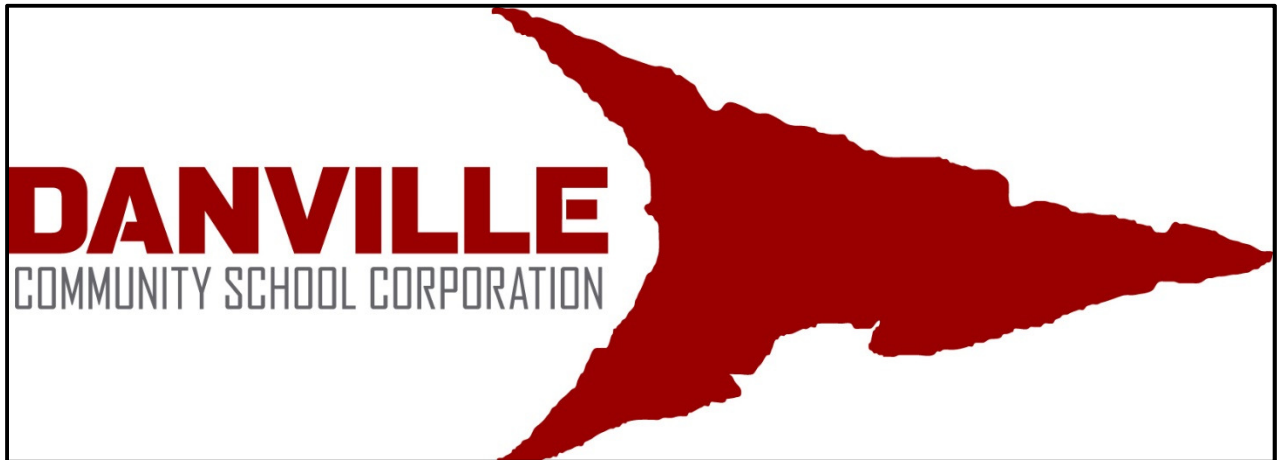


***North and South Elementary  
Student-Parent Handbook***

***2018 – 2019***



## ***TABLE OF CONTENTS AND FORWARD***

Section I: BUILDING INFORMATION pages	3-6
Section II: STUDENT ATTENDANCE pages	7-10
Section III: ACADEMICS pages	11-12
Section IV: STUDENT CONDUCT AND EXPECTATIONS pages	13-19
Section V: SERVICES pages	20-21
Section VI: SCHOOL CORPORATION POLICIES/PROCEDURES pages	22-39

### ***FORWARD***

This student handbook was developed to answer many of the commonly asked questions that families may have during the school year. Please take time to become familiar with the following information and keep the handbook available for your use. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

# **GENERAL INFORMATION**

## **DCSC STATEMENT OF PHILOSOPHY**

Education has as its goal the preparation of individuals for effective functioning in an on-going society. Our aim is to help each individual attain the highest level mentally, physically, and socially. Our curriculum and plan of operation are necessarily broad, varied, and vital in order to be challenging, interesting, and worthwhile to all the diverse elements of our public school population.

## **DCSC VISION STATEMENT**

Danville Community School Corporation, where students:

- Are provided the best learning environment, allowing them to maximize their potential.
- Are provided with engaging, flexible learning options.
- Are allowed to advance at their own pace.
- Have access to a dynamic, dedicated staff as well as well-maintained facilities.
- Are engaged in meaningful work, utilizing 21st century skills.
- Have a clear understanding of expectations.
- Master their content instead of gaining credit for seat time.
- Engage in work tailored to their individual goals, needs and interests.

## **North Elementary School**

398 Urban Street • Danville, IN 46122 • Phone: (317) 745-2610 Fax: (317) 745-3921 • General email: • northoffice@danville.k12.in.us

**Grades:** Developmental Pre-K to Second Grade

**School Day:** 7:45 a.m. to 2:10 p.m.

**Doors Open:** 7:35 a.m.

**Tardy Bell:** 7:45 a.m.

**Dismissal:** 2:10 p.m.

**Schedule:** Semesters

**Principal:** Mrs. Karen Perkins

## **South Elementary School**

1375 W. Lincoln Street • Danville, IN 46122 • (317) 745-2131 FAX: (317) 745-3918 • General email: • southoffice@danville.k12.in.us

**Grades:** Third & Fourth Grades

**School Day:** 7:40 a.m. to 2:25 p.m.

**Doors Open:** 7:25 a.m.

**Tardy Bell:** 7:40 a.m.

**Dismissal:** 2:25 p.m.

**Schedule:** Semesters

**Principal:** Mrs. Tina Noe

## **DISTRICT CONTACT INFORMATION**

Administration Offices - 317-745-2122  
Food Service - 317-745-0366  
Special Services - 317-745-7487  
Transportation - 317-745-6875

## **SCHOOL DISTINCTIONS AND TRADITIONS**

School Mascot - Warrior

School Colors - Crimson and Gray

School Newsletter- Smoke Signal

## **BOOK RENTAL**

A basic book rental fee is charged for each grade level. Every student is obligated to give his/her books the best of care. Please be sure your student's name is written in the book in case it is misplaced. Lost or damaged textbooks must be paid for or replaced by the student. In the case of students withdrawing or enrolling throughout the school year the following assessments will apply.

<b>If you withdraw during...</b>	<b>Your refund will be...</b>
Semester 1	All costs associated with courses listed on the invoice for semester 2
Semester 2	A prorated charge will be determined based upon the number of days remaining in the semester
<b>If you enroll during...</b>	<b>You will be charged...</b>
Semester 1	100% of semester 1 and semester 2
Semester 2	100% of semester 2

## **PAST DUE FEES**

Parents/Guardians understand that they are financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities, fund raisings and tuition. They shall also be responsible for all reasonable costs of the collection of their account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

## **CHANGE OF ADDRESS / DEMOGRAPHICS**

If at any time during the school year a student moves to a different address, the change must be reported to the office. It is also important to update us as to change in phone number, email address, and any other demographic changes.

## **CHANGES IN TRANSPORTATION**

If a student has a change in routine, either destination or pick up, the school must be contacted by parent of legal guardian prior to 1:30. Destination change notification may be made by a signed note, a phone call to the office or an email to either [northoffice@danville.k12.in.us](mailto:northoffice@danville.k12.in.us) or [southoffice@danville.k12.in.us](mailto:southoffice@danville.k12.in.us). We ask that you do not email this information only to your child's teacher in the event that he or she is absent or unable to check their email. Last minute changes are often difficult to get to the classroom and sometimes panic or scare a child. Office personnel deliver message to students and staff immediately before dismissal.

## **DROP OFF/PICK UP OF STUDENTS**

Students who do not ride a bus, but are brought to school by a parent or other adult, are to remain in their vehicles under the supervision of the parent or other adult until the bell rings. Entrance times at North Elementary are 7:35 a.m. and at South Elementary are 7:25 a.m. No student should enter the building or be left unattended at any time on the school grounds. Once students arrive at school they should remain on school property unless given permission by school personnel.

**Auto traffic is not permitted in the bus pick-up areas. We ask that all auto traffic yield to the buses as they enter and exit the school grounds.**

North Elementary parents should drop off and pick up students at the front door.

South Elementary parents should drop off and pick up students at the southwest gym entrance.

## **ELECTRONIC DEVICES**

Any electronic devices, such as cell phones or iPods, must always be turned off and kept in the student's backpack. Any use of electronic devices during school hours, without teacher permission, shall result in disciplinary action. At no time can these devices, particularly with a camera feature, be used to invade the privacy of another student.

If a device is confiscated due to improper use, the device will be sent to the office. For the first offense, the student may pick up their device in the office at the end of the school day. For any additional times the device is confiscated, a parent will need to pick up the device from the school office during regular school hours.

It should be noted that the school is not responsible for lost, stolen, or damaged devices.

## **LIFE SKILLS AND CHARACTER EDUCATION**

At Danville North and South Elementary, we believe students can make a difference in how successful their experience is here at school. We want students to realize the difference they can make in not only their lives, but the lives of those around them. We believe each student can make a difference by:

- Being respectful
- Being responsible
- Being reliable
- Demonstrating safe behaviors.

## **NEWSLETTER**

The Smoke Signal is the monthly newsletter for North and South Elementary families. It is sent out electronically on the last Friday of each month and is available on the school website. In the event that a family does not have access to email, a hard copy of the newsletter will be sent home with the student.

## **NON-CUSTODIAL PARENTS**

Upon written request, a non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary action records. The non-custodial parent will also be allowed to participate in conferences with the classroom teacher or special education case conferences and annual case reviews.

The student will not be released to the non-custodial parent unless written permission is given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, or outline other restrictions of, the non-custodial parent.

## **VISITORS, VOLUNTEERS AND VISITOR BADGES**

Visitors and volunteers are welcome. Parents should coordinate visits and volunteer time with their child's teacher(s). All visitors are expected to check in at the office, produce a driver's license or ID to obtain a visitor's badge. In our attempts to secure our buildings, all appointments will be verified. Please do not be offended if you are stopped if you do not have a visible visitor's badge displayed. It is the practice of Danville North and South Elementary staff to stop anyone en route without a visitor's badge.

If you plan to volunteer or chaperone, we require a current criminal history check on file. We also ask, that in order to avoid distractions from teaching and learning, other arrangements be made for preschool aged children during the school day or on field trips.

# **STUDENT ATTENDANCE**

## **ATTENDANCE REPORTING PROCEDURES**

1. A Parent or guardian must contact the school before 8:45AM of the day the absence occurs to notify the school of the absence. Parents may either call or email the school office to report an absence. If no parent contact is made, parents will be contacted by the school office. Absences must be reported within 24 hours. We ask that all medical notifications be submitted within one week. Missed work should be completed in a timely fashion per the teacher's discretion.

When calling include the following information:

- The student's name
- Name of the person making the call and relationship to the student
- The reason for the absence
- The date(s) of the absence(s) and periods if not for the entire day.
- Phone number so call can be verified.

2. If a parent or guardian does not have access to a phone, a note from a parent/legal guardian will be accepted on the day the student returns to school. If the absence is due to a medical, dental or other professional appointment, a note of verification from the place of business is required. The note should include the date, time and length of the appointment on professional letterhead with a phone number and address. Dr.'s notes may be requested if the student has an extended illness

## **EXCUSED ABSENCES**

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

## **UNEXCUSED ABSENCE**

An unexcused absence is any absence not covered under the definition of excused or exempt.

## **EXEMPT**

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14 ); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2- 15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2), the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal (IC 20-33-2-17.5). Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. To review the statute in entirety, refer to the Compulsory School Attendance Law.

<b>Absence as Reported</b>	<b>Absence Code</b>
Absence with Parent Contact	AE
Absence with No Parent Contact	AU
Absence Exempt	AX
Absence with Parent Contact & Documentation	AED
Tardy with Parent Contact	TE
Tardy with No Parent Contact	TU
Tardy Exempt	TX
Tardy with Parent Contact & Documentation	TED

### **MANDATED ABSENCES**

**DETENTION** – A student may be removed from class (es) for a period of time. Such removals are considered detentions. Students will be responsible for making up missed work from loss of any class time. After school detentions may be assigned by the building principal.

**SUSPENSIONS** - The principal or her designee may remove a student from a class (es) or the school for up to ten (10) days. Students will be responsible for making up missed work.

**EXPULSIONS** - The principal or his designee may suspend a student from school for ten (10) days and file a request for expulsion for the remainder of the term or the remainder of the school year.

### **COMPULSORY ATTENDANCE**

Every child between the ages of seven (7) and eighteen (18) years is required to attend school. A student may not withdraw until the age of 18 and an exit interview is conducted. The Board of School Trustees of the Danville Community Schools designate the following school personnel to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school: Principal, Assistant Principal or Guidance Counselor.

It is imperative that students attend each school day. In order to meet the goals of elevating student achievement to increasingly higher levels and closing the gaps in student achievement, it is imperative that students regularly attend school to receive uniform and appropriate instruction. Consistent school attendance, academic success and school completion have a positive correlation. Learning is a result of active participation in classroom and other school activities, which cannot be replaced by individual study. Parents are ultimately responsible to ensure that their children attend school on a regular basis.

### **LATE ARRIVALS**

Students will be considered tardy if they are not in the classroom when attendance is taken after the tardy bell rings. When a student is tardy, the parent must escort the child into the building and sign the child in at the office. Children who are tardy to school miss important instructional time and often spend the rest of the day trying to catch up with the other students. Arriving after the school start time, leaving early, or being signed out for a portion of the day will be marked as tardy. Five tardies may result in a phone call or letter from school personnel. Additional tardies may result in an attendance contract or referral to outside agencies such as Hendricks County Court Project Attend.



## **EARLY DEPARTURES**

Students that leave classroom before 2:10 at North Elementary and 2:25 at South Elementary will be considered early departure and must be signed out in the front office. Any individual signing a student out early is required to present ID. Please note that early departure is coded as a tardy in Infinite Campus and on the student report card.

## **HABITUAL ABSENCE**

Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

## **TRUANCY**

Students who are absent from class without permission of parent(s) and school officials will be recorded as truant. Students who are truant shall be subject to disciplinary action and will receive no credit for the class (es) missed. Teachers will be notified by the principal's office of truancy and disciplinary action.

Indiana law states that under certain conditions a student may have his/her driving license suspended. The purpose of this law is to encourage student attendance and appropriate behaviors. Under Indiana Code section 18 IC 20-33-2-11 you must meet these minimum requirements for qualifying for the issuance of an operator's license or a learner's permit. 1. Be at least thirteen (13) years of age but less than 18 years of age. 2. Must not be a habitual truant under the definition of IC 20-33-8-12. A child is defined as habitual truant student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one school year. 3. If a student is defined as a habitual truant they may not receive their operator's license or learner's permit until the age of 18. 4. The governing body may determine that the individual's attendance record has improved to the degree the individual may become eligible to be issued an operator's license or a learner's permit before February 1 and October 1.

STUDENTS ARE EXPECTED TO COMPLY WITH INDIANA STATE LAW (20-8.1-3-17 AND 20-8.1-3-33) REGARDING ATTENDANCE. EVERY STUDENT WILL BE REQUIRED TO BE IN SCHOOL IN EACH CLASS EVERY DAY.

## **PROJECT ATTEND**

HENDRICKS COUNTY PROJECT ATTEND Project ATTEND is a cooperative effort between the Schools, Probation, Prosecutor and Child and Family Services in Hendricks County, Indiana. The goal is to assist the Schools in increasing their attendance rate and to reduce the number of Truancy cases filed in the Court.

## **GENERAL PROCEDURES**

1. When a child has accumulated habitual absences, the school will have the student and the parent or guardian of the student sign a Parent Attendance Contract. If the school is unable to get the parent to sign the contract within 5 school days, the PROJECT ATTEND Coordinator will be notified.
2. The PROJECT ATTEND Coordinator will then contact the parents or guardian of the child by phone, mail or both. This contact will include an attempt to gather pertinent information regarding the family and attendance issues. The parents will be notified that this is considered an official referral to the Juvenile Court and could result in future legal action.
4. If the attendance problems continue, the school should notify Project ATTEND with all updated information. A meeting will be set for the parents, child, school representative and Project ATTEND Coordinator. The Deputy Prosecuting Attorney may also be asked to attend this meeting.

5. At the above mentioned meeting, the legal consequences of non-attendance will be explained. A contract/agreement will be signed by the parents, child, school representative and Project ATTEND Coordinator, that lists any actions that should be taken and any conditions imposed on the student, parents or school.
6. If the child still continues to have attendance problems or otherwise violates the above mentioned agreement, a decision to file Truancy charges against the child, or Educational Neglect charges against the parent may be made. It is also possible that the child could continue under the existing agreement or an amended agreement.

#### **WITHDRAWAL FROM SCHOOL**

If a parent is withdrawing a student to home-school, they must submit notification in writing to the school's office. Information or answers to questions regarding the Home School Enrollment Process please contact the Indiana Department of Education's Home School Liaison at (317) 232-9111.

# **ACADEMICS**

## **CURRICULUM**

The Danville Community School District has adopted the Indiana Academic Standards as its core curriculum, which specifies the minimum expectations for learning in all grades and disciplines. High standards help teachers and parents work together to ensure academic success for all students. Parents may access a copy of the academic standards at <http://www.learningconnection.doe.in.gov>. The core curriculum is viewed as a fluid and flexible document that should respond to the learning needs of students and is impacted by the discovery of new information and technologies. Therefore, curriculum is constantly undergoing periodic and systematic analysis and revision. Teachers will provide additional information on grade level standards, curriculum expectations, as well as classroom expectations to each parent and/or student. Questions regarding curriculum may be directed to your child's teacher, the building principal, or the district Director of Academic Services.

## **GRADES AND GRADING**

North and South Elementary report progress based on mastery of individual standards.

## **HOMEWORK**

Danville Community School Corporation views homework as an important part of the education process. It is important that each student and his/her parents develop a plan to accomplish any work assigned to be completed at home. This plan should include a set time for doing homework, a set place with supplies for completing the homework, and a place to put completed work for parent approval or returning the work to school the next day. It is essential that homework be completed successfully and on time to help ensure academic progress. If you have questions about your child's homework or concerns you would like to share with the teacher, please call the school during the day, or you may contact the teacher by e-mail.

## **PARENT/TEACHER COMMUNICATION**

Teachers will regularly send updates to parents regarding classroom happenings, upcoming events, and student progress. Each year dates are set for parent/teacher conferences. You are encouraged to confer with your child's teacher at any time you feel it is necessary. Please make an appointment for a conference by calling the office so that a mutually convenient time can be arranged. Drop in visits before school are discouraged due to teachers preparing for student arrival.

## **REQUESTING HOMEWORK DUE TO ILLNESS**

Request for assignments should be made only after the student has been absent at least one day, and then the request should be made before the school day begins. Assignments may be picked up at the conclusion of the day in the office. The student has one (1) day for every day missed to make up the work.

## **RETENTION GUIDELINES**

Danville North Elementary, South Elementary and Danville Community Middle School will use the following criteria when considering retention of a student:

1. The concerns, feelings, and judgment of the parent(s)/guardian(s) have been considered.
2. A review of standardized testing, if available, has been made.
3. A review of achievement, both past and present, has been made.

## **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and program in which the student will be participating. Any questions or concerns about a student's assignment should be discussed with the principal. Requests for specific teachers will not be accepted.

## **STUDENT PROGRESS**

Parents may monitor their child's academic performance and progress at any point throughout the school year via a secure website. The account information and directions needed to use this online resource will be sent home about three weeks after the start of each school year.

Please notify the office if you do not have online access so we may share alternative options with you. Formalized reporting of student progress will be sent home for students in grades K-6 every 9 weeks. If you need to discuss progress with your child's teacher, you should call to arrange a mutually convenient time.

## **STANDARDIZED TESTING**

Students in grades three through ten are involved with the **ISTEP+** statewide testing program. The purpose of the Indiana Statewide Testing for Educational Progress-Plus (ISTEP+) program is to measure student achievement in the subject areas of English/language arts, mathematics, science, and social studies. In particular, ISTEP+ reports student achievement levels according to the Indiana Academic Standards that were adopted by the Indiana State Board of Education. The ISTEP+ assessment is criterion-referenced and is designed to measure students' mastery of the standards.

Students in grade three will take the **IREAD3** State Standardized test.

IREAD-3 is a summative assessment that was developed in accordance with House Enrolled Act 1367 (also known as Public Law 109 in 2010), which requires the evaluation of foundational reading skills for students who are in grade three to ensure that all students can read proficiently before moving on to grade four. In Accordance with PL109, **any third grade student who does not pass the IREAD 3 Test and is not in a "Good Cause Exemption" category will be retained.**

Students eligible for a Good Cause exemption include:

1. Students who have previously been retained two times prior to promotion to fourth grade.
2. Students with disabilities whose case conference committee has determined that promotion is appropriate.
3. English Learners (ELs) whose Individual Learning Plan (ILP) committee has determined that promotion is appropriate.

## **TITLE 1 RIGHT TO KNOW**

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) Parents' Right To Know, this is a notification from Danville Community School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teacher. This information regarding the professional qualifications of your students' classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications
- If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

# ***STUDENT CONDUCT and EXPECTATIONS***

## **CORE BELIEFS**

At Danville North and South Elementary, we believe students can make a difference in how successful their experience is here at school. We want students to realize the difference they can make in not only their lives, but the lives of those around them. We believe each student can make a difference by:

- Being respectful
- Being responsible
- Being reliable
- Demonstrating safe behaviors.

## **BUS CONDUCT**

School bus drivers have the same authority as teachers and have responsibility for school children between home and school. The driver will maintain order and discipline among the children on and off the bus along the route, will treat all children in a civil manner, will see that no child is mistreated while in his/her charge, and will put first the care and safety of the children.

Riding the school bus is a privilege. Improper conduct on buses or at bus stops could result in the privilege being revoked. Bus safety rules are listed below.

1. Students should be waiting at their designated boarding area when the bus arrives.
2. Each student will be seated immediately upon entering the bus.
3. No students will stand or move from place to place during the trip.
4. Indecent conduct, including boisterous or profane language, will not be tolerated.
5. Students will not be allowed to tease others, or use their hands, feet, or body in any objectionable manner, including tripping, wrestling, or hitting.
6. No windows or doors will be opened or closed except by permission of the bus driver.
7. No students will enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
8. Should a problem arise with a student, the driver will make every attempt to resolve it himself/herself. If additional assistance is needed, the driver will consult the building principal. If further help is needed, the driver will then contact the assistant superintendent.
9. Upon recommendation of the bus driver, school authorities may deny bus privileges to any student who refuses to conduct himself/herself in an appropriate manner.
10. Unsafe or improper conduct at a bus stop may also lead to suspension of riding privileges.

## **DRESS AND APPEARANCE**

All students are expected to dress appropriately for their jobs in the classroom. Any student who is not appropriately attired will not be allowed to attend class until appropriate clothing can be provided at the responsibility of the parent. Repeated violations could result in disciplinary actions.

The following will not be allowed:

- Clothing that is hazardous to the health and safety of themselves or others
- Students' shorts, skirts and dresses shorter than mid-thigh
- Clothing bearing patches, drawings, or sayings (stated or implied) which refer to drugs, alcohol, tobacco, violence, or obscenities
- Clothing that has been cut, ripped, patched or torn to the point of immodesty above the fingertip line
- Hats, bandannas, sunglasses or any type of headgear
- Shirts, blouses and/or tops of any kind of insufficient length, exposing midriffs or cleavage
- Pants that fall below the hips

- Coats, jackets or trench coats
- Accessories that are on or attached to students' clothing or bags, that could cause injury to other students or damage school property, large jewelry that causes a distraction or could cause harm to any student
- No bare feet or unsafe shoes such as shoes with skates etc.

\*Violation of dress code will result in a student being referred to the office until proper clothing is brought. Repeated violations may result in further disciplinary action.

NOTE: Students will go out for recess any day there is not inclement weather and the temperature or wind chill is above 20 degrees F. Please ensure students are dressed appropriately.

### **VANDALISM**

Vandalism and property damage to our school building and equipment cost our taxpayers. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

### **DISCIPLINARY CONSEQUENCES**

All students are expected to obey all school behavior expectations. These rules apply at school functions on or off school property. Respect and courtesy are due all school personnel at all times. Students who violate the expectations and regulations will be subject to disciplinary action that may include the following:

- Removal from the classroom or activity
- Office time out
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Referral to legal authorities
- Detention (during or after school)
- Restitution
- Other consequences deemed appropriate by the administration.

### **EXCLUSION, SUSPENSION, AND EXPULSION**

Exclusion- A teacher may exclude a student from participation in any educational function under that teacher's charge and supervision for a period not to exceed one day.

Suspension- any principal may deny a student the right to attend school or take part in any school function for a period of up to ten (10) days.

Expulsion- An expulsion is a denial of the right of a student to take part in any school function for any period greater than ten (10) school days.

1. The grounds for suspension or expulsion apply when a student is:
2. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
3. Off school grounds at a school activity, function, or event.
4. Traveling to or from school or a school activity, function, or event.

## **PROCEDURE FOR SUSPENSION**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
  - (a) A written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

## **PROCEDURE FOR EXPULSION**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

## **NO RIGHT TO APPEAL**

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals. LEGAL REFERENCE: I.C. 20-33-8-18, I.C. 20-33-8-19

## **STUDENT CONDUCT THAT CONSTITUTE GROUNDS FOR SUSPENSION OR EXPULSION**

### **GROUNDS FOR SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the

minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

#### **A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits 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, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

a. **Exception to Rule 11:** a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.



12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, , alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  - a. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
  - b. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
  - c. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function
  - d. Possessing sexually related materials, which include images displaying uncovered breasts, genitals, or buttocks
  - e. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities
  - f. Engaging in pranks or other similar activity that could result in harm to another person
  - g. Using or possessing gunpowder, ammunition, or an inflammable substance
20. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to the following:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device
21. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
22. Any student conduct rule the school building principal establishes and gives notice to students and parents.

## B. BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to

harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.

5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

A complete copy of the DCSC Anti-bullying Policy is available on the school corporation's web site at [www.danville.k12.in.us](http://www.danville.k12.in.us).

### **C. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.

2. The following devices are considered to be a firearm under this rule:

- a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- b. the frame or receiver of any weapon described above;

- c. any firearm muffler or firearm silencer;
  - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
  - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
  - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
  - g. an antique firearm; or
  - h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
- a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **D. POSSESSING A DEADLY WEAPON**

- 1. No student shall possess, handle or transmit any deadly weapon on school property.
- 2. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:
  - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.
- 3. The penalty for possession of a deadly weapon shall be up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- 4. The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. UNLAWFUL ACTIVITY**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **F. LEGAL SETTLEMENT**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled. LEGAL REFERENCES: I.C. 20-33-8-1 et seq., I.C. 35-31.5-2-86, I.C. 35-47.5-2-4, I.C. 35-47-1-5

#### **NO RIGHT TO APPEAL**

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals. LEGAL REFERENCE: I.C. 20-33-8-18, I.C. 20-33-8-19

# **SERVICES**

## **CAFETERIA**

North and South Cafeterias serve type A meals for our school family. This includes breakfast and lunch. A student may choose to eat breakfast at home or at school. Every Elementary student is expected to eat lunch daily. For those students who bring their own lunch from home, juice, milk or water may be brought, or milk may be purchased from the cafeteria. Students who bring their lunch must provide their own silverware. Federal regulations **DO NOT PERMIT CARBONATED BEVERAGES** in elementary school cafeterias during lunch. According to state health regulations, students are allowed to trade or share factory sealed items only.

On days that students take field trips, sack lunches may be purchased from the cafeteria. These sack lunches will include a sandwich, chips, cookie, fruit or vegetable stick, and milk or orange drink for the price of a type A lunch. Note the following payment procedures:

1. A student may choose to establish a lunch account in order to prepay for breakfast, lunch, or milk. The amount of money in the account is a parental decision but deposits into the account are accepted before classes begin anytime during the week by the head cook, or parents may make an electronic deposit on the parent portal of Infinite Campus.
2. Students may pay for their meal or milk at a cash register each day they choose to eat a school lunch. Exact change is not necessary; however, large bills are not recommended. Students forgetting lunch money are expected to contact parents, relatives, or friends in order that payment may be made at lunch. If a student does not have funds for a meal, they may charge up to \$10. This is a School Board approved policy. If a student is over the limit for charging, the cafeteria staff will provide an alternate meal unless donation funds are available to provide to the student.
3. Lunch account balances may be accessed through the student's Infinite Campus account. Parents/guardians must contact Food Services immediately to report any financial discrepancies.
4. At the end of the school year, parents of kindergarten, first, second, third, and fourth grade students may choose to leave \$3.80 in the account so students can use their card on the first day of the next school year.

Applications for free and reduced meals are available in the office or online through the parent portal of Infinite Campus. In determining eligibility for this program no student will be discriminated against on the basis of race, color, religion, sex, or natural origin. Free and reduced meal benefits roll over to the next school year for 30 school days. A new free or reduced meal application must be submitted yearly, unless the household is notified of being directly certified before the start of the school year. Low balance notifications are sent to parents on Tuesdays and Fridays at 6 pm

A student meal consists of an entrée, two fruits, two vegetables, and a milk. Any entrée that does not include at least one fruit, juice, or vegetable is considered ala cart.

## **COUNSELING SERVICES**

Both Elementary Schools have full time counselors who are available for students and parents to assist with issues such as divorce, peer social interactions, suicide, or other areas that may be of concern.

## **DELIVERING MATERIALS OR MESSAGES TO STUDENTS**

Office personnel deliver messages to students and staff immediately before dismissal. Classrooms will not be called on the intercom or disturbed by the office unless an emergency exists.

## **SPECIAL SERVICES**

Special services are available within the district for those students who qualify. Services available include: Special Education, Speech, Title One tutoring, Learning Disabilities Resource Room, Counseling, Psychological, Developmental Preschool, and Paramedical, ENL (English is a new language).

## **SCHOOL VOLUNTEERS**

Visitors and volunteers are welcome. Parents should coordinate visits and volunteer time with their child's teacher(s). All visitors are expected to check in at the office, produce a driver's license or ID to obtain a visitor's badge. In our attempts to secure our

buildings, all appointments will be verified. Please do not be offended if you are stopped if you do not have a visible visitor's badge displayed. It is the practice of Danville North and South Elementary staff to stop anyone en route without a visitor's badge. If you plan to volunteer or chaperone, we require a current criminal history check on file. We also ask, that in order to avoid distractions from teaching and learning, other arrangements be made for preschool aged children during the school day or on field trips.

### **TRANSPORTATION SERVICES**

Bus transportation is available to students, depending on their address and distance from school. Should it become necessary to change transportation arrangements for your student, you may contact the Main Office or the Transportation Director at 317-745-6875.

# **SCHOOL CORPORATION POLICIES/PROCEDURES**

## **ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES**

All Danville Community School Corporation (DCSC) students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the DCSC community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

### **ACCEPTABLE USE**

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with DCSC's educational mission, curriculum, and instructional goals.
2. Users must comply with all school board policies, the student handbook, and school rules and expectations concerning conduct and communication when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

### **PROHIBITED USE**

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any board policy/procedure or school rules. DCSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (i.e.: term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, and network and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules or any other board policy, procedure, or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption, or harm to the school district's computers, electronic devices, or network and Internet services, including but not limited to hacking activities and the creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities, or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the DCSC Technology Department. Teachers and students using authorized social

networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the DCSC Technology Department.

### **COMPENSATION FOR LOSSES, COSTS, AND/OR DAMAGES**

As technology has become more mobile many electronic devices owned by the Danville Community School Corporation and used by staff members are transported outside both the direct physical control and locations controlled by the Danville School Corporation. It is in this outside environment that responsibility is shared by both the Danville School Corporation and the individual staff member who chooses to take an electronic device off school grounds. In the event that an electronic device is lost, stolen, or damaged the individual staff member is responsible for up to \$100 per electronic device. In addition all users (students and staff) may be responsible for compensating the school district for any losses, costs, or damages incurred for violations of board policies/procedures and school rules. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

### **STAFF USE OF SOCIAL MEDIA**

Danville Community School Corporation respects the right of employees to use social media networking sites, personal websites, blogs, tweets, and other forms of electronic communication. It is important that school employees' personal or professional use of these sites not damage the reputation of the school, its staff, students, or their families. Employees should exercise both care in setting appropriate boundaries between their personal and public online behavior, and recognize their behavior always has the possibility of becoming public, even without their knowledge or consent.

Danville Community School Corporation asks all employees to carefully review the privacy settings on any social media and networking sites they use (i.e.: Facebook, Instagram, MySpace, Twitter, Flickr, LinkedIn, etc.) and exercise care and good judgment when posting school content and information. In addition, school employees should adhere to the following policies, which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

1. An employee should not make statements that would violate any of the school's policies, including its policies concerning discrimination, harassment, content, and confidentiality.
2. All school employees must uphold Danville Community School Corporation's value of respect for the individual and avoid making defamatory statements concerning the school, its employees, its students, or their families.
3. An employee may not disclose any confidential school information or confidential information obtained during the course of his/her employment concerning any individuals or organizations, including staff, students, and/or their families.
4. All sites established or maintained by Danville Community School employees that can be identified, or could reasonably be construed as a Danville Community School Corporation site, are deemed the property of the Danville Community School Corporation.
5. At no time may a student(s) name(s) or other identifying information be matched with a student's picture or likeness without express written permission of the parent or guardian.
6. When establishing a social networking site that represents Danville Community School Corporation, all school employees must follow the Danville Community School Corporation prescribed naming convention.
7. School employees who create sites to be used exclusively by students may not include any resources that students are forbidden to access at school.
8. All websites/social networking sites created or maintained by school employees are the direct responsibility of that employee and should be kept up-to-date and continually monitored and appropriately edited in a timely fashion by the sponsoring employee.
9. Danville Community School Corporation will provide employees a set of guidelines designed to aid in the creation, monitoring and the appropriate use of both social networking websites and when dealing with other forms of electronic communications.

10. Any Danville Community School employee upon departure from Danville Community School Corporation must release to Danville Community School Corporation access and control of any website/social networking site established as a Danville Community School Corporation site.

**For more detailed information and employee guidelines for developing, maintaining, and other social networking practices, please see Danville Social Networking guidelines.**

## **STUDENT SECURITY**

Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

All Danville Community Schools are closed campuses. DCSC retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a DCSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

The use of cameras on any type of electronic device is strictly prohibited in locker rooms and restrooms.

DCSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

## **TECHNOLOGY PRIVACY**

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district’s computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

## **SYSTEM SECURITY**

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the DCSC Technology Department. Staff shall change their passwords to all systems at least once every 90 days.

## **PERSONAL DEVICES**

All users are prohibited from using privately owned electronic devices in school unless explicitly authorized by the building principal or DCSC district administration.

## **ADDITIONAL RULES FOR LAPTOPS, IPADS, OR OTHER ELECTRONIC DEVICES ISSUED TO STUDENTS OR STAFF**

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school safety officer and/or local police.



4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

#### **TERMS OF USE**

DCSC reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the DCSC network, Internet, and electronic resources.

#### **DISCLAIMER**

DCSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, DCSC is not responsible for the following:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of DCSC electronic resources

#### **WEB PAGE PUBLISHING GUIDELINES – PARENT NOTIFICATION**

The Danville Community School Corporation's (DCSC) website – [www.danville.k12.in.us](http://www.danville.k12.in.us) – is a valuable resource that improves communication with parents, provides a visual representation of DCSC that reflects student activities and academic achievement, and provides a means by which the students, parents, and staff can access a wide variety of educational resources, including accessing student grades and attendance information.

The district has developed two sets of guidelines: one for information that is published on the school's site, which can be accessed by the general public, and another that can only be accessed on a secure site via a username and password. A copy of the entire policy is available in each school building and may also be accessed from following website:

<http://www.danville.k12.in.us/programs/techdept/policies/index.html>.

Parents(s) or guardian(s) may request to not have their child's photograph, picture, and/or work published by sending written notification to the office of the Superintendent of DCSC every school year.

#### **CHILD PROTECTION**

As a school system that is dedicated to children, one of our legal responsibilities is to protect children from abuse and neglect. This policy is an outgrowth of state law and is designed to provide maximum protection for our students. A report must be filed if an individual has reason to believe that a child is a victim of child abuse or neglect. The child will be classified as a "Child in Need of Services" (CHINS) if it is determined that he/she is under the age of 18 and in need of services.

All school personnel are considered mandatory reporters by law. It is not the role of the school personnel to substantiate suspected abuse.

## **ENROLLMENT FOR STUDENTS NEW TO DISTRICT**

To schedule an enrollment appointment, call the appropriate school asking for the Guidance Department. Documents required to enroll a student include an original birth certificate, immunization records, proof of residence in the district, and a social security number. In addition, Medical Emergency form, New Student Contact and other required Forms and other information will be collected and completed. Student's demographic information and schedule will be input into the student information system database in Guidance. The student will be given a student ID card, to be kept on their person at all times while on the premises.

Students may enroll in Danville Community Schools if they reside in the Danville Community School Corporation with parents, custodial parent, or legal guardian. Any other student must have the approval of the school superintendent or be assigned by the court. Documentation required to enroll includes:

- Proof of residence in the district
- Original birth certificate
- Immunization records
- Social security card

## **EARLY ENROLLMENT**

A child will be considered for early entrance enrollment based on the following criteria:

- The child's 5th birthday falls between August 1 and September 1.
- His/her kindergarten enrollment assessment results show an appropriate level of readiness.

## **KINDERGARTEN ENROLLMENT**

Danville North Elementary offers a kindergarten program. In order for a student to enroll in kindergarten, he/she must meet the age requirement as mandated by the Indiana Department of Education. State law requires that a child's state certified birth certificate be presented at the time of registration for kindergarten. Students will not be permitted to remain in school without proper immunizations. (Refer to Required Immunizations.)

## **NONRESIDENT STUDENT ADMISSION**

DCSC schools may enroll students, whose legal residency is not within the boundaries of its school district. Transfer Tuition Applications must be submitted in writing to the District Office, between March 1 and August 1 prior to each school year.

## **EMERGENCY SCHOOL CLOSINGS**

In the event that school is closed due to bad weather or a building problem, announcements will be made on the following television stations: Channels 6, 8, 13, and 59. Alerts will be posted on the district social media pages and a banner will be posted at the top of the school district website. Notifications will also be made via email, phone and text through the Infinite Campus emergency message system to all communication types a parent has self-selected in the Infinite Campus Parent Portal. Be sure to notify your child's school if you have a change in phone number or email address. When cancellation occurs during the school day, children will be taken to the normal drop off location. Parents should instruct their children regarding where they should go and whom to contact when emergency conditions exist. Any missed days will be made up at the end of the school year if snow days have not been included in the school calendar.

## **FACILITY USAGE**

The Board approves the use of the school buildings by various reputable community organizations or community functions, provided that the use of such buildings be first approved by the administration, and provided that the community organization assumes full responsibility for the care of the school property, complies with the terms on the application submitted to the building principal, pays approved charges assessed for the event, and provided further that the use of the school building will not conflict in any way with the regular school program.

Regular day school athletic contests and other regular school activities shall have precedence over any other use of the building. Arrangements for regular meetings, conferences, dinners, entertainment, etc. shall be made with the Superintendent or his/her designee, so as not to interfere with school functions. Sponsors of student clubs and extracurricular activities shall make scheduled arrangements with the principal.

### **FERPA – RIGHTS OF PARENTS AND STUDENTS REGARDING EDUCATIONAL RECORDS**

Federal law and regulation govern education records (Family Educational Rights and Privacy Act [FERPA]). In summary, both elementary and secondary students' educational records are confidential. Parents can examine their child's records at reasonable times if the child is less than 18 years of age and not attending a postsecondary institution. Students may also examine their records at reasonable times. Before educational records are disclosed to third parties, the school requires a signed and dated written consent. Students who are 18 years of age or attending post-secondary education may sign for themselves. School officials, including officials of another school system or of post-secondary institutions where the student seeks to enroll, may also examine education records without the parent or student's consent.

The school corporation may release certain directory information, which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, without consent to media organizations can be published on the corporation website and school newsletter and can be released to media organizations, colleges, civic or school-related organizations, recruiting representatives of various military services and academies, and government agencies, as well as published in programs for athletic music, and theater presentation of this school corporation, without the consent of parents or students.

Directory information includes student's name, parent's name, area of studies, athletic participation, extra-curricular participation, height, weight, photographs, attendance dates, awards, race, sex, and grade level. A parent or eligible student who desires to object to disclosure of any or certain of the categories of directory information should request the form "Denial of Permission to Release Certain Directory Information without Prior Written Consent" from the superintendent's office. A parent or eligible student who desires to object to disclosure of any or certain of the categories of directory information released to military services and academies should request form "Denial of Permission to Release Student Directory Information to Recruiting Representatives of the Military Services and Military Academies" from the superintendent's office.

Objection to the release of directory information should be filed with the building principal within fourteen (14) calendar days from the receipt of the Notice to Parents and Students of Their Rights Concerning Education Records.

Occasionally the student's classroom work will be displayed for motivational purposes; however, the parent can also notify the principal in writing if the display of classroom work is not preferred.

### **FIRE, TORNADO, AND LOCKDOWN DRILL PROCEDURES**

Instructions on how you are to evacuate the building are posted inside each classroom. State law requires one practice drill per month to take place.

### **FREE AND REDUCED TEXTBOOK AND MEAL ASSISTANCE**

Applications for free and reduced lunch are available from the Food Services Department or in the office of each school. In determining eligibility for this program no student will be discriminated against on the basis of race, color, religion, sex, or national origin. Parents may periodically be notified when their student's cafeteria account has a balance of \$5.00 or less via the district messaging system.

### **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS**

It is the policy of the Danville Community School Corporation to prohibit gang activity and similar destructive illegal group behavior on school property or school buses or at school -sponsored functions. Additionally, the Danville Community School Corporation prohibits reprisal or retaliation against individuals who report gang activity and similar

destructive or illegal group behavior or who are victims, witnesses, bystanders, or other with reliable information about an act of gang activity and similar destructive or illegal group behavior.

- a. "Criminal gang" definition: a group with at least three (3) Members that specifically:
  1. Either:
    - a. Promotes, sponsors, or assists in; or
    - b. Participates in; or
  2. Requires as a condition of membership or continuing membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.
- b. "Gang activity" defined: a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

A school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal, the school safety specialist, and the school resource officer. The principal, the school safety specialist, and the school resource officer may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any corporation and/or school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation of each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five (5) school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall submit the report to the superintendent within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to individuals committing the acts. Other acts may be so serious

that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (Le. refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement, or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school with the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures, and standards for schools within the corporation. The corporation shall provide information about supports and services available for students who are 'at risk' for and/or suspected of participating in gang activity and their families. Examples of supports and services may include but are not limited to:

1. Counseling coupled with mentoring for students and their families.
2. Community and faith-based organizations and civic groups.
3. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
4. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
5. School sanctioned/facilitate extra-curricular activities.

The corporation, in an effort to provide gang prevention and intervention services and programs, will maximize community participation and the use of federal funding as necessary. Examples of services may include but are not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources on a periodic basis. The gang awareness information shall be revised and updated regularly to reflect current trends in gang activity.
2. Coordinate resources and funding opportunities to support gang prevention/intervention activities.
3. Integrate a school resource officer program in collaboration with the Danville Community Police Department.

## **HEALTH POLICIES AND PROCEDURES**

### **ACCIDENTS**

Any accident that occurs in the school building, on the school grounds, or at events sponsored by the school must be reported immediately to the person in charge, who in turn must file a written report with the school office.

An injury or accident that occurs during school hours will be attended to by the school nurse. The nurse will evaluate the severity of the accident, and either treat the student, or in an emergency contact an ambulance and the parents. The nurse will enter an accident report in the office.

Accidents that occur at other extracurricular events will be managed by the Activity Sponsor, who will phone parents (if it involves a student); if it involves an adult, the Activity Sponsor will check whether the adult requests medical assistance, do as requested, and file a report with the office. The school does not assume responsibility for any medical bills incurred.

### **INSURANCE**

The school system does not carry insurance of any kind on students. Insurance is the responsibility of the parent.

## MEDICATION

If your son or daughter needs to take medication at school, you must abide by the following guidelines:

1. Written instructions from a doctor. Current prescription bottle with label is ok.
2. Written permission from the parent.
3. All medicine should be brought directly to the nurse to be safely stored and administered under adult supervision. The medication should be in the original container and labeled with student's name, grade and dosage instructions.
4. No medication will be sent home with a student. Parent/guardian will need to pick up any medication that needs to be returned to the student. Releasing medication to a student requires written parental permission.
5. Students will be allowed to carry emergency prn medications such as inhalers and epipens as long as a note from the doctor, as well as the parent, has been provided to the school.

This plan is in compliance with Indiana Code – Legal Reference: IC 34-4-16.5-3.5; IC20-1-1-6; IC 34-30-14; IC 20-8.1-7-22; 511 IAC 7-21-8.

## ILLNESS

Students should not attend school if they have a temperature at or above 100.0°, if they have vomited or have had diarrhea in the past 12 hours, or a rash of unknown origin. **They must be fever-free, without the aid of medication, for 24 hours before returning to school.** Please remember to call the school and report students' absences if they are ill, or send a note defining the illness upon their return.

Communicable diseases are infectious or contagious. The following communicable diseases should be reported to the school office or clinic: Chickenpox (Herpes Zoster), Pink eye (Conjunctivitis), CMV (Cytomegalovirus), Diphtheria, Fifth Disease (Erythema Infectiosum), Hand, Foot, and Mouth disease (Coxsackie Virus), Hantavirus Pulmonary Syndrome, Hepatitis, HIV/AIDS, Impetigo, Infectious Diarrhea, Respiratory Flu (Influenza), Lice (Pediculosis), Measles, Meningitis, Mononucleosis (Epstein-Barr Virus), Mumps, Pinworms, Pertussis, Poliomyelitis, Pneumonia, Ringworm (Tinea Corporis, Tinea Capitis), Rubella, Scabies, Strep Throat, Scarlet Fever (Streptococcal Infections), Tick-Borne Infections (Lyme Disease, Rocky Mountain Spotted Fever), Tuberculosis. The child may return to school after receiving proper treatment.

## PEDICULOSIS (HEAD LICE) POLICY

The Danville Community School Corporation, in accordance with the Indiana Department of Public Health, recommends the following procedure requiring any student found to have head lice to be excluded from school until the following steps have been taken:

1. Students identified with live lice will be excluded immediately from school to be treated. The school nurse will be responsible for all lice identification.
2. The parent/guardian will be notified by telephone. If the parent/guardian is unavailable, the emergency contacts will be notified.
3. All checks for head lice will be done in a confidential manner, to respect the student's right to privacy and to avoid embarrassment.
4. Educational information on treatment and prevention will also be distributed to parents/guardians of students identified with live head lice.
5. Lost time in the classroom interferes with student learning, thus, classroom checks will not be conducted. The associates of students at the elementary, middle school and high school levels will be checked at the nurse's discretion.
6. All siblings of the infested child will be checked if they are enrolled in DCSC. The school nurse of the sibling(s) school will be notified and either the school nurse or her designee will check the sibling(s) of the infested student.
7. The parent/guardian should transport the student to school once the student has been treated after exclusion. The parent/ guardian shall remain with the student until the school nurse has checked the students' hair and the student is readmitted to the classroom. If live lice are identified, the student will be sent home again with the parent. Students with nits only will not be excluded from the classroom.

8. Upon re-admittance to the classroom, the student will be rechecked in the nurse's office once a week for 2 weeks. If live lice are present at any time, the student will be excluded from school again. It will be at the school nurse's discretion to check a student more frequently or to send him/her home for further nit removal if felt warranted.
9. Pediculosis (Head Lice) education information will be sent out to parents and school staff yearly. Staff education will include a review of control measures.
10. Consistent and standardized instruction will be given to parents/guardians and staff with updates to avoid inaccurate identification and possible over treatment of this communicable disease.

When assessing, communicating and managing communicable diseases DCSC will follow the recommendations set forth by the Indiana Department of Health's Communicable Diseases Reference Guide for Schools.

### 2018-2019 ISDH SCHOOL IMMUNIZATION REQUIREMENTS

School Age	Required Immunizations	
Preschool (3-5 year olds)	3 Hep B (Hepatitis B)	3 Polio (Inactivated Polio)
	4 DTaP (Diphtheria, Tetanus & Pertussis)	1 MMR (Measles, Mumps, Rubella)
	1 Varicella	
Kindergarten – Grade 4	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	2 Hep A
Grades 5	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	
Grade 6	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	2 Hep A
		1 MCV (Meningococcal)
		1Tdap (Tetnus, Diptheria & Pertussis)
Grades 7 to 11	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	1 Tdap (Tetanus & Pertussis)
	1 MCV (Meningococcal conjugate)	
Grade 12	3 Hep B	2 Varicella
	5 DTaP	1 Tdap
	4 Polio	2 MCV4
	2 MMR	2 Hep A

**Hep A-** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 months.

**Hep B -** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

**DTaP -** Four doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's fourth birthday.

**Polio –** The 4th dose of polio vaccine must be administered on or after child's fourth birthday, and be administered at least 6 months after the previous dose. This applies only to kindergarten through 4th grades for 2014-2015. Three doses of polio vaccine are acceptable if 3rd dose was administered on or after child's fourth birthday and the doses are all IPV or all OPV.

**Varicella -** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 8<sup>th</sup> grade (unless chickenpox history is already documented in CHIRP). A signed statement from the parent/guardian indicating history of disease, including month and year is acceptable for children in grades 9-12.

**Live Vaccines (MMR, Varicella & LAIV) –** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

**Meningococcal Conjugate** – Students who receive their first dose of MCV4 on or after their 16th birthday will not need a booster dose of vaccine.

For children who have delayed immunizations, please refer to the 2014 CDC “Catch-up Immunization Schedule” to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2014 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at [www.cdc.gov/vaccines/recs/schedules/](http://www.cdc.gov/vaccines/recs/schedules/).

### **HEARING TESTING**

The law states that students in Grades 1, 4, 7, and 10 must have their hearing screened. Additionally, a teacher at any grade level may request a student’s hearing to be checked. As a parent or guardian, you have the right to deny hearing screening for your child. If you do not wish to have your child’s hearing screened this year, you must submit a written statement to the school’s office stating your refusal. This statement should be submitted immediately.

### **VISION SCREENING**

The law states that students in Grade 1, 3, 5 and 8 must have their vision screened. Additionally, a teacher at any grade level may request a student’s vision to be checked. As a parent or guardian, you have the right to deny vision screening for your child. If you do not wish to have your child’s vision screened this year, you must submit a written statement to the school’s office stating your refusal. This statement should be submitted immediately.

### **DENTAL HYGIENE**

Only those students with braces or written orders from a dentist should expect to brush their teeth after lunch.

### **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
8. Are migratory children living in conditions described in the previous examples?

The superintendent shall designate an appropriate staff person to be the corporation's liaison for homeless students and their families. To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living.

Attendance rights by living in attendance areas, other student assignment policies, or intra-district choice options are available to homeless families on the same terms as families resident in the school corporation. If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent, guardian, or unaccompanied youth shall be informed of the corporation's decision and their appeal rights in writing. The corporation's liaison will carry out the dispute resolution as provided by state rule.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to corporation policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the



corporation liaison is directed to assist in this process. Records from the student's previous school shall be requested from the previous school pursuant to corporation policies. Emergency contact information is required at the time of enrollment consistent with corporation policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different school corporation, or a homeless student is living in another school corporation but will attend his or her school of origin in this corporation, the two school corporations will coordinate the transportation services necessary for the student, or will divide the costs equally.

The corporation's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school corporations on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The corporation's liaison will also review and recommend amendments to corporation policies that may act as barriers to the enrollment of homeless students.

### **LOCKER SEARCHES**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School lockers are to be used for storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or that are forbidden by state law or school rules. A student should not expect to have privacy in a locker or its contents.

A student's use of the locker does not diminish the school corporation's ownership of control of the locker. The school corporation retains the right to inspect lockers and their contents to ensure that the lockers are being used in accordance with their intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent the use of lockers to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

### **LOST AND FOUND**

All articles found in or near school should be turned in at the school office. The lost and found is located in the main office, and lost items can be picked up there during the student's free time. Articles not claimed will be given to charitable organizations at the end of each semester. Each student should write his/her name on all personal possessions. Lost jewelry can be claimed in the DCMS office.

### **NON-DISCRIMINATION POLICY STATEMENT AND GRIEVANCE PROCEDURE**

The Danville Community School Corporation is committed to equal opportunity employer. Our policy is to offer equal opportunity to all qualified employees, and applicants for employment without regards to race, color, religion, national origin, sex, age, veteran status, or disability.

In the event of concerns for violations of Federal regulations regarding programs, employment, facilities, or other related matters, please contact the school district's compliance officer Tom Johnson, 200 Westview Drive Danville IN 46122 (317) 745-2212.

### **PARENTAL PARTICIPATION**

#### **1. DISCIPLINARY ACTIONS**

Subject to Indiana law, school board policy and administrative rules, the superintendent, principal, any administrative personnel, or any teacher of the school corporation is authorized to take any action in connection with student behavior, which is reasonably desirable or necessary to help any student, to further school purposes or to prevent an interference with school purposes.

Disciplinary actions may include:

- a. Counseling with a student or group of students;
- b. Conferences with a parent or group of parents;
- c. Assigning students additional work;

- d. Rearranging class schedules;
- e. A student to remain in school after regular school hours to do additional work or for counseling
- f. Restriction of extracurricular activity;
- g. Assignment by the principal to a special course of study, an alternative educational program, or an alternative school;
- h. Assignment by the principal to community service by the student that is in compliance with state law;
- i. Removal of a student from school sponsored transportation;
- j. Referral to the juvenile court having jurisdiction over the student;
- k. In -school or out-of-school suspension; or
- l. Expulsion.

## **2. REQUIRED PARTICIPATION BY PARENTS**

Persons having care of a dependent student (parents/ guardians/custodians) may be required to participate in meetings, conferences, and hearings in connections with a student's behavior. In the case of expulsion meetings, the parent/guardian/custodian may be required to attend a meeting to determine the educational future of the child (i.e. whether the child is removed from or retained in school or placed in an alternative program).

When participation in the above-stated gatherings is required, the school corporation shall notify the parent/guardian/custodian of the date, time, place, and purpose of the gathering in one of the following ways:

1. Telephone contact by a school official at least five (5) days in advance of the meeting, conference, or hearing. Telephone contact will be followed up by a letter of confirmation by regular or certified mail.
2. Personal delivery of written notice of the required attendance of the meeting, conference, or hearing by a school official at least three (3) days prior to the scheduled meeting, conference, or hearing.

The superintendent, principal, or other administrative personnel shall be authorized, with parental consent, to require behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency approved by the school corporation if such testing, counseling, or evaluation is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent/guardian/custodian and the school corporation may require, with parental consent, the release of the results, progress reports, and other information to appropriate school officials.

## **3. NON-COMPLIANCE OF PARENTS**

Non-compliance of parents/guardians/custodians with the provisions of this policy may be considered educational neglect with the *child being considered a "child in need of services" in accordance with Indiana law. Where the child's behavior has been repeatedly disruptive in the school and the parent, guardian or custodian fails to participate in a disciplinary proceeding in connection with the child's behavior, the matter will be referred to Child Protective Services. Legal Source: I.C. 20-33-8-25; I.C. 20-33-8-26; I.C. 31-34-1-7*

## **PESTICIDE USE**

Danville Community School Corporation strives to provide a safe and secure environment for staff and students. Part of their commitment includes protection from pests and pesticides. Pest control practice may involve a variety of methods to maximize pest control while minimizing potential pesticide exposure to students and staff. To achieve the previously stated goals, the Corporation will use the following guidelines:

1. Pesticide applications will be done by certified professionals or staff who has been trained to become certified pest control applicators. (Exception: Occasional use of a household type alcohol application.)
2. Provide at least two days' notice of planned pesticide applications to parents and staff members who wish to receive such notice. The notice will include the date of the application, general area to be applied, and a telephone number where more information may be obtained.
3. Establish a registry of parents and staff who request (in writing) advance notification of pesticide applications.
4. Provide notice of all pesticide applications and chemicals used to school nurses.
5. Provide an annual notice of the Corporation's pest control policy at the time of student registration, in the corporation newsletter, and/or in the student handbook.
6. Maintain records for ninety days after any pesticide application.

7. The Assistant to the Superintendent or his designee will be responsible for information concerning pest control.
8. In case of emergency pesticide applications due to immediate threats to the public health, the Corporation will give written notice as soon as possible.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.
9. Receive notice and an opportunity to opt a student out of;

Any other protected information survey, regardless of funding;

1. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use;

Protected information surveys of students;

1. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
2. Instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Danville Community School Corporation will/has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Danville Community School Corporation will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Danville Community School Corporation will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Danville Community School Corporation will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any nonemergency, invasive physical examination or screening as described above.

## **REQUESTS TO DISTRIBUTE MATERIALS**

Internal requests by students for distributing and/or posting materials within that student's building should be directed to the building principal. Requests for distributing and/or posting materials in multiple buildings throughout the district should be directed to the superintendent. All requests for distributing and/or posting materials from non-school entities should be directed to the superintendent.

## **USE OF SECLUSION OR RESTRAINT**

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions, supports, and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

The superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the corporation. The training program must include positive behavioral interventions and supports, prevention, de-escalation and crisis response techniques. Training shall be done on an annual basis and given to the appropriate employees in each building as determined by the superintendent and the building principal.

Except in the case of an emergency, only school employees who are current in the corporation-designated training program may implement physical restraints or seclusion with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

Physical restraints and/or seclusions should be used only when a student's physical behavior poses an imminent risk of injury to the student or to other persons present or damage to school property.

## **SECLUSION**

"Seclusion" means the confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Any area used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls
3. Be designed to allow continuous visual monitoring of and communication with the student
4. Comply with all applicable health and safety requirements.
5. Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited.
6. An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent risk of injury to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or an IEP, any time limitations identified in the BIP or IEP will control.

### **PHYSICAL RESTRAINT**

“Physical restraint” means physical contact between a school employee and a student in which the student unwillingly participates and involves the use of a manual hold to restrict freedom of movement of all or part of a student’s body or to restrict normal access to the student’s body.

Physical restraint should be employed only when:

1. Student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use;
3. Other less restrictive intervention were used and were ineffective; and
4. Employee using the restraint has been trained in its safe application.

Mechanical or chemical restraints are not authorized to be used in school.

Prone or Supine forms of restraint are not authorized to be used in school and shall be avoided.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

### **REPORTING AND REVIEWING OF INCIDENTS**

Any school employee using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation’s restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

The parent or guardian must be notified verbally of the use of the physical restraint and/or seclusion with their student as soon as possible, preferably by the end of the school day.

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school’s policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation’s restraint and seclusion plan.

When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified interventions. The plan shall be placed into the student's student record. The review shall also consider the student's potential need for an alternative program or for a referral for a special education evaluation, if the student does not have an IEP.

## **TRAINING REQUIREMENTS**

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. a description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. the simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. demonstration by participants of proficiency in administering physical restraint

Nothing in this policy should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

All complaints regarding the use of physical restraints and seclusion will be investigated according to the provisions of board policy on public complaints.

The school board shall adopt a restraint and seclusion plan as developed by the superintendent. This policy and the corporation's plan shall be distributed to all parents whose children are enrolled in the school corporation. LEGAL REFERENCE: IC 20-20-40; 513 IAC 1

## **WELLNESS POLICY**

The Danville Community School Corporation shall maintain an environment which will promote student health and wellness. Danville Schools shall promote nutrition education, the consumption of nutrient-dense foods and beverages, and maintain a physical environment that promotes a healthy lifestyle. The school district will operate food service programs dedicated to student wellness, and foster physical education and physical activity, in order to educate students and families about the benefits of good health and nutrition.

The following nutrition education and standards will be followed:

1. Nutrition education meets state standards.
2. District health education curriculum standards and guidelines will include nutrition education.
3. Staff members providing nutrition education will receive appropriate training.
4. Schools will be USDA Team Nutrition schools.
5. School food service staff will be trained in the appropriate substitution of foods in order to meet the nutritional goals of the program.
6. Students will be offered a variety of milk, including fat-free, low-fat, flavored and unflavored, on a daily basis.
7. Students will be offered a variety of meats/poultry, fresh fruits, vegetables, and whole grains on a daily basis.
8. A registered dietitian or other qualified health professional will be consulted as needed for special diets.

The following physical education and physical activity standards will be followed:

1. Qualified teachers will be hired to teach physical education.
2. Curriculum for physical education will be consistent with state policies and guidelines.
3. Students will be provided with a choice of physical activity, including cooperative and competitive games.
4. The school district will encourage physical activity outside the school day.

The following additional school-based standards will be followed:

1. School dining areas will have sufficient space for students to sit and consume meals.
2. School dining areas will be clean, safe and have a pleasant environment.
3. Enough serving areas will be provided to ensure that students will have access to school meals with a minimum wait time.
4. Meal times will be scheduled near the middle of the school day.
5. Only foods and beverages that meet school district nutritional standards will be sold in vending machines during school hours.
6. On-going professional training and development will be provided for food service staff in areas of nutrition.

#### **Local Wellness Committee**

The school corporation shall have a diverse Local Wellness Committee which will routinely evaluate and recommend modifications to the policy and school practices in order to improve the overall effectiveness of this policy and its procedures.

#### **Monitoring and Evaluation**

The school corporation shall designate one or more persons to be operationally responsible to ensure that schools within our district are adhering to this policy.