for religious purposes and for specific events.
4. Ill-fitted garments are not acceptable. Ill-fitted garments include but are not limited to garments that are too small or tight so as to reflect immodesty or too large so as to appear to be falling off the body. In addition, Clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is prohibited. Mesh or see through clothing may not be worn without other appropriate clothing underneath. Shirts must cover the posterior with a consistent length front and back.
5. Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork. (i.e. Sex, Drugs, Alcohol, Race, Profanity, etc.)
6. The wearing or display of flags on campuses has historically and currently caused dissension along with a potentially unsafe and hostile learning environment for students. In an effort to provide safe schools and prevent potential disruption, the following flags are the only ones that may be displayed and/or worn on Dawson Springs Independent Schools campuses and at off campus school-related activities: (1) the United States and POW/MIA flags; (2) the State of Kentucky flag; and (3) official school flags. In addition, any related symbols may not be displayed or worn on campus and at off campus school-related activities. Exceptions to this rule may be made for national flags on special occasions or in designated areas consistent with the learning objectives of the district and at the discretion of the principal.
7. Body adornment (i.e., adornments which pierce flesh) in any visible body part other than the ears and/or nose shall not be displayed. If in the nose, the adornment shall be limited to a small stud affixed to the side of the nose. Ear and/or nose piercings shall not present a safety issue. (Nose allowance for Jr/Sr High Only)
8. Items that may be used to do harm are prohibited. (i.e. large belt buckles, finger rings that cover two or more fingers, wallet chains, etc.)
9. The length of skirts/dresses and shorts shall reflect modesty and good taste and be monitored by regulations enforced at each school. Skirts/dresses, cover-ups, and shorts must extend to at least mid-thigh in length All holes three inches or more above the knee shall be opaque. Any openings may be covered on the outside or have leggings/tights/patches blocking view of skin on the inside of the garment (No skin showing). Tape is unacceptable.
10. Costumes, sleepwear or other clothing/adornment that creates a distraction is not permitted with the exception of prior approval from the principal.
11. Shorts/pants must be fitted or cinched so as not to slip, thereby showing undergarments. (Also, see Number 4 above.)
12. Gang clothing, symbols, or other items associated with gangs may not be worn, displayed or carried.
13. Sun glasses may be worn indoors only with a Physician's note. Non-prescription, novelty/special effect contacts are prohibited.

Disciplinary Action: Options include but are not limited to, call to home requesting change of clothes, offer of change of loaner clothes from office, being sent home, ISS, OSS.

## **RULE 12. ELECTRONIC DEVICES**

(Elementary) Elementary students are not allowed to bring cell phones and/or electronic devices to school. Middle school students must turn their device into the first period teacher each day. They may retrieve items when they leave school at the end of the day. In the event of an emergency, parents/guardians will be contacted by school personnel. Any devices that are heard/seen will be confiscated and must be picked up by the parent/guardian in the elementary office. If a student habitually breaks the rule, further consequences will be set by the school administration which include, but are not limited to loss of privileges, ISS/OSS and parent/guardian meeting.

(Middle School, High School, Dual Enrollment)

Student possession of Electronic Devices on Jr/Sr High School grounds and school buses is a privilege for communication with parents and/or law enforcement and/or for the purpose of school work related research. Electronic Devices include but are not limited to the following: Portable music devices; Cell phones; Computers; Pagers; Portable game units; other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites such as Facebook, Snap Chat, Instagram, Twitter, etc. In order to preserve the proper educational environment and prevent disturbances, the following conditions must be observed.

1. A student may use non-phone features of an Electronic Device on campus before the time the school day officially begins, during lunch period, during class changes, after dismissal, and in a classroom at the teacher's discretion. If ear buds/ear phones are being used, one ear must be free at all times.
2. Electronic Devices are to be powered off during class time unless directed otherwise by the teacher.
3. Electronic Devices are to be powered off on district buses.
4. The principal may require electronic devices to be registered with the school by parents prior to allowing students to possess them in the manner described above.
5. The principal or designee (e.g. assistant principal, teacher, coach) may grant permission to use a cellular phone in the presence of an administrator for an emergency when other means of communication are not available (i.e.; pay phone, school phone).
6. The use of electronic devices while at school or on buses to record sound or visual images without the consent of the person being recorded or photographed is strictly prohibited.
7. The student may be disciplined for inappropriate content stored on electronic devices brought to school, school functions, and/or on the school bus.
8. The following will result in student discipline at any school activity: refusal to turn off an electronic device when told to by a teacher, administrator, coach, counselor, or other school official; damaging an electronic device owned by the school; causing a disruption; using an electronic device to cheat, including getting and giving answers to tests and copying from the internet; using the electronic device to bully, threaten, harass, attack another student or school personnel whether or not communicated directly to that person; sending (or asking to receive) pictures or videos of people who are partially or completely undressed, or are pretending to or actually performing a sexual act.
9. **The school may impose consequences to students who misuse electronic devices away from school on their own time if both of the following are true. The student's use of the electronic device causes significant disruption at school or serious emotional, physical,**

**or psychological harm to the school, other students, or school personnel and the student knew, or should have known, that the harm would happen.**

10. All Technology/Internet Use policies concerning student Electronic Devices will be strictly enforced. (See Rule 27)
11. This policy shall in no way preclude the right of staff members to restrict the use of electronic communication devices during emergencies or when security is an issue.

Disciplinary Action: 1<sup>st</sup> Offense – Confiscation with return at end of day; 2<sup>nd</sup> Offense – Confiscation with return to Parent; 3<sup>rd</sup> Offense – Confiscation with 3 day hold and return to parent; 4<sup>th</sup> Offense – Consequences for insubordination and revocation of Digital Driver’s License.

\*Loss/Theft of personal items at school or on the bus is not the responsibility of the school or district.

### **RULE 13. EXTORTION**

(Elementary School, Middle School, High School, Dual Enrollment)

Whoever threatens a battery on another or commits a battery on another for the purpose of obtaining goods, services, money or any other thing of value is subject to the disciplinary action taken by the school authorities and may be referred to police authorities.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 14. FALSE ACCUSATIONS**

(Elementary School, Middle School, High School, Dual Enrollment)

Any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff may be recommended for expulsion. Any student found to have intentionally made false accusations against another student that could result in disciplinary action will be subject to appropriate disciplinary action.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 15. FIGHTING**

(Elementary School, Middle School, High School, Dual Enrollment)

Fighting will not be tolerated under any circumstances. Two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury, regardless of who instigated the action, is considered an offense. Participating students face possible disciplinary action. Failure to report a fight may result in consequences.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 16. FORGING SCHOOL OR PARENTAL DOCUMENTS**

(Elementary School, Middle School, High School, Dual Enrollment)

Forging and/or changing school or parental documents is prohibited. False identification used to call-in for absence, checkout, tardies, permission forms is also prohibited.

Disciplinary Action: Options include but are not limited to, Detention, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 17. GAMBLING**

(Elementary School, Middle School, High School, Dual Enrollment)

Students are not permitted to engage in any game of chance, any other game for money, or any other thing of value while under the supervision of school authorities.

Disciplinary Action: Options include but are not limited to, Detention, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 18. GANGS, SECRET SOCIETIES, ILLEGAL ASSEMBLY OR INCITING OTHERS** (Elementary School, Middle School, High School, Dual Enrollment)

The Dawson Springs Independent School District has a philosophy of zero tolerance toward secret societies, gangs, and other similar groups. Students belonging to secret societies, gangs, etc. may be suspended and recommended for expulsion. A student who counsels another student to assemble illegally to riot, disrupt, or violate any rule or school policy, or who himself disrupts or interferes with the lawful administration or function of the school shall be subject to disciplinary action by a school authority (*also see Rule 11, Dress Code*).

A "gang" as defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to, the same criminal street gang. No student on or about school property or at any school activity –

1. Shall wear, possess, use, distribute, display or sell any clothing, bandanas, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang.
2. Shall commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in any gangs;
  - b. requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
  - c. committing any illegal act or violation of school district policies;
  - d. inciting another person to act with physical violence upon any other person.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 19. HAZING**

(Elementary School, Middle School, High School, Dual Enrollment)

A student shall not engage in any form of hazing activity involving other students. The purported consent or willingness of the other student to participate in a hazing activity, is not a defense to a discipline referral for hazing.

Hazing is any action by a student which intentionally or recklessly endangers or affects the mental or physical health, safety, welfare, or dignity of another student, or demeans, disgraces, degrades, embarrasses, or humiliates another student, in conjunction with an initiation into or participation in a school activity or program. This includes, but is not limited to, any form of electronic communication.

Disciplinary Action: Discipline options include, but are not limited to ISS/OSS, Alternative Placement, or expulsion. Hazing could also result in a period of suspension from participation in the student activity or program associated with the hazing incident.

**RULE 20. INSUBORDINATION - DISREGARD OF DIRECTIONS OR COMMANDS** (Elementary School, Middle School, High School, Dual Enrollment)

A student shall comply with the reasonable directions or commands of all school personnel before, during, and after school hours while on school property or at school-sponsored activities, functions, or events. Teachers, substitute teachers, teacher aides, secretaries, para-professional teachers, custodians, principals, administrative personnel, authorized volunteers and school bus drivers are considered school personnel. Reasonable directions or commands include but are not limited to appropriate behavior and dress at extra-curricular activities.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, or expulsion.

**RULE 21. LASER POINTER LIGHTS - POSSESSION OR USE** (Elementary School, Middle School, High School, Dual Enrollment)

Laser pointer lights are a hazard in that they can cause immediate impairment of the vision of others as well as long term damage to vision. Their possession or use is particularly dangerous on school buses. They are prohibited on all school property and at all school functions.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, or expulsion.

Injury or Accident (regardless of the number of offenses) ten days of out-of-school suspension - recommendation for alternative placement and authorities notified.

**RULE 22. LEAVING SCHOOL GROUNDS** (Elementary School, Middle School, High School, Dual Enrollment)

The Dawson Springs Independent School District has adopted a philosophy of a "closed campus." Therefore, students are not permitted to leave the school grounds during the school day for any reason unless they have properly checked out with parental approval through the school office. Parents must follow check out procedures at their respective school sites. No student shall be dismissed without appropriate adult authorization. To keep the school environment safe by preventing students from bringing harmful contraband onto campus, students who leave campus in violation of the attendance policy and return during the day are subject to a search of their person, possessions, and vehicle.

Disciplinary Action: Options include but are not limited to detention, ISS/OSS, Alternative Placement, or expulsion.

**RULE 23. MOTOR VEHICLE - OPERATION AND STUDENT PARKING** (Elementary, Middle School, High School, Dual Enrollment)

The right to drive and operate a motor vehicle on school property is controlled by the State of Kentucky through the Department of Highway Safety and Motor Vehicles and the Board of Education. All applicable State regulations will be enforced. The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege.

Dawson Springs Independent School District provides an area for designated high school students to park their vehicles. All students who drive to school must register their vehicle(s) and secure a parking permit. Parking a car on school grounds is a privilege, not a right. This privilege may be suspended or revoked at any time.

Law enforcement officers and school officials working with drug detecting Canine units periodically conduct unannounced checks of vehicles on school property. These checks may result in a search of vehicles on campus. A student who drives a vehicle to school is responsible for and considered to be in possession of any item in that vehicle. Students will be subject to disciplinary action for items found in vehicles that are prohibited in this *Code of Acceptable Behavior*.

Students are prohibited from having inappropriate, profane, or incendiary stickers or writing that could have a disruptive effect, on vehicles they park on Dawson Springs Independent campus.

High school students are not permitted in their cars during any part of the school day, with the exception of those students who are released early by the school administrators. Upon arriving at school, students are to lock and leave their cars immediately. The student parking lot is for the parking of cars only, and students are not to congregate in the parking lot before, during, or after school.

Students who fail to abide by these rules and regulations or who operate their vehicle in an unsafe manner will lose the privilege of parking their vehicle on school property and are subject to disciplinary action.

Elementary and middle school students may not operate mopeds, motorized vehicles or scooters on school grounds.

Disciplinary Action: Options include but are not limited to loss of privilege, towing of vehicle, ISS/OSS, Alternative Placement, or expulsion.

## **RULE 24. NARCOTICS, BEVERAGES CONTAINING ALCOHOL, AND DRUGS** (Elementary School, Middle School, High School, Dual Enrollment)

A “Controlled Substance” means a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drugs, or any other substance defined as an illegal controlled substance. The Federal Controlled Substance Analogue Act allows any chemical “substantially similar” to an illegal drug to be treated as an illegal controlled substance. This would include any chemical which has a stimulant, depressant, or hallucinogenic effect on the central nervous system that is substantially similar to or greater than that of a controlled substance.

An “Alcoholic Beverage” means beer, wine, liquor, or any beverage containing alcohol or an intoxicant of any kind.

A student shall not possess, sell, deliver, use, transmit, distribute, solicit, conspire to sell or obtain or be under the influence of a controlled substance or an alcoholic beverage while upon school property or in attendance at a school function. Any student who agrees, plans, or conspires with another student or person to commit an act described in this Rule is guilty of conspiracy. Any student, who commands, encourages, hires or requests another student or person to engage in conduct violating this rule is guilty of solicitation. Possession of paraphernalia normally

associated with the use of controlled substances is expressly forbidden. The manufacturing, possession, and/or use of fake identification or driver's licenses which are used to purchase illegal substances or alcoholic beverages is also a violation of this rule.

This rule also applies to misuse or distribution of legal drugs whether prescription or over-the-counter and the use of any items in order to attain an altered state. See Medication Authorization Form and Parent Letter for legally prescribed medication and over the counter drugs. School personnel have the right to confiscate any items included in this rule. School personnel have the right to search individuals, lockers and personal property when there is reasonable suspicion that the individual may possess any items covered under this rule. Metal detectors and specially trained animals such as drug detecting dogs may be utilized in these searches.

### **Search and Seizure:**

The Dawson Springs Independent School District has a philosophy of intolerance toward illegal substances for our schools. As a preventative measure, periodic searches of our schools may be conducted. Drug detecting dogs will be used to locate drugs in the school building lockers, vehicles on school grounds and/or any other location on school property. Drug detecting dogs will not be used to search students (*see search and seizure, pg. 27*).

### **Disciplinary Action:**

**First Offense: Use, Under the Influence, or Possession** – Maximum of ten (10) days out-of-school suspension, and referral to appropriate police authorities.

**Second Offense within same school year or Third Offense during school career: Use, Under the Influence, or Possession** - Ten (10) days out-of-school suspension, with a recommendation for Alternative Placement or expulsion from school and a referral to appropriate police authorities.

**First Offense: Selling, Soliciting, or being involved in a conspiracy or intent to sell or deliver** - Ten (10) days out-of-school suspension, with a recommendation for Alternative Placement or expulsion from school and a referral to appropriate police authorities.

**First Offense: Possession of paraphernalia normally associated with the use of a controlled substance** - Confiscation of paraphernalia and possible suspension, with a referral to appropriate police authorities.

**NOTE:** If paraphernalia contains residue, disciplinary action will be the same as Use or Possession.

### **Resources for help with drug and alcohol problems:**

*Alcoholics Anonymous/Serenity House*

845 Sunset Drive Madisonville, KY 42431                      821-9772

*Alcohol and Drug Counseling*

15 Harrig St. Madisonville, KY 42431                      821-0704

*New Horizons*

15 Harrig St. Madisonville, KY 42431                      821-1784

*Behavioral Resources*

16 Court St. Madisonville, KY 42431                      824-9355

*Pennyroyal Center Clinic*



436 N. Main St. Madisonville, KY 42431	821-0632
<i>Women's Triangle Recovery House</i>	
122 S. Scott St. Madisonville, KY 42431	245-2732
<i>Hope2All</i>	
200 N. Main St. Nortonville, KY 42442	676-3784

## **RULE 25. PUBLIC DISPLAY OF AFFECTION**

(Elementary School, Middle School, High School, Dual Enrollment)

Kissing, embracing, fondling or other displays of affection are not appropriate behavior in a school setting. In establishing and maintaining a sound educational environment, emphasis must be placed on each student maintaining a feeling of self-respect, self-discipline, and a high standard of conduct. Respect for one's self, school and others is most often reflected in behavior of students. Affection for boy or girl friend is a personal and private matter, and as such should not be demonstrated on school property. Pupils, who engage in public displays of affection after a warning from school personnel, will be guilty of willful disobedience, and disciplinary action will be taken.

Disciplinary Action: Options include but are not limited to, Detention, ISS/OSS, Alternative Placement.

## **RULE 26. SCHOOL PROPERTY – BUILDING/VEHICLES**

(Elementary School, Middle School, High School, Dual Enrollment)

Whoever willfully cuts, paints, marks or defaces any school owned property including but not limited to an educational building, furniture, apparatus, appliance, fence, tree, vehicle, school bus, athletic field, or other property with word, image, or device, shall be subject to disciplinary action by a school authority. Students and/or parents shall be held liable for the cost of repairs or replacement. The deliberate breaking or vandalizing of school property including disabling or altering computer hardware and software is subject to the same disciplinary action.

NOTE: Students who engage in any form of vandalism or attempted vandalism of school property may be suspended from school and referred to proper legal authorities for possible arrest and prosecution. Students who have knowledge of acts of vandalism and fail to report those acts to authorities are subject to disciplinary action. Seniors are warned that a suspension during the final days of the school year may result in the forfeiture of senior privileges including participation in commencement exercises.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion, and/or referral to appropriate authorities.

## **RULE 27. SCHOOL PROPERTY – MATERIALS/BOOKS/INTERNET**

(Elementary School, Middle School, High School, Dual Enrollment)

Students are expected to take good care of school property. Students must assume full responsibility for the care of school property available to them. This includes, but is not limited to textbooks, uniforms, equipment, or library books. These items are issued by school personnel and must be returned to the same person upon completion of the school year or withdrawal from school. Responsibility for the property rests with the student to whom the property is issued. Loss of items due to theft or other circumstances will not be accepted as an excuse for nonpayment or for not doing class assignments. Failure on the part of any student to pay for lost or damaged items shall deprive the student of further use of free items outside the school. If an item is lost and before

another one is issued, the student will be required to pay full price for items less than one year old. For older items, replacement cost will depend on the original price and the age and condition of the items when issued as determined by District officials.

If the item is found and returned, a refund will be made to the student. If the item is damaged, the student is required to pay a damage charge depending upon the degree of damage and the condition of the item when it was issued as determined by the District.

The District's internet system has a limited educational purpose. The District's internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on its use to assure that use of the District's internet system is in accord with its limited educational purpose. Student use of the District's computers, network and internet services ("network") will be governed by the District Digital Driver License procedures/policy and the *Code of Acceptable Behavior*. Misuse of the network will result in Disciplinary Action. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the network.

Disciplinary Action: Options include but are not limited to, revocation of access, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

## **RULE 28. SEXUAL MISCONDUCT**

(Elementary School, Middle School, High School, Dual Enrollment)

Sexual misconduct consists of sexual advances, requests for sexual favors or inappropriate oral, written, electronic, (texting or sending pictures), or physical contact or conduct of a sexual nature, which creates an intimidating, hostile, or offensive or abusive environment, or physically threatens an individual, or behavior which interferes with the right to get an education or to have access to or to participate in school programs or activities.

Any student who engages in such sexual misconduct shall be subject to disciplinary action including, but not limited to, suspension or expulsion, in accordance with Kentucky Law and the *Code*.

Students should report any sexual misconduct toward them, following the Administrative procedures listed in this rule.

Reporting of a complaint will not adversely affect the reporting student's status, extracurricular activities, grades or work assignments.

This policy shall be enforced on and off school property whenever school employees have jurisdiction over students.

Violation of the sexual misconduct policy is grounds for disciplinary action and may also result in criminal penalties.

### **Administrative Procedure: Allegations of Sexual Misconduct Between Students**

Investigations of allegations shall be conducted within the school district. The Director of Pupil Personnel is to be consulted if there are questions at any administrative level regarding appropriate actions to be taken.

The following steps are to be followed in conducting investigations of *sexual misconduct*:

- 1) The person taking the initial report documents date, information, and reports to the Principal (if someone other than the principal is taking the initial report).

- 2) The Principal assigns an investigator immediately or the Principal may choose to conduct the investigation. Due care will be taken to promptly obtain and preserve statements, physical evidence, drawings or photographs. Communication with the victim, the accused, and the parents of the victim shall occur where applicable. An administrator or designee of the same gender as the victim shall be present during any investigation.

A reasonable accommodation shall be made for all involved parties during any investigation.

- 3) The investigator will promptly interview parties involved and take dated, signed statements (where possible) and report results in writing to the Principal. All investigation results shall be reported to the Principal within five (5) school days of the complaint.
- 4) The Principal shall review the investigation and initiate discipline of students involved as he/she deems appropriate. All consequences imposed by the Principal shall be added to and filed with the incident report, and a copy sent to the Director of Pupil Personnel.
- 5) The Principal reports the results of investigation to the victim, the accused and their parents, which may be limited to reporting that the complaint was founded and appropriate action was taken.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 29. THEFT**

(Elementary School, Middle School, High School, Dual Enrollment)

Theft or knowingly accepting stolen items is an unlawful act in our society and is very serious regardless of the value of the stolen item. All such acts, including not being truthful when confronted with such acts, are prohibited and legal charges may be brought forth in addition to the disciplinary action taken by school authorities. A student who fails to report this theft when asked by staff will also be subject to disciplinary action.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 30. TOBACCO - POSSESSION/USE**

(Elementary School, Middle School, High School, Dual Enrollment)

The use or possession of tobacco products, including but not limited to electronic, disposable, or artificial cigarettes, lighters or matches by students is prohibited in school buildings, or at any school-sponsored activity. This restriction is in effect 24 hours a day, every day of the calendar year.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 31. VISITORS/TRESPASSERS**

(Elementary School, Middle School, High School, Dual Enrollment)

Upon arrival at school, visitors must check in with the receptionist in the Main Office. Unauthorized visitors will be prosecuted for trespassing.

Students are not permitted on school grounds and/or in school buildings before or after school hours without authorization or the supervision of a teacher or adult in authority. Stated authorization may be specific to the student or general as to the public. Students who trespass,

unlawfully enter, and/or engage in any form of vandalism or attempted vandalism of school property will be suspended from school and referred to proper legal authorities for possible arrest and prosecution. Students who are suspended, expelled, in ISS or in an alternative placement for any rule violation are not permitted on any school property, nor are they allowed to participate in any school function for the duration of the suspension, expulsion, ISS or alternative placement. For high school seniors, a suspension during the final days of the school year may result in the forfeiture of senior privileges including the participation in commencement exercises.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

**RULE 32. WEAPONS, FIREARMS, DANGEROUS INSTRUMENTS, AND CONTRABAND** (Elementary School, Middle School, High School, Dual Enrollment)

A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon, instrument capable of inflicting bodily harm, an incendiary device, (including counterfeit devices) or any other contraband materials. This includes any tool wielded with the intent to cause bodily harm. Examples of such devices include, but are not limited to, knives, razor blades, box cutters, firearms, bullets, pellet or B-B guns, gun replicas, stun guns, clubs, chemical agents (e.g., pepper spray and mace), chains, black-jacks, fireworks, bombs or bomb replicas.

School authorities have the right to confiscate the above items and to search individuals when there is a reasonable suspicion that the individual may be in possession of such items. Possession and/or use of any such item by a student shall be grounds for recommendation for expulsion (*see search and seizure, pg. 27*). Note: At the elementary level only, students possessing knives are to be suspended for a length of time determined by the principal. Prior to readmission, a conference with the principal and the parents is to occur. No arrest is to be made unless the student has actually used the knife in a threatening manner. However, a record will be made and kept on file by the school.

At all levels, principals may exercise discretion regarding disciplinary decisions for students in possession of weapons that are not illegal and that are not exposed and not intentionally brought to school. The decision regarding intent is made by the principal after the incident is investigated. In the event that a student reports to a school official that he/she has unknowingly brought such an item to school and there is no evidence to the contrary, the student will not be subject to disciplinary action.

Possession of a firearm or weapon (as defined in the above paragraph 1) on school campus or at any school-sponsored activity shall result in a recommendation for expulsion from Dawson Springs Independent Schools and criminal charges filed.

In addition, the Gun-Free Schools Act (GFSA), Public Law 103-382, which was enacted on October 20, 1994, Public Law 103-382, states that State law requires local educational agencies to expel from school for a period of not less than one full calendar year a student who is determined to have brought a firearm to school.

The one-year expulsion requirement applies to all students, kindergarten through Post-Secondary, who bring firearms to any setting that is under the control and supervision of the school. The Superintendent may exercise his authority to determine any exception to this law, especially for elementary students, on a case-by-case basis.

Any student who brings a weapon to school will be referred to the criminal justice or juvenile delinquency system.

For the purpose of the GFSA, a firearm is defined in Section 921 of Title 18 of the United States Code.

According to Section 921, the following are included within the definition:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive, incendiary, or poison gas
- any bomb
- any grenade
- any rocket having a propellant charge of more than four ounces
- missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Disciplinary Action: Options include but are not limited to, ISS/OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

### **RULE 33. BOMB THREAT/TERRORISTIC THREATENING**

Senate Bill 1 recently passed legislation concerning bomb threats/terroristic threatening. In the event such action is taken towards the Dawson Springs School System, the school system 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.

#### **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**

### **RULE 34. ATTENDANCE POLICY**

(Elementary School, Middle School, High School, Dual Enrollment)

Attendance is a student-parent/guardian responsibility. The progress of a student depends upon the punctuality and regularity of attendance.

\* A student who is absent for 36% to 84 % of a day will be recorded absent for .5 of the day and for 85% to 100% of the day will be recorded absent for one day. Students who are absent for 35% or less during the day, will be recorded as tardy.

Any absence or tardy occurring during the school year will be recorded as either “excused” or “unexcused.” In the case of an “excused” absence or tardy, the reason for the excuse will also be recorded. After a student has reached a maximum of four unexcused absences and/or tardies, disciplinary action may be taken as described. However, all students are still expected to use absences and tardies only for legitimate reasons, and this policy is not intended as a license to miss a particular number of days of school per year.

**A student is considered truant with 3 unexcused absent or tardy events and a habitual truant with 6 unexcused absent or tardy events.** Absences are cumulative for the year and include any absences transferred from another school district. Students who have become truant or habitual truants must submit all excuses within 24 hours and parent notes will not be allowed. We do understand that occasionally a student may have a medical condition or illness that requires him/her to miss more than six (6) days with a parental excuse. If this should happen to your child, please contact the Pupil Personnel Director at 797-3811.

### **General Provisions**

Each student, regardless of grade level, may not accumulate more than a total of six (6) unexcused absent and/or tardy events during a school year. For grade 7 thru grade 12 the following applies: On the third (3<sup>rd</sup>) unexcused absence/tardy event, the parent/guardian will be sent a letter of reminder and a copy of the attendance profile. Upon the fifth (5<sup>th</sup>) unexcused absence or tardy event, the parent/guardian will be delivered a Final Notice in accordance with Kentucky truancy laws with a copy of the attendance profile. If a sixth (6<sup>th</sup>) unexcused absence or tardy event occurs, charges will be filed with the Hopkins County Family or District Court against the parent/guardian and/or student.

Perfect Attendance awards will be given only to those students who have been neither absent nor tardy.

Any out of district student who is attending the Dawson Springs School System must have an out of district application on file with the Director Pupil Personnel. All out of district students must adhere to the attendance policy and the discipline code. Failure to do so may result in the student being required to attend school in the district where he/she resides.

No student shall be dismissed early from school without permission from the principal or their designee. Any student who leaves the school grounds without permission from the principal shall be subject to appropriate disciplinary action. The absence from class will be counted as unexcused. All students must comply with the sign out regulation. \*Refer to the attendance policy for definitions.

In accordance with District Board Policy 09.123, the designated person shall report to the Principal’s office and sign the entry/exit log for the student’s release.

### **Reporting Absences/Tardies**

All students must be in compliance with the Kentucky Compulsory Attendance laws and statutes. When a student must be absent from school, it is the responsibility of the parent/guardian to contact the school before 10:00 A.M. to report the absence and the reasons for the absence and send a note on the day the student returns.

It is important to understand that the primary purpose for calling is to make the school aware that the parent/guardian is aware that their child is not in school. **The telephone call alone does not**

**mean the student will receive an excused absence.** Reported absences or tardies will be recorded as “unexcused” by the attendance clerk. These events will only be recorded as excused when a note is presented on the day following the last absence or tardy, that meets one of the criteria listed under the heading “Examples of Excused Absences” and contains the date, student name and reason. **All tardy students must obtain an admittance slip from the office before going to class.**

### **Examples of Excused Absences/Tardies Documentation**

**Parent Notes** - Note is required within 24 hours of returning to school. (Parent notes representing up to 4 days of absences will be accepted.)

1. Student’s illness not severe enough to require medical attention, but still requiring, in parent’s or guardian’s judgment, absence from school.
2. Family emergencies (with prior notification) limited to immediate family (Mother, Father, Guardian, Brother, Sister, Grandparent, Aunt, Uncle)
3. Severe illness in the student’s immediate family (Mother, Father, Guardian, Brother, Sister, Grandparent, Aunt, Uncle)
4. Death in the family when note is accompanied with Obituary or Funeral home publication.
5. Driver’s license exam and Permit exam.
6. Any other event involving the student, or the student’s immediate family, of such a serious nature that it, in the student’s parent’s or guardian’s judgment, prevents the student from engaging in routine day to day activities such as school attendance.
7. Unforeseen circumstances as approved by the principal.

**School nurse** - Recommendation by school nurse that the student be sent home for illness will be excused.

**Doctor’s note** – Submit a signed note from the treating doctor showing the date of treatment, time of treatment and the date they may return to school. Doctor’s notes representing up to 4 medical events will be accepted. Medical notes may represent more than one day. Following the 4<sup>th</sup> doctor note, parents will need to secure a Medical Excuse Form from the attendance clerk in the Board Office and have it completed by the appropriate medical practitioner.

**Severe Illness. (Doctor’s Note)** - Students having a chronic illness which requires multiple days out of school may submit documentation. Parents may receive a Statement of Severe Illness for the doctor to complete. This form will remain on file for one (1) year.

**Medical reasons (Doctor’s Note)** – Provide an Emergency room or urgent care document (when accompanied by a signed note from the treating doctor and hospital form). These will count toward the four doctor notes.

**Court appearance by Student** – Submit a note from the student’s attorney or a copy of the court document showing the required appearance.

**Head Lice** - School nurse/Staff member must approve return. (4 days per year)

**School Sponsored Athlete Tournament Attendance** - Students competing at regional or state events will be excused.

**College day** - Graduating Seniors may miss 2 days with approval of Guidance Counselor and documentation from the College.

**Educational Enhancement** - Prior approval is granted by the building principal. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum

subjects of English, Science, Mathematics, Social Studies, Foreign Language, and the Arts. This opportunity will not be allowed during the State or District testing periods.

Armed Forces day - One (1) day prior to departure of parent/guardian called to active military duty and one (1) day upon the same persons return will be approved.

Religious Holiday/Instruction - An observance of an established religious holiday or for pre-arranged religious instruction. Documentation of the religious affiliation of the student may be required by school officials.

### **Examples of Unexcused Absences**

Working

Missed Ride

Missed or suspended from bus

Overslept

Out-of-town

Any other reason not noted in Examples of Excused Absences

### **Unexcused Absences Procedures**

1. During the first week of school the DPP or designee will address the student body regarding Attendance, Truancy and the Educational Process.
2. Students who acquire three unexcused absences or tardies will receive a letter from the Board of Education. If a student has acquired four unexcused absences or tardies, they may meet with the Family Resource Coordinator for possible help and or services. Also, the student will be assigned one day of ISS.
3. Should a student obtain the fifth unexcused absence or tardy, they will receive a final notice from the Director or Pupil personnel by certified mail or personal delivery and every attempt will be made to make a home visit by the DPP to discuss the problem and make them aware of what will happen should they acquire the sixth unexcused absence or tardy.
4. When a student has reached their sixth unexcused absence or tardy, charges will be filed with the Hopkins County Attorney.

On each day of an absence, the school will attempt to reach the parent by phone. Once charges are filed, parents/students will not be allowed to sign the student out to home school or to allow them to drop out of school. Furthermore, no additional excuses will be accepted.

### **Unexcused Tardy Procedures**

On the third unexcused tardy, a reminder letter will be sent from the Board of Education to the parents to warn of the consequences. On the fourth unexcused tardy, the Principal will conduct action that is deemed necessary (ISS, loss of driving privilege, etc.). On the fifth unexcused tardy, the parents will be sent a Final Notice by certified mail, return receipt requested or personal service by the Director of Pupil Personnel. Parent will have the opportunity to meet with the Director of Pupil Personnel to review the consequences. Upon the sixth unexcused tardy, charges will be filed with the Hopkins County Court System. Once charges are filed, parents/students will not be allowed to sign the student out to home school or to allow them to drop out of school.

### **Early Vacation/Extended Time**

The school calendar is published early enough that parent are expected not to remove their children during school or school days preceding school breaks. Parents also need to be aware of the dates which mark the end of each grading period.

### **Interventions**



- 1) Court Designated Worker
- 2) Cabinet for Social Services
- 3) Teacher
- 4) Assistant Principal
- 5) Director or Pupil Personnel
- 6) Family Resource/Youth Services Center

### **Office of Hopkins County Attorney**

- Parents of students ages 5-16 will be prosecuted by the County Attorney's office to include fines and a probation period of two (2) years. All subsequent violations will result in contempt of court resulting in additional fines and or jail time.
- Students ages 12-16 will be diverted to the Court Designated Worker on the first offense to include diversion a probation period of two (2) years. All subsequent violations will result in contempt of court with juvenile charges of detention, and parental charges of fines and or jail time.
- Students ages 17-21 will be prosecuted by the County Attorney as adults with charges including fines and/or detention time. Parents of these students may be prosecuted if reasons dictate.

### **Make-up Work**

Students with excused absences/tardies will be allowed to make up all missed work. All missed work during an excused event must be requested by the student or parent/guardian either during the event or on the day the student returns to school. All work assigned during a student's excused event may be submitted without penalty upon the student's return at a time agreed to by the teacher and student but no fewer than the number of consecutive days absent/tardy.

Students shall make up all graded class work and tests assigned during an unexcused event or out-of-school suspension. All missed work during an unexcused event/out-of-school suspension must be requested by the student or parent/guardian either during the event or on the day the student returns to school. A timeline for the completion of all missed work and/or tests will be determined by the teacher and the student and shall not exceed the number of days the student was out of school. In the case of out-of-school suspensions, graded class work/tests will be accepted for partial credit (with no more than one letter grade reduction). In addition, the privileges of attending the Homecoming Dance, attending Prom, parking on campus, attending pep rallies, participating in window painting, attending the senior trip, and any other activity determined by the principal/designee may be withheld.

### **Home Hospital (Homebound)**

Students with an extended, non-contagious illness are encouraged to apply for homebound services to prevent excessive absences and maintain their schoolwork with a teacher assigned to meet with them twice each week. Students will not be allowed to attend any school activities (including, but not limited to ballgames, prom, homecoming/dances, window painting, etc.) while on HH.

### **Excessive Absences/Tardies**

Once a student has accumulated 10 or more unexcused events, the student's driving/parking privileges will be revoked. In addition, the privilege of attending Prom, Homecoming, pep rallies, window painting and any other activity determined by the principal will be withheld.

### **Appeals Procedure**

Once a student has exceeded the allowed number of absences and been notified of disciplinary action, the student and/or parent may appeal to the Director of Pupil Personnel within three days. A committee will be formed to review, in an informal hearing, if the absences are satisfactorily justified. If the student and/or parent are not satisfied with the results of the hearing, they may

request to present their case to the superintendent for a final decision. It is suggested that the student/parent first meet with the school principal to resolve the attendance issue.

Notwithstanding any other provision of this Policy, students whose absence is determined to actually have “skipped” class or classes, with or without permission of their parent(s) or legal guardian, will be dealt with in accordance with the student discipline code.

**References:**

KRS 36.396, KRS 38.470, KRS 158.070, KRS 158.183, KRS 158.293 KRS 158.294, KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180  
702 KAR 007:125  
OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

**Related Policies:**

09.122; 09.1231; 09.4281

**Addendum:**

KRS 159.051 (effective date – August 1, 2007). The “No Pass/No Drive” Statute results in the denial or revocation of a student’s driver’s license for 1.) Academic deficiency or 2.) Dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

**RULE 34. ATHLETICS/ACTIVITIES**

(Middle School, High School, Dual Enrollment)

**PURPOSE OF HANDBOOK**

The purpose of this rule/handbook is to give the student athlete and his/her parents a guide to the athletic opportunities offered by Dawson Springs Jr/Sr High School. This rule/handbook will assist the student athlete, parents, staff members, and administration involved in the athletic program to carry out their responsibilities.

**INTRODUCTION**

Student participation in the athletic program at Dawson Springs High School is entirely voluntary. Participation in athletics is a privilege, not a right. The opportunity to be involved in the athletic program is extended to all students who are willing to accept certain duties and responsibilities. The student athlete should set high standards, demonstrate exemplary behavior, and display good sportsmanship at all times.

We at Dawson Springs High School believe the actions of coaches should be based on what is in the best interest of the students. A coach is a teacher and the field/court is the classroom. The program should be conducted as such.

We encourage parents and the community to support our programs, our coaches and our athletes as they are a vital part of our school culture.

**OBJECTIVES**

The athletic program serves as one of the extensions of the classroom which attempts to meet student goals through expanded learning opportunities. The athletic program not only enhances, but also reinforces the learning which occurs within the classroom. The objectives of the Dawson Springs athletic program are to provide opportunities for student athletes:

- To develop their physical talents to their maximum potential.
- To learn from experience that consequences follow the violation of a rule.
- To experience working as a member of a team in order to achieve a goal.
- To dedicate themselves to the task of achieving a given goal.
- To gain experience in problem solving and decision-making.
- To develop respect for others.
- To make real friendships with squad members, and to widen their circle of friends, and to make acquaintances on opposing teams.
- To develop athletic skills in both an individual and team setting.
- To develop the total student-athlete focusing on leadership, self-discipline, self-motivation, strong work ethic, sportsmanship and high academic achievement.
- To develop each student's self-esteem with a feeling of well-being and worth.
- To provide coaches who can impart their knowledge, skill, and strategies of their sport, and act as positive role models for our student.
- To provide a means for our athletes to grow physically, cognitively, and emotionally within a supervised athletic setting.
- To provide a focus of interest on programs for students, faculty and staff, and our community that will generate a feeling of unity and school pride.
- To provide a rewarding athletic experience for students.

### **MISSION STATEMENT**

The mission of the Dawson Springs Independent School System is to prepare our students to be confident, responsible citizens who possess the educational and social skills necessary for future growth and achievement through a community based education system emphasizing quality, excellence and high expectations.

### **PHILOSOPHY**

Athletics is an integral part of the total education process and this plays a major role in the philosophy of Dawson Springs High School. Athletics provide an opportunity for students to utilize critical thinking skills as well as put into practice those basic tenets of cooperation and personal responsibilities. Our athletic program encourages the acceptance of responsibility to self, to team, and to school. Athletics encourage good physical health and personal habits, expose our athletes to difficult lessons, and offer an opportunity to realize success. All of these experiences are desirable in the balanced growth of an individual. The athletic program will constantly strive for the development of well-rounded individuals capable of becoming successful and productive members of society.

### **SPORTS AT DAWSON SPRINGS**

#### **FALL SPORTS**

<b><i>Sport</i></b>	<b><i>Practice Begins</i></b>	<b><i>Season Begins</i></b>
<b>Cross County (Girls and Boys)</b>	July 15 <sup>th</sup>	End of August
<b>Golf (Girls and Boys)</b>	July 15 <sup>th</sup>	Last week of July

#### **WINTER SPORTS**

<b><i>Sport</i></b>	<b><i>Practice Begins</i></b>	<b><i>Season Begins</i></b>
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All facilities should be checked regularly for safety. Inspection should include fields, gyms, courts, tracks, and apparatus of all kinds.

- **Team Supervision**

Proper supervision should be provided for all participants at all practices, games, and pre-game and post-game activities.

- **Training Kit**

A properly stocked training kit of first-aid supplies should be readily available during all practices, scrimmages and games. Physical and emergency forms of all athletes must be with coaches at all times.

- **Heat Index**

During hot weather, KHSAA guidelines will be followed.

- **Trainer**

The trainer is responsible for evaluating medical issues, injuries, etc. The trainer's advice will be followed by all coaches.

### **POLICIES AND PROCEDURES**

All individuals associated with the Dawson Springs Athletic Department will follow:

- KHSAA bylaws and rules
- Dawson Springs Board of Education policies and procedures
- Dawson Springs High School Site Base policies and procedures
- Individual Coaches guidelines

### **ELIGIBILITY**

The student-athlete must meet all of the age, academic and enrollment requirements established by the KHSAA. Copies of the bylaws are available from the athletic director and on line at [www.khsaa.org](http://www.khsaa.org). Each athlete and his/her parents must read and familiarize themselves with these rules and regulations.

### **ACADEMICS**

Grades will be checked for athletic participants by current grades. Every Monday morning the Athletic Director will check all athletes' grades. The athlete must be passing 6 out of their 7 classes every week. If the athlete is not passing six classes, he/she will immediately become ineligible and will remain ineligible until the next grade check. No special tests or recitations are to be given for the purpose of making the student eligible. The only exception is if a teacher has incorrectly entered a wrong grade. Any athlete that is ineligible for 3 consecutive weeks will be dismissed from the team and will not be allowed to participate in another sport until the completion of the current sport.

Coaches may establish tougher guidelines to the above.

NCAA Clearinghouse is required for all students planning to attend a Division I or Division II college on scholarship. The athlete must take the SAT or ACT and complete required core courses to be eligible for recruitment. There is a fee to register with the clearinghouse. See a guidance counselor for more information.

### **FORMS AND RELEASES**

Before a student may participate in any sport including conditioning and practices, he/she must have the following information to the coach and/or athletic director:

- KHSAA current physical form completed by physician.
- KHSAA current emergency permission form with signature of parent and athlete. Also, name of insurance carrier should be listed along with policy number.

- Coach's rules and consequences signature sheet (must be completed by first official day of practice). – will receive from head coach.
- Transportation sign-out sheet (must be completed by date of first away contest).
- The Head Coach will be in possession of these copies of these documents at all practices and contests.

### **PHYSICAL FORM**

A yearly physical examination is required. Each athlete must have a current KHSAA physical form completed by a physician and submitted to coach and/or athletic director prior to the first day of any type of practice. A copy must be on file with coach and athletic director. Athletes cannot begin practice of any type without this form on file. The form is available in the high school office or from the Athletic/Activities Director.

### **EMERGENCY FORM**

Each athlete must have a current KHSAA Emergency form signed by parent and student and on file with coach and athletic director. Athletes cannot begin practice of any type without this form on file. The form is available in the high school office or from the Athletic/Activities Director.

### **INSURANCE**

The Dawson Springs Board of Education has insurance on each athlete. However, this insurance is a secondary policy that is limited to when the athlete is covered and the amount of coverage. This insurance will go into effect after the primary insurance has paid. Therefore, it is strongly recommended that each athlete has his/her own insurance. Information on board insurance is in the high school office.

### **MEDICAL RELEASE**

If an athlete is under the care of a physician due to an injury or illness, he/she must have a doctor's release before he/she can play in a contest or return to practice.

### **INJURY**

If an athlete is injured (minor or major) the coach should report all injuries to the AD in the main office and should fill out an accident form. If you have questions concerning an injury please contact the AD at 797-3811.

The Trainer will be available according to priorities for risk of injury and level of competition.

### **ATTENDANCE**

All student athletes are expected to be in attendance daily at school. All athletes must be in attendance at school for at least 3 ½ periods on the day of the sporting event (game, meet, practice, match, etc.) to be eligible to participate in the event. Only exception would be special approval by Principal.

### **TRANSPORTATION**

Student athletes must travel to athletic contests via transportation provided by the school. Athletes can be signed out after the contest by any of the *four individuals* designated on the athlete's sign out form (*2 parents/legal guardian and 2 additional persons age 25 or older*) prior to the beginning of the season. Only those individuals may sign an athlete out. The form with names listed must be completed prior to season. (The form is attached at back of handbook). In special circumstances, the principal may approve alternate transportation arrangements. *If a player is NOT signed out properly, they will be required to ride the bus back to the school the remainder of the season. A coach can request that his/her players ride the bus back to the school if notice has been given to the parent/guardian prior to the day of the contest or activity.*

### **EQUIPMENT/SUPPLIES**

All athletes are responsible for the proper care and security of equipment issued to them. If any equipment is not returned, is lost or has been misused or abused, the athlete will be charged with the replacement cost. The Head Coach shall inform the each athlete that he/she will not receive his/her grades until his/her financial obligation is met. Athletes still delinquent at the end of the school year will not receive a diploma until financial obligations are fulfilled. Underclassman will not be issued equipment or allowed to participate for the next sport until financial obligation is fulfilled. The Head Coach shall notify the Athletic/Activities Director of all delinquent obligations.

Practice gear and game uniforms should be worn only during practices, games, or by permission from the Head Coach. **At no time are students to wear school issued equipment or uniforms for physical education classes, for work or job-related activities, or for everyday school or social wear.**

### **VARSITY LETTERING**

The Varsity "D" chenille letter shall be presented to high school students who have satisfied the participation requirements, completes all team obligations, and/or receives the recommendation of the Head Coach. It is the responsibility of the Head Coach to ensure that athletes understand the criteria for lettering in a varsity sport. Any athlete/manager who leaves the team for any reason other than medical will forfeit their letter for the season.

### **PARENT INVOLVEMENT**

The coaching staff is responsible for determining the following: team selection, length and content of practices, game strategy, and individual playing time. These decisions will be based on the best judgment of the coach. The Head Coach shall explain during the parent meeting prior to the season his/her communication procedures. The Head Coach should always maintain professionalism in dealing with parents. If parents have concerns, it is recommended that they call the Coach and/or Athletic Director to set up a meeting rather than attempt a meaningful discussion before, during, or after a contest.

### **ATHLETES CODE OF ACCEPTABLE BEHAVIOR**

Participation on an athletic team, cheer squad or dance team at Dawson Springs High School is a privilege, and the participants must earn the right to represent Dawson Springs Athletics by conducting themselves with character, class, and exemplary behavior at all times.

Any athlete who displays any type of negative sportsmanship to a coach, teammate, official, any school personnel, or any opposing coach or opponent will be subject to disciplinary action by the coach, athletic director or administrator. *Any athlete who initiates a fight or leaves the bench area could face immediate dismissal from the team, plus school disciplinary action.*

*Also, any participant whose conduct is judged to discredit himself/herself in an activity outside school hours or away from the school setting could be subjected to disciplinary action as determined by the coach, the Athletic/Activities director, and/or the Principal.*

### **GENERAL MISCONDUCT**

When making a decision about general misconduct, it is important for our professional staff to emphasize to their participants that maintaining the highest standards of behavior at all times is of utmost importance and that "winning at any cost" is not an appropriate goal. The importance of maintaining good physical, moral and ethical behavior as well as a commitment to the core values of sportsmanship and citizenship is the strongest messages we can send to

our participants while they participate in our interscholastic or extracurricular activity programs.

The activity coach/club sponsor/music director/activities coordinator or principal shall suspend a participant for other violations considered to be unbecoming to the high standards of our interscholastic or extracurricular activity programs. These violations may include wrongful acts on and off school property, but are not limited to, commission of an act that would be a misdemeanor (other than a minor traffic violation) or a felony under the laws of the State of Kentucky, violation of the Dawson Springs Independent School District's Student Code of Acceptable Behavior, disruptive behavior, violations of particular state or local membership rules (e.g., breaking team curfew, being late for meetings, practices, or contests), general disrespect toward the coach/sponsor/teacher, players or fans and unsportsmanlike conduct to the team or program. The coach/sponsor/music director, etc. will report, as soon as reasonably possible, in writing to the athletic/activities coordinator, principal and the parents stating the violation(s) and the reason(s) for the proposed suspension and/or loss of office of the participant. Suspension under this category may be both for practice and/or contests. The length of the suspension should be applied fairly and should be commensurate with the violation(s). The principal may **overrule** a coach's, sponsor's, music director's or activity coordinator's suspension if it is deemed insufficient or inappropriate to the violation(s).

Any participant who is arrested or detained by any federal, state or local law enforcement authorities for a felony offense, or for what, if the participant were an adult would be considered a felony offense, shall be suspended from participation in all activities (including contests and practices) until a final determination of the charge(s) and adjudication. If, after consultation with the school district legal counsel, the state attorney's office indicates that felony charges, or what might be considered felony charges if the participant was an adult, will be dropped or reduced to a lesser charge, the student may be conditionally reinstated to participation. If a participant is adjudicated guilty or delinquent of the felony, or in the event that adjudication of guilt or delinquency is withheld, then the participant is subject to, depending on the charge(s), permanent ineligibility for the school calendar year activity period or the remainder of his/her high school activity period of participation or career.

### **PENALTY CARRY-OVER/MULTIPLE VIOLATIONS**

If any Activity/Athletic Code of Conduct violation occurs at or near the end of a particular activity period (such as sports season) the participant shall be ineligible for the same period of time as stated above in the next activity in which the participant participates, even if that activity does not occur until the following school year.

- A. The penalty clause applies school to school in the event a participant should move or transfer.
- B. If a participant is involved in an incident in which multiple violations involving more than one category occur, each violation shall be dealt with and the penalties will be cumulative. The incident will be considered as one (1) code violation.
- C. A student who has been determined to have violated the code on three separate occasions during their high school career shall be ineligible to participate in any interscholastic or extracurricular activity for one calendar year. Reinstatement to full participation will be determined by the principal at the conclusion of the one-year suspension.

### **• COACHES RULES AND CONSEQUENCES**

At the beginning of each season the head coach is required to give each athlete and parent a list of his/her rules and consequences. Athlete and parents must sign off stating they have read and will abide by team's rules and consequences.



- **DRUG AND ALCOHOL POLICY**

Any student-athlete known and proven to be in possession of and/or under the influence of alcohol, illegal drugs (including prescription drugs not prescribed to the student-athlete), or performance enhancing drugs by school personnel or law enforcement will be subject to the following:

**Use/Under the Influence, Possession - First Offense:**

The student athlete will be suspended from ALL athletic participation for one calendar year. Upon return, the student athlete will sign an agreement with Dawson Springs High School and the Athletic Department. In addition, it will be recommended that the student athlete participate in an assessment/treatment program prior to returning to athletic participation. If the agreement is broken, the student athlete will be banned from ALL athletics at Dawson Springs High School for the duration of the student-athlete's eligibility.

**Use/Under the Influence, Possession - Second Offense:**

The student athlete will be banned from ALL athletics at Dawson Springs High School for the duration of the student-athlete's eligibility.

**Selling, Soliciting, or being involved in a conspiracy or intent to sell or deliver – First Offense:**

Any student-athlete known and proven to be trafficking illegal or prescription drugs, alcohol, or performance enhancing drugs by school personnel or law enforcement will be subject to the following: Suspension from ALL athletic participation at Dawson Springs High School for two calendar years. Upon return, the student athlete will sign an agreement with Dawson Springs High School and the Athletic Department. In addition, it will be recommended that the student athlete participate in an assessment/treatment program prior to returning to athletic participation. If the agreement is broken, the student athlete will be banned from ALL athletics at Dawson Springs High School for the remainder of the student-athlete's eligibility.

- **TOBACCO POLICY**

Any student athlete known and proven to be in possession and/or use of ANY tobacco products at school or any school function (including any away events) will be subject to the following:

- **First Offense** – Dawson Springs High School *Code of Acceptable Behavior* consequences.
- **Second Offense** – Same as first offense plus suspension from one game.
- **Third Offense** – Same as the first offense plus suspension from ALL athletic participation for one calendar year.

- **OUT-OF-SCHOOL SUSPENSION or IN-SCHOOL SUSPENSION**

Any athlete who has been assigned OSS *shall not participate in any practice or game until the disciplinary action has been served.* This begins at the time of the assignment and extends until the commencement of the school day following the completion of disciplinary action. A student assigned In-School Suspension cannot participate or be present at any school related activity, including extracurricular, co-curricular, and/or community/school activity on the day(s) of assignment. Repeated disciplinary problems could result in the student being removed from all athletics.

- **QUITTING A SPORT**

A student will not be allowed to quit one sport for another in the same season. An athlete will not be allowed to drop a sport in season to try out for an upcoming sport if he/she is a member of a team *at the time that the first scrimmage game or first game of season (whichever has occurred first) has been played. He/she will be declared ineligible to participate in another*

*sport until the completion of the season in progress.* Even if a student is cut from one sport for not following team rules/policies, he/she may not try out for another sport during the same season.

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## **PARENTAL AND ATHLETE ACKNOWLEDGEMENT OF ATHLETIC POLICIES**

Please sign and return to the coach. This form will be kept on file in the athletic director's office. Thank you for your cooperation and support.

**I have read, understand and agree to comply with the provisions set forth in the pages of this athletic handbook.**

\_\_\_\_\_  
Athlete's Signature

\_\_\_\_\_  
Date

**I, as parent of \_\_\_\_\_, have read the rules and policies set forth for athletic participation at Dawson Springs High School, and give my son or daughter permission to participate under these conditions. I will do my part in seeing that he/she follows these rules and regulations.**

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

## **Discipline Matrix**

### **WHAT IS THE DISCIPLINE MATRIX?**

The Discipline Matrix is a tool for administrators to respond appropriately when students have committed serious violations, per the Code of Acceptable Behavior. This tool is designed to offer consistency at all levels across the District so that students are disciplined fairly from school to school when their behavior requires punishment beyond the classroom. There are two different versions of the Matrix: One to assign consequences to **elementary students** (grades K-6) and one to assign consequences to **secondary students** (grades 7-12).

The Matrix is designed to assist you and your child in understanding the consequences of seriously violating school rules. While most parents will have no need to be familiar with the Matrix, the School Board and the District want to ensure that parents are knowledgeable about the actions of its school administrators when students misbehave. The Matrix enables administrators to assign consequences consistently.

### **HOW DO I READ THE MATRIX?**

The Matrix outlines the violations in the same way as the Code of Acceptable Behavior that you have received. When a student has multiple violations in one incident, e.g. fighting using a weapon, the administrator will impose the more severe consequences.

The “A” in any row indicates the possible range of disciplinary action. The school administrator has discretion in moving to the left or right on a row depending on the student’s previous offenses or the severity of the act.

### **IS THERE ANYTHING ELSE I NEED TO KNOW?**

Yes. The Discipline Matrix does not apply to classroom management as assigned by the teacher but rather as a progressive step when a student has broken the rules requiring a principal and/or his designee to assign consequences. While continuous disregard for classroom rules will almost always be referred to an administrator, certain violations of the rules, e.g. weapon possession, assault, sexual harassment, require initial administrative action.

Like the Code of Acceptable Behavior, the Matrix is reviewed annually by the District stake holders, including parents, teachers, administrators, counselors, and other community representatives.

### **WHERE DO I GO IF I WANT FURTHER EXPLANATION OF THIS DOCUMENT?**

Should you require further explanation of the Discipline Matrix, please call your school administrator.

Dawson Springs Independent Schools  
Elementary Discipline Matrix

Law Violation	LEVEL	Documentation is required for all violations requiring administrative action.	Discipline of ESE students with disabilities shall be in accordance with state and federal laws and School Board policies.	LEGEND																							
				M = Mandatory action A = Action																							
				Prevention/Intervention	Consequences Recorded	Collaborative Problem Solving Team (RTI)	Loss of Privileges/No recess (LOP)	Threat Assessment Protocol (TAP)	Confiscation (When Applicable) CON	Restitution (When Applicable) (RES)	School Specific Consequences	Attendance/Behavior Agreement (ATA)(BEH)	Detention (DET)	Detention (Extended/Multiple) (DET)	Time Out (TMO)	In-School Suspension: Less Than 1 Day (INSR)	In-School Suspension (INSR)	Out-of-School Suspension: 1-2 Days (SSP3)	Out-of-School Suspension: 3-5 Days	Out-of-School Suspension: 6-9 Days	Out-of-School Suspension: 10 Days	Alternative Probationary Contract (BEH)	Alternative Placement (ALC)	Submit Incident Report – Notify District	Report to law Enforcement required (LAW)		
<b>Attendance Incidents</b>																											
SK 1,2	Skipping Class/Leaving class w/o permission	M	A	A						A	A	A	A		A	A											
TD 2	Tardiness, Habitual	M	M	A						A	A																
TR 2	Truancy	M	A	A						A	A				A	A											
<b>Rule Violation Incidents</b>																											
DV 1,2	Dress Code Violation	M	A	A						A		A	A		A	A											
CP 1	Cheating/Plagiarizing	M	A	A						A																	
FC 1,2	Failure to Comply With Classroom/School Rules	M	A	A						A		A	A		A	A											
DE 1,2	Unserviced Detention	M	A									A	A		A	A											
TV 2	Personal Technology Violation – Ipod, Cell/Camera Phone. <i>Punitive Action begins with the 2<sup>nd</sup> offense.</i>	M	A	A				A				A			A	A											
LS 2,3,4	Leaving School Grounds Without Permission	M	A													A	A										
OA 1,2,3	Out of Assigned Area	M	A	A								A	A		A	A											
<b>Disruptive Incidents</b>																											
RX 1,2,3	Unruly/Disruptive/Disorderly Behavior or Play	M	A	A						A		A	A	A	A	A	A										
DI 1,2,3	Disobedience/Insubordination/Defiance	M	A	A						A		A	A	A	A	A	A										
DA 3	Defiance of Authority/Habitual 01 violations (4 or more referrals required)	M	M													A	A	A	A	A	A	A	A	A	A	A	A
DA 3	Cumulative Administrative Referrals (5 or more)	M	M													A	A	A									
PR 1,2	Profane/Obscene Language	M	A							A		A	A	A	A	A	A	A									
GB 1,2,3,4	Gambling	M	A			M										A	A								M	M	
ID 1,2,3	Inciting a Disturbance	M	A													A	A			A	A	A	A	M			
L FS 2	Producing/Passing Counterfeit Money/Document	M	A			M										A	A							M	M		
FN 2,3	Forging Notes/False ID	M	A			M								A		A	A	A	A								
LY 1,2,3	Lying/Misrepresentation	M	A									A	A		A	A											
NI 1,2,3	Possession/Use of Prohibited/Distracting Items	M	A			M				A		A			A	A											
UD 1,2,3	Unauthorized Sale/Distribution of Materials (Non-Criminal)	M	A			M						A			A	A											
LD 1,2,3	Inappropriate Use of Laser Device	M	A			M						A			A	A	A	A						M			
L GA 3,4	Gang Related Activity	M	A													A	A			A	A	A	A		M		
L DC 4	Disruption on Campus (Major)	M	A														A	A	A	A	A	A	A	M	M		
L TR 2,3	Trespassing	M	A													A	A							M	M		
VA 1,2,3	Violation of Agreement	M	A												A	A	A					A					
L FA 3,4	False Fire Alarm/911 Call/Fire Extinguisher	M	A														A			A	A	A	A	M	M		
RV 1,2	Rule Violation (minor)	M	A	A		A	A	A	A	A	A	A	A	A	A												

Dawson Springs Independent Schools  
Elementary Discipline Matrix

Law Violation	LEVEL	<p>Documentation is required for all violations requiring administrative action.</p> <p><b>Discipline of ESE students with disabilities shall be in accordance with state and federal laws and School Board policies.</b></p> <p style="text-align: center;"><b>LEGEND</b></p> <p>M = Mandatory action A = Action</p>	Prevention/Intervention Consequences Recorded	Collaborative Problem Solving Team (MTSS)	Loss of Privileges/No recess	Threat Assessment Protocol	Confiscation (When Applicable)	Restitution (When Applicable)	School Specific Consequences	Attendance/Behavior Agreement	Detention	Detention (Extended/Multiple)	Time Out	In-School Suspension: Less Than One Day	In-School Suspension	Out-of-School Suspension: 1-2 Days	Out-of-School Suspension: 3-5 Days	Out-of-School Suspension: 6-9 Days	Out-of-School Suspension: 10 Days	Alternative Probationary Contract	Recommendation for Alternative Placement	Submit Incident Report – Notify District	Report to local law Enforcement required	
			Substance Abuse/Drug Incidents																					
L	DU/DP 4	Use or Possession	1 <sup>st</sup> Offense - Maximum of ten days out-of-school suspension and referral to appropriate police authorities.  2 <sup>nd</sup> Offense - Ten days out-of-school suspension, with a recommendation for Alternative Placement or expulsion and referral to appropriate authorities																					
L	DD 4	Drug or Imitation Drug Selling, Soliciting or Conspiracy/Intent to sell or deliver	M	M			M													A		A	M	M
L	DO 4	Unauthorized Use/Possession of Over-the-Counter Medication/Items	M	A	A		M		A					A	A	A	A	A	A				M	M
L	DF 4	Felony Drug Possession	M	M			M										A	A	A		A	M	M	
L	DU/DP 4	Drug Use/Possession/Under the Influence	M	M			M										A	A	A			M	M	
L	TP/TU 2,3	Tobacco Use/Possession/Sale/Transmittal	M	A			M								A	A	A					M	M	
L	AP/AU 4	Alcohol Use/Possession/Under the Influence	M	A			M										A	A	A			M	M	
L	AD 4	Alcohol Sale/Distribution/Transmittal	M	A			M										A	A	A			M	M	
<b>Acts Against Persons</b>																								
	AB 1,2,3,4	Abusive Behavior	M	A							A	A	A	A	A	A	A	A						
	FM 1,2,3	Minor Fight/Altercation/Confrontation	M	A	A			A		A	A			A	A	A	A							
L	FT 3	Fighting	M	M										A	A	A	A						M	
L	BH 2,3	Bullying/Harassment/Instigate	M	M		M									A	A	A						M	
	HR 2,3,4	Harassment (Minor)	M	A		M								A										
	HZ 3,4	Hazing	M	M		M									A	A	A							
	LZ 3,4	Making a False Accusation Against Staff	M	A											A	A	A							
L	SM 4	Sexual Misconduct/Indecent Exposure	M	M											A	A	A	A	A	A	A	M	M	
L	SH 4	Sexual Harassment	M	M											A	A	A	A	A			M	M	
L	AT 3	Assault/Threat	M	M	A	M					A	A		A	A	A	A	A	A			M	M	
L	AA 4	Aggravated Assault/Threat	M	A		M											A	A	A		A	M	M	
L	BT 3,4	Battery	M	A												A	A	A				M	M	
L	BE 4	Battery/Threat/District Employee	M	A													A	A	A		A	M	M	
L	AG 4	Aggravated Battery	M	A													A	A			A	M	M	
	TI 1,3,4	Threat of Injury to Self/Others	M	A		M								A	A	A	A	A	A		A			
	PS 3	Profane Directed Towards a Staff Member	M	A														A	A		A	A		

### Dawson Springs Independent Schools Elementary Discipline Matrix

Law Violation	LEVEL	Documentation is required for all violations requiring administrative action.	Discipline of ESE students with disabilities shall be in accordance with state and federal laws and School Board policies.	LEGEND M = Mandatory action A = Action	Prevention/Intervention Consequences Recorded	Collaborative Problem Solving Team (MTSS)	Loss of Privileges/No recess	Threat Assessment Protocol	Confiscation (When Applicable)	Restitution (When Applicable)	School Specific Consequences	Attendance/Behavior Agreement	Detention	Detention (Extended/Multiple)	Time Out	In-School Suspension: Less Than One Day	In-School Suspension	Out-of-School Suspension: 1-2 Days	Out-of-School Suspension: 3-5 Days	Out-of-School Suspension: 6-9 Days	Out-of-School Suspension: 10 Days	Alternative Probationary Contract	Recommendation for Alternative Placement	Submit Incident Report – Notify District	Report to local law Enforcement required
<b>Property Incidents</b>																									
	PT 2,3	Petty Theft < \$500	M	A	A			A	A				A		A	A	A	A	A	A					
L	GT 4	Grand Theft ≥ \$500	M	A				M	A									A	A	A	A		A	M	M
L	VT 4	Motor Vehicle Theft	M					M												A	A		A	M	M
	VD 2,3	Vandalism/Damage to Property < \$1000	M	A					A						A	A	A	A	A	A	A		A	M	
L	VD 4	Vandalism/Damage to Property ≥ \$1000	M	A					A	A								A	A	A	A		A	M	M
	CN 2,3,4	Inappropriate Use of Technology (Computers or Networks)	M	A	A					A		A		A	A	A	A	A	A						
L	IT 2,3,4	Illegal Use of Technology (Computers or Networks)	M	A	A														A	A	A		A	M	M
L	AN 4	Arson	M	A					A										A	A	A		A	M	M
L	BE 4	Burglary (Illegal Breaking and Entry Into a Facility)	M	A					A											A	A		A	M	M
<b>Other Criminal Incidents</b>																									
L	OS 4	Other Serious Incident/Delinquent Act	M	A																A	A		A	M	M
L	OC 4	Delinquent Act/Felony Off-Campus	M	A																	A		A		
L	WF 4	Weapon - Fire Arm	M	A				M														A	M	M	M
L	WK 3,4	Weapon - Knife	M	A				M											A	A	A		A	M	M
L	WO 3,4	Weapon -Other	M	A				M											A	A	A		A	M	M
L	RB 4	Robbery or Attempted Robbery	M	A				M											A	A	A		A	M	M
L	SB 4	Sexual Battery/Rape (Actual or Attempted)	M	A																	A		M	M	M
L	KA 4	Kidnapping or Abduction	M	A																		A	M	M	M
L	HO 4	Homicide	M	A																		A	M	M	M
L	EX 4	Extortion	M	A																		A	M	M	M
L	BM 4	Bomb Threat	M	A																		A	M	M	M

Dawson Springs Independent Schools  
Elementary Discipline Matrix

Law Violation	LEVEL	<p>Documentation is required for all violations requiring administrative action.</p> <p><b>Discipline of ESE students with disabilities shall be in accordance with state and federal laws and School Board policies.</b></p> <p style="text-align: center;"><b>LEGEND</b></p> <p>M = Mandatory action A = Action</p>	Prevention/Intervention Consequences Recorded	Collaborative Problem Solving Team (MTSS)	Loss of Privileges/No recess	Threat Assessment Protocol	Confiscation (When Applicable)	Restitution (When Applicable)	School Specific Consequences	Attendance/Behavior Agreement	Detention	Detention (Extended/Multiple)	Time Out	In-School Suspension: Less Than One Day	In-School Suspension	Out-of-School Suspension: 1-2 Days	Out-of-School Suspension: 3-5 Days	Out-of-School Suspension: 6-9 Days	Out-of-School Suspension: 10 Days	Alternative Probationary Contract	Recommendation for Alternative Placement	Submit Incident Report – Notify District	Report to local law Enforcement required	
			<b>Bus Behavior Incidents</b>																					
BV 1	<b>Level One Violations:</b> Eating/drinking on the bus. Failure to sit as assigned by bus operator.	M																						
	1 <sup>st</sup> Offense	Notify Parent																						
	2 <sup>nd</sup> – 3 <sup>rd</sup> Offense	1-10 day suspension from school bus transportation (BUS)																						
	Repeated/ Serious Offenses	Removal from school bus for the remainder of the semester/year. Possible school alternative placement																						
BV 2	<b>Level Two Violations:</b> Disrupting, distracting, disobeying the bus operator. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion. Placing head, arms, or legs outside of window. Loud talking or inappropriate remarks. Boarding or attempting to board (also attempting to leave) a bus other than the student’s assigned route or stop without permission.	M																						
	1 <sup>st</sup> Offense	Verbal or written reprimand from school principal or designee																						
	2 <sup>nd</sup> – 3 <sup>rd</sup> Offense	1-10 day suspension from school bus transportation (BUS)																						
	Repeated/Serious Offense	Removal from school bus for the remainder of the semester/year. Possible school alternative placement																						
L BV 3,4	<b>Level Three Violations:</b> Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus operator. Threats against the bus operator, attendant or passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting or smoking on the bus. Throwing objects out of the bus window or at the bus. Vandalism of seats or other bus equipment. Spitting out of bus window at student, pedestrians, motorists. (See Code Violations.)	M																						
	1 <sup>st</sup> Offense	5-10 day suspension from school bus transportation (BUS)																						
	2 <sup>nd</sup> – 3 <sup>rd</sup> Offense	10 day suspension from school bus transportation and/or from school																						
	Repeated/Serious Offense	Removal from school bus for the remainder of the semester/year. Possible school alternative placement																						



Dawson Springs Independent Schools  
Secondary Discipline Matrix

Law Violation	LEVEL	Documentation is required for all violations requiring administrative action.	Discipline of ESE students with disabilities shall be in accordance with state and federal laws and School Board policies.	LEGEND M = Mandatory action A = Action	Prevention/Intervention	Consequences Recorded	Collaborative Problem Solving Team (RIT)	Loss of Privileges (LOP)	Threat Assessment Protocol (TAP)	Confiscation (When Applicable) (CON)	Restitution (When Applicable) (RES)	Attendance/Behavior Agreement (ATA)(BEH)	Detention (DET)	Detention (Extended/Multiple) (DET)	Time Out (TMO)	In-School Suspension: Less Than 1 Day (INSR)	In-School Suspension (INSR)	Out-of-School Suspension: 1-2 Days (SSP3)	Out-of-School Suspension: 3-5 Days	Out-of-School Suspension: 6-9 Days	Out-of-School Suspension: 10 Days	Alternative Probationary Agreement (BEH)	Alternative Placement (ALC)	Submit Incident Report – Notify District	Report - Law Enforcement required (LAW)
<b>Attendance Incidents</b>																									
SK 1,2		Skipping Class/Leaving class w/o permission			M	A						A	A	A	A		A								
TD 2		Tardiness, Habitual			M	M						A					A								
TR 2		Truancy			M	A						A					A								
<b>Rule Violation Incidents</b>																									
DV 1,2		Dress Code Violation			M	A						A	A	A	A	A	A	A	A						
CP 1		Cheating/Plagiarizing			M	A	A																		
FC 1,2		Failure to Comply With Classroom/School Rules			M	A			A			A	A	A	A	A	A								
DE 1,2		Unserved Detention			M	A								A	A	A	A								
DE 2		Unserved Detention (Extended/Multiple)			M	A									A	A	A								
TV 2,3,4		Personal Technology Violation – Ipod, Cell/Camera Phone. <i>Punitive Action begins with the 2<sup>nd</sup> offense.</i>			M		A					A	A	A	A	A	A	A	A	A	A				
LS 2		Leaving School Grounds Without Permission			M	A	A					A					A	A	A	A					
OA 1,2,3		Out of Assigned Area			M	A	A					A	A	A	A	A	A	A	A	A					
PV 1,2,3		Parking Lot Violation			M	A	A					A	A	A	A	A	A	A	A						
<b>Disruptive Incidents</b>																									
RX 1,2,3		Unruly/Disruptive/Disorderly Behavior or Play			M	A						A	A	A	A	A	A	A	A	A					
DI 1,2,3		Disobedience/Insubordination/Defiance			M	A						A	A	A	A	A	A	A	A	A					
DA 3		Defiance of Authority/Habitual 01 violations (4 or more referrals required)			M	M													A	A	A	A	A	A	
PR 1,2		Profane/Obscene Language			M	A						A	A	A	A	A	A	A	A	A	A				
GB 1,2,3,4		Gambling			M	A		M							A	A	A	A	A	A					M
ID 2,3		Inciting a Disturbance			M	A									A	A	A	A	A	A					
L FS 2		Producing/Passing Counterfeit Money/Document			M	A		M							A	A	A	A	A						M
FN 2,3		Forging Notes/False ID			M	A		M							A	A	A	A	A						M
LY 1,2,3		Lying/Misrepresentation			M	A						A	A	A	A	A	A	A	A						
NI 1,2,3		Possession/Use of Prohibited/Distracting Items			M	A		M				A	A	A	A	A	A	A	A						
UD 1,2,3		Unauthorized Sale/Distribution of Materials (Non-Criminal)			M	A		M				A	A	A	A	A	A	A	A						
LD 1,2,3		Inappropriate Use of Laser Device			M	A		M						A	A	A	A	A	A	A	A	A	A	A	
L GA 3,4		Gang Related Activity			M	A						M	A						A	A	A		A	A	M
L DC 4		Disruption on Campus (Major)			M	A															A	A	A	M	M
L TR 2,3		Trespassing			M	A											A	A	A	A				M	M
VA 1,2,3		Violation of Agreement			M	A								A	A	A	A	A	A	A			A	A	
L FA 3,4		False Fire Alarm/911 Call/Fire Extinguisher			M	A															M		A	M	M
RV 1,2		Rule Violation (Minor)			M	A	A		A	A	A	A	A	A	A	A	A	A							

Dawson Springs Independent Schools  
Secondary Discipline Matrix

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					Substance Abuse/Drug Incidents																				
L	DU/DP 4	Use or Possession	1 <sup>st</sup> Offense - Maximum of ten days out-of-school suspension and referral to appropriate police authorities. 2 <sup>nd</sup> Offense - Ten days out-of-school suspension, with a recommendation for Alternative Placement or expulsion and referral to appropriate authorities.																						
L	DD 4	Drug or Imitation Drug Selling, Soliciting or Conspiracy/Intent to sell or deliver	M					M													M		M	M	M
L	DO 4	Unauthorized Use/Possession of Over-the-Counter Medication/Items	M	A				M							A	A	A	A	A	A	A	A	A	A	M
L	DF 4	Felony Drug Possession	M					M													M	A	M	M	M
L	DU/DP 4	Drug Use/Possession/Under the Influence	M	A				M								A	A	A	A	A	A	A	A	A	M
L	TP/TU 2,3	Tobacco Use/Possession/Sale/Transmittal	M	A				M						A		A	A	A							M
L	AP/AU 4	Alcohol Use/Possession/Under the Influence	M	A				M													A	A	A	A	M
L	AD 4	Alcohol Sale/Distribution/Transmittal	M	A				M								A	A	A	A	A	A	A	A	A	M
<b>Acts Against Persons</b>																									
	AB 1,2,3,4	Abusive Behavior	M	A								A	A	A	A	A	A	A	A	A	A	A	A	A	
	FM 1,2,3	Minor Fight/Altercation/Confrontation	M	A								A	A	A	A	A	A	A	A	A	A	A	A	A	
	FT 3	Fighting	M	A												A	A	A	A	A	A	A	A	A	
	BH 2,3	Bullying/Harassment/Instigate	M	M			M										A	A	A	A	A	A	A	M	
	HR 2,3,4	Harassment (Minor)	M	A			M								A	A	A	A	A	A	A	A	A		
	HZ 3,4	Hazing	M	M			M									A	A	A	A	A	A	A	A	M	M
	LZ 3,4	Making a False Accusation Against Staff	M	A												A	A	A	A		A	A	A		
L	SM 4	Sexual Misconduct/Indecent Exposure	M	M													A	A	A	A	A	A	A	M	M
L	SH 4	Sexual Harassment	M	M													A	A	A	A	A	A	A	M	M
	AT 3	Assault/Threat	M	M			M									A	A	A	A	A	A	A	A	M	M
L	AA 4	Aggravated Assault/Threat	M	A			M										A	A	A	A	A	A	A	M	M
	BT 3,4	Battery	M	A																	A	A	M	M	M
L	BE 4	Battery/Threat/District Employee	M	A																	A	A	A	M	M
L	AG 4	Aggravated Battery	M	A																	A	A	M	M	M
	TI 1,3,4	Threat of Injury to Self/Others	M	A			M								A	A	A	A	A	A	A				
	PS 3	Profane Directed Towards a Staff Member	M	A							A										A	A			

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<b>Property Incidents</b>																										
	PT 2,3	Petty Theft < \$500	M	A					M	A							A	A	A	A	A					
L	GT 4	Grand Theft ≥ \$500	M	A					M								A	A	A	A	A	A	A	M	M	
L	VT 4	Motor Vehicle Theft							M												A		M	M	M	
	VD 2,3	Vandalism/Damage to Property < \$1000	M	A						A							A	A	A			A	A			
L	VD 4	Vandalism/Damage to Property ≥ \$1000	M	A						A									A	A	A	A	A	M	M	
	CN 2,3,4	Inappropriate Use of Technology (Computers or Networks)	M	A	A					A							A	A	A	A	A	A	A			
L	IT 2,3,4	Illegal Use of Technology (Computers or Networks)	M	A	A					A							A	A	A	A	A	A	A	M	M	
L	AN 4	Arson	M	A						A								A	A	A	A	A	M	M	M	
L	BE 4	Burglary (Illegal Breaking and Entry Into a Facility)	M	A						A									A	A	A	A	A	M	M	
<b>Other Criminal Incidents</b>																										
	OS 4	Other Serious Incident/Delinquent Act	M	A																		A	A	A	M	M
	OC 4	Delinquent Act/Felony Off-Campus	M	A																		A	A	A	A	
L	WF 4	Weapon - Firearm	M	A					M													A		M	M	M
L	WK 3,4	Weapon - Knife	M	A					M													A	A	A	M	M
L	WO 3,4	Weapon - Other	M	A					M													A	A	A	M	M
L	RB 4	Robbery or Attempted Robbery	M	A					M													A		M	M	M
L	SB 4	Sexual Battery/Rape (Actual or Attempted)	M	A																		A		M	M	M
L	KA 4	Kidnapping or Abduction	M	A																		A		M	M	M
L	HO 4	Homicide	M	A																		A		M	M	M
L	EX 4	Extortion	M	A					M													A		M	M	M
L	BM 4	Bomb Threat/Terroristic Threatening ***	M	M																		M		M	M	M

\*\*\* **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.

Dawson Springs Independent Schools  
Secondary Discipline Matrix

Law Violation	LEVEL	<p>Documentation is required for all violations requiring administrative action.</p> <p><b>Discipline of ESE students with disabilities shall be in accordance with state and federal laws and School Board policies.</b></p> <p style="text-align: center;"><b>LEGEND</b></p> <p>M = Mandatory action A = Action</p>	Prevention/Intervention Consequences Recorded	Collaborative Problem Solving Team (MTSS)	Loss of Privileges	Threat Assessment Protocol	Confiscation (When Applicable)	Restitution (When Applicable)	Attendance/Behavior Agreement	Detention	Detention (Extended/Multiple)	Time Out	In-School Suspension: Less Than One Day	In-School Suspension	Out-of-School Suspension: 1-2 Days	Out-of-School Suspension: 3-5 Days	Out-of-School Suspension: 6-9 Days	Out-of-School Suspension: 10 Days	Alternative Probationary Contract	Recommendation for Alternative Placement	Submit Incident Report – Notify District	Report to local law Enforcement required	
			Bus Behavior Incidents																				
BV 1	<b>Level One Violations:</b> Eating/drinking on the bus. Failure to sit as assigned by bus operator.	M																					
	1 <sup>st</sup> Offense		Notify Parent.																				
	2 <sup>nd</sup> – 3 <sup>rd</sup> Offense		1-10 day suspension from school bus transportation (BUS)																				
	Repeated/ Serious Offenses		Removal from school bus for the remainder of the semester/year. Possible school alternative placement																				
BV 2	<b>Level Two Violations:</b> Disrupting, distracting, disobeying the bus operator. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion. Placing head, arms, or legs outside of window. Loud talking or inappropriate remarks. Boarding or attempting to board (also attempting to leave) a bus other than the student’s assigned route or stop without permission.	M																					
	1 <sup>st</sup> Offense		Verbal or written reprimand from school principal or designee																				
	2 <sup>nd</sup> – 3 <sup>rd</sup> Offense		1-10 day suspension from school bus transportation (BUS)																				
	Repeated/Serious Offense		Removal from school bus for the remainder of the semester/year. Possible school alternative placement																				
L BV 3,4	<b>Level Three Violations:</b> Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus operator. Threats against the bus operator, attendant or passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting or smoking on the bus. Throwing objects out of the bus window or at the bus. Vandalism of seats or other bus equipment. Spitting out of bus window at student, pedestrians, motorists. (See Code Violations.)	M																				A	
	1 <sup>st</sup> Offense		1-10 day suspension from school bus transportation (BUS)																				
	2 <sup>nd</sup> – 3 <sup>rd</sup> Offense		10 day suspension from school bus transportation and/or from school																				
	Repeated/Serious Offense		Removal from school bus for the remainder of the semester/year. Possible school																				

## **MISSION**

The Mission of the Dawson Springs Jr/Sr High School:  
Every Student Every Day Excellence For All



## **MISSION**

The Mission of the Dawson Springs Elementary School:  
Creating the leaders of tomorrow through what we do today.

# **Dawson Springs Independent School District**

# **LIVE** Dawson Springs Independent Schools **270-905-0042**

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## **SAFESCHOOLS LIVE TIP ANONYMOUS TIP LINE FOR SCHOOL SAFETY**

### **A SAFETY LINE FOR OUR DISTRICT**

As a student or parent, you have the power to keep our school district safe. Administrators rely on you to be their eyes and ears - letting them know when a member of our schools or a district building is in danger. Be a life saver and help stop school crises before they happen!

### **THE DAWSON SPRINGS SAFESCHOOLS LIVE TIP 270-905-0042**

The SafeSchools LiveTip is a completely anonymous, toll-free tip line that students and parents can access 24/7/365 - any time you need to tip off school administration about a potential crisis, such as:

- School Violence - weapons, bomb threats
- School Damage - vandalism, theft
- Physical / Sexual Abuse or Harassment
- Drug & Alcohol Issues
- Fights
- Gang Activity
- Discrimination

### **WHAT HAPPENS WHEN YOU CALL**

- A recorded message will prompt the caller to either speak with a live operator or leave a recorded message.
- Live operators are available 24/7/365 to take emergency calls.
- Messages are transcribed and emailed to the assigned district contacts. In the case of an emergency, district administrators are called at work, home, or on their cell phones.
- Each call is assigned a case number the district

