



Junior-Senior High School

2025 - 2026

Student Handbook

Daleville Community Schools | 2025-2026 District CALENDAR

	JULY 2025 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			JANUARY 2026 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>1-2 - Winter Break No School</p> <p>5 - Teacher Work Day No School for Students</p> <p>6 - Students Return</p> <p>19- Martin Luther King Day No School</p> <p>(18) Student Days</p>														
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WELCOME

Please read through the policies contained within Daleville Junior-Senior High School's student handbook. For your convenience, the handbook is also located on the school website at www.daleville.k12.in.us. Should you have any questions regarding the various policies, please call the school at (765) 378-3371.

An "A" Rated School 2013, 2014, 2015, 2016, 2017

4 Star School Designation 2014 & 2017

U.S. News and World Report 2018, 2019, 2020, 2021, 2022, 2023



2025-2026 BELL SCHEDULES

REGULAR SCHEDULE

PERIOD	TIME
1	7:55 – 8:42 (47)
2	8:46 – 9:33 (47)
3-SUCCESS	9:38 – 10:00 (22)
4	10:04 – 10:51 (47)
5	10:56 – 12:26 (60)
LUNCH A	10:56 – 11:26 (30)
LUNCH B	11:26 – 11:56 (30)
LUNCH C	11:56 – 12:26 (30)
6	12:30 – 1:17 (47)
7	1:22 – 2:09 (47)
8	2:13 – 3:00 (47)

GOLD DAY SCHEDULE (NO SUCCESS PERIOD)

PERIOD	TIME
1	7:55 – 8:47 (52)
2	8:51 – 9:43 (52)
3-SUCCESS	NO SUCCES PERIOD
4	9:48 – 10:39 (51)
5	10:44 – 12:14 (60)
LUNCH A	10:44 – 11:14 (30)
LUNCH B	11:14 – 11:44 (30)
LUNCH C	11:44 – 12:14 (30)
6	12:18 – 1:09 (51)
7	1:14 – 2:05 (51)
8	2:09 – 3:00 (51)

ONE HOUR DELAY

PERIOD	TIME
1	8:55 – 9:32 (37)
2	9:36 – 10:13 (37)
3-SUCCESS	10:18 – 10:40 (22)
4	10:44 – 11:21 (37)
5	11:26 – 12:56 (60)
LUNCH A	11:26 – 11:56 (30)
LUNCH B	11:56 – 12:26 (30)
LUNCH C	12:26 – 12:56 (30)
6	1:00 – 1:37 (37)
7	1:42 – 2:19 (37)
8	2:23 – 3:00 (37)

TWO HOUR DELAY

PERIOD	TIME
1	9:55 – 10:22 (27)
2	10:26 – 10:53 (27)
4	10:58 – 11:25 (27)
5	11:30 – 1:00 (60)
LUNCH A	11:30 – 12:00 (30)
LUNCH B	12:00 – 12:30 (30)
LUNCH C	12:30 – 1:00 (30)
6	1:04 – 1:31 (27)
3-SUCCESS	1:36 – 1:58 (22)
7	2:02 – 2:29 (27)
8	2:33 – 3:00 (27)

EARLY RELEASE LUNCH

PERIOD	TIME
1	7:55 – 8:21 (26)
2	8:25 – 8:51 (26)
3-SUCCESS	NO SUCCESS PERIOD
4	8:56 – 9:22 (26)
6	9:27 – 9:53 (26)
7	9:58 – 10:24 (26)
5	10:28 – 11:58 (60)
LUNCH A	10:28 – 10:58 (30)
LUNCH B	10:58 – 11:28 (30)
LUNCH C	11:28 – 11:58 (30)
8	12:04 – 12:30 (26)

EARLY RELEASE NO LUNCH

PERIOD	TIME
1	7:55 – 8:19 (24)
2	8:23 – 8:47 (24)
3-SUCCESS	NO SUCCESS PERIOD
4	8:52 – 9:17 (25)
5	9:22 – 9:47 (25)
6	9:51 – 10:16 (25)
7	10:21 – 10:46 (25)
8	10:50 – 11:15 (25)

VOCATIONAL STUDENTS DELAY SCHEDULE

If you attend morning vocational school, you follow their delay schedule.

If you attend afternoon vocational school, you follow Daleville's schedule and do the following:

ONE HOUR DELAY – come to school and attend vocational

TWO HOUR DELAY – come to school and attend vocational

VISION

To create a new standard of educational excellence through building relationships, improving instruction, providing opportunities and relentlessly striving to help students reach their full potential.

MISSION

Inspire Learning. Expect Success.

NOTICE OF NON-DISCRIMINATION IN PROGRAM OPPORTUNITIES

Students, Parents, Employees, and Members of the Public: All program opportunities within Daleville Community Schools are offered regardless of race, color, national origin, sex, or disability. Among these program opportunities are academic classes, school clubs, athletic programs, vocational school programs, high abilities programs, honor recognition, and all other school activities.

NON-DISCRIMINATION STATEMENT

DALEVILLE COMMUNITY SCHOOLS

Daleville Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, religion, and national origins including limited English proficiency, in any employment or educational opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you believe you have experienced such discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the School Corporation TITLE IX Coordinator or the Superintendent of Daleville Community Schools at 14300 West 2nd Street, Daleville, Indiana 47334, or by phone at 765-378-3329.

GRIEVANCE PROCEDURE

This non-discrimination grievance procedure applies to civil rights regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex, gender), SECTION 504 of the REHABILITATION ACT OF 1973 (handicapping conditions), and the Americans With Disabilities Act.

Interested parties include school corporation officers, employees, students, and patrons. The non-discrimination grievance procedure applies to claims of acts or omissions relating to protected rights based upon age, race, color, sex, handicapping conditions, and national origin including limited English proficiency.

LEVEL 1 - The building principal will act as the compliance coordinator for any allegation of building level violations affecting students, employees, or building patrons. Allegations of violations or omissions of this type should be reported to the building principal. The building principal will then coordinate or delegate the coordination of an investigation of the allegations within 7 days of the complaint, including referral as appropriate with the School Corporation TITLE IX (sex, gender) Coordinator, Mrs. Patricia Keogh, or the Corporation Coordinator for TITLE VI (race, color, national origin including limited English proficiency), SECTION 504 of the REHABILITATION ACT OF 1973 (handicapping conditions), and the Americans With Disabilities Act, which is the Superintendent of schools. The building principal will submit a written decision to the complainant regarding the complaint within 14 days of receiving the written complaint or allegation. The complainant will have 7 calendar days to ask for an appeal of the decision in writing to the Superintendent of Schools, 14300 West Second Street, Daleville, IN 47334, Phone: 765-378-3329. Failure to make an appeal within the required 7 days will make the original decision final.

LEVEL 2 - In the case of an appeal of a Level - 1 decision, an instance that the allegation may be against the building principal, or in the case when an allegation of a violation or omission refers to a corporation level policy or practice, the appeal or allegation should be reported to the Superintendent in written form. The superintendent will review available materials and schedule a meeting within 7 calendar days of the written request for Level – 1 decision appeal or allegation of discrimination. The participants will be the complainant, the corporation compliance coordinator, and the superintendent. Other witnesses may be called with prior written notice of 2 days to other parties in the meeting. The superintendent shall make a written decision within 7 days of the final meeting of the parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of the stipulated time allowances if a request is made in writing by either and so agreed to by the parties. If the alleged violation, omission, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy, then Level – 2 is initiated immediately. Further inquiries can be submitted to the Office of Civil Rights at 810 7th Street NW, Washington, DC 20531, or by phone at 202-307-0690.

TITLE IX & SECTION 504 COORDINATORS

For information regarding Title IX contact Coordinator at 765-378-3371 or mail 8400 S. Bronco Dr. Daleville, IN 47334

For information regarding Daleville Jr. /Sr. High School Section 504 contact Coordinator, the building principal, at 765-378-3371 or mail 8400 S. Bronco Dr. Daleville, IN 47334

NEW STUDENTS

The principal or designee shall review the attendance and discipline records from the student's previous school(s) and shall treat documented absences or misbehavior as if they had occurred in our corporation. Another school's recommendation for a suspension/expulsion of a student will be honored. This means that a student would not be allowed to enroll at Daleville schools until after the suspension/expulsion time line has expired.

SCHOOL SECURITY

Student and staff security is a priority for Daleville Community Schools. Daleville Jr. /Sr. High School has limited and controlled building access. While this may produce minor delays for parents and visitors, we feel that the benefits far outweigh any inconvenience that may occur.

All general access doors will be secured and monitored by closed circuit cameras. To gain entrance, a visitor must press the intercom and wait to be identified both verbally and visually by office personnel. A staff member will release the remote locking mechanism allowing that visitor access to the building. Once inside the building, all visitors must report to the office to sign in.

All students returning from vocational school will park in the student parking lot and enter the building through the east lobby doors. Those students will be required to activate the intercom system so that they can be visually and verbally identified. Office personnel will release the remote locking mechanism so that they can gain entrance. Those students will then report immediately to their room assignments.

In order to provide a safer learning environment, the building is secured throughout the day and cameras have been placed throughout the general traffic areas of the building. All activity recorded digitally by the cameras may be saved.

SURVEYS

All student surveys conducted at school must have prior approval of administration and are optional for student participation.

COUNSELING SERVICES

The function of the school counselor is to assist in planning the student's educational program each year. The school counselor also handles academic testing as well as scholarships. All counseling appointments must be made through the student services secretary. Guidance reading materials are available in the guidance/counseling office and in the library. Occupational files, trade and technical school catalogs, and college/university materials are maintained for the use of the students and Daleville patrons. Several software programs are available to students and Daleville community members in the media center and counseling center. This may be done during lunch, before or after school or study hall.

RULES CONCERNING WITHDRAWALS FROM CLASS

Students may not withdraw from any class to enter another after registration. **Schedule Change Request** forms are available in Student Services. Students will not be able to drop any course unless the request meets the following criteria: need to meet high school graduation requirements, need to meet college entrance requirements, needed to balance over-crowded classes, an error in computer entry, or late staff changes. Students who enroll in year-long courses are committing to the course for both semesters.

Any student who remains in class for the semester will receive a grade to be recorded on the permanent record. No one may drop a course without obtaining proper authorization through the counseling office and with the principal's consent. The form granting approval of withdrawal from a class must be presented to the instructor of the class from which the student is to withdraw. The teacher(s) involved must sign the withdrawal form before that student changes classes.

RULES CONCERNING WITHDRAWALS FROM SCHOOL

Students withdrawing from school will report first to the counseling office where a withdrawal form and instructions will be given. A parent/guardian and the school principal or his designee must be present at the exit interview. Students must turn in all books and other school-owned items and pay all fees before records are released.

SCHOOL-WIDE SAFETY DRILLS

Daleville Community Schools follows and conducts drills as required by Indiana Code (IC 20-34-3-20). This includes, but is not limited to, monthly fire drills, one tornado drill each semester, and one man-made occurrence drill each semester.

GRADING SYSTEM

Report cards are emailed at the end of each grading period. Student performance can always be monitored through PowerSchool. The scale is as follows:

Grade	Range	Standard Courses	AP/Dual Credit
A+	97-100	4.00	5.00
A	93-96	4.00	5.00
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	2.33
D	63-66	1.00	2.00
D-	60-62	0.67	1.67
F	50-59	0.00	0.00

Grade Point Average: Class rank is calculated by determining Grade Point Average (GPA). The GPA is calculated by adding all the points of all semester grades received and dividing the total by the number of the points attempted. To accommodate those students who take college preparatory advanced courses, the following rating scale will be used to figure GPA and class rank. Weighted classes will be indicated as such on the transcript.

The comment section shown on the report card should be used by the parents in discussion with their child as to their progress in school.

Semester grades will be determined by using percentages from the two nine weeks and the semester exam. The two nine weeks will weigh forty-five percent each and the semester exam ten percent. One credit will be earned when the total of the three weighted percentages equals sixty (60) percent or higher for the semester course.

Example

	Weight	%Earned	%Earned * Weight
1st 9 Weeks	0.45	70	31.5
2 nd 9 weeks	0.45	82	36.9
Semester Final	0.10	52	5.2
Total Grade %			73.6 = 74%

Finals or End-of-Course Assessments must be taken at the assigned time unless a doctor's note is turned in for the missing time or the student has made prior arrangements with the teacher. Failure to do so will result in loss of credit. Long term assignments are due on the date given by the teacher. (Long term meaning more than ten day notice)

A student who, because of illness, has had a prolonged absence may receive a mark of "I", indicating the required work was incomplete at the end of the grading period. This "I" will convert to an "F" automatically if the required work is not completed within one (1) week of the student's return to school. At the end of a school year, special arrangements must be made with the classroom teacher. Graduating seniors must fulfill all state and local requirements before the senior release date. A student or parent may appeal to the principal for a waiver of the time limit under special circumstances.

MISSING ASSIGNMENTS/ACADEMIC NON-COMPLIANCE

Regularly completing and submitting assignments is a critical piece of the learning process and is tied closely to academic achievement. Assignments of all types (homework, in-class work, group work, etc.) allow teachers to check for understanding and provide a measure of student learning. Additionally, assignments are a significant component of students' grades. To ensure that students understand the importance of actively participating in their education, we believe students must be held accountable for regularly completing and submitting assignments. Therefore, a student who has more than one (1) missing assignment in a grading period for any class may

be assigned a “working lunch” to be served indefinitely until the student is back in good standing with the classroom teacher(s).

Teachers are responsible for notifying students when they have been assigned a working lunch, and students are responsible for obtaining the materials necessary to complete the missing assignment. A student who has been assigned working lunch for missing assignments will report directly to the designated area and will receive a prepared sack lunch. Students will not be permitted to enter the cafeteria. Students may not be required to serve the consequence if the missing assignments are satisfactorily completed and submitted within a pre-established, specified timeframe.

GRADE POLICY ENFORCEMENT

The following participation restrictions apply to students who receive more than one (1) “F” as a grade for a grading period. Grading periods and mid-term progress report periods are listed on the Jr. /Sr. High School calendar and in the student handbook. Students included on the rosters for extra-curricular activities must maintain academic eligibility to remain active. Extra-curricular coaches/sponsors shall monitor the grades of all students who participate in their specific activity.

1. The administration has the responsibility to check the student athletes/ participating students each grading period to determine eligibility. At this time students who are ineligible will be notified.
2. Any student who receives more than one F grade at the end of any grading period is academically ineligible and shall not be allowed to participate inter-scholastically, actively or competitively, until the next grading period.
3. Throughout the ineligibility period, the student shall be allowed to continue practicing with the team or activity. Eligibility of the student shall be closely evaluated by the coach/sponsor. In some situations, the student who is ineligible may need to be replaced by another member so that practice for a performance may continue.
4. It is recommended that all students who participate in extra-curricular activities and who fall below an acceptable academic level attend tutoring and enrichment sessions to achieve a higher academic level. The coach/sponsor shall not issue additional penalty to the student for attending these sessions after school in lieu of practice.

It is the desire of Daleville Community Schools to be proactive so that students will have a chance to maintain academic eligibility for participation in extra-curricular activities.

A student meeting both of those requirements, but having fewer than two credits in either math or English will be required to attend and successfully complete summer school for that subject area in order to be promoted.

HONOR ROLL

A student must have a minimum of four solid subjects to be considered for the Honor Roll. A solid subject is defined as any course that meets 5 periods each week for a designated period of time and supplies required academic credit.

A Honor Roll “High Honors”	The student must earn all A’s (including A-) for the grading period or Semester. Students achieving the All A Honor Roll distinction will be recognized in postings within the school.
A/ B Honor Roll	The student must earn all A’s and B’s (including B-) for the grading period or semester. Student achieving the All A/B Honor Roll distinction will be recognized in postings within the school

NATIONAL HONOR SOCIETY POLICY

GRADE POINT AVERAGE:

Any student earning a 3.400 grade point average through the first four semesters of high school may apply for selection to the J.R. Holbrook Chapter of the Daleville National Honor Society.

APPLICATION:

A student will be provided an application by the sponsor after a general meeting has been held by the principal and the sponsor explaining the selection process of the National Honor Society. This application must be returned by the applicant to the sponsor for consideration of membership. If an applicant does not meet the turn in date, this will be considered by the Faculty Council as a character flaw and could keep an applicant from being selected.

STUDENT TRANSFER:

If a student moves in from another school as a member of the National Honor Society they will be automatically qualified for membership to the J.R. Holbrook Chapter by showing their membership pin and certificate to the sponsor of the NHS.

DALEVILLE FACULTY:

All faculty members of Daleville Jr. /Sr. High School will be given a chance to complete a form on any student applicant speaking to the positives, negatives, or both as to why the student should or should not be accepted. These forms will be turned into the principal and will be anonymous.

DALEVILLE FACULTY COUNCIL:

The principal will select five faculty members to form an advisory council to assist the principal in his decision about whether a student should be accepted or rejected for membership. This council will remain anonymous to everyone, except the members of the council, the sponsor and the principal. This is to protect the integrity of the selection process. The council will meet and discuss each application and each teacher's form that was submitted. Then the council will vote on each applicant.

Evaluation of applications will include the following: Character, Leadership, Service, and Scholarship. The committee will examine all aspects of the applicant's life both in and out of school. Issues with unlawful acts and discipline at school will weigh heavily on an applicant's non-selection to the organization. The applicant's community service, school service, scholarship (not only academically at school, but in other scholarly endeavors), and leadership ability (both in extra-curricular and within the classroom) will be considered.

PRINCIPAL:

The principal will have the final decision on all applicants. The principal may agree or disagree with the faculty council decision - as that is an advisory council role to balance bias by a principal. The principal will provide each applicant a written form that tells whether the applicant was accepted or rejected. The principal will make comments at the bottom of the page to explain what a student needs to work on to improve their chances of being accepted into the National Honor Society, or what they need to work on to better chances of scholarships for graduation.

STUDENT APPEAL PROCESS:

The applicant may appeal to the principal for a review of the decision. The student may meet individually, or ask a faculty member, parents, or an adult guardian to also meet with the principal to help with the appeal or provide support for the student. The applicant will need to set up an appointment with the principal in order to have such a meeting. The principal will listen to the appeal and will take under consideration anything that may help change the selection. In addition, the principal can provide information about what was said to clarify any confusing remarks from the written documentation provided to the student. However, no names of the faculty council or teachers will be used by the principal to clarify this information. A final decision may be made by the principal at the conclusion of the meeting or the principal may ask for more time to follow up with the faculty council to clarify anything brought forward by the student. The principal will get back with the student within forty-eight hours for a final decision.

After this appeal there is no further action to appeal the process of selection to the Daleville Chapter of the National Honor Society.

INDUCTEE CERMONY:

The J. R. Holbrook Chapter of the National Honor Society will conduct one ceremony in the fall of the school year for applicants to be inducted into the chapter. This ceremony will include the present members, new inductees, their families and friends, and the faculty and staff of Daleville Jr. /Sr. High School. The inductees will be sworn in by the president of the chapter and will abide by the following code of conduct for selection and while a member.

I pledge myself to uphold the high purposes of the National Honor Society to which I have been selected... Striving in every way by word and deed to make its ideals the ideals of my school and of my life.

A member of the National Honor Society that violates one of the four pillars: Character, Leadership, Scholarship, or Service will be held accountable for their actions, with possible removal of membership from the National Honor Society or other consequences.

A member violating any of the pillars will be called in with the principal and the sponsor to explain why the violation occurred. The member may be asked to provide a written document of what happened to the principal. The Principal will make the final decision, but may use the faculty council as a means to get input and feedback on the decision or consequences for any violation. This decision will be provided both verbally and in written form for the student.

GRADUATION HONORS

The following plan will be used for determining honors:

1. Medallion and Certificate for Summa Cum Laude 3.9000 and up
2. Medallion and Certificate for Magna Cum Laude 3.8000 to 3.8999
3. Certificate for Cum Laude 3.6500 to 3.7999
4. **Requirement for Schedules of Seven Classes Daily:** A person graduating from Daleville High School must earn at least 40 credits and meet all state requirements.
5. A high school student may transfer credits earned toward graduation in another high school to Daleville High School; however, the student must earn a minimum of three (3) credits in his senior year at Daleville High School in order to be awarded a diploma from Daleville High School.
6. A student who does not meet the state requirement for the Graduating Qualifying Examination or state waiver process, but has fulfilled all other state and local requirements for graduation may elect to participate in the annual commencement ceremony and receive a Certificate of Course Completion in lieu of a diploma after the second semester of his/her senior year.

7. No student will be allowed to participate in more than one commencement ceremony. There shall be only one (1) diploma awarded by this Corporation.
8. For the purpose of college and university scholarships, and selection of Valedictorian and Salutatorian for local honors the following criteria will be used:
 - A. Valedictorian - the student with highest GPA at the end of their senior year.
 - B. Salutatorian - the student with second highest GPA at the end of their senior year.
 **In the event that two students have the same GPA, multiple students will be recognized. **

ATTENDANCE POLICY

Regular school attendance is an essential component of student success, and DJSHS is committed to collaborating and communicating with students' families to ensure that absences do not inhibit student achievement. Although make-up work is available for students who miss, it cannot replace instruction provided in the regular classroom, and it would be a disservice to our students if the school corporation did not require regular attendance.

The school believes that students unable to attend school will also be unable to attend or participate in school functions later the same day. Any students gaining an absent status in any class will not be permitted to work, attend, or participate in extracurricular activities after school unless approved by administration. **Attendance Policy Definitions**

A student that has seven (7) or more absences may be assigned an E-Learning Day(s) to meet the academic and attendance expectations by Daleville Jr. Sr. High School.

Absence - an occasion when a student is not in his or her assigned class.

Habitual Truancy - attendance category for students who accumulate more than ten (10) non-documented absences in a school year. Habitually truant students face disciplinary and potentially legal consequences.

Categories of Absences

1. **Documented Absence ("EAD" PowerSchool Code)** - an occasion when a student is not in his or her assigned class and has provided appropriate documentation from a professional stating the necessary nature of missing class. Properly documented absences for the following reasons carry no academic or disciplinary consequences:
 - Serving as a page in the general assembly
 - College visit
 - Field trip
 - Death in the immediate family
 - Illness or appointment certified by a doctor, dentist, therapist or other medical professional
 - Election workers
 - Prearranged religious holiday
 - Suspension
 - Military duty
 - Other reasons deemed appropriate by administration

PROCEDURE FOR REPORTING ABSENCES

1. Parents or legal guardians are requested to call the Daleville office of attendance (765-378-3371) the day of the absence.
2. A telephone call will be required each day the student is absent unless prior arrangements have been made.
3. When reporting an absence, the parent or guardian should give the following information:
 - a. their name and relationship to student
 - b. student's name and grade in school (please spell the name)
 - c. reason for absence
 - d. the date of absence
4. Upon returning to school the day following an absence, the student should go directly to class. If there is a question about the absence, the Student Services Office will contact the student.
5. If a student leaves the school building during the school day, the student must sign out with the attendance office. Students must sign in at attendance upon returning to school that day or arriving at school after the school day begins, even if returning or leaving during a passing period

2. **Non-Documented Absence ("A" PowerSchool Code)** - an occasion when a student is not in his or her assigned class and appropriate documentation was not provided to school officials stating the necessary nature of missing class.

Attendance Procedures and Consequences

If the student has five (5) non-documented absences from class in a semester, the student and guardian will be notified to ensure understanding of the attendance policy, request documentation, and confirm the accuracy of attendance records.

Eighth (8) non-documented absences from class in a semester, the guardian will be notified of being at risk for habitual truancy. Parent meeting requested.

Chronically Absent – This equates to missing 10% (ten percent) of the school year or approximately 18 school days for any reason. Recent research completed by the center for Evaluation and Education Policy at Indiana University indicate that students in Indiana’s public school corporations who are chronically absent from school perform at lower levels on Indiana’s student learning assessments.

Any student absent for more than 18 days or who is habitually absent will be reported to Child Protective Services and the Prosecutor’s Office per state guidelines.

To give adequate notification, Daleville Jr. – Sr. High will follow the policies suggested by the Prosecutor’s Office and Child Protective Services in regards to absences. In case of extended illnesses, emergency, or extraordinary circumstances, please communicate as well as provided documentation to the school.

The assigned administrator may utilize any of the following interventions to improve attendance:

- parent/guardian notification letter
- attendance contract
- referral to the Youth Assistance Program
- referral to probation
- police welfare checks
- referral to the Department of Child Services
- disciplinary action, including suspension and expulsion

Additional Attendance Guidelines

1. Prearranged vacations will be counted as non-documented absences.
2. Parents are asked to call and verify the absence by 9:00 am the morning of the absence.
3. Excuse notes must be turned in within 24 hours of the students return.
4. Students will have the same number of days to make up assignments as days which were missed.
5. Long term assignments are due on a specific date whether absent or not. Individual teachers will establish and enforce policies regarding late assignments.
6. Any student who is more than twenty (20) minutes late to a class will be counted absent unless excused by administration.

RELEASE TO LEAVE SCHOOL

Permission to leave school for prearranged appointments must be obtained by a parent or guardian. Short notice phone calls may be questioned for verification and may not qualify for an excused absence. If permission is granted, the student should return a slip confirming attendance at the appointment. It is important that parents or guardians make these arrangements to protect the student’s attendance record. It is also advisable to seek appointment times that do not conflict with class time. Students needing to be released from school during the day for special reasons must obtain the permission of the school nurse, the school principal or his/her designee. Students leaving during the school day must sign out on the sheet provided in the attendance office and sign in upon their return. This includes cadet teachers and vocational students.

TARDY TO SCHOOL PROCEDURE

Late Arrival: Arriving to school past 8:15

TARDINESS

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins in that room.

1. Excessive tardiness is a disciplinary problem that can lead to consequences assigned by an administrator. Every student’s tardy will be documented.

2. The Student Services Office will handle tardies with the assistance of teachers. The following disciplinary procedures will be in effect for each successive tardy per nine week grading period.

1. Warning
2. Warning
3. Warning
4. Warning
5. Parent Contact
6. Parent Contact
7. Thursday ASD (3-5pm)
8. Thursday ASD (3-5pm)
9. Saturday School (9am 12 Noon)
10. Out-of-School suspension and/or individual disciplinary action will be taken by administration during a conference with parent(s) and student.

Tardy: late to any class 20 minutes or less. Any student who is more than 20 minutes late to class, will be counted Absent for that class. All students should go directly to main office to sign in when they are late to school. Teachers will not allow students into class without a pass from the attendance office. After 8:15 a.m., students will be considered absent from 1st period. and will not be allowed to participate in any work or extracurricular activities that afternoon unless approved by administration.

Truancy

Truancy is absence from school for all day or for any single period of the day when the absence is initiated by the student without parental consent under circumstances not covered by law or recognized by the school. If a student cuts class (has not left the building and is absent from a portion of one class or more than one class without permission of the school and/or parent), the consequence will be the same as those for truancy. In dealing with truancy, the term "instance of truancy" shall be used, and it should be understood that this expression defines a period of truancy that may vary in length from one instance to the next. The disciplinary actions for truancy may be:

If truancy is not a FULL day:

- 1st Instance of Truancy:** The absence will be unexcused. Students will "make up" time missed by serving an after school detention.
- 2nd Instance of Truancy:** The absence will be unexcused and the student will serve Saturday school.
- 3rd Instance of Truancy:** The student will be assigned additional Saturday Detention and/or additional school consequence.
- 4th Instance of Truancy:** The student will be assigned In-School Suspension.
- 5th Instance of Truancy:** The student will be assigned one day out-of-school suspension.
- 6th Instance of Truancy:** The student will be assigned three days out-of-school suspension.

If truancy is a FULL day of school:

- 1st Instance of Truancy:** The absence will be unexcused. The student will be assigned Saturday Detention.
- 2nd Instance of Truancy:** The absence will be unexcused and the student will serve In-School Suspension.
- 3rd Instance of Truancy:** The absence will be unexcused and the student will serve two (2) Days In School Suspension
- 4th Instance of Truancy:** The student will be assigned one (1) day of out-of-school suspension.
- 5th Instance of Truancy:** The student will be assigned three (3) days out-of-school suspension.

PARENT/GUARDIAN LEGAL DUTY

1. Law requires that every parent/guardian ensures that their child attends school. Failure to ensure your child attends school may result in being prosecuted for the crime of **Failing to Ensure School Attendance**, a Class B misdemeanor which can earn up to 180 days in jail and a fine up to \$1000.
2. If it is clear that a parent/guardian has worsened in this responsibility to where it is clear that the parent intentionally and knowingly deprived the student of the accountability and support to maintain school attendance, then steps will be taken to prosecute for **Neglect of a Dependent**, a Class D felony which may result in up to 3 years in jail and a fine of up to \$10,000
3. If it is clear that a child's mental or physical condition has been severely impaired or endangered as a result of neglect to offer one's child the necessary education, the parent/guardian and child may be subject to being filed with the **Child in Need of Services** (CHINS) case in Juvenile Court which may result in a child being removed from the care of the parent/guardian.

DOCTOR'S CERTIFICATION

Students who have had a contagious disease or extended illness shall, upon their return to school, present a physician's certification of illness before attending school again.

MEDICATION POLICY

In order to protect the health and welfare of all children, Indiana rules and regulations require that schools shall observe certain

safeguards in administering medication to pupils. If we are to administer any medicine to your child, the following procedures shall be observed:

1. The prescribing physician must provide a written order stating the NAME, the AMOUNT of medication, HOURS for administration, and the PERIOD OF TIME medication is to continue.
2. All medication prescribed for an individual child shall be kept in the original container bearing the original pharmacy label and the child's name. THE PARENT/GUARDIAN MUST BRING MEDICATION TO SCHOOL if the student is in Junior High. High School students can bring in medication with written permission from parent.
3. Continuing long-term medication must be re-verified at the beginning of each school year. All over-the-counter medication must be turned in and stored in the office (i.e. aspirin, Tylenol, etc.).
4. All medications shall be returned to the legal custodian when no longer used or needed.
5. A note from the parent/guardian authorizing the school personnel to give the medicine must also be on file.
6. A student with a chronic disease or medical condition may possess and self-administer medication under the following conditions:
 - A. Parent/Guardian has filed proper documentation with school.
 - B. This documentation must include a physician statement including the following:
 1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The student has been instructed in how to self-administer the medication.
 3. The nature of the disease or medical condition requires emergency administration of the medication.
 - C. This authorization and statement described above must be filed with the school annually.
7. Medication that is possessed by a school for administration during school hours or at school functions for a student in grades 7-8 may be released only to
 - A. The student's parent/guardian; or
 - B. An individual who is
 1. at least eighteen (18) years of age; and
 2. designated in writing by the student's parent/guardian to receive the medication.
 - C. The school may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

HALL PASSES

Students are expected to be in their assigned areas at all times. To ensure academic success, students must be in class to receive quality instruction. Therefore, hall passes are limited to emergency situations. Students who are not in their assigned areas and fail to have passes with them may be assigned disciplinary consequences. Students are expected to report to class within a reasonable amount of time after being issued a pass. Students who loiter, dawdle or walk at an unreasonably slow pace en route to their assigned areas may be issued consequences for being out of area.

TEXTBOOK

Rental textbooks should be used and kept in good condition by the students. Lost or stolen textbooks will be paid for by the parent or student at the replacement value of the textbook. Misuse of textbooks resulting in damage to the text will be assessed a fine befitting the amount and type of damage. Textbook rental charges to students may be refunded to those students withdrawing from the system on the following schedule:

CELL PHONE/ AIR PODS / PERSONAL ELECTRONICS

Students are encouraged to leave cell phones/ air pods/headphones, and smart watches at home for safekeeping. However, if you bring a cell phone and /or air pods to school, it must be kept in your locker and turned off. Students are not to have cell phones and /or air pods in their possession during the school day. Students are not to use cell phones and / or air pods anywhere on school grounds during school hours (7:55 AM—3:00 PM). If a teacher or staff member suspects a student has a cell phone/air pods out (or is using a smartwatch in place of a cell phone, i.e., texting, talking, etc.), they have the right to confiscate the phone, air pods or smartwatch and submit it to the office, and a referral will be written. If you need to send an urgent message to your child, please call 765-378-3371, and we will be happy to assist you. The following is the Daleville Jr. /Sr. High School's protocol regarding cell phone violations:

- 1st- Cell phone given to the student at the end of the day and 2 Hour Friday Detention.
- 2nd- Cell phone must be picked up by a parent and 2 Hour Friday Detention.
- 3rd- Cell phone must be picked up by a parent and 1 Day of In-School Suspension.
- 4th- Cell phone must be picked up by a parent and this will be viewed as Insubordination and the student will serve 1 day of Out of School Suspension.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

*The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

*It is "child exploitation," a Level 5 under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized

image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

* It is "child pornography," a Level 6 felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

*"Sexual conduct" is defined by I.C. 35-42-4-4 (a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

*The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

*Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

FOOD & DRINK

1. Individual classroom teachers have authority to set and enforce their own policies regarding food and drink in their classrooms (including candy and snacks).
2. Students may carry drinks and small snacks in the hallways with the provision that drink containers have secure lids (no coffee mugs, Styrofoam cups with plastic lids, etc.).
3. Students are expected to properly dispose of waste items.

*School officials reserve the right to alter food and drink policies as deemed necessary to maintain standards of order and cleanliness in the building.

CAFETERIA

Students are not permitted to leave school grounds during the lunch period. Students are not permitted to charge meals or lunch items. Food and drinks from local fast food establishments may not be delivered to or eaten in the cafeteria. **NO VISITORS ARE ALLOWED DURING LUNCH PERIODS.**

VISITORS

Daleville Jr./Sr. High School welcomes the active interest of parents and community members in their school and invites them to visit. Since school is a place of work and learning, certain limits must be set. The building principal is responsible for all persons in the building and on school grounds. For these reasons, the following guidelines apply to visitors.

1. Anyone who is not a regular staff member or student of the school will be termed a visitor.
2. Any visitor to the school while in session must report to the office of the principal upon arrival. After obtaining the proper authorization to enter the school (see school security), the visitor will register his/her name, date, time and purpose of the visit on the appropriate logbook.
3. Parents who wish to observe a classroom while school is in session are required to arrange such visits at least one day in advance with the teacher so that class disruption may be kept to a minimum.
4. Class time should not be used to discuss individual matters with visitors.
5. Principals are authorized to refuse entry onto school grounds and facilities to persons for any reason deemed necessary to protect the educational environment, especially those persons who do not have legitimate business at the school and any person engaging in unacceptable conduct.
6. The school administrators are authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of the district policy, damage school property, loiter, disrupt school activities or violate Indiana law.

LOST AND FOUND

All lost and /or found items should be reported and turned in to the main office. After a reasonable period, unclaimed items will be donated to charity.

LOCKERS

All students will be assigned a locker at the beginning of each school year. These assignments are not to be changed with other students for any reason. If your assigned locker has a mechanical problem, come to the office where a new assignment may be made. Students are responsible for the security of the items in their lockers. Students have the option of purchasing a padlock from the school for \$5.00 or going without a lock. Students are not to share their combinations with anyone. No other locks may be placed on school lockers. Any other locks **will be removed** from the locker. Tampering with the assigned locking mechanism is prohibited. Bringing large sums of money or valuable items to school and leaving them in a locker is discouraged. The school is not responsible for the loss or theft of personal items. Fines will be assessed for damage done to lockers and locks. Random searches may be conducted throughout the year. **Lockers are subject to searches by the administration.** The school administration may request police officers and trained police dogs to assist in the search of student lockers.

ASSEMBLIES AND EXTRACURRICULAR FUNCTIONS

Student behavior is an outward sign of the culture of a school's students, and this behavior should be of the highest ethical standards at all times. This is especially true when our students are gathered in large groups at assemblies, athletic contests, musical and

theatrical productions, and during visits from outside groups.

We encourage all students to attend extracurricular events and to exhibit school pride and spirit. The following is a list of guidelines, which will help all in attendance to have an enjoyable time.

1. Students are to sit in the stands and respectfully watch the activity.
2. Students will not be allowed to loiter in the lobby or hallways during activities.
3. Students may not leave a school activity and gain re-admittance without prior permission from the faculty member/administrator supervising the activity. **ONCE THE STUDENT LEAVES THE ACTIVITY OR IS REMOVED BY SCHOOL PERSONNEL, HE/SHE IS REQUIRED TO LEAVE THE SCHOOL GROUNDS.**
4. Students are to have pre-arranged transportation from the school activity.
5. Following any activity, students are to exit the building as soon as possible.
6. Student discipline will be in accordance with state and federal statutes and the Daleville Jr./Sr. High School Disciplinary Code.

DRESS AND GROOMING

Overview

The dress code at DJSHS is intended to encourage students to take pride in their appearance and to promote learning. We will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices:

- Present a hazard to the health or safety of the students themselves or to others in the school.
- Interfere with school work or create a disruption to the learning environment.
- Cause excessive wear or damage to school property.
- Inhibit their own educational objectives because of a physical restriction (movement, vision, etc.)

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to, the following:

Appropriate Coverage of the Body

- The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate. Garments such as short skirts and shorts, those that reveal belly button or back, tube tops, crop tops, see-through tops, and plunging neckline or visible cleavage are not permitted
- Pants with holes may not reveal skin above fingertip length.
- Shirts and tops should not drape off the shoulder.
- Sleeveless dresses are allowed but may require an over garment (sweater, light jacket, etc.) if straps do not provide adequate coverage of the area around the neck and collarbone.

Length of Garments

- Shirts and tops must be long enough to provide complete coverage of the abdominal area (no bare midriffs).
- Shorts, skirts, and dresses must extend to a student's fingertips with relaxed shoulders.

Footwear

- The maintenance of health and safety includes the wearing of shoes, sandals, or boots, and such additional items as may be required in special classes such as shop, laboratories, and physical education.
- Slippers are not allowed.

Appropriate Content for Clothing

- Students will not be permitted to wear clothing which advertises or promotes the use of alcohol, drugs, or other substances which, if used by a minor, would be illegal.
- Students will not be permitted to wear clothing which advertises, promotes, or, via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school.

Piercings, Body Art, Safety, and Hygiene

- Body piercings, body art, or other forms of expression on one's skin that create a distraction or interfere with the learning process may be considered inappropriate.
- No piercings of any kind will be done at school.
- Attire that may cause property damage or personal injury is not to be worn, e.g. chains.
- Cleanliness of person and apparel is required

Coats, Hooded Sweatshirts, Head Coverings, and Accessories

- Coats must be placed in lockers during the school day. Sweat suit jackets, track jackets, other light jackets, and hooded sweatshirts are allowed as long as students' heads remain uncovered.
- The wearing of hats in the building during the school day is not permitted. Hats, bandanas, and other head apparel are to be removed prior to the tardy bell.
- Book bags, drawstring bags, and oversized purses are not permitted during the school day and must be left in the student's locker.

*If the normal wear of any garment does not meet the above standards, students will be asked to change and may be assigned disciplinary consequences. The final determination regarding dress code issues/violations will be made and enforced by the administration.

DRESS CODE VIOLATIONS:

- 1st Offense:** Home contact
- 2nd Offense:** Lunch detention
- 3rd Offense:** After School Detention
- 4th Offense:** Saturday Detention or possible suspension

Dress code violations may result in the removal from class until violation is corrected

ACADEMIC DISHONESTY/ PLAGIARISM

Cheating and plagiarism compromise the integrity and character of students and does not align with the mission and philosophy of Daleville JR. Sr. High School. Academic dishonesty occurs when a student engages in any behavior or uses any unauthorized device (including but not limited cell phones, calculators, and other electronic devices) which gives the student an unfair advantage or represents another person’s work as his/her own. Examples of these behaviors include, but are not limited to plagiarism, talking during assessments, using cheat sheets (paper or electronic), looking at or copying another students’ work, and /or relaying information to students in other classes about specific information covered in that class.

The definition of plagiarism:

- Use of AI (artificial Intelligence) to complete assignments or assessments.
- Using a paper (either purchased or free) off the Internet and passing it off as your own
- Using a paper turned in by another student for a similar assignment
- Cutting and pasting passages or portions of papers from those off the Internet or previously used papers without proper citation
- Copying a passage verbatim without using quotation marks around it, even if it has a citation after it
- Changing just a few words in a passage (instead of truly paraphrasing the passage) without putting quotation marks around it, even if it has a citation after it
- Using a direct passage with quotation marks but forgetting the citation
- Incorrect citation information after a passage or on the Works Cited page
- Recording research in a sloppy fashion: wrong dates, titles, page numbers, etc.
- Not using proper citation when building on someone else’s idea, opinion, or theory
- Using from a source facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge without proper citation
- Using World Language translation sites and passing the translated material off as your own

1. When the cheating has been accurately identified, the teacher will notify the parent / guardian and an administrator. Incidents of cheating will be considered in the evaluation process for future school awards /honors and or/ honors memberships.

Cheating *per class	Up to 0 on assignment	Up to 0 on assignment with possibility of 50% off 9 weeks grade	Up to 0 on assignment with possibility of 50% off semester grade
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FIRE DRILL INSTRUCTIONS

Students should become familiar with the exit routes for each of their classrooms during the day. These are posted in each classroom. Walk to your designated place quietly and remain there until an “all clear” signal is given. Classroom order is to be maintained at all times. Look to the teacher in charge for any instructions or changes in the procedure.

TORNADO DRILL INSTRUCTIONS

The tornado drill signal will be delivered over the intercom. Upon hearing the signal, proceed rapidly and quietly to assigned areas and remain quiet. The routes are posted in each classroom. Remain in these assigned areas until you receive instructions over the intercom. In case of a power failure, instructions will be delivered from the office to each assigned area.

SEVERE WEATHER – SCHOOL CLOSINGS

In case of severe weather (snow, low temperatures, ice, fog, etc.) the official announcement for school closing may be heard over the local radio stations or by School Messenger. Please **DO NOT** call the school.

STUDENTS WHO RIDE ON THE BUSES

The bus driver is an important person in a student’s life. Students are expected to follow his/her instructions completely; lives may depend on it. Any student who continues to be disruptive or breaks the rules of the driver will be referred to the principal. Bus transportation is a privilege, not a right. The privilege may be suspended or revoked completely if behavior problems persist. Be at

the appointed bus stop on time. Students who will not be riding the bus should notify the driver so he/she will not make an unnecessary trip or stop. The safety of all students is our top priority. Therefore ALL SCHOOL RULES ARE ENFORCED ON SCHOOL BUSES AT ALL TIMES.

FAN BUS – Students riding a fan bus must ride to and from the event on the bus, unless their parent is present and provides a note stating their child is going with them. Students cannot ride home with other friends or parents.

STUDENT DRIVERS / DRIVING PERMITS

Students wishing to drive to school will need to apply for this privilege on the appropriate form and the parent or guardian must approve and sign the “Permit to Drive” form. Student drivers must take part in school drug-testing program. All student drivers will park in the student lot unless special circumstances exist and approval from the principal or his designee is given to park in another location. All student drivers must exhibit a special school designated driving permit in the windshield of their vehicle which is driven to school each day, (Hang tag). Driving to school is a privilege not to be abused, or the school authorities can deny the privilege. To be granted the privilege, the student must present to the office the completed “Permit to Drive” form. **Students are not allowed to park on Fourth Street or on Bronco Drive.** All vehicles on school property are subject to search.

Once the privilege to drive to school has been granted by the principal, the student must abide by the following rules or face having the privilege revoked and being issued the appropriate punishment;

- 1 Drive directly from home to school and park the car in an orderly pattern established in the student parking lot on the east side of the building. Following the normal school day, all students not involved in after school activities should leave the school grounds by 3:10 p.m.
2. There will be no loitering around or sitting in the cars once you have arrived at school. Students should exit their cars upon arrival and enter the building to prepare for classes.
1. Students are not to move their vehicles within the parking lot or exit from the parking lot until the parking lot supervisor gives permission.
2. Any display of reckless driving, speeding, squealing tires or show-off attitudes will be grounds for the principal or his designee to revoke or suspend your privilege of driving to school.
3. Speed limits on or near school grounds shall not exceed 15 M. P. H.
4. No students are to park in the north parking lot or along the south road near baseball field.
5. The parking spaces next to the south road are reserved for faculty parking. No students are to park in this area except by permission of the parking lot supervisor.
6. Seniors in good standing will have an assigned parking space. Underclassmen may park between the white lines in the student parking lot.

MOTOR VEHICLE LAW

Habitual truants will not be issued permits or driver’s licenses until the age of 18 .

A student driver’s license may be invalidated upon the following conditions:

1. The second out-of-school suspension IC 20-33-8-14,15
 2. Expulsion IC 20-33-8-14,15
 3. Habitual truancy (10 unexcused absences in a school year) IC 20-33-2-11 Any student so determined may not be issued an operator’s license or a learner’s permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age. Periodic reviews of the student’s attendance record may not be conducted more than one (1) time each school year. After the once-a-year review, a school’s committee may decide whether improved attendance may make student eligible for operator’s license or learner’s permit. Before February 1, and October 1, of each year the school’s Attendance Committee of the school corporation will submit to the BMV any relevant information as to why any specific students are ineligible to receive an operator’s license or a learner’s permit.
 4. Withdraw from school. Failure to attend the exit interview or to attend school if student does not qualify for withdrawal from school under IC 20-22-2-28.5 will result in the revocation or denial of student’s driver’s license or learner’s permit and employment certificate.
 5. Vandalism
- *The length of this invalidation is the longer of 120 days or the end of the semester in which the student returns to school.

SEXUAL HARASSMENT

If a student feels that he/she has been aggrieved because of sexual harassment, he/she should do the following: If the person is comfortable in doing so, he/she should directly inform the person engaging in sexually harassing conduct that such conduct is offensive and must stop. If the person is not comfortable with communicating directly with the perpetrator, or if the sexual harassment continues, he /she should file a written report with the principal or superintendent. If the person is not satisfied by the action taken by the principal or superintendent, or not comfortable filing the report with the principal or superintendent, he/she should file a report with the Board of School Trustees. All reports will be dealt with in a serious, professional, and thoughtful manner.

HARASSMENT POLICY– G102

Prohibition of Harassment Policy

Daleville Community Schools is committed to maintaining a workplace free of harassment and intimidation based on sex, race, color,

religion, national origin, age, disability, veteran status, or any other category protected by law.

Defining Harassment

Harassment is a form of employee or student misconduct that undermines the integrity of the employment or student relationship. All employees and students must be allowed to work in an environment free from harassment. While it is difficult to define what constitutes illegal harassment under the law, Daleville Community Schools realizes that any type of harassing behavior based on race, color, sex, religion, age, national origin, disability or any other category protected by law is inappropriate in the workplace. Therefore, Daleville Community Schools will not tolerate any behavior that creates an intimidating, offensive or hostile work and learning environment or that interferes with work and learning performance. Examples of inappropriate behavior include, but are not limited to: racial slurs, ethnic jokes, stereotyping, the display of posters or other materials that are offensive or show hostility to a group or individual based on race, color, sex, religion, age, national origin, disability or any other category protected by law.

Included in this policy is a prohibition of sexual harassment. Sexual harassment may include, but is not limited to:

Unwelcome sexual advances, requests for sexual favors, unwanted physical contact, including touching, patting, pinching, etc., unwelcome comments of a sexual or demeaning nature, the display of sexually offensive posters, pictures or objects.

Any use of an employee's submission to or rejection of the conduct described above as the basis for employment decisions affecting the employee (such as, firing, promotions, compensation or working conditions).

Any explicit or implicit indication that submission to such behavior is a term or condition of an individual's employment.

Reporting Harassment

Any employee or student who believes that he or she has been a victim of some form of harassment or workplace harassment from a fellow student, employee or from a non-employee (vendor, visitor, customer, client, etc.) should report the incident immediately to his/her building principal/designee, Supervisor or the Superintendent. Complaints involving alleged misconduct by an individual's Supervisor should be made to the Superintendent. Complaints against the Superintendent should be made to the School Board. Supervisors who receive complaints of harassment will immediately report the complaint to the Superintendent, or a school board member if the complaint involves the Superintendent.

Investigation of Complaint

Persons submitting complaints of harassment are assured that a thorough investigation of the complaint will be conducted at the direction of the administration or the school board. The contents of the complaint will be kept confidential to the extent possible and consistent with the need to conduct a thorough investigation.

Sanctions

If, following a complaint of harassment, an investigation reveals that inappropriate behavior has occurred; the person who has violated this policy will be subject to appropriate sanctions or penalties. The sanction or penalty administered under this policy will depend on all circumstances, including the offending student's discipline record, employee's prior work record and the specifics regarding the nature of the violation. It should be understood that suspension, expulsion and/or termination of employment might be the penalty administered to persons who violate the policy.

Retaliation Prohibited

Daleville Community Schools does not tolerate retaliation against any employee or student for making a complaint under this policy or for cooperating in an investigation of any complaint under this policy.

BULLYING

Bullying as defined in State law, means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally and electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. And create for the targeted student an objectively hostile school environment that:

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours. Or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communication transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated bullying is occurring should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline that may result in suspension or expulsion, and/or referral to law enforcement will be used to change the behavior of the perpetrator at the discretion of the administration. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

DRUG EDUCATION AND TESTING PROGRAM

Students involved in athletics, extra-curricular activity or has the privilege to drive will be randomly tested throughout the school year. The education and testing program is intended to be a helpful part of the overall physical and mental education and conditioning programs of the Daleville Community Schools. A copy of the testing program is given to each student participating in extracurricular activities and all student drivers. All student drivers and those participating in extracurricular activities must have a signed drug testing consent on file.

POLICY FOR STUDENTS INVOLVED IN MULTIPLE ACTIVITIES

When a student wishes to participate in more than one sport or activity during the same season, the adult sponsors should meet and determine a feasible practice and participation schedule. The coaches and/or activity sponsors should remember that all decisions are to be made in the best interest of the student.

1. The adult parties should meet and determine a feasible practice and participation schedule, which best works for all parties.
2. If no resolution can be determined, the matter should be brought to the attention of the athletic director or principal, who will review the situation. A meeting will be held with all parties if deemed necessary.
3. The decision will be issued to all parties concerned. Under no circumstances will the student be penalized by either of the adult coaches and/or activity sponsors.

INTERNET POLICY

The Daleville Community Schools' professional staff must supervise all computer usage. Students utilizing school-provided Internet access are responsible for understanding and abiding by the computer usage rules found in this booklet. Failure to comply with school guidelines will result in the loss of privileges and/or disciplinary action. For a detailed explanation of computer usage/Internet policy, please refer to the policy found within this booklet.

GUIDELINES FOR FIELDTRIPS AND OVERNIGHT EVENTS

All field trips are considered to be a privilege extended to students with teacher and administration approval. While on the field trips, students are expected to follow all rules of the field trip chaperones and are subject to school rules and discipline policies.

DANCE – POLICIES

1. A guest must be under 19 years of age and must be approved by an administrator one week prior to the event. These forms may be picked up in student services.
2. Doors will be locked 45 minutes after the start of the dance and no admission will be allowed for students.
3. Once a student leaves the dance they may not return.

POLICIES – RULES

The administrators of Daleville Jr. /Sr. High School will deal with inappropriate, disruptive and destructive student behaviors that occur.

1. Immediately before, during and immediately following school.
2. Immediately before, during and immediately following a school activity, function or event.
3. Traveling to or from a school function or activity either at home or at opponent schools.
4. Engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, which endangers the property, health or safety of others.

Upon receiving a discipline referral, an ASD, Sat. School, ISS or OSS will be assigned the next available date. **(Athletic activities, work, etc. are not excused).** Parents of a student who is a multiple offender (5 or more referrals) may be contacted by phone and informed that ASD, Sat. School, ISS or OSS are no longer an option for behavior modification. Other measures such as Out of School Suspension, Juvenile Probation Referral, Priority School, and expulsion will be discussed.

When a student receives his/her third (3rd) Out of School Suspension, a recommendation for expulsion will be considered.

The disciplinary chart found in this handbook will serve as a guide to the appropriate punishment for each referral. The school administration may take referrals under consideration and modify the punishment when deemed appropriate.

IN-SCHOOL SUPERVISION

Goal: To hold students responsible for inappropriate behavior while extending the student an opportunity to continue class work in a quality atmosphere.

Enforcement: Students are not allowed to participate in athletic and extra-curricular activities while they are assigned to ISS. Example: A student is assigned to ISS for a three-day period of time. This student cannot practice, compete or be present at any athletic or extra-curricular practices or events until he/she has been approved for dismissal by the ISS supervisor.

AFTER SCHOOL DETENTION

Should a student be assigned to an after school detention (ASD), that student will be responsible for notifying his/her parent. Students will be notified as soon as their ASD is assigned. ASD runs from 3:10-5:10 PM, and students must leave the building 10 minutes after the detention is finished. Failure to comply with classroom rules or procedures will result in further disciplinary action. **Failure to arrive on time or to attend** an assigned detention will result in further disciplinary consequences.

SATURDAY SCHOOL

Should a student be assigned to a Saturday School (SS), that student will be responsible for notifying their parent. Students will be notified as soon as their SS is assigned. SS runs from 9:00 AM-12:00 noon. Students must bring schoolwork that will last the entire time. Students must leave the building at 12:00 noon. Failure to comply with classroom rules or procedures will result in further disciplinary action. **Failure to arrive on time or to attend** an assigned SS will result in further disciplinary consequences.

OUT OF SCHOOL SUSPENSION

A student receiving an out of school suspension will have the parent/guardian called by an administrator to notify of the suspension. The administrator may ask that the student be picked up as soon as possible or seek permission for the student to be allowed to go home. In addition, the administrator will provide information about the suspension and inform the parent/guardian that paper work will be sent home via regular or certified mail. The administrator may also inform the parent/guardian about the Priority School Program in case of a second multiple day Out of School suspension if necessary.

PRIORITY SCHOOL

Daleville Jr./Sr. High School will participate in the Priority School Program located at the Youth Opportunity Center in Muncie, Indiana. This program is designed for students who face a second multiple day suspension from school of three or more days. Attendance at Priority School is **not** optional. Failure to report to the program will result in an immediate referral to Juvenile Probation. Transportation to the Priority School is the **sole responsibility of the parent/guardian**. A student cannot drive to the Priority School, and Daleville Community Schools will not provide transportation. An administrator will contact a parent/guardian either by phone or mail to process the proper paper work and completely review the information and policies of the Priority School Program.

INFORMAL DUE PROCESS

An informal appeal process may be granted in cases that are not clearly addressed in the handbook or on the disciplinary chart on the following page. In all cases, the principal will make the final decision.

GROUNDS FOR SUSPENSION AND EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience, as defined by Indiana Law IC 20-33-8-14 & IC 20-33-8-15. The following include examples of student misconduct or substantial disobedience, but are not limited to:

The following rules are examples of misconduct for which a student may be suspended or expelled from school attendance and denied credit for all activities occurring during the period of suspension or expulsion. This list and examples of violation of the rules provided with each rule are provided for purposes of illustrating what student conduct would violate each rule. The examples given are not the only possible violation of the rule. Students, parents, or school employees unsure as to whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
 - c. Setting fire to or damaging any school building or property or possessing a lighter or matches or other such devices
 - d. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function or any meeting or assembly on school property
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
 - f. Using an electronic device in a manner that negatively impacts the educational function and/or disrupts the educational environment. This includes, but is not limited to, taking/posting/disseminating pictures, audio and/ or video without permission.
2. Harassing, bullying, threatening, hazing, or intimidating another person. "Harassing " or bullying behavior is unwelcome behavior that interferes with a victim's ability to learn or derive benefit from a school activity that is directed toward the victim after the victim (or another person on the victim's behalf) has stated or shown that the behavior is unwelcome. "Hazing" behavior is behavior directed toward a student with that student's consent that is nevertheless abusive, demeaning, or dangerous. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member or parents possession.
3. Possessing a knife, firearm, bullets, gunpowder, a dangerous device, fireworks, or other item that is or appears to be a dangerous device. "Dangerous device" means an item that is readily capable of causing injury to a person or object and is not essential in performing a task that must be performed by a student for school purposes. The term includes all weapons, including firearm ammunition, fireworks, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, a laser pointer or other laser light device, and all personal protection devices such as a stun gun or taser, including those that emit only sound.
Example: Bringing any weapon on school property.

4. Consuming, possessing, offering, providing, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug (except as authorized in a prescription by a licensed health care provider), an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient (except as authorized in a prescription by a licensed health care provider), or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug. Examples: Bringing any medicine not prescribed for the student possessing the medicine to school. Possession of any illegal drug such as marijuana, or a tablet or pill represented to be an illegal or prescription drug.
5. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel. Examples: Intentionally inhaling glue or acetone fumes.
6. Possessing drug preparation or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use. Example: Wearing a marijuana leaf on a shirt that is visible to other people.
7. Refusing or failing to follow a directive from a school employee with responsibility for student supervision (including Instructional Assistants, Bus Drivers, Bus Aides, and Custodians), including a directive to respond truthfully and completely when questioned about a school related matter. Examples: Responding with a known lie when questioned about another student's misconduct when questioned by a teacher or administrator.
8. Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based upon reasonable suspicion of a teacher or administrator or is conducted pursuant to the consent to search given in the student parking agreement. Examples: Refusing to unlock a car brought on to school property when directed to unlock the vehicle by an administrator or police officer.
9. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law. Example: Guarding the entrance to a rest room while others smoke.
10. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property. Example: Failing to report seeing a student in possession of a handgun on the bus on the way home from school.
11. Creating or distributing information including via e-mail or through a web site that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is libelous, slanderous or defamatory, or invades the privacy of an identified or identifiable person. Web sites maintained on servers other than School District servers are covered by this conduct rule where the content of the communication is in violation of this rule. Example: Sharing copies of materials about how to make a "stink bomb".
12. Fighting or intentionally causing or attempting to cause physical injury or intentional behavior in such a way as could reasonably cause physical injury to any person.
13. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function
14. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana/THC, stimulants, intoxicants, narcotics depressants, hallucinogens, amphetamines, or barbiturates. (Examples of things which are not to be possessed or provided to another person are: electronic pipes, pipe screens, rolling papers, clips, vape pen, or any other mechanical devices used for the above.)
 - b. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function
 - c. Using abusive or profane language, verbal or written
 - d. Participating in or placing nuisance phone calls to staff as well as unauthorized or prank phone calls to police, fire, or 911 services
 - e. Misuse of technology as outlined in the Daleville Jr. -Sr. High School Network and Internet Responsible Use Guidelines.
 - f. Knowingly providing false information to school personnel
 - g. Engaging in any academically dishonest behavior that would give a student an unfair advantage or represents another person's work as his/her own.
 - h. Aiding, assisting, or conspiring with another person to violate student conduct rules or state or federal law.
 - i. disobedience of administrative authority
 - j. willful absence or tardiness of students;
 - k. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - l. violation of the school corporation's acceptable use of technology policy or rules;
15. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
16. Causing or attempting to cause damage to school property, stealing or attempting to steal school property
17. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
18. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act

19. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
20. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
21. Possessing sexually-related materials.

GROUNDS FOR EXPULSION: LEGAL RESIDENCY LAW

I.C.20-33-8-14 authorizes the expulsion of a student for student misconduct and/or substantial disobedience, as defined by the School Corporation’s written student discipline rules. Additionally, a student may be expelled from school if the student’s legal settlement is not in the attendance area of the School Corporation in which he/she is enrolled. Thus, if it is determined during the school year that a student does not have legal settlement in the School Corporation and is not on the approved transfer tuition list, the student may be expelled in accordance with appropriate due process procedures.

GROUNDS FOR SUSPENSION OR EXPULSION:

Indiana Code 20-33-8-15 authorizes student suspension or expulsion for “unlawful” activity which takes place away from school (such as internet, blogs, web pages, etc.) or school sponsored events in either of two situations:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) The student’s removal is necessary to restore order or protect persons on school property.

INDIANA CODES APPLICABLE TO STUDENT HANDBOOK

I.C.7.1-5-7-7 Illegal possession:

Sec. 7 (a) It is a Class C misdemeanor for a minor to knowingly:

1. Possess an alcoholic beverage;
 2. Consume it; or
 3. Transport it on a highway when not accompanied by at least one (1) of his/her parents or guardians.
- (b) If a minor is found to have violated subsection (a) while operating a motor vehicle, the court may order the minor driver’s license suspended for up to one (1) year. However, if a minor is less than eighteen (18) years of age, the court shall order the minor’s driver’s license suspended for at least (60) days.
- (c) The court shall deliver an order suspending the minor’s driver’s license under this section to the minor’s driver’s license under I.C.9-24-18-12 for the period ordered by the court.

I.C.35-47-9-2 Possession of Firearms on School property, at School Functions, or on a School Bus; Felony

Sec. 2 A person who possesses a firearm:

1. in or on school property;
2. in or on property that is being used by a school for a function; or
3. on a school bus; commits a Level 6 Felony

I.C.35-47-10-5 Possessing a Deadly Weapon:

Sec. 5 A child who knowingly, intentionally, or recklessly:

1. possesses a firearm for any purpose other than a purpose described in section 1 of this chapter (see Indiana Code Book); or
2. provides a firearm to another child with or without remuneration for any purpose described in section 1 of this chapter, commits dangerous possession of a firearm, a Class A misdemeanor. However, the offense is a Level 5 felony if the child has a prior conviction under this section.

I.C.35-46-1-10.5 Purchase, Acceptance, or possession of Tobacco:

Sec. 10.5 (a) A person less than eighteen (18) years of age who:

1. purchases tobacco;
2. accepts tobacco for personal use; or
3. possesses tobacco on his person; commits a Class C infraction

DISCIPLINARY CHART

The DISCIPLINARY CHART serves as guidance regarding the recommended disciplinary consequences that are assigned for rules violations. Offenses not directly addressed on this chart will be handled in a manner consistent with the overall disciplinary philosophy of Daleville Jr/Sr High School, and the Indiana Student Due Process Statutes.

The severity of punishment for an offense is based upon the number of incidents and the seriousness of the violation. The following

DISCIPLINARY CHART represents only a guide of the violations and penalties that may be imposed. The school administration reserves the right to impose appropriate consequences based upon the violation and any mitigating or aggravating circumstances. **They are not meant to be all-inclusive, and the administration reserves the right to deviate based on the unique circumstances of an incident. Any offense or violation of state or local law will result in administration notifying the appropriate authorities.**

ASD-AFTER SCHOOL DETENTION

SS-SATURDAY SCHOOL

OSS-OUT OF SCHOOL SUSPENSION

YOC-YOUTH OPP CTR

Offense	1st	2nd	3rd
Bus Referral	1-3 days suspension off bus	3-5 days suspension off bus	Up to 10 days suspension off bus and bus expulsion
Cheating *per class	Up to 0 on assignment	Up to 0 on assignment with possibility of 50% off 9 weeks grade	Up to 0 on assignment with possibility of 50% off semester grade
Conduct unbecoming a student at DJHS	After School Detention	Saturday School	Up to 10 OSS and Rec. Expulsion
Creating a disturbance	After School Detention	Saturday School	Up to 10 OSS and Rec. Expulsion
Discriminatory behavior	Up to 10 days OSS and Recommend Expulsion		
Drugs/alcohol	Up to 10 days OSS and Recommend Expulsion		
Electronic Device Violation	Device confiscated.	Device confiscated.	Device confiscated. Discipline consequence assigned as appropriate
Failure to serve detention	SS	ISS/OSS	Up to 10 OSS and Rec. Expulsion
False Informing	Up to 3 Days OSS	5 OSS	Up to 10 OSS and Rec. Expulsion
Forged notes	SS	3 Days OSS	5 OSS
Habitual Offender (6 referrals)	SS- 6 referrals	5 OSS-12 referrals	Up to 10 OSS and Rec. Expulsion-18 referrals
Inappropriate Dress	Warning, Review Policy, Change Clothes	Warning, Review Policy, Change Clothes	Review Policy, Change Clothes. Disciplinary consequence assigned as deemed appropriate.
Initiation/pulling a false fire alarm	10 OSS and Expulsion		
Insubordination, Refusing to comply with any reasonable request	Up to 3 days OSS	5 OSS	Up to 10 OSS and Rec. Expulsion

Involvement in fight	Up to 10 OSS and Expulsion and Referral to appropriate legal agency		
Launching any kind of missile, projectile within the building	Up to 3 days OSS	Up to 10 days OSS and Rec. Expulsion	Up to 10 OSS and Rec. Expulsion
Leaving class without permission	Saturday School	Up to 3 days OSS	Up to 10 OSS and Rec. Expulsion
Material unsuitable for school purposes	Up to SS	Up to 3 Days OSS	Up to 10 OSS and Rec. Expulsion
Misbehavior in ASD or SS	Up to 3 OSS	Up to 5 OSS	Up to 10 OSS
Out of Area	Lunch detention up to up to 3 OSS	Up to 3 OSS	Up to 10 OSS
Overt public display of affection	ASD	SS	Up to 3 days OSS
Profanity, vulgar language, or gestures	Up to 3 OSS	Up to 5 OSS	Up to 10 OSS
Racial Harassment	Up to 10 OSS and Expulsion and referral to appropriate legal agency		
Sex Offense	Up to 10 OSS and Expulsion and Referral to appropriate legal agency		
Sexual Harassment	Up to 10 OSS and Expulsion and referral to appropriate legal agency		
Sleeping in class	Warning, Intervention	ASD/SS	ISS/OSS
Talking back to teacher	Up to 3 OSS	Up to 5 OSS	Up to 10 OSS
Tardies (per term)	1-4 Warning 5 th Parent Contact	6 th Lunch Detention 7 th ASD	8 th + SS/ISS/Alt. Intervention
Theft	Restitution and up to Rec. Expulsion		
Threat/assault of another student (An assault may be committed without touching or doing bodily harm)	Up to 10 OSS and Rec. Expulsion		

Threatening, harassing, intimidating any school employee on or off school grounds	Up to 10 OSS and Rec. Expulsion		
Tobacco/Possession of Tobacco	3 OSS	5 OSS	10 OSS/ Rec. Expulsion
Truancy from Class	SS	3 Days OSS	10 OSS/Rec. Expulsion
Truancy from school/Leaving Campus	Up to 3 Days OSS	Up to 5 days OSS	10 OSS/Rec. Expulsion
Vandalism	Restitution and up to Rec. Expulsion		
Violation of Electronic Device Policy	Confiscation	Confiscation, review of policy	Confiscation, ASD, SS
Weapons Possession	Up to 10 OSS and Rec. Expulsion and Referral to appropriate legal agency		

- **Any student that fails to attend their assigned detention will not be allowed to attend athletic contests or other after school events until that detention has been made-up.**
- **Any student serving In-School Supervision will not be allowed to attend athletic contest or other after school events until successful completion of ISS.**

ATHLETIC PHILOSOPHY

The Athletic Council of Daleville Jr. /Sr. High School believes that athletics can and should be an enjoyable, gratifying and rewarding experience. Participation in athletics can be an important part in the total educational experience of a student. The spirit of fair play and the desire to achieve are valuable assets towards the development of an individual. A sound athletic program teaches the participant the value of cooperation as well as competition. The athlete learns that by working with others for a common objective, individual needs may be shared and accomplished by a team effort. Student athletes are ambassadors representing Daleville Jr. /Sr. High School and should conduct themselves as examples of character, scholarship and citizenship. Failing to represent Daleville Jr. /Sr. High School in a positive manner at all times, could result in the loss of privilege to participate in extracurricular activities.

POLICY FOR STUDENTS INVOLVED IN MULTIPLE ACTIVITIES

When a student wishes to participate in more than one sport or activity during the same season, the adult sponsors should meet and determine a feasible practice and participation schedule. The coaches and/or activity sponsors should remember that all decisions are to be made in the best interest of the student.

1. The adult parties should meet and determine a feasible practice and participation schedule, which best works for all parties.
2. If no resolution can be determined, the matter should be brought to the attention of the athletic Director/coordinator or principal, who will review the situation. A meeting will be held with all parties if deemed necessary.
3. The decision will be issued to all parties concerned. Under no circumstances will the student be penalized by either of the adult coaches and/or activity sponsors.

EDUCATIONAL VALUES OF ATHLETICS

- We believe in interscholastic athletics.
- We believe there are substantial educational benefits from a soundly conceived and executed program for the participants, the student body and the school as a whole.

- We believe the potential values to the participants are genuine. Rigorous competition under prescribed regulations and policies provide for students the opportunity to develop ideas and habits of health, fair play, initiative, achievement and emotional control.
- We believe students should be taught to win gracefully and behave responsibly and demonstrate good sportsmanship in victory and defeat.
- We believe that many students have found purpose in their schoolwork and in their lives through the program of athletics.
- We believe that athletics provide tangible values for the student body. Athletics can make a substantial contribution to morale and can provide an outlet for enthusiasm.
- We believe the athletic program, along with a challenging and demanding scholastic program, does justify its existence by providing profitable educational experience for the participant.
- We believe the welfare of the individual student should be the primary concern. The game exists for the students, never the student for the game.

AFFILIATIONS

Daleville High School is a member of the Indiana High School Athletics Association (IHSAA), which has determined and directed the overall program for interschool athletics in Indiana since 1904. The direction of the IHSAA rests with high school principals who elect an eighteen member executive committee to represent the five IHSAA districts and five classes of schools, based on enrollment. Daleville resides in District 4.

Daleville High School, by acquiring membership in the IHSAA, has agreed to abide by the rules and regulations, both in spirit and law, as expressed in the By-Laws and Articles of Incorporation published by the IHSAA and available for review in the athletic office.

Daleville High School is also a member of the Mid-Eastern Conference, a league of ten schools, (Daleville, Blue River, Cowan, Union, Randolph Southern, Monroe Central, Wapahani, Shenandoah, Eastern Hancock and Wes Del) whose mission is to foster and promote athletics through policies and procedures determined by the combined efforts and guidance of the members' principals and athletic directors. (See Mid-Eastern Athletic Conference Handbook)

Daleville Jr. High School is a member of the Delaware County Junior High Athletic Association. The DCJHAA consists of six schools, (Daleville, Yorktown, Delta, Selma, Wes-Del and Cowan) whose purpose is to arrange, coordinate and establish policies regulating junior high athletic contests in Delaware County. (See DCJHAA Handbook)

RESPONSIBILITIES OF THE ATHLETE

1. Student athletes should be aware of and adhere to the policies of the IHSAA in regards to participation in interscholastic activities.
2. Student athletes must display high moral, social and ethical standards at all times.
3. Student athletes must promote outstanding sportsmanship.
4. Student athletes must be respectful of teachers, coaches, officials, opponents, teammates, patrons and staff.
5. Student athletes must present themselves in a clean, orderly and exemplary manner while attending athletic contests.
6. Student athletes must use appropriate language. Profanity and obscene gestures will not be tolerated.
7. If an athlete quits a sport, he/she may not participate in another sport until the season is completed. Mutual consent of the coaches may waive this rule.
8. All athletes are students first and subject to all the rules of other Daleville students. Any athlete that is suspended from school (including In-School Supervision) will also be restricted from participation.
9. Any athlete that fails to attend after-school detention and/or Saturday school will not be allowed to practice or play until the missed detention is made up.
10. All athletes are subject to the Academic Standards Policy as adopted by the Daleville Community School Board.
11. All athletes must have a current IHSAA student physical form; Drug and Alcohol Information/Screening consent form, Concussion and Cardiac Arrest form on file in the Athletic office before the athlete may participate in any athletic activities.
12. Once the Principal, or his designee, has determined that a student has complied with rule 11 above, that student need only to update his/her physical annually. Any changes in policy or procedure will require the amended form to be signed and placed in that athlete's file.
13. If an athlete misses more than three consecutive or five total days of practice, he/she must provide a physician's release before resuming athletic activity.
14. If a student athlete is found to be in violation of any athletic code contained within this athletic handbook, the athlete will be subject to discipline by the coach and/or school administration.
15. The athlete will follow all team rules as outlined by the coach.

ACADEMIC STANDARDS FOR ATHLETES

Daleville Jr. Sr. High School has a 'One "F" Policy that applies to all those participating in athletics. Any student that has more than one "F" for a nine (9) weeks grade will not be allowed to 'dress' and compete in athletic contests until such time as the student improves the grades to become eligible at the next grading period.

Clarification of this policy is found under the Policy Enforcement section of the Daleville Community School's Policy Handbook and in the Student/Parent handbook of Daleville Jr. Sr. High School.

OPERATIONAL PROCEDURES REGARDING THE USE OF ALCOHOL, DRUGS, TOBACCO AND CONTROLLED SUBSTANCES

The following policy applies to all Daleville student drivers and students connected with the various school sponsored clubs:

The possession and/or use of alcohol, drugs, tobacco and unauthorized controlled substances by any Daleville student are strictly prohibited. We hope that by placing restrictions on the use and/or possession of these items, healthy habits are established leading one to value his/her mind and body.

Students wishing to drive to Daleville Jr. /Sr. High School are subject to random drug and alcohol screens. (See Daleville Jr./Sr. High School Drug and Alcohol Screening Procedures). A student who tests positive and/or possesses any prohibited substance will be disciplined in accordance with the policies approved by the Daleville School Board of Trustees.

It is a violation of the student handbook of Daleville Jr./Sr. High School to possess, use, provide to another person, or be under the influence of any substance which contains: alcohol, marijuana, tobacco, amphetamines, barbiturates, an intoxicant, a narcotic, anabolic steroids, a depressant or a hallucinogen, whether prescription or over the counter or any substance represented by the provider to be any of the listed substances at any place or any time, twenty-four hours a day twelve months per year.

Use by a student of medication prescribed by a medical doctor, dentist or other health care provider authorized by law to prescribe medication for that student does not violate this rule. However, a student may not participate if the medication adversely alters or impairs the student's judgment or ability, which could result in illness or injury.

Any student who is unsure if possession, use or providing another person with any medication or substance would violate this rule should contact any Daleville administrator before possessing, using or providing the medicine or substance.

If a student is at a party or gathering of people where alcohol, tobacco or illegal drugs are being used or school rules and/or state laws are being violated, he/she is to leave immediately. Failure to do so will result in the student violating the substance abuse policy and the student will receive the following consequences.

LOSS OF ACTIVITY PRIVILEGE GUIDELINES

1. The loss of the privilege to participate in Activities applies to all Activities in which the student is involved that occur during the privileges suspension period (if the student is an athlete, the student will lose privileges in both athletic and non-athletic Activities):
 1. Athletics –
 - a. 1st Violation – 25% of Contests
 - b. 2nd Violation– 50% of Contests
 - c. 3rd Violation – One calendar year suspension
 2. Non-Athletic Activities –
 - a. 1st Violation – 30 Day Loss of Privilege
 - b. 2nd Violation – 60 Day Loss of Privilege
 - c. 3rd Violation – One calendar year suspension

CONSEQUENCES

1st Violation: Suspension from school clubs and driving privileges will begin the first day the /assistant principal learns of the violation. If the length of the suspension or activity exceeds the time left in the sport, extra-curricular activity or school year from which the student was initially suspended, the suspension will extend into the next sport season, extra-curricular activity the student joins. If the student fails to complete the entire season of the sport or extra-curricular activity the suspension will be reinstated during the student's next athletic season or next extra-curricular activity.

2nd Violation: Suspension from all athletics, all extra-curricular activities and driving privileges beginning the day the principal's designee learns of the violation. The student must pass a drug test by the school's contracted testing firm, at the student's expense, before being allowed to participate in athletics, extra-curricular activities or drive to school.

3rd Violation: A suspension from athletics, extra-curricular activities and driving privileges for a period of one calendar year. An athlete or student who has successfully completed a Student Drug Assistance Program and has been drug-free for a period of twelve months

may apply for an administrative review to be reinstated into the athletic program, extra-curricular activities or driving privileges at Daleville Community Schools. Retesting, as outlined above, will also be required. This request must be in writing and submitted to the principal's designee.

A refusal of a student to submit to a test and/or screen will be considered a positive test and the appropriate suspension applied. See Daleville Jr./Sr. High School Drug Education and Testing Program Policy for further explanation.

We recommend all athletes and a student suspended for a violation of this nature seeks appropriate counseling during their suspension.

Note: All penalties will be served consecutively and not concurrently.

DUE PROCESS PROCEDURES

All athletes that have been disciplined have the right to appeal their case. It is the genuine hope of the Athletic Council that this procedure is not abused and that most matters can be resolved at the lowest level.

The decision of the principal's designee can be appealed to the Athletic Council. All appeals must be filed in writing with the principal's designee or principal within forty-eight hours of the disciplinary action (weekends and holidays excluded). The Athletic Council will review the case and make a recommendation to the principal. The decision of the principal to support or modify the Athletic Council's recommendation can be appealed to the superintendent. The decision of the superintendent may be appealed to the Daleville School Board of Trustees. The penalty will remain in force during the appeal process.

TRAVEL

A team bus will leave school on schedule (which will be announced). The entire team will travel by bus to a game. All players will come home on the bus unless permission is granted by the coach. In addition, a parent must personally notify, in writing, the coach that he/she will be transporting his/her child home after the game.

DALEVILLE JR/SR HIGH SCHOOL DRUG EDUCATION AND TESTING PROGRAM

The Board of School Trustees of Daleville Community Schools recognizes the health risks and dangers associated with the use of unlawful, illicit drugs, alcohol and/or tobacco products. Drug and alcohol abuse in the workplace is a threat to the safety and health of both our employees and our students. It jeopardizes the efficiency of our operations and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, and deterioration of the organs of the body, addiction, infection from unsterilized paraphernalia, modification of behavior, death or other conditions which substantially inhibit a person from performing to his/her fullest natural ability.

Alcohol and drug abuse is a serious problem in today's society, and schools are not immune to such problems. It is statistically predictable and it is within our experience that some students have used alcohol, tobacco products or have experimented with "street drugs" such as marijuana and cocaine or may do so during their junior or senior high school careers. Also, some student athletes may be attracted to the use of so-called "performance enhancing" drugs, such as various steroids, in misguided efforts to increase their strength and endurance.

The Board of School Trustees encourages all students to participate in the athletic programs, extra-curricular activities and driving privileges, but believes the opportunity for such participation is not an absolute right, but a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol and tobacco products, if selected in accordance with the procedures listed in this policy.

The random drug-testing program adds a new dimension to the athletic codes and student handbook already established by the school to guide student conduct. The education and testing program is intended to be a helpful part of the overall physical and mental education and conditioning programs of Daleville Community Schools. Drug use is inconsistent with the purposes of participation in any program and with the purpose of the school in general. The program, therefore, includes appropriate procedures for dealing with such problems in areas where the schools have been given legal parameters to implement such policies.

PROGRAM IMPLEMENTATION

This drug-testing program shall apply to all students who try out or become members of a high school or junior high school interscholastic athletic team, extra-curricular activity (see list at end of policy) or has the privilege to drive. This program also includes students who try out or become members of a cheerleading squad and those elementary students who try out or become members of a junior high athletic team. All students subject to this program shall be referred to as "student athletes or students"

Student athletes and students participating in extra-curricular activities are respected and admired by a large segment of the student body of each school and, in order to participate in athletics, extra-curricular activities or use driving privileges are expected to hold themselves as good examples of conduct, sportsmanship and training, which includes avoiding drug and alcohol usage. It has been widely recognized that drug and alcohol usage can cause serious physical, mental and emotional harm. A student athlete or student who uses drugs can be a danger to himself, his teammates, and his opponents, and the community.

The use of alcohol, tobacco and drugs is incompatible with the goals of Daleville Jr./Sr. High School. Such usage has long been forbidden

by school rules and policies, and by the Athletic Department rules and policies. The use of such substances is not only a danger to the individual user, but can also significantly impair the positive benefits to be received by all participants in these programs.

In addition to random selection, the school will also test any student if there is a request from the parent or guardian. Any parent or guardian requesting that a test be done will be required to sign a consent form if the student is not an athlete, does not participate in extra-curricular activities, or does not drive to school. A positive test will result in the punishment that is listed in the student handbook for possession.

Students who elect to participate will receive instruction in the dangers of drug, alcohol, and tobacco use as a part of the program to educate and encourage students to respect their bodies, to develop and pursue both mental and physical abilities, and to continue throughout their lives to participate and exercise in a healthy, drug free environment. The elimination of drug and alcohol abuse shall be a part of this program.

This program will not affect the policies, practices or rights of the School Corporation in dealing with drug or alcohol possession or use where reasonable cause to believe drug or alcohol abuse is presently occurring.

1. Every student will receive a copy of this program in the student handbook. The program will be explained to each student and information will be shared on the harmful effects of substance abuse.
2. Each prospective participant shall receive a consent form, a copy of which is attached here, to which shall be dated and signed by the student and by a custodial parent or guardian before such athlete or student is allowed to practice or participate in any activity of the team, driving privileges to school or take part in extra-curricular activities except for August and September when consent forms may be received by the school after the beginning of practices or organizational meetings. The consent shall be to provide, at any time requested, a urine sample to be tested for drugs, tobacco, and alcohol. Any student and/or parent/guardian refusing to sign a consent form will cause the student to be ineligible to participate until the form is signed. The consent form shall be in effect throughout all the years of Jr./Sr. High School participation unless revoked in writing by the athlete and parent or guardian on an official consent form and submitted to the principal's designee..
3. Selections may occur at any time during the calendar year. One cross-referenced list of names and numbers will be maintained. The list shall be maintained by the principal's designee and shall be secured until the designated day of testing. The principal's designee shall use this list to assist in verification of identification during the collection of samples. The numbers will be randomly selected before the testing.
4. On the day of testing the principal's /designee will issue passes to the students whose numbers were drawn. The students will be sent directly to the office. If the participant has not been tested by the end of the test, the principal's designee will determine if the participant is absent from school. If the absence is excused, the student may continue to participate, but will be automatically tested on the next date. If the participant has a second absence on the second test date, he/she will then be declared ineligible until the next date, at which time the student will be tested. If the student is present and fails to produce a sample, the student will automatically be tested on the next date. Failure to provide a sample on the second test will result in that test being declared a positive test and all consequences will apply.
5. The collection of the samples will be done in a non-offensive manner, which insures the integrity of the sample. The school official who supervises the sample collection will not physically observe the giving of the sample, which will take place in a secured enclosure. Recordation of appropriate information to insure a proper chain of custody record will begin at the time the sample is collected, including verification signatures by both the student and the supervising official. The samples will then be turned over to the testing laboratory, and each sample will be tested for alcohol, unlawful drugs as listed in the profile of the laboratory and tobacco residue. The laboratory may also test for performance enhancing drugs known as steroids. Testing shall be done by a competent and accredited laboratory selected by the Daleville Community Schools.
6. If in the judgment of the laboratory the student tampered with the sample, the sample will be declared invalid and the student will be required to submit a new sample. The student will be ineligible until this new sample is submitted.
7. The laboratory shall report the results of the test only to the principal's designee who is responsible for contacting the student and his/her parents regarding the test results. If the test is positive, the principal's designee will make contact with the testing lab to determine if there is any medical explanation for the substance to be in the student. If the participant is taking any over-the-counter or prescription medication which may contribute to a positive test result, it would be in the student's best interest for that student and the student's parent/guardian to inform the principal's designee of this fact at the time of the taking of the urine sample. If the principal's designee verifies that there is no medical reason for the positive result, he/she will contact the student and the student's parent/guardian.
8. The principal's designee I shall keep all test results. Positive test results without medical explanation shall be made known only to the principal, principal's designee, athletic director/coordinator, the head coach or sponsor, the student, and the student's parent/guardian. Positive test notification will be made within twenty-four hours of receipt of results. The principal's designee shall maintain a record of occurrences for the duration of the student's school career. These records shall be destroyed at the beginning of the school year immediately following a student's graduation. These records shall not become a part of the student's permanent record, nor shall they be transferred if a student leaves the corporation to attend another school. However, it is required that the receiving school be notified if a student has been declared ineligible for athletic participation. If a student is or would have been declared ineligible for

- participation at Daleville Jr./Sr. High School, this information will be sent to the receiving school.
9. If any participant under this program is determined to test “positive” by the laboratory and subsequently by the principal’s designee athletic director/coordinator or the coach, the student and the student’s parents/guardians shall be advised of the test results, given the type of substance which was found and the health hazards involved in the use of such substance. If the student or the student’s parents/guardians desire, they may request to have the remaining portion of the sample, if any, re-analyzed by any accredited testing facility of their choice. The principal’s designee must receive such request within twenty-four hours of the first notification. The student and student’s parents/guardians shall bear the responsibility and the cost of the testing done at their request. The school shall only be responsible for initial testing, re-analysis, and/or any other test required by the school through this program.
 10. The fact of testing and the results of testing of any student shall not be made known to any school official other than as above stated, and no student shall be expelled, suspended or disciplined as the result of any ‘positive’ test result obtained through the testing program other than as stated herein.

COMPUTER/INTERNET ACCESS POLICY PHILOSOPHY

Daleville Community Schools is pleased to offer its students access to many electronic resources via the use of the school’s computer system. Access to a variety of applications software combined with the resources of on-line databases and the Internet creates a broad technological world for the enrichment of our students. The use of computer technology will help propel our school through the communication age by allowing students and staff to access and use resources from local and distant computers as well as communicate and collaborate with other individuals and groups around the world. Appropriate use of technology is certainly a skill necessary for life-long learning.

While the Corporation’s intent is to make internal and external network connections available in order to further educational goals and objectives, students may find ways to access or alter other material as well. Even if the Corporation institutes a technical method or systems to regulate student’s computer access, those methods could not guarantee compliance with the Corporation’s Acceptable Use Policy. That notwithstanding, the Corporation believes that the benefits of students’ access to our network and the Internet exceed any disadvantage.

Students are eligible to receive a computer account for internal use and permission to use the Internet. The Corporation provides the parents and guardians the option of requesting, for their minor children, use of these services or alternate activities that do not require direct Internet use. Those parents/guardians desiring to limit Internet access for their students should contact the principal or his designee with their request in writing.

Filtering software is provided by Daleville Community Schools on the network in an attempt to protect against access to visual depictions that are obscene, pornographic or harmful to minors. All computers connected to the Internet are filtered, although with written approval of the school principal the filter may be turned off for persons doing bona fide research.

ACCEPTABLE USE OF TECHNOLOGY

The primary purpose for using technology at Daleville Jr. /Sr. High School is educational. Therefore student use must be in support of direct educational research and/or communication and consistent with the educational objectives of the school and district.

Cyber bullying – The school reserves the right to discipline a student for actions taken off-campus if they are intended to have an effect on a person or they adversely affect the safety and well-being of said person while in school.

NON-ACCEPTABLE USE OF TECHNOLOGY

It is a violation of this agreement to use Daleville Community Schools’ computer network, Internet resources, and accounts to:

1. Access, upload, download, display or distribute pornographic, obscene or sexually explicit materials.
2. Transmit obscenities, abuse, threats, and statements of libel/slander or sexually explicit language.
3. Violate any local, state or federal statute.
4. Vandalize, damage or disable the property of another person or organization.
5. Access another person’s materials, information or files without the implied or direct permission of that person.
6. Violate copyright or otherwise use another person’s intellectual property without his or her prior approval or proper notification.

The use of the school technology network and resources is a privilege, not a right. Students are not to use school computers or accounts to access any data locally or on the Internet without the supervision and permission of a teacher or school official. Student technology use will remain within the guidelines of acceptable use at all times. Inappropriate behavior may lead to penalties including—but not limited to—revoking of Internet access and computer account(s), disciplinary action, and/or legal action. Violations of our computer use policy are handled according to the type and severity of each incident. Most of the regulations contained herein parallel State and National laws for computer use.

It should be understood that all data stored on corporation-owned computers is considered the property of Daleville Community Schools. As such, Daleville School Corporation reserves the right to examine all data stored in the Corporation owned machines and network to make sure that all users are in compliance with the regulations. Daleville School Corporation makes no guarantees, implied or otherwise, regarding the reliability of the network or any external data connection. Daleville Community Schools shall not be liable

for any loss or corruption of data or for the loss of time and effort resulting from use of local or Internet connections. As such, use of the technology account indemnifies Daleville Community Schools from any and all liability, loss or damages Daleville Community Schools may suffer as a result of claims, demands, attorney's fees, cost or judgments against them arising out of the user's violation of these network terms and conditions.

TRESPASS

Trespass occurs anytime a computer or computer account is used without the consent of the owner. By state law, trespass is considered a Class A misdemeanor. For the purposes of Daleville Community Schools, trespass occurs when a student participates in the following:

1. Uses a technology account other than his/her own without the permission of the technology coordinator.
2. Allows other individuals to log in under his/her account or reveals any password or account information.
3. Uses a floppy disk/USB Drive without first having it virus checked under the supervision of a staff member.
4. Uses the school network or Internet connection to perform any act that may be construed as illegal or unethical. This includes the use of the Internet connection to gain unauthorized access to other systems, files or restricted areas, regardless of physical location.
5. Personal student folders should be used only for storing files that pertain to school use and assignments. Folders should not contain files such as mp3, etc.

TAMPERING

Tampering occurs anytime an individual alters, in any way, the computer property of another. Tampering may be either damage of the physical system or the electronic media of another individual/corporation. The law states that tampering is classified as a Class D Felony. For the purposes of Daleville Community Schools, tampering occurs when a student participates in the following:

1. Alters security or performance of any corporation machine for any purpose.
2. Vandalizes property or product, physical or electronic, of the school corporation or any other individual.
3. Makes any unauthorized copies of the software residing on school computers or from machines that may be accessed through the Internet connection.
4. Us b es any program on corporation-owned machines that has not been approved by the technology coordinator, including—but not limited to—software downloaded from the Internet.

OTHER VIOLATIONS

A school must exist in an environment of safety and appropriateness. As such, the following regulations seek to guarantee that the school environment remains safe and appropriate for the educational process. Other violations occur when a student:

1. Communicates, via the computer, messages that include obscene comments, sexually explicit material or expressions of bigotry, racism, and hate or uses language inappropriate to the school environment, for purposes not related to school work or a valid educational purpose, or disparaging staff, students or parents.
2. Accesses, via computer, any Internet sites that include obscene comments, sexually explicit material or expressions of bigotry, racism or hate.
3. Responds to or does not report inappropriate unsolicited on-line communications, which may lead to the endangerment of self or others.
4. Distributes personal information over school network or Internet connection that may result in danger to self or others (e.g. name, address, phone number, etc.)

CONSEQUENCES FOR INAPPROPRIATE USE OF TECHNOLOGY

1. 180 day Internet suspension.
2. Disciplinary consequences (ASD, SS, ISS, OSS, Expulsion)
3. May be reported to appropriate law enforcement agencies.
4. Deletion of unacceptable files and loss of folder privileges.
5. Reported to appropriate law enforcement agencies.

**NOTICE: These policies and provisions are subordinate to local, state and federal statutes.
Violation of any statute may result in prosecution by the jurisdictional agency.**

Notification of Rights under FERPA for Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for

access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a school function (such as a technology firm or a storage company); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA]

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Daleville Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Daleville Community Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Daleville Community Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Daleville Community Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1, of each school year. Daleville Community Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- | | |
|--------------------------|---|
| -Student’s name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | -Date and place of birth |

-Major Field of study
-Grade level

-Dates of attendance

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

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

·Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or emancipated minor under State law.

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

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

Parents 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. 20202-5920

SKIP-A-FINAL REQUIREMENTS Grades 9-12

ATTENDANCE REQUIREMENTS

1. Students are allowed no more than 3 absences in any class per semester.
2. Students are allowed no more than two tardies in any class per semester.
3. Students who miss any part of a day of school where at least 45% of their grade level is absent for any part of the day, without a doctor's note, will automatically be disqualified from the Skip-A-Final Program.
4. Students are permitted to apply to one class per semester in which they meet the requirements for Skip –A- Final.

NOTE: All tardies count against Skip-A-Final, including excused tardies. Missing lunch also counts against Skip-A-Final.

(This would exclude dual credit and AP classes that require the final as part of the university taught course of study.)

DEFINITIONS (VISIT STUDENT SERVICES WITH QUESTIONS)

1.) Absence:

- a. Not present in class for the first 20 minutes of 1st period
- b. Not present for that class

2.) Tardy:

- a. Arriving to class within the first 20 minutes of 1st period
- b. Student arriving to class after the scheduled start time periods 2-8

EXCUSABLE ABSENCES

The following lists of absences are the only absences that will be excused and not counted against the program criteria:

1. Required school functions i.e. field trips
2. The death of an immediate family member (mother, father, sibling, grandparents)
3. Military Duty
4. Serving as a page in the general assemble
5. Election Worker
6. A senior who can provide documentation from a university or scholarship-granting institution, showing a required visit to their facility in order to gain entrance into a program or to qualify for a scholarship, may be eligible for the absence to be exempt from skip-a-final. Students MUST get pre-approval for the absence from the Attendance Office / Assistant Principal prior to the absence.

GRADE REQUIREMENTS

1. Students must have no 9-week grade less than a 93% (A) average for the class within the semester to which they are applying to skip a final.
2. Students must have no 9-week grade less than a 73% (C) for ANY class during the semester (Any form of a C- , D or F for any 9-week period will disqualify student for the second semester skip-a-final, including grades for classes that have been dropped). No grade changes accepted. Grades must be above a C at the time of checking.
3. If a student meets the criteria, fills out the application but then allows a grade to fall below a 93% (A) before exam are taken, or is absent more than 2 times in one class, the student may be disqualified from the program.

DISCIPLINE REQUIREMENTS

In-school suspensions (all day or out of class), and out-of-school suspensions (including Saturday School), or a Saturday automatically disqualify students from the program.