

Dear Danbury Laker,

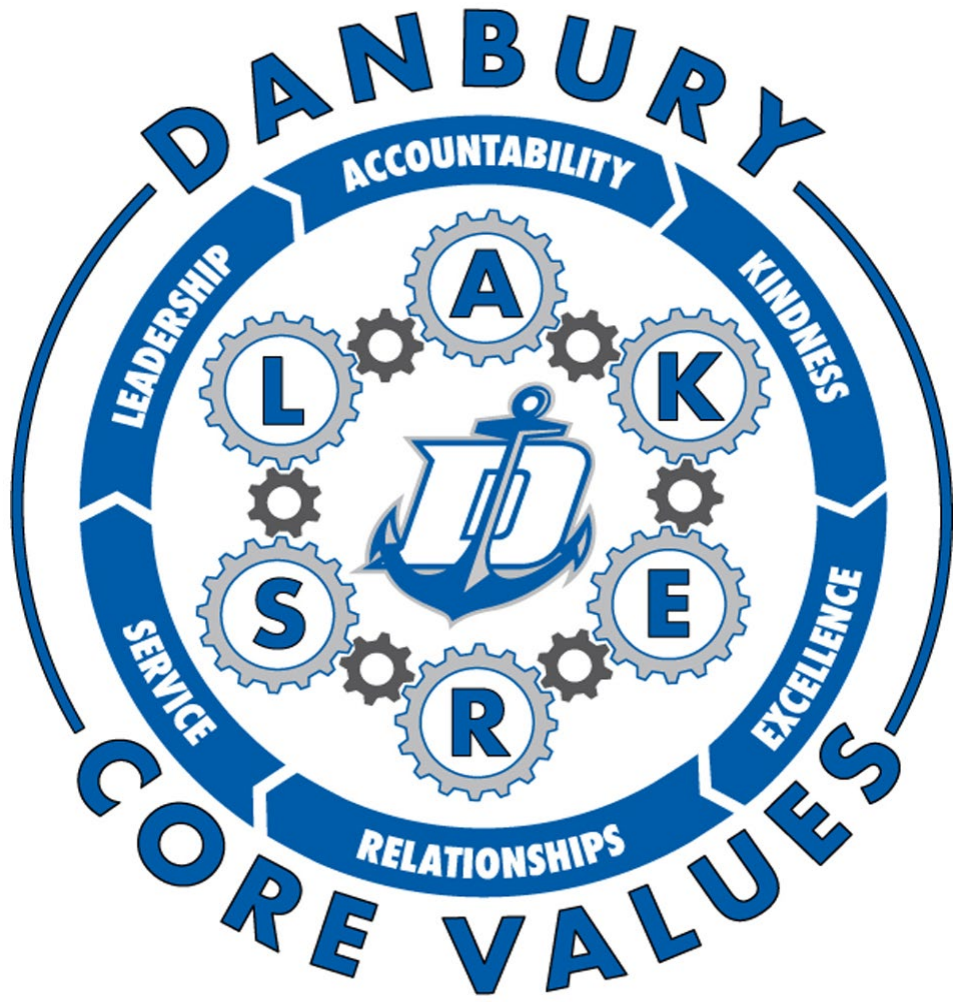
*Welcome to the 2022-23 school year! Danbury High School continues to show to the community and surrounding area what achievements our students are capable of in the classroom and in extra-curricular activities. Our access to technology and the doors it opens continues to increase. This can be the greatest year to date with your support. We hope that you will embrace our Danbury Core Values **L-Leadership, A-Accountability, K-Kindness, E-Excellence, R-Relationships, & S-Service** and strive each and every day to exhibit these qualities in your daily life!*

We encourage you to become involved in the many curricular and extracurricular activities that Danbury has to offer. The Danbury Staff is committed to helping you realize your goals and potential. We will work together to increase Laker PRIDE and School Spirit, supporting each other in every way on a daily basis. When we believe in each other and ourselves, we can accomplish much. Teamwork is what makes it happen!

The entire Danbury staff wishes you another successful and rewarding school year.

WE ARE.....LAKERS!!!!

Joseph G. Miller
Principal



BELL SCHEDULES (Grades 9-12)

REGULAR

Monday/Tuesday/Friday

Students enter building breakfast available	7:15
Warning Bell	7:25
Homeroom	7:30 – 7:49
1 st Period	7:49 – 8:32
2 nd Period	8:35 – 9:18
3 rd Period	9:21 – 10:04
4 th Period	10:07 – 10:50
Learn	10:53 – 11:23
Lunch	11:26 – 11:56
5 th Period	11:59 – 12:42
6 th Period	12:45 – 1:28
7 th Period	1:31 – 2:14
8 th Period	2:17 – 3:00

Wednesday/Thursday

Students enter building breakfast available	7:15
Warning Bell	7:25
Homeroom	7:30 – 7:49
1 st Period (Wed)	7:49 – 9:18
2 nd Period (Thur)	
3 rd Period (Wed)	9:21 – 10:50
4 th Period (Thur)	
Learn	10:53 – 11:23
Lunch	11:26 – 11:56
5 rd Period (Wed)	11:59 - 1:28
6 th Period (Thur)	
7 rd Period (Wed)	1:31 – 3:00
8 th Period (Thur)	

2 HOUR DELAY

Students enter building breakfast available	9:15
Warning Bell	9:25
	Report Directly to 1 st Period
1 st Period	9:30 - 10:08
2 nd Period	10:11 - 10:45
3 rd Period	10:48 - 11:22
Lunch	11:25 - 11:55
4 th Period	11:58 - 12:32
5 th Period	12:35 - 1:09
6 th Period	1:12 - 1:46
7 th Period	1:49 - 2:23
8 th Period	2:26 - 3:00

PEP RALLY

Normal Schedule	Periods 1 – 4
5 th Period	11:59 – 12:34
6 th Period	12:37 – 1:12
7 th Period	1:15 – 1:51.
8 th Period	1:54 – 2:30
Pep Rally	2:35 – 3:00

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SCHOOL POLICIES

ACCIDENTS:

Accidents, which occur on school property during school hours or at any school function, should be reported immediately to the staff member in charge. Staff members are then required to complete an accident report form online through Public School Works.

ANNOUNCEMENTS/POSTERS:

- All announcements will be given daily in the morning and at the end of the day as needed. There may also be times where an emergency/important announcement could be made during a class period. This will only occur when it is absolutely necessary. Any student created written announcements must be approved by the building principal or their designee.
- All posters or handouts that students want to post on school premises must be approved by the building principal or their designee.

ANTI-HAZING:

Hazing activities of any type are inconsistent with the educational process and are prohibited. Hazing activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator or staff member shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing behavior/activities.

BREAKFAST PROGRAM:

All high school students are eligible to receive or purchase breakfast once they arrive at school. Students must report to their homerooms for attendance prior to going to the cafeteria to eat breakfast.

BUS REGULATIONS:

Riding a school bus is a privilege for high school students. All students are to ride their assigned buses. Permission to ride home with another student must be in writing from the parent and approved by the principal. The bus driver is the staff member in charge. Referrals to the Principal for misbehavior will result in detention, denial of bus transportation privileges, or other disciplinary action. Students are to maintain proper behavior on the bus and follow the bus rules:

- When waiting for the bus, stand at least 5 feet away from the bus as it stops. When walking in front of the bus stay at least 10 feet away from the front of the bus so that the driver can see you at all times.
- Follow the directions of the bus driver.
- Be courteous.
- Sit in assigned seats and remain seated until it is time to get off the bus.
- Keep conversation volume at a low level.
- Do not put your head, hand, or arms outside the window.
- Do not throw anything in the bus or out the bus window.
- Large objects or projects, live animals or any unauthorized items/objects are not permitted on the bus.
- Video cameras are installed on all buses to insure student safety.
- All rules of decorum that apply in the classroom, apply on the bus.

TRANSPORTATION GUIDELINES:

First Offense – Detention

Second Offense – One day suspension

Third Offense – Three day suspension

Fourth Offense – Five day suspension

Fifth Offense – Permanent bus suspension for remainder of the year

***LEVEL TWO & THREE OFFENSES AS DEFINED BY THE STUDENT HANDBOOK WILL BE ON A CASE BY CASE BASIS.**

AGE AND GRADE LEVEL OF STUDENT WILL ALSO BE TAKEN INTO CONSIDERATION WHEN DETERMINING DISCIPLINARY ACTION.

CAFETERIA RULES:

- Students are to conduct themselves in an orderly and civil fashion.
- Students are required to dispose of their trash appropriately.
- Disruptive behavior will result in disciplinary action.
- Noise should be kept at a minimum.
- Lunchroom monitor(s) are in charge of student discipline.
- No food may be delivered to the school for students without Principal permission/approval.
- Students may not leave the cafeteria without permission of the monitor.
- **If students are drinking water in class with teacher permission, only clear water bottles may be used.**

CLASS OFFICER AND STUDENT COUNCIL ELIGIBILITY:

Class offices include President, Vice-president, Secretary, Treasurer, and three student council representatives. Students must have and maintain a 2.0 GPA. Students should exhibit good behavior and should not have significant disciplinary incidents. Prior to running for class office the student candidate must have a petition signed by 20% of the class members. Class elections are held in the spring. A class officer may not be a student council representative.

CLOSED CAMPUS:

- Students arriving to school in the morning are to enter through the Athletic Lobby entrance, Middle School entrance or the High School entrance (east doors by flagpole).
- All students should leave the building by 3:15 p.m. unless participating in an after-school activity under the supervision of an adult staff member. Students should only be in those areas designated by the coach/advisor/teacher. Students should not roam the building after school hours.
- During the regular school day, students may not leave the school building or grounds without the permission of the administration.

DRESS CODE:

The **Danbury Local Board of Education** believes that the primary function of the school is to educate the students of the district and that the major responsibility for the appearance of the student rests with their parents/guardians. The school shall enact those rules necessary to maintain the health and safety of the students and insure an atmosphere of decency in which the educational function can be carried out. Administration reserves the right to determine what is "appropriate". Danbury students are expected to dress and groom themselves in good taste. How you dress is a reflection of the pride you take in yourself and your school.

Specific regulations:

- Proper footwear is required at all times (no slippers).
- Hats, gloves, sweatbands, sunglasses, etc may not be worn while school is in session or at formal dances, concerts, plays, or any academic after school function.
- All hoods on sweatshirts and jackets should be removed from head upon entering the school building.
- Jeans/shorts/skirts/clothing that have **holes of any kind/anywhere** may be worn only if all holes front & back, are below the fingertips-extended unless leggings are underneath.
- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
- Tank tops, halter tops, garments with spaghetti straps, backless or strapless, shirts that are one sleeve, see-through, "cut low" or expose one's midriff in any way are prohibited.
- All shirts must have sleeves and be long enough to cover the belt line of pants.
- Leggings/tights/yoga/sweatpants may be worn provided the shirt/top extends beyond the waistline.

- Skirts/dresses may not be shorter than the fingertips-extended and must have a hemline.
- No spandex shorts will be permitted.
- Heavy link chains are not permitted.
- Any other attire that is considered offensive, inappropriate, distracting to the educational process (as determined by the administration) will not be permitted.

ELECTRONIC DEVICES:

- Students may keep cell phones in their lockers or on their person. However, once a student enters a classroom, teachers will be collecting student cell phones during their academic class time. Upon entry to class, all cell phones must be put in a teacher selected location. Students may take their phones with them at the end of the class period.
- Ringers must be turned off (set to all sound deactivated) during the school day.
- Students may use their cell phones to send/receive messages or calls during lunch. Students may not use their phones in the hall when they are out on a pass during class time. This includes student aides who are passing between buildings.
- Cell phones, Apple watches, or other electronic devices with videotaping or picture taking features may not be used during the school day without permission from a teacher or administrator.
- Any student caught using any cell phone inappropriately will receive the following discipline:
 - **1st offense:** phone will be confiscated for the remainder of the school day and a detention will be assigned. Cell phone will be returned at end of school day to the student.
 - **2nd offense:** phone will be confiscated immediately, a detention will be assigned, and the student must turn in their cell phone to office for 5 days during school hours.
 - **Any additional offenses:**
 - Cell phone confiscated immediately
 - 1 Day of ISR assigned
 - Parent must pick up the cell phone
 - Cell phone privileges revoked (cell phone must be turned into HS office upon arrival each day and picked up at the end of day) for the remainder of the school year.
 - Failure to follow this direction will result in additional ISR assignments and/or OSS.
- **Students may not text during any safety or emergency drills.**
- **Students using music playing devices:**
 - Should have the volume at a level so that only the user may hear it.
 - Air pods/ear buds/headphones are only permissible with teacher approval.
 - May not be used during lecture, a presentation, assembly, or any event where the student is to give full attention.
 - May be used on the bus, on trips to sporting events/ extra-curricular activities, or field trips with the permission of the coach, advisor, or faculty chaperone.
 - During class changes, air pods/ear buds/headphones must be removed.
- Students who have electronic informational holding devices in school (laptop computer, thumb drives, etc.) may have the contents of those items reviewed by school personnel at any time.
- **Theft or damage is not the responsibility of the school.**

ELIGIBILITY-EXTRA-CURRICULAR OR HOMECOMING/PROM COURT:

Students who wish to participate in extra-curricular activities (Athletics, Cheerleading, Pep Band, Cabaret solos, School Play, Academic Challenge Teams, etc.) must have a 1.5 GPA, must be considered a fulltime student, must be passing 5 classes, and have no more than one F in any of their classes for the previous grading period. **Offsite CCP students are responsible to provide their grades at the end of each Danbury grading period to verify eligibility and to be added to the honor roll lists that are sent to the local newspapers.** Students' who are ineligible may not be considered for positions on the Homecoming or Prom Courts.

EMERGENCY PROCEDURES

In the event of emergencies at school or due to weather conditions, each student must become acquainted with procedures for school evacuation, tornado alerts, or inclement weather.

- **FIRE:**
 - The alarm will sound.
 - All students will move quietly, orderly, and quickly out of the building using designated routes of exit.
 - Students are not to go to their lockers or to the restroom.
 - While outside, students should remain with their teachers at least 200 feet from the building.
 - Students will remain outside the school building until the “all clear” has been given by school officials.
 - If the alarm sounds during lunch, change of class, assembly, pep rally, or activity, all students are to exit through the nearest exterior doorway. Once outside, students should listen for directions regarding check in/attendance.

- **TORNADO (SEVERE WEATHER):**
 - If a tornado warning has been issued:
 - Students will be notified over the P.A. system.
 - Staff and students will go to their assigned areas and will kneel, facing the wall, head down, with hands over head.

- **EVACUATION PROCEDURE:**
 - If for some reason the building needs to be evacuated, the students will evacuate to Hoover Auditorium in Lakeside, Ohio. The “One Call Now” system will be used to give parents information relating to the reason for the evacuation and the possible pick-up of their student(s).

- **SCHOOL CANCELLATION DUE TO WEATHER OR EMERGENCY:**
 - In the event that weather conditions are such that school will be delayed or cancelled, students and parents will receive notification from One Call Now, if their phone number is properly submitted or they should listen to:
 - Radio stations: WLEC (145.0 AM); WSPD (1200 AM), KISS (92.5 FM); WTOD (156.0 AM); WXKR (94.5 FM); WJZE (100.9 FM)
 - TV stations: WTOL, WNWO, & WTVG

GANGS/GANG RELATED ACTIVITIES:

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited.

HARASSMENT:

- Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.
- It is a violation of school rules and the law for any student to harass or intimidate another student or staff member.
- Harassment may be verbal, non-verbal, or through physical conduct. This includes but is not limited to those of a sexual nature.
 1. Making of written or verbal sexual innuendoes, suggestive comments, sexual jokes or propositions.
 2. Sexual gestures, leering, or inappropriate sounds.
 3. Placement of sexual printed material or suggestive objects in the school environment.

4. Unwanted touching, contact, or attempts to do so.
 5. Comments relating to race, color, religion, national origin, or disability; including written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks. Or physical contact, including hitting, hissing, cussing, spitting, or any intimidating action.
- If a student is a victim of any unwanted sexual conduct, derogatory communications and/or conduct concerning his/her gender, religion, race, ethnic group or disability, the student should report such behavior/actions to a teacher, guidance counselor, or principal immediately.
 - All reports will be kept confidential and shall be investigated as soon as possible.
 - Students may not harass or threaten staff members at any time on or off school property. Disciplinary action will be taken and charges may be filed with the local authorities.
 - Harassment/Hazing as an induction into any extra-curricular activity/club/sport is not permitted and could result in removal from that activity.

BULLYING:

- Bullying is defined as
 1. Bullying is aggressive behavior that involves unwanted, negative actions.
 2. Bullying involves a pattern of behavior repeated over time.
 3. Bullying involves an imbalance of power or strength.
- Types bullying include:
 1. Verbal bullying including derogatory comments and name calling.
 2. Bullying through social exclusion or isolation.
 3. Physical bullying such as hitting, kicking, shoving, and spitting.
 4. Bullying through lies and false rumors.
 5. Having money or other things taken or damaged by students who bully.
 6. Being threatened or being forced to do things by students who bully.
 7. Racial bullying
 8. Sexual bullying
 9. Cyber bullying (via cell phone or Internet)
- Students who are subjected to bullying or who witness another person being bullied should immediately talk to an adult in the school or at home to report such activity.

INTERNET ACCESS:

Students will have access to the internet to complete necessary school related assignments/work. The use of the internet is for educational purposes only. Student internet usage is monitored by school administrators and students who misuse the internet could be disciplined by school administration.

MEDIA CENTER PRIVILEGES:

Use of the media center is a privilege. Students must follow the rules established by the media specialist. Failure to follow the rules may result in loss of privileges or other disciplinary action. Students who are academic ineligible may not use the media center unless they have a note from a teacher and/or a staff member.

LOCKERS:

- Each student will be assigned a locker with a combination lock.
- **Students must keep their locker locked at all times.**
- Replacement of a lost lock is the responsibility of the student.
- Students are not to share lockers or change lockers without permission from the office.
- Any lockers that need repair should be reported to the office.
- Locker decorating is not permitted.
- Book bags, backpacks, purses, and athletic gym bags should be stored in your school locker and not taken to

the classroom.

- All student lockers are the property of the Danbury Local School Board of Education. The lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. (Board Policy and O.R.C. Sec. 3313.20)

LOST AND FOUND ITEMS:

Please label all school items so that in the event that they are lost, they can be returned to the rightful owner. Lost items should be reported to the office. Found items should be taken to the office.

MEDICATION:

- Students who need to take medication during the day should give the original container (with the dosage clearly indicated) to the school nurse who will dispense it at the required times. A prescription request form must be on file with the school nurse.
- Students are not to give any medication, prescription or non-prescription, to another student.
- Failure to follow these procedures will result in disciplinary action.

PARKING PERMITS:

- All student drivers and their vehicles must register their vehicle with the Principal.
- You must show your license and proof of insurance to apply for a parking permit. There is a nominal one-time fee for the permit.
- Parking permits must be displayed on the rear view mirror.
- Students may park in any available student space.
- Reckless driving or failure to follow the driving/parking rules may result in suspension of driving privileges or other disciplinary action. **The administration reserves the right to have a car towed at the students' expense for violations of school rules/policies.**
- Students may have their vehicles inspected by the Ohio State Patrol to ensure that they meet all safety requirements.
- Vehicles on school property are subject to random searches. Anything found in the vehicles will be considered to be the property of the registered student, and disciplinary actions will be taken for any items found which violate the discipline code.

RANDOM SEARCHES:

- The Administration may randomly plan police searches during normal school hours of school lockers and their contents, as well as student vehicles and other property. **The school is not responsible for any damage during these searches.**

SCHOOL DANCES:

- HS dances are not open to middle school students and vice versa.
- If a student leaves a dance he/she will not be readmitted, and the parent will be notified.
- Guest passes are available for Homecoming, Prom, and other high school dances and may be obtained in the high school office with the approval of the guest form. Guests must be no older than 20 years of age and must be currently enrolled in high school or a recent graduate. Misbehavior of a guest will result in disciplinary action for the Danbury student.

SOLICITING, SELLING, DISTRIBUTION:

No person is permitted to solicit, sell, or distribute anything, including printed material, on school property or buses without the permission of the administration.

STUDENT FEES:

- Student fee amounts will be determined by the Board of Education on an annually basis. For the 2022-2023 school year student fees are \$45
- If there is a need, a payment schedule can be set up to pay off fees.
- Fees will accumulate if not paid in full each year.
- Seniors may not participate in graduation exercises unless all fees are paid.
- Seniors will not receive their diplomas until all fees are paid.
- Grade cards will be held until the fees are paid, or other arrangements are made with school administration.
- Students who withdraw and owe fees will have their records held until all fees are paid in full.

TEXTBOOKS:

Students assigned textbooks are expected to handle them with care. Any damage to textbooks is the responsibility of the student. Any fees for lost or damaged books will be added to the students' fees.

VALUABLES:

Students are discouraged from bringing valuables to school or school functions. The staff and administration are not responsible for lost or stolen items.

VENDING MACHINES:

Students may use the vending machines in the morning before school (7:30 a.m.) and after school (3:00 p.m.). Students should not use vending machines during school instructional time (7:30 a.m. – 3:00 p.m.) unless permission is obtain from the building principal.

VISITORS:

All visitors must report to the office and obtain permission from the principal to be on school property. All visitors must wear a visitor badge at all times. On occasion, student visitors are permitted to come and visit during lunch. Prior approval from the administration must be given for any visit.

ATTENDANCE POLICY

According to the Ohio Revised Code every parent or guardian must send each school age child to school. Daily attendance is essential to obtain the maximum benefit of public education. The State of Ohio defines absences as legitimate and non-legitimate. The following are examples of legitimate absences:

1. Personal illness (Doctor's Note Required)
2. Illness in the family
3. Quarantine of home
4. Funerals (Funeral Card Required)
5. Emergency Situation
6. Observance of a religious holiday
7. Court-ordered appearances (verification is required)
8. Reasons granted by the principal at his discretion

TRUANCY

Danbury Local Schools endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regards to tardiness and non-legitimate absences. When our school determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the school to require the parent to attend a specified educational program. This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

When it comes to the attention of the school attendance officer and/or building administration, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

Danbury Local Schools must calculate absences by hours, rather than days, in conformance with the definition of habitual truancy. Danbury Local Schools will send written notification to the parent or legal custodian when students are considered habitually truant. Students are defined as "habitually truant" when any student who is absent/tardy, without a legitimate excuse for:

- 30 consecutive hours without a legitimate excuse (formerly 5 days);
- 42 hours in one month without a legitimate excuse (formerly 7 days);
- 72 hours in one school year without a legitimate excuse (formerly 12 days)

The parent or guardian is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer must send notice requiring the child's parent through a mediation process.

TRUANCY INTERVENTION PLAN

Danbury Local Schools has a truancy intervention team that consists of but not limited to the building principal, guidance counselor, and the child's parent or legal custodian. This team will be assigned to the habitually truant students and send written notification to the parent or legal custodian when students are considered habitually truant. Students are defined as "habitually truant" when any student who is absent/tardy, without legitimate excuse for:

- 30 consecutive hours without a legitimate excuse (formerly 5 days);
- 42 hours in one month without a legitimate excuse (formerly 7 days);
- 72 hours in one school year without a legitimate excuse (formerly 12 days);

This assignment to the mediation team and letter will occur within ten school days after the triggering absence.

- The team will then develop an intervention plan tailored to the student within fourteen school days after the team is assigned.
- The school district will provide a written copy of the plan to the student's parent or legal custodian within seven school days after the plan is developed.
- The intervention plan will explain that the attendance officer is required to file a complaint with the juvenile court no later than 61 days after the implementation of the plan if the student fails to comply with the plan.

PROCEDURE FOR REPORTING AN ABSENCE AND RETURN TO SCHOOL:

1. The parent/guardian should notify the school between 7:00 a.m. and 8:30 a.m. if a student is ill. Otherwise, the school will call the home to verify the absence beginning at approximately 8:30 a.m.
2. Upon return to school after any absence, the student should report to the high school office. If a call was not made, the student must bring a note from the parent.

PROCEDURE FOR PICKING UP STUDENTS DURING THE SCHOOL DAY:

The safety of our students is our utmost concern and we need to know who is taking them from our building. We ask that the parent picking up the student(s) park on the east side and come into the high school office. The secretary will call the classroom for your student(s) once you arrive to pick them up. No student(s) will be released unless an authorized adult comes into the building to pick him/her up. When you drop your student(s) off, you should do so at the High School entrance (east side by the flagpole). This is the only door open during the school day. (This policy does not affect students who drive.)

ABSENCES & TARDIES:

1. House Bill 410 requires Ohio school districts to keep track of hours of school missed by each student.
2. Students are to be on time for school and classes. A student is considered tardy if he/she is not in the classroom when the bell rings. When a student is late to school he/she must sign in at the high school office and receive an admit slip to class.
3. When a student is tardy to class, the teacher will admit the student and call or email the building secretary to report them as tardy to class.
4. Penalties for tardiness (excused or unexcused) to school or unexcused to class during each semester will be as follows:
 - 5th tardy 1 hour of detention and parent notification
 - 7th tardy 1 hour of detention and parent notification
 - 9th tardy 1 hour of detention and parent notification
 - 10th tardy A day in ISR for every tardy starting at the 10th tardy
5. In order for a student to participate in an extra-curricular activity or school-sponsored event, a student must sign in to school prior to 11:15 a.m. the day of the activity or event. Excused absences listed on page 17 of the student handbook identify exceptions to this rule.

MAKE-UP WORK:

Each student who is absent must immediately, upon return to school make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by state law (House Bill 410) may or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out of school suspension are permitted to make up any missed classroom assignments/work. Students are required to bring a note to school after each absence explaining the reason for the absence or tardiness

FAMILY VACATIONS:

A vacation form obtained from the high school office must be filed two weeks prior to the vacation date. The form must be filled out by the custodial parent or guardian and state the following:

1. The proposed educational value of the vacation.
2. Dates the student will be absent from school.

If vacation is granted, teachers will provide assignments ahead of the vacation that the student will be responsible to have completed upon their return. Parents will be notified in writing of approval or disapproval regarding the request. Vacation days will not be approved during the week(s) of state achievement testing or other standardized testing. **Please call the school if you have any questions regarding specific testing dates.**

ILLNESSES AT SCHOOL:

If a student becomes ill during school, they are to ask the classroom teacher to go to the office. The office will contact the school nurse and if the school nurse determines the student should go home, the student will be released only with the consent of the parent/guardian or designee as stated on the Emergency Medical Form. **No student will be released unless a completed Emergency Medical Form is on file in the office.**

COLLEGE VISITS:

- Students may visit college campuses for a total of **five days** during both their junior and senior years. Additional college days can be added, provided that a student gets Principal approval prior to the college visit. (Juniors must have a C average in all their classes and good attendance to use this privilege.)
- All students must contact the office at least one week prior to the desired date of visitation and obtain a "College Visit" form to be completed by the classroom teachers, the student, & the parent. **(Juniors must have a parent/family member accompany them on their visit unless the principal gives permission that waives this requirement).**
- The student should make the appointment and have the college admissions officer sign the "College Visit" form, which will be given to the secretary when the student returns to school.
- College visits do not count against perfect attendance.

DISCIPLINE POLICY

The primary purpose of our school is to provide a safe and secure educational environment for all of our students. This is done to ensure that all of our students are given the opportunity to be educated in an environment that is conducive to learning. When this educational environment is disrupted or interfered with, corrective measures become necessary. Generally, these measures begin with staff intervention to change behavior. Repeated violations may result in referral for counseling, parental notification and conference, detention, In School Restriction (ISR), Emergency Removal, Out of School Suspension (OSS), or Expulsion.

Detention: any staff member may assign detentions. Detentions are held Monday after school from 3:00 p.m. until 4:00 p.m. Detentions may be rescheduled once each semester.

In School Restriction: Students assigned to ISR will report directly to the high school office each morning at 7:30 a.m. ISR students are permitted to ride the bus. ISR students are not to be with the general student population. The teachers will send assignments to the high school office. All work completed in ISR will count 100% (Students will receive no credit for class participation.). No class absences will be given. Students may not participate in nor attend any extra-curricular activities, including athletic, music, or play practices while assigned to ISR.

Emergency Removal: When a student is in a fight, found to be in possession of an illegal substance, shows gross disrespect to any staff member, threatens a staff member, threatens to harm themselves, or is considered to be a threat to the rest of the student body he/she will be removed from the student population and placed in a restricted area until the parent has been notified to take the student home.

Intent to Suspend Notice: When a student has been involved in or accused of an offense that could result in a suspension, he/she will be given a letter of intent to suspend. This letter does not mean that the student will be suspended, but there is that possibility. The administration will collect evidence and make a decision as to guilt and punishment, usually within 72 hours. However, school administration is not limited to the 72 hours if more time is necessary to collect additional information.

Out of School Suspension (OSS): If a student is suspended from school, the student can make-up any work missed during the suspension, but they must do so in a timely fashion. Students may not participate in nor attend any extra-curricular activities while on suspension.

Expulsion: Under some circumstances a student may be recommended to the superintendent for expulsion. The student will not be allowed to come to school and will not earn course credits. The student may not participate in nor attend any extra-curricular activities.

Due Process: Students have the right to a hearing with the principal. If the student feels that he/she did not receive due process for a disciplinary assignment to OSS, an appeal may be made to the Superintendent. (Appeals are for OSS only.)

The administration reserves the right to increase disciplinary consequences.

The discipline code applies to any school function both on and off school property and to any extra-curricular activity handbooks.

	OFFENSE	CONSEQUENCES (One or more may be awarded)
L E V E L O N E	<ul style="list-style-type: none"> • Not following Directions (includes classroom rules set by teacher) • Inappropriate Comment(s) • Public Display of Affection (couples: kissing, holding hands, walking arm in arm) • Disorderly conduct • Classroom or lunchroom disruption • Hall Pass Violation • Dress Code Violation • Horseplay • Possession of a cigarette lighter • Cell Phone/Electronic Device Violation 	<ul style="list-style-type: none"> • Verbal Warning • Call to Parent • Detention • Lunch Detention • In School Restriction • Loss of Privileges • Community Service
L E V E L T W O	<ul style="list-style-type: none"> • Fighting or encouraging another student to induce harm to anyone; horseplay that results in injury • Causing harm to another person • Insubordination, insolence, or disrespect to a staff member or adult in charge • Use of vulgar comments • Threatening a staff member or student • Degrading act(s) toward another person • Gross sexual misconduct • Harassment/bullying/ intimidation • Tobacco (possession or use of on school property) • Vaping/vaping instruments are prohibited • Lying to or about a staff member • Leaving school/classroom without permission • Theft or unauthorized possession of stolen property or unauthorized removal of school or private property • Vandalism • Internet violation • Cheating/Plagiarism • Destruction or mistreatment of lockers • Truancy • Failure to serve detention or Sat School • Continual violation of school rules • Continual belligerent behavior 	<ul style="list-style-type: none"> • Detention • In School Restriction • Out of School Suspension • Expulsion

	OFFENSE	CONSEQUENCES (One or more may be awarded)
L E V E L T H R E E	<ul style="list-style-type: none"> • Possession of illegal drugs, copycat drugs, or drug paraphernalia • Selling or distribution of illegal or copycat drugs • Possession of alcohol • Possession of a weapon • Causing intentional physical injury to another person • Being under the influence of alcohol or illegal drugs • Committing an act which may induce panic (such as calling a bomb threat, pulling a fire alarm, or anything that may cause panic or be interpreted as a threat toward the safety of the school) or any involvement with such an act 	<ul style="list-style-type: none"> • Permanent assignment to ISR • Out of School Suspension • Expulsion • Prosecution by school and/or local authorities • Referral to an appropriate agency for rehabilitation, counseling, or treatment

CHEATING or PLAGIARISM:

Cheating will not be tolerated. Cheating may jeopardize a student’s membership in some extracurricular activities. The policy for cheating is listed below and is cumulative per subject area.

1st Offense - 0% for the assignment/test, one hour detention, and parent notification.

2nd Offense - 50% (F) for the nine week grade, two hours of detention, and parent notification.

3rd Offense - 50% (F) for the semester grade, assignment to ISR for the remainder of the semester (minimum 10 days), and parent notification.

The administration reserves the right to add and/or change disciplinary actions and violations not listed above, as needed.

STUDENT INFORMATION

ACTIVITIES:

Students are encouraged to join extra-curricular activities, where they can have fun, make new friends, pursue special interests or develop academic or athletic skills at Danbury. Extra-curricular activities take time. The students must be aware of this and plan accordingly. **Those who miss practices, rehearsals, meetings, etc. damage the welfare and performance level of the organization.** Regular school rules, including disciplinary actions cover all activities.

Danbury offers the following athletic programs and clubs. Membership in some will be on a selection basis.

Academic Challenge Team	Swimming
Art Club	Key Club
Athletic Statistician	National Honor Society
Golf	Pep Band
Baseball	School Play
Basketball	Softball
Cabaret	Teacher/Office Aide
Cheerleading	Student Council
Class Officer	Track
Computer Technician	Volleyball
Cross Country	Yearbook
Football	

KEY CLUB:

The Danbury Key Club is a service club sponsored by the Port Clinton Kiwanis Club. Any student in grades 9-12 is eligible to belong. Key Club activities may include: UNICEF, Blood Drawing, Christmas food drive, and other specified service events.

NATIONAL HONOR SOCIETY:

Students are eligible to apply for admittance to the National Honor Society beginning their sophomore year. A student must have a cumulative grade point average of 3.5. The student must also display good character, leadership, and service to their school and/or community. Students who qualify academically must submit an application. The faculty selects new members each year based on the pillars of NHS: Scholarship, Leadership, Service, and Character.

STUDENT COUNCIL:

Each class elects members of the student council. A student council member may not be a class officer. The student council is responsible for Homecoming. As the student governing body, the council discusses concerns of the student population and brings proposals to the high school principal for consideration.

SCHOOL PLAY:

The play is usually performed in the month of November. Auditions are open to any eligible student in grades 9-12. Rehearsals are held after school and in the evening. Students are encouraged to participate on or off stage.

CABARET:

Choral and band students participate in Cabaret, which is performed in the month of March. Only academically eligible students may audition for solo and group ensembles.

AWARDS:

- Activity Letter: This is given to students who accumulate 300 activity points by the end of the school year with no more than 75 points from any one activity.
- Academic Achievement: Given to students who maintain a 3.25 GPA for the first 3 grading periods.
- Academic Excellence: Given to those students who maintain a 3.8 GPA for the school year. Chevrons are given for each successive year. A pin is given for the third year and a plaque is awarded as a fourth-year honor.
- Presidential Award: Gold – earned high honors two of the three grading periods and participated in 2 or more extra-curricular activities; Presidential Award: Silver – earned high honors once and participated in 2 or more extra-curricular activities.
- Citizenship Award: Given to a senior boy and girl selected by the faculty.
- Perfect Attendance Award: In order for a student to earn this award, he/she cannot miss a single or part of a day nor be tardy to school throughout the entire school year. Pre-approved college days and school sponsored field trips and extra-curricular activities are not counted as absences.
- Athletic Letters: Given for each sport, based on time played.
- Iron Anchor Award: is presented to any student athlete who starts and finishes three or more Ohio High School Athletic Association sanctioned sports in the same school year. The student athlete must compete in a sport during all three seasons (fall, winter, spring).
- Music Letters: Given for band and choir, based on participation various performing groups.

Students must be enrolled fulltime (5 courses or 15 semester hours) to be considered for any award.

SENIOR ONLY AWARDS:

- Norton Award: This honor is awarded to seniors at graduation who have accumulated 600 activity points with no more than 400 points from athletics and music. (Students are responsible for verifying their activity points each spring with the principal or designee in the high school office. Corrections cannot be made to previous years.)
- Departmental Awards: Given to a senior(s) selected by teachers from each department.
- Activity Key: Awarded to the top female and male senior with the most activity points.
- Danbury Key: Danbury High School's highest honor is given to a senior selected by the teaching staff.
- ACADEMIC Recognition (based on 7 semesters):
 - Summa Cum Laude: 3.85 - 4.0 cumulative GPA
 - Magna Cum Laude: 3.70-3.849 cumulative GPA
 - Cum Laude: 3.5 – 3.699 cumulative GPA

ASSEMBLIES - PEP RALLIES - SPECIAL EVENTS:

Students are expected to show proper behavior during assemblies. Giving performers and guest lecturers our attention and respect is expected of all Danbury students. Failure to be polite and respectful may result in suspension from all assemblies, special events, and pep rallies for the remainder of the school year. Disciplinary action will be taken.

FIELD TRIPS:

All school regulations apply during field trips. Students must comply with rules and regulations set by the chaperones. Students may have field trip privileges taken away for discipline code violations.

STUDENT AIDES:

Students may be requested by a staff member to be an aide. This is a privilege. A student must have a 2.75 GPA, a good attendance record, good character, and good conduct. Approval for aide positions rests with the principal.

WORK PERMITS:

Students who would like to receive an application for a work permit should stop in the high school office or call (419) 798-4037. Processing time could take up to ten days for the completion of the work permit.

GUIDANCE INFORMATION

ADMISSIONS AND WITHDRAWALS:

Any student enrolling at Danbury High School must furnish:

- Birth certificate
- Immunization records
- Proof of residence or Open Enrollment Acceptance
- Proof of legal custodial parent/guardian at the time of enrollment before admission can be approved

To transfer to another school the student must:

1. Report to the high school office and personally give the reason for withdrawal.
2. Have parents or legal guardians sign the withdrawal form for all students under 18.
3. Return all books and materials to classroom teachers and/or school library.
4. Pay all bills, and fulfill all financial obligations before an official transcript will be released.

EDUCATIONAL OPTIONS: See the Guidance Office for more information.

- **FLEX CREDIT:** Flex Credit enables high school students to earn units of high school credit based upon a demonstration of subject area competency. This policy allows students to earn credit instead of or in combination with completing hours of classroom instruction. The Danbury Board of Education adopted this policy in the fall of 2009 with implementation for the 2010-11 school year. Students will be able to show what they know and move on to higher-order content they are ready to learn, but have not mastered; and they will be able to learn subject matter and earn course credit in ways not limited solely to “seat time” or the walls of the school building. Information is available in the Guidance Office.
- **LINCOLN INTERACTIVE CLASSES:** These classes are Web-based classes in which students work independently online. The student has several modules and tests to complete. Highly Qualified non-Danbury teachers teach the classes. Failure to complete the work within the semester or failing the course will result in a failing grade and will require reimbursement of the course cost to the district. Students must complete assignments within a designated timeline for the semester (50% completion rate at end of each quarter). Students must complete the course within the Danbury semester calendar. Students may not take more than one Lincoln Interactive course each semester without administrative permission.
- **COLLEGE CREDIT PLUS (CCP):** Ohio’s new College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is free. That means no cost for tuition, books or fees. If you choose to attend a private college or university, you may have limited costs. Danbury Local Schools offers courses for college credit from Bowling Green State University and the University of Findlay. The Danbury faculty members are approved and certified through these institutions.
 - **In the event that a student withdraws from a class after the college/university determined deadline or fails the class, the student is fiscally responsible to reimburse the school district at the regular tuition price.**
 - **Off campus and online CCP students must provide their quarterly grades to the high school office no later than the Friday after the Danbury grading period to be included on the honor roll lists sent to the local newspapers and to verify their athletic eligibility.**
- **3-YEAR GRADUATION:** A student at Danbury may graduate at the completion of the junior year providing all the requirements of the State Department of Education and the Danbury Board of Education have been met. Students must inform the High School no later than the end of their 10th grade year.

TESTING

Danbury High School students will participate in all required State of Ohio Assessments. All 11th grade students are required by the state of Ohio to take the ACT. In addition, 10th grade students will take the Pre-ACT.

FERPA (MILITARY RECRUITMENT STUDENT OPT-OUT FORM)

- Under current federal law all schools must, if requested, provide the names, addresses, and telephone numbers of high school students to the U.S. military recruiters.
- Under current federal law, if you are a student you have the right to request that the information not be released if you are 18 years of age or older.
- If you are under 18 years of age, your parent may request that this information not be shared.
- Opt-out forms are available on pages 32 & 33 and must be completed each year. Additional forms are available in the high school office.

FOREIGN EXCHANGE STUDENTS:

- No more than 2 foreign exchange students will be admitted to Danbury High School per school year.
- Applications must be submitted for approval prior to August 1.
- Host families must be secured by the agency and approved by the administration prior to acceptance.
- All records must be completed prior to enrollment.
- No exchange students will be accepted after September 30.
- All school fees must be paid at the time of enrollment.
- Danbury diplomas will not be awarded.

GRADES:

- **GRADE CARDS:** Nine-week report cards will be mailed to the student’s home one week after the end of each grading period.
- **INCOMPLETE GRADES:** Students are expected to complete assignments in a timely manner. Sometimes students receive an incomplete grade if they have excused absences and have not completed their make-up work. All incomplete grades will become F’s two weeks after the end of the grading period.
- **PROGRESS BOOK:** Parents and students have access to grades on-line through Progress Book. Progress Book is a web-based grade viewing system, which can be accessed by visiting the Danbury Local Schools web page (www.danburyschools.org). User accounts can be activated by contacting Danbury Local Schools at (419) 798-4037. Once user accounts have been established, their accounts remain the same throughout their entire schooling career. **Interim reports will not be mailed unless the parent/guardian submits a written request.**

DANBURY HIGH SCHOOL GRADING SCALE:

Percentage	Grade	Grade Points
100-94	A	4.00
93-91	A-	3.70
90-88	B+	3.30
87-84	B	3.00
83-81	B-	2.70
80-78	C+	2.30
77-74	C	2.00
73-71	C-	1.70
70-68	D+	1.30
67-64	D	1.00
63-60	D-	0.70
59-00	F	0.00

S/U GRADES: Students receive course credit for completing the course by meeting all requirements (**S**) or no credit for not meeting all requirements (**U**). The grade is not calculated in GPA.

HONOR ROLL:

- High Honors: a GPA of 3.8 or higher with no grade lower than a B-.
- Honor: a GPA of at least a 3.25 with no grade lower than a C-.

GRADUATION REQUIREMENTS:

As recommended by the Danbury Board of Education, a student must earn 21.5 units of credit to graduate. The following must be included within the requirements:

COURSES	# OF CREDITS CLASS OF 2014 & BEYOND
ENGLISH	4
MATH	4
SCIENCE	3
SOCIAL STUDIES	3
PHYSICAL EDUCATION	½
HEALTH	½
PERSONAL FINANCE / SKILLS FOR LIFE	1 (½ credit each)
ELECTIVES: FOREIGN LANGUAGE, MUSIC, ART, BUSINESS/ TECHNOLOGY *Must include one fine art credit**	5.5

- Seniors must complete 20 hours of community service during their high school career. Forms are available in the office.
- Students must meet all state assessment requirements to earn a diploma. The Ohio Department of Education provides other assessment pathways for graduation. Please see the counselor or principal for additional information.

ACADEMIC / CAREER TECH HONORS DIPLOMA REQUIREMENTS:

Due to the varying criteria as set forth by the Ohio Department of Education, it is recommended that you refer to the Ohio Department of Education website (education.ohio.gov) and/or contact the high school guidance office with any questions.

PROMOTION AND RETENTION:

GRADES 9-12: Class assignment will be determined by the number of completed credits a student has earned at the end of each semester. Grade levels and the number of credits required are:

- Grade 9 Freshman 0 – 5 credits
- Grade 10 Sophomore 5.25 – 10 credits
- Grade 11 Junior 10.25 – 15 credits
- Grade 12 Senior 15.25 + credits

Any student not meeting the required credits, will be retained in their current grade level. Students who fail required courses necessary for graduation will be required to meet with the guidance counselor and principal to create a credit recovery plan. Credits and class assignment will be updated at the end of each semester.

SCHEDULE CHANGES:

- After spring registration, no schedule changes will be made without the approval of the counselor and principal. All students must be registered for a minimum of five courses.
- Students may drop a course after the first month of a semester or at semester with the approval of the parent, the guidance counselor, and the principal. **Classes dropped after this time will result in a failing grade for the semester.**

TRANSCRIPTS:

Official and/or unofficial copies of transcripts are available upon request by sending an email to the school guidance counselor.

TALENTED AND GIFTED PROGRAM:

- The Danbury Local School District uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.
- The District ensures that there are ample and appropriate classes available to all TAG students to fully challenge their ability level.

Also available are:

- *Identification of Children Who are Gifted*, describing the eligibility criteria, the Identification plan, and the appeals process allowable by HB282.
- Assessment Instruments used by the District for Gifted Identification, which lists the instruments accepted by the Ohio Department of Education.
- This identification system follows the assessment process delineated in Amended House Bill 282, the Rule for Identification and Services for Children Who are Gifted effective July 1, 1999, and the recommended procedures by the Ohio Department of Education's Division of Gifted Education.

For further information regarding gifted identification, contact the principal.

**NOTICE OF NONDISCRIMINATION
AND INFORMATION ON SECTION 504 PROCEDURES:**

The Danbury Local School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Any inquiries regarding the district's nondiscrimination policies should contact the Danbury superintendent of schools at 419-798-5185.

The Danbury Local School District has procedures for the referral, evaluation, and placement process for students with disabilities as required by Section 504 of the 1973 Rehabilitation Act. You may contact the Superintendent or Section 504 Coordinator (Director of Special Services) to obtain a copy of the District's Section 504 procedures.

RELEASE OF STUDENT PICTURES FOR DISTRICT PUBLICATION

From time to time the district may want to print students' pictures in school publications (news releases, newsletters, or brochures) or on the website. If you do not want your child's picture included at any time, please provide the school with a written letter stating this.

FOR ANY INFORMATION NOT FOUND ON THESE PAGES CONTACT THE HIGH SCHOOL OFFICE (419-798-4037).

MILITARY RECRUITMENT STUDENT OPT-OUT FORM
(Students who are 18-yrns of age or older)

Under current federal law all schools must, if requested, provide the names, addresses, and telephone numbers of high school students to the U.S. military recruiters.

Under current federal law, if you are a student you have the right to request that the information not be released if you are 18 years of age or older.

Please initial below if you do not want your name, address, and telephone number disclosed to the U.S. military recruiters.

DO NOT DISCLOSE my contact information without my prior permission.

_____ (Initial Here)

Student's Name _____
(Please Print)

Student's Date of Birth _____

Student's Signature _____

Date _____

Please return to: **Danbury High School Office**
9451 E Harbor Rd
Marblehead, OH 43440