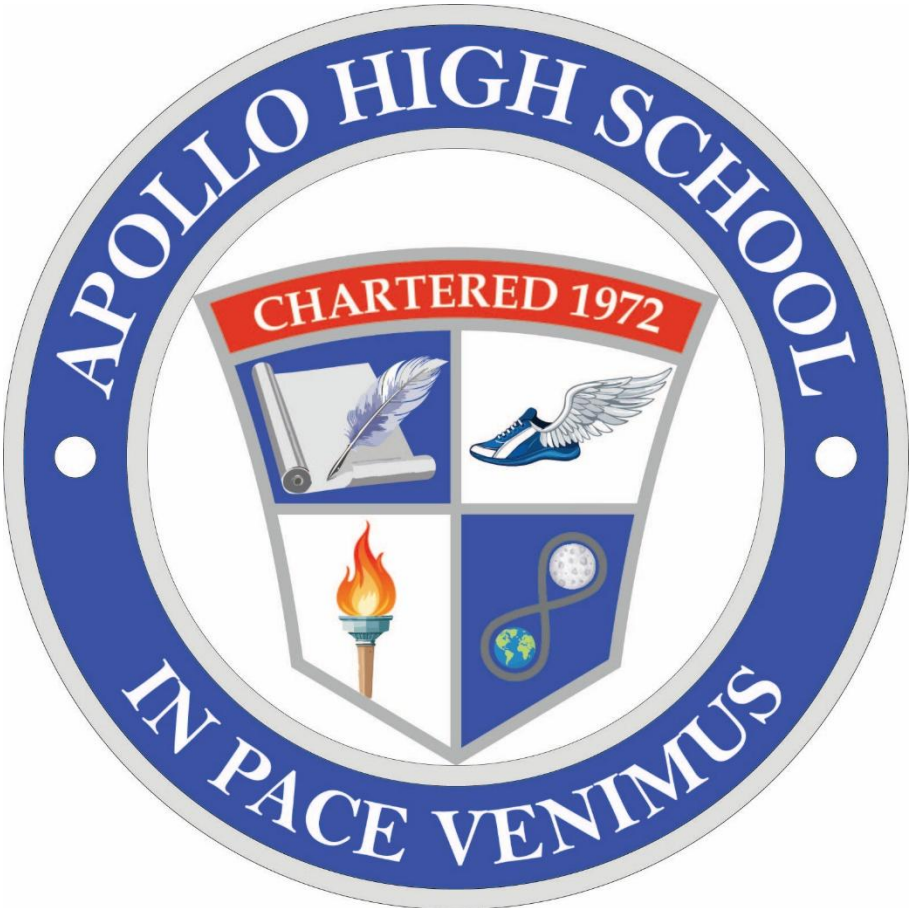
APOLLO HIGH SCHOOL



Apollo High School Mission – Vision Statement

Every Day. Every Eagle.

We are Apollo.
We celebrate differences.
We take care of each other.
We value personalized learning.
We foster a positive and safe environment.
We empower students to become responsible, successful adults.
We are always an Eagle Family – together we S.O.A.R.

2026-2027 Student Handbook

APOLLO HIGH SCHOOL



Student Handbook
2026-2027

2280 Tamarack Road
Owensboro, KY 42301
Telephone: (270) 852-7100 FAX: (270) 852-7110
Guidance: (270) 852-7105 FAX: (270) 852-7130
www.ahs.dcps.org

Mason Head	**Kyle Brown**	**Blake Warren**	**Tabitha Cernius**
Principal	Assistant Principal	Assistant Principal	Dean of Students

Building Hours

- **Main/Visitor Entrance:** (located at the front of the school facing Tamarack Rd.) – This is for student check out and visitors only. These doors will unlock at 7:30am. The office will open at 7:30am.
- **Student Drop Off-Pickup:** Front of the school, facing Tamarack Road. Doors will open at 7:00 am.
- **Student Entrance (located on the south end of the campus - new building entrance)**: This is for bus drop off **only.** These doors will unlock at 7:00am
- **Gym Lobby/Connector Entrance-** These doors will unlock at 7:30am.

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

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

Daviess County Public Schools Tip Line: 684-9466

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

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

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

Policy Statement

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

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

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

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

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

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

Asbestos Information

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

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

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

CONTENTS

CHANGES FOR 2026-2027 WILL APPEAR IN RED

ABSENCES	25
ABSENCES REQUIRING PRIOR APPROVAL	25
ACADEMIC POLICIES AND PROCEDURES	22-24
ADDRESS/TELEPHONE NUMBER CHANGES	25
ALTERNATIVE LEARNING CENTER	32
ATHLETICS	11
ATTENDANCE POLICIES & PROCEDURES	25-27
BELL SCHEDULES	6-7
BULLYING/HAZING	33
CELL PHONES	11-12, 33-34
CHECKING IN OR OUT OF CLASS	35
CHECKING IN TO SCHOOL FROM DAYS ABSENT	26
CHECK OUT POLICY	26
CHECKS	12
CIVIL RIGHTS OF STUDENTS	12
CLUBS	12
COLLEGE VISITATION DAYS	25
COMPUTER HELP LINE	3
CREDIT RECOVERY	13
CREDITS	22
DANCE GUIDELINES AND PROCEDURES	13
DISCIPLINARY ACTIONS	35
DISCIPLINE CODE OF CONDUCT	28
DISCIPLINE MARKS AND REFERRALS	35-36
DISCIPLINE POLICIES AND PROCEDURES	28-30
DISCIPLINE PROCEDURE FLOWCHART	31
DRESS CODE	14-15, 36
DRIVERS PERMIT	15
DRIVING TO AND FROM SCHOOL	15
DRIVING AND PARKING LOT RULES	36
DRUGS AND ALCOHOL (SUBSTANCE ABUSE)	29, 47-48
DUE PROCESS	16
E-LEARNING/ COMPUTER RULES	37-40
EMERGENCY DRILLS	16
EQUAL EDUCATIONAL OPPORTUNITIES	16
EXTENDED SCHOOL SERVICES (ESS) TUTORING	16
FEES – TEXTBOOK AND MATERIALS	16
FIGHTING	40
FINAL EXAM EXEMPTION POLICY	22-23
FINAL EXAMS	22
FORGED NOTES OR FALSIFYING EXCUSE	40
FUNDRAISING	17
GENERAL INFORMATION	11
GOSSIP/RUMORS	40
GRADING SYSTEM	23
GRIEVANCE PROCEDURES	17
GUIDANCE SERVICES	17
HARASSMENT/DISCRIMINATION/ABUSE	40-41
HOMEBOUND (HOME/HOSPITAL)	26
HOMELESS INFORMATION	17-18
HOMEROOM	24
HONOR CODE	41-43
ILLNESS AT SCHOOL	18
IMPROPER STUDENT CHECKOUT AND CHECK IN	43
INSUBORDINATION/DEFIANCE	43
INSURANCE	18
LEAVING SCHOOL GROUNDS WITHOUT PERMISSION	44
LIBRARY POLICY AND INFORMATION	18
LOCKERS	18
LOST AND FOUND	18

LUNCH DETENTION	44
LUNCHROOM POLICY	18-19
MAJOR CLASS DISTURBANCE	44
MAKE-UP WORK & MAKE-UP TEST CENTER	26
MAP	8-10
MEDICATION	19
MINOR CLASS DISTURBANCE	44
MISSION STATEMENT, AHS	1
MOMENT OF SILENCE	19
NOTICES AND POSTERS	19
OUT OF AREA	44
OUT OF CONTROL	44
OUT OF SCHOOL SUSPENSION	44-45
OUTSIDE FOOD	19
PDA (PUBLIC DISPLAY OF AFFECTION)	45
PLAGIARISM	41-42
PROFANITY	46
RE-ADMISSION/RE-ENTRY TO SCHOOL	47
REPORT CARDS	24
SCHEDULING/TRANSFERRING OF GRADES	24
SCHOOL BUS GUIDELINES	50-51
SCHOOL RECORDS AND THE LAW	24
SKIPPING	47
SOCIAL EVENTS	19
STEALING	47
STUDENT ASSISTANCE PROGRAM	47
STUDENT BEHAVIOR CODE	28-30
STUDENT COUNCIL AND CLASS OFFICER INFORMATION	19-20
STUDENT RESPONSIBILITIES	30
STUDENTS RELEASED FROM CLASS	27
STUDENTS WITH DISABILITIES	16
SUBSTANCE ABUSE (DRUGS AND ALCOHOL)	47-48
SUSPENSION	49
TARDY TO CLASS/TARDY TO SCHOOL	27
THREATS TOWARDS TEACHERS/STAFF/STUDENTS	46
TOBACCO/NICOTENE POSSESSION	20, 49
TRACEABLE COMMUNICATIONS	20-21
TRANSFER/TUITION STUDENTS	13-14
TRUANCY	27
VACATION DAYS, WORKDAYS, ETC. (PRIOR APPROVAL)	25
VISITORS	21
WEAPONS	29
WITHDRAWAL STUDENTS	14
YOUTH SERVICES CENTER	21

ERRORS IN THIS HANDBOOK AND COMPLIANCE

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

Bell Schedules

REGULAR SCHEDULE
Monday, Tuesday, Friday

Period		Time
1st Period		8:10 - 8:58
2nd Period		9:03 - 9:47
3rd Period		9:52 - 10:36
4th Period		10:41 - 11:25
5th Period		11:30 - 12:47
	A	11:30 - 12:00
	B	12:17 - 12:47
6th Period		12:52 - 1:36
7th Period		1:41 - 2:25
8th Period		2:30 - 3:15

REGULAR SCHEDULE
Wednesday, Thursday

W	TH		Time
1	2		8:10 - 9:42
3	4		9:47 - 11:11
5	6		11:16 - 1:09
		A	11:16 - 11:46
		B	12:39 - 1:09
Flex Time			1:14 - 1:44
7	8		1:49 - 3:15

1 Hour Delay Schedule
Monday, Tuesday, Friday

Period		Time
1st Period		9:10 - 9:50
2nd Period		9:55 - 10:31
3rd Period		10:36 - 11:12
4th Period		11:17 - 12:47
	A	11:17 - 11:47
	B	11:57 - 12:27
5th Period		12:32 - 1:08
6th Period		1:13 - 1:49
7th Period		1:54 - 2:30
8th Period		2:35 - 3:15

1 Hour Delay Schedule
Wednesday, Thursday

W	TH		Time
1	2		9:10 - 10:25
3	4		10:30 - 12:05
		A	10:30 - 11:00
		B	11:35 - 12:05
5	6		12:10 - 1:20
Flex Time			1:25 - 1:55
7	8		2:00 - 3:15

Bell Schedules

2 Hour Delay Schedule Monday, Tuesday, Friday

Period		Time
1st Period		10:10 - 10:41
2nd Period		10:46 - 11:14
3rd Period		11:19 - 11:47
4th Period		11:52 - 1:02
	A	11:52 - 12:22
	B	12:32 - 1:02
5th Period		1:07 - 1:35
6th Period		1:40 - 2:08
7th Period		2:13 - 2:41
8th Period		2:46 - 3:15

2 Hour Delay Schedule Wednesday, Thursday

W	TH		Time
1	2		10:10 - 11:08
3	4		11:13 - 12:40
		A	11:13 - 11:43
		B	12:10 - 12:40
5	6		12:45 - 1:39
Flex Time			1:44 - 2:14
7	8		2:19 - 3:15

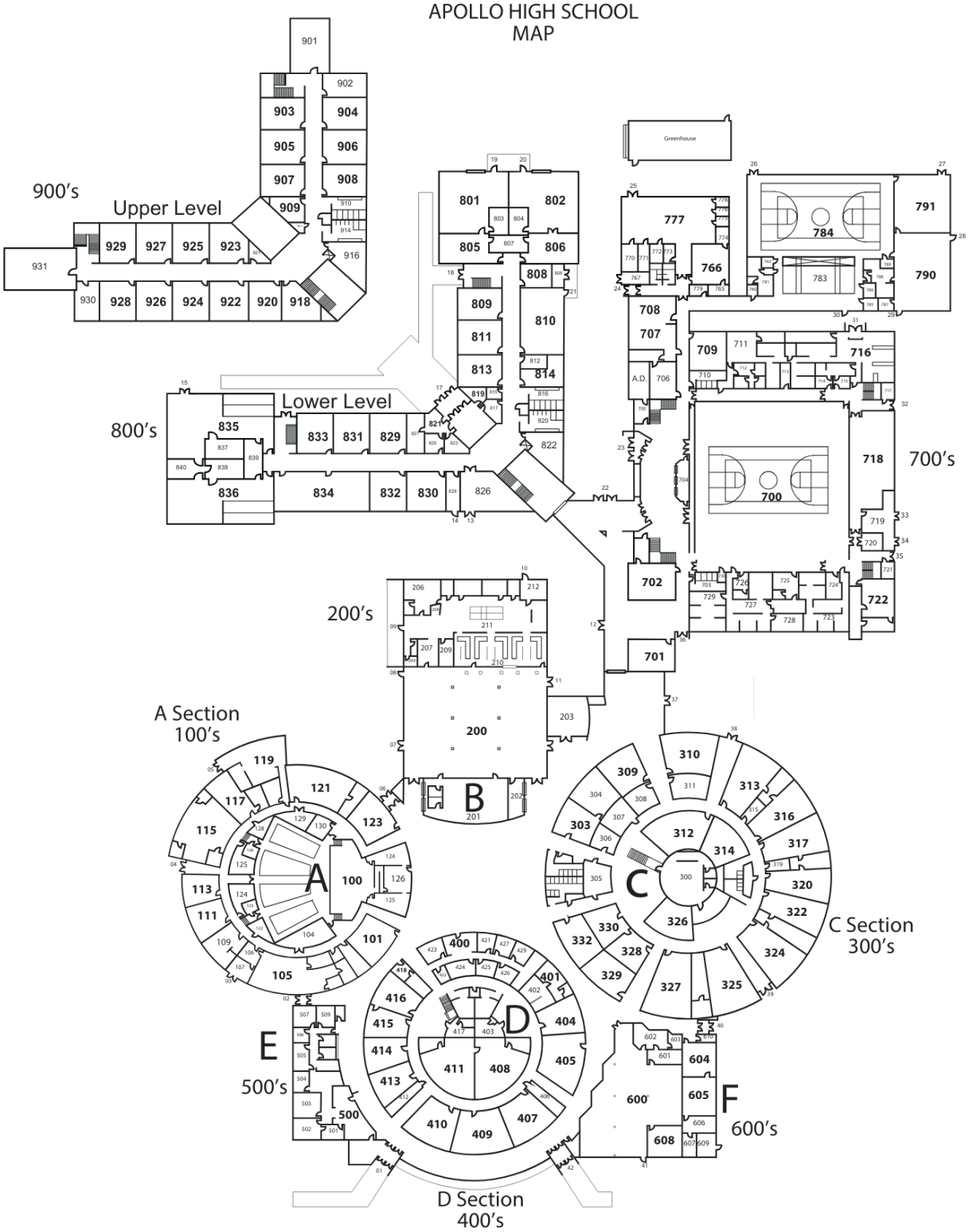
Afternoon Activity Schedule Monday, Tuesday, Friday

Period		Time
1st Period		8:10 - 8:53
2nd Period		8:58 - 9:37
3rd Period		9:42 - 10:21
4th Period		10:26 - 11:38
	A	10:26 - 10:56
	B	11:08 - 11:38
5th Period		11:43 - 12:22
6th Period		12:27 - 1:06
7th Period		1:11 - 1:50
8th Period		1:55 - 2:36
AA		2:40 - 3:15

Veterans Day Schedule Wednesday, Thursday

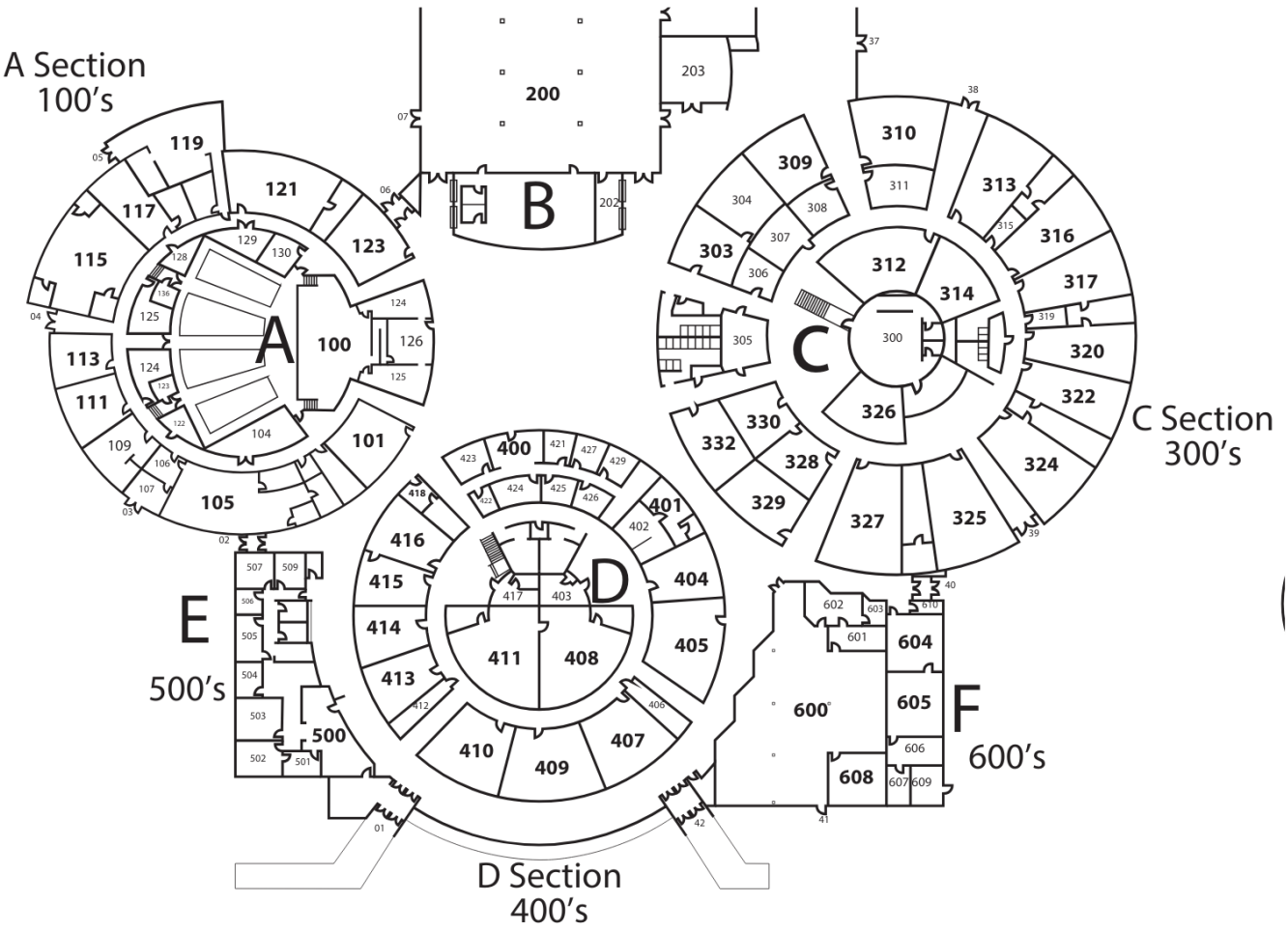
Period		Time
1st Period		8:10 - 8:20
Program		8:30 - 9:25
1st Period		9:25 - 10:04
2nd Period		10:09 - 10:43
3rd Period		10:48 - 11:22
4th Period		11:27 - 12:37
	A	11:27 - 11:57
	B	12:07 - 12:37
5th Period		12:42 - 1:16
6th Period		1:21 - 1:55
7th Period		2:00 - 2:34
8th Period		2:39 - 3:15

APOLLO HIGH SCHOOL MAP



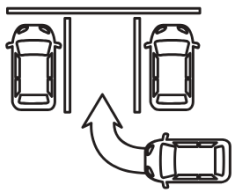
Front of Apollo to the Cafeteria/Connector

Gemini Drive



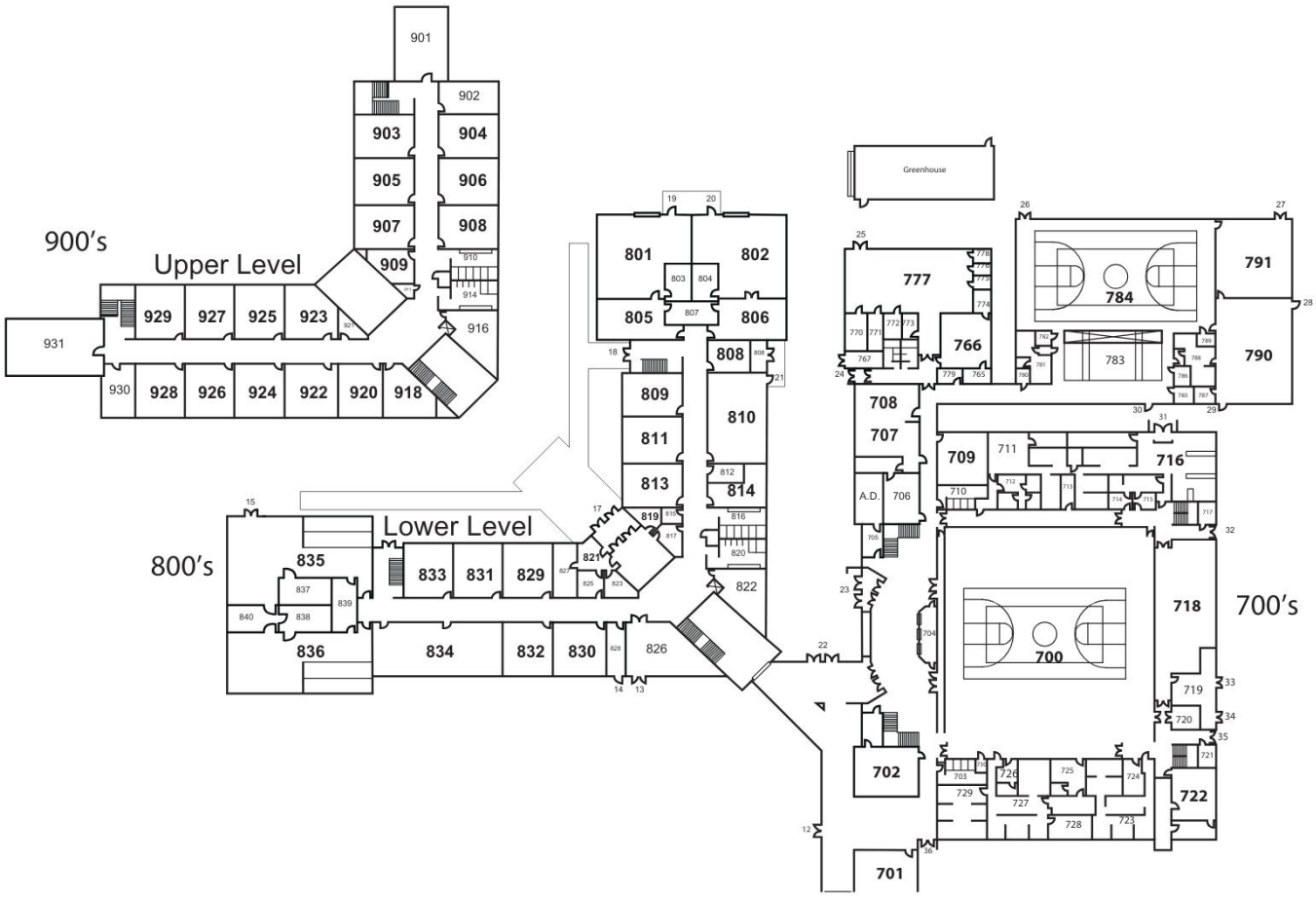
Student Drop off & Pick up

Staff & Visitor Parking Only



Connector to the Student Parking Lot





GENERAL INFORMATION

ATHLETICS

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

1. Students will not be eligible to participate in an athletic contest unless they are in attendance **at least half of the school day** of the event. All students are expected to be in school on **the day following** an athletic event.
2. An athlete who wishes to leave a team (and/or transfer to another) after the first scrimmage shall not be allowed to participate in another sport for the remainder of the sports season of the team that they have left.
3. Intramural programs are carried out through club membership or organized groups.
4. Athletes' grades will be checked weekly as required by the KHSAA and the State Department of Education. **A student athlete who is not in good standing is ineligible from Sunday to Sunday regardless of if grades improve that week.**

CELL PHONES DCPS POLICY:

Students may possess personal telecommunication devices (e.g., cell phones, headphones, tablets, other electronic devices), but devices must be turned off and out of sight from 8:00 am until dismissal.

Use of these devices is prohibited from 8:00am until dismissal bell, including class changes and lunch, except in the following situations:

- In an emergency
- When explicitly directed by a teacher for instructional use
- With prior teacher authorization
- A device authorized to use pursuant to the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or the Rehabilitation Act of 1973.

This change follows the passage of **House Bill 208** during the 2025 Kentucky Legislative session, which requires schools to prohibit student cell phone and social media use during the school day.

Cell Phone Use at School - DCPS Student Handbook

Students are prohibited from using cell phones or other personal electronic devices during the school day unless specifically authorized by a school staff member for instructional purposes only. Students may not be on social media sites during the school day unless instructed by a school staff member for instructional purposes only. All devices must remain turned off and stored out of sight during the school day, including between classes, unless permission has been granted by a teacher, administrator, or other authorized staff member.

To comply with HB 208, social media access is restricted to the DCPS OpenWifi and on student district devices. The blocked sites include but are not limited to TikTok, Snapchat, Instagram, Facebook, and Discord.

- Students may be in possession of personal telecommunication devices, but the device(s) must be powered off and stored away out of sight from 8:00 am until 3:15.
- Teachers and administrators reserve the right to confiscate a student's cell phone when a student is noncompliant with the district's cell phone policy. Students who refuse to give up their phone will be cited for insubordination.
- At the discretion of the classroom teacher, students may be allowed to use their cell phone for instructional purposes while in the classroom. The decision to use cell phones in this manner is up to the classroom teacher and must be for instructional purposes only.
- People who loan his/her phone to someone else for use during an unapproved time will be subject to the same discipline as the person using their phone.
- Apollo High School is not responsible for loss, theft, or destruction of cell phones brought on school property.

8:00 am until end of the day dismissal, all telecommunication devices are to be powered off and stored out of sight. Students are not to access devices without teacher permission.

CHECKS

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

CIVIL RIGHTS OF STUDENTS

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

CLUBS

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

CREDIT RECOVERY

Priority for Credit Recovery is only if their final grade average is 55-64%. Students that make a 54% or below will be placed back in the class at the next available opening. Priority for Credit Recovery will start with seniors that have the greatest need. Placement in Credit Recovery is generated from the **Guidance Office**.

SUMMER SCHOOL

In the case of Summer School Credit Recovery, students failing with a final grade average of 50% to 64% may be invited to attend the Summer School Credit Recovery program. Students successfully completing summer school will have their failing grade replaced with a 65% D on their transcript.

Credit Recovery

Students successfully completing credit recovery will have their failing grade replaced with a 65% D on their transcript.

DANCE GUIDELINES AND PROCEDURES

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

DISTRICT TRANSFER, TUITION, AND WITHDRAWALS

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

Transfer/Tuition **-** Any parent with a child attending the Daviess County Public Schools may petition for a cross-district transfer based on a "reasonable need". Nonresident or transfer students may be requested to interview with the principal or designee in both the current and requested school before the request is considered. Final decision rests with the Daviess County Board of

Education. The board and the school reserve the right to reject transfer/tuition requests for any of the following reasons: ***overcrowding and class size; request is for the purpose of competing in athletics; discipline; attendance; transportation; academic effort and performance; non-academic reasons; and any reason deemed advisable by the border school***. Applications for transfers can be obtained at the board of education.

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

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

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

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

DRESS CODE

Guiding Value of Apollo High School Dress Code: All students are encouraged and required to dress in a manner that is comfortable and conducive to an effective educational environment. Students are expected to arrive at school dressed in a manner that positively impacts learning, assures modesty, does not lead to a disruption of the educational environment, does not have a negative impact on school safety, and/or leads to unsatisfactory behavior.

General Points

- All undergarments and excessive skin must be covered at all times.
- Courses that require specific attire (for either a lesson or part of the curriculum) such as Business, Science, PE may include assignment specific dress

Specific Points

Students must wear

- Bottoms, tops, and shoes
    - Bottoms must be of school appropriate length

Students may NOT wear

- Swimwear
- Hoods, bandannas, and/or unsafe head coverings
- Sunglasses, unless prescribed by a doctor and documentation has been provided to school

- See through and/or strapless garments
- Garments that expose midriff
- Clothing that explicitly states or suggests any of the following:
    - ➔ Violent and/or profane language
    - ➔ Promotion of alcohol/drugs or tobacco
    - ➔ Lewd or Vile depictions, including any form of nudity
    - ➔ Anything that could be considered hate speech. This includes any emblems or wording that intend to create animosity between groups/individuals, and/or disrupt the educational environment
    - ➔ Tank tops that do not cover undergarments

School Faculty and Staff have the responsibility and authority to address dress code issues with students. **Students that are believed to be out of dress code should be sent to the Dean of Students/Assistant Principal Office.** Dean of Students/Administrator decisions on dress code matters are final.

Dress Code Consequences

** With all dress code offenses, students will be given the opportunity to correct the issue. If the infraction is not resolved, students will remain in ALC until the end of the day.

- 1st offense: 2 Discipline Marks and opportunity to correct the infraction if applicable (Note: Students may be placed in ALC until dress code infraction is corrected)
- 2nd offense: 2 Discipline Marks, phone call to parents, opportunity to correct the infraction if applicable
- 3rd offense: Lunch detention, phone call to parents, opportunity to correct the infraction if applicable
- 4th offense: One period of ALC, phone call to parents, opportunity to correct the infraction if applicable
- 5th offense: One full day of ALC, phone call to guardian, opportunity to correct the infraction if applicable.

Subsequent: Consequences to be issued at the discretion of the Dean of Students/Administration

DRIVERS PERMIT

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

DRIVING TO AND FROM SCHOOL

All students are now required to park in the student parking lot. Apollo students that drive to school must abide by the following regulations.

1. Students must park in the **designated student parking lot.**
2. Students must leave cars immediately upon arriving to school.
3. Students do not leave school grounds once they have arrived at school.
4. Upon entering the building, students will not be permitted to return to their vehicle without permission from administration.

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

1. Improper parking
2. Reckless driving
3. Failure to vacate vehicle upon arrival at school.
4. Going to the vehicle during the school day without permission.

DUE PROCESS

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

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

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

EMERGENCY DRILLS

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

EQUAL EDUCATIONAL OPPORTUNITIES

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

EXTENDED SCHOOL SERVICES (ESS) (TUTORING)

ESS will be offered in the library for students who need to receive tutoring services, have extra time to work on homework, and make-up tests. A schedule for ESS will be established at the beginning of each school year and will be posted in the library as well as on the Apollo website soon after school starts. Tutors, who may be teachers and/or students, will be available for students who have questions about homework or other school projects. Contact the ESS Coordinator for further assistance.

FEES - TEXTBOOKS AND MATERIALS

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

FUNDRAISING

All fundraising projects must be approved by the principal and the Daviess County Board of Education. Projects which involve selling merchandise to residents of our community will be limited. Students are responsible for returning either the money from sold items or the product. Failure to do so will be reflected in the student being placed on the obligation list. Fundraising money or items not returned to the school may be considered "stolen property."

GRIEVANCE PROCEDURE

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

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

GUIDANCE SERVICES

The guidance counselor aids students with such concerns as course selection, vocational choices, course or schedule changes, personal problems, college information, scholarship applications and other problems identified by the students. Students may initiate the appointment with the counselor although it will be necessary at times for the counselor to contact the student. The Guidance phone number is (270) 852- 7100.

HOMELESS INFORMATION

You have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act if your family lives in any of the following situations:
In a shelter, motel, vehicle, or campground; on the street; in an abandoned building, trailer or other accommodation; or doubled up with friends or relatives because you cannot find or afford housing.

You have the right to:

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

When you move, you should do the following:

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

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

ILLNESS AT SCHOOL

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

INSURANCE

Beginning the 2025-2026 school year, DCPS no longer offers voluntary student accident insurance. Instead, we now carry student accident coverage for all students. This is **an excess or secondary coverage** policy. This means that any other coverage held by the student or his/her family is **primary**.

Note: Students who are injured must see the school nurse for initial assessment and documentation. Athletes must inform their coach, so the appropriate documentation is filled out in a timely manner. The Coach/School Nurse/Athletic Office will then prepare the paperwork for parents/guardians to turn into the medical office to file as secondary coverage.

LIBRARY POLICY

The Apollo High School library is open each day from 7:30am – 3:15pm. Students may check out up to three books at a time for a period of two weeks. After the two-week check out period ends, students may renew their books to keep them for a further two weeks. Students will be notified on a regular basis if they have overdue materials. This may come in the form of an email, paper notes delivered in first period class, two-way communication message, or some other method as determined by the librarian. Fines are no longer assessed for overdue materials; however, appropriate charges will be made for lost or damaged books. Students who habitually disregard library policy may not be permitted to use library materials.

LOCKERS

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

LOST AND FOUND

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

LUNCHROOM POLICY

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

1. During lunch, students are not allowed in the hall or classroom area without teacher supervision.

2. During lunch, students are to use the restrooms in the Commons Area.
3. Students are to use good manners in the lunchroom and leave the area clean.
4. Any student bringing his/her lunch from home must keep it in a container until his/her lunch shift. Food and/or drinks from commercial establishments are not permitted.
5. Any student involved in improper conduct in the lunchroom will be dealt with through the discipline system.

MEDICATION

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

MOMENT OF SILENCE

During the 2025 Legislative Session, the Kentucky General Assembly passed House Bill 96 regarding a moment of silence at the beginning of each school day. Each school must have a moment of silence or reflection at the start of the school day. The law requires the following:

- The moment of silence or reflection shall be at least one minute but not exceed two minutes.
- Students are to remain seated and silent without distracting others, so each student may decide if they want to pray, meditate, or engage in any other silent activity. Whatever activity a student selects must not interfere or distract from other students' choices.

During the Moment of Silence, school rules still apply. Students are expected to act in accordance with all school rules during the Moment of Silence. Students who act outside of the confines of the school rules will be met with disciplinary action.

NOTICES AND POSTERS

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

OUTSIDE FOOD (DCPS COMPETITIVE FOOD POLICY)

Outside commercial food is prohibited and will be monitored.

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

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

Students owing school obligations will not be permitted to attend school events until obligation has been satisfied. Students that have been in ALC (3 or more days), suspended out of school, or in Center for Academic Improvement may not attend a dance during the term in which the above occurs. Prom will be the only exception and will be left at the discretion of Administration.

STUDENT COUNCIL

The Student Council is made up of representatives from each class at Apollo High School. The purpose of the organization is to promote projects that benefit the student body and lead to the betterment of Apollo High School. The organization shall provide a place for expression of individual opinions on matters that affect the students of Apollo. The organization shall be subject

to the needs and desires of the student body. The membership of the student council shall be composed of the student council officers, the class officers, and elected representatives from each class. All members must be in good standing academically and behaviorally.

Class Officer and Class Representative Elections

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

TOBACCO/NICOTINE – POSSESSION OR USE

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

TRACEABLE COMMUNICATIONS

In accordance with Senate Bill 181 and KRS 160.145, the Board of Education will designate a traceable communication system to be the **exclusive** means for District employees and volunteers to communicate electronically with students. (**Effective June 27, 2025**) Exclusive means this is the **ONLY** system that can be used for communication with students. A district employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; **or**
2. Through an unauthorized electronic communication program or application.
    a. This shall not restrict any electronic communication between a student and **their family member** who is a District employee or volunteer.
    b. Family members are defined as parents, grandparents, aunts, uncles, brothers, and sisters.
    c. This applies to all DCPS students and staff communication, regardless of whether it is professional or personal.

DCPS Communication Tools Approved for Use with Students

Daviess County Public Schools is committed to using safe and secure methods for communicating with students. Approved platforms for communication with students for school-related communication are:

- **Rooms**: Our district-provided platform is designed for two-way communication among schools, teachers, parents/guardians, and high school students.
- **Google Workspaces**: Our district's digital productivity suite includes, but is not limited to, Gmail, Classroom, Docs, Slides, and Sheets.
- **GoTo**: Our district-provided phone system for voice calls.

Consent Forms

A parent may submit written consent to authorize a designated District employee or volunteer who is not a family member to communicate electronically with their child outside of the traceable communication system. However, this will not be used for mass or group communications for teams, clubs, or extracurricular activities. If a guardian would like a copy of a form of a consent, they should reach out to the school or the person overseeing the club or organization.

- All district-sanctioned teams, clubs, and extracurricular activities **must** use the approved two-way communication software; the consent form is not an acceptable method for opting out.
- Consent forms may be used for non-school-related communication with students, such as when your neighbor's kids mow your lawn. The parent may submit a consent form allowing you to communicate with the student using a non-traceable method.

VISITORS

Students are not to bring visitors to school with them at any time, this includes brothers and sisters. All visitors to Apollo High School must come to the main office entrance (located on the Tamarack Rd. side), sign in using your driver's license, and print out a badge to wear while in the building.

YOUTH SERVICE CENTER

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

ACADEMIC POLICIES AND PROCEDURES

CREDITS

A breakdown of the Daviess County Public Schools diploma requirements for graduation can be found in the current Curriculum Guide and on the school website (www.ahs.dcps.org) under the Guidance section. For more information, you may contact the guidance office at (270) 852-7100.

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

FINAL EXAMS

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

FINAL EXAM EXEMPTION POLICY

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

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

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

Exam Exemptions

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

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

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

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

Special Circumstances

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

Good Faith Effort Request for End of Program Assessments (EOP Exams)

On behalf of the Business, Agriculture, and Engineering Departments, I am writing to request the council's approval to implement Good Faith Effort exam exemption for our students during the End-of-Program (EOP) Assessments. The EOP Exam is a comprehensive exam for students who have completed 2 or more credits in a Career and Technical Education pathway. Each exam consists of 120 questions and must be completed within a two-hour window. Students testing multiple times may only receive one EOP Good Faith Effort Exemption each year.

The purpose of this exemption is to set clear expectations, promote student accountability, and ensure that all students make a genuine effort during the testing period. The EOP exemption would outline the following expectations:

- **Attendance:**
  Students must arrive on time for each test session. They must be present on the day they are scheduled to take the exam.
- **Preparedness:**
  Students must have their devices fully charged or bring a charger for each test session.
- **Engagement:**
  Students must remain in the testing room for the full duration of the exam.
  Sleeping, disengagement, or other off-task behaviors are not permitted.
  Students must also not distract other students who are testing.
- **Effort:**
  Students must demonstrate effort on each question and use their testing time effectively.
  Students must answer all questions.

After the students complete testing and have shut their computer, they are permitted to read, color, or remain quiet and off the computer.

Following Established Good Faith Effort Policies

Using Good Faith Effort exemption will help us maintain consistent standards across classrooms and encourage students to perform to the best of their ability in these important assessments. With the Good Faith Effort Card students would have the ability to exempt ONE final exam in a course that they are passing, regardless of DM's, grade in class (must be passing), or if they are on the obligation list. The Good Faith Effort exam exemption would be provided after the test window is closed and all students have completed the exam.

Early Exams

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

GRADING SYSTEM

Apollo High School grades on the following letter system:

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

HOMEROOM

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

REPORT CARDS

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

SCHEDULING AND TRANSFERRING OF GRADES

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

SCHOOL RECORDS AND THE LAW

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

ATTENDANCE POLICIES AND RULES

ABSENCES

During the year, there will be days a student must miss due to:

(1) illness,
(2) death in the family,
(3) illness in the immediate family,
(4) medical appointments,
(5) mandated court appearances,
(6) school sanctioned activities,
(7) approved religious holidays,
(8) emergency situations.

When this occurs, **a parent or guardian of the student must call the school (852-7100) to inform the office of the cause of the absence in order for the student to receive a valid excuse.** Students will have the opportunity to make up work but must make arrangements with their teacher(s) upon returning to school. Due to various reasons some students may have to miss school an unusual number of days. Apollo High School encourages good attendance habits, although it does recognize that there are unusual circumstances. **Students can have up to four parent call-ins per semester. After the fourth day of absence, the attendance office will begin requiring a doctor's statement.** Examples of unexcused absences include, but are not limited to baby-sitting, hair appointments, personal business, job hunting, vehicle breakdown, oversleeping, vacations without prior approval, and failure of communication between parents and school after an absence. Student absences may be excused at the discretion of the school nurse.

- *A student must attend school for 1/2 day (before or after 11:45 am) in order to attend or participate in any co-curricular school function.
- *After the 4th absence (parent call-ins) per semester, Apollo will require a doctor's statement for absences to be excused.

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

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

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

ADDRESS/TELEPHONE NUMBER CHANGE

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

CHECKING IN TO SCHOOL FROM DAY(S) ABSENT

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

CHECKOUT POLICY

A student is not to leave the school grounds during the regular school day for any reason unless approval is obtained from the principal or his/her representative. A regular school day begins once a student arrives on school grounds. No one other than the parent or legal guardian may check a student out of school unless the parent has listed other individuals in their Infinite Campus Student Portal. No student will be released from school on the basis of an invalidated telephone call. School authorities designated to check out students will ask the person checking the student out for acceptable identification. No student is ever dismissed from the classroom unless the teacher is notified by office personnel. The student will not be allowed to leave if the person wanting to check the student out is not listed in Infinite Campus or the legal guardian cannot be contacted by phone to give the school permission to release their child.

1. When it is necessary for a student to leave school during the school day (doctor's appointment, etc.), please follow the checkout procedures below:
    - Parents picking up the **student: the student must be checked out through the main office (located on the Tamarack Rd. side) before leaving school. A parent must contact the school in person or by phone for permission before the student can be dismissed.**
    - Students driving themselves: the student may check out at the rear **student entrance (located on the south end of the campus - new building entrance)**
    - Only the principal or assistant principal may give a student permission to leave. Leaving school without permission constitutes skipping.
2. A student dismissed for a medical appointment, court appearance, etc. should return with verification of the appointment.
3. Any student returning to school on the same day he/she was dismissed must report to the attendance office to be admitted to classes. Students not returning on the same day should check with the attendance office the next day of return.

HOMEBOUND (HOME/HOSPITAL)

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

MAKEUP WORK AND MAKEUP TESTS DUE TO ABSENCES

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

will work with each individual teacher to determine when the work should be turned in. All absences before or after a school break will be investigated.

STUDENTS RELEASED FROM CLASS

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

TARDY TO CLASS

If a student is tardy to class, the individual classroom teacher will give a discipline mark and keep a record of this. On the 4th offense, students will be sent to the office on a disciplinary referral.

TARDY TO SCHOOL

Any student reporting to school after classes have started (8:10) will report to the Attendance or Front Office to be admitted to class. Students will receive a discipline mark for the unexcused tardy.

TRUANCY

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

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

DISCIPLINE POLICIES AND PROCEDURES

DISCIPLINE CODE OF CONDUCT

In keeping with high standards of behavior, students at Apollo High School are expected to always conduct themselves as responsible young adults, both on campus and during school-sponsored activities. Continuous adherence to these standards is required to maintain a safe and orderly learning environment. Any violation of school rules may result in immediate disciplinary action, including out-of-school suspension, referral to a district-level expulsion hearing, mandatory placement at the Center for Academic Improvement (CAI), etc. Furthermore, students who violate these behavioral standards may forfeit their privilege to attend any extracurricular school functions for the remainder of the academic year.

DISCIPLINE POLICY

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

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

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

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

i. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with the teacher's ability to conduct his class; and

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

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

STUDENT RESPONSIBILITIES

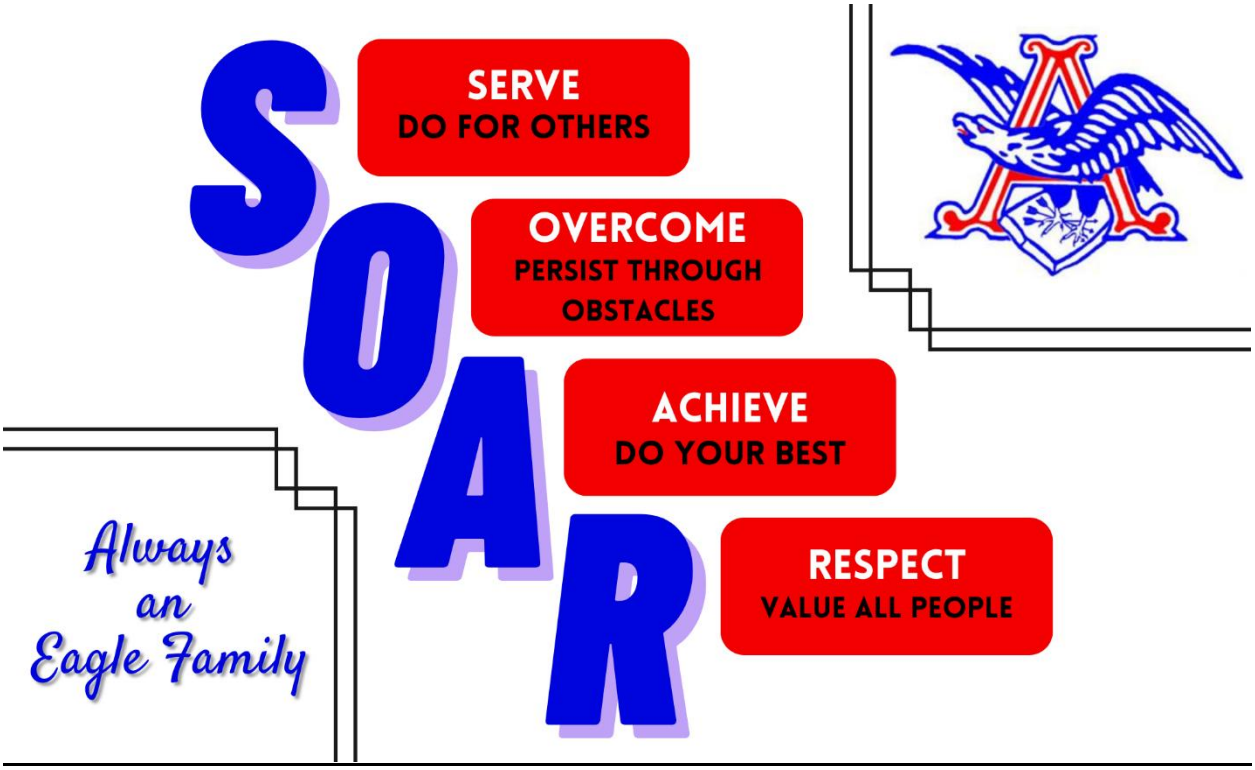
In fulfilling his/her obligations, each student shall:

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

Minor Teacher Managed Behaviors	Office Referral Behaviors
• Inappropriate language • Minor noncompliance • Lack of preparedness for class • 1st - 3rd tardy to class • 1st cell phone/device violation • Dress code - 1st - 2nd event (if fixable); send to Dean of Students if not • Minor dishonesty • Minor disruption of learning environment • Other student conduct that can be handled at teacher discretion/classroom level	◊ Abusive/Inappropriate language ◊ Major or repeated noncompliance ◊ Persistent lack of preparedness for class ◊ 4th or more tardy to class and/or excessively late to class ◊ 2nd or more cell phone/device event and/or refusal to give cell phone/device to teacher with a violation ◊ Skipping Class/Leaving Campus without permission ◊ Alcohol, tobacco, drugs, or vaping event/ concern (...if you suspect a student is under the influence/in possession of Any of these, please alert the office w/ a phone call.) ◊ Consistent or major disruption of learning environment ◊ Other student conduct that requires the involvement of the Discipline Office

Student Conduct "Cheat Sheet" for Classroom Managed Behaviors	
Cell Phone/Device Events	• **1st event:** 2 DMs and teacher takes phone and turns in to Discipline Office • **2nd event:** 1 class ALC and teacher takes phone and turns in to Discipline Office • **3rd event:** 1 Day ALC and teacher takes phone and turns in to Discipline Office • **All Subsequent Events:** Disciplinary response is at the discretion of administration • The number of cell phone violations span the length of the school year. • **If student refuses to relinquish the device, notify the Discipline Office Immediately.**
Skipping Class	• **1st event:** 1 class period referral • **2nd event:** 2 class period referrals • **3rd event:** 1 day assignment in ALC • **4th event:** 2 days assignment in ALC • ***If a student is suspected of skipping class, inform Dean of Students/Admin.
Out of Area event	• **1st event:** 2 discipline marks • **2nd event:** Student is sent to Discipline Office, or the Office is made aware
Dress Code event	• **1st event:** 2 DMs and opportunity to correct if able • **2nd event:** 2 DMs, phone call home, and opportunity to correct if able • **3rd event:** Lunch Detention, phone call home, and opportunity to correct if able • **4th event:** 1 period of ALC, phone call home, and opportunity to correct if able • **5th event:** 1 day ALC, phone call home, and opportunity to correct if able • **Subsequent Events:** Consequences to be issued at the discretion of Administration
Minor Teacher managed behavior	• **1st event:** 1 or 2 discipline marks depending on the event • **2nd event:** Classroom referral to Discipline Office & teacher contacts student's home • ***Teacher has discretion to remove student from class if behavior disrupts the learning environment
Office Referral behavior	• Student should be sent to Discipline Office with referral form, if able to send at that time, or without, if teacher sends it after class; if 1st or 2nd offense, teacher contacts student's home.

DISCIPLINE SYSTEM



Students at Apollo are encouraged to work hard, make good decisions, and do their best in ALL that they do. In short, we want our students to S.O.A.R.! Throughout the year, students that S.O.A.R. will be recognized for going above and beyond expectations!

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

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

While students are in ALC, they will surrender their phone to the ALC instructor. Failure to do so may subject students to further disciplinary action.

WHILE A STUDENT IS ON REFERRAL OR ASSIGNED TO ALC:

1. Students will have the responsibility of getting the assigned work missed in class.
2. Students must have daily assignments completed by the next class meeting. Makeup policy guidelines will be followed for tests or quizzes.
3. Upon successful completion of the ALC program, the student will receive credit for the classes missed.
4. Students will not be released from ALC until all work assigned has been completed.
5. 5. Students who have no assignments to complete while in ALC may be assigned work at the discretion of administration. These assignments would be social-emotional in nature. Students are expected to complete assignments before release from ALC

BULLYING/HAZING

KRS definition of Bullying:

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

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

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

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

Students who are found to have bullied or hazed another student will be subject to disciplinary action at the discretion of administration.

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

CELL PHONE VIOLATION

Students may possess personal telecommunication devices (e.g., cell phones, headphones, tablets, other electronic devices), but devices must be turned off and out of sight from 8:00 am until dismissal.

Use of these devices is prohibited from 8:00am until dismissal bell, including class changes and lunch, except in the following situations:

- In an emergency
- When explicitly directed by a teacher for instructional use
- With prior teacher authorization
- A device authorized to use pursuant to the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or the Rehabilitation Act of 1973.

This change follows the passage of **House Bill 208** during the 2025 Kentucky Legislative session, which requires schools to prohibit student cell phone and social media use during the school day.

Cell Phone Use at School - DCPS Student Handbook

Students are prohibited from using cell phones or other personal electronic devices during the school day unless specifically authorized by a school staff member for instructional purposes only. Students may not be on social media sites during the school day unless instructed by a school staff member for instructional purposes only. All devices must remain turned off and stored out of sight during the school day, including between classes, unless permission has been granted by a teacher, administrator, or other authorized staff member.

To comply with HB 208, social media access is restricted on the DCPS OpenWifi and on student district devices. The blocked sites include but are not limited to TikTok, Snapchat, Instagram, Facebook, and Discord.

- Students may be in possession of personal telecommunication devices, but the device(s) must be powered off and stored away out of sight from 8:00 am until 3:15.
- Teachers and administrators reserve the right to confiscate a student's cell phone when a student is noncompliant with the district's cell phone policy. Students who refuse to give up their phone will be cited for insubordination.
- At the discretion of the classroom teacher, students may be allowed to use their cell phone for instructional purposes while in the classroom. The decision to use cell phones in this manner is up to the classroom teacher and must be for instructional purposes only.
- People who loan his/her phone to someone else for use during an unapproved time will be subject to the same discipline as the person using their phone.
- Apollo High School is not responsible for loss, theft, or destruction of cell phones brought on school property.

8:00 am until end of the day dismissal, all telecommunication devices are to be powered off and stored out of sight. Students are not to access devices without teacher permission.

- **1st Offense**: Phone will be taken and turned into administration in the Discipline Office to be given back to the student at the end of the school day. The student will receive 2 DMs. Phone call home.
- **2nd Offense**: Phone will be taken and turned into administration in the Discipline Office to be given back to the student at the end of the school day. The student will serve one period of ALC. A phone call home will be made.
- **3rd Offense**: Phone will be taken and turned into administration in the Discipline Office. A guardian will be required to come to the school to pick up the phone. The student will serve one full day in ALC. A phone call to the student's guardian will be made.
- **4th and All Subsequent Offenses**: Phone will be taken and turned into administration in the Discipline Office. A guardian will be required to come to the school to pick up the phone.

Disciplinary response will be at the discretion of administration. Subsequent offenses span across the entire day, not just one class period.

CHECKING IN OR OUT OF CLASS

Students are strictly prohibited from being in the hallways during instructional time without explicit teacher permission and a valid, physical hall pass. Class check-out privileges are granted entirely at teacher discretion.

DISCIPLINARY ACTIONS

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

DISCIPLINE MARK (DM)

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

Students are provided with the opportunity to proactively reduce their active DM count through approved interventions. However, the following restriction applies:

- A student may work off a maximum of ten (10) DMs per semester.

To work off an eligible DM, students must complete an authorized intervention. The administration maintains discretion to assign, modify, or approve work-off tasks. Furthermore, only DMs may be worked off.

Discipline Marks (DMs) are utilized to track and correct minor, isolated behavioral infractions and can be assigned in and out of the classroom. However, accumulating fifteen (15) or more cumulative DMs within a single grading period constitutes a persistent pattern of non-compliance and defiance of school expectations. Upon reaching this threshold, the student's behavior will be evaluated as a chronic disciplinary issue. At the discretion of the administration, standard classroom-level consequences will be bypassed in favor of progressive administrative interventions, including but not limited to: placement on a mandatory Behavior Intervention Plan, in or out-of-school suspension, or a recommendation for a placement at the Center for Academic Improvement (CAI).

DISCIPLINE REFERRALS

Once a student has received three (3) discipline marks (DM) in a class, the next offense will result in the student being sent to the Discipline Office by the Teacher with a classroom referral. Teachers are to note the days on the referral form. **It is the responsibility of the Teacher to contact the parent of the student on the first and second referral. The Dean of Students will contact the parent for a third referral, placement in the Alternative Learning Center, or an Out of School suspensions.**

1. Offense after a third DM – first referral out of class with student returning to class the next day.
2. Next offense – second referral out of class with student being in ALC for two class periods of the class where the offense occurred
3. Next offense – third referral out of class; Disciplinary response at the discretion of administration. Phone call to parents (by administration)
4. Upon returning to class after three (3) days in ALC the cycle repeats. However, if there is another referral at the step the student will be suspended out of school for three (3) days.
5. If after returning from Out of School Suspension student conduct issues are still occurring, the student will be referred to the Center for Academic Improvement.
6. Eight (8) classroom referrals throughout the year may result in the student being referred to CAI.

******Note: if a behavior event exceeds the level of a discipline mark, a student may be sent directly to the Dean of Students/Administration on a referral before receiving any discipline marks.**

DRESS CODE VIOLATION

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

Dress Code Consequences

** With all dress code offenses, students will be given the opportunity to correct the issue. If the infraction is not resolved, students will remain in ALC until the end of the day.

- 1st offense: 2 Discipline Marks and opportunity to correct the infraction if applicable (Note: Students may be placed in ALC until dress code infraction is corrected)
- 2nd offense: 2 Discipline Marks, phone call to parents, opportunity to correct the infraction if applicable
- 3rd offense: Lunch detention, phone call to parents, opportunity to correct the infraction if applicable
- 4th offense: One period of ALC, phone call to parents, opportunity to correct the infraction if applicable
- 5th offense: One full day of ALC, phone call to guardian, opportunity to correct the infraction if applicable.

Subsequent: Consequences to be issued at the discretion of the Dean of Students/Administration

DRIVING- PARKING LOT RULE VIOLATIONS

Reckless & Improper Driving will be subject to strict disciplinary action that could include placement in ALC and/or suspension of driving privileges: Suspension of driving privileges for one (1) semester.

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

- 1st Offense: at least 2 DMs
- 2nd Offense: 1 Class Period of ALC
- 3rd Offense: 1 Day of ALC

In addition to reckless driving resulting in the revocation of a student's driving privileges, legal action may also be taken. Additionally, if an accident happens in the parking lot, it is to be reported to the Safety Resource Officer or any member of the Administration Team (Mr. Head, Mrs. Cernius, Mr. Brown or Mr. Warren.) Failure to report an accident is a crime and will be met with legal action.

E-LEARNING RULES

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

Computer Expectations

a. Computer use is for instructional purposes only during school hours. Example: no games, music, movies, or instant messaging (IM), unless explicitly directed by a teacher.
b. Student use of computers, other technology hardware, software, and computer networks (including the internet) is only allowed when supervised or granted permission by a staff member.
c. All computer users are expected to follow existing copyright laws. Copyright guidelines are posted on the district website. (Apollo High School considers not following copyright laws as stealing and breaking the law, and it will be dealt with accordingly.)
d. Although the district has an Internet safety proxy in place, students are expected to notify a staff member whenever they discover information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
e. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
f. E-mail:
1. E-mail should be used for educational or administrative purposes only.
2. All e-mail and their contents are the property of the Daviess County Public Schools and may be monitored by staff to ensure appropriate use.

Laptop Care & Financial Responsibility

Proper care of laptops throughout the year and returning the laptop with the laptop charger are the direct responsibility of the student.

Students will be assessed the value of any item(s) not returned or damaged and will be placed on the obligation list. The laptop computer and its use are the responsibility of the student to whom the computer is issued; any violation of the policy below will be the responsibility of that student as well.

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

The following behaviors represent violations of the district and school technology agreements. The administration reserves discretion when issuing consequences, which depend on the severity, frequency, and intent. Depending on the specific offense, disciplinary actions may range from a classroom correction, Discipline Mark(s), placement in the Alternative Learning Center (ALC), Out-of-School Suspension (OSS), or a formal referral to the Center for Academic Improvement (CAI). Financial restitution will also be enforced where applicable.

- Loaning laptops to another student.
- Leaving a laptop unattended or misplacing during school.

- Defacing computers by using stickers, markers, removing district labeling, or removing or covering up asset tags.
- Sending non-instructional email, IM, social networking, using chat, and/or hosting personal web pages without permission from the teacher.
- Downloading, playing games, or listening to music during school without approval.
- Using illegal software to share, downloading pirated software or music of any kind.
- Defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal material used by or on the laptop.
- Changing computer filtering, deleting, or changing security/proxy settings. Example: changing district passwords, adding passwords to screen savers with programs not uploaded from the district, such as but not limited to: Himachi, Chrome, or Foxy Proxy.
- Deleting any file or folder that the student did not create for class that causes the computer failure. Example: network operation files, VNC program.
- Downloading, playing, and storing pornographic music.
- Downloading, playing, and storing music with profanity.
- Sharing passwords, usernames, personal information online, or retrieving information without others' knowledge. Example: address, phone number. 1st Offense
- Battery not charged for class, or hard drive space full and not adequate for educational requirements.
- Sound is not always muted unless the teacher directs.
- Vandalizing a computer
- Presence of inappropriate/ non-instructional material: screen saver/wallpaper or any media with weapons, inappropriate language, alcohol, drug, or gang-related symbols.
- Unauthorized access to a school computer.
- Accessing, downloading, and exploring online locations of pornographic sites.

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

DMs = Discipline Marks

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

- Loaning laptops to another student.
- Using the computer during lunch in the commons area or dome.
  - 1st Offense 2 DMs
  - 2nd Offense 2 DMs
- Leaving a laptop unattended or misplacing during school.
- Defacing computers by using stickers, markers, removing district labeling, or removing or covering up asset tags.
- Sending non-instructional email, IM, social networking, using chat and/or hosting personal web pages without permission of the teacher.
  - 1st Offense 2 DMs
  - 2nd Offense 2 DMs
  - 3rd Offense 3 Day Suspension
- Downloading, playing games or music during school without approval.
- Using illegal software to share, downloading pirated software or music of any kind.

- Defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal material used by or on the laptop.
- Changing computer filtering, deleting, or changing security/proxy settings. Example: changing district passwords, adding passwords to screen savers with programs not uploaded from the district, such as but not limited to: Himachi, Chrome, or Foxy Proxy.
- Deleting any file or folder that the student did not create for class that causes computer failure. Example: network operation files, VNC program.
- Downloading, playing, storing pornographic music.
- Downloading, playing, storing music with profanity.
  - 1st Offense 2 DMs
  - 2nd Offense 2 DMs
  - 3rd Offense 3 Day Suspension
  - *A $15 fee may be assessed for each incident*
- Sharing passwords, username, personal information online, or retrieving information without others knowledge. Example: address, phone number.
  - 1st Offense 2 DMs
  - 2nd Offense 3 Day Suspension
  - 3rd Offense 3 to 5 Day Suspension or recommend CAI placement as determined by administration
- Battery not charged for class, or hard drive space full and not adequate for educational requirements.
- Sound not muted at all times unless teacher directed.
  - Offense 1 DM issued by classroom teacher
- Vandalizing computers
  - Offense 3 to 5 Day Suspension or recommend CAI placement as determined by administration
  - *See district reimbursement schedule for damage cost*
- Presence of inappropriate/ non-instructional material: screen saver/wallpaper or any media with weapons, inappropriate language, alcohol, drug, or gang related symbols.
  - 1st Offense 2 DMs
  - 2nd Offense 2 DMs
  - 3rd Offense 3 Day Suspension
  - *A $15 fee may be assessed for each incident*
- Unauthorized access to a school computer.
  - 1st Offense 2 DMs
  - 2nd Offense 3 to 5 Day Suspension or recommend CAI placement as determined by administration
- Accessing, downloading, exploring online locations of pornographic sites.
  - 1st Offense 3 Day Suspension
  - 2nd Offense 3 to 5 Day Suspension
  - *Any further offense may result in loss of laptop for the school year a $15.00 fee may also be assessed for each incident*

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

ELEARNING HARDWARE DAMAGE RESTITUTION SCALE

Screen replacement - $25
Touch screen replacement - $150.00
Keyboard replacement - $50
Power Supply replacement - $15
Other repairs (cameras, hinges, case) - $25
Complete Replacement for 1 to 2 year old Chromebook - $200
Complete replacement for touch-enabled Chromebook - $350.00
Complete replacement for greater than 2-year-old Chromebook $100

FIGHTING – Potential charges may be filed by the SLO (School Law Officer)

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

FORGED NOTES/FALSIFYING EXCUSE/INFORMATION OR CALLIN'S

Students are strictly prohibited from forging, altering, or falsifying any school documents, parent/guardian notes, medical excuses, official call-ins, or staff communications. Any student found engaging in falsification or forgery will be subject to disciplinary action at the discretion of the administration that may include placement in Alternative Learning Center (ALC) or Out-of-School Suspension (OSS).

GOSSIP/RUMORS

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

HARASSMENT/DISCRIMINATION/ABUSE

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

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

Examples of prohibited conduct by one student to another:

1. Sexual or Bias-Based Harassment: Unwanted physical touching, sexual or discriminatory name-calling, targeted jokes, slurs, or spreading malicious rumors regarding an individual's protected status.
2. Classroom Verbal Harassment: Subjecting peers to derogatory remarks, demeaning commentary, or harassing statements within the instructional environment.
3. Academic Discouragement: Questioning, impeding, or mocking a student's academic ability, subject choices, or classroom assignments based on their race, gender, religion, or disability.
4. Restricting Educational Access: Intentionally limiting or blocking a student's access to educational tools, resources, technology, or school facilities based on discriminatory bias.
5. Intimidation and Stalking: Stalking, tracing, following, or engaging in any form of physical, mental, or cyber-harassment designed to intimidate or cause distress to another student.

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

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

The staff and administration of Apollo High School view the actions mentioned above as serious and will deal with students through the appropriate administrative actions. Possible actions are suspension, In the Center for Academic Improvement (CAI), or expulsion from school.

Filing a harassment/discrimination grievance:

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

Possible Actions:

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

HONOR CODE

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

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

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

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

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.

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

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

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

Students Will:

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

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

Parents will:

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

Teachers will:

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

Administrators will:

1. Assure that all faculty, students, and parents have knowledge of the Apollo High School Honor Code.
2. Create a school-wide environment which encourages adherence to the Honor Code.
3. Facilitate the Standing Committee for School Ethics: This committee shall be formed each year in August. The committee shall consist of five members: 1 Guidance Counselor and 4

classroom teachers (1 English and 3 from other subject areas). Decisions of the committee may be appealed to the principal within one week of the committee's decision.

4. Enforce appropriate disciplinary actions in accordance with the Student Handbook:

- *Offenses are considered to be school wide and apply to the academic year.*
- *Once the classroom teacher has confirmed a cheating offense the student should be referred immediately to the Dean of Students and/or Assistant Principal.*

1st Offense: Student is allowed the opportunity to complete a different, teacher made, assignment/project with the highest allowed score to be 50%. Two dms will also be applied and home will be contacted.

2nd Offense: Student is assigned a zero and will NOT be given the opportunity to complete an alternative assignment/project. Students will serve a one period referral from the class

3rd Offense: Student is assigned a zero and will NOT be given the opportunity to complete an alternative assignment/project. Students will serve three days in ALC from ALL classes.

4th Offense: Student is assigned a zero and will NOT be given the opportunity to complete an alternative assignment/project. Students will be suspended from school for one day.

5th Offense: Student is assigned a zero and will NOT be given an opportunity to complete an alternate assignment/project. Students will be suspended from school for three days.

6th Offense: Student is assigned a zero and will NOT be given an opportunity to complete an alternate assignment/project. Students will be referred to The Center for Academic Improvement for a period of ten days.

IMPROPER STUDENT CHECK OUT AND CHECK IN

1st Offense	2 DMs
2nd Offense	2 Days ALC

INSUBORDINATION/DEFIANCE

Every certified teacher and administrator has the absolute authority to enforce discipline and correct student behavior in any area of the building, across the school campus, on school transportation, and at all school-sponsored functions. This campus-wide authority mirrors the structural expectations maintained within the individual classroom. Students not responding to any teacher's directions are guilty of insubordination and should be referred to the office immediately. A student may also be deemed guilty of insubordination by the administration for any repeated infraction for which the student has been previously disciplined. The consequence of insubordination/defiance will be an automatic ALC referral assignment. Students are required to promptly and respectfully comply with the directives, requests, and safety instructions of all adult school personnel in the building. This includes certified teachers, administrators, substitutes, paraeducators, cafeteria staff, custodial crews, and office personnel. School personnel outside of the certified teaching staff do not directly write up or issue formal disciplinary marks. However, they can and should immediately report any student non-compliance, disrespect, or safety violations directly to an administrator for formal disciplinary action.

LEAVING CAMPUS WITHOUT PERMISSION

- 1ST Offense is two (2) days in ALC
- 2nd Offense is three (3) days Out of School Suspension

LUNCH DETENTION

Lunch Detention is served during the student's assigned lunch shift. Upon the start of their lunch shift, students must immediately report to the cafeteria to secure their meal, and then proceed directly to the Alternative Learning Center (ALC) room—or other administrative designated area—without delay. Lunch Detention operates as an extension of the school's structured disciplinary environment, all rules, behavioral expectations, and electronic device restrictions that apply to students placed in ALC will be enforced.

MAJOR CLASS DISTURBANCE

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

MINOR CLASS DISTURBANCE

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

OUT OF AREA

Out of area can be defined as students being away from their class location without adult supervision or permission. Students are to be in their assigned area (where their class is currently meeting) at all times; unless they have received written permission or have a hall pass from their teacher or another adult. Students are not permitted in the adult workrooms or eating areas at any time except for Office aids that have been given a proper ID badge. During lunch periods students at lunch are to only use the restrooms in the Common Area.

Students who are found to be out of area will receive the following discipline:

1st Offense: 2 DMs
2nd Offense: Consequences at the discretion of the Dean of Students/Administration.

OUT OF CONTROL

Three (3) to four (4) suspensions or eight (8) or more disciplinary referrals during the school year will lead to possible recommendations for placement at Center for Academic Improvement or expulsion. Once a student returns to Apollo from CAI, the student can receive no more than three (3) additional referrals. Upon receipt of the third referral, a discipline hearing will be scheduled with the recommendation of expulsion. A petition with a court worker will be filed. (Driving privileges can be revoked)

OUT OF SCHOOL SUSPENSION

Out-of-School Suspension (OSS) Policy & Student Restrictions

1. Academic & Attendance Status

Class Attendance: Suspended students are strictly prohibited from attending regular classes, including any virtual/online class meetings or instructional sessions, for the duration of the suspension.

Absence Classification: An out-of-school suspension will be recorded as an unexcused absence and will become part of the student's official attendance record.

Make-Up Work & Testing: Suspended students are permitted to make up tests that cover material taught prior to the start date of the suspension.

2. Campus and Extracurricular Restrictions
Campus Ban: For the duration of the suspension, the student is not permitted to visit Apollo's campus, step foot on DCPS property, or access any DCPS facilities.

Activity Ban: Suspended students are strictly barred from participating in, or attending, any before-school, after-school, or co-curricular activities. This restriction applies regardless of the event's location (home or away) and includes, but is not limited to:

- Athletic practices and sporting events.
- School plays, performances, and award banquets.
- Any other school-sponsored events.
- School Dances & Prom Restriction:

Any student suspended out-of-school is ineligible to attend any school dances during the semester in which the suspension occurred.

Prom Exception: This dance restriction includes Prom. However, a single exception may be considered for Prom only, strictly at the discretion of the principal. It is the sole responsibility of the student to pursue this exception by having an in-person conversation with the principal.

3. Progressive Disciplinary Escalations
To address chronic behavioral disruptions, repeated out-of-school suspensions will trigger severe intervention protocols:

Two Suspensions: Students suspended for two separate events within a single school year may be referred to the Center for Academic Improvement (CAI). Additionally, a juvenile court petition may be filed for being beyond the Control of the school.

More Than Two Suspensions: Any student who accumulates more than two suspensions within a single school year will likely face a formal Administrative Hearing to determine further action, up to and including expulsion.

INAPPROPRIATE DISPLAY OF AFFECTION

1st Offense is (2) discipline marks
2nd Offense is (2) discipline marks and contact with parents.
Subsequent offenses will be dealt with at discretion of Dean of Students/Administration

PROFANITY

In Class or On School Property

The use of casual, non-targeted vulgarity or profane language in classrooms, hallways, common areas, or anywhere on school grounds disrupts the educational environment. Harassment & Intimidation Clause: If an administrative investigation determines that profanity directed toward a student contains threatening elements, slurs, or targeted degradation, the infraction will automatically trigger the Harassment, Discrimination, and Abuse Policy. This elevates the consequence beyond standard Discipline Marks to immediate administrative action, including but not limited to suspension and additional consequences.

Directed Toward a School Employee

Profanity, vulgarity, or verbally abusive language directed at any teacher, administrator, or adult school staff member.

Consequence: Immediate five (5) to ten (10) day Out-of-School Suspension (OSS), a mandatory administrative review, and a potential recommendation for expulsion or long-term placement at the Center for Academic Improvement (CAI) following a thorough investigation of the situation.

Consequence: Pending the results of the investigation on the part of school administration, at the very least, students will receive a DM. Additional consequences will be issued commensurate to the findings of the investigation.

PROJECT GEMINI:

Project Gemini (PG) is Apollo High School's dedicated academic intervention and enrichment period. This structured time is strategically built into the school schedule to provide students with targeted academic support, remediation, assignment make-up opportunities, and specialized enrichment sessions.

Expectations & Student Responsibility

To ensure all students maximize this instructional opportunity, participation and scheduling are mandatory. Students, if not drafted by a teacher, are required to actively select and sign up for a Project Gemini session during the designated registration window. In rare cases where a student has a direct conflict with their Owensboro Community and Technical College (OCTC) schedule, that student may be exempted from registering for Project Gemini sessions. All such exemptions require approval by the Attendance Office.

Consequences for Failing to Sign Up for Project Gemini (PG)

1st Offense: Official Warning
2nd Offense: Three (3) Days of Mandatory Lunch Detention.
3rd Offense: Five (5) Days of Mandatory Lunch Detention.
4th + Offense (Subsequent): One (1) Full Day Assignment to the Alternative Learning Center (ALC).

(Note: As established in the campus lunch detention framework, all behavioral expectations and device restrictions enforced in full-day ALC strictly apply while serving lunch detention for PG violations.)

RE-ADMISSION RELATING TO WITHDRAWALS OR EXPULSIONS

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

SKIPPING

There is clearly a difference between being on Campus while not being in class, being at home and not attending school without a parent call-in and leaving Campus without permission.

If a student is on Campus and not in class during instructional time for a "significant" amount of time:

- 1st Offense is One period classroom referral for the class skipped
- 2nd Offense is two class period referral for the class skipped
- 3rd offense is one full day in ALC
- 4th offense is two full days in ALC
- Subsequent offenses will be handled at discretion of Administration

STEALING

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

STUDENT ASSISTANCE PROGRAM

Mission Statement

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

Services Offered

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

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

Fees/Eligibility

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

Substance Abuse: Drug Use Definition

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

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

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

Substance Abuse, Drugs and Alcohol

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

When a student possesses or has consumed an alcoholic beverage, controlled dangerous substance, look alike, non-controlled substance, or other intoxicant, a principal will suspend the student, and the student will be placed in The Center for Academic Improvement (CAI) for twenty (20) days. If this is a second offense the student may be recommended for expulsion. The student and his/her parents or guardian will agree to participate in the school system's Drug/Alcohol Education Program.

Students will attend a minimum of six (6) sessions, and the parent or guardian will attend one (1) session. Students will remain in the Center for Academic Improvement Program until all requirements are fulfilled.

The student and his parents or guardian will agree to participate in the school system's Drug/Alcohol Education Program. Students will attend a minimum of six (6) sessions, and the parent or guardian will attend one (1) session. Students will remain in the Center for Academic Improvement Program until all requirements are fulfilled.

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

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

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

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

SUSPENSION

THREATENING ANOTHER STUDENT

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

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

THREATS TOWARDS TEACHERS AND STAFF

K**RS 161.190 ABUSE OF TEAC**H**ER PRO**H**IBITED -** Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. Any person who violates any of the provision of KRS 161.190 shall be guilty of a Class A misdemeanor. **** A recommendation of expulsion or Center for Academic Improvement will be made.**

TOBACCO/NICOTINE POSSESSION

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

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

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

SCHOOL BUS GUIDELINES

BUS DISCIPLINARY ACTION

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

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

DISCIPLINE JURISDICTION -

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

WAITING FOR THE BUS

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

RIDING THE BUS TO SCHOOL

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

RIDING THE BUS HOME

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

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

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

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