



# SOUTH CENTRAL HIGH SCHOOL

## STUDENT HANDBOOK 2017-2018

<b>I. Welcome to South Central Sr High School</b>	<b>2</b>		
SHCSC Mission Statement	2	Bullying Guidelines	30
SHCSC Vision Statement	2	Administrative Guidelines	31
School Mission Statement	2	<b>V. Student Services</b>	<b>32</b>
<b>II. General Information</b>	<b>3</b>	Alternative Ways of Earning HS Credits	33
School Calendar	3	Credits and Grades	33
SCHS Bell Schedule	4	Dual Credits	33
Delay or Closing of School	5	South Harrison Academic Honors	33
Closed Campus	5	Graduation	33
Visitors	5	Grading System	33
Lunch Program	5	Weighted Grades/Advanced Placement Courses	34
Health Clinic	5	Guidelines for Post-Secondary Credit/Dual Credit	35
Medication	5	Diploma Track Options	36
Telephone Calls/Messages	6	Indiana General High School Diploma	38
Book Store	6	Schedule Changes	39
Student Lockers	6	Work Permits/Release	39
Lost and Found	6	Withdrawal from School	39
Textbooks	6	Cheating/Plagiarism	39
Hall Passes	6	Release of Student Records to A Non-custodial parent	39
Vending Machines	6	<b>VI. Transportation Guidelines</b>	<b>40</b>
Instructional Media Center	6	Bus Transportation Rules	40
Dances	7	Consequences	40
Prom	7	Bus Pass Procedure	40
Photo Release	7	Motorcycles	41
Emergency Preparedness	7	Parking Lot	41
41		Prosser Education Center Transportation	
Dress/Grooming Guidelines	8	Invalidation of Driver's License	
42			
<b>III. Attendance Guidelines</b>	<b>8</b>	<b>VII. SHCSC Policies</b>	<b>42</b>
Excusable Absences	9	Attendance	42
Tardiness	10	Inter-School Transfer	43
Truancy	10	Promotion, Placement, and Retention	44
Leaving School during School Hours	10	Search and Seizure	44
Make-up Opportunities	10	Use of Dogs	45
Afternoon Learning Lab (ALL)	10	Student Discipline	45
<b>IV. Discipline Guidelines</b>	<b>11</b>	Sexual and other forms of Harassment	46
School Authority	11	Drug Prevention	47
Student Conduct	12	Computer Technology and Networks	48
Display of Affection	13	<b>VIII. State and Federal Laws</b>	<b>49</b>
Assembly Behavior	13	Civil Rights Non-Discrimination Statement	<b>49</b>
Technology	13	Civil Rights Non-Discrimination Grievance Procedure	49
Wireless Communication Devices	14	Family Education Rights and Privacy Act of 1974	50
Substance Abuse	15	Student Records	51
General Conduct Rules	16	Personally Identifiable Information	52
Teacher Discipline of Student	16	Directory Information	52
Saturday School	16	Immunization Law	53
Alternative Placement	16	Asbestos Letter	54
Suspension	17	Staff Directory	55
Expulsion	17		
SHCSC Drug Testing Guidelines	20		
Random Drug Testing Guidelines	24		
SHCSC Drug Testing Consent Form	27		
Athletic Code of Conduct	28		
South Harrison Extra Curricular Consent	29		

**I. WELCOME TO SOUTH CENTRAL SENIOR HIGH SCHOOL**

On behalf of our faculty and staff, we welcome you to the 2017 – 2018 school year. We are proud of our high school, our students, our staff, and the support we receive from parents and community members. The handbook is designed to give you information you will need to be familiar with during the school year. South Central Senior High School strives to provide a safe and engaging learning environment. The administration, faculty, and staff will strive daily to meet our commitment to help you grow academically as well as in your co/extra-curricular endeavors. We wish you much success in this school year.

**SOUTH HARRISON COMMUNITY SCHOOL CORPORATION MISSION STATEMENT**

The mission of South Harrison Community School Corporation is to create an environment which develops, nurtures and reinforces the success of students as well as all people served by the corporation. Further, through the shared involvement of home, community, and school, our purpose is to develop and provide quality work to prepare each student to think, reason, and participate in a diverse society as a lifelong, self-directed learner.

**SOUTH HARRISON COMMUNITY SCHOOL CORPORATION VISION STATEMENT**

We envision schools in which students experience success through authentic, real-life learning activities, focusing on an appreciation of the diversity of society and the ever-changing opportunities for students after graduation.

**SOUTH CENTRAL HIGH SCHOOL MISSION STATEMENT**

The South Central Senior High School community is dedicated to providing a safe and nurturing learning environment that presents engaging, challenging, and diverse learning experiences for students so that they can achieve their academic potential and become life-long learners.

## **II. GENERAL INFORMATION**

### **School Calendar 2017 - 2018**

#### **August, 2017**

Tuesday, 1st	Orientation Day - No Students
Wednesday, 2nd	First day for Students
Tuesday, 22nd	School Pictures
Thursday, 24th	Senior Yearbook Pictures

#### **September, 2017**

Monday, 4 <sup>th</sup>	Labor Day – No School
Friday, 1st	Midterms sent home

#### **October, 2017**

Wednesday, 4th	End of First Grading Period (45 Student Days)
Thursday, 5th – 13th	Fall Break – No School
Monday 16 <sup>th</sup>	School Resumes
Friday, 27 <sup>th</sup>	School/Senior Yearbook Picture retakes

#### **November, 2017**

Thursday, 7 <sup>th</sup>	Parent-Teacher Conferences: No Students
Friday, 10th	Midterms sent home
Wednesday – Friday, 22nd – 24 <sup>th</sup>	Thanksgiving Recess – No School

#### **December, 2017**

Thursday, 21st	Last Student Day
Thursday, 21st	End of Second Grading Period (45 Student Days)
Friday, 22nd	Teacher Day – No Students
Monday 25th – 29 <sup>th</sup>	Winter Break – No School

#### **January, 2018**

Monday, 1st	Winter Break - continued– No Students
Tuesday, 2nd	School Resumes
Monday, 15 <sup>th</sup>	Martin Luther King Day - No School or Make-Up Day

#### **February, 2018**

Monday, 19th	Presidents' Day - No School or Make-Up Day
Friday, 2nd	Midterms sent home

#### **March, 2018**

Wednesday, 7 <sup>th</sup>	End of Third Grading Period (45 Days)
Monday, 19 <sup>th</sup> – 23rd	Spring Break – No School or Make-Up Day
Monday, 26 <sup>th</sup> – 30th	Spring Break – No School

#### **April, 2018**

Monday, 2nd	School Resumes
Friday, 20th	Midterms sent home

#### **May, 2018**

Tuesday, 8th	Teacher Professional Development – No Students
Thursday, 24th	Last Day for Students, Pending Make-Up Days
Thursday, 24th	End of Fourth Grading Period (45 Student Days)
Friday, 25t	Last Day for Teachers, Pending Make – Up Days

#### **June, 2018**

Sunday, 3rd	SCHS Graduation Ceremony, 1:30 PM
	CCHS Graduation Ceremony, 4:00 PM

## BELL SCHEDULE

Senior High Bell Schedule		Middle School Bell Schedule	
8:00 – 8:45	1 <sup>st</sup> Hour	8:00 – 8:50	1 <sup>st</sup> Hour
8:50 – 9:35	2 <sup>nd</sup> Hour	8:55 – 9:40	2 <sup>nd</sup> Hour
9:40 – 10:25	3 <sup>rd</sup> Hour	9:45 – 10:30	3 <sup>rd</sup> Hour
10:30 – 11:30	HOMEROOM	10:30 – 11:00	Lunch
11:30 – 12:00	LUNCH	11:05 – 11:55	HOMEROOM
12:05 – 12:50	4 <sup>TH</sup> Hour	12:00 – 12:45	4 <sup>TH</sup> HOUR
12:55 – 1:40	5 <sup>th</sup> Hour	12:50 – 1:35	5 <sup>th</sup> Hour
1:45– 2:30	6 <sup>th</sup> Hour	1:40 – 2:25	6 <sup>th</sup> Hour
2:35 – 3:20	7 <sup>th</sup> Hour	2:30 – 3:15	7 <sup>th</sup> Hour
Senior High Early Release		Middle School Early Release	
8:00 – 8:40	1 <sup>st</sup> Hour	8:00 – 8:45	1 <sup>st</sup> Hour
8:45 – 9:25	2 <sup>nd</sup> Hour	8:50 – 9:30	2 <sup>nd</sup> Hour
9:30 – 10:10	3 <sup>rd</sup> Hour	9:35 – 10:15	3 <sup>rd</sup> Hour
10:15 – 10:55	HOMEROOM	10:20 – 11:00	HOMEROOM
11:00 – 11:45	4 <sup>th</sup> Hour	11:00 – 11:30	Lunch
11:45 – 12:15	Lunch	11:35 – 12:10	4 <sup>th</sup> Hour
12:20 – 1:00	5 <sup>th</sup> Hour	12:15 – 12:55	5 <sup>th</sup> Hour
1:05 – 1:45	6 <sup>th</sup> Hour	1:00 – 1:40	6 <sup>th</sup> Hour
1:50 – 2:30	7 <sup>th</sup> Hour	1:45 – 2:25	7 <sup>th</sup> Hour

## DELAY OR CLOSING OF SCHOOL

If weather appears threatening, please listen to area radio and television stations for information pertaining to possible delays or closing of school. Students are asked not to call the school or school personnel at their homes for school closing information. School Messenger notification for students and parents.

## CLOSED CAMPUS

South Harrison schools operate under a closed campus policy. No student may leave the building at any time without first obtaining permission from the office. Accordingly, students may not bring in food into the cafeteria during lunch services from outside sources or leave campus for the purposes of attaining food from an outside location.

## VISITORS

Students should not bring guests to school during the school day. South Harrison schools have a “no visitor” policy. Anyone entering the building who is not a student or an employee of the school system should report directly to the office and provide identification that will be entered into the Raptor system. They will then be given a visitor’s pass. Students will not be excused from class for messages or visits. Messages or materials needed by students should be left in the office. Every attempt will be made to cooperate with parents who have special needs.

## LUNCH PROGRAM

Students shall not exceed a negative balance of \$7.50. Lunch account payments may be made online at [www.ezschooldpay.com](http://www.ezschooldpay.com). Any student needing to access the downloadable form for free and reduced meals may do so through the district website at [www.shcsc.k12.in.us](http://www.shcsc.k12.in.us) or the form may be completed online at [www.ezmealapp.com](http://www.ezmealapp.com). Students should return the completed form to the school office if necessary. Forms may be turned in at any time during the school year.

## HEALTH CLINIC

First Aid, Accidents, and Illness – Any student feeling ill or receiving an injury should report immediately to the teacher in charge. The teacher in charge will determine the need for the student to be sent to the school’s Health Clinic. A pass will be given to the student to allow the student to be evaluated by the school nurse or her designee. Students are not to go to the Health Clinic between classes (without a pass from a teacher) unless it is an emergency situation. Minor ailments or injuries may be cared for by general first aid administered in the school clinic. If any question exists, the school will contact the parent/guardian; students **ARE NOT** to contact their parent/guardian without first being evaluated by the school nurse or designee. No student will be sent home without approval from the office and parent/guardian notification. In the event that a parent/guardian cannot be contacted, the school may seek appropriate medical aid for the student.

## MEDICATION

The following are the rules for medication that have been adopted by the South Harrison Community School Corporation:

1. All medication (both prescription and non-prescription) to be used during the school day, must be given to the school nurse at the start of the school day. For school purposes, cough drops are considered medication.
2. Written instructions on a Medication Administration/Authorization Form must accompany the medication (prescription and non-prescription) and must be completed and signed by a parent/guardian and the health care provider (physician, dentist, or nurse practitioner). A new form must be filled out for each new school year.
3. All prescribed medication for an individual must be kept in the original container with the pharmacy label and the student’s name. Over-the-counter medication must be kept in the original container with the student’s name written on the container.
4. Medications are always kept under lock and key or in a tamper-proof container and will be dispensed by the nurse or her designee unless other arrangements have been made with the parent and health care provider.
5. Any change in a medication, dosage, or time to be given must be given in written form with the parent and health care provider’s signature.
6. At the end of the school year any remaining medications are either returned to the parent or destroyed in the presence of a witness.

## 6

7. Any student found to be carrying medication (prescription or non-prescription) on their person without written authorization from their parent and health care provider on file with the school nurse may be subject to the school's discipline policy.
8. It is the parent's responsibility to take care of any student medication needs while they attend the Harrison County Alternative School.

### TELEPHONE CALLS AND MESSAGES

Students will be permitted to use the telephones before/after school and during their lunch hour. No calls are to be made during class hours. Students are allowed to use the phones in the office area only in cases of emergency. The call will then be placed by the school secretary or student.

### BOOK STORE

There are some school supplies available for purchase in Mrs. Babcock's office.

### STUDENT LOCKERS

Each student is provided with a locker for books and clothing. Students are expected to use assigned lockers and any change in locker location requires approval by the office. **It is the student's responsibility to keep the locker clean and neat always.** Food should never be left in the locker overnight. Any writing, stickers, tape, or decals should not be placed in or on the lockers. Never leave money or valuable articles in an unsafe place, lockers need to remain locked at all times. Do not give combinations to any student. The school cannot be responsible for lost articles or money. Students, who do not have a lock built into their locker, may rent a padlock from the office for \$5.00. At the end of the year, when the lock is returned to the office the \$5 deposit will be returned to the student. If a lock is brought from home, a key must be given to the office. **Keep lockers locked.** The school is not responsible for lost or stolen items.

### LOST AND FOUND

Students are expected to return articles lost or misplaced by others to the office.

### TEXTBOOKS

The South Harrison Board of School Trustees has waived the collection of textbook rental fees for the 2017 - 2018 school year. Textbooks are school property. Therefore, the policy for damaged and/or stolen property applies to textbooks. Students are responsible for lost or misplaced dual credit textbooks.

### HALL PASSES

Students are not permitted in the halls without a pass when classes are in session. A student should not leave his/her teacher's jurisdiction without a pass.

### VENDING MACHINES

Vending machines are available throughout the day. A wide range of lower-calorie and nutritious beverages are available for students to consume during the regular and extended school day. Vending machines are not to be used by students between the hours of 8:15 am and 3:10 pm. Drinks (other than water) and candy are not allowed in the halls or classrooms.

### INSTRUCTIONAL MEDIA CENTER

The Library Media Center is open from 7:45 a.m. to 3:10 p.m. on school days. Students may visit the library before or after school or during class with a pass from their teacher. Students may check out materials for up to three weeks and can renew items that are not on hold. A late fee will be charged for items returned after the due date. Students will be charged the cost of replacing lost or damaged items. Students who have overdue materials or fines may have borrowing privileges suspended until the material is returned and fines paid. Parental permission may be required for some books requested through Interlibrary Loan. The media specialist reserves the right to make selections for library materials based on the selection policy. For more information and resources, please visit your school's library website.

# 7

## DANCES

The faculty and administration encourage dances in that they promote a positive form of entertainment. To maintain discipline at dances the following rules will be in effect.

1. Students are expected to arrive no earlier than 30 minutes before an event and no later than 30 minutes after the event or dance starts.
2. There will be no loitering in the parking lot.
3. Students may bring one guest who must adhere to all rules and regulations of SCHS. The guest must be a high school student or a graduate under 21 years of age.
4. No students will be admitted at the door without tickets. All tickets must be purchased in advance.
5. The administration reserves the right to deny or admit any student to a dance.
6. Student must be in attendance for the entirety of the school day most immediately preceding the night of the dance.
7. Any student missing more than 10 days (without school administration approval) during a school year may be prohibited from attending a dance.

## PROM

The Prom is a formal dance for Senior Class students as their guests. Each student may bring one guest (date) who is currently enrolled in high school or a former high school student under 21 years of age. All guests must be approved by the Prom Committee and the administration. **Guests must submit a copy of their driver's license or photo ID with date of birth prior to attendance.** No junior high students are allowed to attend. Any student missing more than 10 days (without school administration approval) in a school year may be prohibited from attending the prom.

## PHOTO RELEASE

Students will be given a picture release form for parents/guardians to sign that allows South Central Jr/Sr High School permission to use the student's picture, portrait, video, or photograph in all forms and media in all manners.

## EMERGENCY PREPAREDNESS

### Fire

Fire Drills will be held intermittently throughout the school year on an unannounced basis. Students should be aware of procedures for evacuating the building from every room in which they are during the day. The following procedure will be used for fire drills:

1. One continual ring of the fire alarm indicates a fire drill
2. Walk quickly, do not run, along the evacuation route
3. No talking, you should listen for instructions
4. Leave books and personal items in the classroom
5. Teacher will check to determine that all students are present
6. Remain outside until the signal is given to return

### Tornado

Tornado drills will be held throughout the year. Students should recognize the seriousness of tornado drills and follow directions posted in the room and the verbal directions given over the PA system and by those in charge. Students should observe the following:

1. Move quickly and quietly at the teacher's command
2. Assume the correct position with book over head for protection

## 8

3. Stay away from large glass areas
4. Remain quiet so you can hear instructions
5. Teachers will take their grade books to check attendance to account for all students
6. Return to the classroom when the “all clear” is given

### **DRESS AND GROOMING GUIDELINES**

South Harrison Community School Corporation has developed a series of guidelines based on concern about the personal appearance of our students. South Harrison strives to be the best school corporation in the state, and expects our students to look and act the part. School personnel do not intend to dictate the type of clothes to be worn to school, but occasionally, it is necessary to say what shall not be permitted. Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate or will be sent home.

*Restricted items will include the following:*

- Holes in pants that expose the skin above the knee
- Shorts/skirts above the top of the kneecap (outerwear must be knee length even if something is worn underneath)
- Excessively tight pants cannot be worn as outerwear. This includes yoga pants and spandex.
- Tops that do not cover the shoulders/underarm areas
- Low cut tops that expose the chest
- Midriff Tops
- Mesh or see through clothing that expose the skin
- Sagging pants
- Hats, berets, caps, sunglasses, and any other head coverings (religious exceptions will be approved by the principal).
- Visible undergarments
- Piercing that is unsafe to the student or other students

*Other simple guidelines for school-appropriate dress and personal appearance:*

- Shoes must be worn at all times. No footwear that has wheels.
- Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
- Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substance is unacceptable.
- Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea is unacceptable.
- It is recommended that coats and jackets be placed in lockers prior to entering the classroom. Students are advised to wear sweaters or sweatshirts if they feel the need for additional warmth.
- Any apparel, jewelry, cosmetic, make-up accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or clothing bearing racially or sexually offensive messages will not be worn inside the school building.

The school shares in the responsibilities of student dress and appearance with the parents and the individual student in the areas of health, safety, and cleanliness of person and apparel. If there is a question as to whether or not any student’s apparel or appearance is appropriate for school, school officials will decide.

### **III. ATTENDANCE GUIDELINES**

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State and Adequate Yearly Progress criteria in No Child Left Behind. The Corporation’s educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Students who have missed more than 10 days (without administration approval) will not be able to attend or participate in extra-curricular and/or co-curricular activities.

### **EXCUSABLE ABSENCES**

*Types of absences:*



## 9

- Excused Absences
- Parent Documented Absences
- Unexcused Absences

### 1. “Excused absences” are:

verified illness of the student by a medical professional, medical and dental appointment, death in the family, state competitions for Indiana State Fair 4-H related up to 5 days in a school year, college visits exclusion because of exposure to a contagious disease, court appointment, observation or celebration of a bona fide religious holiday, and serving as a member of the Indiana wing of the civil air patrol and Participating in a civil air patrol program for **up to 5 days in a school year.**

**2. “Parent documented absences”** are absences which are accompanied with a parent note for illnesses or for prearranged absences approved by school or district administrators. Parent documented absences are not “excused” absences, but only indicates that the parent is aware of the student’s absence from school.

**3. “Unexcused absences”** are absences for which documentation has not been submitted within the established timeframe.

A note is necessary to ensure a student is not considered truant (“unexcused”). A parent note or phone call documenting an absence will be accepted and considered a “parent documented absence”. Every effort should be made by the parent or adult student to schedule routine medical and dental appointments and procedures outside of the school day as all student absences take the student from the instructional activities hindering a student’s chances to demonstrate Indiana Academic Standards and obtaining post-secondary opportunities.

The student’s grade or formal academic assessment in any course or class is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades or academic assessments will be based upon what the student can demonstrate s/he has learned. However, excessive absences as outlined within these guidelines may result in a student being removed from a high school class. It is the expectation of the parent/guardian to call the school by 8:30 a.m. the day following the absence. If no note or call is received by this time, consequences may be issued by the administration.

The Corporation recognizes that there is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve greater academic success, enjoy school more, and are more employable after leaving school. All students are expected to attend school regularly and to be on time to school and class to benefit maximally from the instructional program while developing life skills of punctuality, self-discipline and responsibility.

### **Consequences for excessive absences include:**

#### ***For each semester:***

A. After three (3) unexcused absences during a semester, the parents or legal guardian will receive a letter outlining the absences and explaining any pertinent district policies and/or guidelines.

B. Beginning with the sixth (6th) unexcused absence, Juvenile Probation or other agencies may be notified.

#### ***For each school year:***

A. After any combination of eight (8) unexcused or parent documented absences during a school year, the parents or legal guardians will be notified with an outline of the absences and any pertinent district policies and/or guidelines.

B. On or after the eleventh (11<sup>th</sup>) absence from any combination of unexcused or parent documented absences for a school year, Juvenile Probation and/or the Indiana Department of Child Services may be notified when the absences appear to be having a negative educational impact on the child. Additionally, students may be subject to disciplinary action including potential loss of credit. Students who have missed more than 10 days (without administration approval) will not be able to attend or participate in extra-curricular and/or co-curricular activities.

# 10

Parents and/or the administration may request a conference at any time concerning absences and actions/steps taken due to absences.

## Classroom Attendance

Attendance will be taken and recorded each period of the school day.

Exceptions to absence in which the student is to be recorded as being in attendance on school records are:

- A. Service as a page for the Indiana General assembly. For each day of page service, verified by a certificate from the Secretary of the Senate or the chief clerk of the House of Representatives, a student shall be recorded as being in attendance at his/her school.
- B. Serving on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town special and primary election at which s/he works. Prior to the election, the student must present a document signed by one (1) of his/her parents or guardians giving him/her permission to participate in the election, and then submitting a document by candidate, political party chairman campaign manager, or precinct officer. Students excused for work at elections shall be counted as present in school.
  - A student who is issued a subpoena to appear in court as a witness in a judicial proceeding, or whose presence has been requested by probation or any judicial office, shall not be recorded as absent on any date for which the excuse is operative.
  - Students who are called to active duty in the Indiana National Guard.
  - Students who qualify for physical/mental incapacity.

## TARDINESS

*Tardiness is defined as any unexcused appearance of a student beyond the tardy bell.*

Classroom tardies will be handled by the teacher and the record for each tardy will be kept in the classroom. If any student shows up to class beyond a reasonable amount of time after the tardy bell, the teacher will contact school administrators to investigate the tardiness.

Tardies to school will be handled by the office and students will be given a note to admit them to class.

When a student has been tardy to class, the following disciplinary action will be taken per semester:

<b>First Tardy</b>	Teacher warning
<b>Second Tardy</b>	Teacher warning; Parent contacted via letter sent with student
<b>Third Tardy</b>	One day After-school Learning Lab or 3 lunch detentions
<b>Fourth Tardy</b>	One day Saturday School
<b>Fifth Tardy</b>	Two days Saturday School
<b>Sixth Tardy</b>	One day Alternative Placement

## TRUANCY

Any absence from an individual class or the school building not verified by a parent/guardian (by telephone or note) by 8:30 the day after the absence will be considered truant.

“Habitual truancy” is defined as a student who is chronically absent by having absences from school for more than ten (10) school days in one (1) school year.

In accordance with State law, the building principal and/or attendance officer shall use Form 5200 F to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner’s permit or application for a driver’s license. The student’s current license cannot be revoked for habitual truancy.

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct.

Being in a location other than that assigned within the school

- 1st Offense**.....One to three days After-school Learning Lab

**2nd Offense**.....Two days Saturday School or 3-5 days of After-school Learning Lab

**3rd Offense**.....Three to five days Alternative Placement

**4th Offense**.....Remainder of current and/or next semester at Alternative Placement or Recommendation for Expulsion for the current and/or next semester, and Parent/Guardian conference

Truant from school or leaving the building without permission

**1st Offense**.....One to Three days Alternative Placement

**2nd Offense**.....Three to Five days Alternative Placement

**3rd Offense**.....Remainder of current and/or next semester at Alternative Placement or Recommendation for Expulsion for the current and/or next semester, and Parent/Guardian conference

**STUDENTS LEAVING SCHOOL DURING SCHOOL DAY**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with knowledge and approval of the principal and with the knowledge and prior approval of the student’s parents/legal guardians.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal or his/her designee.

**MAKE-UP OPPORTUNITIES**

Students who are absent for any reason have an opportunity to make-up work missed during the absence. A student may make-up units of study with a properly certified teacher if prior approval has been granted by the principal or in a make-up session approved by the office of the superintendent and building principal.

1. Evening or Saturday school attendance for make-up is also permitted.
2. The length of time for completion of make-up work shall be commensurate with the length of the absence. This work should be made-up during non-instructional time.
3. Students suspended or wishing to make up missed work, due to unexcused absence, may be given the opportunity to do so only during supervised studies approved by the office of the superintendent and building principal. All transportation to and from these places of supervised studies shall be the responsibility of the students/parents. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.
4. A student wishing to make-up work must contact his/her teacher to obtain assignments.

**AFTER SCHOOL LEARNING LAB (ALL)**

South Harrison high schools have established an alternative, after school placement called the Afternoon Learning Lab (ALL). ALL can be used to complete make-up work or as a detention session. The ALL will be held afternoons from 3:20 - 4:20. Students will be expected to be on time, to bring textbooks and other study materials, to remain on task, and to exhibit proper classroom behavior. A student may be removed from a course for excessive absences if they fail to attend the ALL sessions to make up work.

**IV. DISCIPLINE GUIDELINES**

**SCHOOL AUTHORITY**

It should be clearly understood that the school authorities have jurisdiction over the student (I.C. 20-33-8-14):

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event, or

4. During summer school.

## **STUDENT CONDUCT**

The success of public school education depends on the fundamental idea of self-discipline and cooperation. Self-discipline allows individuals to function within the rights afforded them by our Federal and State Constitutions and legal codes. Certain standards of student conduct are necessary to insure that students seeking to express their rights do not, at the same time, infringe upon the rights of others. The purpose of disciplinary controls is to help create an atmosphere that promotes the best possible learning situation. An environment that provides equal opportunity for all and permits the teaching-learning process to continue in an orderly manner is the objective of all school personnel.

The South Harrison Community School Corporation Board of Trustees policy states that student misconduct will be grounds for suspension and/or expulsion from school in accordance with the "Student Due Process Law" (I.C. 20-33-8). Such misconduct is defined to include, but is not limited to the following acts:

1. Students shall attend all the scheduled classes and activities to which they are assigned during the school day unless properly excused by school authority.
2. Students shall not disrupt the educational process and they shall comply with the requests of the staff as they relate to student conduct, classroom work, and safety.
3. Students are not permitted to carry or use ANY TYPE OF TOBACCO ON SCHOOL GROUNDS. Having tobacco on school grounds during the school day, on the school bus, or in the school building for any school function before or after school will result in suspension of the student from regular classes.
4. The use of profanity, cursing, or vulgarity will not be tolerated at any time. This behavior will be corrected on the spot by teachers and reported to the principal for further disciplinary action if warranted.
5. Consequences for infractions involving technology will be treated the same as any infraction of the same or similar nature without technology.
6. Other types of prohibited behavior:
  - a. Fighting or engaging in conduct that disrupts any school function held on or off the school grounds. Fighting includes, but is not limited to: 1) attempting to strike another student with arms, legs, or feet; 2) attempting to punch or kick another student, regardless if there is contact; 3) instigating a fight by committing an act that causes another student to retaliate by fighting.
  - b. Using, possessing, selling, or being under the influence of alcohol and/ or other controlled substances such as marijuana, or other drugs, or possessing drug paraphernalia, at school or school functions held on or off the school grounds.
  - c. Distributing, selling, using, or misrepresenting prescription or over-the-counter drugs.
  - d. Verbal or physical abuse, threats of violence to the school staff or its student body by students.
  - e. Gambling by students on school property or at school functions.
  - f. Vandalism of public or private property.
  - g. Theft of public or private property.
  - h. Creating a false fire alarm or other false warning.
  - i. Forging and/or misuse of any document, excuse, official forms, i.e., "Reason for Absence," "Request for a Student," etc.
  - j. Possessing any object that can reasonably be considered a weapon. This includes any object that is used as a threat to intimidate or to do bodily injury.
  - k. Misrepresentation by faked telephone calls.
  - l. Possession of butane lighter
  - m. Cyber-bullying through text, email, Facebook, or any other social media is prohibited.
  - n. Misrepresentation of any substance to be a controlled substance, including but not limited to electronic cigarettes, K2, and

any other synthetic drug.

- o. Downloading computer game files.
- p. Downloading music files or videos unless authorized by a teacher for a class.
- q. Use/possession of hacky-sacks/footbags is prohibited. Kicking or throwing any object that could be dangerous to another student or disrupt school is prohibited.

7. Physical abuse or threats of violence directed toward a staff member will result in immediate suspension or expulsion.

During the school day as well as at co-curricular activities after school, students are expected to treat the building and its contents with care and respect. At after-school practices, meetings, and events, students are to remain in the specific area of supervision by the sponsoring teacher. Students must leave the building only by the exit in their specific area. Students are not to be in the building without supervision.

1. Without exception, students who are in the halls or out of the classroom while class is in session must have a current hall pass with date, time, destination, and the teacher’s signature.
2. Students are to refrain from loud and boisterous behavior.
3. Students are not to litter school property.
4. Students are not to sit on or block stairs and halls.
5. Students who are excused early from school must leave the school grounds immediately.
6. Do not loiter in the rest rooms.
7. Do not run in the halls.
8. In the cafeteria:
  - a. Enter and leave the cafeteria according to the specified times and use the main entrance at the end of the lower hall.
  - b. Students are to observe the proper behavior and shall not create excessive noise, throw food, crowd or cut in the line, or engage in other disruptive behavior.
  - c. Food and drinks are not to be taken from the cafeteria.
  - d. Remove all trays, dishes, and refuse and return them to the dish or disposal area as you leave the cafeteria. All students are responsible for leaving their area clean.
  - e. No commercial foods or beverages may be brought into the lunchroom during the lunch hour.
  - f. Students are to walk to the lunch line and form a single-file line. Students are not to “cut” in front of others.
  - g. Parents who wish to eat lunch with their student must do so in a designated area with office approval.

**DISPLAY OF AFFECTION**

Display of affection, such as kissing, etc., are considered inappropriate for public school. This behavior will be corrected on the spot by staff members and may lead to further disciplinary action if warranted. With the exception of simple hand holding, students are expected to keep their hands off other person’s bodies.

- 1st Offense** ..... Warning and student must change clothing
- 2nd Offense** ..... Lunch detention and student must change clothing
- 3rd Offense** ..... After school learning lab and student must change clothing
- 4th Offense** ..... Saturday school and student must change clothing

**ASSEMBLY BEHAVIOR**

At school assemblies, students have an opportunity to recognize the achievements of others and promote school spirit. The faculty and administration recognize the importance of such events and are willing to alter instructional time to accomplish these goals. Proper behavior at these events can insure the practice of having school assemblies.

## TECHNOLOGY

South Harrison Community School Corporation has the ability to enhance your child's education through the use of technology. Students will have access to computers, on-line communications, and multi-media technology in stand-alone and/or networked settings. Our goal in providing this technology to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With this educational opportunity comes the responsibility to use these networks and technologies in a productive and ethical manner. The responsibility for the educational value of these technologies and the on-line Internet access is the joint responsibility of school staff, the students with access to the Internet, and their parents/guardians. Parents/guardians have the option of requesting alternative activities utilizing technologies that do not require Internet access. Students will not be able to access Internet without a professional staff's permission and supervision. Access to the school's networks and Internet will be password protected, individual accounts. Account usage will be monitored through a software/hardware monitoring system.

Any inappropriate use of the technologies will result in the loss of the privilege to use these educational tools and possibly disciplinary action as well. Appropriate reasons for revoking privileges include, but are not limited to: the altering of system software; the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages; illegal installation of copyrighted software; trying to access restricted files and programs; intentionally seeking information, obtaining copies of, or modifying files, other data, or passwords belonging to other users without permission; disrupting the operation of the Network through abuse of or vandalizing, damaging, or disabling the hardware of software; malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks; unauthorized down-sizing, copying, or use of licensed or copyrighted software or plagiarizing materials; breaking or violating any local, State, or Federal law; and, allowing anyone to use an account other than the account holder. Students will not use their Corporation-approved computer access to obtain, view, download, upload, distribute, or transmit, or otherwise gain access to unlawful, obscene, pornographic, abusive, or otherwise objectionable materials. Students may not download music or game files. The Corporation reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

This policy and the guidelines and agreements established by the South Harrison Community School Corporation are made available for review by parents/guardians, members of the staff, and members of the community. The provisions of this policy and associated guidelines and agreements are subordinate to local, State, and Federal law.

### ***WIRELESS COMMUNICATION DEVICES***

Students may use "wireless communication devices" (WCD) on school campus, on school buses and at school-sponsored activities but held accountable to adhere to the established guidelines. School Administration has the authority to restrict WCD in the school, as needed to maintain good order of the school.

Students may use these devices on campus **before school begins, during lunch and after school ends**. These devices must be kept out of sight and turned off during class time unless a teacher permits the use and it has educational value. At no time shall a student be permitted to text or place a call during class time. If a student needs to make a phone call they should do so in the office.

### ***DISCIPLINARY GUIDELINES FOR WCD MISUSE EXCLUDES LAPTOP COMPUTERS:***

**First offense:** WCD will be confiscated by staff and a parent will have to pick up the WCD from the school office during office hours.  
Warning issued.

**Second offense:** WCD will be confiscated by staff and a parent will have to pick up the WCD from the school office during office hours. 1 detention session

**Third offense:** WCD will be confiscated by staff and a parent conference will be required. Phone will be returned to parent at that time. 1 or 2 days Saturday School

**Fourth offense:** WCD will be confiscated by staff and a parent conference will be required. Phone will be returned to parent at that time. 1 day Alternative School.

**Fifth offense:** Recommended further suspensions or expulsions.

**Any inappropriate use of WCD, including but not limited to, inappropriate photographs, text messaging, and recording/videotaping will result in confiscation of the WCD; further consequences could include possible police referral.**

Students bring these devices to school at their own risk. South Harrison Community Schools, its faculty and staff are **NOT** responsible for any damaged, missing, or stolen WCD. School officials reserve the right to search WCDs. If a student has a WCD and it is damaged or stolen, schools will not utilize administrative time to investigate the incident.

## **SUBSTANCE ABUSE**

Students are subject to the rules and regulations of the South Harrison Substance Abuse Policy at those times they are attending school, on a school bus, on the school grounds immediately before or after school hours, while on the school grounds at any other time when the school is being used by a school group, or while off school grounds going to, coming from, or in attendance at any school related activity, function, or event.

Any student using, possessing, selling, knowingly transmitting, or being under the influence of controlled or misused substances such as narcotic drugs, amphetamines, barbiturates, hallucinogenics, marijuana, depressants, anabolic steroids, intoxicants, including alcohol, or stimulants of any kind, including caffeine based pills, whether prescription or sold over the counter, (without a prescription) or any substance represented by the provider to be any of the above list substances and/or possessing drug paraphernalia is subject to suspension and/or expulsion from school. School officials will notify law enforcement agencies in ALL incidents involving substances such as those listed above.

Additionally, students are required to register with the school office all prescription and non-prescription drugs that are to be consumed at school. Parents/Guardians are required to send a note to school indicating the student's name, type of drug, dosage and time, purpose of the medication, and doctor's signature. Prescription medicine should be in the original container.

1. An alternative to expulsion may be recommended for first time offenders. This alternative will require a signed Parental/Guardian Agreement, a student chemical assessment, and participation in an approved drug education and/or treatment program. All expenses incurred will be the family's responsibility.
2. Students who violate the Substance Abuse Policy a second time while enrolled in grades 6-12 and those students knowingly transmitting substances such as those listed in A-2 will not be given the option of choosing an alternative to expulsion.

### **Procedures:**

The building principal, or his designee, upon establishing reason to suspect that a student is engaged in a violation of the Substance Abuse Policy shall investigate the matter immediately. If confirmed, the principal will:

- Immediately suspend the student for five (5) school days.
- Advise the student of the school's responsibility to notify his/her parents/guardians and the proper law enforcement officials.
- Meet with the student and parents/guardians to inform them of possible alternatives to expulsion. If the student and parents/guardians choose an alternative to expulsion, the principal will inform them that expulsion proceedings will be waived if the following criteria are met:
  1. The student will be suspended for a minimum of five (5) school days.
  2. The parent/guardian must request an alternative to expulsion and sign a "Parental Agreement" form.
  3. The student must secure a chemical assessment that is to be administered by a professional outpatient substance abuse counselor approved by the school corporation.
  4. Based upon the results of the assessment, the student must enter an approved educational and/or treatment program. Any positive test may result in a referral to probation.
  5. Any student testing positive must participate in an approved treatment program to classes. (Complete "Corporation Referral Form" returned to the principal.)
  6. It will be understood that any cost/fees as a result of the assessment and education and/or treatment program will be the responsibility of the student's family.
  7. The program requires that the student, and parent/guardian when appropriate, attend and complete all prescribed sessions.
  8. Upon completion of the program, the counseling/treatment agency is to submit the "Agency

## 16

Report Form” to the principal.

- If the student does not complete an alternative program (as described in Section C) expulsion proceedings will be resumed.
- If an alternative to expulsion (as described in Section C) is not selected the principal will recommend expulsion to the Superintendent of Schools.

### **GENERAL CONDUCT RULES**

Besides these rules, students shall follow the rules of the classroom teacher, organizational advisors, policies of the board of school trustees, and state and federal statutes.

### **TEACHER DISCIPLINE OF STUDENT**

Each teacher shall have the right when students are under his/her charge, to take any action reasonably necessary to prevent the interference with the educational function and to insure the safety and well-being of students.

### **SATURDAY SCHOOL**

South Harrison high schools have initiated the Saturday School Program. Its main purpose is to help meet the needs of each student, keep the student in school during school hours, and help the student realize the consequences of inappropriate behavior. A student can only be sent to Saturday School by a member of the administration. The student shall understand that a Saturday School assignment prevents them from participating in any extra-curricular activity. This detention will take place in the high school administrative area. Reporting time is 8:00 a.m. sharp. He/she will remain there under the supervision of a staff member until 11:00 a.m. The student should enter the main doors by the office and report to the office. A restroom break may be given at 9:30 a.m.

1. Transportation will NOT be provided by the corporation.
2. Students who are employed or have responsibilities are NOT excused from this program.
3. All school rules will be in effect.
4. Proper behavior and working industriously will be reviewed for termination from the program.
5. It may be necessary for a parent/guardian conference during the session and the parent will be notified prior to the detention session.
6. Any violation or inappropriate behavior during the detention session will mean further disciplinary action.

#### **The following offenses may result in Saturday School Detention:**

1. Truancy for any period of the day.
2. Unexcused absence for which a parental/guardian slip has not been produced.
3. Repetitious misconduct.
4. Handbook Violation.
5. Saturday School may be used for students to get caught up on school work.

**Failure to arrive on time or not attending Saturday School Detention will result in a one (1) day Alternative Placement.**

### **ALTERNATIVE PLACEMENT**

This program may be available for schools to use as an alternative educational placement for students who receive an out-of-school suspension. The students attend this Alternative Placement for an assigned number of days. The home school sends assignments to the student who completes the work and receives credit for the work. An expulsion program may be available as an alternative placement to expulsion upon agreement with the school administration. Serious disciplinary offenses may not allow an alternative to be offered to the student. If assigned to the Alternative Placement, the student must attend on the assigned dates, abide by the rules of the Alternative Placement, and complete assigned work. Students who fail to attend on the assigned dates will be referred to Harrison County Probation. The parent/guardian must bring the student on the first day, attend a conference, and arrange for the student's transportation to and from the Alternative Placement. Students who attend the Alternative Placement suspension program may not participate or attend athletic events and extracurricular activities at a South Harrison school on any day in which they were placed in an alternative placement. Students in alternative placement are prohibited from being on school grounds or



attending any school events/functions including Prom and graduation. A principal may extend this suspension if he/she believes it is in the best interest of the school or based upon the recommendation of the alternative placement staff. If assigned to alternative placement by administration, students MUST complete the designated period of time prior to returning to South Harrison Community Schools.

## **SUSPENSION**

The Principal or any other member of the administrative staff may deny a student the right to attend school and take part in school functions for up to ten (10) days. Such suspension may take place after the Principal or any other member of the administrative staff has conducted a thorough investigation and determined that suspension is necessary to help the student, further school purposes, or prevent an interference with school purposes. A written statement describing the student's conduct and the reason for the action will be sent to the parents/guardians. The Principal will make a reasonable effort to have a conference with the parents/guardians before or at the time the student returns to school. Students may not participate or attend athletic events and extracurricular activities at a South Harrison school on any day in which they were suspended. If assigned to alternative placement by administration, students MUST complete the designated period of time prior to returning to South Harrison Community Schools.

## **EXPULSION**

INDIANA CODE 20-33-8. Grounds for expulsion or suspension. The grounds for suspension or expulsion apply when a student is:

- (1) On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- (2) Off school grounds at a school activity, function, or event; or
- (3) Traveling to or from school or a school activity, function, or event, or
- (4) During summer school.

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a

weapon, or looks like a weapon.

8. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia use in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Repetitious Misconduct: Failing in a 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 any educational function.
13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. failing to tell the truth about any matter under investigation by school personnel.
  - f. Possessing or using a laser pointer or similar device.
17. Possessing or using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or educational function.
18. Possessing tobacco or tobacco-related products at school, on buses, or at school events.
19. Showing disrespect toward or threatening a member of the school staff by demonstrating vulgar or profane gestures or by using vulgar or profane speech in the school or a place other than the school.

### **Possessing a Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under the rule:
  - any weapon which will expel a projectile by action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm
  - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of the rule, a destructive device is
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device; suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

### **Possessing a Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a weapon, Tazer or electronic stun weapon, equipment, chemical substance, or other material that in the matter it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 day suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

### **Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is

necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

### **Right to Appeal**

The student or parent/guardian has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent/guardian. The board will then take any action deemed appropriate.

## **SOUTH HARRISON COMMUNITY SCHOOL CORPORATION EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES AND STUDENT DRIVER DRUG TESTING GUIDELINES**

### **A STATEMENT OF NEED AND PURPOSE**

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participation in extra-curricular/co-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three-fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated therein.

### **INTRODUCTION**

The effective date of this program is June 1, 2007. This program does not affect the current policies, practices, or rights of South Harrison Community School Corporation with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. South Harrison Community School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

### **REASONABLE CONCERN**

South Harrison Community School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extra-curricular/co-curricular activities in South Harrison Community School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular/co-curricular activities and/or student drivers.

### **SCOPE**

Participation in extra-curricular/co-curricular activities is a privilege. This policy applies to all South Harrison Community School Corporation students in grades 7-12 who wish to participate in extra-curricular/co-curricular activities. This policy also applies to any student who wishes to drive to school, from school, or during school.

## CONSENT FORM

It is MANDATORY that each student who participates in extra-curricular/co-curricular activities or drives to or from school sign and return the “consent form” prior to participation in any extra-curricular/co-curricular activity. The form must only be signed once throughout a student’s high school career, and is valid upon initial signature. Failure to comply will result in non-participation and/or no issue of a student driving permit to school

At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the District and joins an activity, all students wishing to participate in that season’s sports may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students will be randomly tested no more than once a calendar month. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extra-curricular/co-curricular South Harrison Community School activities or drive.

Each student shall be provided with a “consent form”, a copy of which is attached hereto, which shall be dated and signed by the student and by the parent/guardian. **A signed consent form is valid for the entirety of a student’s enrollment in the school, and maintains validity for a transferred student upon his or her re-enrollment.** In so doing, the student is agreeing to participate in the random drug testing program at South Harrison Community School Corporation or is stating he/she does not plan to participate in extracurricular/co-curricular activities. Any student who fails to sign and return a consent form by the selection date and then decides to participate in an extracurricular activity program at later date must submit to urinalysis. The student and/or parent/guardian will be financially responsible for the urinalysis. A student may only sign up late by submitting the consent form one time in his/her high school career. A student who signs up late will remain ineligible until testing results are obtained. This period may last no longer than 20 school days. A student who has returned a signed “consent form” agreeing to participate in the random drug testing program then refuses to submit to urinalysis during a random drug testing will be treated as a failed test

## NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the South Harrison Community School Corporation Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student’s custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the South Harrison Community School Corporation Board of Education, to the extent permitted by such subpoena or legal process.

## BANNED SUBSTANCES

For the purpose of this Policy, the following substances or their metabolites are considered illicit or banned and may be tested for South Harrison Community School Corporation students.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Nicotine	Opiates
Phencyclidine	Propoxyphene	Other Specified Drugs

Tobacco *(for any student under the age of 18 or in accordance for provisions set forth by the IHSAA or any other governing body)*

## TESTING PROCEDURES

(1) The principal/designee will submit a list of students in grades 9-12 whom he/she deems eligible and qualified for random testing. Each student to be entered into the pool of candidates for random testing will be assigned a number. Students in grades 7 and 8 will not be randomly tested but may be asked to submit to a test when reasonable suspicion exists. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing. A process will be utilized to assure that students are selected in a random fashion. The random selection of students will be conducted by an outside,

independent company thus ensuring that the selection process is truly random.

- (2) If the student shows signs of tobacco and/or alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.
- (3) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- (4) Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- (5) All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 12 ounces of fluid. If still unable to produce a specimen within two hours, the student will be given the opportunity to go to a designated supervised area to allow time to be able to provide a specimen prior to the conclusion of the school day. Failure to provide an adequate sample prior to the conclusion of the school day will be deemed a refusal.
- (6) All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
- (7) If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extra-curricular/co-curricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
- (8) Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
- (9) The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also nicotine and "performance enhancing" drugs such as steroids may be tested.
- (10) The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

## **COLLECTION OF SPECIMENS, CHAIN OF CUSTODY**

The Superintendent will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

## **TEST RESULTS**

- (1) This program seeks to provide needed help for students who have a verified "positive" test. The student's and other students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular/co-curricular activities and restrict him/her from driving to or from school.
- (2) The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian following guidelines for notification established by the Superintendent. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.
- (3) If the test is verified "positive", the principal/designee will conference with the student and his/her parent/guardian. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. Any student who tests positive for a drug test will receive a suspension from all extra and co-curricular activities including driving to or from school for 365 calendar days. Suspensions may carry over to the following school year. However, this term may be reduced to 30 school days or 2 calendar months (whichever is less) provided the student successfully passes a second drug test.

**A “follow up” test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow up” test is negative, the student will be allowed to resume extracurricular activities and/or driving.** If a second “positive” result is obtained from the “follow up” tests, or any later test of that participant, the student will receive a suspension from all extra and co-curricular activities including driving to and from school for 365 calendar days. Suspensions may carry over to the following school year. In addition, the South Harrison Community School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.

Upon completion of any 365-day suspension, a student interested in participating in any extra or co-curricular activities (including driving to and from school) may be required to submit to a drug test.

- (4) Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
- (5) Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

### **STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS**

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the South Harrison Community School Corporation Board of Education. However, the lab will provide the Superintendent with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

Under this drug testing program, any staff, coach, or sponsor of South Harrison Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the South Harrison Community School Corporation commitment to confidentiality with regards to the program.

### **FINANCIAL RESPONSIBILITY**

- (1) Under this policy, South Harrison Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow up” drug tests. (Once a student has a verified “positive” test result and has subsequently tested negative from a “follow up” test, any future “follow up” drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
- (2) A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
- (3) A mandatory drug test for a student who initially indicated that they would not participate in any extracurricular/co-curricular activity or drive to or from school for the remainder of the school year is the financial responsibility of the student and/or parent/guardian.
- (4) Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.
- (5) The parent/guardian/student will be responsible for the cost of any drug test given as the result of a parent/guardian/student request that a student be tested or included in the testing pool.

### **CERTIFYING SCIENTIST RESPONSIBILITIES**

The Certifying Scientist will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The Certifying Scientist determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the urine, if necessary the principal /designee will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician,

within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.

- d. The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and reports this to the Building Principal, initially reporting positive results by phone.
  - (1) For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
  - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the Certifying Scientist.
  - (3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.
- f. The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- g. The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

## **OTHER RULES**

Apart from this drug testing program, South Harrison Community School Departments and the coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

## **RANDOM DRUG TESTING GUIDELINES**

### **CHAIN OF CUSTODY**

- (1) The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
- (2) The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling three or four students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
- (3) Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- (4) A kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
- (5) If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular/co-curricular activities subsequent to a retest.
- (6) Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the



restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have five minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

- (7) After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal/designee.
- (8) In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead the student's identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal/designee with no name attached; only the student's identification number will appear on the result sheet.

## COLLECTION PROCESS

Selected students report from class to the collection site. A specimen of urine is collected following this process:

- a. Student first is asked to wash their hands with soap and water and dry them.
- b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- c. The drug testing custody and control form is completed by the Student and collector.
- d. The collector prepares the urine bottles.
- e. The collector adds a bluing agent to the water in the urinal or toilet.
- f. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- g. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then re-wash their hands.
- h. With the student watching, the collector will recap the specimen bottles tightly.
  - i. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **refusal to test** and the Principal notified.
- j. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- k. The student is asked to initial the transport bag.
- l. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- m. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- n. While the student watches, the sealed specimen bag is carried to a secured storage area.
- o. The Student is then sent back to class.
- p. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Certifying Scientist in a timely manner.
- q. The Principal will be notified immediately of any student who refuses to give a urine sample.

## NOTIFICATION PROCEDURE FOR A POSITIVE DRUG TEST

When a principal/designee is notified that a student has tested positive the principal will:

- a. Notify the student of the positive test result and give the student the following information:
  - the substance(s) they tested positive for in the drug test
  - the parent/guardian will be contacted to set up a conference
  - the student and/or parent/guardian may submit any documented prescription, explanation, or information which will be

considered in determining whether a "positive" test has been satisfactorily explained

- the consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian in conference

b. Notify the parent of the positive test result and give the parent the following information:

- the substance(s) the student tested positive for in the drug test
- the student and/or parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained
- the consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian in conference.

The principal will work with the parent in an attempt to arrive at a mutually agreeable time for a conference.

The principal/designee will attempt to follow the guidelines for parent notification in a timely manner for every positive drug test result. In extenuating circumstances the administrator/designee may notify the parent first if he/she believes reversing the order of notification is in the student's best interest.

Notification will be made in person, by telephone, or by personal mail. Notification will not be made by leaving messages with other individuals, on answering machines, or through e-mail.

**PICK-UP PROCESS**

The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

The following is a sample of the form that parents and students will sign should they choose to participate in the activities covered under the drug testing

# SOUTH HARRISON COMMUNITY SCHOOL CORPORATION EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES & STUDENT DRIVER CONSENT FORM

*Please complete one section below*

I have received and have read and understand a copy of the "South Harrison Community School Corporation Extra-curricular/Co-curricular Activities & Student Driver Drug Testing Program." I desire that \_\_\_\_\_ participate in this program, and in the extra-curricular/co-curricular program of South Harrison Community School Corporation, and hereby, voluntarily agree to be subject to its terms for the entirety of my school enrollment. I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

*\*School Administration reserve the right to establish a submission deadline for special events.*

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have decided not to participate in any extracurricular activities sponsored by South Harrison Community School Corporation or drive to and from school for the duration of my school enrollment. In order for me to participate in the extra-curricular/co-curricular activity program at a later date, I understand that I must submit to a urinalysis. ***I understand that my parent/guardian and I are financially responsible for the urinalysis.***

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_

\_\_\_\_\_

Date

Date

## Athletic Code of Conduct

### **Athletic Participants and Parents: Revised 11/1/2011**

The following are requirements and disciplinary procedures as set forth by the South Harrison Community School Corporation, Corydon Central and South Central High School Administrations, Athletic Departments and/or the Indiana High School Athletic Association.

**This policy is cumulative and applies to a student-athlete's four-year high school athletic eligibility (365-24/7).**

### **Requirements – All Athletes**

#### ***Rule 1: Student Conduct 8-1, IHSAA By-Laws: Rule 8, Page 30***

Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral and educational environment in the school.

**Note:** It is recognized that Principals, by the administrative authority invested in them by their school corporation, may exclude such contestants from representing their school.

#### ***Rule 1: Offense***

Forfeiture of letter and eligibility: Participant can be reinstated to program upon removing deficiencies at the next corresponding grading period (or Semester).

---

**Rule 2: Student athletes must be enrolled in, and passing a minimum of 5 solid subjects per grading period.** (Semester grades take priority) Audited courses are not applicable.

**Rule 2 Offense:** Student is academically ineligible for IHSAA requirements. Student cannot participate in activity.

---

#### ***Rule 3: Must refrain from use or possession of:***

- a. Tobacco or tobacco products.
- b. The misuse of non-prescription drugs and the abuse of prescription drugs.
- c. Alcohol
- d. Participation in illegal activities.

#### ***Rule 3: Offenses***

1. First offense - suspension for 30% minimum of the sports contests.
  2. Second offense –suspension from participation in athletic events for 50% of the season, along with enrollment in a substance abuse-program of assessment, counseling, screening, and/or indicated therapy. The cost of the program shall be the responsibility of the student and/or his/her parents or guardian.
  3. Third offense – suspension for one calendar year, along with enrollment in a substance abuse-program of assessment, counseling, screening, and/or indicated therapy. The cost of the program shall be the responsibility of the student and/or his/her parents or guardian.
  4. Fourth offense – Expulsion from athletics for the remainder of high school career.
- 

**Rule 4: Attendance at an event where drinking and/or drug use occurs in which they remain or leave and return.**

**Rule 4: Offenses**

1. First offense – suspension for 10% of the sports contests.
  2. Second offense – suspension for 30% of the sport contests.
  3. Third offense – suspended from competition for 365 days.
- 

**Rule 5: Participants must abide by any rules as posted by individual coaches, sponsors and student handbooks.**

**Rule 5: Offense**

- Abuse of Rule 4 will be taken care of by School administration.
- **Probation** - Any participant on probation and still competing in sports must abide all rules.
- For offense of rule 2 by a senior with no contests remaining, letter and awards for that particular sport are forfeited.

**Attendance:**

Students must be present at school for a minimum of ½ of their classes the day of a game. Any deviation from this must have prior approval from the Principal or Athletic Director.

\*\* Before applying the above disciplinary procedures, individual circumstances will be taken into account by the Principal, Athletic Director, Sponsors and Coach concerned, to determine if other action is necessary.

\*\*The enactment of the above mentioned rules and consequences will be administered by the Athletic Directors, based on the following guidelines: Admission of guilt, observation and confirmation by administrator, faculty members or athletic staff and charges established by law enforcement officers of agencies.

\*\* Under no circumstances are these rules to serve as a limitation to exact a more severe disciplinary action if so determined by the Corydon Central and South Central High School Administrations. This policy will not be in conflict with the school district’s drug and alcohol policy.

Coaches and Sponsors will make students aware of individual rules and requirements for earning letters and awards if applicable. No team or organization may have rules that are deemed more severe than the rules listed above.

**These rules apply to all students for their entire four years at our high schools. They do not start over annually. They are ongoing. All suspensions must be completed in full. If the athlete’s season ends before suspension is complete, the remaining percentage will be served in the athlete’s next season.**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Current Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Printed Name

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

## Bullying/Harassment

South Central High School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. We encourage the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

It is our responsibility to maintain an education and work environment which is free from all forms of unlawful harassment. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. We will enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis. *Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated*

### Bullying/Harassment Process

- Report Incident (Electronic Form)
- Investigate/Interview (Administrative Form)
- Parent/Guardian Notification
- Assign Consequences
- Document Incident and Consequences
- File Confidential Report

## Levels of Disciplinary Consequences and Supports

### Level 1: Conference/Parent Contact

- School personnel and parent
- Conference with student

### Level 2: Intervention Options

- Educational training: Student is provided materials/counseling intended to increase empathy, communication skills, social skills, and understand the impact of bullying.
- Office Referral
- Detention: Detainment of a student for disciplinary reasons that takes place during or after school hours.
- Restricted activity: The denial of participation in school activities.

### Level 3: Short Term Alternative School Suspension

- Harrison County Alternative School Suspension (5-10 days)
- Additional Educational Training to emphasize empathy and social skill training
- Contact BMV for the learner's permit or driver's license to be denied. IC 20-33-2-11

### Level 4: Long Term Alternative School Suspension

- Harrison County Alternative School Suspension (long term)
- Recommendation for expulsion meeting.

### Severe Clause:

- Severe violations may warrant immediate suspension from school.
- School administration has the right to by-pass any level and to seek law enforcement assistance when necessary.

### Staff:

- Training component: Building counselors will create and present to staff. Presentation will include: Clear definition of bullying behavior, appropriate responses to bullying behavior, explanation of role under recommended guidelines. Counselors will be participants in their own buildings, they will present at other buildings. (It was suggested that perhaps this training occur the first or second teacher contract day of school, when all teachers are together for training.) Community Unity volunteers may be asked

to participate in this training and may lead Peace Learning component.

- Implementation of guidelines: Staff will have lead role under current guidelines. He/she will be asked to monitor and respond to any bullying behavior they witnesses or behavior that is reported to him/her. Explicit requirements are set out in procedural component of student guidelines. Counselors will share resources and will develop monthly discussion topics for use by teachers.

#### Community:

- Educational component: We recommend that current guidelines be included in student handbook, be publicized in the local papers, on school websites and in school newsletters. We also recommend that both campuses hold a community forum as an opportunity for the public to voice concerns and ask questions. We also encourage individual schools to include a review of these guidelines in any open houses or other activities held at the beginning of the school year. Volunteers from Community Unity will be included during entire implementation phase of these guidelines.

#### Severe Clause:

- Severe violations may warrant immediate suspension from school. School Administration has the right to by-pass levels 1, 2, and 3.

### ADMINISTRATIVE GUIDELINES

The consequences listed for each of the following violations are SUGGESTED GUIDELINES that the administration may implement. Discipline may be initiated at any level, depending on the severity of the violation and previous disciplinary record. Alternative discipline measures may be administered when deemed necessary and appropriate for the violation. SRO and Administration reserve the right to make probation referrals. **Severe Clause: Any offense that is criminal in nature or that is judged by the principal to be excessive or extreme in nature may result in automatic recommendation for expulsion or other similar actions.**

#### DISRUPTION OF THE EDUCATIONAL ATMOSPHERE OF THE SCHOOL.

- 1st Offense One period Office/Lunch Detention
- 2nd Offense One-three day(s) of Afterschool Learning Lab
- 3rd Offense.....One-two days Saturday School
- 4th Offense One-five days Alternative Placement and Parent/Guardian conference
- 5th Offense Remainder of current and/or next semester at Alternative Placement

#### DISRESPECT TOWARD A SCHOOL STAFF MEMBER; REFUSING THE DIRECT INSTRUCTION OF SCHOOL STAFF MEMBER OR REACTING IN A DISRESPECTFUL MANNER.

- 1st Offense One-three day(s) of Afterschool Learning Lab
- 2nd Offense....One-two days Saturday School and Parent/Guardian conference
- 3rd Offense One-three day(s) of Alternative Placement and Parent/Guardian conference
- 4th Offense Remainder of current and/or next semester at Alternative Placement or Recommendation for Expulsion for the current and/or next semester, restitution and Parent/Guardian conference

#### VANDALISM/STEALING SCHOOL PROPERTY OR PRIVATE PROPERTY

- 1st Offense....One - five days Alternative Placement and restitution
- 2nd Offense Five - ten days Alternative Placement and restitution and probation referral
- 3rd Offense.....Remainder of current and/or next semester at Alternative Placement or Recommendation for Expulsion for the current and/or next semester, restitution and Parent/Guardian conference

#### THREATENING/INTIMIDATING/HARASSING/BULLYING ANOTHER STUDENT

- 1st Offense Warning, see bullying guidelines
- 2nd Offense....Three-five days Afterschool Learning Lab and Parent/Guardian conference

3rd Offense Five-ten days Alternative Placement and Parent/Guardian conference

4th Offense.....Remainder of current and/or next semester at Alternative Placement or Recommendation for Expulsion for the current and/or next semester, and Parent/Guardian conference

**POSSESSION OF FIREARMS.**

1st Offense Recommendation for expulsion for one calendar year (the current and/or next 1 or 2 semesters) and Parent/Guardian conference

**POSSESSION OF WEAPONS, EXPLOSIVES, FIREWORKS, KNIVES, ETC.**

1st Offense Recommendation for expulsion for the current and/or next semester; or not more than one calendar year and Parent/Guardian conference

**POSSESSION/USE OF TOBACCO IN ANY FORM OR ANY PRODUCT RESEMBLING TOBACCO.**

1st Offense Three days Alternative Placement and Parent/Guardian conference and referral to Probation

2nd Offense Five days Alternative Placement and Parent/Guardian conference and referral to Probation

3rd Offense..... Recommendation for Expulsion for the current and/or next semester, and Parent/Guardian conference

**ATTEMPTING TO DO BODILY HARM TO ANOTHER STUDENT (FIGHTING)**

1st Offense Five days Alternative Placement and Parent/Guardian conference

2nd Offense Five to ten days Alternative Placement and Parent/Guardian conference and referral to probation.

3rd Offense.....Recommendation for expulsion for the current and/or next semester and Parent/Guardian conference and referral to probation.

**POSSESSION/USE OF ILLEGAL DRUGS (INCLUDING ALCOHOL and SPICE) OR PARAPHERNALIA.**

1st Offense.....Remainder of current and/or next semester at Alternative Placement and participation in an approved drug prevention program and Parent/Guardian conference and referral to Probation

2nd Offense.....Recommendation for expulsion for the current and/or next semester and Parent/Guardian conference

**ATTEMPTING TO DO BODILY HARM, THREATENING OR INTIMIDATING TO A MEMBER OF THE SCHOOL STAFF.**

1st Offense Remainder of current and/or next semester at Alternative Placement and Parent/Guardian conference

2nd Offense Recommendation for expulsion for the current and/or next semester and Parent/Guardian conference

**DISRESPECT TOWARD A MEMBER OF THE SCHOOL STAFF BY DEMONSTRATING VULGAR OR PROFANE GESTURES/SPEECH AT SCHOOL OR IN A PLACE OTHER THAN THE SCHOOL.**

1st Offense Three – five days Alternative Placement and Parent/Guardian conference.

2nd Offense Remainder of current and/or next semester at Alternative Placement or Recommendation for Expulsion for the current and/or next semester, and Parent/Guardian conference.

**V. STUDENT SERVICES**

The purpose of Guidance and Counseling Services shall be to assist pupils in having a successful school experience. Services shall be provided in a manner that recognizes the dignity and worth of all individuals in the school community, including pupils, teachers, administrators, parents/guardians, and others in the community-at-large who have an interest in the education of pupils.

Guidance and Counseling Services are available to all students at the secondary level. Guidance and Counseling Services shall provide those services designed to assist pupils in their personal, social, and career development. It shall include orientation, assessment, counseling (academic and brief personal), job information, scholarship information, placement, and follow-up. Students shall be provided information regarding graduation, college entrance, and/or vocational training or job training programs.

All records containing personal information about students shall be maintained in accord with the Family Educational Rights and



Privacy Act. (Indiana State Board of Education; Rule JP-1, Sec 1; filed May 8, 1978, 3:21pm; rules and Regs. 1979, p. 126)

Counselor—student conversations are confidential; Three mandated situations by Indiana Law in which student-counselor confidentiality shall be broken are:

- a. "Reason to believe" child abuse, neglect or molestation.
- b. Indication by student of self-harm.
- c. Indication of harm to others.

Valedictorian and Salutatorian policy is available at the school office.

#### **ALTERNATIVE WAYS OF EARNING HIGH SCHOOL CREDITS**

1. Receive a passing score on an end of course assessment (with or without taking the course).
2. Complete a high school course at a postsecondary institution.
3. Receive a 3, 4, or 5 on an AP exam.
4. Receive a passing score on a state created summative course assessment for any class in which such an exam is currently available.

#### **CREDITS AND GRADES**

All high school credits earned must have a letter grade assigned and must appear on the high school transcript.

#### **DUAL CREDITS**

Dual high school and college credit courses are defined as courses that:

- Are part of the Core Transfer Library, or
- Meet the requirements of the dual credit policy adopted by the Indiana Commission for Higher Education.

#### **Withdrawal from a dual credit course:**

Each semester the university sets the deadline for the last day students are allowed to drop courses. If a student drops a class after the deadline, a WF (withdraw F) will appear on their report card both at CCHS and the corresponding university.

#### **Receiving a D or F in a dual credit class:**

Any student who earns a "D" in a dual credit course will be on **probation** for the next semester and only allowed to take 1 dual credit class until a higher grade is earned. If the grade does not improve to a C or better, the student will not be allowed back into the dual credit program. If a student earns an "F" in a dual credit course, that student will not be allowed to continue in the dual credit program and will be subject to pay the course fees. An appeal process is available through the principal for extenuating circumstances.

For additional questions on dual credits and options related to this, students should speak with a counselor.

#### **South Harrison Academic Honors**

A South Harrison Academic Honors Recognition will be attached to any diploma in which a student meets the additional rigorous requirements established for this recognition. Note: These requirements have been previously established and approved.

#### **Graduation**

Any student who meets the requirements for graduation or a certificate of completion, via their Individualized Education Program, may participate in the graduation ceremony that immediately follows the date in which they complete the requirements. A student may only participate in one graduation ceremony. Foreign exchange students not fulfilling graduation requirements will be allowed to participate if they wish to do so, but will be denoted in the program as not receiving a diploma. Students wishing to walk in the graduation ceremony **MUST** participate in graduation practice as designated by the senior class sponsors and administration.

#### **GRADING SYSTEM**

South Harrison School Corporation has adopted a grading scale that shall be used in secondary schools. This system includes the calculation of the final grade for the semester. The grading scale for all classes is as follows:

A+ 99.5%

## 34

A 92.5%

A- 89.5%

B+ 86.5%

B 82.5%

B- 79.5%

C+ 76.5%

C 72.5%

C- 69.5%

D+ 66.5%

D 62.5%

D- 59.5%

F 0%

Semester grades will be calculated on the following basis:

1st nine weeks grade	Two fifths or 40%
2nd nine weeks grade	Two fifths or 40%
Semester exam	One fifth or 20%

A student may retake a course to try to improve his/her grade. The transcript will reflect the higher grade, and will not add to the total number of credits attempted. IUS/Ivy Tech will not allow students to audit for college credit.

### WEIGHTED GRADES

South Harrison Community School Corporation believes the pursuit of excellence should be rewarded. Therefore, South Harrison Community School Corporation has chosen to provide extra "weight" to grades in certain courses judged to be particularly challenging and demanding. A weighted grade with the exception of an "F" will have an additional grade value of one. Weighted grades are only assigned to courses taken at a South Harrison High School. South Harrison Community School Corporation feels this policy is a natural extension of the idea that the role of a school is to prepare students to reach the upper level of their abilities.

Weighted courses are listed below:

Advanced Placement Calculus, Pre-Calculus, Calculus, Finite Math, Geometry Honors and Algebra I Honors, Algebra II Honors, Anatomy & Physiology, Biology II, AP Biology, AP Chemistry, Chemistry I, Physics, AP Physics, Spanish III, French III, Spanish IV, French IV, Honors and AP English, Introduction to Engineering, Principles of Engineering, Digital Electronics, AP Government, World History Honors, US History Honors, and any dual credit course. AP (Advanced Placement) testing requirements for students enrolled in an AP class: All students enrolled in an AP class at CCHS are required to take the AP exam at the end of the course. The state of Indiana pays for the cost of some AP tests, and all testing fee information will be communicated to students and parents as it becomes available from the state. For tests not covered by the state, the student/parent will be responsible for the costs of the test if the corporation does not cover the cost. The test fees normally range between \$89 - \$95 per test. If there is a financial hardship, the student/parent must notify the AP coordinator, Ms. Rennirt, by February 1<sup>st</sup>. The AP tests take place in May. Students will be given fair notice prior to the date that the test is to be given

Weighted scale	Non-Weighted Scale
A = 5.00	A = 4.00
A- = 4.67	A- = 3.67
B+ = 4.33	B+ = 3.33
B = 4.00	B = 3.00
B- = 3.67	B- = 2.67

C+ = 3.33	C+ = 2.33
C = 3.00	C = 2.00
C- = 2.67	C- = 1.67
D+ = 2.33	D+ = 1.33
D = 2.00	D = 1.00
D- = 1.67	D- = 0.67
F = 0.00	F = 0.00

**GUIDELINES FOR POST SECONDARY CREDIT/DUAL CREDIT STUDENTS**

1. Credits will only be considered for approval from an accredited institution.
2. South Harrison Administrators must approve any course that will be applied toward high school graduation.
3. A student who fails to successfully complete a university course shall receive no high school credit. A student who withdraws from a university course will be subject to the “drop and add” policy in the respective high school and/or the policy from the crediting university.
4. This program shall be reserved for junior and senior students except under special circumstances.
5. The policy of the South Harrison Community School Corporation shall be subject to all the provisions of Indiana Rule 511 IAC 6-10.

**DIPLOMA TRACK OPTIONS**

\*South Harrison is not responsible for changes to requirements as dictated by the Indiana Department of Education.

THERE ARE FOUR DIPLOMA TRACK OPTIONS.



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

with Academic Honors

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b>
	Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b>
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II
	<i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</i>
<b>Science</b>	<b>6 credits</b>
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics
	2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b>
	2 credits: U.S. History
	1 credit: U.S. Government
	1 credit: Economics
	2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b>
	World Languages
	Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> (College and Career Pathway courses recommended)

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

## CORE40 with Academic Honors *(minimum 47 credits)*

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits  
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the priority course list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

## with Technical Honors *(minimum 47 credits)*

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

### INDIANA GENERAL HIGH SCHOOL DIPLOMA

Beginning with students who enter high school in 2006-2007, the completion of the Indiana General High School Diploma course and credit requirements will fulfill the Indiana requirements to graduate.

Beginning with students who enter high school in 2007-2008, the completion of Core 40 becomes an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

**To graduate with less than Core 40, the following formal opt-out process must be completed:**

- *The student, the student’s parent/guardian, and the student’s counselor (or another staff member who assists students in course selection)*

*meet to discuss the student's progress.*

- *The student's career and course plan is reviewed.*
- *The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.*
- *If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.*

#### GENERAL HIGH SCHOOL DIPLOMA

English/Language Arts                      8 credits

Mathematics                                      4 credits

    2 credits:    Algebra I

    2 credits:    any math course

Science    4 credits

    2 credits:    Biology I

    2 credits:    any science course

Social Studies                                      4 credits

    2 credits:    U.S. History

    1 credit:     U.S. Government

    1 credit:     any social studies course

Physical Education                              2 credits

Health and Wellness                              1 credit

Career Academic Sequence                      6 credits

Flex Credit    5 credits

To earn the 5 Flex Credits a student must complete one of the following:

- Additional courses to extend the career-academic sequence.
- Courses involving workplace learning, which may include the following courses:
  - Career exploration internship
  - Professional career internship
  - Business cooperative experiences
  - Cooperative family and consumer sciences
  - Industrial cooperative education
  - Interdisciplinary cooperative education
  - Marketing field experience
- High school/college dual credit courses.
- Additional courses in:
  - Language arts
  - Social studies
  - Mathematics
  - Science
  - World Languages (Spanish)
  - Fine arts (Art, Band, Choir)

Electives	6 credits
Total State Credits Required	40 credits
End of diploma options by graduating class.	

## **SCHEDULE CHANGES**

Dropping or adding courses will be considered for compelling reasons such as scheduling errors, course failures, inappropriate class placement, prerequisite failures, health problems, etc. Such changes must be completed by the counselor, five days prior to the start of each semester, and on an emergency basis five days at the beginning of the semester. Students may not drop a course mid-semester without the permission of the building principal and may do so only due to extenuating circumstances. Any student dropping a course with a failing grade will have a "W/F" marked on their transcript. Students and parent/guardian should consider course selection very carefully when choosing courses for the coming school year in order to eliminate unnecessary drop and adds. Scheduling changes will be limited to the aforementioned reasons. While the school recognizes the appeal of requesting specific teachers, schedules often fulfill multiple requirements of a student's educational needs which are imperative and will be priority.

## **WORK PERMITS**

Work permits: should be obtained by youths 14 through 17 years of age. To obtain a work permit, the youth is required to have an "Intention to Employ" card completed by the employer (furnished either by the employer or by the counseling department) and signed by the parent/guardian, student, and employer. The student should allow 24 hours for the permit to be completed. The school is allowed, by law, to refuse to issue work permits or to revoke already issued permits if the student is not passing five solid subjects or if the student misses more than 8 days of school. The student must also have a birth certificate stating place of birth and birthday. These documents are to be taken by the youth to the Guidance Counselor's Office when school is in session or to Central Office during the summer or on breaks.

## **WORK RELEASE**

Students will be allowed to take advantage of work release opportunities with approval of the building principal. Request for work release will be handled on a case by case basis. Students interested in participating in a work release program should contact their counselor.

## **WITHDRAWAL FROM SCHOOL**

Under Indiana law, any student who is at least sixteen years of age but not yet eighteen years of age, may withdraw from school before graduation after an exit interview with the student's parent/guardian is conducted with the appropriate school employee. The withdrawal will be valid if one of the following conditions is met: financial hardship, illness, or court order.

## **CHEATING/PLAGIARISM**

Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and / or disciplinary action for a first offense. For a second offense a student is subject to loss of course credit and / or a failing grade. IUS and Ivy Tech had their own specific plagiarism expectations that dual credit students are expected to follow. Please review these expectations online: [www.ius.edu](http://www.ius.edu) [www.ivytech.edu](http://www.ivytech.edu)

## **RELEASE OF STUDENT RECORDS TO A NON-CUSTODIAL PARENT**

The Family Educational Rights and Privacy Act of 1974 mandates that the school protect the privacy of its students and their educational records. However, a non-custodial parent shall be entitled to receive a copy of his child's report card and given access to the child's educational record, subject to the following conditions:

- The custodial parent has not provided the school with a copy of the divorce decree that specifically prohibits the non-custodial parent from having contact with or information about the child.
- The non-custodial parent must make his/her request by filling out a request for Release of Student Information.

## **VI. TRANSPORTATION GUIDELINES**

School bus drivers are to have control of all school students transported between their homes and the schools. The driver shall maintain discipline among the students while on the bus or along the route, shall treat all students in a civil manner, shall see that no student is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the students under his/her care. Student shall be subject to the discipline of the bus driver and school administration. The school bus is an extension of the school and all regular school rules shall apply.

### **BUS TRANSPORTATION RULES**

School bus drivers shall assure that all student passengers observe the following rules:

1. Students shall follow directions of bus drivers the first time they are given.
2. Each student shall be seated immediately upon entering the bus in his/her assigned seat. No student shall be permitted to stand or move from place to place while the bus is in route.
3. Students shall not engage in any destructive conduct such as vandalizing seats, windows, etc.
4. Students shall not engage in any disruptive conduct such as: loud, boisterous, or profane language, tripping, holding, biting, or using their hands, feet or body in any objectionable manner, etc.
5. No windows or doors shall be opened or closed except by permission of the driver. Students shall keep their hands and head inside the bus at all times.
6. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. The student shall be waiting at his/her loading station when the school bus arrives. In case of emergency causing late arrival by the student at his/her station, the school bus driver shall stop and sound horn, waiting a reasonable amount of time.
8. Students shall not be allowed to eat or drink on the bus.
9. Students shall not use or have in their possession tobacco or tobacco products on school buses.
10. Students are subject to the rules and regulations of the South Harrison Substance Abuse Policy at those times they are on a school bus.
11. Cumulative 10-day suspension will result in the termination of all transportation privileges for the remainder of the school year.

### **CONSEQUENCES**

Driver: \_\_\_\_\_ Principal/Designee: \_\_\_\_\_

Name – warning \_\_\_\_\_

Check #1-1st Bus Conduct Report \_\_\_\_\_ verbal warning, possible suspension

Check # 2-2nd Bus Conduct Report, Contact w/parent/guardian conference with student, possible suspension

Check #3-3rd Bus Conduct Report \_\_\_\_\_ one (1) day suspension, contact w/parents

Check #4-4 or more Bus Conduct Reports \_\_\_\_\_ possible 2-5 days suspension, contact parents/guardians

Severe Clause: Severe violation will warrant immediate suspension from bus and/or school. In this event, steps 1,2, and 3 will be by-passed. Severe violation(s) include, but not limited to the following: fighting, vulgar language, obscene gestures, spitting, throwing of objects, smoking, lighting of combustible materials (including matches and lighters), destruction of property, and weapons on buses. Severe violations will result in 3-5 day suspension, restitution (where applicable) and possible expulsion from transportation.

### **BUS PASS PROCEDURE**

In accordance with Indiana Pupil Transportation Statute (IC 20-9.1-2, Section 1) the governing body of each school corporation may provide transportation for school children to and from school. The South Harrison Community Schools supports and encourages



## 41

transporting students for purposes related to their educational development. However, certain transportation activities may not be essential to the educational development of students and hence, they may not be permitted. Such activities include, but are not limited to, overnight stays, birthday/slumber parties, camp outs, etc.

If a student must ride home on a bus that is not his/her regular transportation or get off the bus at a different stop, he/she shall have a pass from the school office. Students must bring a verifiable note from their parents explaining the reason for the requested pass, bus number, and destination. Passes will be issued at 8:15 only. If a student does not have a note he/she will be sent home on their regular bus.

School transportation has been organized to first accommodate students who live along various bus routes. Students staying with baby-sitters may be accommodated within the limits of bus capacity. If bus capacity has been reached, students staying with baby sitters may be asked to find another means of transportation.

### **MOTORCYCLES**

Students who choose to ride motorcycles to school are required to follow the same rules and regulations as students who drive other vehicles. Because motorcycles are more responsive and maneuverable, additional rules are necessary to insure the safety of the rider as well as others who use the school facilities.

1. Motorcycles must be licensed by the state.
2. Motorcyclists must have a motorcycle driver's license.
3. Motorcycles must be parked in a regular parking space.
4. Safety:
  - Motorcycles must follow the normal flow of traffic and not weave in and out of traffic.
  - Motorcyclists shall accelerate in a safe and legal manner.
  - Helmets are mandatory, to insure the riders' safety while driving on school property.

### **PARKING LOT**

Students who drive to school are to give the right-of-way to the school buses. Students are to observe the following rules:

1. Park between designated lines.
2. Do not block other cars.
3. Do not park in entrances or exits or on the grass.
4. Practice safe driving habits and do not exceed 15 mph.
5. Always give pedestrians the right of way.
6. Obey all posted signs.
7. Students are not permitted to be in the parking lot during school hours without permission from the Office.
8. Students must enter the building immediately upon arriving to campus.

### **PROSSER SCHOOL TRANSPORTATION**

The South Harrison Community School Corporation provides transportation to and from Prosser Vocational Center for both first and second shift students. All students must ride the corporation bus.

Students missing the Prosser bus should report to the Office where they will be assigned to a study hall until their schedule resumes.

The following disciplinary action will be taken for students driving or riding to Prosser without permission:

- 1st Offense One Saturday school.
- 2nd Offense One to three days Alternative Placement and loss of driving privileges for two weeks.
- 3rd Offense Five days Alternative Placement.
- 4th Offense.....Recommend expulsion for remaining semester and withdrawal from the Prosser program.

## **INVALIDATION OF DRIVER'S LICENSE**

Student drivers, less than 18 years of age, will have their license or permit invalidated by the Bureau of Motor Vehicles: (a.) upon receiving the second out-of-school suspension; (b) classified as a habitual truant; (c) withdraws from school prior to age 18; or (d) expelled in a school year. This invalidation will be at least 120 days.

## **VII. SOUTH HARRISON COMMUNITY SCHOOL CORPORATION POLICIES**

### **ATTENDANCE**

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all Corporation students, except those exempted under Corporation Policy or by other provisions of State law, during the days and hours that the school is in session, or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

1. Single absence;
2. Prolonged absence;
3. Absence of more than 3 days duration;
4. repeated unexplained absence and tardiness.

Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student.

An out of school suspension is an excused absence. An unexcused absence is an absence from school not authorized by School Corporation rule and is in violation of I.C. 20-8.1-3.

The Board authorizes, but does not encourage, the Superintendent to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. a member of Indiana wing of the civil air patrol who is participating in a civil air patrol program for not more than five (5) days in a school year
- B. illness with appropriate physician documentation
- C. recovery from accident with appropriate physician documentation
- D. required court attendance
- E. professional appointments
- F. death in the immediate family
- G. observation or celebration of a bona fide religious holiday
- H. such other good cause as may be acceptable to the Superintendent or permitted by law

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students which:

1. Ensure a school session which is in conformity with the requirements of the law;
2. Ensure that students absent for any excusable reason have an opportunity to make up work they missed;
3. Govern the keeping of attendance records in accordance with the rules of the State Board;
4. Ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absence from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.
- F. Report excessive absenteeism to appropriate public agencies.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

#### **INTER-SCHOOL TRANSFER OF STUDENTS: GRADES K-12**

Students will attend the school within the attendance area in which they reside. Place of residence of a student will be determined in accordance with Indiana Code.

A formal request for exception to this policy may be made in writing to the superintendent. However, no request for exception to this policy will be considered for a time period that extends beyond the current academic calendar year.

A partial list of factors that will be utilized by the superintendent in considering such request may include:

- The receiving school must be able to academically accommodate the student. At this time, per South Harrison policy, Corydon Elementary and Corydon Intermediate School are not accepting transfer students.
- The receiving school must have sufficient space to accommodate the student.
- Upon review, the school corporation must determine that there would be no negative consequences (academically and other) if the transfer is approved.

In a circumstance in which a one-year transfer is approved, the student's parent/guardian shall be responsible for providing transportation to and from the school to which the student is transferring. Moreover, a student approved for transfer must have their parent/guardian resubmit a request to transfer each academic year in which the transfer is desired. All requests must follow the protocols explained within this handbook.

A student who changes residence within the South Harrison Community School Corporation after being enrolled may, upon written request of the student's parent/guardian, complete his/her academic year in the school of the original attendance, provided he/she continues to reside within the South Harrison Community School Corporation. (Exceptions for non-resident students shall be made in accordance with Indiana Code 20-33). Transportation to the original school shall be the responsibility of the student's

parent/guardian.

Any and all written requests to transfer must be received in the South Harrison Administration Office on or before June 30 prior to the beginning of the school year in which the student is requesting transfer. If a request to transfer is denied by the superintendent or his/her designee, an appeal may be made to the South Harrison Community School Corporation Board of School Trustees. The decision of the Board shall be final.

### **5410 – PROMOTION, PLACEMENT, AND RETENTION**

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

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

- A. completed the course requirements at the presently assigned grade;
- B. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

A child's promotion or retention may be affected by his/her performance on the ISTEP. The promotion or retention will be in accordance with ISTEP guidelines as promulgated by the State Department of Education.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular activities.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at grade level;
- C. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
- D. assign to the building principal the final responsibility for determining the promotion, placement, or retention of each student.

I.C. 20-10.1-17-8

511 IAC 6.1-5-10

5111 IAC 6-2-1(c)(10)

### **5771 – SEARCH AND SEIZURE**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

#### **A. School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

#### **B. Student Person and Possession**

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student

shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

#### **USE OF DOGS**

The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-33-8-32

U.S. Constitution, 4th Amendment

Revised 3/96

Revised 5/96

Revised 5/6/96

#### **5600 - STUDENT DISCIPLINE**

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;

- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority;
- F. may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record before s/he leaves this Corporation.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. Parents and adult students shall be provided a form which is to be returned to the school principal confirming that the Code of Conduct has been received. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student. A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with Board policies on transportation.

The principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

No student is to be detained after the close of the regular school day except in the case of an emergency, unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

I.C. 20-8.1-5-1 et seq., 20-8.1-5-3 (c)(2)

## **SEXUAL AND OTHER FORMS OF HARASSMENT**

The School Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, and/or any other legally protected characteristic.

The harassment of a student by a staff member or fellow student of this Corporation or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, or third party, or student will be subject to discipline in accordance with the Code of Conduct. Any visitor who is found to have harassed a staff member or student will be reported to the appropriate civil authorities.

The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that explanations of the prohibited conduct and reporting procedures are

available to all students and are posted in appropriate places throughout the Corporation.

I.C. 35-42-4-3, 35-42-4-8, 35-42-4-9

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C 12101 et seq.

20 U.S.C. 1681 et seq.

42 U.S.C. 1983

Adopted 12/5/94

Revised 5/6/96

Revised 5/00

### **5530 – DRUG PREVENTION**

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For the purposes of this policy, “drugs” shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance that is a “look-alike” to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia on school grounds, on school vehicles, and/or at any school-sponsored event.

Any student using, possessing, selling, knowingly transmitting, or being under the influence of controlled or misused substances such as narcotic drugs, amphetamines, barbiturates, hallucinogens, marijuana, depressants, intoxicants, including alcohol, all chemicals which release toxic vapors, anabolic steroids, or stimulants of any kind, including caffeine based pills, whether prescription or sold over the counter (without prescription), any substance represented by the provider to be any of the above listed substances, any other illegal substances so designated and prohibited by law, and/or possessing drug paraphernalia is subject to suspension and/or expulsion from school. School officials will notify law enforcement agencies in all incidents involving substances such as those listed above.

Additionally, students are required to register with the school office all prescription and nonprescription drugs that are to be consumed at school. Parents/Guardians are required to send a note to school indicating the student’s name, type of drug, dosage and time, and purpose of the medication. Prescription medicine should be in original container.

The following disciplinary actions will be taken when a student(s) violate the provisions of this policy:

- A. Students in Grades K - 5
- B. Voluntary participation in an approved drug education and/or treatment program will be recommended for first time offenders.
- C. Participation in an approved drug education and/or treatment program will be required as an alternative to expulsion for subsequent offenses.

D. Students in Grades 6 -12

1. An alternative to expulsion may be recommended for first time offenders. This alternative will require a signed Parental Agreement, a student chemical assessment, and participation in an approved drug education and/or treatment program. All expenses incurred will be the family's responsibility. This requirement may be waived or modified by the Superintendent upon the recommendation of the Principal.
2. Students who violate the Substance Abuse Policy a second time while enrolled in grades 6-12 and those students knowingly transmitting substances such as those listed above will not be given the option of choosing an alternative to expulsion.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally- based drug and alcohol education and prevention program;
- C. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- D. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- E. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- F. provide for a student assistance program which includes guidelines for prevention activities and programs, for referrals of students to outside treatment providers, and for cooperative follow-up after treatment has been provided;
- G. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the Corporation's policy and administrative guidelines on Search and Seizure are complied with fully;
- H. notations concerning involvement with drugs may be entered on a student's records, except that:
  1. notations other than necessary to aid counselors shall be made;
  2. all such notations shall be expunged when they are no longer necessary for the counseling of the student or when the student leaves school;
- I. The Superintendent shall designate a committee in each school and provide guidelines whereby the committee can develop an effective drug-free school plan and oversee its implementation. Such committees shall be composed in accordance with statute and consist of:
  1. staff members;
  2. parents;
  3. representatives of the community;
  4. professionals concerned with drug abuse and shall report to the superintendent.

The Superintendent shall develop a curriculum for instruction in the harmful effects and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco for students at each grade level and conduct such in-service training programs for staff members necessary to ensure effective teaching about drugs and assistance to students with drug problems.

The Superintendent shall take such steps as may be necessary to notify all students likely to be affected and their parents of the Board policy on the use of drugs.

I.C. 20-10.1-4-9.1

20 U.S.C. 3171 et seq., Drug-Free Schools and Communities Act of 1986

20 U.S.C. 3224A

Revised 10/6/94

Revised 7/14/97



## **COMPUTER TECHNOLOGY AND NETWORKS**

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. It also recognizes that safeguards have to be established to ensure that the Corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to provide guidance to staff and students concerning making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. The responsibility for the educational value of Internet access is the joint responsibility of school staff, the students with access to the Internet, and their parents.

Such guidelines shall also ensure that parents are provided the option to request alternative activities not requiring Internet access.

The Superintendent shall establish appropriate procedures to inform both staff and students about disciplinary actions that will be taken if Corporation technology and/or networks are abused in any way or used in an illegal or unethical manner.

This policy and the guidelines and agreements established by the Superintendent are to be made available for review by parents, members of the staff, and members of the community.

The provisions of this policy and associated guidelines and agreements are subordinate to local, State, and Federal law.

Revised 7/24/01

## **VIII. STATE AND FEDERAL LAWS**

### **CIVIL RIGHTS NONDISCRIMINATION STATEMENT**

South Harrison Community School Corporation is committed to equal opportunity. It is an Equal Opportunity Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency in an employment 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 have experienced discrimination in such education programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Dr. Neyland Clark, Superintendent of Schools, South Harrison Community School Corporation, 121 High School Road, Corydon, IN 47112. Telephone number (812)738-2168.

### **CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE FOR INDIANA'S CIVIL RIGHTS COMPLIANCE PROGRAM FOR VOCATIONAL EDUCATION.**

1. Applies to Regulatory TITLES VI (race, color, and national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V--Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator:
  - A. The building principal or designee for allegations of building level violations to students or building patrons.
  - B. The Superintendent or designee for allegations and violations of a corporate level such as policy or practice.
5. Civil Rights Compliance Coordinator:
  - A. The Superintendent of school or designee
6. The Process:

#### **Level One:**

1st- The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the building

principal. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.

2nd- The building principal shall initiate investigation of the circumstances of the complaint within (7) calendar days of the receipt of the written complaint.

3rd- The building principal shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.

4th- The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the building principal and submits such a statement in writing to the superintendent of schools, a level two procedure shall be enacted.

**Level Two:**

1st- The building principal shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.

2nd- The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the building principal, and the superintendent. Other witnesses may be called with mutual notice of three (3) calendar days.

3rd- The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

Note: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

Note: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

On August 24, 1974, Congress adopted an amendment to the General Education Provisions Act called "Family Educational Rights and Privacy Act" dealing with student records. In broad outline, the act and more recent regulations and amendments, P.L. 93-568 January 2, 1975; and Title 45,

Part 99 FR. June 17, 1976, provided for the following:

- The act concerns the student records of both elementary and secondary students.
- The parents' right under this law extends until the student is 18 years of age and is enrolled in a post high school institution. Thereafter only the student may exercise the right.
- Parents and students have a right to examine the educational record at reasonable times. Such requests should be made in writing and directed to the building principal.
- The parent/guardian has the right to have a record corrected if it is inaccurate, misleading, or is in violation of the privacy of the student.
- A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
- Certain persons may examine student records without Parent/Guardian consent. These include school officials such as teachers who have legitimate educational interests, officials of other schools where a transcript is made, and certain representatives of the state and federal government, with various limitations.
- Any person may receive a copy of the records if the parents execute a written consent to release, specifying the person to whom they are to be released to and the reason for the request for release. The Parent/Guardian may request and receive a copy of any student record released.
- A South Harrison school will release copies of student records when ordered to do so by the courts or when subpoenas have been served. However, school officials will make a reasonable effort to notify the Parent/Guardian before compliance with the court order.

- A South Harrison school will forward the educational record to other schools on written requests of the receiving school officials.

**STUDENT RECORDS**

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

A social security number of a student contained in the records of the school corporation may not be disclosed or released by the school corporation unless the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the School Corporation record or include in the official high school transcript for each high school student the following information:

- A. attendance records;
- B. the students' latest ISTEP/GQE test results;
- C. any secondary level and post-secondary level certificates of achievement earned by the student;
- D. immunization information from the student's immunization record.

The Board also authorizes the collection of other student information including, but not limited to:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency;
- B. samples of student work;
- C. information obtained from professionally acceptable standard instruments of measurement such as achievement tests and standard intelligence tests;
- D. verified reports of serious or recurrent behavior patterns;
- E. rank in class and academic honors earned;
- F. psychological tests;
- G. custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is eighteen (18) years of age or older, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- A. forward student records including any suspension and expulsion action against the student, on request to a school or school

corporation in which a student of this Corporation seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party;
- D. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the School Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within the reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

### **PERSONALLY IDENTIFIABLE INFORMATION**

Personally identifiable information concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public records Act, personally identifiable information concerning students shall not be left unprotected, shared or transferred from School Corporation records to any place not within the control of the School Corporation. This includes any laptop computer or portable storage medium.

### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of the Corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation;

awards received; listing on an honor roll; scholarships, or type of diploma/graduation certificate earned.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

The School Corporation is required to notify the parent and student that either one may request that the information not be released by the School Corporation to the military recruiting representatives. The notification is to include the process necessary to complete this requirement.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within 10 days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student.

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except disclosures allowed without parental consent;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of Corporation noncompliance with the Department of Education;
- F. obtain a copy of the Corporation's policy and administrative guidelines on student records.

The superintendent shall also develop procedural guidelines for the proper storage and retention of records including a list of the type and location of record and informing Corporation employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

### **IMMUNIZATION LAW – IC 20-8.1-7-10.1**

Statement of Immunization history (for further information, contact the corporation nurse at 738-4181).

Upon a student's enrollment in the school corporation, the governing body shall require the Parent/Guardian to furnish a written statement of the child's immunizations, accompanied by the physician's certificates or other documentation, unless such a written statement is on file with the corporation. This statement shall show, except for a child covered by section 2 or 2.5 of this chapter, that the child has been immunized against diphtheria, whooping cough (pertussis), tetanus, measles, mumps, rubella, and

poliomyelitis. The statement shall recite the child's age at the time he received each immunization. A Parent/Guardian may request a waiver at the time of enrollment of the student in order to have time to get the immunization records to the school. If the waiver is granted the Parent/Guardian will have twenty (20) days from the date of enrollment to turn in the immunization records. If the immunization records are not turned in to the school by the twentieth (20th) day, the Superintendent may start expulsion proceedings. However, if the local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunization will not be completed before the twentieth (20th) day, the parent of the student shall furnish a written statement from the physician or health department showing the time schedule for completion of the immunizations. In this case, the child may attend school. Neither a religious objection under section 2 of this chapter nor an exception for the child's health under section 2.5 of this chapter shall relieve any parent from the reporting requirements imposed under this section.

**ASBESTOS LETTER**

The Memorandum represents our annual notification that all Building Facilities within the South Harrison Community School Corporation have been inspected by qualified professionals for the existence of Asbestos Containing Materials. Asbestos is a material that has been used in the construction industry for many years that has been scientifically and medically proven to be potentially harmful to the human body when ingested primarily via the respiratory system. The inspections were conducted in strict accordance with specific guidelines published within both Federal and State Regulations. The results of these inspections are available at the individual School Offices for public review. Those interested should request to view the School's "Asbestos Management Plan." This document identifies the material, defines its location, assesses its condition and magnitude, and the established Corporation's plan to address the potential hazard. Our Management Plans have all been reviewed and approved by the State of Indiana.

***Presented to the Board of School Trustees on***

