

DANVILLE LOCAL SCHOOLS GRADES 7 - 12

**Student Handbook
2023-2024**



**Danville Junior Senior High School
Grades 7 - 12
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DANVILLE LOCAL SCHOOLS GRADES 7 - 12

Welcome to the Danville Jr/Sr High School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook. Keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2022. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Jason Snively, Superintendent
Danville Local Schools
740-599-6116 ext. 3229

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity

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ALMA MATER

Hail to Danville's Alma Mater
Loyal sons and daughters sing,
Sound your praise with voice united
To the breeze her colors fling,
To the blue and white be true
Badge triumphant age on age
Blue the skies that o'er us bend
White is Danville's stainless page.

MISSION OF THE SCHOOL

Danville Schools

Excellence from All.....Shaping Quality Graduates

Academic/Instructional Vision

Danville Local Schools provides all students with a standards based education while differentiating instruction, implementing interventions and providing feedback on standards based performance to stakeholders to meet the needs as well as challenge all learners. The physical and social emotional needs of all students is always a priority in educating the “whole child” to become a contributing member of the school and community.

School Culture Vision

Danville Local Schools promotes and supports buildings where all staff communicate and collaborate with stakeholders to develop and implement strategies to meet the academic, social and emotional needs as well as promote a sustainable positive school environment for both students and adults.

SCHOOL DAY**Bell Schedule**

Students are to leave the building at the end of the day unless under the direct supervision of a coach, teacher or advisor.

Normal Operating Hours**Building opens at 7:35**

1st Period	8:05-8:53	6th Period	11:39-12:27
2nd Period	8:56-9:44	7th Period	12:30-1:18
3rd Period	9:47-10:35	8th Period	1:21-2:09
4th Period	10:38-11:08 (JH Lunch)	9th Period	2:12-3:00
5th Period	11:08-11:38 (HS Lunch)		

2-Hour Delay Schedules**Sr. High**

10:05-10:38	1st Period
10:38-11:08	2nd Period
11:08-11:38	5th Period
11:40-12:18	3rd Period
12:21-12:59	6th Period
1:02-1:40	7th Period
1:42-2:20	8th Period
2:22-3:00	9th Period

Jr. High

10:05-10:38	1st Period
10:38-11:08	4th Period
11:08-11:38	2nd Period
11:40-12:18	3rd Period
12:21-12:59	6th Period
1:02-1:40	7th Period
1:42-2:20	8th Period
2:22-3:00	9th Period

Pep Rally Schedule

1st Period	8:05-8:51	6th Period	11:36-12:20
2nd Period	8:54-9:38	7th Period	12:23-1:07
3rd Period	9:41-10:25	8th Period	1:10-1:54
4th Period	10:28-11:03	9th Period	1:57-2:40
5th Period	11:03-11:33	Pep Rally	2:40-3:00

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Guidance Counselor.

- Adult students (age 18 or older) must follow school rules.
- If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from teachers via email, by simply requesting contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The school will communicate with students through their school email for events, notice of opportunity and for other communication needs. If a student is off campus (for example, a student attends CCP or KCCC classes), it is still the student's responsibility to check and respond to their Danville School email.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

Parents or legal guardians must enroll new students. When enrolling, parents must provide copies of the following:

- A. An official birth certificate issued by the health department
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations
- E. Social security card

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office will assist in obtaining the transcript, if not presented at the time of enrollment.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. An updated copy of the student's transcript;
- B. A report of the student's behavior while in DYS custody;
- C. The student's current IEP, if one has been developed for the child; and
- D. A summary of the instructional record of the child's behavior.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a schedule change.

Schedule changes will only be made during the first three days of a semester. All requests for a schedule change must be processed through the Student Services Coordinator and principal. Changes will only be made for academic reasons:

1. Student did not meet prerequisites for the course or has been inappropriately placed.
2. Students wishing to upgrade their schedule with the addition of a course or to a more challenging course such as English IV to Honors English.
3. To correct a mistake of a course deleted or added by the counselor or scheduler.

A student may not drop a course before the end of the semester or year (depending on the length of the class) without penalty. The teacher, guidance counselor and principal must approve any course changes. The student will receive a grade of "F" for the course, which will be computed into the grade point average, and no credit will be given for the class.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of 18 is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request provided that all current obligations/fees have been met.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Students who start kindergarten during or after the 1999 school year must be immunized against Hepatitis B. Students who start kindergarten during or after the 2006 school year must be immunized against chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student

otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the district nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS

Prescription Medications

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal/designee will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are

available from the Principal's Office. Physician authorization is not required in such cases.

A student in grades 7-12 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

COMMUNICABLE DISEASES

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice or are carrying nits.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected. The student's health will be reviewed by a panel of resource people including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents may be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact the Special Education Supervisor at 599 6116 ext. 4114 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date

and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or honor rolls; scholarships; or telephone numbers only for inclusion in school or PTO directories.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the District Newsletter.

Other than directory information, FERPA and Ohio law protect access to all other student records. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student’s parents;
- B. Mental or psychological problems of the student or the student’s family;
- C. Sexual behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the principal receives the request.

A. The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

B. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Danville schools charge specific fees for certain activities and materials used in the course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials.

Fee and Lunch Refunds

Fee refunds will only be processed at the point a student withdraws or graduates from Danville Local Schools. This includes applicable course fees, athletic fees, and cafeteria accounts. In the event of non-participation, cancellations, and lunch account balances that will not be used, the funds can be transferred to future participation and/or years. The balances can also be transferred to other students if requested. Refunds/transfers must be requested in writing on the appropriate district form. The Superintendent has final authority over all refunds/transfer requests. No refunds of \$5.00 or less will be given.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a nominal fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period nor have outside food delivered for lunch.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the Superintendent's Secretary.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school through the front door.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Portions of the building that will not be needed after the regular school days may be closed off.

FIRE, TORNADO AND SAFETY DRILLS

Fire drills will be held monthly, and twice during the first two weeks of school. When the fire alarm sounds, all students are to walk quickly and quietly to their assigned exits and proceed to a location a safe distance from the building. The teacher will take attendance and ask a student to report to the designated person.

Students will wait quietly until signaled to return to the building and classroom.

Tornado drills will be held annually during the designated tornado season. Drills will be held in March, April and May. When the tornado signal is given via the P.A. system or bullhorn, all students are to move quickly and quietly to the assigned area. Students should sit with their backs against a solid wall, knees bent and head on knees with arms protecting the head. When the all clear is signaled, students may return to their classrooms.

In the event of an intruder or the need to keep students confined to the classrooms, the office will announce "Lockdown in Progress". When the signal is made all students should go into the nearest classroom. The door will be locked and the lights turned out. All persons in the room will move out-of-sight and sit quietly until dismissed by law enforcement. At no time should anyone attempt to leave the room or permit anyone to enter until properly dismissed. Lockdown drills will take place three times a year.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify students/families with One Call Now. The District will also contact the following radio and television stations:

Radio Station: WMVO.

Television Stations: WBNS (CBS) WTVN WCMH (NBC), WCLT FOX-28, WNAZ ABC-6

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plans are available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal, and they may be asked to leave. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

Cell phones and other electronic devices are valuable and important devices in today's world. However, the use of cell phones and other electronic devices during the instructional day can seriously impede and distract from the educational process.

It is the goal of Danville JH/HS Staff to help cultivate digital responsibility and usage of mobile electronic communication devices. Therefore the following protocols will be instituted in grades 7 - 12:

Students in Grades 7 - 8...

will be required to turn off, and store (out of sight) any mobile devices that include, but are not limited to: cell phones, iPods, smart watches, MP3 Players, tablets, wireless/bluetooth earphones and gaming devices. Students in grades 7 - 8 are permitted to responsibly use their phones during their lunch period.

Students in Grades 9 - 12...

will be required to follow the mobile electronic device usage protocols set by the classroom teacher / adult / substitute teacher, etc. that is supervising / teaching. It is likely the usage procedures may differ from teacher to teacher. It should be recognized that any adult has the right to ask students to turn off and/or store their mobile devices and this request shall not be questioned as it is a reasonable request.

Example 1: Mr. X allows his students to view text messages, list to music while working if the student asks permission first. Mr. X may or may not allow the student to use their phone depending on the educational activity going on at the moment. Additionally Mr. X may allow students to have their phones screen side down and silenced in his classroom. However, if Mr. X has a substitute teacher, his policy will be that phones are NOT permitted to be used or on desks and must be stored in chromebook cases, pockets, etc the duration of class time. Students may not question this policy as it is a reasonable request.

Example 2: Mr. Y does not allow his students to have their mobile devices on their desks, screen down. He asks that students keep their devices 'out of sight' and silent. It is the prerogative of Mr. Y to have this policy. Students may not question this policy as it is a reasonable request.

No matter the policy of individual classroom teachers, students **are permitted** to responsibly use their devices during lunch to check messages, make calls, check news feeds, social media, etc.

Parents are urged to utilize the school phone to relay any urgent messages to their child.

Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

The following rules/protocols for WCD usage are ‘non-negotiable’ and MUST be followed by all students using mobile devices:

Students using the WCD (Wireless Communication Device) for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher’s permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District’s network. The preceding prohibitions do not apply to Board-owned and issued chromebooks, laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and or images (i.e. picture/video) of any student, staff member or other person in the school or while attending a school related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy of another person may have their WCD confiscated.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determination as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of the other person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 517.01-Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian. WCDs in school custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or school rules. Any search will be conducted in accordance with Policy 5771 – Search and

Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the high school office.

Students may use school phones to contact parents/guardians during the school day.

Nine Ways to Be a Good Digital Citizen

Being a good online citizen is more than being a safe Internet user—it's about being responsible, smart, and having respect for yourself and others. As a user of the Web, various apps, social networking sites, and other online collaboration forums, you are a "citizen" of different communities. And just like real-life communities, there are rules to follow that will make sure you have the best possible experience.

So, What Is Digital Citizenship? Digital Citizenship is the understanding of human, cultural, and societal issues related to technology and the advocating and practicing of safe, responsible and ethical use of digital information and technology. (ISTE, 2007)

Four Digital Dos

Be careful of what you share. Comments, social media posts, photos, and anything else you share online is not guaranteed to be protected from online predators or hackers, even if you're sharing only to specific people on password-protected sites. Post only things you'd be ok with everyone you know seeing.

1. Treat others the way you want to be treated. This sounds pretty basic, but it's probably the one piece of digital etiquette advice that is broken the most. Keep your comments positive; be truthful, and polite. If you want to go the extra mile, acknowledge when someone has been helpful; thank them, and pay it forward!
2. Be safe. Being safe online is a whole topic in itself, much different from being a good digital citizen—and with much different ramifications. It's crucial not to divulge any personal information, passwords, addresses, etc. with someone you don't know.
3. Know the rules. Whether you're using classroom forums, Twitter, Facebook, or other sites, know the site's rules and guidelines—and follow them. Each community creates their own rules that they expect users to follow, which can usually be found in the "Site Rules" or "About Us" section.
4. Be vigilant. If you saw something happen in real life where someone could be harmed, you'd call for help, right? If you see something online that may be harmful to someone else, report it to the site's authorities or an adult you trust. With cyberbullying and online predators, we cannot be too careful these days, and we all need to look out for each other.

Five Digital Don'ts

1. Don't say anything online you wouldn't say to someone's face. An online comment can be even more hurtful than a face-to-face insult, because once something is written the person can read it over and over again. Sometimes we find it easier to reply with negative comments when the person is not right in front of you and you can hide behind your computer or smartphone. Don't be tempted; think twice about what you are saying before you post or send, and ask yourself, "Would I say this to someone if they were standing in front of me?"
2. Don't share anything you don't own, without permission. All content was created by someone, and that person owns their content. This includes articles (and ANY portion of articles), photos, memes, reports, blogs, and anything else online that wasn't created by you. Be aware of copyright laws; ask permission before you share, and be sure to give credit if you reuse or repost an article or picture you didn't create.
3. Don't believe everything you read. Not everything online is true. In fact, there's a lot online that's not true. Before believing (or sharing!), dig deeper. Search for facts. Just because it's written online doesn't mean it's true.
4. Don't post anything that you don't want to last forever. Before you say or post anything online, ask yourself, "Am I ok if this is never deleted?". Once something is out there online, it is likely it's out there for good. There is no delete button or eraser for the Internet.
5. Don't spend all of your free time online. The Internet is an amazing place with lots to offer. As with all things that provide an "outlet", moderation is important. Don't forget that the real world, real people, and real human interaction provide a lot of lessons and experiences, too!

Managing Your Digital Footprint

Following the general rules of the information superhighway is just as important as following the rules of the road. Think of your digital footprint just as a driving record—all your infringements are traceable. But in this case, not just for the DMV to see, but for everyone online! These days, accessing information about people is a simple Google search. Employers doing Internet searches on potential job candidates have become the norm. Proper grammar, tasteful photos, and putting your best foot (print) forward will get you a lot farther in the long run. Your future is in your own digital hands!

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

SECTION II - ACADEMICS

Danville High School Grading Procedures / Policies

Rationale for the Adoption of the following policies:

To best reflect what students KNOW and CAN DO, the following grading policies are being adopted. These policies are research-based and in the best interest of the students. The policies set high expectations for both the teacher and student to maximize learning and the opportunities to demonstrate mastery of learning.

DEFINITION OF ASSESSMENT TYPES

A. Formative Assessments - Assessments *for* Learning

1. Designed to provide direction for improvement and/or adjustment to a program for individual students or a whole class.
2. Examples of Formative assessments may include homework, an initial draft /attempt of research papers/essays, questioning during instruction, 'exit tickets', and web-based review assignments such as 'Quizizz,' 'Quizlet,' or 'Kahoot.'
3. Formative assessments typically occur before and during a period of instruction to gauge a student's mastery of learning targets.
3. Teachers will communicate and document these results but **not** include them in the student's overall course grade.
4. Students failing to complete formative assessment learning tasks may face 'behavioral consequences' as determined by the teacher.

B. Summative Assessments - Assessments *of* Learning

1. Designed to provide information to be used in making judgments about a student's achievement at the end of a period of instruction.
2. Examples of Summative assessments include but are not limited to: quizzes, tests, exams, quarterly assessments, final drafts, culminating assignments, projects, and performances.
3. Summative assessments provide measurable evidence of learning and therefore will be counted in the averaging of grades.
4. Missing Evidence of Learning - An Incomplete ("I") will be used when a student has not submitted required evidence of learning, not a zero ("0").
5. An "Incomplete" on a Summative assessment that has not been satisfied by the end of a Grading Period must be completed within one week of the next grading period (See the detailed procedure below in Section D).

C. Summative Grade Determination

1. Summative grades, reported on Grade Cards, will accurately reflect the achievement of students as measured against National, State and/or Local learning standards. Therefore, overall summative grades **will not include...**
 - a. Measures such as students' social development,
 - b. Formative assessments (assessment *for* learning),
 - c. Work habits/Effort,
 - d. Homework,

- e. Extra credit/Bonus points,
- f. Student tardiness or absences,
- g. Missed or late assignments (See Policy D, below),
- h. Group scores.

2. Summative Assessments (assessment *of* learning) used to determine overall Student Achievement will vary between courses, but **may include...**

- a. Quizzes, tests, and exams,
- b. Projects,
- c. Final drafts of papers and essays,
- d. Performances,
- e. Tasks that measure a level of ‘mastery’ of understanding.

3. Summative Assessments, only, will be used to determine an overall summative grade that will be reported on grade cards quarterly.

D. Students are required to submit both formative and summative learning tasks on the due date assigned by the teacher. Procedures designed to support students in meeting deadlines will include:

1. Due dates are negotiable for major summative tasks provided a student follows the procedure established by the content teacher. Extension for submission of major summative assignments will be dealt with by individual circumstances.
2. Firm due dates for major summative assessments are communicated in advance to the students.
3. Students who miss a ‘firm due date’ for a summative task will be required to complete the work during “academic focus,” lunch, afterschool, or other unstructured time until the summative task is complete.
4. All summative assessment work must be completed within **1 week** following the end of quarters 1-3. All summative work for quarter 4 **MUST** be completed by the closure of the school year.
5. If work is not completed in this timeframe, the student is at risk of course failure due to insufficient data to report a summative grade.
6. If a student fails to submit formative and summative assessments/task on time, there will be escalating consequences:
 - a. The teacher will contact parents/guardians.
 - b. The student may be assigned 4th/5th/10th period to complete the assessment/assignment.
 - c. A conference may be set up with the teacher, a school administrator, the student, and a parent/guardian to determine the best course of action.
 - d. A student may be withdrawn from co-curricular/ extra- curricular commitments until the work is completed.
 - e. Report card comments may include “Unable to Assess, work not submitted” and credit may not be granted for the course.

E. Academic Dishonesty Policy

1. Academic honesty is a core value of Danville HS. If you submit work or parts of work that ARE NOT YOUR OWN, you have not shown that you can demonstrate the curriculum expectations. Plagiarism is the theft of intellectual property and will be treated with the utmost seriousness. To avoid plagiarism, your teachers will help you plan your work. If you find that you require assistance beyond what has been provided, see your teacher well in advance of the due date. Your teacher can help you to establish a reasonable timeline for completion and help you develop strategies to do your research and write your final submission. Remember when you do research, you must cite all sources. Follow the citation rules established by your teacher.

a. Plagiarism - The teacher will determine the scope of plagiarism that has taken place. For intentional and/or excessive cases where work is clearly not your own, the teacher will speak to you and will refer the matter to the administration. A meeting will be organized by the school administration. Those that will be asked to attend the meeting may include you, your parent/guardian, the teacher, a school counselor, and a school administrator to determine a course of action.

b. Cheating - In the case of academic cheating, unauthorized use of materials on a 'graded' assignment/test, the score achieved on the assessment /test will be determined 'void,' consequences assigned and a new assignment/assessment will be administered.

c. Plagiarism / Cheating Escalating Consequences:

i. A student's academic misconduct will be confidentially communicated to all of his/her teachers, co-curricular advisors, and extracurricular coaches.

ii. The student must complete a 'make-up' test/assignment on his or her own time (outside the regular class time).

iii. All extracurricular curricular and co-curricular involvement will be suspended until the work is satisfactorily completed.

iv. A probationary period will last the remainder of the school year. A second offense will result in additional consequences as determined by the principal and may include, in-school suspension, out-of-school suspension, or expulsion.

2. Unauthorized Sharing of Work

a. Providing work to another student for the purposes of academic dishonesty is a violation of our 'code of conduct'.

b. If you allow another student to use your work and present it as their own, you will be referred to administration.

c. Your breach of the academic honesty policy will be confidentially communicated to all of your teachers, your parents/guardians, co-curricular advisors, and extracurricular coaches.

d. Consequence(s), fitting the extent of this infraction, may be assigned by school administration.

F. Attendance and Grades

1. Attendance is a behavioral issue and should not be used to determine an ‘overall summative grade’ for a course.
2. Students will have the opportunity to attempt all Summative Assessments, regardless of the absence being school related, excused, or unexcused. The teacher and student will collaborate to determine a timeframe for completion of the Summative Assessment missed during the absence.
3. Performance-based courses (such as Band, Choir, etc.) will clearly establish expectations for attendance of curricular events such as concerts, parades, and other performances. As an example: *Students must attend all performances during the school year to earn a band and choir credit.*
 - Such a policy will be established and communicated to students and parents as part of the course syllabus.

G. Clearly Defined Learning Standards

1. Teachers will provide clear and appropriate learning standards for all summative assessments to be included in the student’s ‘overall grade’ in a course.
2. Learning standards may be communicated to students in a variety of methods including, but not limited to:
 - a. Unit Learning Targets
 - b. Project Rubrics
 - c. Performance Rubrics
3. The achievement reported in the ‘gradebook’ will reflect the student’s performance against the established performance and learning standards, not compared to how other students perform. Teachers WILL NOT ‘grade on the curve.’

H. Re-assessment

1. Reassessing (after appropriate remediation) is an integral part of a rigorous high expectation instructional protocol that promotes student learning and demonstration of achievement.
2. Teachers will communicate achievement standards to students, plan instruction to meet learning goals, provide timely feedback to students on their performance, and offer additional opportunities for students to learn and demonstrate learning.
 - a. Reassessment of summative assessments will be required until a desired level of mastery is achieved as determined by the instructor.
 - b. When reassessment is offered, teachers may require learning activities and “qualifier” documents before re-assessing. Below is a non-exhaustive list:
 - i. complete required formative work.
 - ii. complete *reteaching/ relearning activities* as determined by the teacher.
 - iii. Reteach / Reassessment is completed within **two weeks of the initial attempt/due date.**

- c. When tasks/assignments are reassessed, they may be reassessed partially, entirely, or in a different format, as determined by the teacher.
- d. Reassessment opportunities will be offered in every course except in courses set by outside institutions, for example CCP, and online courses.

3. The following assessments/tasks that indicate a final measure of learning **may not** be reassessed:

- End-of-course, semester, or quarterly exams
- Final research papers, reports, or essays
- Culminating projects or performances

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips. Students must also have passing grades in their classes to attend the field trip. If students are failing classes they may have to stay behind and attend school.

GRADES

Danville Local Schools has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students earn grades (quarter/course grade) based upon summative assessment results. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

PowerSchool is a web-based electronic gradebook that gives users access to their own student's grades and assignments via an assigned username and password.

A report card showing student progress shall be issued to the parents or legal guardians of each student four times per school year via PowerSchool. In addition, parents have access to see all on-going formative and summative grades within PowerSchool throughout each term.

Parent-Teacher Conference days are regularly scheduled during the year and additional meetings may be scheduled as needed to develop a more complete understanding between the home and school.

Students will receive one grade per subject each grading cycle.

The scale to be used in computing final grades:

Range (%)	Letter	Quality Points
100 - 92	A	4
91 - 81	B	3
80 - 70	C	2
69 - 60	D	1

Procedures for Figuring Semester/Final Grades

- Semester Grades are based on a 40/40/20 calculation.
 - Q1 = 40%,
 - Q2 = 40% and
 - E1= 20%

EXAMPLE: Q1 - $85 \times 0.4 = 34$
 Q2 - $70 \times 0.4 = 28$
 E1 - $\underline{55 \times 0.2 = 11}$
 S1 = $\quad\quad\quad 73\%$ (C)

- S2 is calculated similarly with Q3 and Q4 each being 40% and E2 (Exam 2) being 20% of the semester score.
- Full Year courses will have a final grade calculated by averaging S1 and S2 grading periods.
- During the first grading period of each semester a student has FIVE calendar days after the grading period ends to make up work. If makeup work is not completed within the allotted time the grade becomes an "F".
- During the last grading period, all work must be made up by 9:00 a.m. on the teacher's work day, unless the principal permits an exemption because of unavoidable circumstances.
- No credit will be issued in courses where there are outstanding or incomplete grades. In this case the entire course must be repeated.

Grading Periods

A report card showing student progress shall be issued to the parents or legal guardians of each student, who is in good standing with the office, four times per school year. In addition, interim reports shall be issued to the parents or legal guardians during any grading period when the student's progress is not satisfactory. Teacher –Parent conference days are regularly scheduled during the year and additional meetings may be scheduled as needed to develop a more complete understanding between the home and school.

PowerSchool is available to students and parents, who are in good standing with the office, to access grades. Report cards and access to grades through PowerSchool will be withheld for fees owed.

PROMOTION, ACCELERATION, AND RETENTION

A student will be promoted to the succeeding grade level when s/he has:

- A. Completed the course and State-mandated requirements at the presently assigned grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student may be accelerated when his/her demonstrated achievement, as well as measured ability, significantly exceeds that of his/her grade level peers. Consideration may be given to promoting him/her to a grade other than the next succeeding one (i.e., whole-grade acceleration), or permitting him/her to enroll in a course other than the next one in the academic sequence (individual subject acceleration). A student will be accelerated in this manner when s/he has:

- A. Achieved the grade/course objectives and State-mandated requirements, if applicable, for the grade/course in which s/he is presently enrolled as well as for the grade(s)/course(s) that will be skipped.
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade/course as well as the succeeding one(s);
- C. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the grade/course to which s/he will be promoted or enrolled

A student **may be retained** at his/her current grade level when s/he has:

- A. In the opinion of the principal and professional staff, the student failed to demonstrate proficiency in mathematics and reading, the core subjects of English, Science, and Social Studies;
- B. In the opinion of the principal and professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
- C. Scored at the **below basic** level on any State-mandated proficiency test;
- D. Missed more than **36 hours** in a semester class or **72 hours** in an all-year class regardless if the absences are excused.

A student may be placed at the next grade level when retention would no longer benefit the student.

GIFTED IDENTIFICATION

Any Danville students in grades K-12 may be nominated twice a year for testing for gifted identification. Students may be nominated by teachers, parents, other students, and anyone familiar with the student. Nomination forms for testing of children for gifted identification are available with the school secretary in the Elementary and High School building.

GRADUATION REQUIREMENTS

The general requirements for a HS Diploma include criteria determined by the State of Ohio (ORC Section 3313.6114) and locally by the Danville Board of Education. They follow three main steps:

1. Meet the Basic Requirements
2. Show Competency
3. Demonstrate Readiness

Meet the Basic Requirements

HS Credits Required:	21 Credits
English	4 credits
Math (including Alg 2 or equivalent)	4 credits
Social Studies	3 credits
Science	3 credits
Fine Arts	1 credit
Economics/Financial Literacy	½ credits
Health	½ credits
Physical Education	½ credit
Electives	5 credits

One additional credit in the area of Math, Social Studies or Science Danville students attending at other locations (KCCC, Special Education units) will be subject to the credit requirements of the building that they attend.

Show Competency

Students will demonstrate competency in the foundational areas of English language arts and mathematics by earning a competency score (684 or higher) of the End-of-Course Exams; students may opt to show competency through alternative demonstrations, which include College Credit Plus, or remediation-free scores on the ACT or SAT, or career-focused activities or military enlistment.

Demonstrate Readiness

Danville High School students can earn recognition by showing they are prepared to contribute to the workplace and their communities. Two of the following seals are required to demonstrate readiness (with a minimum of one state seal).

Ohio Means Jobs State Seal

The OhioMeansJobs-Readiness Seal is a formal designation students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience that businesses need.

To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community.

Science State Seal

Ohio high school students can demonstrate their science readiness by meeting one of the following:

Earn a final course grade that is “B” or higher in a CCP or College level course; or

Earn a score of 700 or higher on the biology end-of-course exam; or

Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams; or

In lieu of a biology end-of-course exam, students could earn a “B” or higher in an advanced high school science course [see ORC [3313.603 \(C\)\(5\)\(c\)\(i\) to \(iii\)](#)]

Biliteracy State Seal

A Seal of Biliteracy recognizes graduating seniors who can demonstrate high levels of proficiency in English and at least one other language within 15 months prior to graduating. Danville Local Schools awards this by following state-established guidelines of formal assessment per language.

Military Enlistment State Seal

Ohio high school students can now show both competency and readiness by enlisting in the military, as demonstrated by a contract with the military upon graduation.

Citizenship State Seal

- Ohio high school students can demonstrate their Citizenship readiness by meeting one of the following:
- Earn a score of 700 or higher on both the American history and American government end-of-course exams; or
- Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams; or
- Earn a final course grade that is equivalent to a “B” or higher in appropriate classes taken through the College Credit Plus program.

Industry Recognized Credential State Seal

The process of earning an industry-recognized credential (and career-technical education in general) allows students to experience education through work, about work and for work. Students learn more deeply by practicing and applying their knowledge through work and employment experiences – learning through work. They learn about workplace expectations in terms of professional or “soft” skills needed for employment, as well as learning about career pathways and what the labor market for particular occupations looks like – learning about work. And, they learn the job-specific skills they will need to perform day-to-day tasks – learning for work.

College Ready State Seal

One of the pathways that students may use to show readiness for college is within a college and career readiness test. The two tests that meet this pathway are the ACT and SAT. Colleges and universities use the ACT and SAT to determine student readiness for the rigors of higher education. These institutions generally expect that students who earn "remediation-free" scores will be able to succeed in their college courses. The actual "remediation-free" score is determined by the State of Ohio and periodically, for a variety of reasons, these scores may be adjusted. Typically these scores are communicated during the February of the student's junior year.

Technology State Seal

Ohio high school students can demonstrate their Technology readiness by meeting one of the following:

Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam; or

Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program; or

Complete a course offered through the district or school that meets guidelines developed by the Department. (A district or school is not required to offer a course that meets those guidelines.)

Honors Diploma State Seal

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Requirements for Honors Diploma

Academic Honors Diploma

Must complete at least 6 out of the 7 following requirements

Math- 4 units

Science- 4 units, including 2 units of advanced science

Social Studies- 4 units

World Languages- 3 units of one world language, or no less than 2 units of two world languages studied

Fine Arts- 1 unit

GPA- 3.5 on a 4.0 scale

ACT/SAT: ACT; 27 or higher/ SAT; 1280 or higher

Honors Courses include at Danville include:

4 English courses

2 Science courses (Anatomy, Physics and Biology II)

2 Math courses (Pre-Calculus and Calculus)

2 Social Studies courses (Psychology and Sociology - each 0.5 credit)

Career Tech Honors Diploma (***Must complete all but one of the following***)

Math- 4 units

Science- 4 units, including 2 units of advanced science

Social Studies- 4 units

World Languages- 2 units of one world language

Electives- 4 units of career-technical courses

GPA- 3.5 on a 4.0 scale

ACT/SAT/WorkKeys- ACT: 27 or higher/SAT: 1280 or higher/WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics

Field Experience- Complete a field experience and document the experience in a portfolio specific to the student's area of focus.

Portfolio- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.

Additional Assessments- Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

Fine and Performing Arts Local Seal

Students earning a Fine/Performing Arts diploma seal must have participated in band or choir for all four years of school, as well as one of the following: participate in a solo or ensemble competition, participate in a drama performance, or enter a piece of art into the Governor's Art show.

Community Service Local Seal

Students can earn this local seal by completing 120 hours of community service over their 4 years in High School. Students need to submit documentation of the hours to the school counselor each year.

Student Engagement Local Seal

Students earning the Student Engagement diploma seal must complete two of the following items, with at least one taking place during their senior year: participate for three years on one sports team or two years on two sports teams (must be in good standing with the team regarding rules and eligibility), participate in FFA for three years, participate in Mock Trial for three years, participate in Moot Court for three years, participate in Journalism/Yearbook for three years, be a member of National Honor Society for two years, or be a member of Student Council for one year. Other club involvements not mentioned are subject to board approval.

EARLY GRADUATION

Application for early high school graduation must be submitted to the high school principal prior to the beginning of the year in which the student wishes to graduate.

The principal may honor this request if all conditions for high school graduation are met and the student fulfills the high school graduation requirements.

A student who completes the requirements for early high school graduation may participate in the graduation ceremonies with his/her designated class or the class graduating in the year in which s/he completes the District's requirements for high school graduation.

CREDIT REQUIREMENTS

Students must have the following amount of credits to be considered in the following grade level:

- Freshmen = 1-5 Credits
- Sophomore = 6-11 Credits
- Junior = 12-17 Credits
- Senior = 17+ Credits

EDUCATIONAL OPTIONS

Danville High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

When available, limited makeup work may be completed in summer school, through on-line coursework, by correspondence or by the use of a private tutor (approved by the superintendent) – all at the student's expense. These options may also be available for enrichment courses, at the student's expense. A maximum of six (6) credits earned from educational options may be counted toward graduation requirements.

In order to participate in an Educational Option, the student must first submit an application for approval by the High School Principal. Students under the age of 18 may only participate with the written consent of their parent(s) or guardian(s). Applications are available in the high school office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

Student performance shall be evaluated as either pass or fail, or by awarding letter grades. Summer makeup work may not be used towards athletic eligibility.

POST SECONDARY ENROLLMENT

Any student enrolled at Danville High School may enroll in a postsecondary program provided s/he meets the requirements established by law and by the District. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the Guidance Counselor to obtain the necessary information.

NCAA Eligibility

Students intending to participate in sports in any Division I or Division II college or university need to check with the guidance office to make sure necessary coursework is taken for NCAA eligibility.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Counselor and Athletic Director.

Academic Honors

The recognition of students performing at a high academic level is carried out by posting the following lists at the end of each grading period:

- Principal's List - All A's in all subjects
- Honor Roll - All A's and B's in all subject

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

MAKE-UP WORK

It is the responsibility of each student who misses school for any reason to contact his/her teachers about making up the work s/he missed. Students who cannot come to school for several days due to illness or injury should make arrangements to get their assignments from classmates or by calling the school office before 9:00 a.m.

COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary

action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyber bullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyber-bullying, visit <http://www.cyberbullying.ca>
- H. Cyber-bullying includes, but is not limited to the following:
 - a. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
 - b. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - c. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
 - d. posting misleading or fake photographs of students or school staff members on web sites.
- I. To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.
- J. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
 - b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 - c. Do not harass another person. Harassment is persistently acting in a manner that

- distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
- d. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 - e. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 - f. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - g. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 - h. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- K. Use of the Network to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.
- L. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, or principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- M. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- N. L. Downloading of information onto the Board's hard drives is prohibited. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- O. M. Students must secure prior approval from a teacher or the technology coordinator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- P. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) without prior approval from a teacher or the technology director. All such authorized communications must comply with these

guidelines.

- Q. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- R. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- S. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- T. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.
- U. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- V. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- W. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- X. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the technology coordinator. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purposes. The following hierarchy will prevail in governing access to the Network:
- a. Class work, assigned and supervised by a staff member.
 - b. Class work, specifically assigned but independently conducted.
 - c. Personal correspondence (checking, composing, and sending email).
 - d. Training (use of such programs as typing tutors, etc.)
 - e. Personal discovery ("surfing the Internet").
 - f. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or technology director.

Game playing is not permitted at any time.

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the Guidance Office.

Final exams will be given at the end of each semester. The exams shall be comprehensive and test objectives covered during the course.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Danville Jr/Sr High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Students that participate in extracurricular activities must be enrolled in the Danville School District or live in the Danville School District while they are receiving home school/online schooling.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

ATHLETICS

Danville Jr/Sr High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

A \$50 transportation fee per sport/marching band will be assessed and must be paid before the student may participate.

ACADEMIC ELIGIBILITY

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. Furthermore, during the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received 5 passing grades during that grading period in any of those subjects in which the student received grades.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

STUDENT PRECINCT WORKERS

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election. To be eligible, a student shall be:

- A. A United States Citizen;
- B. A resident of the county;
- C. At least seventeen (17) years of age;
- D. Enrolled in the senior year of high school.

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Tardiness to School-Excused: Students that come to school late with a note from their doctor, dentist, legal appointments, etc. will report to the office and will receive a tardy slip. Since this is an excused tardiness, it is not counted toward the tardiness limit.

Tardiness to School-Unexcused: Students that come to school late due to non medical illness, oversleeping, missing the bus, etc. will report to the office and sign in before going to class. Even if the student has a note from the parent it will still count towards the student's total 'unexcused' tardy amount. Unexcused tardiness to school will have the following consequences (grades 7-12 only):

- A. Unexcused Tardies # 1-4 are considered a Warning.
- B. At #5, and for every 5 Unexcused tardies (5, 10, 15,.) the student will also receive one after school detention.
- C. Please note that the time you are tardy accumulates into
- D. your total time of being absent and could lead to a loss of credit for classes missed.

Absence Guidelines

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside school hours. All educated children, ages six through eighteen, are compelled to attend school unless properly excused. (Ohio Revised Code - Section 3321.01) Ohio law requires compulsory school attendance for all persons 6-18 years of age or until completion of a high school diploma. Marriage, pregnancy, or parental consent **ARE NOT** legal means of school withdrawal in Ohio. In accordance with this and other applicable Ohio law and Ohio Board of Education standards (cited below), the following guidelines prescribe the reasons any child may be excused for past absence from the Danville Local Schools.

Documented Absence

The Ohio Revised Code (Section 3321.00) has listed guidelines that prescribe the reasons why any child may be excused for absence for the Danville Local Schools. The following list defines "excused absences" as determined by the Ohio Revised Code and the Danville Board of Education. Documented Absence (*must have actual documentation*) include:

- Medical Doctor
- Dentist
- Urgent Care
- Court
- Attorney Appointments
- Funerals
- Observance of religious holiday
- School related business (pre-approved by the principal)
- College Visits (3 for seniors, 2 for juniors with documentation)

At Danville Local School, students are only allowed to miss 72-hours (a combination of 12 days) for the entire school year that are not considered documented absences.

Students have **2-school days** to turn in their documentation for their absence. After 2- school days the absence will be considered unexcused.

Truancy

3321.191 Adoption of policy regarding student absences; intervention strategies.

(A) Effective beginning with the 2017-2018 school year, the board of education of each city, exempted village, local, joint vocational, and cooperative education school district and the governing board of each educational service center shall

adopt a new or amended policy to guide employees of the school district or service center in addressing and ameliorating student absences. In developing the policy, the appropriate board shall consult with the judge of the juvenile court of the county or counties in which the district or service center is located, with the parents, guardians, or other persons having care of the pupils attending school in the district, and with appropriate state and local agencies.

(B) The policy developed under division (A) of this section shall include as an intervention strategy all of the following actions, if applicable:

(1) Providing a truancy intervention plan for any student who is excessively absent from school, as described in the first paragraph of division (C) of this section;

(2) Providing counseling for a habitual truant;

(3) Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend parental involvement programs, including programs adopted under section 3313.472 or 3313.663 of the Revised Code;

(4) Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend truancy prevention mediation programs;

(5) Notification of the registrar of motor vehicles under section 3321.13 of the Revised Code;

(6) Taking legal action under section 2919.222, 3321.20, or 3321.38 of the Revised Code.

(C)

(1) In the event that a child of compulsory school age is absent with or without legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy contained in the policy developed by the board pursuant to division (A) of this section.

(2) (a) If the absences of a student surpass the threshold for an habitual truant as set forth in section 2151.011 of the Revised Code, the principal or chief administrator of the school or the superintendent of the school district shall assign the student to an absence intervention team. Within fourteen school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication under division (C)(2)(b) of section 3321.191 of the Revised Code. Within seven days after the development of the plan, the school district or school shall make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

(b) As part of the absence intervention plan described in division (C)(2) of this section, the school district or school, in its discretion, may contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in division (G) of section 2151.27 of the Revised Code. If the school district or school chooses to have students informally enrolled in an alternative to adjudication, the school district or school shall develop a written policy regarding the use of, and selection process for, offering alternatives to adjudication to ensure fairness.

(c) The superintendent of each school district, or the superintendent's designee, shall establish an absence intervention team for the district to be used by any schools of the district that do not establish their own absence intervention team as permitted under division (C)(2)(d) of this section. Membership of each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's school district or school, another representative from the child's school district or school who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

(d) The principal or chief administrator of each school may establish an absence intervention team or series of teams to be used in lieu of the district team established pursuant to division (C)(2) (c) of this section. Membership of each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's school district or school, another representative from the child's school district or school who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

(e) A superintendent, as described in division (C)(2)(c) of this section, or principal or chief administrator, as described in division (C)(2)(d) of this section, shall select the members of an absence intervention team within seven school days of the triggering event described in division (C) (2)(a) of this section. The superintendent, principal, or chief administrator, within the same period of seven school days, shall make at least three meaningful, good faith attempts to secure the participation of the student's parent, guardian, custodian, guardian ad litem, or temporary custodian on that team. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the representative of the school district shall inform the parent of the parent's right to appear by designee. If seven school days elapse and the student's parent, guardian, custodian, guardian ad litem, or

temporary custodian fails to respond to the attempts to secure participation, the school district or school shall do both of the following:

(i) Investigate whether the failure to respond triggers mandatory reporting to the public children services agency for the county in which the child resides in the manner described in section 2151.421 of the Revised Code;

(ii) Instruct the absence intervention team to develop an intervention plan for the child notwithstanding the absence of the child's parent, guardian, custodian, guardian ad litem, or temporary custodian.

(f) In the event that a student becomes habitually truant within twenty-one school days prior to the last day of instruction of a school year, the school district or school may, in its discretion, assign one school official to work with the child's parent, guardian, custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer. If the school district or school selects this method, the plan shall be implemented not later than seven days prior to the first day of instruction of the next school year. In the alternative, the school district or school may toll the time periods to accommodate for the summer months and reconvene the absence intervention process upon the first day of instruction of the next school year.

(3) For purposes of divisions (C)(2)(c) and (d) of this section, the state board of education shall develop a format for parental permission to ensure compliance with the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232g, as amended, and any regulations promulgated under that act, and section 3319.321 of the Revised Code.

(D) Each school district or school may consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families in reducing absences.

(E) Beginning with the 2017-2018 school year, each school district shall report to the department of education, as soon as practicable, and in a format and manner determined by the department, any of the following occurrences:

(1) When a notice required by division (C)(1) of this section is submitted to a parent, guardian, or custodian;

(2) When a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for **thirty or more consecutive hours, forty-two or more hours in one school month, or seventy two or more hours in a school year;**

(3) When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;

(4) When an absence intervention plan has been implemented for a child under this section.

(F) Nothing in this section shall be construed to limit the duty or authority of a district board of education or governing body of an educational service center to develop other policies related to truancy or to limit the duty or authority of any employee of the school district or service center to respond to pupil truancy. However, a board shall be subject to the prohibition against suspending, expelling, or otherwise preventing a student from attending school for excessive absences as prescribed by section 3313.668 of the Revised Code.

Unexcused Absences

An absence with no documentation is an unexcused absence. Unexcused absences count towards a student's hour limit. Chronic unexcused absences could result in referral to the Juvenile Court System and contacting Children and Family Services. **Note even with parent notes unless the student's absence falls under the list of "documented" absences above the absence will count towards the 72-hour total.**

Medical Status

Students who accumulate ten documented excused or unexcused absences in a school year may be placed on medical status. At this point, only a doctor's excuse, hospital record, court excuse, death in the immediate family, or principal's approval may be accepted as an excused reason for the absence. In addition, documentation must be presented to the school within twenty-four hours of the student's return to school. Parents of students with chronic medical conditions should contact the principal. **Once students are on medical status, any day they miss without professional documentation will result in loss of credit for any assignment missed and loss of all extra-curricular activity privileges that day. These activities include all sports, clubs, dances and any other school function outside normal business hours.**

Truancy and Habitual Absence:

A student shall be considered truant each day he/she is absent without excuse from his/her assigned location.

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which administrative action will be taken as follows:

- A. No credit may be recorded for work issued as a result of truancy.
- B. A record of the truancy may be entered in the student's record file.
- C. A parent conference may be held.

The disciplining of truant students shall be in accordance with Board policies, due process, and the Student Code of Conduct.

A student may be considered "habitually truant" under state law if the student is absent without a legitimate excuse for 30 consecutive hours, for 42 hours in one (1) month, or 72 hours in one (1) school year.

If a student is "habitually truant" and the student's parent(s), guardian(s), or custodian(s) has failed to provide proper documentation for the absences (see pg. 33 for excused absences), a complaint shall be filed with the Knox County Attendance Officer and Judge of the Juvenile Court and contacting Children and Family Services.

Vacations

Students may be permitted to go on vacation during the school year. The purpose of this administrative guideline is to accommodate parents who must take their vacation during the school year and the desire to enjoy that time as a family. However, please note that vacation days fall under absences that are not medically excused. Whenever a proposed absence for vacation is requested, parents must first discuss it with the principal, and the school must be notified in writing at least five days in advance. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. It is up to the student to make up for their work missed and to notify their teachers of their absence. **Vacation days DO GO against the student's 72-hour total.**

Absent and Tardy Procedure

Parent Responsibilities – by law, every parent has the responsibility to see that his/her child attends school regularly and on time. If a student is absent from school for any reason:

1. Parents must notify the school in advance by telephone at 740-599-6116, extension 5205.
2. Parent must provide a WRITTEN EXCUSE for the absence upon student's return to school. Excuse note should include the date it was written, student's name, date(s) of absence, reason for absences, and signature of parent/guardian.

Remedial Hours for Insufficient Attendance:

High School students who have missed too many classes due to tardiness and absences will be required to make up time in order to pass the class(es) where they have insufficient seat time. Failure to make these hours up will result in failure of the course.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the building principal.

Make-up of Tests and Other School Work

It is the responsibility of each student who misses school for any reason to contact his/her teachers about making up the work s/he missed. Students who cannot come to school for several days due to illness or injury should make arrangements to get their assignments from classmates or by calling the school office before 9:00 a.m.

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. The ultimate goal is that students will work until mastery is earned.

If a due date was given for a project of any type the student is still expected to turn the project in on the due date unless there are extenuating circumstances. Missing just one day in this time period does not allow a student an "extra day" to work on the project.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the Building Test Coordinator or District Test Coordinator to arrange for administration of the test at another time.

Suspension from School

Absence from school due to suspension shall be considered an unauthorized absence.

A suspended student will be allowed to make-up school work missed due to suspension at the Principal's discretion.

Two-Hour Delays and Post-Secondary

Occasionally through the school year there will be conflicts for students who take post-secondary classes when school starting times are delayed due to inclement weather or a scheduled two-hour delay. If such a conflict occurs students must have notes from their college professor saying they were attending college classes on the day of their absences because of the conflict.

Two-Hour Delays and Dual-School Students

Occasionally through the school year there will be conflicts for students who take classes at Danville High School in the morning and KCCC in the afternoon when school starting times are delayed due to inclement weather or a scheduled two hour delay. Students are required to attend all Danville classes first before going to the KCCC for classes. Administrators at both Danville and the KCCC have agreed upon this arrangement.

CODE OF CONDUCT

A major component of the educational program Danville Jr/Sr High is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors

Students are expected to:

- A. Act courteously to adults and fellow students;
- B. Be prompt to school and attentive in class;
- C. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- D. Complete assigned tasks on time and as directed;
- E. Help maintain a school environment that is safe, friendly, and productive;
- F. Act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. A teacher to communicate effectively with all students in the class; and
- B. All students in the class have the opportunity to learn.

Beverages in Class

Students will be allowed to have coffee through the end of first period. After the first period ends all beverages other than water is decidedly teacher's discretion. Water is permitted all day.

Bookbags / Backpacks

Students are encouraged to transport educational materials to and from school using their own backpack or bookbag. However students MUST store all backpacks / book bags in their school assigned locker. All students will be provided a school issued chromebook carrying case in which their chromebook and a small number of classroom supplies (pens, pencils, calculator, erasers, etc) may be carried from class to class. Students are encouraged to plan out which materials (books, binders, notebooks, etc) that will need to be transported from class to class to avoid being tardy.. Time between classes is three minutes which, in most cases, allows for adequate time to return to one's locker and

pick up the next set of materials needed.

Student Athletes that are transporting athletic supplies in bat bags, or duffle bags **that will not fit** in their school locker will need to make arrangements to store their athletic materials in locker rooms as students are not permitted to store these in classrooms, hallways, etc.

Dress and Grooming

School staff and Administration reserve the right of interpretation of the dress code and will make the final decision on inappropriate clothing and appearance. Students are expected to dress appropriately at all times. Any fashion (clothing, accessories, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. It is the goal of school to teach our students how to be successful in the workforce; therefore the intent of the dress code is safety and professionalism. Professional dress includes a level of modesty, cleanliness, and appropriateness.

Students are also expected to come to school with appropriate hygiene. If a student disrupts the educational process by poor hygiene, then this presents a safety risk, and the student will be sent home to clean up. The flagship case of precedent for bad grooming in public libraries is *Kreimer v. Morristown* in which the federal Third Circuit Court of Appeals upheld a library rule that said “Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.” *Kreimer*, a homeless library patron, barred by that rule from entering the library, asserted in court that the rule violated his First Amendment rights to use the public library for reading, writing and thinking. But the court held that this rule prohibits one patron from unreasonably interfering with other patrons' use and enjoyment of the Library; it further promotes the Library's interest in maintaining its facilities in a sanitary and attractive condition.

During the School Day and ALL school related activities, Field Trips, etc.: Dress during the school day may vary from that of other activities, due to the nature of the activity. For example, a track or basketball uniform may be sleeveless by design due to the nature of the activity.

The dress code within academic settings:

- Shirts of any type must have sleeves. The front must be cut in such a way as to not reveal any part of the breast. All tops must be able to be tucked in at the waist, or must be of sufficient length as to not reveal bare skin, whether the student be standing or sitting.
- All pants must be secured at the waist.
- Any holes in the pants must be below mid-thigh.
- All clothing from the waist down (including pants of any kind, shorts, skirts, dresses, tunic tops, etc..) must be of length to be considered appropriate and not revealing or inappropriate for school attire.
- Leggings/Yoga Pants are not a substitute for pants and may only be worn with an article of clothing that falls below the buttocks in both the front and back.
- Pajamas are not permitted.
- No undergarments may be exposed.
- Athletic compression pants/shorts are considered under- garments and should not be worn as outerwear.
- Hats, hoods or sunglasses may not be worn during the school day
- All garments must be of a material that is neither sheer nor see through.
- They may not advertise alcohol, tobacco, drugs, or other unacceptable activities or symbols (ex.

Confederate flag) and may not display or allude to any inappropriate language or activity. No see-through areas, or clear patches will be allowed in any garment. Gang related paraphernalia, bandannas, clothing, colors, etc. or anything that may be interpreted as gang related is not permitted.

- Students enrolled in classes that involve lab work, i.e. Chemistry, Vo-Ag, industrial tech, will be required to wear closed-toe shoes and proper safety equipment.
- Students who are representing Danville Jr/Sr High at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, our FFA chapter, and other such groups.

Care of Property

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/ her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

Harassment, intimidation, or bullying behavior by any student/school personnel in the Danville Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. See discipline code 01, 03, 18, 19, 21, and 22

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any

gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action:

Conduct constituting sexual harassment may take different forms, including but not limited to, the following:

- A. **Verbal:** The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a staff member, student, or other person associated with the District, or third parties.
- B. **Nonverbal:** Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a staff member, student, or other person associated with the District, or third parties.
- C. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a staff member, student, or other person associated with the District, or third parties. Such conduct constitutes sexual violence, and includes physical acts of aggression or force, or threat of aggression or force, which involves non-consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person's intimate parts, intentional touching of person's intimate parts, forcing a person to touch another person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate parts or undergarments.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

- A. **Verbal:** The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. **Nonverbal:** Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- C. **Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s):

Jason Snively, Superintendent
Danville Local Schools
P.O. Box 30

Danville, Oh 43014
(740) 599-6116

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyber-bullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyber-bullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyber-bullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyber bullying or its recurrence.

Given the nature of harassing and/or bullying/cyber-bullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyber bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should

request a copy of Board policies and administrative guidelines 5517 and 5517.01.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, assignment to alternative school, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

The school administration has the goal of teaching students self control and self-discipline. When prudent, the administration may reach out to parents seeking to build an agreement of restitution in lieu of suspension. This might look different depending upon the offense.

“*” indicates that it reported to the State of Ohio.

1. **Truancy/Persistent absence or tardiness***

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student’s driver’s license. See Section IV Attendance for more information. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system*

2. **Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion*

3. **Fighting/Violence***

Fighting/Violence is mutual participation in an incident involving physical violence. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion*

4. **Vandalism/ Damage to School or Personal Property***

Vandalism is the willful destruction or defacement of school or personal property *Consequences: up to ten days of out-of-school suspension, referral to law enforcement or the juvenile court system; recommendation for expulsion; Parents and administration may work toward an alternative restitution*

5. **Theft/Stealing Personal or School Property/Possession of stolen items***

Theft is the unlawful taking or possessing of property belonging to another person. While the school is not responsible for personal property, students stealing or possessing stolen items will result in disciplinary action. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion;*

Parents and administration may work toward an alternative restitution

6. Use, Possession, Sale or Distribution of a Firearm*

A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns.

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for 1 year of expulsion;*

7. Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas*

A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for 1 year of expulsion;*

8. Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas*

Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for 1 year of expulsion;*

9. Use, Possession, Sale or Distribution of Tobacco Products*

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco or vaping products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco/Vaping products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, vaping paraphernalia (including chargers, cartridges, liquids) or any other matter or substance that contains tobacco/vaping products. E-cigarettes are also prohibited. Any look-a-like products

will have the same consequences. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion. Cessation classes in lieu of suspension is a recommended restitution agreement for first offenses*

10. Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages*

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, or paraphernalia.

If a building principal has a reasonable individualized suspicion of alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted, thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test. Any look-a-like products will have the same consequences. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

11. Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol*

Use, possession, sale or distribution of any controlled drug or drug paraphernalia, other than prescription medication that has been administered in accordance with the district’s policies.

If a building principal has a reasonable individualized suspicion of alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted, thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test. Any look-a-like products will have the same consequences. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

13. Arson*

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

14. False Alarms/Bomb Threat/Terroristic Threats*

Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. This includes threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

15. Knowledge of dangerous weapons or threats of violence

Any threat must be reported. The Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline. *Consequences: up to ten days of out-of-school suspension.*

16. Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

17. Unauthorized use of vehicles

Occupying or using vehicles during school hours without school authorization is prohibited. Driving on school property in such a manner as to endanger persons or property is not authorized. *Consequences: Revoking driving to school privileges; up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

18. Disobedient/Disruptive Behavior *

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, possession of telecommunications equipment that disrupts the learning of others, inappropriate language, cursing, inappropriate gestures, possession of lewd materials such as pornography, use of hate-speech, vandalism, and/or aggressive behavior). *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

19. Harassment/Intimidation *

Repeatedly attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm). *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

20. Firearm Look-a-Likes *

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns). ***Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.***

21. Unwelcome Sexual Conduct *

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity). ***Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.***

22. Serious Bodily Injury and/or Violent Conduct *

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty. This includes all violent conduct at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or school employee/volunteer/contractor, regardless of where or when that act may occur. ***Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.***

23. Physically assaulting a staff member/student/person associated with the District.

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault, subject to referral to law enforcement.. ***Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.***

24. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalizing, assault (verbal and/or physical), and destruction of property. ***Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.***

25. Aiding or abetting violation of school rules

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

26. Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

27. Falsification of school work, identification, forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs.

Academic Dishonesty, plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

28. Trespassing and Unauthorized use of facilities

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

29. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity. *Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.*

30. Public Displays of Affection

Affection between students is a private and personal matter, thus not appropriate for public display. This includes holding, touching, petting or other contact of a personal or sexual nature. ***Consequences: up to ten days of out-of-school suspension; referral to law enforcement or the juvenile court system; recommendation for expulsion.***

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline can be assigned by the classroom teacher (minor infractions) or administrators (major infractions). It include, but not is limited to:

- writing assignments;
- change of seating or location;
- before school, lunch-time, after-school detention;
- Friday night school.

After School Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Lunch Detention

Lunch detention may be used for students with minor discipline offenses. Please fill out the form, give the student their copy and then return the other two copies to the office. Inform the student that they will serve the detention the following day after the infraction in the teacher's room or other location determined by the teacher/ administrators.

Friday Night School

Friday night school may be assigned to a student as a consequence of behavioral consequence that warrants a more significant consequence than a school time detention or other informal disciplinary action. Or a student may be assigned Friday night school in which a student has fallen behind academically. For example: a student that has five missing Math assignments may be assigned Friday night school as a method of making up these assignments.

Friday night school will be conducted between the hours of 3 - 6 pm. Students are responsible for their

own transportation from Friday Night School. Friday night school will be monitored by a school official (teacher or administrator). Students assigned to a Friday night school are **prohibited from attending or participating in** any curricular or extracurricular events the night of the Friday night school for which the student is assigned a Friday night school.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

It should be understood that during (for the entire day of) any Out of School Suspension or Knox County Alternative Center placement, the student may not attend regular classes, participate in or be a spectator of school activities, whether during or outside of the regular school day, including athletic contests, practices, etc.; nor may s/he visit the school grounds before or after school (or all day if at the Alternative Center.)

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be

sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or dean of students may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of a student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. Conveying deadly weapons onto school property or to a school function;
- B. Possessing deadly weapons onto school property or at a school function;
- C. Carrying a concealed weapon onto school property or at a school function;
- D. Trafficking in drugs onto school property or at a school function;
- E. Murder, aggravated murder on school property or at a school function;
- F. Voluntary or involuntary manslaughter on school grounds or at a school function;
- G. Assault or aggravated assault on school property or at a school function;
- H. Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. Complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas

including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

All vehicles are subject to search and inspection.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated counselor) will remain in the room during questioning.

If law enforcement or a children's services agency removes a student from school, the parent will be notified.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

- is obscene to minors, libelous, or pervasively indecent or vulgar;
- advertises any product or service not permitted to minors by law;
- intends to be insulting or harassing;
- intends to incite fighting; or
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building principal for approval twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

Bus Transportation to School

The School provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the transportation secretary at 599-6116. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school) Each student shall:

- A. Be on time at the designated loading zone ten minutes prior to scheduled stop;
- B. Stay off the road at all times while walking to and waiting for school transportation;
- C. Line up single file off the roadway to enter;
- D. Wait until the school transportation is completely stopped before moving forward to enter;
- E. Refrain from crossing a highway until the driver signals it is safe to cross;
- F. Properly board and depart the vehicle;
- G. Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip each student shall:

- A. Remain seated while the school transportation is in motion;
- B. Keep head, hands, arms, and legs inside the school transportation at all times;
- C. Not push, shove or engage in scuffling;
- D. Not litter in the school vehicle or throw anything in, into, or from the vehicle;
- E. Keep books, packages, coats, and all other objects out of the aisle;
- F. Be courteous to the driver and to other riders;
- G. Not eat or play games, cards, etc.;
- H. Not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- I. Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

- A. Each student shall:
- B. Remain seated until the vehicle has stopped;
- C. Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- D. Be alert to a possible danger signal from the driver.
- E. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Bus Expectations

Transporting your children to and from school is a **privilege**. Please read the expectations on page 9 as well as the agreed upon rules and consequences for violating these rules.

Rules:

1. Students shall obey the directions of the bus driver at all times.
2. Disruptive behavior interfering with the safe operation of the bus will not be tolerated.
3. Fighting will not be permitted.
4. Students may not be in possession of any weapons or objects that may be considered harmful.
5. The use of profane, vulgar and/or obscene language will not be permitted.
6. The possession and/or use of tobacco or tobacco related products are strictly prohibited.
7. The possession and/or use of illegal substances and/or counterfeit drugs is strictly prohibited.
8. The possession and/or use of alcohol is prohibited.
9. The destruction of or defacing of school property will not be permitted.

Safety Issues:

1. All objects, packages, and other objects carried on the bus must be kept out of the aisle.
2. Carry-on items must be able to sit on a student's lap and not extend outside of their body.
 - a. Typically nothing larger than a book bag.
3. Students will remain seated at all times.
4. Students will not be permitted to eat/drink while on the bus.
5. Speaking at a reasonable conversation level will be permitted. Yelling, shouting or using loud
 - a. boisterous voices or behavior will not be tolerated.
6. Throwing objects while on the bus will not be permitted.
7. Students may not extend any body parts out of the bus window.

Violations of the above stated:

- 1st Offense: The bus driver will verbally warn the student.
- 2nd Offense: The bus driver and/or bus transportation supervisor will contact the parent/guardian to discuss the violation and the student will receive a written discipline referral.
- 3rd Offense: The student will receive a bus suspension which may vary in length from 3 days, 5 days or the remainder of the semester or year.

Should the infraction be serious enough, suspension of bus privilege could occur after one infraction. At that time, it will become the parent's/guardian's responsibility to transport the child to and from school. Please review safe bus travel with your child throughout the year. Should a student be suspended off a bus during the time of a field trip, the student will not attend the field trip.

Bus passes

The number of buses needed as well as bus capacity and routes are based on the student's home address. We attempt to accommodate bus passes as often as possible. However, students who wish to ride a bus they are not assigned to, based on their home address, can create other issues. In order to provide necessary safety to all bus riders the following regulations have been developed:

1. Buses will drop students off at ONE other location other than their home address. For example, a grandparent's home or babysitters' home. Therefore, there is a maximum of two locations a student will be taken to: home and one other. Please understand this 2nd stop must already be on a bus route and there must be room on the bus for additional students.
2. Requests of bus changes must be made prior to 1:30pm every day. If a phone call is received after 1:30pm it must be approved by the building principal and deemed as an emergency.
3. Occasionally, students not assigned to ride a bus wish/need to ride the bus with another student. A note must be received by BOTH sets of parents- the sending parent and receiving parent. This note will allow the office to issue a bus pass. If we do not have a note from both parents your child will not be issued a bus pass. Please understand the bus pass will be denied if there is not enough room. (This is NOT a new regulation.) If the student has more than their standard book bag, it must be small enough to fit on the student's lap- they must be able to hold all their items in their lap.
4. If your child will be riding a bus in the morning (and is not a typical bus rider assigned to the bus), he/she must contact the bus garage to notify the driver. The phone call can be made the day prior to the child riding the bus, or the morning of. If you call the morning of, the message must be received by 5:30am. This will allow the driver to know whom the