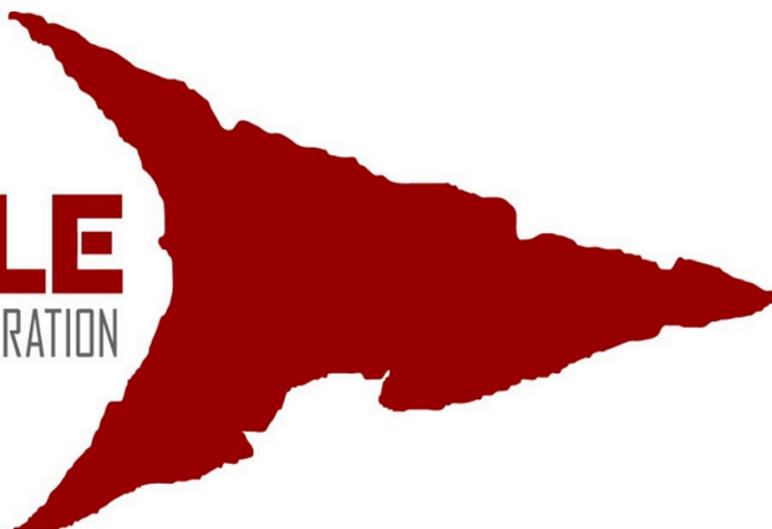


***Danville Community High School  
Student-Parent Handbook***

**DANVILLE**  
COMMUNITY SCHOOL CORPORATION



**2025-2026**

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## **FORWARD**

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**

Mr. Matt Clodfelter

## **ATHLETIC DIRECTOR**

Mrs. Aimee Harvey

## **ASSISTANT PRINCIPAL**

Mr. Kyle Owens

## **ASSISTANT ATHLETIC DIRECTOR**

Dr. P.J. Hamann

## **DCSC VISION STATEMENT**

Every Student, Every Day, High Standards, High Achievement

## **DCSC MISSION STATEMENT**

We commit to maximize our students' success through personalized experiences, so they make a difference in any community.

## **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.

## 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 8:15 am. Prior to that, students are expected to be outside Door 1 or Door 14. Students arriving prior to 8:15 am, need to sign-in at the main office and be under direct supervision of a faculty member.

### Bell Schedule

<b>Bell Schedule</b>
<b>Monday - Friday</b>
Period 1 - 8:45-9:34 (49 min)
Period 2 - 9:41-10:30 (49 min)
Period 3 - 10:37-11:25 (48 min)
Period 4 - 11:32-12:50
<b>Period 4 A Lunch</b>
<b>11:25 - 11:50 Lunch</b>
<b>11:55 - 12:50 Class</b>
<b>Period 4 B Lunch</b>
<b>11:32 - 11:55 Class</b>
<b>11:55 - 12:20 Lunch</b>
<b>12:25 - 12:50 Class</b>

Period 4 C Lunch
<b>11:32 - 12:25 Class</b>
<b>12:25 - 12:50 Lunch</b>
Period 5 - 12:57-1:45 (48 min )
Period 6 - 1:52 - 2:40 (48 min)
Period 7 - 2:47-3:35 (48 min)

**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 buses 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 reserved for STAFF AND FACULTY ONLY. Students are NOT to park in this lot or in Visitor/Handicap spots.

**West Lot**

1. Student parking spaces as indicated by WHITE lines. These parking spaces are available on a daily first come, first serve basis.
2. Students are expected to park correctly and to stay between the painted lines.
3. Students who are parked in the West Lot may exit to Lincoln Street immediately after school.

**Bus Lot**

1. Students/Visitors are not permitted to park in this lot during or before the school day. Students who have specific release times may be permitted to park in this location with specific Administrative Approval (Passes are required from the Main Office).

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.

**SENIOR PARKING SPOTS:**

Seniors who receive administrative approval to paint their parking spots must submit a proposal by the designated deadline, along with a fee to cover the cost of repainting. All designs must follow specific criteria, including approved paint types, appropriate content, and size guidelines. Failure to meet these requirements may result in the privilege

being revoked and the spot being repainted at the student's expense. Additionally, students are expected to respect assigned senior parking spots. Parking in a spot that is not assigned to you may result in disciplinary action.

### **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 buses. 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.

### **EMERGENCY PREPAREDNESS DRILLS**

Drills are an important aspect of school safety, and will be used as teachable moments for our staff and students. Indiana Code requires each school to conduct monthly fire drills, one severe weather drill per semester, and one man-made occurrence drill per semester.

### **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 maintains the authority to conduct drug screenings when there is reasonable suspicion of a student being under the influence of a controlled substance, without the necessity of prior parental notification or consent. However, parents will be informed within 24 hours post-administration of the drug screening. Should a student decline to undergo a drug test under these circumstances, it could be interpreted as an acknowledgment of wrongdoing. The school may proceed with actions consistent with established 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 parents. 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/tamper 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 numbers.
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 Responsible-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.

#### **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**

During instructional periods, students must have a hall pass (E-Hall Pass must be issued whenever leaving the classroom), issued by a teacher or administrative staff, to transition between locations. Unauthorized roaming or visiting prohibited zones during school hours is not allowed. If students are found in any part of the school other than their designated destination as per the pass, it may be deemed truancy or being out of area, with corresponding repercussions detailed in the student handbook. (If a student fails to utilize the E-Hall Pass when leaving the classroom, it would be considered as truancy. Consequences would be in line with handbook policy.)

When a student requires the help of another, they need to secure authorization and a specific pass from the high school main office. This grants them the privilege to have one fellow student from the same class assist in transporting school materials to the subsequent class. Only one peer is allowed to assist unless additional support is pre-approved. Students deviating from the path specified by the pass may face consequences for truancy or unauthorized area presence as outlined in the handbook.

### **LOST OR STOLEN ITEMS**

Students concerned about losing or having their cell phones, electronic devices, or other unsecured items stolen should leave them at home. Danville Community High School administration will not use school time to investigate lost or stolen items in this category. Instead, thefts should be reported to the Danville Community School Police Department.

### **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 (Excused/Documented Absences Only) 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 \$2.00 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

### **STUDENTS OVER AGE OF 18:**

Students over 18 years of age. In Indiana, individuals have a constitutional right to attend school until they have received a high school diploma. Receipt of a High School Equivalency (HSE) is not equivalent to a high school General or Core 40 diploma, with or without honors, and does not extinguish the right to earn a high school diploma. DCHS does have the right to determine the placement and could determine that an older student should not attend the traditional high school during the day but rather earn credits through online credit recovery. The student could be required to remote online classes rather than at the high school, but the student cannot be denied the right to attend school and earn a diploma.

# **STUDENT ATTENDANCE**

## **ATTENDANCE REPORTING PROCEDURES**

Student absences must be reported to the school office as early as possible. Include your child's name, the reason for the absence, and the date(s) of the absence(s) and periods if applicable. An automated phone call and email are sent if we have not been contacted after two periods (secondary) or 8:45 AM (elementary). Absences for which the office receives no contact from parents/guardians will be considered unexcused. If the absence is due to a medical, dental, or other professional appointment, a note of verification from the place of business is required and should be submitted immediately upon return.

North: northoffice@danville.k12.in.us or 317-745-2610

South: southoffice@danville.k12.in.us or 317-745-2131

DCMS: msattendance@danville.k12.in.us or 317-718-2331

DCHS: hsattendance@danville.k12.in.us or 317-745-3905

## **ATTENDANCE DEFINITIONS**

### **Absence Exempt - students are counted as present**

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).
- Up to 6 absences a year for a student in good academic standing who participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club (IC 20-33-2-17.8)

### **Non-exception (Exempt) Absences- students are excused and reported as absent**

- Undocumented absence verified by parent contact only (up to 8 times during the school year)
- Illness verified by note from a physician (must submit on the day of return)
- Illness verified by the school nurse
- Absence due to Religious Nature
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)
- College Visits: Seniors may schedule up to 3 college visits, and Juniors may schedule up to 2 college visits. Documentation must be provided upon return to school.
- A documented absence is when a student is absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences be excused under the student's:
  - Individualized education program
  - Service plan developed under 511 IAC 7-34
  - Choice scholarship education plan developed under 511 IAC 7-49
  - Plan developed under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794.

**Unexcused Absence**

- Undocumented absence verified by parent contact only (any undocumented absence above 8)
- Absence not verified by documentation or parent contact

Absence as Reported	Absence Code
Absence Exempt	AX
Absence Excused with Documentation (doctor's note, funeral, dentist, etc.)	AED
Absence Excused with Parent/Guardian Contact but without Documentation- up to 8 for the school year	AEC
Absence Unexcused with Parent/Guardian Contact- each undocumented absence above 8	AUC
Absence Unexcused with No Parent/Guardian Contact	AU
Tardy Exempt	TX
Tardy with Parent/Guardian Contact & Documentation	TED
Tardy Unexcused with Parent/Guardian Contact	TUC
Tardy Unexcused	TU
In-School Suspension	ISS
Out-of-School Suspension	OSS

**Chronically Absent**

A student is considered chronically absent if they miss **10% or more of the school year**, regardless of whether absences are excused or unexcused.

**Habitual Truancy**

IC 20-33-2-25 requires the superintendent or attendance officer to report a student who is habitually absent from school to an intake officer of the juvenile court or the Indiana Department of Child Services (DCS). A student is habitually truant if they have more than 10 unexcused absences in a school year. SEA 282-2025 includes the

responsibility for superintendents/attendance officers to report a child's habitual truancy to the county prosecuting attorney, who may initiate an intervention plan or file a truancy affidavit. Prosecuting attorneys must notify parents if an affidavit of habitual truancy is filed with their office.

### **GENERAL ATTENDANCE GUIDELINES**

A student can accumulate five unexcused absences per semester with no action being taken by the school attendance officer. Once a student reaches five unexcused absences, 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 unexcused absences, an attendance letter will be sent, and a phone call will be made to the parent/guardian. A parent/guardian conference may be requested.

At ten unexcused absences, an attendance letter will be sent to the parent/guardian, and an attendance conference will be scheduled. Parents/guardians will be expected to attend the attendance meeting. IC 20-33-2-25 requires the superintendent or attendance officer to report a student who reaches 10 unexcused absences to an intake officer of the juvenile court or the Indiana Department of Child Services (DCS). 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, graduation commencement, change in placement/schedule and prom. Disciplinary action such as removal from class or expulsion will not be based solely on attendance but may occur in conjunction with other behavioral concerns, in accordance with SEA 482.

- 5 unexcused absences (AU and/or AUC) - A letter will be sent to the parent/guardian. A parent conference may be requested.
- 8 unexcused absences (AU and/or AUC) - A letter will be sent and a phone call will be made to the parent/guardian. A parent conference may be requested.
- 10 unexcused absences (AU and/or AUC) - A letter will be sent to the parent/guardian, and a mandatory attendance meeting will be scheduled. The student may be sent to Project Attend through Hendricks County Juvenile Court System and/or the Department of Child Services.

### **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 their 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 their designee may suspend a student from school for ten (10) days and file a request for expulsion for the remainder of the term or the remainder of the school year.

### **COMPULSORY ATTENDANCE**

Every child between the ages of seven (7) and eighteen (18) years is required to attend school. A student may not withdraw until the age of 18 and an exit interview is conducted. The Board of School Trustees of the Danville Community Schools designates 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.

### **EARLY DEPARTURES/LATE ARRIVALS**

Any student who needs to leave early or who arrives late due to an appointment must have parent or guardian permission. 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) and could receive consequences in line with the handbook's section on truancy.

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

### **PROVIDING EDUCATION FOR STUDENTS WITH LONG-TERM MEDICAL CONDITIONS**

A long-term provider note is necessary when a student has been injured or suffers from an illness and is anticipated to be absent for a minimum of 20 instructional days over the course of the school year. 511 Indiana Administrative Code (IAC) 4-1.5-9 requires a school to provide instruction to students under these circumstances if the parent provides documentation from a licensed healthcare provider with prescriptive authority indicating the student will meet the 20-day criteria due to a medical condition. This long-term medical documentation provides the information necessary for a school to create a plan for meeting the student's educational needs during these absences. Further consultation with the licensed healthcare provider may be necessary to determine the student's ability to engage in educational activities and instruction during these absences. If the student is also a student with a disability, the student's Individualized Education Program (IEP) case conference committee will determine services during these absences.

### **EMERGENCY REMOVAL**

There are occasions when a student's behavior poses a threat to the safety of themselves or others, or may result in physical damage to property. When these instances occur, it is reasonable and prudent for school officials to conduct an emergency removal of that child from the school premises, pending disciplinary action.

- If a student's presence and behavior pose a continuing danger to persons or property or disrupts or threatens to disrupt the learning process, the principal or designee may remove the student from the school premises for a period not to exceed three (3) school days.

### **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.

### **NON-RESIDENT TRANSFER STUDENTS REGARDING ATTENDANCE**

Non-resident transfer students who are habitually absent or tardy (Greater than 14 undocumented per school year) are at risk for losing their transfer status. Per board policy 5111, non-resident transfer students must be able to provide his or her own transportation to and from school, arrive on time and be picked up immediately following dismissal.

# **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 are 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](http://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 NON CHARTERED 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 DCCHS 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. \*DCCHS 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 (47 min. cr.)**

- 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 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.

**Class of 2029 and beyond**

Future NEW Indiana Diploma Requirements:

English	8 credits (1 credit in Communications focused course)	<ul style="list-style-type: none"> <li>● 2 credits in English 9</li> <li>● 5 additional English credits</li> </ul>
Math	7 credits (1 credit in Personal Finance)	<ul style="list-style-type: none"> <li>● 2 credits in Algebra</li> <li>● 4 additional math credits</li> </ul>
Science	7 credits (1 credit in Computer Science)	<ul style="list-style-type: none"> <li>● 2 credits in Biology</li> <li>● 2 additional credits</li> <li>● 2 STEM focused credits</li> </ul>
Social Studies	5 credits	<ul style="list-style-type: none"> <li>● 2 credits in US History</li> <li>● 1 credit in Government</li> <li>● 2 credits in World Perspectives</li> </ul>
PE/Health	2 credits (1 in PE and 1 in Health)	
Personalized Electives	12 credits (Can include a variety of courses such as CTE, Performing or Fine Arts, and World languages)	
College & Careers	1 credit (can be earned in grade 8 with Career Exploration)	

The New Indiana diploma will offer the ability to earn up to 6 seals: Enrollment Honors, Employment Honors, Enlistment Honors, Enrollment Honors Plus, Employment Honors Plus, or Enlistment Honors Plus. To see the requirements to earn a seal, please visit the Indiana Department of Education's website with further details:

 [Diploma Comparison 12.11.24.pdf](#)

**Physical Education Exemption Policy**

Under the new Indiana Diploma Guidelines, all students must earn one Physical Education (PE) credit.

Students can earn their PE credit by taking a physical education course or by participating in two full seasons/years of the same activity in any of the following:

- IHSAA Sanctioned Sports
- Cheerleading
- Marching Band
- Show Choir
  - An example of this policy is a student completing two seasons of football.
  - A student who completes one season of football and one season of track **does not** meet the requirement.

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

### **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 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 email. 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.

### **CLASS RANK CEREMONIES AND TITLES**

To be eligible for class rank consideration for privileges and ceremonies, students must graduate in the same academic year as their assigned cohort. Students approved for early graduation may participate in commencement but will not be included in the class rank for that year's cohort.

### **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 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.

Seniors who do not earn a passing grade in a required course during the second semester of their senior year may be assigned to complete the course through Warrior Way Academy. Students assigned to Warrior Way Academy, or those who accumulate an excessive number of unexcused absences, may forfeit the opportunity to participate in graduation commencement ceremonies.

### **RETAKING 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.

### **WARRIOR WAY ACADEMY**

Danville Community High School's alternative education and credit recovery program, the Warrior Way Academy, provides an alternative environment for students to complete coursework and continue progressing toward graduation. Eligibility for Warrior Way Academy is determined through a recommendation by administrative or guidance staff. All requests to participate will be reviewed by the designated team, and decisions will be communicated to the appropriate parties. DCHS administration and guidance staff reserve the right to schedule students to Warrior Way Academy at their discretion. Students placed in the program due to disciplinary reasons may be assigned to attend during times that differ from the regular school bell schedule.

### **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.

### **OFFICE/ TEACHER'S ASSISTANT**

A student must be in grade 11 or 12 and in good academic standing to be an office or teacher's assistant. The student will be placed in a study hall and then will need to communicate with the Guidance office to ensure that the office or teacher of request is in need of an assistant. Once approved by the counselor, the student will be placed as an assistant and will be responsible for completing assigned tasks. Students in grade 10 will only be approved as an assistant per administration's discretion.

### **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](http://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 email that particular teacher as a first line of communication.

### **STANDARDIZED TESTING**

Beginning with the class of 2023, all students are required to take the school administered SAT during their 11th grade year.

Students will also be required to take the PSAT during their 9th, 10th, 11th grade year.

### **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-knowledgeable 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.

### **Insubordination**

Students shall comply with the reasonable requests, directives, and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period when they are under the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" to disobey or fail to comply with any part of this code, or directives of authorized school personnel; All students are expected to conduct themselves as young ladies and gentlemen, being courteous and respectful to faculty, staff, and peers at all times. Should a student deem a request unreasonable, they must initially comply, then they may subsequently appeal the case to the school administration. Insubordination could result in disciplinary action. Students who do not comply, exhibit insubordination, or use inappropriate language toward a staff member may be suspended for the remainder of the school day. If necessary, school administration may assign additional suspension days at their discretion.

### **Examples include but are not limited to:**

- **Refusal to Work in Class** – Not completing assigned classwork or homework.
- **Failure to Report to the Main Office** – Not reporting to the Main Office when directed.
- **Refusal or Failure to Identify Oneself** – Not providing identification when asked by staff.
- **Failure to Respond Truthfully** – Providing incomplete or dishonest answers when questioned.
- **Noncompliance with Cell Phone Policy** – Refusing to comply with staff when caught violating the school's cell phone policy.
- **Failure to Adhere to School Policy** - i.e. Refusing to wear lanyard, Remove hat or headgear, or etc.
- **Failure to Adhere to Guidance Office Sign-Up Policy** – Not following the required procedures for signing up for the guidance office or misusing guidance office spaces.
- **Failure to Return to Requested Location in a Timely Manner** – Not returning promptly to a designated location when instructed.

### **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 (Not limited to):**

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Cheating/Plagiarism	A 0 (Zero) will be issued for the assigned work.	Tier 1 Friday School	Tier 2 Friday School and possible removal from the class.
Dress Code Violation	Change of clothing and written warning (Student may be requested to leave items (i.e. Hat or Headgear) in the Main Office for the remainder of the day.	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-school suspension	Removal from in-school suspension becomes out-of-school suspension
Fighting or Provoking Violence (by gestures or words, including racial/ethnic slurs)	1-5 day suspension	Five-day suspension	Recommendation for Expulsion
Skipping Class/ Leaving class before dismissal/Out of Area	Tier 1 Friday School	Tier 2 Friday School	1 Day of Out-Of-School Suspension
Parking Violation	Written Warning	Tier 1 Friday School	Tier 2 Friday School
Unprepared for Class (Lack of materials or uncharged chromebook)	Written Warning and Parent Contact	Tier 1 Friday School	Tier 2 Friday School
Use or Possession of	2-5 day suspension and a	5 day suspension and	Up to 10 day suspension

Tobacco Products and/or E-cigarettes	citation issued by SRO requiring students to appear in court with parent or guardian and to pay the associated fine and court costs.	referral to school resource officer for additional legal consequences.	with request for expulsion and referral to school resource officer for additional legal consequences.
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### **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. Disciplinary consequences and violations will be determined based on the preponderance of evidence, meaning a violation is considered to have occurred if it is more likely than not to have taken place. Staff reports and student statements will be presumed reliable when they are specific and sufficient in detail. School administration retains the discretion to assess credibility, weigh all available evidence, and apply appropriate disciplinary action accordingly. 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.

### **STUDY TABLES:**

**Frequency:** Study tables will be held once a week (Wednesday), from 3:45 PM to 4:15 PM, supervised by current staff.

**Eligibility:** Students with missing assignments will be eligible to be assigned to study tables for that week.

#### **Process:**

- Teachers will submit the names and assignments of students with missing assignments in their class.
- On Friday, students assigned to study tables, along with their parents, will receive notification via email. They will be scheduled for Study Tables on Wednesday of that following week.

#### **Rules:**

- If a student submits the missing assignment before the assigned Study Table, their attendance requirement will be waived.

- Students who do not attend Study Tables on Wednesday will be assigned to a Tier 1 Friday School in the same week. They must stay for the entire duration of Friday School.
- If a student does not complete (work must be completed to the specifications of the teacher. A student submitting work that is substantially incorrect may be deemed incomplete) their missing work during Wednesday's Study Table, they will be required to attend Friday School that same week and stay until the assignment is completed. However, if the student completes the work before Friday School, they may be excused.
- Continual non-attendance at Study Tables or Friday School, or failure to complete the missing assignment, will result in a scheduled parent meeting the following week to discuss the student's academic progress. The student will continue to be assigned to study tables until all assignments are submitted.

### **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.
- All hats, hoods, and headgear are prohibited inside the building unless specifically approved for religious reasons. This includes beanies, bandanas, sunglasses, sweatband, and headgear that is primarily designed to cover the scalp or hair. No other exceptions will be made. Failure to comply with this policy will result in behavior consequences as addressed in the Student Handbook.
  - This policy includes during Spirit/Theme Days
- 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, blankets and slippers

Guidelines for specific concerns:

- The length of shorts, skirts, and dresses should be modest and within reason.
- Shirts, blouses, and / tops should be modest. Shirts of any kind of insufficient length, exposing midriffs are prohibited.
- 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.

### **Lanyard and ID Policy**

At the start of each school year, students will be provided with a lanyard, color-coded to indicate their class year. This lanyard, along with the school-issued ID attached to it, must be worn visibly at all times while students are on school premises, from the moment they enter the building until they leave. The purpose of this policy is to enhance the safety of our student body by ensuring that students are quickly and easily identifiable by staff and security personnel. Compliance with this policy is mandatory for all students, and failure to wear the assigned lanyard and ID as specified will result in disciplinary action. This policy is a crucial part of our commitment to providing a safe and secure learning environment for everyone. Along with the student sent to the office for documentation and temporary lanyard provided, the progressive discipline is listed below.

1st Offense – Verbal warning

2nd Offense – Lunch Detention

3rd Offense – Tier I Friday School

4th Offense – Tier 2 Friday School

5th Offense - One Day of In-school Suspension

6th Offense - Progressive discipline as determined by Administration

### **NO CONTACT ORDER**

School Administration may impose a no contact order that requires two students to temporarily end contact or communications with each other. Parents of both parties will be notified of the order. Consequences for violations will vary based on the nature of the violation (including changing a student's schedule). These restrictions include but are not limited to:

- All comments or discussions with the other student (verbal or written).
- Any gestures.
- Any comments or discussion with others regarding the situation or student.

- Any other actions that may be interpreted as provoking conflicts between the students.
- Social media posts or communication via social media about or between the students.

### **ELECTRONIC DEVICES**

DCHS enforces a comprehensive policy on electronic devices, allowing their use only with explicit administrative approval during class. The school's policy prohibits the use of phones from the moment class begins until it is dismissed (Bell to Bell). This restriction applies equally when students are excused to the main office, guidance office, restroom, or nurse's office during class time. Teachers may implement specific device storage requirements, such as using a cell phone pouch or a secured location, to ensure compliance. Outside of instructional hours, students are permitted to use electronic devices before and after school, during lunch periods, and in the time between classes. Non-compliance with these guidelines may lead to disciplinary measures and the loss of device usage privileges.

- 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 Suspension; device will remain in the office until the end of the day
  - 5th Offense - Revocation of device usage during the day. Students will submit their phone to the main office at the start of each school day. Time of revocation will be up to the discretion of the Administration.
- If a student is sent to the office for behavioral reasons or assigned to in-school suspension (ISS), they are required to leave their cell phone with the front office staff. Failure to comply will result in the student being sent home for the remainder of the day (out-of-school suspension), and may lead to additional consequences.
  - Off-campus use of district or personal technology may violate the Student Code of Conduct if the school has reasonable grounds to believe that the behavior or speech will cause a significant disruption to school activities. While most off-campus internet activity is unrelated to school, certain online communications may be closely connected to the school environment and, in such cases, may warrant disciplinary action.
  - Students who use electronic devices or cell phones to record, display, or share images, videos, or audio recordings without the consent of a student or staff member—unless for a school-related purpose or educational function, including recording physical or verbal altercations—may have their device privileges revoked for a period determined by the administration, along with other disciplinary consequences as outlined in the handbook.

When a student is removed from the classroom or sent to the main office due to behavior issues, they must relinquish their phone to front office staff until they have the opportunity to speak with an administrator. The student's electronic device will be returned once they are allowed back into class. Should a student refuse to turn over their cell phone or any other electronic device, they may face the loss of the privilege to possess their phone for a duration determined by the administration, along with potential additional consequences for refusing to follow directives from the front office staff, which may include out-of-school suspension.

If, upon investigation, it is found that a student engaged in inappropriate, hateful, threatening, or vulgar communication with another student during school hours via their cellular device, the school administration reserves the right to revoke the privilege of possessing their cell phone and may confiscate the student's cell phone for a duration determined by the administration.

### **PERSONAL SEARCH PROCEDURES**

The principal or their designee may search the person of a student during the school day or at a school activity if the principal or their designee has a reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

1. Searches of the pockets, shoes and other attire of the student.
2. Any object in the possession of the student such as, but not limited to, a purse, briefcase, book bag, wallet, music case, and when available a student's vehicle if parking on school property.
3. A "pat down" of the exterior of the student's clothing. Searches of the person of a student, which require removal of clothing other than a coat, jacket, shoes, or socks, should be referred to a law enforcement officer in accordance with this policy.

A person of the same sex as the person being searched shall conduct searches of the person of a student in a private room with at least one other adult present who shall witness, but not participate in, the search. The use of a metal detector is permitted if there is reasonable suspicion that the person possesses an illegal or dangerous device. Danville Community School Corporation maintains the authority to conduct a search when reasonable suspicion has been established. Parents or Guardians will be notified within 24 hours of a student search. Should a student decline to comply with the search procedure under these circumstances, it could be interpreted as an acknowledgment of wrongdoing. The school may proceed with actions consistent with established due process rights. \*Danville Community High School utilizes Vape Detection Devices, a student's presence in a restroom when a notification is created serves as reasonable suspicion.

### **ESTABLISHMENT OF REASONABLE SUSPICION**

Reasonable suspicion for a search may be established when a student's behavior, physical appearance, or odor suggests possible use or possession of a prohibited substance or an item that could interfere with the function of school purposes; or when credible information is provided to an administrator by a teacher, staff member, parent, other adult, or student indicating that a student is using, possessing, or under the influence of such substances or items. Statements from staff and students are presumed reliable. If school personnel determine that the information is trustworthy, a report of a violation of school rules or law provides sufficient justification for a search at its inception. Furthermore, a student who witnesses a crime or rule violation and reports it to school officials may also be presumed reliable. If the information provided is specific and sufficient, it can serve as the basis for a justified search.

### **DEFINITION OF POSSESSION**

Before coming onto school property, students are responsible for inspecting their possessions and vehicles to ensure they do not contain items prohibited on school grounds. A student is considered "in possession" of an item when it is on their person; in their immediate possession, such as in their hand, pocket, purse, or backpack; in a location under their exclusive control; or if they are aware that the item is in a place they have access to, such as a shared locker or vehicle. Additionally, "constructive possession" occurs when a student is in a location such as a car, bathroom stall, or any area where bystanders are not present for any purpose other than to be with the student who is in possession of the prohibited item. In such cases, more than one student may be held responsible for possession of the item.

### **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.
- When suitable, students will engage with administration and/or faculty to deliberate on how their behavior affects the school atmosphere, their peers, and staff. They may also be involved in educational activities aimed at offering strategies to avoid future misconduct. Examples include helping to clean, repair, or repaint areas affected by messes in classrooms, the cafeteria, or vandalism in other locations, as well as reimbursing for damages. Additionally, students might be asked to return stolen items accompanied by a sincere verbal or written apology, or write a reflection paper on their behavior. These measures can be implemented alongside other consequences and are intended to foster a deeper understanding of the repercussions of their actions. Should a student choose not to engage in these practices, they may face alternative consequences.
- 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 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. Students who accumulate five or more Friday Schools may be suspended one or more days for an accumulation of five Friday Schools. If inappropriate behavior persists, the student may face additional days of out-of-school suspension (OSS). \*This excludes Friday Schools assigned due to tardiness, unless the student fails to attend the scheduled Friday School. If a student misses more than two Friday Schools without prior approval, they may be suspended (OSS) for one or more days. Continued absences may result in additional suspension days as determined by school administration.
- A school principal or designee may assign a student to In-School Suspension (ISS) as a disciplinary consequence. During ISS, students are expected to complete assigned work, which will receive full credit based on the teacher's evaluation criteria. When a student is assigned to ISS, a parent or legal guardian will be notified (phone, email, or by mail). If a student is absent for all or part of the school day when ISS was to be served, they must make up the missed time upon their return. Additionally, students must turn in their phones to school administration for the duration of the school day while serving ISS. Any misbehavior during ISS or failure to complete assigned work may result in further disciplinary action.
  - When a student is assigned ISS, staff will provide assignments and clearly outline the tasks to be completed. If a student does not complete these tasks within the assigned time, additional ISS time may be required until all tasks are finished.
- 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.

### **Progressive Discipline:**

The following category scale and chart illustrate how Danville Community High School implements Progressive Discipline. While these examples outline the general approach to discipline, administrators will consider the severity of each offense and the student's prior disciplinary record when determining consequences.

As disciplinary infractions increase in frequency or severity, the likelihood of suspension and/or expulsion also increases. Below are examples of Category I, II, and III offenses, which may include, but are not limited to, the following:

- **Category 1 Behaviors** – Minor disruptions, refusal to complete work, dress code violations, first-time cell phone violations, cheating, unpreparedness, and minor technology misuse.
- **Category 2 Behaviors** – Repeated **Category 1** offenses, major disruptions, truancy, disrespect, and inappropriate language. May result in detention, ISS, or other administrative consequences.
- **Category 3 Behaviors** – Defying office staff, physical or verbal altercations, substance possession or use, bullying, weapon possession, or any offense warranting suspension or expulsion per the **DCHS Student Handbook**. May lead to suspension or expulsion.

<b>Progressive Discipline Category Scale</b>			
<b>Category of Offense:</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Category 1</b>	Warning/Tier 1 Friday School/ Partial ISS	Tier 1 Friday School	Tier 2 Friday School
<b>Category 2</b>	Tier 1 or 2 Friday School/ Partial ISS	Tier 2 Friday School or ISS/OSS	ISS/OSS or possible expulsion
<b>Category 3</b>	OSS or Possible Expulsion		
***Consequences may include but not be limited to***			

\*In cases where a student displays behavior that significantly disrupts the learning environment, the school may implement a behavior contract. This contract serves as a targeted intervention and outlines specific expectations and consequences tailored to the individual situation. While the consequences detailed in the contract may not follow the standard progression of disciplinary actions described above, the intent is to respond more immediately and effectively to the behavior in question.

### **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 parents 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 parents.

### **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.

### **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 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. This includes the recording of physical or verbal altercations.
  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 devices 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 devices will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice to students and parents.

## **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](http://www.danville.k12.in.us). Incidents of bullying may be anonymously reported by going to the Resource page on the DCHS website.

### **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.

### **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.

### **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.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Students are to be responsible in their actions towards one another and to their school. Therefore, students are to refrain from kissing, and other behaviors considered to be inappropriate at school. Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to deserve the respect of others. Courteous treatment is encouraged. **DISPLAYS OF AFFECTION WILL BE LIMITED TO HOLDING HANDS WHILE WALKING TO CLASS.**

### **RESTROOM EXPECTATIONS**

Teachers are not to give any student a pass to leave the room except in the event of extreme emergency. Restroom passes are to be given very sparingly, and only one student should be excused to use the restroom at a particular time. When in the restroom, be considerate to yourself and others by using the facilities appropriately and in a timely manner. Students are expected to utilize the restroom nearest to their classroom, failing to comply with this expectation would be interpreted as truancy. Bathroom stalls will be used by one individual at a time to provide privacy. Groups of students should not congregate in the restroom/stalls. Disciplinary action will be taken against students who ignore or refuse to cooperate with this rule. *Students should refrain from taking any videos or pictures in any restroom or locker room.\**

### **TARDIES**

Students are expected to come to school and be in class on time. A student is tardy to class when the bell has rung and the student is not in his/her seat in the classroom. Students who report to class unprepared and have to be sent for materials may be marked tardy. Notification of tardies will be either electronically (Email) or by phone. Students who arrive at school after the start of first period will be considered tardy unless proper documentation—consistent with the criteria listed under “Absences with Documentation”—is provided to excuse the tardy. Any student who arrives at any point after the start of the school day will be marked tardy for the class period in which they arrive. If a student arrives during a passing period, they will be marked tardy for the period that immediately follows the passing period. Additionally, if a student leaves school and returns without proper documentation, they will be marked tardy for the period in which they return and/or the period that preceded the passing period they arrive in. The following procedures will be observed relating to tardiness per semester:

1. Four (4) tardies to any class - Official Notification of Parent or Guardian and Student.
2. Five (5) tardies to any class - One (1) Tier 1 Friday School Detention
3. Six (6) tardies to any class - One (1) Tier 1 Friday School Detention
4. Seven (7) tardies to any class - One (1) Tier 2 Friday School Detention
5. Eight (8) tardies to any class - One (1) Tier 2 Friday School Detention
6. Nine (9) tardies to any class – One (1) Tier 2 Friday School Detention
7. Ten (10) tardies to any class – One (1) Day of In-School-Suspension
8. Eleven (11) tardies to any class – One (1) Day of Out-Of-School Suspension
9. Twelve (12) tardies to any class - Progressive discipline as determined by the School Administration (may include additional Out-Of School Suspension)

NOTE: beyond Nine (9) tardies to the same class would be considered excessive by all standards and will be dealt with by dropping a student from class, using extended out of school suspension assignments (3-5 days in length), and in extreme cases, possible expulsion from school.

### **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 - 1 Day of Out-Of-School Suspension
- 4th violation – Removal from class

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

Truancy Includes but is not limited to the following:

- Leave school without signing out, in the main office.
- Leaving the classroom before dismissal by the bell.
- Are absent from class without permission.
- Leaving the Cafeteria during your assigned lunch period.
- Obtain a pass to go to a certain place and do not report there or go somewhere else besides the destination on your pass.
- Become ill and go home or stay in the restroom instead of reporting to the Clinic. Utilizing the restroom beyond a period of 10 minutes would be considered excessive and could be considered 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.

### **USE OR POSSESSION OF TOBACCO PRODUCTS AND/OR E-CIGARETTES**

#### **DCSCPD Vaping Diversion Program**

Students caught vaping will have two options for consequences. They can just pay the ticket and face suspension or participate in the DCSCPD diversion program. If they agree to the diversion program, the ticket is diverted (held and not processed) and they would have to participate in a vape prevention/cessation program (The student will initially be suspended for 5 (five) school days; however, if the student successfully completes the diversion program, they may return to school either the day after the second day of suspension or the day following completion of the program (No earlier than after the second day of suspension), whichever comes sooner). The student will be required to pay the fee for the program. If they do not reoffend for the rest of the school year, the ticket goes away. If they reoffend during the school year, the first ticket is processed as well as the second.

# **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. 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. 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 if your student's balance is below \$7.

Note the following payment procedures:

1. A student may choose to establish a cafeteria account in order to prepay for 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. At the end of the school year, parents are encouraged to leave at least \$7.00 in the account so students can use their card on the first day of the next school year.
3. Charging Policy – If a student is over their limit for charging, cafeteria staff will follow the charging policy procedures located on the school's food service website. A new policy was updated and approved in July 2022.

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 technologies, 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](mailto: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. Students attending Danville athletic events or participating in the student Cheer Block ("The Mob") are required to comply with all school rules and policies. Additionally, they must conduct themselves properly as spectators, avoiding any comments, gestures, or insults directed at opposing players, fellow students, and officials. Failure to adhere to these standards may lead to being barred from future athletic events and potential disciplinary actions.

### **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

## RESPONSIBLE USE POLICY (RUP)

Purpose: This Responsible Use Policy (RUP) sets clear expectations for the responsible, safe, and ethical use of technology and digital resources that Danville Community School Corporation (DCSC) provides. This policy applies to all users, including students, teachers, staff, administrators, and parents, who access the DCSC network and technology resources.

1. **Scope and Applicability** This policy applies to all DCSC-owned or leased devices, software, networks, and internet services, including but not limited to computers, tablets, email accounts, learning management systems, digital tools, and online resources provided to students and staff. It also covers all personal devices used to access DCSC networks or resources.
2. **Expectations for Responsible Use** All users of DCSC technology resources are expected to Use Technology Safely and ethically. The RUP promotes responsible digital citizenship, empowering users to respect others' rights and privacy. Users must avoid engaging in or promoting bullying, harassment, or any form of abuse.

All users of DCSC technology resources are expected to:

- Use Technology Safely and Ethically: Technology should be used responsibly to respect others' rights and privacy. Users must avoid engaging in or promoting bullying, harassment, or any form of abuse.
- Maintain Privacy and Security: Users should protect their personal information and the information of others. Passwords must remain confidential, and users should avoid sharing sensitive information in insecure environments.
- 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.
- Adhere to Legal and Ethical Standards: Users must comply with all federal, state, and local laws, including copyright and intellectual property laws. The RUP strictly prohibits the illegal, unauthorized, or inappropriate use of DCSC resources, and violations will have serious consequences.
- Use Resources Responsibly: DCSC resources should primarily support educational purposes and school-related activities. Personal use should be limited and not interfere with academic responsibilities or compromise network performance.

## Policy on Personal Technology Equipment Use

Staff and students are prohibited from using personal technology equipment (e.g., laptops, tablets, printers, and other electronic devices) on DCSC premises or networks unless explicitly approved by the DCSC Technology Department. This policy is intended to:

- Safeguard the security and integrity of institutional systems and data.
- Maintain compliance with institutional, legal, and regulatory requirements.
- Ensure an uninterrupted and focused learning and working environment.

Approval Process: To seek approval for using personal technology equipment, individuals must:

- Submit a request to the DCSC Technology Department specifying the device, intended purpose, and expected duration of use.
- Receive formal approval from the DCSC Technology Department before connecting any personal device to institutional systems or using it on-premises.

User Responsibilities: Individuals approved must:

- Ensure compliance with security and usage protocols set by the DCSC Technology Department.
- Limit the use of personal devices strictly to approved educational or work-related tasks.
- Avoid installing or using unauthorized software or applications that could compromise institutional systems.

Prohibited Actions: The following activities are expressly forbidden:

- Connecting personal devices to DCSC networks without prior authorization.
- Using personal devices for activities that contravene institutional policies, including accessing inappropriate content or engaging in unlawful activities.

### 3. Student-Specific Responsibilities

- Access for Learning: Students must use technology to support their learning goals. Misuse, including gaming, unauthorized social media use, or visiting non-educational sites, is prohibited during instructional hours unless expressly permitted by a teacher.
- Academic Integrity: Plagiarism, cheating, or academic dishonesty is prohibited. Students should always attribute sources appropriately and follow all instructions regarding the educational use of technology.
- Digital Citizenship: Students should be responsible digital citizens, which includes treating others with respect, protecting their digital footprint, and being mindful of their online behavior.

### 4. Student Device Care Policy

The school district provides students with devices to enhance learning opportunities. Proper care and responsible use of these devices are essential to ensure their longevity and availability for all students. This policy outlines expectations for device care, consequences for intentional damage or loss, and associated costs.

Device Care Guidelines Students are expected to:

- Handle devices carefully and avoid dropping, hitting, or scratching them.
- Devices must remain in the provided case.
- Bring devices to school fully charged.
- Keep devices away from food, liquids, and extreme temperatures.
- Use only the accessories supplied by the school or approved alternatives.
- Return devices in good condition as directed by the school.

Intentional Damage: Intentional vandalism or damage to a school-issued device will result in the following billing structure:

- First Offense: \$50 repair fee
- Second Offense: \$100 repair fee
- Third Offense: Full replacement cost (Current market price)

Loss of Device: Loss of a power supply will result in a \$20 charge (or current market cost). If a device is lost, the student will be responsible for the full replacement cost (Current market price)

Reporting Damage or Loss: Students and parents/guardians must immediately report any device damage or loss to school staff. Failure to report issues promptly may result in additional consequences.

## 5. Staff and Teacher Responsibilities

- Guidance and Supervision: Teachers and staff are responsible for instructing students in safe and responsible technology use and supervising their digital classroom activity.
- Resource Management: Staff must use resources, including devices and software, within the scope of their job responsibilities and ensure their use aligns with DCSC's mission and goals.
- Professional Standards: The Staff should model responsible technology use and follow all data security and privacy protocols. They should also report any misuse of technology or violations of this policy.

### Staff Uses of Social Media or Social Networking Websites

Danville Community School Corporation respects the right of employees to use social media networking sites, personal websites, blogs, tweets, and other forms of electronic communication. School employees' personal or professional use of these sites mustn't damage the reputation of the school, its staff, students, or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world. Such online behavior can always become public, even without knowledge or consent.

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

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

For reference, see board policy 3400/4400

## 6. Technology Approval Policy

- Technology Hardware: All users may only utilize hardware approved by the DCSC Technology Department
- Technology Software: All users may only utilize software approved by the DCSC Technology Department

## 7. Artificial Intelligence (AI) Policy

Privacy & Security: AI tools must be used to respect privacy and protect sensitive information. Users should not input or share personal data such as addresses, birthdays, phone numbers, or any information that could identify themselves or others. Staff must monitor students' use of AI to ensure compliance with privacy safeguards, including:

- Avoid sharing student data without proper consent
- Ensuring adherence to the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and the tool's Terms of Service
- Implementing appropriate protections to safeguard student and staff information

Ethical Use:

For Staff:

- Staff are expected to model ethical behavior when using AI tools.
- They are responsible for evaluating AI-generated content's accuracy, limitations, and potential biases.
- Staff should adhere to this policy and ensure AI tools promote learning rather than encourage misuse.

For Students:

- Students may use AI tools only with express teacher permission.
- AI tools should support learning and not facilitate academic dishonesty, such as plagiarism or cheating.
- Students are expected to cite any AI-generated content used in their work correctly.
- AI should not be used to create content that disrupts or disparages the District, its members, or any group of people.

General Expectations

- AI use must align with the tool's Terms of Service.

Evaluating AI Content: Users should critically evaluate AI-generated content for:

- Accuracy: Verify the information and correct errors.
- Bias: Be mindful of potential biases or limitations in AI-generated outputs.
- Integrity: Differentiate between misinformation (unintentional inaccuracies) and disinformation

(deliberate falsehoods).

Both staff and students are encouraged to develop strong critical thinking skills to assess the reliability and appropriateness of AI-generated content.

Reporting Concerns: School administrators or teachers should be promptly informed of concerns regarding the ethical or inappropriate use of AI tools.

**8. Prohibited Conduct** The following actions are strictly prohibited for all users:

- Unauthorized Access or Hacking: Attempting to gain unauthorized access to any DCSC or external networks, systems, or accounts.
- Inappropriate Content: Accessing, downloading, or sharing inappropriate content, including explicit, violent, or otherwise unsuitable material.
- Cyberbullying and Harassment: Engaging in, supporting, or promoting bullying, harassment, or intimidation of others online.
- Network Disruptions: Any action that disrupts or impedes network traffic, including downloading large files, using excessive bandwidth, or participating in peer-to-peer sharing not authorized by DCSC.

**9. Privacy and Monitoring** DCSC reserves the right to monitor all technology use on DCSC networks and devices. Users should not expect privacy when using DCSC technology resources, as the corporation may access, monitor, or review all content created, stored, or transmitted over its networks.

**10. Consequences of Violations:** Violations of this Responsible Use Policy may result in disciplinary action, including but not limited to:

- Loss of access to DCSC technology resources
- Detention, suspension, or expulsion (for students)
- Termination of employment (for staff)
- Legal action if violations involve criminal conduct

Disciplinary actions will be determined based on the severity of the violation, the user's intent, and the impact on the DCSC community.

**11. Implementation and Oversight** The district will utilize the Technology Committee, composed of administrators, educators, and IT staff, to review technology tools and discuss their positive and negative impacts on the classroom. Committee members will regularly evaluate new tools, gather feedback from all stakeholders, and use that feedback to guide improvements.

**12. Acknowledgment and Agreement** All DCSC technology users, including students, staff, and parents, agree to abide by the Responsible Use Policy in the student handbook.

Effective Date: May 12, 2025

Approval: Danville Community School Corporation Board of Trustees

This policy ensures that technology use within DCSC is responsible, productive, and aligned with the corporation's educational mission. By adhering to these guidelines, all users contribute to a positive, respectful, and secure digital learning environment.

Students are strictly prohibited from logging into another student's school account or device, regardless of whether they have been given permission from another student. Students are fully responsible for any actions taken by others

if they share their login credentials. Any student found accessing another student's account will receive a Tier 1 Friday School for the first offense, with progressive disciplinary action taken for any subsequent violations.

### **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 incidents 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 support 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/facilitated 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 parents, or legal guardians. 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. A hold harmless form will be required for prescription medication. This form is required annually.

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 on a hold harmless form.

## **OVER THE COUNTER MEDICATIONS**

Acetaminophen, Ibuprofen, 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 SchoolCare enrollment. 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 on the OTC medication form. 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 medication brought into the clinic from home, to be given during the school day, must be FDA approved with the exception of cough drops and lactase enzyme (e.g. Lactaid). Medications that are not FDA approved will require a physician's order and are subject to approval by the school medical director.

## **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. The school reserves the right to request that a parent pick up their student if the student has visited the nurse's clinic more than once for the same symptoms.

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 4 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.

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.

### **ISDH SCHOOL IMMUNIZATION REQUIREMENTS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school's nurse. Each student shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

Whenever a student enrolls in Danville Community School Corporation, the parent(s)/guardian(s) shall provide a written record of the student's immunization. The complete health/immunization record will be given to the school nurse upon enrollment. According to Indiana Code (IC) 20-34-4-5 this must be done within twenty (20) days of enrollment. Students who fail to comply with this requirement can face removal from school until immunizations are received. A detailed listing of all required immunizations can be found at <https://www.in.gov/health/immunization/parents-and-patients/>

### **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.

### **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 connection 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 have 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 in 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 currently 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 be controlled.

### **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. Employees using the restraint have 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.