**2022-2023 College Express Procedures & Guidelines**

College Express is a privilege afforded to DHS students and the guidelines that accompany it are non-negotiable.

1. The first day of College Express is Monday, August 22. The first day of classes at DHS was Friday, August 12. College Express students reported to the DHS auditorium during 2nd and 3rd period on Friday, August 12 and will be expected to report to the auditorium on Monday, August 15. Starting Tuesday, August 16 through Friday, August 19 students who do not have a 1st period class **AND** have their own transportation may report to DHS at 10:15am in time for 4th period class. Students must meet both criteria listed above.
2. All College Express students attended an informational meeting with Mr. Bretz in the DHS auditorium during 2nd period on Monday, August 15. Copies of the expectations were provided for students and Mr. Bretz discussed the expectations and answered questions related to College Express.
3. Students **MUST** ride the bus provided by Danville High School, students are **NOT** allowed

to drive themselves to College Express. Students who transport themselves or ride with another student will be warned and parents will be notified. Further violations risk students’ continued enrollment in the program. Students may be driven to DACC by a parent or guardian but must take the bus back to DHS.

1. Students who leave DACC without permission will be warned and parents will be notified. Further violations risk students’ continued enrollment in the program.

1. Students are required to attend College Express classes every day. If students miss more

than 5 days, excused/unexcused, they risk not being allowed to continue in College Express the following semester. These are college courses and students must meet a minimum amount of seat time in class for DACC credit to be awarded. The final determination of students’ continuation in the program based on attendance concerns lies with the DACC professors, this is DACC’s rule.

1. Buses will be instructed to leave DHS at 8:25am. Students with a 1st period class at DHS will be dismissed 5 minutes early to ensure they catch the bus. Buses will arrive at their first DACC pickup location at 9:50am and leave at 9:55 am to return to DHS. Students who miss the bus going to DACC will be marked absent and must report to Study Hall. When possible, DHS Home Family Liaisons may drive a tardy student to DACC, but their availability is not guaranteed. Excessive tardiness to DACC will eventually result in tardiness being counted as unexcused absences and will risk a student's continuation in the program.
2. Upon return from College Express, students will enter DHS through the Clocktower entrance. Students who attend College Express are expected to attend their scheduled classes at Danville High School. If a student attends College Express, but does not attend their classes at DHS, they will be formally warned, and parents will be notified. Further violations risk the student’s continued enrollment in the program.
3. All rules that apply at Danville High School are in effect while on campus at DACC; therefore, any misbehavior at DACC will result in consequences through DHS per the OIE Handbook.

**I understand and agree to adhere to the above College Express procedures and guidelines.**

**(Print) Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This form must be signed and returned to Mrs. Baker in room 124 by Friday, August 26, 2022.**