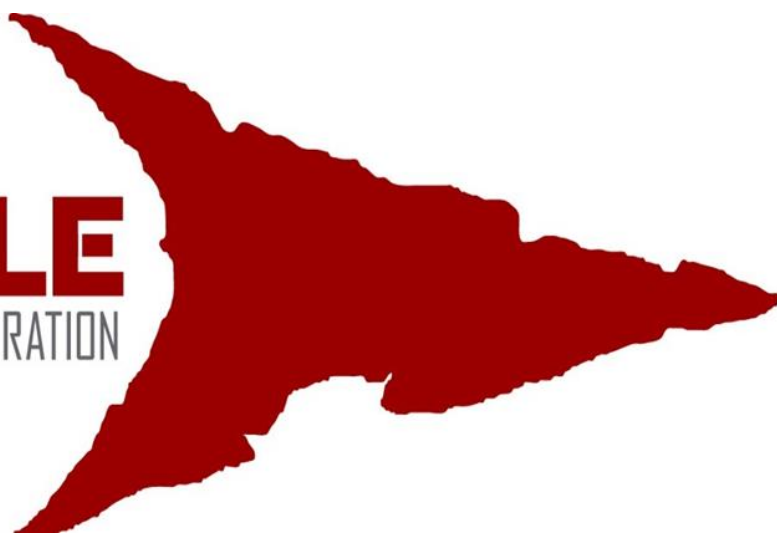


***Danville Community High School
Student-Parent Handbook***

DANVILLE
COMMUNITY SCHOOL CORPORATION



2021-2022

TABLE OF CONTENTS

Section I: GENERAL INFORMATION pages	4 – 14
Section II: STUDENT ATTENDANCE pages	15 – 18
Section III: ACADEMICS pages	19 – 26
Section IV: STUDENT CONDUCT AND EXPECTATIONS pages	27 – 39
Section V: SERVICES pages	40 – 43
Section VI: SCHOOL CORPORATION POLICIES/PROCEDURES pages	44 – 67

FOREWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. If you have any questions that are not addressed in this handbook, contact your Administrative Team who you will find listed in the Staff Directory section of the school's website. This handbook is supplementary to Board policy. If a provision of this handbook contradicts Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

GENERAL INFORMATION

MAIN OFFICE HOURS

School Year 7:30 a.m.-4:00 p.m.

Summer 8:00 a.m.-3:30 p.m.

DCHS CONTACT INFORMATION

Main Phone - 317-745-6431

Main Office Fax - 317-745-3908

Attendance Line - 317-745-3905

Athletic Line - 317-745-3929

Athletic Fax - 317-745-3911

Guidance Fax - 317-745-3888

DISTRICT CONTACT INFORMATION

Administrative Offices - 317-745-2122

Food Service - 317-745-0366

Special Services - 317-745-7487

Transportation - 317-745-6875

PRINCIPAL

Dr. P.J. Hamann

ATHLETIC DIRECTOR

Mrs. Aimee Harvey

ASSISTANT PRINCIPAL

Mr. Jason Marer

ASSISTANT ATHLETIC DIRECTOR

Mr. Kyle Yoder

DCSC VISION STATEMENT

Every Student, Every Day, High Standards, High Achievement

DCSC CORE VALUES

Integrity - Being honest, ethical, sincere, truthful

Empathy - Sharing others understanding of experiences and emotion

Initiative - Assessing and taking charge to improve a situation before others do

Responsiveness - Acting quickly to show how much we care

Personal Growth - Developing our talents and potential facilitating employability

Excellence - Being Outstanding

DCSC CORE COMPETENCIES

Excellence - Customer Satisfaction - Continuous Improvement

SCHOOL DISTINCTIONS AND TRADITIONS

School Mascot – Warrior

School Color – Crimson and Gray

School Newsletter – The Warrior Times

School Yearbook – The Tom-Tom

GENERAL DCHS POLICIES

BICYCLES/SKATEBOARDS/ROLLERBLADES

Bicycles, skateboards, and roller blades brought to school must be parked in the bicycle racks and remain there during school hours. It is recommended that bicycles be chained for security purposes. The skateboards, roller blades, and bicycles are not to be used on school property without administrator approval. This includes before school, after school, and during all school activities. School activities include practices and meetings involving DCHS students and teachers. DCHS assumes no responsibility for damage or theft of the skateboards, roller blades, or bicycles.

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. Students must pay for or replace lost or damaged textbooks. In the case of students withdrawing or enrolling throughout the school year, the following assessments will apply:

If you withdraw during...	Your refund will be...
Semester 1	All costs associated with courses listed on the invoice for semester 2
Semester 2	A prorated charge will be determined based upon number of days remaining in the semester
If you enroll during...	You will be charged...
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 are also responsible for all reasonable costs of the collection of their account, which may include but are 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 the school as to change in phone number, email address, and any other demographic changes.

CHANGES IN TRANSPORTATION

Families with students riding the bus at the end of the day will be asked to designate two possible addresses to which their child may be dropped off. These two addresses will be the only ones that can be used throughout the year for afternoon drop off.

DAILY SCHEDULE

Students are not allowed in the school building until 8:25. Prior to that, students are expected to be outside Door 1 or Door 14. Students arriving prior to 8:25, need to sign-in at the main office and be under direct supervision of a faculty member.

Bell Schedule (50-minute with 3 lunches)

Period 1 - 8:45-9:35

Period 2 - 9:40-10:30

Period 3 - 10:35-11:25

Period 4 – 11:30-12:50

Period 4 A Lunch

11:25-11:50 Lunch

11:55-12:50 Class

Period 4 B Lunch

11:30-11:55 Class

11:55-12:20 Lunch

12:25-12:50 Class

Period 4 C Lunch

11:30-12:25 Class

12:25-12:50 Lunch

Period 5 - 12:55-1:45

Period 6 - 1:50-2:40

Period 7 - 2:45-3:35

Bell Schedule (45-minute with 4 lunches)

Period 1 - 8:45-9:30

Period 2 - 9:35-10:20

Period 3 - 10:25-11:10

Period 4 – 11:15-1:05

Period 4 A Lunch

11:10-11:35 Lunch

11:40-12:25 Class

12:25-1:05 Study Hall

Period 4 B Lunch

11:15-11:40 Study Hall

11:40-12:05 Lunch

12:10-12:20 Study Hall

12:20-1:05 Class

Period 4 C Lunch

11:15-12:00 Class

12:00-12:10 Study Hall

12:10-12:35 Lunch

12:40-1:05 Study Hall

Period 4 D Lunch

11:15-12:00 Class

12:05-12:40 Study Hall

12:40-1:05 Lunch

Period 5 – 1:10-1:55

Period 6 - 2:00-2:45

Period 7 - 2:50-3:35 (Walkers, Car Riders, and Student Drivers will be released at 3:40)

DRIVING AND PARKING

A great number of students drive cars to school each day. For the safety and protection of the student body, it is necessary to establish certain regulations concerning driving and parking:

1. Each student who drives to school must register at the front office. The student must have a valid driver's license, complete a Drug Testing Consent form signed by a parent or guardian, and remit a parking fee of \$5.00. Once the aforementioned requirements are met, the student is given a Parking Permit. This permit is to hang from the vehicle's front mirror, with the numbers visible at all times while the vehicle is parked in the school parking lot.
2. Pedestrians and busses have the right-of-way at all times in the parking lot.
3. If an accident occurs in the school parking lot, the front office should be notified at once. Local law authorities will handle it as they would on public streets.
4. The driver and all passengers must enter the building immediately. Remaining in a vehicle is prohibited.
5. Students are expected to park in student parking spaces as indicated by WHITE lines. These parking spaces are available on a daily first come, first serve basis. Students who violate this rule will be given a warning; if they have a second violation, they will be assigned a Tier 1 Friday School.

North Lot

1. The north lot is divided into two sections: YELLOW parking lines indicate STAFF AND FACULTY ONLY. Students are NOT to park in the yellow painted spots, or Visitor/Handicap spots.
2. Student parking spaces are indicated by WHITE lines. These parking spaces are available on a daily first come, first serve basis.
3. Students who are parked in the North Parking Lot may exit Westview Drive to Mackey Road.

West Lot

1. The angled front spaces are for use by school busses ONLY. Students are prohibited from parking in the bus spots.
2. Student parking spaces as indicated by WHITE lines. These parking spaces are available on a daily first come, first serve basis.
3. Students are expected to park correctly and to stay between the painted lines.
4. Students who are parked in the West Lot may exit to Lincoln Street immediately after school. All others must wait for all school buses to exit the grounds.

ANY STUDENT WHO VIOLATES DRIVING AND PARKING EXPECTATIONS OR PROCEDURES WILL RECEIVE A VERBAL WARNING. IF A STUDENT VIOLATES THESE EXPECTATIONS OR PROCEDURES A SECOND TIME, HE/SHE WILL EARN A TIER I FRIDAY SCHOOL. ANY FURTHER INFRACTION MAY RESULT IN DRIVING PRIVILEGES BEING RESTRICTED OR DENIED.

DROP OFF/PICK UP OF STUDENTS

For the safety of all, the only traffic in the west lot before school (8:20-8:45 a.m.) and after school (3:30-3:45 p.m.) should be student drivers and busses. Students who drive to school or ride the bus may enter through Door 1 (north entrance) or Door 14 (west entrance) before and after school. Car riders or students who are being picked up for an appointment during the school day must enter/exit through Door 1.

Car riders or students who are being picked up for an appointment during the school day are not permitted to enter/exit through Door 14. If a student is being picked up during the day, a parent will need to call or email the attendance secretary. The student must come to the front office to sign out before leaving. Students will not be permitted to leave without permission from a parent.

DRUG TESTING

Introduction

DCSC intends its drug and education testing program as a medical diagnostic aid in disclosing possible drug-related problems, and as an extension of its educational drug programs. It is believed it will discourage drug usage, educate students about drug abuse, prevent injury and illness as a result of drug abuse, and maintain a safe environment for its students. Drug abuse is a serious problem in today's society, and schools are not immune to this problem. It is statistically predictable, and it is within our experience, that some students have used alcohol and have experimented with drugs or may do so during their high school years. Also, some students may be attracted to the use of so-called "performance enhancing drugs" (such as various steroids) in misguided efforts to increase their strength and/or endurance. We recognize that serious attention is being given to drug abuse problems in private business and industry, government, schools and colleges throughout the country.

Philosophy

This education and testing program is intended as an integral component of the overall physical and mental educational program at Danville Community High School. Its purpose is not disciplinary in nature but, rather is intended as a medical diagnostic aid in disclosing possible drug related problems and as an extension of our educational drug programs.

Continuing drug usage is inconsistent with quality performance in interscholastic athletics and a serious safety issue while operating a motor vehicle. The program includes appropriate procedures for dealing with any such problems. Therefore, this program will be applied to: a) all interscholastic sports teams, male and female, and is intended for all student athletes who try out for or become members of any Danville Community High School interscholastic team and b) all students who drive to school. Also included are student support personnel (manager, video, etc.) and members of all cheerleading teams, who will be referred to herein as "student athletes."

Student athletes are respected by our student body and community and, in order to participate in athletics, are expected to hold themselves as good examples of conduct, sportsmanship, and training, which includes avoiding illegal drug usage. It has been widely recognized that drug usage can be a danger to the student athlete, his/her teammates and/or opponents. Danville Community High School desires to offer interscholastic athletic participation only to drug free athletes. Student athletes are entitled to drug free participation by their teammates.

Operating a motor vehicle while under the influence of alcohol or illegal drugs can prove fatal for the driver, passengers, and bystanders. Since this is an obvious safety issue, Danville Community High School demands that students driving to school remain alcohol and drug free for the safety of themselves and other students, faculty, and staff.

The purposes of this program are to:

- prevent drug usage
- educate students as to the serious physical, mental and emotional harm caused by drug abuse
- to prevent injury, illness and harm as a result of drug abuse

- to maintain a safe environment free of drug usage at Danville Community High School

This program is not intended to be disciplinary or punitive in nature. This program will not affect the policies, practices or rights of the Danville Community School Corporation in dealing with drug and/or alcohol possession or use where reasonable suspicion is obtained by means other than the testing program provided herein. Danville Community School Corporation also reserves the right to request the parent of any student who exhibits cause for reasonable suspicion of drug and/or alcohol usage to permit testing, or to deny drug testing to a student and follow current practices as outlined in the Due Process Rights.

Program Goals

It is the purpose of this program to ensure that participants in interscholastic sports and student drivers at Danville Community High School are drug free. It is not the purpose of this policy to automatically bar from all further participation in athletics or permanently bar students from driving to school who exhibit a “positive” urinalysis test.

Apart from this drug testing program, the coaching staff of each interscholastic sport may have its own training rules and requirements, which include prohibitions concerning use of alcohol and/or drugs. Coaches have the necessary authority to enforce these rules.

Additionally, the purpose of this testing program is to:

- identify a student with drug residue in his/her body
- provide notification to the custodial parent/guardian
- educate, help, and direct students away from drug and alcohol abuse and toward a healthy, safe, and drug-free participation in school activities.

Obligation to Govern the Medical Condition of Students

Indiana Code 20-8.1-7 sets health measures to be governed by school officials. Most specifically, Indiana Code 20-8.1-7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Procedures

Students in grades 9 through 12 and his/her parent must sign a drug testing waiver form for the student to be eligible to participate in any one or combination of the following:

- Drive a car to school
- Athletics including cheerleading

All of these activities require that a student be at his/her best and chemical-free in order to provide a safe environment not only for them, but also for other students who potentially could be affected. Additionally, a consent form must be submitted at the beginning of the school year or within 5 days of enrollment. Consent forms are valid for the entire year and consent may not be revoked after an extracurricular activity or sport has ended. Conversely, a student may not deny consent at the beginning of the school year and change such consent when an extracurricular activity begins.

A urine specimen will be given on site and will involve supervision by the Athletic Director or Principal (designee) and the school nurse. The Athletic Director or Principal (designee) will go to the class or athletic practice and escort the student to be tested to the testing site.

The test result will remain confidential. Results are shared only with the Principal, Assistant Principal, and/or Athletic Director, along with the student and his/her parent. If the student tests positive, he/she, along with the parent, will meet with the Principal (designee) or Athletic Director. During this meeting

the administrator will explain to the student and parent the consequences of a positive test result as described herein. The administrator will encourage the parent to seek professional assistance.

Students will be tested randomly as they are drawn weekly from one large pool of those agreeing to be tested. Each week testing may occur on a different day, Monday through Saturday. Both athletes and drivers to school must be conscious of the possibility of being tested at any time during the year. Each student will be assigned a number and that number will be placed in each weekly drawing.

No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

Each student will remain under school supervision until he/she produces an adequate specimen. If he/she cannot produce a specimen, the student will be given one eight-ounce glass of water. If he/she is still unable to produce a specimen within two hours, the student will be informed that they are no longer eligible for the two activities referred to above. In addition, parents will be informed of the situation and that the student may be tested at a later date to be reinstated for eligibility.

All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each specimen bottle indicating the validity of the urine sample by temperature. If this occurs, another sample must be given by the student. If it is proven that tampering or cheating has occurred during the testing, the student will become ineligible for all items previously listed for the remainder of the school year and reported to parents. Urine samples that are found to be diluted will be judged invalid and the student will be re-tested as soon as possible. Immediately after the specimen is taken, the student will return to class or practice.

Chain of Custody

1. The Principal, Assistant Principal, and/or Athletic Director will be responsible for escorting the student to the test site. The student should bring all materials to the test site and will not be allowed to go to his/her locker before going to the testing area. The administrator will not bring all the students drawn from the pool to the testing site simultaneously. Testing a few students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of time from class. Athletes may be tested after school, perhaps during the time he/she may have practice.
2. The student will be given a specimen bottle. At that time the student will sign a verification form indicating the bottle is untainted. The bottle will remain in the student's possession until a seal is placed upon the bottle by the certified lab technician. The student and lab technician will sign that the specimen has been sealed. The seal may be broken or opened by only the lab testing the specimen.
3. The student will enter the restroom at the testing site. The school nurse will supervise the entrance for the girl's restroom and a school administrator will supervise the entrance for the boy's restroom. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed with the student by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets will be shut off.
4. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be tested again as soon as possible with no change in eligibility.

5. The specimen will be transported to the testing laboratory by the lab personnel. The testing laboratory will report the results back to the Principal.

Test Result Reporting

This program seeks to provide needed help for students who test “positive”. The school will also administer action in accordance with the school policy. The “safety factor” will be the primary reason for restricting students from participating in activities. In this program, the Assistant Principal or Athletic Director will be notified by the Principal of a student testing positive. The student, along with the parent/guardian, will meet with the Principal, Assistant Principal and/or Athletic Director. This meeting will occur in the office of the school administrator. During this meeting the administrator will explain to the student and the parent the consequences for a positive test result. The administrator will encourage the parent to seek professional help for the student. The administrator of this program will provide the parent/guardian with the names of agencies that can be of assistance to the child. The administrator will notify the student of any action, based on the policies/procedures as outlined. The result of a drug test that returns “negative” will be kept confidential to protect the identity of all students being tested. The Principal, Assistant Principal or Athletic Director, the parents/guardians and the student who tested positive will be the only persons aware of the names of those who test positive. The Laboratory Director shall provide interpretation and clarification for all test results.

Consequences of a Positive Test Result

No student shall be disciplined as a result of any positive test conducted under this program other than as stated herein. This does not, however, supersede any other school policies. The refusal to cooperate in the collection of a urine specimen will be considered a positive test.

Any student who is a participant in the Danville Community High School interscholastic athletic program or drives a motor vehicle to school will be subject to the following consequences for each “positive” drug test that is not satisfactorily explained:

First Occurrence:

- Suspension from 20% of the scheduled contest of that extracurricular activity in which that student is involved – including all levels of the IHSAA tournament. The student’s suspension may carry over to the next contest season in which he/she participates and completes the entire season if less than 20% of the contest remains at the time of the positive test result.
- Suspension from driving to school or parking on school grounds for 20% of the semester. The driver’s suspension may carry over to the next semester if less than 20% of the semester remains at the time of the positive test result.

Second Occurrence:

- Suspension from 50% of the scheduled contest of that extracurricular activity in which that student is involved – including all levels of the IHSAA tournament. The student’s suspension may carry over to the next contest season in which he/she participates and completes the entire season if less than 50% of the contest remains at the time of the positive test result.
- Suspension from driving to school or parking on school grounds for 50% of the school year. The driver’s suspension may carry over to the next semester if less than 50% of the school year remains at the time of the positive test result.

Third Occurrence:

- Suspension from extracurricular or participation for the remainder of the student’s high school career.

- Suspension from driving to school or parking on school grounds for the remainder of the student's high school career.

A student may reduce his/her second offense suspension by successfully completing a professional drug counseling program at the student's parent/guardian expense. This counseling program must be approved by the Principal or Athletic Director in advance. After successfully completing the counseling program, the Principal and/or Athletic Director will review each case individually for the student's possible return of privileges. If the suspension period includes a fraction of an athletic contest and that fraction is .5 or higher, the athlete will not be allowed to participate in any part of that contest. If the fraction is lower than 0.5 percent, the athlete will be permitted to participate in the entire contest. Athletic practice during the period of suspension will be up to the individual coach involved. The student or his/her parent/guardian may appeal these consequences for a positive test result by requesting that the urine specimen be tested again by the lab at a cost to the student or his/her parent/guardian.

Testing Flow Chart

1. Student names are entered into the data pool by assigned number.
2. The testing agency selects student names randomly by utilizing assigned number.
3. The testing agency will send numbers to Danville Community High School.
4. School administrative staff will escort the student to the testing site for specimen collection by the testing agency.
5. The testing agency will follow the chain of custody and test the sample.
6. A positive test screening will result in a second confirming test by the laboratory.
7. The school administration will contact the parents if the test results are positive.
8. THE SCHOOL ADMINISTRATION WILL REVIEW THE TEST RESULTS WITH THE PARENTS AND CONSEQUENCES FOR A POSITIVE TEST RESULT WILL BE APPLIED

SCHOOL-ISSUED STUDENT COMPUTING DEVICES

The following policies refer to the use of an individual student computing device. Students are also required to follow all the guidelines outlined in the Danville Community School Corporation's current "Acceptable Use Policy" included in the student handbook. As Danville's Digital Initiative centers on new technologies and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to the Danville Community School Corporation website for the most up-to-date information.

Care and Maintenance of Devices

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the Student Support Center as soon as possible. Device repair/replacement options will be determined by the Student Support Center staff. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices will be collected and stored in the Student Support Center.
3. Never expose a device to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store a device.
4. Devices do not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol,

ammonia, or abrasives to clean the device. Use of unapproved cleaners may damage the display of the device.

5. While the device is scratch resistant, it will scratch. Avoid using any sharp object(s) on the device.
6. Your device comes with a case. The role of the case is to protect the device, especially while it is being transported. It is best practice to leave the device in its case at all times.
7. Avoid placing weight on the device.
8. Never throw or slide a device.
9. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. School-issued device accessories are the responsibility of the student.
10. Each device has a unique identification number, and at no time should the numbers or labels be modified or removed.
11. Do not lend your device to another person. Each device is assigned to an individual, and the responsibility for the care of the device solely rests with that individual.
12. The device is an electronic device, and care must be exercised when handling it. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, and/or heavy or sharp objects.
13. The device is designed for daily use; therefore, each device must be charged and ready for use each school day. Devices should be charged at home.
14. The device must remain free of stickers, writing, painting, or any other form of adornment.

Cost of the Device

1. The cost of the device will be included in the student's book fees. The Danville Digital Instruction initiative should have little effect on the total amount a student pays in book fees.
2. The cost of the device includes: the device, device case, device charger, software applications (apps), and assorted programs/accessories specific to individual classes.
3. The device, once formatted by Danville Community Schools, may not be modified in any way, including adding or deleting app(s). Device modification or app(s) deletion may result in the need for reformatting at a substantial cost to the student.

Damaged, Lost, or Stolen Device

1. Should a device be damaged, lost, or stolen the student and parent/guardian should immediately notify the Student Support Center. The filing of a police report by the parent/guardian may be advised at that time.
2. Students who leave Danville Community School Corporation during the school year must return the device, along with any other school-issued accessories, at the time they leave the corporation. The device and all accessories should be returned to the staff member supervising the Student Support Room.

Distribution of Device

1. Each student will receive a formatted device.
2. If possible, a unique, individual device will follow the student throughout the student's career at Danville Community High School.
3. Devices will be distributed at the beginning of the school year and collected at the end of the school year. All devices must be returned by the last day of the school year or the student may be charged replacement costs of the device.

4. Students who leave Danville Community School Corporation during the school year must return their device, along with any other school-issued accessories when they leave the corporation. Failure to return a device in a timely fashion may result in legal action.
5. Summer use of a device will be by instructor request only.

Student Use of the Device

1. The device is the property of the Danville Community School Corporation and, as a result, may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a device or a school supplied or supported email service.
2. The Danville Community School Corporation Device is the only approved personal computer allowed. Students are not allowed to bring in any other personal computers. If they do, those personal computers are subject to seizure.
3. The device comes equipped with a front camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. All Danville Community Schools are closed campuses with the Danville Community School Corporation retaining the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
4. Students are responsible for bringing their devices to school every day unless otherwise directed by a staff member. Failure to bring a device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a device, the student will be subject to disciplinary action.
5. Students are expected to bring their devices to school charged. A student's repeated failure to charge his/her device may result in disciplinary action.
6. The adding or deleting of an application is by staff permission only. Failure to comply may result in restricted access to the device and/or a substantial re-image cost to the student.
7. Games, music, videos, and sound use will be at the discretion of the classroom teacher and building administrator.
8. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
9. The Danville Community School Corporation Device is designed as a tool for school work; usage of the Device should be limited to school activities.
10. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
11. Danville Community School Corporation encourages students to take their devices home at night for class work and recharging. All the rules and regulations that are in effect during the school day extend to the use of the device at home.
12. Danville Community School Corporation makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise

EMERGENCY MEDICAL INFORMATION

It is necessary to have current medical and enrollment information on file in the school office. This information is collected at registration and enrollment at the beginning of each school year. If a parent or legal guardian cannot be reached in an emergency situation, arrangements may be made to transport the student to the hospital. The school does not assume responsibility for payment of these bills.

HALL PASSES

Hall passes are required for students to move from one area to another during instructional time. Passes must be issued by a faculty member or administrative staff. Students are not permitted to roam the building or visit unauthorized areas during school.

PHOTOGRAPHS

Danville Community High School will offer professional portrait packages at the beginning of the school year. Photographs may also be taken for the purpose of inclusion in the school yearbook, The Tom-Tom. Photos taken for reasons other than school purposes are prohibited.

PUBLIC COMPLAINTS AND/OR CONCERNS

Though the faculty and administration make every effort to avoid problems, parents and students will occasionally disagree with decisions that are made in regard to discipline or grades. In most cases, problems can be resolved when parents speak to the person who is directly responsible for decisions that have been made concerning a student. For more information involving public complaints and/or concerns, please see that section of the District Policies and Procedures section of the handbook.

REQUESTING HOMEWORK DUE TO ILLNESS

Requests for homework assignments may be made only after the student has been absent at least one day. It is recommended that the request is made before 9:00 a.m. by calling the Attendance Line at 317-745-3905. Homework assignments may be picked up in the office between 3:30-4:00 p.m. Students have one day for every day missed to make up work with no late penalty.

STUDENT-PARENT/TEACHER CONFERENCES

Parents and students are able to monitor student academic progress 24 hours a day, seven days a week on Infinite Campus. If parents and/or students have questions about academic progress, they are encouraged to request an appointment with the teacher, counselor, and/or principal. Students/parents who wish to talk with a teacher should request a conference at a time convenient to all parties during the school day. Teachers may also request conferences with students in order to give or arrange individual help or to clear up misunderstandings.

STUDENT ID CARDS

Students are issued identification cards during registration. These should be kept on their persons at all times while on the school premises. Should the ID card be lost, a replacement may be procured for a fee of \$5.00 in the Attendance Office. Student ID cards authorize student use of cafeteria services, library books in the LMC, and other services.

VISITORS

Parents are always welcome at DCHS as visitors or volunteers. All visitors to the school must enter through Door 1 and report to the main office to receive permission to be on the premises during the school day. Students from other schools are not permitted to visit Danville Community High School during the school day. DCHS maintains a closed campus to protect and secure our students, faculty, and buildings

STUDENT ATTENDANCE

ABSENCE TYPES

Excused Absences

Excused absences are those for which the school has been notified by a parent or guardian but for which no documentation was provided. Although these absences are excused, they are NOT exempt. They do count toward a student's total absences per semester (see Excessive Absences). Common examples include:

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

Exempt Absences

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 and individual student absences fall under this exception. Students have been excused from attendance to participate in various academic bowls, band/orchestra trips, attendance at local/state/federal government proceedings, or to hear various public speakers or performers. To review the statute in entirety, refer to the Compulsory School Attendance Law.

Mandated Absences

Mandated absences are those required by the school. Mandated absences are not included when determining the need for action to be taken for excessive absences. Mandated absences may be for:

- Suspensions – The principal or her designee may remove a student from a class, multiple classes, 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.

Unexcused Absences

An unexcused absence is any absence not covered under the definition of excused or exempt. Unexcused absences are considered truancy.

ATTENDANCE REPORTING PROCEDURES

Student absences must be reported by parents/guardians to the school attendance office by telephone (745-3905) or by email (hsattendance@danville.k12.in.us) on the day of their absence, giving reason for the absence. An automated phone call and an email are sent to parents/guardians of students who are marked absent to at least two class periods without parent notification prior to the absence. Absences for which the attendance clerk receives no contact from parents/guardians will be considered unexcused (AU).

Absence as Reported	Infinite Campus Absence Code
Absence with Parent Contact	AE
Absence with No Parent Contact	AU
Absence Exempt	AX
Absence with Parent Contact & Documentation	AED
Tardy Excused	TE
Tardy Unexcused	TU
Tardy Exempt	TX
Tardy with Documentation	TED
Out-of-school Suspension	OSS
In-school Suspension	ISS
Virtual Due to COVID	VC

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.

EARLY DEPARTURES/LATE ARRIVALS

Any student who needs to leave early or who arrives late due to an appointment must have phone permission or a note from a parent. Students must sign in and/or out in the front office if they are arriving late or leaving early. Students who don't sign in and/or out will be marked AU (Absent with No Parent Contact).

EXCESSIVE ABSENCES

Because DCHS understands that there are times where a student will need to be absent (i.e. funerals, sick days, etc.) that aren't covered by Indiana Code attendance exemptions (see EXEMPT), a student can accumulate five excused absences per semester with no action being taken by the school attendance officer. Once a student reaches five absences in two or more class periods, a letter is sent home to make sure that parents/guardians and the student are aware of the number of absences that the student has accumulated and to remind them of the importance of regular school attendance.

Once a student reaches eight absences in at least two or more class periods, an attendance meeting will be scheduled. Parents/guardians will be expected to attend that attendance meeting. For students who are under 18, the Project Attend Coordinator may be included in that meeting (see Project Attend below). Please note that a student with an excessive amount of absences may also lose the following privileges: loss of driver's license until age 18; revocation of work permit; loss of school privileges which may include driving, participation in extracurricular events, and prom. Additionally, the assistant principal may determine that it is necessary to remove the student from a class based on attendance. If a student is removed from a class due to attendance issues, the student will be given an F on the transcript. If a student is removed from two or more classes based on attendance issues, the assistant principal may request expulsion.

HABITUAL ABSENCES

Habitual truancy is defined (IC 20-20-8-8) as being 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."

PROJECT ATTEND

Hendricks County Project Attend is a cooperative effort between the schools, the probation department, the prosecutor's office, 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.

General Procedures

1. Once a student reaches eight absences in at least two or more class periods, an attendance meeting will be scheduled. A parent/guardian will be expected to attend that attendance

meeting. Also in attendance in the meeting will be the student, the assistant principal, and the student's guidance counselor.

2. At the attendance meeting, the legal consequences of non-attendance will be explained. A contract/agreement will be signed by the parent/guardian, the student, and the school representative. The contract will list any actions that should be taken and any conditions imposed on the student, parents, or school. The contract will be forwarded to the Project Attend Coordinator. The coordinator will contact the parent/guardian to see if there are any questions regarding the contract.
3. If the attendance problems continue, the school will notify the Project Attend Coordinator with all updated information. A meeting will be set for the parent/guardian, the student, the school representative, the Project Attend Coordinator, and the juvenile prosecutor. At that meeting, the juvenile prosecutor will gather information, review the attendance contract, and may choose to file truancy charges.
4. The school will continue to update the Project Attend Coordinator as to the student's school attendance throughout the duration of the attendance contract.

WITHDRAWAL FROM SCHOOL

If a parent is withdrawing a student to homeschool, they must submit notification in writing to the school's office. For 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

ACADEMIC PROGRESS

By clicking on the Academic Progress link on the left side of the home page in the Infinite Campus portal, parents and students can monitor a student's progress toward graduation through the Infinite Campus portal. Once a diploma type has been selected, requirements that a student has met will be highlighted in green and requirements not yet met will be highlighted in red. By expanding each selection, parents and students can see what courses meet the individual requirements.

ADVANCED COURSES FOR COLLEGE CREDIT (DUAL CREDIT)

Advanced Course for College Credit (dual credit) covers (1) any college-level course offered for credit by an accredited postsecondary institution through an approved agreement with a secondary school, or (2) any other postsecondary course offered for dual credit under the provisions of 511 IAC 6-10. The intent of these courses is to allow schools to award high school credit to students for taking college courses with content that goes beyond that currently approved for high school credit. Please note that there will be a separate charge of \$25 per credit hour for most dual credit courses. Students will be billed directly by the postsecondary institution transcribing the credits. Additionally, the textbooks for dual credit courses are determined by the postsecondary institution as well. Students will be expected to purchase those textbooks outright. Financial aid for these costs may be available. Students should speak with their guidance counselors for further information.

ADVANCED PLACEMENT COURSES

Advanced Placement (AP) courses are intended to be equivalent to similar college-level courses. The College Board does not designate a time period during which the content of the high school course is to be covered. Most AP courses require two traditional semesters to adequately address the course content and prepare students for the associated exam. Please note that there may be an additional charge of \$94 to students for taking the AP exam for the AP courses that they take. Some of those exam fees may be covered by the state, but others will not. The list of fees covered by the state changes from year to year and is not available to schools until close to the time for AP exams to be taken. For that reason, any student taking an AP course should plan on needing to pay for the corresponding AP exam. Financial aid for these costs may be available. Students should speak with their guidance counselors for further information.

CAREER AND TECHNICAL EDUCATION PROGRAM

The Area 31 Career provides over 30 career and technical education programs to prepare students for careers or further study at a post-secondary institution after completion of high school. Most of these programs are offered at the Career Center at Ben Davis High School. There is a variety of programs available for students of all abilities. Local employers provide additional direction and employment, including co-op experience. Students must be in good standing with the high school to attend. For more information on classes offered, contact the DCHS Guidance Department, or refer to a copy of the DCHS Course Offerings Guide.

Closings, Delays, and In-Services Days

When Danville experiences a weather-related delay, of 1 or 2 hours, morning Area 31 students are not expected to be in attendance; afternoon students will take their normal bus and attend classes as usual. When Danville schools have weather-related closings, Area 31 students will not be expected to attend classes. When Danville has non-weather-related closings (such as in-service days, or unused "snow

makeup days”), Area 31 students must plan to attend their Area 31 classes as normal. For the Area 31 calendar, go to www.wayne.k12.in.us/Area31.

Absence Reporting

When an Area 31 student is going to be absent, the parent must phone both Ben Davis Career Center (317-243-5524) and DCHS Attendance Office (317-745-3905).

CLASS RANK

Class rank, figured for each student at the end of each semester, is determined by cumulative GPA, which includes both weighted and non-weighted courses. Valedictorian and salutatorian will be determined at the end of a student’s eighth semester or the end of the senior year and will be determined by class rank. The grade of “A+” is figured into class rank the same as the grade of “A.” The following point scale will be used when figuring class rank for all students:

A	4.0	B	3.0	C	2.0	D	1.0
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.33	C+	2.33	D+	1.33	F	0

CREDITS FROM STATE-CHARTERED, SPECIAL, AND NONCHARTERED SCHOOLS

Determination of the application of courses at the transferring school to course or courses of study requirements at the Danville Community School Corporation will be made by the school's principal within ten (10) days after receipt of adequate information from the transferring school. It is the responsibility of the parent or guardian to obtain all information necessary for proper academic evaluation and placement of the transferring student.

CURRICULUM

DCHS is a comprehensive high school with a curriculum designed to allow students to complete graduation requirements as outlined by Indiana State Board of Education and the Danville Board of Education. It is designed to prepare students for entry into post-secondary institutions, vocational education, and entry-level employment. For information on the full curriculum, refer to the Danville Community High School Course Offerings Guide. The DCHS Guidance Department will assist in course planning for students.

DIPLOMA TYPES

Indiana Diploma with Core 40 Designation

- English/ Language Arts 8 credits
- Mathematics 6 credits (in grades 9-12)
 1. 2 credits: Algebra I
 2. 2 credits: Geometry
 3. 2 credits: Algebra II
 4. Or complete Integrated Math I, II, and III for 6 credits.
 5. Students must take a math or quantitative reasoning course each year in high school
- Science 6 credits
 1. 2 credits: Biology I
 2. 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics
 3. 2 credits: any Core 40 science course
- Social Studies 6 credits
 1. 2 credits: U.S. History
 2. 1 credit: U.S. Government

- 3. 1 credit: Economics
- 4. 2 credits: World History/Civilization or Geography/History of the World
- Directed Electives 5 credits
 - 1. World Languages
 - 2. Fine Arts
 - 3. Career and Technical Education*
 - 4. *DCHS Requirements: Preparing for College and Careers.
- Physical Education 2 credits
- Health and Wellness 1 credit
- Electives* 6 credits (College and Career Pathway courses recommended)
- 42 Total Credits Required

Indiana Diploma with Academic Honors Designation (47 min. cr.)

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a 3.0 or better.
- Complete one of the following:
 - 1. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - 2. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - 3. Earn two of the following:
 - i. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 - ii. 2 credits in AP courses and corresponding AP exams,
 - iii. 2 credits in IB standard level courses and corresponding IB exams.
 - 4. Earn a combined score of 1250 or higher on SAT mathematics and evidence-based reading and writing and a minimum score of 530 on each
 - 5. Earn an ACT composite score of 26 or higher and complete written section
- 47 Total Credits Required

Indiana Diploma with Technical Honors Designation

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 - 1. State approved, industry recognized certification or credential, or
 - 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a 3.0 or better.
- Complete one of the following:
 - 1. Any one of the options (1-5) of the Indiana Diploma with Academic Honors Designation
 - 2. Earn the following scores or higher on Work Keys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information – Level 5.

3. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
4. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

Indiana Diploma with Danville Academic Honors Designation

- Fulfill all requirements of the Indiana Diploma with Academic Honors Designation AND complete the following:
 1. Foreign Language (Must take one class) ACP French (4) or ACP Spanish (3)
 2. Science (Must take two) ACP Biology (3); ACP Chemistry (5); AP Physics
 3. English (Must take two classes) Eng ACP W131 (Composition) (3); Eng ACP L202 (Literature) (3); ACP Speech (3)
 4. Math (Must take one class) AP Calculus; AP Statistics
 5. Social Studies (Must take two) AP US History, AP World History, AP Comparative Government.

Indiana Diploma with General Designation

The completion of an Indiana Diploma with Core 40 Designation is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce. To graduate with less than Core 40 Designation, the opt-out process must be completed. Parents should contact a student's guidance counselor if more information is needed.

- English/Language Arts 8 credits (must include literature, composition and speech)
- Mathematics 4 credits
 1. 2 credits: Algebra I or Integrated Mathematics I
 2. 2 credits: Any math course
 3. General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.
- Science 4 credits
 1. 2 credits: Biology I
 2. 2 credits: Any science course

*At least one credit must be from a Physical Science or Earth and Space Science course
- Social Studies 4 credits
 1. 2 credits: U.S. History
 2. 1 credit: U.S. Government
 3. 1 credit: any social studies course
- Physical Education 2 credits
- Health and Wellness 1 credit
- College & Career Pathway Courses 6 credits
- Flex Credit 5 credits – must come from one of the following:
 1. Additional elective courses in a College and Career Pathway
 2. Courses involving workplace learning such as Cooperative Education or Internship courses
 3. High school/college dual credit courses
 4. Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts
- Electives 8 credits

Please Note: A school corporation cannot require a student with a disability to complete locally required credits that exceed state credit requirements to receive a diploma unless otherwise required as part of the student's individualized education program under IC 20-35.

EARLY GRADUATION REQUIREMENTS

A student in Danville Community High School must attend high school a minimum of two semesters and must have fulfilled all graduation conditions and requirements in order to graduate from DCHS. Exceptions may be granted in accordance to the applicable state statutes regarding early graduation and reduced daily class schedules. An example of those statutes are but not limited to: IC 20-30-2, the school flex program; IC 21-12-10, the Mitch Daniels Early Graduation Scholarship; and IC 21-43-4, the Postsecondary Enrollment Program. The student must complete all of the applicable forms, requirements, and deadlines currently in place in order to graduate prior to their designated class graduation date. All necessary information may be obtained through the guidance office.

GRADE REPORTING

Students' current grades are available at any time via our student information system. Additionally, report cards will be available electronically on the Friday following the end of each grading period. The following grade system is used:

A+	100	B	83-87	C-	70-72	F	59 or less
A	93-99	B-	80-82	D+	68-69		
A-	90-92	C+	78-79	D	63-67		
B+	88-89	C	73-77	D-	60-62		

Grading Scale (ACP)

Following is the ACP weighted grading scale for ACP courses only:

A	5.00
B	4.00
C	3.00
D	2.00
F	0

Grading Scale (Unweighted)

Following is the unweighted grading scale:

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.33	C+	2.33	D+	1.33	F	0

Grading Scale (Weighted)

Following is the weighted grading scale for AP and dual credit courses only:

A	5.00	B	4.00	C	3.00	D	2.00
A-	4.67	B-	3.67	C-	2.67	D-	1.67
B+	4.33	C+	3.33	D+	2.33	F	0

GRADUATION PATHWAYS

Completing a Graduation Pathway is optional for the Classes of 2020-2022. Completing a Graduation Pathway is required for the Class of 2023 and beyond.

1. High School Diploma: Meet the statutorily defined diploma credit and curricular requirements as noted above in DIPLOMA TYPES.

2. Learn and Demonstrate Employability Skills: complete ONE of the following during the student's high school career:
 - a. Project Based Learning Experience (Ex. Eagle Scout Project)
 - b. Service Based Learning Experience (Ex.: Sport, Club, Choir, Band)
 - c. Work Based Learning Experience (Example: Job)
3. Postsecondary Ready Competencies: meet at least ONE of the following:
 - a. Academic Honors Diploma
 - b. ACT College-ready benchmarks: 18 Eng OR 22 in Rdg AND 22 in Math OR 23 in Sci
 - c. SAT College-ready benchmarks: 480 in EBRW, 530 in Math
 - d. ASVAB benchmark: minimum score of 31
 - e. State- and Industry-recognized Credential or Certification
 - f. Federally-recognized Apprenticeship
 - g. Career-Technical Education Concentrator:
 - h. Earn a C average or better in at least six high school credits in a career sequence. Additionally, for students in the classes of 2023 and 2024, two of those courses must be non-duplicative advanced courses (courses beyond an introductory course) within a particular program.
 - i. AP/Dual Credit: Earn a C average or better in at least three courses

For more information about Graduation Pathways, please visit the Indiana Department of Education's Graduation Pathways web page.

HOMEWORK

Danville Community School Corporation views homework as an important part of the education process. Students and parents should 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 to return to school the next day. It is essential that homework be completed successfully and on time to help ensure academic progress. If a parent has questions about a student's homework or has concerns that he/she would like to share with the teacher, the parent should call the school during the day or contact the teacher by e-mail. Individual grade-level and/or school homework policies will be distributed at the start of the school year.

MAGNA CUM LAUDE AND CUM LAUDE DESIGNATIONS

Students attain these standings by achieving either all A's (Magna cum Laude) or all A's and B's (cum Laude) throughout their high school years, without exception.

PARENT/TEACHER COMMUNICATION

Teachers will regularly send updates to parents regarding classroom happenings, upcoming events, and student progress. Additionally, 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. In addition, DCHS provides several methods of communication between faculty, administrators, parents, and students. The preferred method is e-mail. We recognize that not everyone has access to a computer, so it is important for to be sure the school has current information on file for best contacting parents and/or guardians. Providing us with a valid email address allows us to provide effective, timely communication.

POST-SECONDARY CREDIT

Students may earn postsecondary credit at any state accredited public or private college or university that grants a baccalaureate or associate degree. Postsecondary credit will be granted to Danville students if all of the following criteria are met.

1. The postsecondary institution must be an accredited public or private college or university that grants a baccalaureate or associate degree.
2. The student must be enrolled in Danville Community High School.
3. Each student who wishes to enroll in an eligible institution must secure written approval from the principal of the high school upon recommendation of the counselor.
4. A student is eligible to participate in the program unless his/her non-enrollment in the high school course results in the cancellation of the course or section due to low enrollment.
5. A student is ineligible to participate in the program if participation would delay the student's progress toward high school graduation.
6. Participation in the program may allow for a student's school day schedule to be altered.
7. Students and their parents must be responsible for providing their transportation and for paying the costs of the post-secondary credit courses.
8. The students and the parents must be responsible for providing the school counselors with an official transcript after the course is completed so that the high school records can be documented.
9. Completion of the postsecondary course is required. The student and the parent must immediately notify the principal if the student is not attending the enrolled course. All grade policies that apply to regular high school courses will apply to the postsecondary course.
10. Students who withdraw from approved postsecondary courses must report the withdrawal to the principal in writing.
11. Weighted grades will not be assigned to grades received under the postsecondary education program.
12. All students enrolled in AP courses are required to take the end-of-the-course test.

DCHS has determined that one high school credit will be awarded to those students who are granted three (3) to four (4) college credit hours. Furthermore, there is no limit to the number of college credits a student may earn through the postsecondary courses. Each student who enrolls in a postsecondary program must report the enrollment to his/her counselor. This report must include the name of the course, the course's credit hour value, and a brief description of the course. The principal will notify the superintendent of the number of students enrolled. Upon the successful completion of a course, the grade will be entered on the student's transcript.

PARTICIPATION IN COMMENCEMENT

Students at Danville Community High School are required to earn 42 credits as outlined for each diploma type in order to graduate from Danville Community High School. In order to participate in Commencement, students need to have completed 42 credits in the appropriate courses for their diploma types.

RETAKEING CLASSES

A student may retake a class, with written permission from the principal, in order to meet the minimum grade requirement if he/she is working toward an Academic Honors Diploma. The class must be retaken within one year of taking the class the first time, and both grades will be figured into the student's grade point average.

SCHEDULE CHANGE POLICY (DROP/ADD)

If a student wishes to make a valid request for a schedule change, those requests must be initiated within the first five days of the semester. Please note that schedule changes initiated to request specific teachers are not considered valid. Necessary schedule changes requested after the fifth day of each semester must be approved by the student's guidance counselor and the principal. If a student receives approval for a necessary schedule change after the first ten days of the semester, or if a student is withdrawn from a class due to discipline or attendance reasons, the student will be given a grade of WF on his/her transcript for that class. Those students will be assigned to a study hall for the remainder of the semester if at all possible. If a study hall is not available during the applicable class period, the student's schedule may be changed in order to allow for placement in a study hall during a different period, or the student may spend that class period in the office for the remainder of the semester.

STUDENT PROGRESS

Parents may monitor their child's academic performance and progress at any point throughout the school year via Infinite Campus. Access to the student information systems is available on our district website at www.danville.k12.in.us. Please notify the office if you do not have online access so we may share alternative options with you. If you need to discuss grades with a student's teacher, you should call or e-mail that particular teacher as a first line of communication.

STANDARDIZED TESTING

ISTEP+ for English, Math, and Science
Grade 10 students in the graduating classes of 2020-2022

TRANSFER CREDITS

A student desiring to complete courses by correspondence or through attendance at evening or summer school away from Danville Community High School will need to first obtain written approval from the Director of Guidance. Such credits are acceptable only when taken from a properly accredited institution.

STUDENT CONDUCT and EXPECTATIONS

ACADEMIC INTEGRITY POLICY/ACADEMIC DISHONESTY

Academic dishonesty occurs when students obtain or assist others in obtaining credit for academic work which is not their own. Students must exercise self-discipline and resist peer pressure. Academic dishonesty violates the standards for academic excellence we have established at Danville Community High School. The various ways in which academic integrity can be violated are discussed below. The examples within this section provide explanations and illustrating materials that do not necessarily exhaust the scope of these violations. Any violation of the Academic Integrity Policy may result in an academic penalty and/or additional disciplinary consequences.

Cheating

Cheating is the use of unauthorized materials or receiving unauthorized assistance, acquiring un-acknowledgeable materials, information or study aides in any academic exercise. The use of books, notes, calculators, cell phones, and conversation (verbal and nonverbal) with others is restricted or forbidden during specific academic exercises. Examples of cheating may include copying the work of another student during an examination or other academic exercise, copying or sharing answers between classes, using or possessing unauthorized notes, study sheets, exams or other materials during an exam or collaborating with another student during an exam or academic exercise.

Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. Appropriate acknowledgement is required when material from another source, which is in print form, electronic form, or other medium, which is paraphrased or summarized. Examples of plagiarism include: failure to use quotation marks when directly quoting a source, failure to document distinctive ideas from a source (common knowledge information such as names and basic scientific law need not be referenced) word-for-word or mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation) fabricating or inventing sources or data, and copying information from computer-based sources (i.e. Internet).

Facilitating Academic Dishonesty

Students may not knowingly or negligently allow their academic work to be used by other students and presented as another's work. This act of aiding others is an academically dishonest act, which violates the academic integrity policy. The students who are supplying the materials, even though not benefiting academically, are in violation of the Academic Integrity Policy and are subject to behavioral consequences.

COMMON MINOR VIOLATIONS AND CONSEQUENCES

Violation	First Offense	Second Offense	Third Offense
Dress Code Violation	Change of clothing and written warning	Change of clothing and Tier 1 Friday School	Change of clothing and Tier 2 Friday School
Failure to Serve Consequence	Tier 1 Friday School becomes Tier 2	Tier 2 Friday School becomes one day of in-	Removal from in-school suspension becomes out-

		school suspension	of-school suspension
Fighting or Provoking Violence (by gestures or words, including racial/ethnic slurs)	Two-day suspension	Five-day suspension	Expulsion
Parking Violation	Written Warning	Tier 1 Friday School	Tier 2 Friday School
Use or Possession of Tobacco Products and/or E-cigarettes	1-5 day suspension and a citation issued by school resource officer requiring students to appear in court with parent or guardian and to pay the associated fine and court costs.	3-5 day suspension and referral to school resource officer for additional legal consequences.	Up to 10 day suspension with request for expulsion and referral to school resource officer for additional legal consequences.

CORE BELIEFS

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail, email, or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school's guidance counselor.

Each student is a unique individual with unique personal, social, and educational needs. As a result every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and unique situation. The odds for students learning from their mistakes increase dramatically when they see a reasonable connection between their behavior and the resulting consequence. When working with students, disciplining students, or making a professional judgment for students, our goal is for them to learn that:

1. Every attempt will be made to maintain the dignity and self-respect of both the students and the teachers.
2. Students will be guided and expected to solve problems without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be it good or bad.

4. Misbehavior will be handled with natural or logical consequences whenever possible.
5. Students are expected to follow guidelines set forth by the school.

BACKPACKS

Students at DCHS are assigned lockers in which to keep all of the necessary school supplies and personal belongings they might need throughout the school day. Additionally, students may carry backpacks to class with classroom teacher approval. The space and function of each teacher's classroom varies greatly. Therefore, teachers will establish all rules for backpacks in their classrooms. Students will be allowed to carry backpacks before school, after school, during lunch periods, and between class periods. Failure to comply with the established classroom rules may result in disciplinary action and revocation of rights.

BUS SAFETY

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. Students riding a bus equipped with seat belts are required to wear seat belts.
5. Indecent conduct, including boisterous or profane language, will not be tolerated.
6. Pupils will not be allowed to tease others, or use their hands, feet, or body in any objectionable manner, including tripping, wrestling, or hitting.
7. No windows or doors will be opened or closed except by permission of the bus driver.
8. 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.
9. 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 Superintendent or his/her designee.
10. 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.
11. 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. Students should avoid the following items:

- Clothing that is hazardous to the health and safety of themselves or others
- Anything that is a distraction or a detriment to learning
- Hair that can be hazardous during activities, such as industrial technology, lab work, physical education or art.

The following will not be allowed:

- Clothing bearing patches, drawings, or sayings (stated or implied) which refer to drugs, alcohol, violence, sex, tobacco or obscenities

- Bikini tops, dresses and blouses with straps that do not cover undergarments, sleeveless shirts that exceed below the normal armpit, see-through blouses.
- Hats, bandanas, sunglasses, hoods or any other type of headgear
- Wallet chains or ornamental chains that hang from student's pants
- Pants that expose undergarments
- Any piercing of the face that interferes with the educational process or jeopardizes safety
- Trench coats
- Accessories that are on or attached to students' clothing or bags, which could cause injury to other students or damage school property, large jewelry that causes a distraction or could cause harm to any student
- Bare Feet
- Sleepwear, including footed pajamas and slippers

Guidelines for specific concerns:

- The length of shorts, skirts, and dresses should be modest and within reason.
- The length and coverage area of shirts, blouses, and tops should be modest and within reason.
- Holes in pants, shorts, and skirts should be modest and within reason.
- Leggings, yoga pants, and bicycle shorts should be worn modestly and within reason.

ELECTRONIC DEVICES

DCHS has a door-to-door policy for electronic devices. Students may use electronic devices in class only with teacher or administrative approval. Teachers will establish all rules of use in his/her classroom. Students will be allowed to use electronic devices before school, after school, during lunch periods, and between class periods. Failure to comply with the established classroom rules may result in disciplinary action and revocation of rights.

- 1st Offense – Verbal warning; device will remain in the office until the end of the day
- 2nd Offense – Tier I Friday School; device will remain in the office until the end of the day
- 3rd Offense – Tier II Friday School; device will remain in the office until the end of the day
- 4th Offense – In-school detention; device will remain in the office until the end of the day

EXPECTATIONS SUPPORTING THE ORDERLY OPERATION OF THE SCHOOL/THE EDUCATIONAL PROCESS

The rules and expectations covered in this section are designed to meet the following goals:

1. Maintain orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors interfering with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students to learn how their decisions affect the quality of their lives and others.
5. Help students develop responsibility and character.

Continuum of Disciplinary Consequences

Students who violate expectations will be subject to disciplinary action that may include the following:

- Verbal Warning
- Written Warning
- Lunch Detention

- Detention from Class: A teacher or administrator will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
- Friday School (Tier 1 and Tier 2): Friday School is a form of detention held from 3:45-5:00 (Tier 1) or from 3:45-6:00 (Tier 2). Friday School is used for as a consequence for attendance and behavior violations. This includes, but is not limited to, tardiness, truancy, dress code violations, and cell phone violations. Students who are in school on the date of their assigned Friday School are expected to attend. If a student misses a Friday School without just cause, he/she will be required to make up for the missed consequence. If the student continues to miss Friday Schools, he/she will be assigned alternative consequences.
- Exclusion from Class: A teacher may remove a student from the teacher's class or activity for a period of up to three (3) school days if the student is assigned regular or additional work to be completed in another school setting. If a teacher removes a student from class, an administrator may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the administrator has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the administrator may place the student in another class or educational setting.
- Suspension from School: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to ten (10) school days. That suspension may be in school or out of school.
- Expulsion: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

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 and 19

HAZING

Hazing is defined as performing any act, or coercing another person to perform any act of initiation into any class, group, or organization that causes or creates a risk (mental, emotional, or physical harm.)

Hazing activities of any type are inconsistent with the educational process. All such activities are prohibited at any time in school facilities, on school property, and at any school corporation sponsored event. Permission, consent, or assumption of risk by an individual subjected to hazing shall not exempt this policy.

STUDENT CONDUCT THAT CONSTITUTES 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.

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:

- a. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c. The student has been instructed in how to self-administer the prescribed medication.
 - d. 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, CBD oil, 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. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine or electronic nicotine delivery systems.
 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.
 20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
 21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
 22. 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
 23. Possessing sexually related materials, which include images displaying uncovered breasts, genitals, or buttocks
 24. "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

25. Engaging in pranks or other similar activity that could result in harm to another person
26. Using or possessing gunpowder, ammunition, or an inflammable substance
27. 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.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
29. 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. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. 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:
 - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or

- d. 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. Incidents of bullying may be anonymously reported by going to the Resource page on the DCHS web site.

C. POSSESSING A FIREARM OR DESTRUCTIVE DEVICE

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

1. The following devices are considered to be a firearm under this rule:
 - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
2. For purposes of this rule, a destructive device is:
 - 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,
 - 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
 - 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.

3. 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.
4. 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:
 - 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;
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may 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

TARDIES

Students who are late to class will be counted as tardy. Students who arrive at school after the tardy bell rings must sign in at the front office. Tardiness to school/class in a semester will result in the following disciplinary actions:

- First and second tardies – Noted in Infinite Campus
- Third tardy – Written warning; notice sent to parent/guardian
- Fourth and fifth tardies – Tier 1 Friday School
- Sixth and seventh tardies – Tier 2 Friday School
- Eight and ninth tardies – In-school Detention
- Tenth tardy – Removal from class

Expulsion proceedings may be instituted if a student is removed from two or more classes due to excessive tardiness.

TRUANCY FROM CLASS

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 classes missed. Teachers will be notified by the principal's office of truancy and disciplinary action.

Truancies from class will result in disciplinary action listed below:

- 1st violation – Tier I Friday School
- 2nd violation – Tier II Friday School
- 3rd violation – In-school Detention
- 4th violation – Removal from class

Expulsion proceedings may be instituted if a student is removed from two or more classes due to truancy.

Additionally, 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.

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 or damage 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.

SERVICES

BUS 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.

CAFETERIA

Danville Community School Corporation 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 DCSC student is expected to eat lunch at school daily. For those students who bring their own lunch from home, juice, milk or water may be bought, or milk may be purchased from the cafeteria. Meals are not allowed to be brought in during school hours for groups of students. Only high school students may purchase carbonated drinks that must meet smart snack guidelines. Students may share any factory sealed food items that are not wanted by the student. On days that the students take field trips, sack lunches may be purchased from the cafeteria. These sack lunches will include a sandwich, chips, cookie, fruit, vegetable, and a milk for the price of a type A lunch.

Students may pay for their lunches daily in the cafeteria line, or may choose to prepay for meals by the term. If student absences occur, adjustments will be made at the end of the term. The option to prepay is for both the breakfast and lunch program. New students will receive a PIN number to use in the cafeteria line to purchase food items.

Applications for free and reduced lunch 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 if your student's balance is below \$5.

Note the following payment procedures:

1. A student may choose to establish a cafeteria account in order to prepay for a breakfast, lunch, or milk. This can be done by using Infinite Campus or taking money directly to the cafeteria. If using the Infinite Campus online payment system to replenish a student's lunch account balance, a convenience fee will be applied.
2. Students may pay for their meal or milk at the cash register each day they choose to eat at school. If a student is over the limit for charging, cafeteria staff will provide an alternate meal unless donation funds are available to provide to the student. At the end of the school year, parents are encouraged to leave at least \$5.00 in the account so students can use their card on the first day of the next school year.
3. Charging Policy – *On January 13, 2014, a charging policy was approved by our school board of \$10, which will allow a student to charge 2 paid breakfasts and 2 paid lunches. After this, a student will be given a peanut butter & jelly sandwich, milk, and juice. In the event of a peanut allergy, the student will be given a ham and cheese sandwich. Any unpaid meal balances will roll over to the following school year.

Classes are in session during each of the three lunch periods. Consequently, all students are expected to go directly to and from the cafeteria quickly and quietly. Students are not permitted to be in the corridors where classes are being conducted without a hall pass during the lunch periods.

All students are expected to cooperate in taking trays, paper, cartons, etc. to the designated area for disposal. Students who do not cooperate and/or act unruly in the cafeteria will be assigned clean-up responsibilities, and/or have cafeteria privileges taken away for a period of time, and/or be expelled from the cafeteria for the remainder of the semester. 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.

CLUBS AND ORGANIZATIONS

Students are invited to participate in a variety of special interest groups that include:

Academic Teams	Future Farmers of America
Art Club	Key Club
Best Buddies	National Honor Society
Business Professionals of America	Robotics
CARE Club	Rotary/Interact Club
Democrats Club	Spanish Club
Drama Club/Thespians Troupe 2246	Spell Bowl
Dungeons and Dragons	Student Athletic Advisory Council
Fellowship of Christian Athletes	Student Council
French Club	Warriors for God

COUNSELING SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help sessions, and help with home, school, or social concerns. Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment.

DELIVERING MATERIALS OR MESSAGES TO STUDENTS

Items may be dropped off and messages may be called into the main office. The office will make every effort to deliver items to students in a timely manner, without undue interruption to class sessions. Requesting delivery of a message or materials should be done as early in the day as possible in order to ensure delivery. Students may use the phone in the main office for emergencies. A student will not be called from class to answer the telephone unless it is an emergency.

MEDIA CENTER

The Library Media Center (LMC) is a center for materials and technology that serves to satisfy the research, reference, and personal interest needs of the DCHS students and staff. Hours of operation are from 8:20 a.m. to 4:00 p.m. Students are required to have a pass signed by a teacher during class periods. No pass is required before or after school and during lunch. All students are required to sign in at the circulation desk. Students may message the library via Schoology or the Schoology app if they need assistance accessing or using any of our resources or services.

In addition to more than 8,000 books, students may use their network logins to access over a thousand eBooks and audiobooks through Overdrive, located at <http://danville.lib.overdrive.com>. Students also

may check out various technology, such as cameras, camcorders, Chromebook & phone chargers, card readers, and earbuds or headphones. The circulation period for all materials is 3 weeks.

SAFE SCHOOLS ALERT TIP REPORTING SERVICE

Safety is one of our district's top priorities; that's why we're using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. App: Search for "SafeSchools Alert" in the App Store to download for free
2. Phone: 317.742.6206
3. Text: Text your tip to 317.742.6206
4. Email: 1906@alert1.us
5. Web: <http://1906.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn!

SPECIAL SERVICES

Special Services are available within the district for those students who qualify. Available services include Special Education with a continuum of supports, Speech, Guidance, Developmental Preschool, and Psychological Testing.

STUDENT ACTIVITIES

ATHLETIC SCHOLASTIC ELIGIBILITY

In order to participate in athletics a student must be enrolled in and passing five (5) credit-generating classes.

A student must be present for at least five class periods to be able to practice/compete that day. AND, a student must have permission that is communicated from a parent to the front office for the time period he/she is absent to be able to practice/compete that day. In other words, he/she can't show up late or leave early without parent permission if he/she is planning to practice/compete that day. OR, if a student-athlete must be absent from school for more than two class periods in one day due to a.) medical appointment that is verified by a note from a physician, b.) a family funeral or c.) a situation where the principal or athletic director approves an exception to this policy before the student's absence (i.e. a college visit), he/she must have received pre-approval for that absence and provide documentation upon his/her return.

To further clarify, the only case where documentation is required is if the athlete is going to miss more than two class periods during a school day in which they are planning to practice/compete.

DANCES

DCHS dances, including prom, are privileges scheduled only for DCHS students. Students attending dances will be required to submit to and pass a breathalyzer test upon entry to the function. For prom students and guests take a breathalyzer test only when leaving. Attendees are expected to remain at the event for the duration unless they bring a written note from a parent/guardian stating otherwise. Once a student has departed from a DCHS dance, they will not be readmitted. Students may not bring in food or drink to a DCHS dance. Students may request permission to bring out-of-school guests to attend DCHS functions by completing an application for admission to the DCHS event. Guests are limited high

school students from other schools or graduates if they are under 21 years of age. A copy of the guest's birth certificate or driver's license must be attached to the form when submitted. The form must be signed by the guest's high school principal.

EXTRACURRICULAR ACTIVITIES

Students must be in good academic and behavioral standing, including good attendance, in order to participate in any activity outside of school. This includes clubs, organizations, dances, and contests of any type. Any student leaving school without permission from the office will not be allowed to participate in after-school activities that night.

WARRIOR CODE

During the course of a Danville Warrior athlete's eligibility (four years) our athletes (player, cheerleader, or extra-curricular participant) are expected to comply with all pertinent rules and regulations, including IHSA by-laws, the DCHS student code of conduct, and state/federal legislation. Athletes are expected to respect the directives of those who may have authority over them (i.e. parents, teachers, coaches, principals, law enforcement). Athletes are expected to conduct themselves as good citizens at all times.

Athletes guilty of violating Warrior Code will be disciplined with the following minimum penalties:

1. First violation – The athlete/student will not be able to participate in twenty percent (20%) of the contest season in that sport/activity. If the student is not currently in a sport or activity, the penalty will take place in the next primary sport* or activity that he/she participates in and completes.
2. Second violation – The athlete/student will not be able to participate in fifty percent (50%) of the contest season in that sport/activity. If the athlete/student is not currently in a sport or activity, the penalty will take place in the next primary sport/activity that he/she participates in and completes.
3. Third violation – The athlete/student will be suspended from all athletic/activity participation for the remainder of his/her high school career.

*A primary sport is a sport in which an athlete has previously and/or is currently participating; athletes may not "add" a sport in order to avoid serving an athletic suspension in their primary sport.

COACHES IN EACH SPORT, WITH THE CONSENT OF THE ATHLETIC DIRECTOR, SHALL HAVE THE DISCRETION OF EXTENDING PENALTIES OR TERMINATING ATHLETIC PARTICIPATION AT ANY TIME.

SCHOOL VOLUNTEERS

DCSC welcomes volunteers and chaperones for student activities; the corporation requires anyone working with our children, volunteer or otherwise, to submit information for a criminal history check.

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.

EMPLOYEE USE OF ELECTRONIC MEDIA WITH STUDENTS

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the corporation. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the corporation through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Myspace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication: however, the employee may be subject to corporation regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 11:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, and administrative regulations, including:
 - Compliance with the state public access laws and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records.
 - Copyright law
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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 EXPECTATIONS FOR ELECTRONIC DEVICES ISSUED TO STUDENTS/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 – 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.

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.

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.

1. "Criminal gang" definition: a group with at least three (3) Members that specifically either:
 - a. Promotes, sponsors, or assists in; or
 - b. Participates in; or
 - c. 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.
2. "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.

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 15.
- His/her kindergarten enrollment assessment results show an appropriate level of readiness.
- There is availability of space

All requests for early entrance enrollment must be made by June 1.

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 to the appropriate schools 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 ParentSquare emergency message system to all communication types a parent has self-selected in the ParentSquare 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 online through the parent portal of Infinite Campus, 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.

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.

PRESCRIPTION MEDICATION

Students are to bring any and all medication to the clinic at the start of the school day. Only those medications that are medically necessary during school hours or written in an IEP will be administered

during the school day. Prescription medication must be sent in the original container with the original prescription label intact, and be accompanied by written permission from the parent/guardian.

Pursuant to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition may possess and self-administer medication on an emergency basis while on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-carry medication, primary care provider authorization and written parent permission is required annually.

OVER THE COUNTER MEDICATIONS

Acetaminophen, Ibuprofen (middle school and high school only), and Tums are available in the clinic. These can be given at the discretion of the school nurse to any student who has parent permission granted during online registration. Any additional over-the-counter medications (including cough drops) will be kept in the clinic and need to be supplied by the parent. All over-the-counter medication must be accompanied by a written request from the parent/guardian. All medication must be in the original unopened container and will be given according to the directions on the bottle and dosage needs that are appropriate for the age and weight of the student. If the dosage exceeds recommendations, permission must be granted from a primary care provider. All medications administered at school must be approved by the FDA, no homeopathic or herbal medications will be administered. Over-the-counter medications sent in to school will be kept until the end of the school year unless directed otherwise.

Transporting Medications

Students may transport non-controlled substance medications to and from school with written authorization as long as they are brought directly to the school nurse and not removed from personal possessions prior to that time. At the end of the year, if indicated on the authorization form, any unused medications may be sent home with the student. If authorization is not granted and the medications are not picked up by a parent or guardian, they will be disposed of the day after the last day of student attendance. Pursuant to Indiana Code 20-33-8-13, medications that are listed as controlled substances, including narcotic pain medications and many ADHD medications, are not permitted to be carried or transported by any student in the Danville Community School Corporation and must be delivered directly to the school nurse by a parent/guardian. Any leftover medication may be picked up directly by a parent/guardian, after the medication has been counted by the School Nurse and the parent/guardian to verify the amount being given to the parent/guardian.

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 24 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.

2021-2022 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	2 Hep A	
Kindergarten – Grade 5	3 Hep B	2 MMR	
	5 DTaP	2 Varicella	
	4 Polio	2 Hep A	
Grades 6-11	3 Hep B	2 MMR	1 MCV (Meningococcal)
	5 DTaP	2 Varicella	1 Tdap (Tetanus, Diptheria & Pertussis)
	4 Polio	2 Hep A	
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 1st and 2nd dose is 6 months. 2 doses are required for all grades.

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

DTaP - 4 doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child’s fourth birthday.

Polio- 3 doses of Polio are acceptable for all grade levels if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose. *For all students, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella - Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4.

For children who have delayed immunizations, please refer to the CDC “Catch-up Immunization Schedule” to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 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/.

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 DCHS 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 at 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:

- 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.
- 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.

PUBLIC COMPLAINTS AND CONCERNS

Concerns and complaints of parents shall be handled by the principal in charge of the school involved. However, such concerns may be carried to the Superintendent if they cannot be resolved at the local school level. The School Board will review all unsolved problems that need to be brought to its attention.

The Board recognizes that situations may arise in the operation of the schools which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers such as the faculty, principals, the central office, and the Board.

The Board considers it the obligation of employees of the schools to entertain the questions of parents or the public and to respond appropriately.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the school should be directed to the Superintendent.
4. Matters concerning transportation and food services should be directed to the Director of Transportation or the Director of Food Services, as appropriate.
5. Unsettled matters from (4) above should be directed to the Superintendent or his/her designee.
6. If the matter cannot be settled satisfactorily by the Superintendent or his/her designee, it should be brought to the Board of Education. Questions and comments submitted to the President of the Board in letter form will be brought to the attention of the entire Board.

The Board will endeavor to investigate written complaints filed with the President, and respond to the complaining party in a reasonable time. Complaints concerning employees may necessarily need to be handled in an executive session.

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.

SCHEDULING AND ASSIGNMENT OF STUDENTS

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 personnel within each building counseling office.

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and class space. Any changes in a student's schedule should be discussed with personnel within each building counseling office. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules.

Special education students requesting any scheduling or other changes should work through their case conference committee. Changes in an individual education plan (IEP) can only occur through a case conference committee.

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. Community members who are interested in joining the wellness committee may call the food service office at 317-745-0366.

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.