

# **HANDBOOK FOR STUDENTS, PARENTS, AND FACULTY OF THE SOUTH MADISON COMMUNITY SCHOOL CORPORATION**

## **SECTION 1: GENERAL INFORMATION**

### **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY [POLICY 2260]**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth.

As such, the School Board does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students. In order to achieve the aforesaid goal, the Superintendent shall:

**A. Curriculum Content:**

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

**B. Staff Training:**

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

**C. Student Access:**

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

verify that facilities are made available, in accordance with Board Policy 7510-Use of Corporation Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.

**D. Corporation Support:**

verify that like aspects of the Corporation program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

**E. Student Evaluation:**

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

The Superintendent shall appoint and publicize the name of the Compliance Officer(s) who is/are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Superintendent shall annually attempt to identify children with disabilities, ages 3 – 22, who reside in the Corporation but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in Corporation programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the Corporation will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

South Madison Compliance Officer, Mr. Mark Hall, Assistant Superintendent for Secondary Curriculum, Instruction and College & Career Readiness.

Telephone: 765-778-2152

*Policy 2260 can be found in its entirety at [www.smcsc.com](http://www.smcsc.com) under Policy & Bylaws*

### **SEXUAL HARASSMENT**

The South Madison Community School Corporation will maintain a learning and working environment that is free from sexual harassment. It will be a violation of validly adopted board policy for any member of the staff to harass another staff member or student, or for any student to harass a staff member or another student, through conduct or communications of a sexual nature.

Any person who alleges sexual harassment by a staff member or student may make a formal complaint with the building principal, any other member of the school administration or central office administration. The reporting of alleged sexual harassment will not reflect upon the individual's status, grades, or academic standing.

The right to confidentiality, both of the complainant and of the accused, will be respected. However, confidentiality will also be consistent with the school corporation's obligations to investigate all such allegations of misconduct and to take corrective action when it is determined the conduct occurred.

Disciplinary action will be taken in cases where such conduct occurred. Any action taken with students will be consistent with applicable statutory obligations and may include suspension or expulsion from school.

### **BULLYING (Policy 5517.01)**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages 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. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school

activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **COPYRIGHT POLICY**

The South Madison Community School Corporation complies with all copyright laws.

### **POLICY CODE**

The word "Policy" followed by numerals in this handbook denotes district policy from the district's policy manual. District policies may be found on the district's website. Select *School Board*, and then select *Bylaws & Policies*. <http://www.neola.com/southmad-in/>

### **GENERAL INFORMATION SECTION**

#### **TO STUDENTS: WHO OWNS THIS SCHOOL?**

Surprisingly YOU do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the Public School system. Everyone pays taxes in one form or another. Therefore, any damage done to the buildings, equipment, business, or books must be paid with your own family's money! It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors, and yourself, but you must help protect the schools by discouraging or reporting such activity by others. In a few years you will be paying for this school and equipment

if you continue to live in this community. Of course, you don't want to pay for something you helped destroy. REMEMBER, most trouble starts as fun!

### **TO PARENTS: THE HOME AND SCHOOL WORKING TOGETHER**

You can help your child get the most out of school:

IF YOU give him/her love and a feeling of security at home.

IF YOU help him/her develop self-reliance by giving him/her responsibility suitable to his/her age.

IF YOU encourage habits of obedience and respect for authority and property.

IF YOU show a sincere interest in his/her schoolwork—his/her work at school is as important to him/her as your job is to you.

IF YOU express approval to him/her for his/her constructive attempts or accomplishments; praise and encouragement are helpful to the development of any child.

IF YOU give him/her time to grow—over-anxiety on your part, if your child does not happen to progress as fast as you expect him/her to, only makes an additional problem for him/her.

IF YOU HELP YOUR CHILD to realize that it is not only a privilege but also a responsibility to attend a public school in a free democratic nation.

### **INSTRUCTIONAL PHILOSOPHY**

Our greatest national resource is the minds of our children. South Madison Community School Corporation is committed to nurturing that natural resource so that each student may experience success in school and as a lifetime learner.

The South Madison Community School Corporation will emphasize the practical application of theory and course content in real-life situations. By learning and using critical thinking, creative problem-solving and decision-making practices, students will develop higher order thinking skills necessary to be successful, independent lifetime learners and citizens.

Teachers will meet student needs and pursue increasing student success through the use of various processes and methods of instruction. These efforts will be directed toward what students should be able to do at the completion of each course. Coordination among all courses and grades, kindergarten through grade 12, will provide continuity of skills and a formal hierarchy of expectations and student outcomes.

Broad-based support for district instructional programs will emerge through the use of committees representing the various community populations. Participation of the many populations in the development, implementation, and evaluation of curricula is essential to development of increasingly effective instructional programs. Such broad-based involvement and support will help the district to better prepare students for the intellectual, social, and emotional changes and challenges of life in the future.

### **FIRE DRILLS**

Fire drills will be practiced as required by Indiana law. Fire drills will be conducted monthly. Fire routes are posted in each classroom.

Please observe the following fire drill rules:

1. Use the fire drill exits that are on the posters in your room.
2. All students must remain silent throughout the entire drill.
3. Walk, do not run, when leaving and returning to the building.
4. Do not return to the building until the principal or person in charge gives the all-clear signal.
5. The main objective of the drill is to evacuate the buildings as quickly and orderly as possible.
6. Teachers will stay with their classes at all times.
7. Fire drills will be held periodically.
8. THIS DRILL SHOULD BE TAKEN VERY SERIOUSLY.

### **TORNADO DRILLS**

Tornado drills will be practiced as required by Indiana law. Tornado drills will be conducted as required: one (1) during each semester. Tornado routes are posted in each classroom. Tornadoes are quite frequent in Indiana; therefore, everyone shall become familiar with the following procedure.

1. Pupils will be taken to the assembly area, which will be assigned prior to the opening day of school.
2. Positively no talking, running, or pushing at any time during a disaster drill.
3. Keep calm at all times, avoid panic, use common sense when a decision must be made, and follow instructions.

### **DISASTER DRILLS**

Disaster drills will be practiced by Indiana law. Manmade occurrence disaster drills will be conducted as required: one (1) during each semester.

### **SAFETY PATROLS**

Safety Patrol students have one main purpose—to help students on their way to and from school. For the patrol students to be effective, they must have the full cooperation of parents and students. Parents should encourage obedience to the patrol. The local police cooperate with the schools in promoting the work of the Safety Patrols.

### **FOOD AND DRINKS**

Vending machines are provided as a convenience to students. However, with this privilege come certain responsibilities. All trash and empty cans are to be placed in proper containers.

No gum will be allowed in the building. Other food and drink may be consumed only in the commons area and cafeteria.

Food, which is a part of the curriculum, may be consumed in the classroom. However, these activities are to be carefully supervised by the instructor.

### **BOOK BAG POLICY**

To promote a safe learning environment and encourage self-discipline and organization, the use of book bags, and backpacks to carry books and supplies to and from school is certainly acceptable. In the middle school and high school, the building principal will determine whether backpacks and book bags must stay in the student's locker during the school day or will be allowed to be carried throughout the building. The decision will be based on locker size, congestion in halls and stairways, classroom storage space, and school safety.

### **TELEPHONES**

Telephones are placed in the school offices for school business only. Students may not receive calls over the office telephones during the school day. Important messages from parents/guardians for students in class will be received and delivered, but only in case of emergency will students be called to the telephone.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office area where they may be claimed by the owner.

### **VISITORS**

Parents of students are welcome to attend activities, convocations, or any other function connected with school activities or to eat lunch with a student. All visitors are to enter the main entrance and report immediately to the principal's office and are required to present a driver's license or ID to register in the Visitor Management Software, which includes a sexual offender alert system. Visitors from other schools or ex-students are not permitted in the building when school is in session.

## VOLUNTEERS

A volunteer application/criminal background check and Safe School training are required each year to volunteer in school. Forms are available on the school website. In addition, these protocols may be required at the discretion of the principal for adults to accompany students on field trips or to help with class parties. All volunteers must enter the main school entrance and report immediately to the principal's office and must present a driver's license or ID to register in the Visitor Management Software, which includes a sexual offender alert system.

## CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

Students at each school have a cafeteria account into which funds can be deposited to pre-pay for meals (breakfast, lunch, à la carte). Funds can be deposited as cash, check payments or through [www.EZSchoolpay.com](http://www.EZSchoolpay.com) online system.

## FOOD & NUTRITION SERVICES

SMCSC Nutrition Services strives to serve nutritious, high quality meals in a clean, caring and friendly environment.

### AVAILABILITY

All schools serve breakfast and lunch daily. Menus are available at [www.smcsc.com/nutrition](http://www.smcsc.com/nutrition). The below chart summarizes meal times, locations and prices.

Meal Period	Time	Location	Price
Breakfast	PHMS, PHHS: 7:10- 7:25 am Elementary: 8:10am- 8:25am	Cafeteria	See Nutrition Services website
Lunch	Varies	Cafeteria	See Nutrition Services website

Foods that are not included in the price of a meal are marked "à la carte." Elementary students have à la carte options that are limited to extra services of meal food items. Middle and High School students may purchase extra servings of meal food items in addition to snacks/beverages that comply with USDA Smart Snacks in Schools nutrition requirements.

For students wanting to purchase a meal, each meal must meet certain nutrition requirements in order to qualify for the meal price listed in chart above. Each day, students are offered a lunch containing the following food groups: Meat or Meat Alternate, Grain, Fruit, Vegetable, and Milk. Out of the five food groups offered, student must choose at least three food groups to qualify as a meal. Additionally, one of the chosen food groups must be a Fruit or Vegetable. Many entrees count as more than one food group (i.e. Meat + Grain). Students can decline any part of the meal (i.e. milk) as long as three food groups (one of which is a fruit or vegetable) are represented on tray. At breakfast, students must choose the entrée + fruit and milk is optional.

SMCSC recognizes the health benefits of consuming fruits and vegetables. Students are allowed up to two servings of fruits and up to two servings of vegetables as a part of each meal.

## MEAL ASSISTANCE

Parents can apply for Free/Reduced Meal Assistance by one of the following methods.

- Online at [www.EZMealApp.com](http://www.EZMealApp.com)
- Download and print a paper application from [www.smccsc.com/nutrition](http://www.smccsc.com/nutrition)
- Pick up a paper application at any school office or the SMCCSC Administrative Services Center.

Parents can apply any time after July 1 of each new school year when SMCCSC opens the Free/Reduced application process, which typically occurs around July 15. Parents who are expecting Free or Reduced meal eligibility should ensure that applications are completed prior to the start of school. Parents can apply at any time during the school year and can apply more than once if household income should change. For more information, go to [www.smccsc.com/nutrition](http://www.smccsc.com/nutrition).

## PAYMENT

The below section is the SMCCSC Meal Payment Directive. This document can also be found at [www.smccsc.com/nutrition](http://www.smccsc.com/nutrition).

### Meal Payment Directive

#### I. Forms of Payment:

There are three payment options available to use.

- Pre-paid money in Nutrition Services account
- Cash
- Check

All cafeterias within SMCCSC utilize a pre-pay computerized meal payment system. All students have a district account with the Nutrition Services Department and all district employees also have an account. Money can be deposited into this account for the purchase of breakfast, lunch, milk, and à la carte foods. Cash/check collection during a lunch or breakfast period slow the serving line and therefore reduce the total time students have to eat. Therefore, all cash/check payments must be made prior to breakfast or lunch. At the elementary level, payments are collected each morning in the classroom. At PHMS and PHHS, prepayments should be deposited into the prepayment kiosk located in the main hallway outside of the cafeteria at each building.

There are three (3) options available for pre-payment:

- Major credit/debit card online at [www.EZSchoolPay.com](http://www.EZSchoolPay.com) (available FREE to parents),
- Cash: Please place in sealed envelope with child's name, classroom, and grade clearly written.
- Check: Please place in sealed envelope with child's name, classroom, and grade clearly written.
  - Make checks payable to "(School Name) Cafeteria."
  - Check must have student's full name and school name.
  - If paying for more than one child on a single check, the check must specify how much money is to be deposited into each child's account
  - **NSF (non-sufficient fund) checks:** If a check is returned due to non-sufficient funds, SMCCSC Nutrition Services will assess a \$20 fee per check. After two NSF checks are received per family per school year, checks will no longer be accepted from that family.

#### II. Account Balances

**All account balances are stored securely within a database at SM CSC.** EZSchoolPay is simply a web portal to view the balances stored at SM CSC and make payments to student accounts. Actual money is not stored on this website. This is why all refunds and transfers must be processed at SM CSC, not at EZSchoolPay.

Accessing Balance Information:

Account balance information is accessible to parents in the following ways:

- 1) Utilize EZSchoolPay.com online payment system and/or smartphone app to monitor balance.
  - a. System can be used to monitor balance and purchase history regardless of using it to pay or not.
  - b. Any student or parent can download the EZSchoolPay app and use it to monitor balance. Multiple users can use the app or website to access student's account balance and make payments. Payment information is specific to the owner of the app/online profile.
- 2) Contact the Cafeteria Manager at the student's school.

Balance Notifications:

Students and parents are currently notified of current balances as described below.

- 1) Students:
  - Students can clearly see balances or ask cashier at the point of sale. Full pay students are told verbally at the point of sale when his/her balance has dropped below \$10.00. Reduced students are told when balance drops below \$3.00.
- 2) Parents:
  - Parents can sign up for low balance email reminders for free at [www.EZSchoolPay.com](http://www.EZSchoolPay.com).
  - SM CSC Nutrition Services sends courtesy email notifications (different than EZSchoolPay notifications, which are customized and set up by the user of the EZSchoolPay profile) to parents daily per the following criteria:
    - Students with a balance less than the cost of 1 meal.
    - Any students with a negative balance.

*These notifications are sent to the email address on record in the PowerSchool Parent Portal listed under "Priority email." To customize this email address, please update this information by logging into your parent portal and choosing the email address of your preference.*

End-of-Year Balances:

Funds remaining in students' Nutrition Services accounts at the end of each school year (or negative balances) will automatically be applied to the student's balance for the next school year. Only in the event that a student leaves the school district (i.e. moves, graduates, etc.), may a refund of account balance be requested. Parent/Guardian can request a refund using the online form found at [www.sm CSC.com/nutrition](http://www.sm CSC.com/nutrition) within 30 days of the end of the school year or 30 days after the date the student leaves the district.

III. Charges (purchasing without money on account)

SM CSC wants to ensure that every student has access to meals daily. SM CSC is not allowed, per USDA regulations, to incur bad debt from unpaid meal charges. SM CSC is not required by federal or state law to provide meals to any student (except those eligible for free meals) who does not have payment either on account or in hand for a meal. SM CSC recognizes that there may be extenuating circumstances that may cause a student to not have money on account, so



procedures have been put into place to ensure students may receive a courtesy meal at a discounted price in these circumstances. Additionally, if families need to apply for meal assistance, they can do so at any time throughout the school year. It is very important for students, parents and schools to work together to ensure that students have money on account to purchase meals. In the event that a student does not have money to pay for a meal, the following limits are set as to how much a student can charge:

**Elementary:**

- Equivalent current value of 3 lunches and 1 breakfast
- No à la carte charges

After this limit is reached, the child will begin to receive a courtesy lunch (Ham & Cheese Sandwich or PBJ, Fruit, Vegetable, Milk). Students will receive a printed letter delivered to his/her classroom the day before the courtesy lunch is to be received.

**Middle/High School:**

- One tray of food (consisting of whatever is on the tray that day)

After this limit is reached, the child will begin to receive a courtesy lunch (Ham & Cheese Sandwich or PBJ, Fruit, Vegetable, Milk).

Students will be verbally reminded the day before the courtesy lunch is to be received to bring money for his/her account.

**Adults:**

*No Charges:* No meal will be provided without payment.

Parents and students will also have received the notifications as described in Section II of this directive by this point. The student will continue to receive courtesy lunch until negative balance is paid and account is at a positive balance.

IV. Discrepancies or Questions

Discrepancies in purchases charged to you/your child's account must be brought to the attention of SM CSC Nutrition Services administration **within 30 days** of the date of the purchase in question in order to receive any type of credit or refund. Parents are encouraged to apply for meal assistance at any point in the school year if needed. SM CSC Nutrition Services will attempt to collect all money owed. In the event it cannot be collected, a third-party collection agency may be utilized.

**NUTRITION INFORMATION AND DIETARY MODIFICATIONS**

Nutrient analysis and allergen identification for foods served in meals is available to students and parents. This information can be accessed through the mobile application Mealviewer or by viewing Mealviewer online menus at [www.smccsc.com/nutrition](http://www.smccsc.com/nutrition).

Students with special dietary needs can bring foods prepared from home or may be eligible for a modification to the meal provided by school. Dietary modifications to student meals are made on an individual, case by case basis. If a student desires to receive a modification to school meals, parent must contact school nurse to explain modification request and complete the proper documentation (SM CSC Dietary Modifications Request form) as necessary.

Modifications include substitutes or omissions to the regular meal offerings that meet the student's individual dietary need. All requests must begin with the school nurse and will then be evaluated by the SM CSC Director of Nutrition Services. Director of Nutrition Services will discuss available options with parents/student in order to create a specialized diet plan for

student. School level cafeteria personnel cannot approve or implement any modification requests. SMCSC will make every effort to implement modifications in a timely manner, but in order for students to be served as quickly as possible, parents should make such requests at least two weeks prior to the desired start date of the modified service. In the case where specific allergens can be avoided without requesting modifications to the regular menu, school nurse should still be notified. SMCSC will work to ensure students can access a safe meal according to specific dietary needs, but cannot guarantee that the school environment is 100 % free from particular reaction-causing food items. Therefore, especially in the case of life-threatening allergens or conditions, the best way of ensuring your child's safety would be for your child to bring his/her own lunch from home to school. For more information and to view this form, go to [www.smcsc.com/nutrition](http://www.smcsc.com/nutrition).

### **EMERGENCY CLOSINGS**

The Superintendent is empowered to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If conditions affect only a single school, only that school shall be closed. Parents registered with the Messenger system may be notified of closings by telephone.

If there is a possibility of not having school due to weather conditions, please listen to the following radio or TV stations. Radio Stations: WHBU 1240 AM, WEEM 91.7 FM, HANK FM 97.1, WFMS 95.5 FM, WIBC 93.1 FM. TV Stations: WRTV Channel 6, WISH Channel 8, WTHR Channel 13, WXIN Fox 59. **PLEASE DO NOT CALL THE SCHOOLS, PRINCIPALS, OR THE SUPERINTENDENT'S OFFICE.**

### **DIRECTORY INFORMATION [POLICY 8330]**

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; or scholarships.

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 Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This notification is to include the process necessary to request that the student not be identified to a military recruiter.

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 seven (7) 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 education 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, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

### **STUDENT AUTOMOBILES**

Driving a personal vehicle to school and parking on school property is a privilege and not a right. The student and the student's parent/guardian must realize the student comes under school discipline policies when he/she leaves home to travel to school. Cooperation with the regulations listed below will ensure the student's continued privilege of driving his/her personal vehicle to school.

1. Complete a parking permit application, which must be signed by the student and parent or guardian.
2. Arriving at school: Only when the student is ready to park his/her vehicle and immediately enter the building is the student to drive onto the school grounds.
  - a. Enter by the NW or NE entrances only.
  - b. Park immediately in the designated area between the lines of the North parking lot. NO PARKING AREAS: East Drive, West Drive, North Drive, South Drive, all driveways, all fire lanes, around the island, and entire first row of the North lot.
  - c. Students are to leave their vehicles and enter the building immediately upon parking. No student is to loiter in the parking lot area prior to or during the school day.
3. Leaving the school grounds:
  - a. Leave the school grounds by the NW, NE, or SE entrances at the end of the school day.
  - b. All school buses are to be given the right-of-way.
4. There is to be strict adherence to a 15-MPH SPEED LIMIT on all areas of the school property.
5. ANY VEHICLES NOT PROPERLY REGISTERED WILL BE ASSESSED A FINE OF FIVE DOLLARS (\$5.00). This fine must be paid within ten (10) school days of the date of issue, otherwise further action will be taken.
6. ANY VEHICLES FOUND TO BE ILLEGALLY PARKED WILL BE TOWED AT THE OWNER'S EXPENSE OR ASSESSED A FINE EQUAL TO THE TOWING FEE. This fine must be paid within ten (10) school days of the date of issue otherwise further action will be taken.

### **STUDENT DRIVER'S LICENSE/PERMITS**

**Pursuant to I.C. 9-24-2-1 and I.C. 20-33-8-33, the Board of Trustees of the South Madison Community School Corporation adopts this policy regarding the restriction of driver's licenses and permits.**

#### **Section I**

A Driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is under an expulsion from school.
2. Has withdrawn from school, for a reason other than financial hardship, prior to graduation.

This notice will result in the Bureau of Motor vehicles revoking the driver's license for any student under the age of eighteen (18) or the denial or revocation of a learner's permit in accordance with the provisions of I.C. 9-24-2-4.

## **Section II**

### **Student Procedural Rights**

#### **A. Withdrawal**

1. Students withdrawing from school prior to graduation must attend an exit conference with his/her parent or guardian. Failure of the student and parent/guardian to attend this exit conference will result in the loss of one's right to administrative appeal.
2. During this exit conference the principal will include a hearing to determine if the reason for the withdrawal is financial hardship.
3. If the principal determines that the reason for the student's withdrawal is not financial hardship:
  - a. The student and parent/guardian will receive a copy of the determination; and,
  - b. The student's name will be submitted to the Bureau of Motor Vehicles for the bureau's use in denying or invalidating a driver's license or learner's permit.

#### **B. Expulsions**

1. The principal or designee shall include a request to submit a student's name to the Bureau of Motor Vehicles at the time the written charge and request for expulsion is made to the Superintendent.
2. The hearing officer shall determine if the student's name will be submitted after an expulsion hearing is held or after the opportunity for such a hearing is given to the student.
3. The student's name will be submitted in cases of expulsion unless the student is assigned or given the opportunity to attend an alternative education program. When a student enrolls in an approved education program, it shall be the student's responsibility to keep the principal informed of his/her continued participation in such an alternative program. Failure to continue in the alternative program will result in the student's name being submitted to the Bureau of Motor Vehicles.

### **WORK PERMIT POLICY**

Under Indiana Code 20-8.1-4-12, school corporations have the right to deny a work permit to a student who is fourteen years old but less than 18 years old and whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins work. Whenever it appears that a job is detrimental to a student's academic status, it is our responsibility to work with the parents and employer to ensure that the student's education remains the primary focus.

Therefore, it is important for students, parents, and employers to know the guidelines that accompany the responsibility of being a working teen in the South Madison Community School Corporation.

#### **ACADEMIC STANDARD**

1. At the high school level, a student must be passing or must have passed five (5) of the seven (7) credit classes before a work permit will be issued. Multi-credited courses will count as a separate grade for each credit. (i.e. an *F* in two-credit Co-op equals two *F*'s, not one.) At the middle school level, a student must be passing or must have passed all classes in the preceding grading period.
2. If a student fails to satisfy the academic standard after a work permit has been issued, that student's parents and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.
3. If a student fails to satisfy the academic standard during the probation period, the school will revoke the work permit for the next grading period and the parents and employer will be notified.

4. The work permit will be reissued to the student when the student satisfies the academic standard.

### **ATTENDANCE STANDARD**

1. A student's record of attendance must show that the student has accumulated fewer than two unexcused absences in the preceding grading period before a work permit will be issued.
2. A student's record of attendance must show that the student has accumulated fewer than five (5) tardies to school in the preceding grading period before a work permit will be issued.
3. If a student fails to satisfy the attendance standard after a work permit has been issued, that student's parents and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.
4. If the student's record of unexcused absences totals two (2) or more at any time during this probationary period, the school will revoke the student's work permit immediately. This revocation shall remain in effect for the subsequent grading period. The parents and the employer will be notified.
5. If the student's record of tardies to school total five (5) or more at any time during this probationary period, the school will revoke the student's work permit immediately. This revocation shall remain in effect for the subsequent grading period. The parents and the employer will be notified.
6. The work permit will be reissued after the student satisfies the attendance standard.

Should the work permit be revoked at the end of a school year, special provisions will be given to that student, and she/he will be allowed to work during the summer while school is not in session. However, such students will lose their work permit at the start of the new school year until they meet the attendance and academic standards established by the school for receiving a work permit.

The student has the right to appeal this decision, but the school will override its decision only upon a student's demonstration of just cause. Appeals shall be made to the school principal in writing. The principal's decision shall be the final determination.

The administration shall develop the appropriate forms and guidelines for the implementation of this policy.

### **STUDENT PROCEDURAL RIGHTS**

#### **A. Withdrawal**

1. Students withdrawing from school prior to graduation must attend an exit conference with his/her parent or guardian. Failure of the student and parent/guardian to attend this exit conference will result in the loss of one's right to administrative appeal.
2. During this exit conference the principal will include a hearing to determine if the reason for the withdrawal is financial hardship.
3. If the principal determines that the reason for the student's withdrawal is not financial hardship:
  - a. The student and parent/guardian will receive a copy of the determination; and,
  - b. The student's name will be submitted to the Bureau of Motor Vehicles for the bureau's use in denying or invalidating a driver's license or learner's permit.

#### **B. Expulsions**

1. The principal or designee shall include a request to submit a student's name to the Bureau of Motor Vehicles at the time the written charge and request for expulsion is made to the Superintendent.
2. The hearing officer shall determine if the student's name will be submitted after an expulsion hearing is held or after the opportunity for such a hearing is given to the student.
3. The student's name will be submitted in cases of expulsion unless the student is assigned or given the opportunity to attend an alternative education program. When a student enrolls

in an approved education program, it shall be the student's responsibility to keep the principal informed of his/her continued participation in such an alternative program. Failure to continue in the alternative program will result in the student's name being submitted to the Bureau of Motor Vehicles.

### **WEEKLY BULLETINS AND ANNOUNCEMENTS**

A calendar of all events can be found on the PHS website. These bulletins will contain a list of all activities for the following week and other important information. Specific instructions will be announced over the PA system each day. Announcements must be in the main office by 10:30 A.M. of the day of the announcements. Announcements are replayed Monday – Friday on WEEM at 3:00 P.M.

Special notices are posted on the bulletin boards outside the main office, main hall, cafeteria, library, counseling office, or posted as poster signs. ALL POSTERS MUST ADVERTISE SCHOOL SPONSORED EVENTS AND MUST BE APPROVED BY THE ADMINISTRATION. NOTICES OR POSTERS ARE NOT TO BE TAKEN DOWN AND DISCARDED WITHOUT OFFICE APPROVAL.

Announcements will be made at a designated time each day.

## **SECTION 2: ADMISSION INFORMATION**

### **PLACE OF RESIDENCE**

A student's residence is with his/her parents or legal guardian. This residence must be within the boundaries of the South Madison Community School District unless approved by the board.

### **ENTRANCE REQUIREMENTS [POLICY 5112]**

The School Board shall establish student entrance requirements which are consistent with Indiana law and sound educational practice and which ensure equitable treatment and proper placement.

#### **A. KINDERGARTEN**

Each child of legal settlement shall be eligible for Kindergarten providing that s/he has attained the age of five (5) on or before August 1<sup>st</sup>. This requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality.

#### **B. FIRST GRADE**

If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines (see AG5112C).

The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process, and the prompt transfer of records. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade that is in accordance with any guidelines promulgated by the State Department of Education.

### **APPEAL FOR EARLY ENTRANCE TO KINDERGARTEN OR FIRST GRADE [AG 5112C]**

Children of legal settlement who have not attained the age of five (5) by August 1<sup>st</sup> shall not be eligible for entrance into the kindergarten program nor shall a child who is not six (6) years old be eligible for entrance into first grade, unless the parents submit an appeal.

Such an appeal is to be submitted to Assistant Superintendent by no later than two (2) weeks prior to the start of the school year and shall include the following information:

- A. Name of the child
- B. Birthdate
- C. Name and address of any kindergarten or preschool program the child has attended
- D. Letter of request for early admission stating the parent's reasons as to the child's readiness for kindergarten

Applications for early enrollment will only be considered for children with August or September birthdays.

Prior to making any decision on early entrance, the child will participate in a screening program. After the necessary data has been obtained, the decision whether or not to approve the appeal and enroll the child in the kindergarten (or first grade) program will be made by the Assistant Superintendent.

Approval of the enrollment shall be dependent upon availability of space in the kindergarten or first grade classes.

Parents will be notified by mail of the results of the appeal.

### **CREDITS AND PLACEMENT FROM NONACCREDITED SCHOOLS [POLICY 5463]**

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana and protect the significance of a diploma issued by the School Board, the Board recognizes only accreditation provided by the State of Indiana or accreditation provided by the education agency of another state that maintains educational standards for its students similar to those maintained by the State of Indiana. The Board establishes the following policy and criteria regarding the acceptance of credits from nonaccredited schools, home schools, and schools not accredited by the education agency of a state (hereafter "nonaccredited schools").

Recognition of credits or course-work earned in nonaccredited schools may be granted when the student's transcript has been received and it is determined that the course-work was equivalent to Indiana Academic Standards. The Board reserves the right to assess transfer students from nonaccredited schools in order to determine proper placement and/or granting of credit and to be assured the student can demonstrate the learnings which are prerequisite to a placement and/or granting of credit.

Whenever a student seeks to transfer into the Corporation from a nonaccredited school the following procedures will be used to determine the student's proper grade placement or credits toward graduation.

- A. Identify the grade level that the student's age would indicate is the likely grade placement
- B. Review the courses of study for that grade to determine the critical learnings that would be prerequisite for success at subsequent grade levels or courses.
- C. Review the student's performance (if available) on tests and/or other means of assessment that were used to assess the student's learning while participating in the nonaccredited school. Determine whether the critical learnings identified in the Board's courses of study were properly assessed and, if so, how well the student has achieved each critical learning.
- D. If no prior assessment data is available, identify which tests (standardized, or Corporation-made) as well as other means of assessment (research project, term paper, and the like) will be used to assess the student's achievement of the critical learnings. Arrange for the student to be assessed using the identified instruments.
- E. If the assessment so indicates, assign the student to the grade or course level suggested at the first step (with or without special assistance).

F. Make arrangements for any form of special assistance that will be needed for the student to succeed at that level.

G. If the assessment indicates that another grade or course level is more appropriate, register the student in that grade or course level and make whatever arrangements are necessary to provide for any needed assistance indicated by the assessment.

The principal of the school the student will attend shall make the initial determination regarding the proper placement of the student and the extent to which any credit will be granted. The decision of the principal may be appealed to the Superintendent whose decision shall be final.

If credits from a nonaccredited school are granted and placed on a student's transcript, the grade entered on the transcript will be the grade determined by the local school officials conducting the review of the student's performance while making the determination to grant credit.

**DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT  
OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION  
[POLICY 5111]**

The School Board establishes the following residency policy for determining eligibility to attend the schools of this Corporation.

A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C.20-26-11

B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. If the parents are able to support the student and have placed him/her in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition will be charged.

C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.

D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition free.

E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement with in the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01 and AG 5111.01-Homeless Students).

F. Students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.

G. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition provided the student resides in the Corporation.

**H. CHILDREN OF DIVORCED PARENTS**

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and an election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education.

The parent with physical custody of the student or the student, if the student is a least eighteen (18) years of age, must notify the Superintendent of the school corporation in which the parents/student seek to have the student enrolled of their election to enroll the student in the Corporation. The election shall be made on a yearly basis and applies throughout the school year unless the student's parent no longer resides within the attendance area of the Corporation.



I. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition students for the time not in residence.

J. Students who do not have legal settlement may/will be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.

K. Nonresident students may be accepted into the Summer School Program provided by this Corporation.

#### L. TRANSFER STUDENTS

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C.20-26-11-32 and the following procedure:

1. By July1, the Board will establish the number of transfer students that can be accepted in each building and grade level.

2. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.

3. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:

1. has been enrolled in the Corporation in the prior school year;

2. is a member of a household in which any other member of the household is a student in the transferee school; or

3. has a parent who is an employee of the Corporation.

4. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (3) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (1) above has an equal chance of being selected. Pursuant to State law, a student's application to transfer to the Corporation may be denied if the student has been suspended for ten (10) or more school days, or suspended or expelled for possession of a firearm, deadly weapon, or a destructive device, causing physical injury to a person, a violation of the Corporation's drug or alcohol rules during the twelve (12) months preceding the student's request to transfer, or the student has had a history of unexcused absences, and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

No transfer student shall be accepted for enrollment for athletic reasons.

Pursuant to State law, the Board may deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year, if :

A. during the preceding twelve (12) months, the student has been suspended or expelled for ten (10) or more school days; possession of a firearm, deadly weapon, or a destructive device; causing physical injury to a student, school employee or visitor to the school; a violation of the Corporation's drug or alcohol policy

B. the student has had a history of unexcused absences, and the Board believes that based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

I.C.20-18-2-11 (legal settlement defined) I.C.20-33-2-12 (transfer to another accredited or non-accredited school) I.C. 20-33-8-17 (expulsion for lack of legal settlement) I.C. 20-26-11-1 (residence defined) I.C. 20-26-11-2.5 (divorced parent election) I.C. 20-26-11-6(e0 (option to not charge transfer tuition) I.C.20-26-11-6.5 (children of school employees) I.C.20-26-11-6.7 (nonpublic school students) I.C. 20-26-11-32 (lottery selection of student transfer requests, HEA 1381-2013) Plyer v. Doe, 457 U.S. 202(1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment) Divorced Parents Agreement: <http://www.doe.in.gov/sites/default/files/legal/formii.pdf> Third Party Agreement: <http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf>

## **TRANSFERS**

A pupil who transfers to this school district must have an official statement or report card from the school last attended, which verifies the correct placement of the pupil entering. This verification shall be presented to the Principal at the time of enrollment. After the pupil is enrolled, the Principal requests the child's records from the last school attended. A PARENT MUST SIGN A FORM FOR RELEASE OF RECORDS. In order to be officially enrolled, a student must present a certified copy of the student's birth certificate and complete immunization records within thirty (30) days of enrollment.

## **WITHDRAWAL FROM SCHOOL**

Students withdrawing or transferring from school shall use the following procedure:

1. Signed authorization from the parent or guardian is required for any student under the age of eighteen (18) before the withdrawal procedure will be initiated.
2. Obtain the appropriate WITHDRAWAL FORM from the building principal or his/her designee.
3. All textbooks, other school property and all unpaid fees are to be given to the school treasurer in the principal's office.
4. Refund checks to parents, transcripts to new schools, etc., will be sent upon completion of the above process.
5. Refunds of textbook rental fees will be prorated to the grading period in which the student withdraws.

## **CHANGE OF ADDRESS**

Please access the Power School Parent Portal and make changes in your demographic update page and submit a new proof of residency

## **SECTION 3: HEALTH RELATED INFORMATION**

### **IMMUNIZATION REQUIREMENTS FOR ENTRY INTO SCHOOL**

When a student enrolls in the school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year for a child to be permitted to attend school unless one of the following applies:

1. The school gives the parents of the child a waiver. The waiver may not be granted for a period that exceeds twenty (20) days. Children may remain in the school at the end of the granted waiver period providing they have completed all requirements or entered upon a specific schedule of immunization approved by a physician or the local health department, or qualified for an exemption.
2. 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

immunizations will not be completed before the first day of school. The parents must furnish a written statement and a time schedule, approved by a physician or the local health department for the completion of the remainder of the immunizations.

Indiana State Department of Health  
School Immunization Current Requirements  
2018-2019

3 to 5 Year Olds	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella	
Grades K- 4th	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A (Hepatitis A)
Grade 5	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella
Grades 6	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Hep A*	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
Grades 7-11	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 Varicella 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Varicella 1 Tdap 2 MCV4 (Meningococcal)

Hep B: The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's fourth birthday.

Polio: Three doses of polio vaccine are acceptable for all grade levels if 3<sup>rd</sup> dose was administered on or after child's fourth birthday and at least 6 months after the previous dose with only one type of vaccine used (all IPV or all OPV).

For students in grades kindergarten through 8<sup>th</sup> grade the final dose must be administered on or after the 4<sup>th</sup> birthday, and be administered **at least 6 months** after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 10<sup>th</sup> grade. Parental report of disease history is acceptable for grades 11-12.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after their 16<sup>th</sup> birthday only need 1 dose of MCV4.

Hep A: The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose of Hepatitis A is 6 calendar months. 2 doses of Hep A are required for grades K-4, 6 and 12.

\*For grades 5, and 7-11, 2 doses of Hep A vaccine are recommended.

For children who have delayed immunizations, please refer to the 2016 CDC “Catch-up Immunization Schedule” to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2016 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

**Exemptions** - In order for a child to be exempted from complying with minimum immunization requirements for medical or religious reasons, the parent or guardian is required to submit a written request, signed by the parent or guardian, for exemption and the request must be filed annually with the school corporation. In the case of a medical exemption, the signature of a physician is also required. The report on Immunization Status must include students with exemptions. Parental or medical exemptions do not relieve parents from the responsibility of reporting a record of immunizations, nor do they relieve schools from the responsibility of maintaining an immunization record for exempt students. In the event of an outbreak, each student’s status must be immediately available. For their own protection, exempted students may be excluded from school for the duration of the outbreak.

### **MENINGOCOCCAL DISEASE**

The Advisory Committee on Immunization Practices (ACIP) to the Centers for Disease Control and Prevention (CDC) has recently recommended routine vaccination of young adolescents for meningococcal disease. A new Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18).

Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there two vaccines available to prevent this infection and the U.S. Centers for Disease Control and Prevention recommend routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department. Additional information may be found at the following websites:

- <http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm>
- [http://www.cdc.gov/nip/vaccine/mening/mening\\_fs.htm](http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm)

### **ANNUAL HEARING SCREENING**

All students enrolled in grades 1, 4, 7, and 10 are required by law to have an annual hearing screening by the school speech/language pathologist. Guidelines also recommend this procedure for students in kindergarten, new students to the school corporation, students with previously identified problems, and teacher referrals.

Parents/Guardians are required to submit a written objection at the beginning of the school year if they do not wish their child to receive this service.

### **COMMUNICABLE DISEASE**

If your child has been home with Scarlet Fever, Scarletina, regular Measles, Whooping Cough, or Typhoid Fever, your child MUST have a doctor's release before returning to school. No release is required if your child has been out of school with Chicken Pox (6 days) or Mumps (must remain home until glandular swelling disappears). If your child has German Measles, your child must be restricted four days.

### Suicide Prevention and Awareness

The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who experiences depression cannot fully benefit from the educational program of the school corporation. A student who has attempted self-destruction poses a danger to both himself/herself and to other students. Suicide is the second leading cause of death in youth ages 10-24 (Center for Disease Control and Prevention). It is the intent of Board policy 5350 to increase child suicide awareness and prevention by training staff to recognize the signs and to implement an intervention procedure when needed, and to provide students and parents with information and access to resources.

Suicide prevention services and resources listed below are available in the community and online. Local services by the following providers include mental health care, addiction treatment programs, therapy and counseling, psychiatric services and offer both outpatient programs and inpatient treatment.

- Anderson Center, 2210 Jackson Street, Anderson, IN 46016 (765) 646-8444
- Aspire Indiana, Inc., 215 W. 19<sup>th</sup> Street, Anderson, IN 46016 (765) 641-8389  
A 24/7 Crisis Intervention service helps those with mental health crises and emergencies: 1-800-560-4038 or 317-574-1252.
- Meridian Health Services, 2010 Brentwood Drive, Anderson, IN 46011 (765) 393-0063

The following organizations provide online resources and a 24/7 Suicide Prevention Lifeline.

[National Suicide Prevention Lifeline online or at 1-800-273-TALK \(8255\).](#)

<https://suicidepreventionlifeline.org/>

The toll-free call goes to the nearest crisis center in a national network. These centers provide 24-hour crisis counseling and mental health referrals.

Indiana University's [Indiana School Mental Health Initiative \(ISHMI\) has partnered with The Lutheran Foundation to provide online resources to support schools and community partners as they address students' social, emotional, behavioral and mental health needs.](#)  
<https://lookupindiana.org/schools>

### **USE OF MEDICATIONS [POLICY 5330]**

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were

not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the school nurse, and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Both must also authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 – Self-Administered Medication.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Students who may require administration of an emergency medication may have such medication stored in the school nurse's office and administered in accord with this policy.

However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 – Self-Administered Medication, then the student may retain possession of the self-administered medications.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

I.C. 20-33-8-12 I.C. 20-34-3-18 I.C. 34-30-12 511IAC7-21-8

### **SELF-ADMINISTERED MEDICATION [POLICY 5330.01]**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement should be filed annually and include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition required emergency administration

of the medication.

The School or School Board is not liable for civil damages as a result of a student's self administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

#### **USE OF MEDICATIONS [AG 5330]**

The medications and/or treatments which may be administered are defined in Policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Administration Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis. The parent is to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. All medications to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the school nurse shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.
- D. For students in grades K through 6, parents must deliver any necessary medications to the school nurse.
- E. For each prescribed medication, the container shall have a pharmacist's label with the following information:
  - 1. student's name
  - 2. physician's name
  - 3. date
  - 4. pharmacy name and telephone
  - 5. name of medication
  - 6. prescribed dosage and frequency
  - 7. special handling and storage directions
- F. Any unused medication unclaimed by the parent will be destroyed by the administrative personnel when a prescription is no longer to be administered or at the end of a school year.
- G. The staff member administering the medication shall ensure that the student takes the medication properly.
- H. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.
- I. All medications are to be administered in such a way as to not unduly embarrass the student.
- J. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- K. If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, s/he shall notify the parent of this decision in sufficient time for an alternative administration to be established.
- L. Dispensing of nonauthorized, over-the-counter (OTC) medication by Corporation employees to students served by the Corporation is prohibited. Where investigation

confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

M. Pendleton Heights Middle School and Pendleton Heights High School Students Only: If a student's parent/guardian provides to the school nurse written or electronic permission to dispense over-the-counter medication, the student may be given acetaminophen (Tylenol), ibuprofen (Advil), or Tums. However, if a student needs these medications more than five times during the school year, parents must supply the medication for their child.

N. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainees, and lay coaches should never dispense, supply or recommend, the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

### **ACCIDENTS**

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to the clinic and complete a written accident report. Proper medical referrals will be made when necessary. First aid kits are located in the clinic or attendance office. The school is not responsible for expenses incurred as a result of an accident. Health cards must be completed by the parents upon enrollment in school and proper immunization records available within thirty days of enrollment.

### **INJURIES/ILLNESS**

To keep all students healthy, students who are sick or experiencing symptoms such as fever, vomit, and/or diarrhea are expected to be free of these symptoms for 24 hours prior to coming back to school.

If a child is injured or becomes ill at school, the child will be cared for temporarily by the school nurse, and the parent will be notified. The school will render first aid only. If emergency medical attention is necessary, the parent will be contacted first and if not available, the family doctor will be contacted; and last if no one is available, the child will be taken to the emergency room at the hospital at the expense of the parent or guardian, unless the parent has given instructions to the contrary.

### **WELLNESS (POLICY 8510)**

As required by law, the Board establishes the following wellness policy for the Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the Corporation shall:

Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State



Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.

Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

- B. With regard to physical activity, the Corporation shall:
  - A sequential, comprehensive physical education program shall be offered for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
  - The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- C. With regard to other school-based activities the Corporation shall:
  - The school shall provide attractive, clean environments in which the students eat. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- D. With regard to nutrition promotion, the Corporation shall:
  - Encourage students to increase their consumption of healthful foods during the school day;
  - Provide opportunities for students to develop the knowledge and skills for consuming healthful foods.
- E. Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines for all foods and beverages sold on the school campus during the school day are established:
  - 1. In accordance with Policy 8500, entitled Food Service, the food service program with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
  - 2. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
  - 3. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
  - 4. All food items and beverages available for sale to students for consumption on campus during the school day (defined as midnight to thirty (30) minutes after the close of the regular school day) shall comply with the current USDA Guidelines for "Smart Snacks in Schools", including, but not limited to, foods that are available to students à la carte in the dining area, as well as food items and beverages from vending machines, school stores, or fund-raisers by student clubs and organizations, parent groups, or booster clubs.
    - a. SMCSC follows Indiana law and allows for up to (2) fundraiser exemptions per school building per school year. Principals make determination on which fundraisers receive the exemption.
    - b. No vending of food or beverages should be available to elementary school students during the school day.
  - 5. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
  - 6. Continuing professional development shall be provided for all staff of the food service program.
- F. Wellness Policy Leadership

The Board designates the building principals as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.

The Superintendent shall appoint the Corporation wellness committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and school administrators to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The appointed Corporation wellness committee shall be responsible for accomplishing the following:

- A. assess the current environment in each of the Corporation's schools
- B. review the Corporation's current wellness policy
- C. recommend revision of the policy, as necessary and
- D. present the wellness policy, with any necessary revisions, to the Superintendent for approval or re-adoption if revisions are necessary

Before the end of each school year the wellness committee shall submit to the Superintendent their report in which they describe the environment in each of the Corporation's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.

The Superintendent shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Corporation, their evaluation of wellness policy implementation Corporation-wide, and the areas for improvement, if any, that the committee identified. The committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The Superintendent shall also be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall make the following available to the public on the corporation website:

- A. Board-approved wellness policy
- B. Annually any information or updates to or about the wellness policy.

#### **STUDENT INSURANCE**

Students are offered low-cost accident insurance. The school is not the insuring agent, but does make this service available to those persons who wish to participate.

### **SECTION 4: ACADEMIC INFORMATION**

#### **BOOK RENTAL**

Textbooks and electronic devices used as textbooks are furnished on a rental basis. Workbooks and consumable materials are purchased. The amount is payable will be billed to the parent/guardian. If rental materials are lost, misused, or damaged beyond reasonable repair, the child responsible must pay for the replacement.

#### **COMPUTER USAGE**

Students are urged to use the computers available throughout the building for research, projects, assignments, and other work assigned by teachers. However, students are to remain in the directory specifically assigned for their use. Any student caught outside the assigned system will be disciplined and may lose computer privileges.

## HOMework [POLCIY 2330]

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

“Homework” shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Homework is viewed as a purposeful tool for review, reinforcement, and exploration beyond the classroom experiences.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines.

A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.

B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.

C. Homework should help develop the student’s sense of responsibility by providing an opportunity for the exercise of independent work and judgment.

D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student’s time.

E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.

F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.

G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

## REPORT CARDS

Report cards are issued following completion of each grading period. The purpose is to keep both pupil and parent informed as to progress made or areas where improvement is needed.

## PUBLISHED HONOR ROLLS

At the end of each grading period, the school will make available to the local news media (papers) the names of students receiving A’s or B’s. If a student or his/her parents do not want his/her name published, the principal’s office must be notified in writing no less than one week after the end of the semester.

The intention of honor roll is to recognize those students who perform at a high level in all subject areas. Honor roll designation begins with grade 1 in the elementary school. Because some content areas use markings other than the traditional A thru F, the following standards are used in grades 1-6 at all elementary schools when reporting honor roll: **High Honor Roll** requires all A’s in the core academic areas **A/B Honor Roll** requires all A’s or B’s (nothing lower than a B-) in the core academic areas. At the elementary level, honor rolls are published each grading period.

## STUDENT RECORDS

During the student’s school career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, providing access to the data by the student or parents, and the student’s or parent’s right to correct inaccurate data is equally essential.

The school system has adopted a policy to achieve these ends. The South Madison Community School Corporation has designed a policy to comply with the provision of the “Family Educational Rights and Privacy Act of 1972,” which is available on request at the Superintendent’s Office at 203 S. Heritage Way, Pendleton, Indiana.

## **HOMEBOUND INSTRUCTION**

Teachers are provided for students who are homebound because of temporary or permanent illness or disability. Students must be unable to attend school due to illness or disability for at least four (4) weeks before homebound instruction will be provided.

## **SPECIAL EDUCATION**

The South Madison Community School Corporation is a member of the Hamilton-Boone-Madison Special Service Cooperative, which provides a variety of services to children with special needs.

### **PROMOTION, PLACEMENT, AND RETENTION [POLICY 5410]**

The 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. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to include ISTEP that will permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

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

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

Conversely, promotion solely for athletic eligibility is forbidden.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment.

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two times prior to the fourth grade;
- B. a student with disabilities whose case conference committee has determined that promotion is appropriate;
- C. an English learner student whose Individual Learning Plan (IEP) Committee has determined that promotion is appropriate.

Under extraordinary circumstances, and upon the written request of a parent or guardian on the Petition for Promotion, Placement or Retention, a student may be promoted, placed or retained when suitable evidence is presented to the school administrators by the parent, guardian or teacher to show that the overall interests of the child would be met by granting the petition.

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

- A. require that parents are informed in advance of the possibility of retention of a student at a grade level;

- B. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
- C. assign to the building principal the final responsibility for determining the promotion, placement, or retention of each student.

### STUDENT TESTING AND ASSESSMENT PROGRAMS

South Madison provides a comprehensive assessment program for students K-12. Assessments in the primary grades include NWEA Measures of Academic Progress (MAP), in reading and math, language, and a State third-grade reading assessment, IREAD-3. Public Law 109 "requires the evaluation of reading skills for students who are in grade three beginning in the Spring of 2012 to ensure that all students can read proficiently before moving on to grade four" (Indiana DOE). NWEA Measures of Academic Progress (MAP) assessments, grades 3-8, provide diagnostic and growth measures in English/Language Arts, math, and reading. Effective school year 2018-19, the ILEARN statewide assessment is administered yearly to students in grades 3-8 to measure student achievement in language arts and mathematics, science (grades 4 and 6), and social studies (grade 5). Any student enrolled in Biology I must participate in the ISTEP+ Grade 10 Science Assessment, administered by the Indiana Department of Education. For students with significant cognitive disabilities, the Case Conference Committee, utilizing the criteria for determining eligibility to participate, may determine that Indiana's Alternate Measure (I AM) is the most appropriate assessment. To be eligible for a diploma, students must satisfy graduation course and credit requirements and pass Graduation Qualifying Exams. For the Classes of 2019 and 2020, the ISTEP+ Grade 10 Assessment will serve as the graduation qualifying exam for English and for mathematics. If a student fails the ISTEP+ Grade 10 Assessment, the student must re-take and pass the assessment to meet the graduation requirement. **For the Classes of 2021 and beyond, Indiana will require English and math end-of-course assessments, which are now in development stages.**

The assessment requirement for graduation can be met in three ways:

1. Pass the Grade 10 ISTEP+ in English/Language Arts and Mathematics (graduating classes of 2019 and 2020).
2. Fulfill the requirements of the Evidence-based waiver:
  - Take the graduation exam in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the examination.
  - Complete any extra help sessions offered each year by the school to prepare for the graduation examination retests.
  - Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
  - Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
  - Satisfy any other state and local \* graduation requirements.
  - Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.
3. Fulfill the requirements of the Work-readiness waiver:

- Take the graduation examination in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the examination.
- Complete any extra help sessions offered each year by the school to prepare for the graduation examination retests.
- Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
- Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
- Satisfy any other state and local \* graduation requirements.
- Complete the following:
  - Course and credit requirements for a General Diploma (including the career academic sequence);
  - Workforce readiness assessment; and
  - At least one industry certification from the state board's approved industry certification list (effective with the class of 2017; this list will be updated annually).

\*Note: Students with an IEP are not required to meet additional local requirements beyond state requirements (effective 2016).

### **PARENT-TEACHER CONFERENCE**

The Parent-Teacher Conference is one of the most effective means of communication. It is a two-way exchange of information about a student. We believe that when the teachers and parents sit down together to freely discuss concerns the child is bound to benefit. Parents should call for an appointment to allow adequate teacher preparation for a meaningful conference with at least one day's notice.

### **LIBRARY/MEDIA CENTER/MATERIALS CENTER**

Students and teachers are encouraged to use the materials center as a resource center. Various types of print and non-print material are available to students. The staff is always available to assist those who need help.

### **PERSONAL COMMUNICATION DEVICES [POLICY 5136]**

#### Students Grades K-8

While students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in lockers, backpacks, or vehicles during school hours. Use of PCDs, except those uses approved by a teacher or administrator, at any other time is prohibited.

#### Students Grades 9-12

Students may use personal communication devices (PCDs) before and after school; during their lunch break; in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment; during after-school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and PCDs must be powered completely off or set to silent mode and stored out of sight.

#### Personal Communication Guidelines

For purposes of this policy, “personal communication device” (PCD) includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers” e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated (no pictures).

Also, during after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal (e.g. the student is a member of a volunteer fire company/department, ambulance or rescue squad. The student has a special health circumstance – an ill family member or his/her own special health condition.)

#### Use of PCD’s to Capture, Record, or Transmit

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip or on the bus to and from school, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, swimming pool, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

#### Prohibited Uses of PCD’s

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in “sexting” – i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

#### Violations of PCD Policy

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement of child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or possible that the PCD will not be released to the student or returned to a parent/guardian who picks it up until after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is released to the student or retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

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

#### Liability

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

#### Parent to Student Communication Guidelines

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

### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

#### **[POLICY 7540.03]**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and



any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the Corporation's network, the Corporation's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access, to services through its Education Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection act.

The Superintendent or the Director of Technology may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., “hacking”, “harvesting”, “digital piracy”, etc.), cyberbullying and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related e-mail communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation’s computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Educational Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students shall not access social media for personal use from the Corporation’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation’s Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent and the Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students’ use of the Corporation’s Education Technology.

## **INTERNET/COMPUTER NETWORK — TERMS AND CONDITIONS**

1. **Acceptable Use** – The purpose of the Internet/Computer Network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of an account must be in support of educational research and consistent with the educational objectives of the South Madison Community School Corporation. Use of an organization’s network or computing

resources must comply with the rules appropriate for that network. Use of the South Madison Community School Corporation Internet/Computer Network account is prohibited:

- a. To access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
- b. To transmit obscene, abusive, or sexually explicit language.
- c. To vandalize, damage, or disable the property of another person or organization.
- d. To access another person's materials, information, or files without the implied or direct permission of that person.
- e. To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.
- f. For political lobbying.
- g. For commercial use.

The South Madison Community School Corporation expressly prohibits the use of Internet/Computer Network resources which are in violation of any local, state, or federal statute.

2. Privileges – Students utilizing district-provided Internet access must first have the permission of and must be supervised by the South Madison Community School Corporation professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The use of the Internet/Computer Network is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege.
3. Network Etiquette – A person is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not be abusive in messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - d. Do not use the network in such a way that will disrupt the use of the network by other users.
  - e. All communications and information accessible via the network should be assumed to be private property.
4. South Madison Community School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. SMCSC will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. SMCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a security problem is identified on the Internet/Computer Network, the building coordinator or person in charge must be notified. Attempts to access without permission or to log on to the Internet as a system administrator may result in loss of the user's privileges, school disciplinary action, and/or appropriate legal action. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the Internet. System security shall be the responsibility of the building principal or his/her designee(s).

6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or software. This includes, but is not limited to, the uploading or creation of computer viruses.
7. While the district’s intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the district may institute technical methods or systems to regulate students’ Internet access, those methods do not guarantee compliance with the district’s acceptable use policy. That notwithstanding, the district believes the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the South Madison Community School Corporation makes the district’s complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

**PENDLETON HEIGHTS HIGH SCHOOL  
SPECIAL INFORMATION**

**PHILOSOPHY**

“Pendleton Heights High School provides a stimulating environment which encourages student participation, creativity, problem solving and enthusiasm for learning. We accept this responsibility in partnership with parent, community and the state of Indiana.” This Pendleton Heights High School mission statement reflects the goals of administrators, teachers, and students as they work cooperatively in the pursuit of quality education. To that end Pendleton Heights High School strives to provide learning experiences whereby a student acquires basic skills through a strong general education reinforced by the teaching of specific skills. While it is clear no school is able to meet all the needs of each individual, the faculty and staff seek to provide experiences that encourage each student to achieve maximum growth through a comprehensive and realistic curriculum and student activities program. We recognize and value the individual differences in students’ backgrounds, abilities, and goals. Hence, the faculty and staff utilize varied instructional methods and tools to assist students in the mastery of knowledge, skills, and understanding needed to foster individual success in a complex, changing world. The entire school program is structured to provide a positive learning environment wherein a student may grow in self-awareness and self-direction. The faculty and staff accept as their duty the educating and training of students to become responsible, adjusted citizens who will contribute to their community and nation. Pendleton Heights High School, as a public school in harmony with local citizens, community organizations, and the state of Indiana, will attempt to provide a strong and complete educational program.

**WEIGHTED GRADES**

The South Madison Community School Board passed a proposal to offer weighted grades at PHHS, and the weighted grade system was phased in, beginning in 2002-2003. The purpose of weighted grades is to provide incentive for students to take more challenging, difficult classes and be rewarded with a higher, weighted grading scale. It should be noted that these classes are demanding and that those who apply should have an excellent work ethic.

<b>English</b>	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>World Langaug e</b>	<b>Electives</b>
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English 9 Honors	Algebra II Honors	AP Biology	AP European History	French IV	AP Music Theory
English 10 Honors	Geometry Honors	AP Chemistry	AP U.S. History	German IV	
AP English 11	Trigonometry Honors	AP Physics	AP World History	Spanish IV	
	Pre-Calculus Honors		AP U.S. Government	French V	
AP English 12	AP Calculus		AP Microeconomics	German V	
	AP Statistics		AP Macroeconomics	Spanish V	

Weighted grades classes will be offered on an open enrollment basis. Weighted grades will be calculated on a fifteen (15)-point scale. Only grades of C or above will receive weighted credit.

Weighted - 15 Point Scale				Non-Weighted-12 Point Scale			
Grade	Points	Grade	Points	Grade	Points	Grade	Points
A+	15	C+	9	A+	12	C+	6
A+	14	C	8	A	11	C	5
A-	13	C-	4	A-	10	C-	4
B+	12	D+	3	B+	9	D+	3
B	11	D	2	B	8	D	2
B-	10	D-	1	B-	7	D-	1

### RE-TAKING A CLASS

A student may re-take a class in an effort to earn a higher grade only when a student has earned a C- or below for the final course grade in that class. Effective with the Class of 2015, the original grade of C- or below will remain on the student's high school transcript, and the original grade will be factored into the student's accumulated grade-point average. In addition, the final course grade in the class the student has re-taken will be placed on the student's high school transcript and factored into the student's accumulated grade-point average, along with the original course grade. If a student re-takes a course multiple times, the final course grade for each attempt will appear on the high school transcript and will be factored into the student's accumulated grade-point average. If a student re-takes a class in which the student has originally earned a C or higher as the final course grade, the first grade will stand as the official course grade on the student's transcript.

### TRANSFER OF STUDENT RECORDS

It is the policy of the South Madison Community School Corporation to forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

### HIGH SCHOOL CREDIT FOR COURSES COMPLETED IN MIDDLE SCHOOL

Effective with the Class of 2015, students who are enrolled and taking classes at Pendleton Heights High School will receive credit for high school courses which were completed during middle school with the following conditions. The course taken in middle school must be

equivalent to the high school course and cover the same Academic Standards. Grades and credits for the course must be included on the student's high school transcript and be factored into the student's cumulative GPA. World Language credits earned in middle school will apply to the requirements of the Academic Honors Diploma and the Summa Cum Laude Diploma. A middle school student's parents/guardians may choose for the student not to receive credit for high school courses completed in middle school. The parents/guardians must notify the middle school principal in writing by May 1<sup>st</sup> of the year in which the course is taken, indicating they do not wish for the credit(s) to count. The principal will provide a form for this purpose. If parents/guardians choose this option, then the student will re-take the complete course (Semesters I and II) in high school. If no written notification is received, then the credit(s) will count and will be applied to the student's official transcript, and all other PHHS policies for Re-Taking a Class will apply.

### **ALTERNATIVE CREDIT OPTION, PHYSICAL EDUCATION**

A student may elect to use the alternative credit option to earn credit in P.E.I and P.E. II. The student must participate for one or two full seasons in a qualifying/approved activity and demonstrate proficiency in meeting Indiana Academic Standards for Physical Education I and II, as verified by the head coach/activity director, in order to earn each of the one or two credits with the alternative credit option. Students should see a school counselor for a list of SMCS approved activities, procedures, timelines, and evaluation criteria for the alternative credit option.

### **PERSONAL FINANCIAL RESPONSIBILITY EDUCATION**

Personal Financial Responsibility Education is a graduation requirement effective with the class of 2012 (Indiana Code IC 20-30-5-19). The student must meet this requirement by receiving a passing grade in one of the following: Personal Finance course, Adult Roles and Responsibilities course, Economics course, or the ICE (co-op) course.

## **GRADUATION REQUIREMENTS**

### **I. Introduction:**

The State Department of Public Education has developed minimum standards for graduation from Indiana high schools. Students who meet these standards and any additional requirement as approved by the South Madison Community School Corporation Board of School Trustees shall be awarded: 1.) A General High School Diploma, 2.) A Core 40 Diploma, 3.) An Indiana Academic Honors Diploma, 4.) An Indiana Technical Honors Diploma, or 5.) A Summa Cum Laude Diploma based upon the criteria listed below. The General Diploma is the least rigorous track while the Summa Cum Laude track is the highest or most difficult diploma track. The Core 40 Diploma track is the minimum required diploma track for all students. To graduate with a General High School Diploma, students will be required to complete the Formal Opt-Out Process.

### **II. Formal Opt-Out Process:**

#### **Indiana General High School Diploma**

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 Graduation Plan (including four 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.

### III. Diploma Tracks and Requirements:

#### PHHS GRADUATION REQUIREMENTS

	2018- and Beyond
Core 40 diploma	40
Academic Honors/Technical Honors diploma	47
Summa Cum Laude diploma	47
General Courses	Core 40
Additional General Courses	None
Total Credits Possible	56
Total Study Halls Possible during HS career	8
Indiana Graduation Qualifying Examination	ISTEP+ Grade 10 Assessment
Required Semesters	7

#### **GENERAL DIPLOMA\*only by opt out process**

\*If a student completes Algebra I in eighth grade, then only six math credits are required.

#### ENGLISH/LANGUAGE ARTS

Credits must include literature, composition and speech 8

#### MATHEMATICS (in grades 9-12)

2 credits: Algebra I or Integrated Mathematics I

2 credits: any math course

General diploma students are required to earn 2 credits in a Math course or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits 4

#### SCIENCE

2 credits: Biology I

2 credits: any science course

At least one credit must be from a Physical Science or Earth and Space Science 4

#### SOCIAL STUDIES

2 credits: US History; 1 credit: US Government;

1 credit: any social studies course 4

#### HEALTH AND WELLNESS

1

#### PHYSICAL EDUCATION

2

#### COLLEGE AND CAREER PATHWAY COURSES\*

6

#### FLEX CREDITS\*\*

5

#### ELECTIVES\*\*\*

6 credits Note: 12 PHHS requirement

#### TOTAL STATE CREDITS REQUIRED\*\*

40

\* Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities.

\*\*\*Flex Credits must come from one of the following: Additional elective courses in a College and Career Pathway Courses involving workplace learning such as Cooperative Education or Internship courses High school/college dual credit courses Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts.

\*\*\*Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school year.

<b>Course and Credit Requirements Core 40</b>	
<b>Classes of 2016 and Beyond</b>	
<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.</i> All students must complete a math or physics course in the junior or senior year.
<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-Technical
<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.

\*If a student completes Algebra I in eighth grade, then only six math credits are required.

**Class of 2016 and Beyond 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 transcripted college credits in dual credit courses from priority course list

C. Earn two of the following:

1. A minimum of 3 verifiable transcripted 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 composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section (scores updated September 2017).

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.

**Class of 2016 and Beyond 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 transcripted 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.

**SUMMA CUM LAUDE DIPLOMA**

ENGLISH	8
MATHEMATICS	8
SCIENCE	6-8
SOCIAL STUDIES	6
HEALTH	1
PHYSICAL EDUCATION	2
FINE ARTS	2
WORLD LANGUAGE	6-8
COMPUTER TECHNOLOGY	1
TOTAL REQUIRED CREDITS*	40-44

TOTAL ELECTIVE CREDITS	3-7
MINIMUM CREDITS REQUIRED	47
POSSIBLE CREDITS	56

\*Includes three additional credits resulting from the requirement to take three AP courses.

#### **Diploma Requirements:**

Summa Cum Laude must include all the requirements for the Indiana Academic Honors Diploma plus the following:

- 1) Student must earn a grade of "B-" (or better) for both semesters in at least three Advanced Placement Courses completed in three different disciplines and take the AP examinations.
- 2) Student must complete a Senior Project.
- 3) Student must exhibit excellent citizenship as determined by Faculty Panel.
- 4) Student must take two credits in chemistry or physics instead of integrated chemistry-physics.

#### **IV. General Graduation Requirements:**

- A.) A student shall be awarded a *High School Diploma* if he/she meets or exceeds the required minimum number of credits, meets the Graduation Qualifying Examination requirement, and meets all other requirements listed for the diploma as "Addition Diploma Requirements."
- B.) A student shall be awarded a *Certificate of Completion* if he/she is a special education student who is not capable of earning a diploma but who completes the educational program prescribed in the student's IEP.
- C.) A student shall receive a *Certificate of Course Completion* if he/she completes minimum course requirements but does not meet the Graduation Qualifying Examination requirement.
- D.) Students who do not meet the minimum requirements for
  - 1) *High School Diploma*
  - 2) *Certificate of Achievement*
  - 3) *Certificate of Course Completion*
 May not participate in commencement exercises until all such requirements have been met.
- E.) All students certified for graduation by the administration must have:
  - 1) Earned the required minimum number of credits
  - 2) Passed the Graduation Qualifying Exam or be granted a waiver
  - 3) Attended seven (7) semesters

\*Graduation from Pendleton Heights High School will be granted at the end of the seventh semester under the following conditions: (1) The student has met all Pendleton Heights High School and Indiana graduation requirements. (2) The student is not a candidate for Valedictorian, Salutatorian, Summa cum Laude diploma, or Top Ten Percent academic honors. (3) The student has applied for early graduation by November 1<sup>st</sup> of the current school year.

- F.) Graduation prior to the end of the 7 semesters is by petition to the Principal and Superintendent of Schools.
- G.) The Superintendent may waive local requirements for students transferring to Pendleton Heights High School.
- H.) In accordance with the Mitch Daniels Early Graduation Scholarship, a student may graduate after the junior year under the following conditions:
  - 1) The student is eligible for the Mitch Daniels Early Graduation Scholarship based upon the requirements of this program.
  - 2) The student plans on attending a post-secondary institution.

- 3) The student has met with his/her counselor to confirm his/her status as a Mitch Daniels Early Graduation Scholarship Candidate.
  - 4) The student has met all Pendleton Heights High School and Indiana graduation requirements.
  - 5) The student is not a candidate for Valedictorian, Salutatorian, Summa cum Laude diploma, or Top Ten Percent academic honors.
  - 6) The student has applied for early graduation by November 1<sup>st</sup> of the junior year.
- Note: Any student in the Class of 2020 who would like to graduate in June 2019 needs to apply by November 1, 2018.

### **ONLINE COURSES**

Students may take online courses for high school credit through a provider who is accredited by the Indiana State Board of Education. Students must have approval of the principal of the school or designee, prior to starting the online course. Final exams must be taken at Pendleton Heights High School under the supervision of a P.H.H.S. proctor.

### **GRADES AND CLASS RANK**

The National Association of Secondary School Principals and the American Association of Collegiate Registrars and Admissions Officers have suggested the following way of determining class rank in secondary schools:

1. Marks for all subjects where credit is given, whether passed or failed, will be recorded and used in computing class rank. If a student is failing a subject at the time of a drop, a "W/F" will be recorded on the permanent record and as credit attempted in computing GPA/RANK.  
\* All grades will count as part of the student's GPA.
2. All students in the class will be included in determining class rank.
3. A 12-point system based on quality of achievement will be used in computing rank-in-class average for each student. For example, a student enrolled in seven classes and earning the final grades indicated below would have a rank in class average for one semester of 7.714 (54 divided by 7).

<u>Final Mark</u>		<u>Key</u>	
A	Passing	A	= 11 points
B	Passing	B	= 8 points
B-	Passing	B-	= 7 points
C-	Passing	C-	= 4 points
D	Passing	D	= 2 points

4. If ties in class rank occur, those students who are tied shall be given the same rank, one position below the next higher student.
5. Exact class rank is available at the end of each semester. Based upon the 2<sup>nd</sup> semester of the senior year, class ranking, Valedictorian, and Salutatorian will be named. Members of the "Top Ten Percent" will be named for school-ending activities based upon the 1<sup>st</sup> semester of the senior year. Final class ranking will be recorded on school records during the summer following your graduation.

### **GRADING SYSTEMS**

1. Grades will be issued each grading period to students at all grade levels.
2. A single + or – may be added to grades A, B, C, D to indicate the quality of student achievement within the letter grade.

3. When averaging grades for grades K-7 on the semester schedule, all grading periods will be given equal weight. When averaging grades for grades 8 – 12 on the semester schedule, the final exam will be weighted 20% of the final grade, and each grading period will be weighted 40% of the final grade.
4. A student not completing major course requirements such as term papers, book reports, or other special projects may be given an “I” (Incomplete) for the grading period and an “I” (Incomplete) for the semester, regardless of the other grades for that subject, if not removed two weeks after being issued. This two-week time period may be extended by the principal in cases of illness or other hardship. Full directions for removing the “Incomplete” will be given to the pupil and the principal by the teacher. If the student does not complete the required course work within two weeks after the report card is issued, the student’s grade will be calculated with a grade of zero for the missing work, and the grade report will be revised to reflect the calculated grade. If, however, the student completes the required course work within two weeks after the incomplete grade was issued, the student’s work will be accepted and graded by the teacher. The student’s grade for the grading period then will be calculated, minus any penalties for late work, and the grade report will be revised to reflect the calculated grade.
5. Final exams will be given to all students in grades 8 -12 in all subjects at the end of each semester.

### **ACADEMIC HONOR JACKET PROGRAM**

Students at Pendleton Heights High School have the opportunity to be rewarded for earning semester grades of all A’s in all classes in which the student is enrolled. Students will receive a specially designed school crest pin denoting “academics.” Upon earning a third semester of all A’s, the student will receive a green/white jacket with special PH lettering on the front. Subsequent semester of earning all A’s will add a gold bar to the jacket letter.

A set of criteria has been established to designate which levels of classes and which areas of study must be included in a student schedule to qualify for this award. ISTEP+ ECA remediation classes do not qualify.

### **TRANSCRIPTS**

After a student has graduated, one transcript will be provided upon request free of charge. Additional transcripts may be obtained at a cost of \$1.00 per transcript. Release forms must be signed in advance by parents if the student is under eighteen years of age. The student must be in good standing with the school by having all fees and fines paid. (All fines must be paid before a transcript will be issued.)

### **COMMENCEMENT**

1. Only students earning a diploma, certificate of achievement, or certificate of course completion will be eligible to participate in commencement exercises.
2. Any student who fails to achieve the required number of credits or fails to pass all required courses at the time his/her class graduates will have until September 30 of the following year to complete such requirements in order to receive a diploma dated with his/her class.
3. Any student who completes the requirements beyond these time limits may still graduate from Pendleton Heights High School but will receive a currently dated diploma.
4. Any student who does not plan to go through commencement exercises must notify the principal in writing prior to March 1st.

### **FINAL EXAMS**

Final exams will be given to ALL students in ALL classes on a specified schedule at the end of each semester. An exam schedule will be devised, and the grade obtained on this test will become an integral part of the final semester grade for each course.

### **CHANGING SCHEDULES**

Schedules changes are allowed through the first Friday of each semester.

## AWARDS, SCHOLARSHIPS, AND LOANS

Students continuing their education after graduation from high school should contact the counselors for information concerning scholarships, loans, and application procedures and deadlines. For a current list of scholarships go to the following website:

- <http://www.smcsc.com> Click on Naviance
- Log into student's account
- Click on the College tab
- Scroll down to Scholarship list

## WHERE TO GO WHEN YOU NEED ASSISTANCE

Absence Admit Slip .....	Attendance Office
Book Fee Payments .....	Treasurer - Main Office
Broken Lockers .....	Assistant Principal
Change .....	Treasurer - Main Office
Class Rank .....	Counseling Office
Doctor/Dentist Appointment .....	Attendance Office
Free or Reduced Lunches .....	Treasurer - Main Office
Good Student Auto Insurance Discount .....	Main Office
Ill at School .....	Clinic
Library Materials .....	Media Center
Lost Property .....	Attendance Office
Parking Permits .....	Attendance Office
Physical Forms for Athletes .....	Athletic Director
Schedule Change .....	Classroom Teacher/Counselor/ Assistant Principal
Stolen Property .....	Dean or Assistant Principal
Tardy to School .....	Attendance Office
Textbook Assistance Program .....	Treasurer - Main Office
Tickets for Athletic Events .....	Athletic Director
Use of Telephone .....	Main Hall Telephone
Withdrawal from School .....	Counseling Office
Work Permits .....	Counseling Office

## COUNSELING SERVICES

Student problems are important to the counselors, teachers, and other staff personnel. School personnel such as school nurse, speech therapist, remedial reading specialist, counselors, teachers, deans, and other specialists work together as a team, each trying to meet certain specific needs of the students.

Since school counselors are trained in the areas of student academic, vocational, social, and personal growth, the counseling office provides a place where the students can expect help from the counseling staff. Students also have the security in knowing that the counselors respect confidentiality. Counseling services are for all students.

It is a shared responsibility of the school counseling department, parents, and students for the planning of a student's academic schedule and in selecting courses which would qualify one for admission to various colleges and post high school training.

## SECTION 5: ATTENDANCE INFORMATION ATTENDANCE AWARDS

PERFECT ATTENDANCE - Present every school day for every minute. Certificate will be presented at the end of the school year. Awards are given for consecutive years of perfect attendance.

COMMENDABLE ATTENDANCE - The elementary rewards students with two or fewer occurrences with commendable attendance certificates.

## ATTENDANCE [POLICY 5200]

### Regular Class Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Much important learning results from active participation in classroom and other School activities which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers seek when hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school career. To receive the best possible instruction, regular class attendance by students is necessary. It is the responsibility of the student and his/her parent(s) or guardian(s) to ensure good school attendance. It is the responsibility of the School district to enforce the compulsory attendance laws established by the state of Indiana.

When the student is absent from school a parent or guardian is to phone the school office within one hour of the start of classes on the day of the absence. This ensures the safety of the child, and it documents the reason for absence. Parents are asked to call each day the student is absent. If a parent is unable to call the day of the absence, the student is to present a note from the parent upon return to school explaining the reason for the absence. Students who are absent may receive a call from the attendance office to verify the absence. Failure to follow these procedures may result in the absence being unexcused and the consequences associated with an unexcused absence applied. Students arriving at school after the tardy bell must first sign in at the attendance office.

### Definitions

Half-Day Absence – This is to be recorded when a student is in attendance for less than one-half of the school day as defined by the following. Middle school and high school: 7:30 – 11:00 a.m. and 11:01a.m. – 2:25 p.m. Elementary school: 8:30 a.m. – noon and 12:01 p.m. – 3:25 p.m.

### Excused Absences

- A. The term “excused” will refer to any absence from school or class based on the following:
  1. Personal illness: The approving authority may require certification by a physician, dentist or psychologist.
  2. Death of a relative: The absence arising under such circumstances is limited to a period of three (3) days.
  3. General Assembly Page: Service as a page shall be recorded as being present at school when such service is properly verified.
  4. Election Day worker: With parental permission, students on Election Day may serve on election boards, as a candidate helper, or as political party helpers. Prior to the date of the election, the student must submit a document signed by one (1) of the student’s parents or guardians giving permission to participate in the election. The student must also verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe generally the duties of

the student on the date of the election. The student will be recorded as being present at school.

5. Required Court Appearances or Probation Appointments: Such an absence must be verified by a proper court summons or by the individual's probation officer. A student who is subpoenaed to appear in court as a witness in a judicial proceeding will not be counted absent from school.
6. Religious observances. Advanced notice to the principal is required.
7. Absences approved by the principal for good cause. Extraordinary or extenuating circumstances as documented and approved by the principal.
8. Active duty with the Indiana National Guard for not more than ten (10) days a school year. The student will be recorded as present at school. (IC 20-33-2-17).
9. Members of and student who participates in the Indiana wing of the Civil Air Patrol for not more than five (5) days a school year. The student will be recorded as present at school (IC 20-33-2-17.2).
10. Indiana State Fair: For a student who is in good standing or a member of the student's household who is in good academic standing, and has an exhibit at the Indiana State Fair for educational purposes, that student may receive up to five (5) excused absences for Indiana State Fair attendance. The student will be recorded as present at school (IC 20-33-2-17.7).
11. A family trip/planned activity that conflicts with the school calendar shall be considered for an excused absence as determined by the principal or his/her designee based upon the following criteria:
  - a. Notification by the parent or guardian and a signed request form must be completed prior to the student absence.
  - b. The length of the absence should not put the student in the position of exceeding the maximum number of absences allowed (9 per class period per semester – high school; 12 per year elementary/middle school).
  - c. Excessive absenteeism, tardiness, or a poor academic record will be considered.
  - d. Family trips will not be considered for excused absences the first or last week of each semester or if the absence would prohibit a student from completing state assessments.
  - e. It is unlawful for a parent to fail or refuse to produce a certificate of illness or incapacity not later than six (6) days after the certificate is demanded by the principal. For example, a principal may demand a certificate of illness or incapacity before or after vacations.
  - f. The school corporation encourages families to schedule trips during non-school times.
12. Other valid reasons for pre-arranged absences include:
  - a. College visitations (maximum days allowed: seniors – two (2) and juniors – one (1)).
  - b. Military recruitment (maximum two (2) days allowed).
  - c. Activities under the sponsorship of the school.
  - d. Extraordinary or extenuating circumstances as documented and approved by the principal.
  - e. A unique educational opportunity approved in writing by the school principal.
  - f. Military Connected Families: absences related to deployment, return, and graduation.

B. Parents may periodically be informed of the student's class attendance patterns.

### **Unexcused Absences**

- A. An unexcused absence from school or class is defined as truancy or any other absence not included in items 1 – 11 above; or a violation of an attendance contract.
- B. Truancy is an absence from school or class without the knowledge or consent of the parent and the school, or an absence from school where there is an attempt to evade the State Attendance Law.

**Late Arrival/Early Departure Procedures:**

- A. Arriving to school late may constitute a tardy or a half-day absence, depending on arrival time. Late arrivals due to appointments must be documented by a doctor's certificate.
- B. Departing early before the end of the school day for appointments may constitute an early dismissal or a half-day absence, depending on departure time. Documentation by a doctor's certificate will be required.
- C. All schools have a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. However, should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal or his/her designee before signing out. If permission is given, the student must then sign out and sign in immediately upon his/her return to school. Students who do not follow this procedure will be considered truant and dealt with accordingly.

**Explanation of Attendance Policy**

- A. Elementary school – Student absences must not exceed twelve (12) days per school year. Consequences for excessive absence may include attendance letters, parent conference, a required doctor's certificate for any future absence, attendance contract, and referral of parents to the Madison County Prosecutor or Department of Child Services.
- B. Middle school – Student absences must not exceed twelve (12) days per school year. After twelve (12) absences the student may be placed on an attendance contract with detention assigned for violations of the attendance contract.
- C. High school – Student absences must not exceed nine (9) days in any one class per semester. All absences other than those determined to be exceptions will count toward the nine-day limit. On the tenth (10<sup>th</sup>) absence in any one class, the student will be removed from the class and placed in study hall. If a student is removed from class and placed in three (3) or more study halls, the student will be recommended for expulsion or change of placement. A student may appeal the decision of removing a student from class to the Attendance Review Committee. The Committee will take into consideration extenuating circumstances (long-term illness, chronic illness, family emergency).
- D. Exceptions to the maximum number of absences include the following.
  - 1. Extended illness of more than three (3) consecutive school days. The first three (3) days will count toward the limit. The extended illness must be documented by a physician's statement indicating the student was unable to attend school due to said illness. The medical/physician's statement must be on file within six (6) days after the student returns to school. Failure to produce the physician's statement in the required time may result in all days missed counting toward the limit.
  - 2. Out-of-school suspension (no credit for make-up work)
  - 3. In-school suspension
  - 4. Expulsion
  - 5. Authorized school-sponsored activities



6. Death in the immediate family, not to exceed three (3) days absent, documentation requested. (Immediate family: mother, father, brother, sister, grandparent, husband, wife, daughter, son, and each similar relationship as established by marriage, or dependents living in the same household.)
  7. Religious observations of recognized religious holidays.
  8. High school seniors – two (2) college visitation days, verified through the college/university office of admissions.
  9. Exemptions specified in Indiana law.
- E. Truancy will be reported to officials as required by law.

#### **Explanation of Tardy to School Policy**

- A. Elementary school – Excessive tardiness will be considered six (6) or more tardy arrivals to school per school year. Consequences for excessive tardiness may include attendance letters, parent conference, and referral of parent to the Department of Child Services.
- B. Middle school – Excessive tardiness will be considered six (6) or more tardy arrivals to school per school year. After six (6) tardies the student may be placed on an attendance or tardy contract with consequences for violations.
- C. High school – Students who are tardy to school, class, or other assignments may be assigned to detention after school. Students arriving more than twenty (20) minutes late to first period or ten (10) minutes late to periods 2 through 7 will be considered absent for the period unless the student is detained by a school staff member and has a pass to class. Students arriving late to school must sign in at the attendance office before continuing to class.

#### **Making Up Work As a Result of Absence.**

The following statement of policy regarding student absence and make-up work will apply for those absences falling within the categories named below. For those cases not listed below, the principal or his/her designee has full authority to handle each case according to his/her own best judgment.

- A. When a student has an excused absence, he/she will be given every reasonable help and consideration after his/her return to school in completing assignments given during the period of absence. If possible, teachers should give the student a statement of the assignments to be covered during an anticipated absence. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.
- B. When a student has assignments which were given at least four days prior to the student's absence, such as, but not limited to, term papers, book reports, or special projects, the assignment shall be due on the established due date even though the student is absent on that date. It is the responsibility of the student to arrange to have the assignment turned in on the established date. If such an assignment is not turned in on the due date established by the teacher, the assignment will still be accepted. However, no credit will be given for the assignment. Extensions of time for the completion of such assignments and waiver of this penalty may be granted at the discretion of the teacher or building principal.
- C. When a student is truant, no credit will be given for make-up work and detentions will also be assigned for students in grades seven (7) through (12).
- D. When a student is suspended out of school, no credit will be given for make-up work in each class missed.

- E. When a student is assigned in-school suspension, he/she will be required to make up all class work for full credit and complete any other assignment(s) given by the supervisor.
- F. When a pupil is to be absent from school for non-health reasons and the dates of the absence are known in advance, the parent/guardian should pre-arrange the absence with the school as follows:
  - 1. The student's parent/guardian should notify the principal in advance of the absence. Notification is done through the use of the Absence Request Form. These forms are available in the school office.
  - 2. The student shall be responsible for such tests or other written work as the teacher may require concerning these assignments. Tests are to be administered within a reasonable time of the student's return, at the discretion of the teacher.
  - 3. The teacher is not required to tutor the student in advance of an absence or after his/her return.
  - 4. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.

**Consequences for Unexcused Absences for Grades Seven (7) through Twelve (12)**

- A. Middle school – Truancy from school will result in no credit for make-up work. After two or more unexcused absences from school, the student may be placed on an attendance contract. Violations of an attendance contract may be considered unexcused absences and may result in assignment to detention, in-school resource, out-of-school suspension, and expulsion.
- B. High school – Truancy from school will result in no credit for make-up work and may result in an assignment to after-school detentions, in-school suspension, and expulsion.

**Consequences for Unexcused Absence for Grades Kindergarten through Six**

- A. Students in grades kindergarten (K) through six (6) who have an unexcused absence, including truancy, may be subject to one or more of the following disciplinary measures as determined by the principal or his/her designee:
  - 1. In school suspension
  - 2. Loss of recesses
  - 3. Assignment to work detail during recess
  - 4. Disciplinary contract
  - 5. Parent conference
  - 6. Elimination or the limitation of participation in extracurricular activities, such as field days, or intramural activities
- B. Parents of students with excessive absenteeism may be referred to the Madison County Prosecutor.

**Exceptions.**

Exceptions to the above policies and procedures due to extensive illness, hospitalization, or other extenuating circumstances shall be determined by the Principal or his/her designee.

**General Guidelines**

- A. Parents/guardians are to call school to report or verify an absence. This ensures the safety of the child, and it documents the reason for absence. Failure to notify the school may result in an unexcused absence for the student.
- B. Every effort should be made to schedule medical, dental or other such appointments outside the regular school day. Such appointments which result in an absence for

- one or more periods at the high school will count toward the nine-day limit in those classes missed and toward the twelve-day absence limit in the elementary and middle school.
- C. Families should plan their vacations at times when school is not in session to avoid student absences. School days missed because of vacations will count toward the nine-day class period high school limit and toward the twelve-day absence limit in the elementary and middle school.
  - D. During the school year, parents will be advised on any problems their child might be having with school attendance either by phone or in writing by the building principal or designee.
  - E. Regular school attendance is required from the beginning of the Fall term for the school year in which a child becomes seven (7) years of age until the child graduates, reaches eighteen (18) years of age. If a child is enrolled before the age of seven (7), parents are required to comply with school attendance law. Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview is conducted by the appropriate school employee with the student's parent or guardian and the student's principal. A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of a court with jurisdiction over the student.

## **SECTION 6: DISCIPLINE GUIDELINES AND RULES**

### **STUDENT CONDUCT**

All student behavior at local district schools is based on respect and consideration for the rights of others. Student rules and regulations shall be developed cooperatively by faculty, students, parents, and administration and approved by the Board. Students have a responsibility to know and respect the rules and regulations of the school. Students have a responsibility to behave in a manner appropriate to good citizenship everywhere.

#### **STUDENT BEHAVIOR - EXPECTATIONS**

1. Be prepared for class each day.
2. Be on time to school and classes.
3. Complete assignments on time.
4. Respect the rights of others.
5. Do your part in keeping our school and grounds clean and beautiful.
6. Do not draw attention to yourself by an overshoot of affection with your boy/girl friend.
7. Profanity is not permitted and should not be part of your vocabulary.
8. Cheating is not permitted at any time.
9. Do not use loud or boisterous behavior.
10. Do not steal or commit other acts of dishonesty.
11. Stay out of others' personal belongings at all times (lockers, desks, etc.).
12. Knives or any other sharp objects are not permitted in school. Throwing of any type object is also not allowed.
13. Follow all other handbook rules and regulations.
14. Develop good attendance habits.
15. Do not smoke or use tobacco at school.

## **DETENTION STUDY HALL**

Pendleton Heights High School will operate a detention study hall, which may meet from 2:30 P.M. to 4:00 P.M. on Tuesdays and Thursdays. Transportation home will be the responsibility of the student and his/her parents. Assigned time to this study hall will only be made by the principal, assistant principals, and dean. Students may be assigned to the study hall as an alternative to suspension from school. Therefore, students who fail to report to this study hall are subject to further consequences.

## **SAFE LEARNING ENVIRONMENT**

To promote a safe learning environment:

Aerosol cans are not to be in the possession of students. Hair spray and deodorants, which are pre-filled with aerosol, are examples of items not allowed. Inhalers prescribed by a physician are the only exception to this policy. (These inhalers are kept in the clinic.)

## **USE OF TOBACCO [POLICY 5512]**

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

## **RULES FOR PUPILS RIDING BUSES**

Since a bus is an extension of the classroom, children shall be required to conduct themselves in a manner consistent with established standards for classroom behavior. Parents and students are reminded that school transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. Therefore, the driver shall keep order, maintain discipline, treat all children with respect, and provide for the safety of the children.

School bus drivers shall assure that all students observe the following regulations:

1. Students are expected to conduct themselves in a proper and safe manner at bus stops. Students are expected to be at the assigned stop when the bus arrives so the driver may maintain his/her route schedule.
2. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. A temporary change in a student's assigned bus stop or bus may be granted by the principal or driver for a special need. In such cases, a note from a parent, for students in grades K-6, shall be submitted to the principal and driver stating the reason and duration of the change. In order to board the bus, guests of K-6 riders must have prior approval of the principal or driver. A permanent transfer to another route or bus stop for daily pick-up and afternoon drop-off will only be made upon approval of the Director of Transportation.
3. Students will cross all streets/roads at least ten (10) feet in front of the school bus and after the driver has stopped and signaled the student that it is safe to cross. Students are to stay out of the bus "danger zone," a ten (10) foot area around the bus, at all times.
4. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Loud, boisterous, profane language, or indecent conduct shall not be tolerated. Passengers must be quiet at railroad crossings and other danger zones as designated by the bus driver.

5. Students shall remain seated while the bus is in motion and keep all parts of their bodies inside the bus. Arms, feet, books, backpacks and instruments shall be kept out of the aisle. Seats may be assigned at the discretion of the driver.
6. Doors and windows shall only be opened or closed with the driver's permission.
7. Students are not to eat or drink on the bus, unless special permission is granted by the bus driver. Chewing gum is not allowed on the bus.
8. Objects will not be thrown in or out of the bus.
9. For safety reasons, students in grades K through 6 must carry all loose items as books, papers, and folders in a back pack.
10. Students are to follow the directions of the driver the first time they are given.
11. Transportation of certain types of cargo on the school bus shall be forbidden. Examples of such cargo shall include, but are not limited to, live animals, items forbidden by law or school regulation, objects that pose a safety hazard to the student or others on the bus, and objects too large to hold in the student's lap. Carry-ons with handles and wheels are not allowed unless special permission is granted by the principal or bus driver. If there is a question on the transportation of a particular item, the principal and/or driver should be consulted in advance.
12. Students may use wireless communication devices on the bus at the discretion of the bus driver, teacher or sponsor/advisor/coach. Other electronic devices (e.g. MP3 player, CD player, PDA) may be used on the bus as long as they are not disruptive and are used in a manner consistent with established standards for classroom behavior.
13. Vandalism of buses will not be tolerated. Students will be required to pay for damaged seats or damaged equipment.
14. Maintaining discipline on the bus is the responsibility of the bus driver. Under normal circumstances progressive discipline shall be used. A bus driver has the authority to suspend a student for one school day or to impose other disciplinary measures. The bus driver shall notify the parent prior to any suspension from the bus. The building principal or designee has the authority to suspend a student for a period up to ten (10) days. In extreme cases a student may have riding privileges removed for a period longer than ten (10) days. The building principal or designee may take such action after an investigation has determined such action is necessary. In either case, the parents shall be informed of the length of time riding privileges will be removed and the reason for the action. When riding privileges are suspended, the student is prohibited from riding any school bus to or from school during the suspension period.
15. Neither the school corporation nor the bus driver is responsible for student items lost or damaged on the school bus.

### **DRESS AND GROOMING REGULATIONS [POLICY 5511]**

Fashion may change, but the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Clothing should be comfortable, loose enough, long enough, modest, in good taste, and suitable for school. Some types of dress, jewelry, and hair style detract from a learning atmosphere and cannot be permitted in school. The principal maintains the right to limit and control extreme styles of dress and speech which do not conform to established standards. Such examples would include, but not be limited to, the following:

1. Clothing with double-meanings, insinuations, or promoting alcohol, drugs, sex, or tobacco products.
2. Clothing which would damage school property.
3. Clothing known to be associated with gangs.

To be readmitted to class, the student must be in compliance with Student Dress Regulations. Such examples would include, but not be limited to, the following:

**Specific Dress Code rules for all students grades 5-12:**

- Shorts/skirts/dresses – must be at least finger-tip length, front and back, at all times. Openings/cut-outs (that reveal the body) in skirts/shorts/dresses must be below finger-tip length.
- No bare shoulders, bare back, bare midriff, or bra straps showing. Straps on tops must be at least two-inches wide.
- No see-through clothing from the knees up. Exception: See-through garment worn over clothes that meet Student Dress Regulations.

**Specific Dress Code rules for all students grades K-12:**

- No loungewear, blankets, pajamas, slippers, or garments that could be considered as such.
- No “sagging” of pants. Pants are to be worn at or above the waist.
- No holes in clothing above the knee that exposes skin.
- No hats, bandanas, head coverings in the building. (Please remove hats when you enter the building, as this is standard etiquette.)
- No hoods on the head. Hoods must be left down, not covering the head or face.
- No underwear showing (bra straps, boxer shorts, briefs, underpants).
- Elementary school students should be prepared for outdoor recess with appropriate coats, jackets, etc.

**Consequences for Dress Code Violations:**

Students with dress code violations may be subject to the following progressive discipline measure as determined by the Principal or his/her designee.

Students violating dress code will not be allowed to attend class until clothing is changed to comply with dress code requirements. After an initial warning students are subject to detentions, in-school suspension, and/or out of school suspensions for future violations.

**DRUG PREVENTION (Policy 5530)**

**SECTION I – PHILOSOPHY**

The South Madison Community School Corporation recognizes that the use of alcohol and other drugs is in some way affecting the lives and education of our students. Alcoholism and other chemical dependencies are recognized as illnesses which are most successfully treated when identified early and given appropriate treatment. Since some of the district’s students are affected by their harmful chemical use or by that of people close to them, the school corporation believes it has a shared responsibility with parents and students to find appropriate resources to deal with their alcohol and other substance abuse problems. In addition, the South Madison Community School Corporation believes it should apply its available resources toward all students with a coordinated program of prevention and intervention.

**SECTION II – PROGRAM POLICY**

1. The POSSESSION or USE of any narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden. Likewise the POSSESSION or USE of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, any synthetic

drug or derivative thereof defined as a controlled substance by Indiana statute or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden.

- a. **FIRST OFFENSE:** Parents and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and attendance at all extracurricular activities for a period of five (5) days with the recommendation of expulsion from school and attendance at all extra-curricular activities for one (1) semester. However, the building principal, or his/her designee, in consultation with the student assistance counselor may reduce the punishment to a five (5) day suspension from school and attendance at all extra-curricular activities only if:
  1. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations.
- b. **SECOND OFFENSE:** Parents and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and attendance at all extracurricular activities for a period of ten (10) days with the recommendation of expulsion from school and attendance at all extra-curricular activities for two (2) semesters. However, the building principal, or his/her designee, in consultation with the student assistance counselor may reduce the expulsion to a recommendation of one (1) semester expulsion from school and attendance at all extracurricular activities only if:
  1. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations.
2. The **SALE OR DISTRIBUTION** of any narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden. Likewise the **SALE OR DISTRIBUTION** of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, stimulant, depressant, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden
  - a. **ANY OFFENSE:** Parents and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and attendance at all extracurricular activities for a period of ten (10) days with the recommendation of expulsion from school and attendance at all extracurricular activities for two semesters.
  - b. Upon verification of the violation, a high school student will not be eligible to participate in any high school sponsored academic or extracurricular recognition program during the remainder of the student's high school career.

### **SECTION III – EXTRACURRICULAR ACTIVITY AND ATHLETIC POLICY**

This policy will be in effect for any student representing the South Madison Community Schools in athletics, extracurricular organizations, musical or auxiliary groups which perform outside the normal school day, WEEM radio station worker, or as any class officer.

#### **Standard of Conduct**

1. The POSSESSION, USE, SALE or DISTRIBUTION of any narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind at any time is expressly forbidden. Likewise the POSSESSION, USE, SALE or DISTRIBUTION of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind at any time is expressly forbidden.
  - a. FIRST OFFENSE: The student shall be suspended from participating for fifty (50%) percent of the athletic season's calendar events or for ninety (90) school days of the activities of the extracurricular organization(s) in which he/she is currently participating at the time of the offense. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, or if the student's suspension cannot be served in its entirety during the current season, the penalty would begin or continue at the beginning of his/her next regular season or activity. The student must finish in good standing the season or activity in which the suspension is served. All suspensions will occur for consecutive activities or sports events played. The building principal, or his/her designee, in consultation with the student assistance counselor may reduce the suspension to twenty (20%) percent of the athletic season or forty (40) school days of the extracurricular organization(s) only if:
    1. The student agrees to see the student assistance counselor and follows his/her recommendations, OR
    2. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations. All athletic suspensions will occur for consecutive events played.
  - b. SECOND OFFENSE: The student shall be suspended from participating for seventy-five (75%) percent of the athletic season's calendar events or for one hundred twenty (120) school days of the activities of the extracurricular organization(s) in which he/she is currently participating at the time of the offense. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, or if the student's suspension cannot be served in its entirety during the current season, the penalty would begin or continue at the beginning of his/her next regular season or activity. The student must finish in good standing the season or activity in which the suspension is served. All suspensions will occur for consecutive activities or sports events played. The building principal, or his/her designee, in consultation with the student assistance counselor may reduce the suspension to forty (40%) percent of the athletic season or eighty (80) school days of the extracurricular organization(s) only if:
    1. The student agrees to see the student assistance counselor and follows his/her recommendations, OR
    2. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the Counselor, and follow his/her recommendations. All athletic suspensions will occur for consecutive events played.
  - c. THIRD OFFENSE: The student will be suspended from participation in all extracurricular activities, including athletics for the remainder of his/her enrollment in the South Madison Community School Corporation.
    1. Upon verification of a high school student's conviction for a felony involving the sale or distribution of a controlled substance or any substance which is represented to be a controlled substance, the student will not be eligible to participate in any high school sponsored academic or extracurricular recognition program during the remainder of the student's high school career.



2. Nothing in this policy shall be construed to require the school corporation to follow the provisions of the Due Process and Pupil Discipline Statute (IC 20-8.1-5) in removing a student from participation in any extracurricular activity.
3. It shall be the primary responsibility of the principal or designee to implement and follow the provisions of this policy. Upon receipt of information which would lead the principal to believe a violation has occurred, the principal, or designee, shall take the following action:
  - a. Inform the student of the allegations constituting the grounds for invoking this policy.
  - b. Provide the student with an informal opportunity to explain his/her conduct.
  - c. Inform the student of the violation of this policy upon the principal's determining the facts relevant to such finding and further inform the student of the penalty.
  - d. Provide the student's parent(s)/guardian(s) a written statement setting forth the facts constituting a violation of this policy and informing them of the penalty imposed.
4. A report of any alleged violation of this policy must be made to the administration within twenty-one (21) calendar days of the alleged violation unless it is a report obtained in #5 of this section. Otherwise, a timely and accurate investigation cannot occur. Any coach or sponsor may participate in a necessary investigation involving his/her team or organization at the discretion of the coach or sponsor. An act occurring 21 or more days prior to a report of an alleged violation of this policy does not exempt the student from disciplinary action if the report is confirmed, as explained in #5 of this section.
5. A confirmed violation is considered to be: 1) a report given to the school by any police agency or prosecuting attorney's office which indicates there is probable cause to support the filing of a criminal information or petition of delinquency on the grounds involving possessing or use of a controlled substance or alcoholic beverage; 2) a voluntary admission of guilt by the student; or 3) a finding by school officials, based upon observations and/or first-hand information, that a student violated this policy.
6. Members of athletic teams who are subject to suspension under this section shall be permitted to practice with the team. However, they may not dress for any scheduled competition and will be required to remain with the team during such competition.
7. Members of musical groups, and their respective auxiliaries, will be permitted to participate in normal classroom activities during the regular school day. They will also be required to attend, but not participate, in any performance or special rehearsal called by the director. Failure to comply with this provision will result in a grade reduction in accordance with the director's stated policy. If the student attends practices and performances as directed, no grade penalty will result.

#### **SECTION IV**

1. Violations under this policy are cumulative at each building level. Elementary school violations will not carry over to the next building level. Middle school violations will be handled as follows:
  - a. If a student at the middle school level is a habitual offender, which is defined as a student with more than two offenses under this policy, one offense will carry over to the next building level.
  - b. If a student has fewer than three offenses at the middle school building level, no violations will carry over to the next building level, provided one of the following has occurred:
    1. The student has served the full punishment for the offense(s).
    2. The student has chosen to participate in the Student Assistance Program and has fully cooperated with the Student Assistance Counselor by undergoing an assessment and by completing or by currently participating in an intervention program as recommended as a result of the assessment.
  - c. At the conclusion of the student's middle school career, extracurricular and/or athletic suspensions that have not been served or that have been only partially served at the middle

school building level will not carry over to the next building level, provided the student has undergone an assessment and completes or is continuing to participate in an intervention program as recommended as a result of the assessment. If the student chooses not to undergo the assessment and participate in an intervention program, one offense will carry over to the next building level.

2. A student who has any violation of this policy shall not be permitted to travel outside the United States with any school-sponsored group, if the violation occurred in the two-year period prior to the sponsored trip.

3. The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed, when used in the manner and amounts prescribed, and when used in accordance with other school policies governing student medications.

4. Final decisions regarding disciplinary action and the consequences of any confirmed violation of this policy will be made by the building principal, or his/her designee, in consultation with the student assistance counselor.

5. Reductions in length of suspension, extracurricular ineligibility, or withholding of expulsion may be revoked under any of the following circumstances:

a. When a student fails to demonstrate compliance with expectations or satisfactory progress in the Student Assistance Program, as determined by the Student Assistance Counselor, who will monitor the student's participation in assessment and intervention.

b. When a student demonstrates blatant disregard for this policy by becoming a habitual offender and/or by attempting to use Section IV, 1 of this policy to avoid penalties under Sections II or III of this policy as determined by the building principal or designee.

6. All school staff members shall refer a student to the appropriate student assistance counselor when:

a. The student is witnessed violating SECTION II or SECTION III.

b. The student exhibits signs, symptoms, or indications of an alcohol or drug related problem.

c. The student self-discloses alcohol/drug related behavior.

d. The student exhibits a definite and repeated pattern of unacceptable school performance which does not respond to usual and customary attempts to correct it. Referral of a student to the student assistance counselor by itself does not constitute an allegation that a student has an alcohol/drug related problem.

7. Students may also be referred to the student assistance counselor through self-referral or referral by peers, parents, or community representatives.

8. Students and their family members are encouraged to contact the building administrators and/or the student assistance counselor for help with alcohol and other drug related problems with the assurance that such contacts will be handled sensitively and confidentially.

9. Except for violations reported under SECTIONS II and III of this policy, a student who self refers to the Student Assistance Program and who is making satisfactory progress in following his/her counselor's recommendations will not be liable to suspension, expulsion, extracurricular and athletic ineligibility, or other disciplinary action for behavior which occurs prior to self-referral unless:

a. The student discloses conduct reports to school officials under SECTIONS II and III of this policy and is attempting to avoid penalties under SECTIONS II or III of this policy.

b. The student fails to follow the student assistance counselor's recommendations or to make satisfactory progress in the Student Assistance Program.

10. Participation in the Student Assistance Program is voluntary. At all times it is the prerogative of the student and/or parent to accept or reject referral to the student assistance counselor or to any community based services. Therefore any services or materials rendered or provided by

school employees shall be without charge to the student. The cost of any services or materials rendered or provided by professionals, or other persons not school employees, will be the sole responsibility of the student and parent.

- a. Regardless of whether a student accepts or rejects assistance, it remains his/her responsibility to bring school performance up to acceptable levels or face such corrective or disciplinary actions as may be warranted.
- b. If a student accepts treatment for chemical dependency, that fact will be regarded as it would for any other illness with respect to the student's rights, benefits, and privileges.

11. No records of the student's participation in the Student Assistance Program will become a part of the student's permanent record or cumulative file. Diagnostic labels such as "drug abuser" or "chemically dependent" are never to be used in documents referring to a student or in conversation about the student with third parties by any staff member.

12. Parents of all students participating in the Student Assistance Program will be specifically notified of their child's involvement. For example,

- a. Parents will be informed of their child's involvement in the Student Assistance Program immediately in cases of violations of this policy.
- b. Parents of students participating in the program through self-referral will be notified as soon as practicable.
- c. Prior parent notification and consent will be required in all cases before student contact with any State Certified Counselor who is from a State Certified Treatment Center and who is not an employee of the school district.

13. The Director of Student Assistance Programs will develop rules and regulations, consistent with this policy, to establish and govern the Student Assistance Program.

#### **SECTION V – TOBACCO/ELECTRONIC CIGARETTE ATHLETIC POLICY**

This policy will be in effect for any student representing the South Madison Community Schools in athletics. Note: If and when a tobacco cessation program is developed and implemented, tobacco offenses will be held to the same standards of conduct as written in Section III, Standard of Conduct.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

1. The possession, use, sale, or distribution of tobacco and/or electronic cigarettes(s), "vapor," or other substitute forms of cigarettes at any time is expressly forbidden.

a. **FIRST OFFENSE:** The student shall be suspended from participating for twenty (20) percent of the athletic season's calendar events. If the offense occurs during the off-season in athletics, or if the student's suspension cannot be served in its entirety during the current season, the penalty would begin or continue at the beginning of his/her next regular season or activity. The student must finish in good standing the season in which the suspension is served. All athletic suspensions will occur for consecutive events played.

b. **SECOND OFFENSE:** The student shall be suspended from participating for forty (40%) percent of the athletic season's calendar events. If the offense occurs during the off-season in athletics, the penalty would begin at the beginning of his/her next regular season or activity. All athletic suspensions will occur for consecutive events played.

c. **THIRD OFFENSE:** The student will be suspended from participation in all athletics for the remainder of his/her enrollment in the South Madison Community School Corporation.

2. It shall be the primary responsibility of the principal or designee to implement and follow the provisions of this policy. Upon receipt of information, which would lead the principal to believe a violation has occurred, the principal, or designee, shall take the following action:

- a. Inform the student of the allegations constituting the grounds for invoking this policy.

- b. Provide the student with an informal opportunity to explain his/her conduct.
  - c. Inform the student of the violation of this policy upon the principal's determining the facts relevant to such finding and further inform the student of the penalty.
  - d. Provide the student's parent(s)/guardian(s) a written statement setting forth the facts constituting a violation of this policy and informing them of the penalty imposed.
3. A report of any alleged violation of this policy must be made to the administration within twenty-one (21) calendar days of the alleged violation unless it is reported in #4 of this section. Otherwise, a timely and accurate investigation cannot occur. Any coach may participate in a necessary investigation involving his/her team at the discretion of the coach. An act occurring 21 or more days prior to a report of an alleged violation of this policy does not exempt the student from disciplinary action if the report is confirmed, as explained in #4 of this section.
  4. A confirmed violation is considered to be: 1) a report given to the school by any police agency which indicates there is probable cause to support the filing of a tobacco citation; 2) a voluntary admission of guilt by the student; or 3) a finding by school officials, based upon observations and/or first-hand information, that a student violated this policy.
  5. Members of athletic teams who are subject to suspension under this section shall be permitted to practice with the team. However, they may not dress for any scheduled competition and will be required to remain with the team during such competition.
  6. Violations under this policy are cumulative at each building level. Elementary school violations will not carry over to the next building level. Middle school violations will be handled as follows:
    - a. If a student at the middle school level is a habitual offender, which is defined as a student with more than two offenses under this policy, one offense will carry over to the next building level.
    - b. If a student has fewer than three offenses at the middle school building level, no violations will carry over to the next building level, provided the student has served the full punishment for the offense(s).
    - c. At the conclusion of the student's middle school career, athletic suspensions that have not been served or that have been only partially served at the middle school building level will result in one offense carrying over to the next building level.
  7. Final decisions regarding disciplinary action and the consequences of any confirmed violation of this policy will be made by the building principal or his/her designee.
  8. All school staff members shall report to the appropriate principal or designee when:
    - a. The student is witnessed violating the tobacco policy.
    - b. The student self-discloses tobacco-related behavior.

### **STUDENT DISCIPLINE**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY — TEACHER:**
  - a. A middle school, junior high, or high school teacher will have the right to remove a student from the teacher's class or activity for a period of up to two (2) school days if the student is assigned regular or additional work to be completed in another school setting.
  - b. An elementary teacher will have the right to remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **CORPORAL PUNISHMENT** – Corporal punishment may be used as a last resort in maintaining order and discipline as determined by the principal.

3. **SUSPENSION FROM SCHOOL – PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
4. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion.
5. **INTERVENTIONS:** Any administrative staff, teacher, or other school staff member who has students under the person’s charge may utilize certain interventions to ensure a safe, orderly, and effective educational environment. Such interventions may include, but are not limited to, the following:
  - a. Counseling
  - b. Conferences with a parent or guardian.
  - c. Assigning additional work.
  - d. Loss of recess.
  - e. Rearranging class schedules.
  - f. Requiring a student to remain in school after regular school hours to do additional school work.
  - g. Restricting or eliminating extracurricular activities.
  - h. Removal of a student from school-sponsored transportation.
  - i. Referral to alternative school.
  - j. Habitual truants or dropouts under the age of eighteen (18) years of age may have their driver’s licenses or learner’s permit invalidated or may be prohibited from obtaining such licenses.
  - k. Students who are expelled for misconduct may have their driver’s license or learner’s permit invalidated or may be prohibited from obtaining such licenses.

**GROUND S FOR SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in Section A. below 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 (including summer school);
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.

**A. Student Misconduct and/or Substantial Disobedience**

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 educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. 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 is not a violation of this rule.
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the person.
  8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
  9. 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.
  10. 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.
  11. 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 used 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 11: 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 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:
      - That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
      - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
      - The student has been instructed in how to self-administer the prescribed medication.
      - The student is authorized to possess and self-administer the prescribed medication.

12. 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.
13. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropranolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Possessing or using on school grounds during school hours an electronic paging or communication device or handheld portable telephone in a situation that is not related to a school purpose or educational function.
26. 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. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
27. Violation of any student conduct rule the school building principal establishes and gives publication of to all students and parents in the principal's school building.
28. Possessing, using, distributing, or selling an electronic cigarette (generally known as an e-cigarette), including the nicotine cartridge and any item that looks like or is represented to be an electronic cigarette.
29. Building security violations, including, but not limited to:
  - a. opening doors for students or visitors without authorized administrative approval.

- b. propping open doors.
- c. not entering through the main entrance during school hours.
- d. using a school door code that was obtained without preauthorized permission from school administration.

**B. Bullying**

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

**C. Student Cell Phones and “Sexual Conduct”**

A student may be suspended or expelled for engaging in child exploitation or child pornography as defined by Indiana Statute 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 if the student’s removal is necessary to restore order or protect persons on school property.

The legal duty to report “child exploitation” and “child pornography” is required by the Child Abuse/Neglect Statute at I.C. 31-33-5-4, which makes it a Class B misdemeanor for a school employee to fail to make an immediate oral report to the building principal or designee, who then must immediately contact law enforcement or child services, or face the misdemeanor charge. The duty is to report a “child in need of services,” who under I.C. 31-34-1-3(a)(1)(D) is a person under the age of 18 who is a victim of “child exploitation” and/or “child pornography.”

1. “Child exploitation,” a Class C felony under I.C. 35-42-4-4(b), is committed when a person who knowingly or intentionally:
  - a. manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
  - b. disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age.



2. "Child pornography," a Class D felony under I.C. 35-42-4-4(c), is committed when a person who knowingly or intentionally possesses:
  - a. a picture;
  - b. a drawing;
  - c. a photograph;
  - d. a negative image;
  - e. undeveloped film;
  - f. a motion picture;
  - g. a videotape;
  - h. a digitized image; or
  - i. any pictorial representation;that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value.

**D. Possessing a Firearm or a Destructive Device**

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive;
  - b. the frame or receiver of any weapon described above;
  - c. any firearm muffler or firearm silencer;
  - d. 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;
  - e. 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 or more than one-half inch in diameter;
  - f. 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;
  - g. an antique firearm; and/or
  - h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this 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 a 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 engages in behavior described in this rule.

**E. 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. A weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - c. A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: Up to 10 days 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 engages in behavior described in this rule.

**F. 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.

**G. Legal Settlement**

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

\*Exception: Students who have applied and have been accepted as Non-Resident Students per SMCS policy.

**SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

**EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel,
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and/or to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. **AN ATTORNEY MAY NOT REPRESENT THE STUDENT AT THE EXPULSION MEETING, BUT THE ATTORNEY MAY BE AVAILABLE FOR CONSULTATION OUTSIDE THE MEETING ROOM DURING THE COURSE OF THE MEETING.**
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

#### **RIGHT OF APPEAL**

The student or parent 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 appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear any student appeals of expulsion. 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. The board will then take any action deemed appropriate.

### **LOCKER REGULATIONS AND SEARCHES**

#### **LOCKER INSPECTION**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

#### **LOCKER REGULATIONS**

1. **LOCKS.** The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **USE OF LOCKERS.** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store “contraband” which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, or volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, gym or athletic equipment that is not returned, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
3. **AUTHORITY TO INSPECT.** The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or his designees.
4. **INSPECTION OF INDIVIDUAL STUDENT’S LOCKERS.** The inspection of a particular student’s locker and locker contents may be conducted at any time.
5. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.**
  - A. The principal, superintendent, or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
    - (1) to identify substances which may be found in the lockers; or,
    - (2) to protect the health and safety of persons or property, such as to aid in the discovery and the disarming of bombs which may be located in the lockers.
  - B. If a law enforcement official requests to inspect a student’s locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
  - C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.
6. **LOCKER MAINTENANCE.** Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
7. **PROPER SEARCH TECHNIQUES.** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting or intruding unnecessarily into the contents of the locker. In addition, as to written material, the inspection will be kept to a minimum level necessary to determine that such material is not in itself, or being used to conceal, any item that might cause, or can reasonably be foreseen to cause, an interference with school purposes or any educational function or which is forbidden by the state law or school rules.
8. **REMOVAL OF CONTRABAND.** Whenever items are removed from a locker, an itemized list of all items removed shall be made. This list shall also include the student’s name who occupies the locker, the state of removal and the signature of each authorized staff member

who participated in the removal. This list will be kept in an independent file for future reference.

- 9. DISPOSAL OF CONFISCATED CONTRABAND.** All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use of evidence in a student discipline proceeding if possession of the item[s] constitutes a ground for suspension or expulsion; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the item[s] constitutes evidence of a crime; or (d) destruction.

#### **DRUG DOG USE**

The use of a drug dog in buildings or on school property will be at the request of the building administration to check lockers, book bags, automobiles, school grounds, etc. If reasonable suspicion is found, school officials will conduct an investigation, with appropriate action being taken according to policy.

#### **USE OF SECLUSION AND RESTRAINT WITH STUDENTS**

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint. Policy 5630.01, Use of Seclusion and Restraint with Students, may be accessed on the school district website, *School Board* tab, *Bylaws & Policies*, or by using the following link. <http://www.neola.com/southmad-in/>

#### **CRIMESTOPPERS**

PHHS is a part of the greater Anderson area Crime Stoppers program. Through this affiliation, students can report incidents, crimes, drugs, vandalism, etc. to any school employee. Identity of the individual reporting the incident will be kept in confidence. If the incident is satisfactorily solved, the reporter of the incident may be entitled to a cash reward.

### **SECTION 7: EXTRACURRICULAR ACTIVITIES & STUDENT DRIVER DRUG TESTING PROGRAM**

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

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in extracurricular 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 threefold:

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.
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 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 August 1, 2002. This program does not affect the current policies, practices, or rights of South Madison Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The South Madison Community School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

## **REASONABLE CONCERN**

The South Madison Community School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in the South Madison 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 extracurricular activities.

## **SUPPORTING DATA**

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Acton**.

## **SCOPE**

Participation in extracurricular activities is a privilege. This policy applies to all South Madison Community School Corporation students in grades 7-12 who wish to participate in any extracurricular activities including all athletic 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 extracurricular activities or drives to, from or during school sign and return the "consent form" prior to participation in any extracurricular activity or driving. Failure to comply will result in non-participation in extra-curricular and/or loss of the privilege to drive to, from and during 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 on a weekly basis anytime during the school year. A student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular South Madison 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 participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at South Madison Community School Corporation.

## **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 Madison Community School Corporation Board of School Trustees 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 Madison Community School Corporation Board of School Trustees, to the extent permitted by such subpoena or legal process.

## **BANNED SUBSTANCES**

For the purpose of this policy, the following substances or their metabolites that can be tested for are considered illicit or banned for South Madison Community School Corporation students:

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

## **TESTING PROCEDURES**

The selection of participants to be tested will be done randomly by the principal/designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. 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. The principal/designee will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for:

1. Drug testing.
2. If the student shows signs resulting in a reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. 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 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities and/or relinquishes the privilege of driving to, from or during school. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
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 "extracurricular activities" and/or relinquishes the privilege of driving to, from or during school 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, nicotine, and "street drugs" (which may include all drugs listed as

controlled substances under the laws of the state of Indiana). Specimens may also be tested for “performance enhancing” drugs such as steroids.

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).

#### **CHAIN OF CUSTODY**

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, guarantee the security of the 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 four or five 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 and participants in extracurricular activities 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 sanitized 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. The seal may be broken only by the lab testing the specimen.
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 activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. 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 student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two 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, the specimen will be transported to the testing laboratory by lab personnel. 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 random 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 random identification number will appear on the result sheet.

#### **TEST RESULTS**

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participation in extracurricular 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 analysis). The principal/designee will notify the student and his/her parent/guardian. 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 meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. A student involved in athletics or other non-athletic extracurricular program who tests positive will be subject to the disciplinary consequences outlined in the Alcohol/Drug Student Assistance Program.
4. A student driver who tests positive for alcohol will have his/her driving privileges suspended for nine-weeks. A student driver who tests positive for banned substances other than tobacco and alcohol will lose his/her driving privileges for nine-weeks or the remainder of the semester, whichever is longer.

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 a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the South Madison 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.

5. 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.
6. 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 can access.

### **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 Madison Community School Corporation Board of School Trustees. However, the lab will provide the Building Principal with a quarterly report showing the number of tests performed, rate or positive and negative tests, and what substances were found in the positive urine specimens.

### **FINANCIAL RESPONSIBILITY**

1. Under this policy, the South Madison 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. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.
4. A request by a parent/guardian/student to be tested will be the financial responsibility of the student or his/her parent/guardian.

### **CONFIDENTIALITY**

Under this drug testing program, any staff, coach, or sponsor of South Madison 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 Madison Community School Corporation's commitment to confidentiality with regards to the program.

### **OTHER RULES**

Apart from this drug testing program, the South Madison Community School Corporation Athletic Department and the coaching staff/sponsor of each sport/activity have their own training 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.

### **COLLECTION PROCESS**

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

1. Student first is asked to wash their hands with soap and water and dry them.
2. 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.
3. The drug testing custody and control form is completed by the student and collector.
4. The collector prepares the urine bottles by placing the temperature sticker on the side of the bottles.
5. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
6. 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.
7. 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 rewash their hands.
8. With the student watching, the collector will recap the specimen bottles tightly.
9. 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 must be notified.
10. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
11. The student is asked to initial the transport bag.
12. The sealed bottles are placed inside the transport bag and the top sealed as directed.
13. 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.
14. While the student watches, the sealed specimen bag is carried to a secured storage area.
15. The student is then sent back to class.
16. 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.
17. The Principal will be notified immediately of any student who refuses to give a urine sample.

### **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:

1. The Certifying Scientist determines if any discrepancies have occurred in the Chain of Custody.
2. If necessary, the Certifying Scientist will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician depending on the substances found in the urine,

3. 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.
4. The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
5. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal, initially reporting positive results by phone. The Certifying Scientist will also notify the Prevention Coordinator that a drug test returned positive giving only the dates of the collection and reporting.
6. 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.
7. 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.
8. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.
9. 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.
10. 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.

#### **PICK-UP PROCESS**

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

### **SECTION 8: EXTRACURRICULAR/ATHLETIC INFORMATION**

#### **EXTRACURRICULAR ACTIVITIES**

Permission for extracurricular events, meetings, and parties must be obtained and scheduled through the principal to help avoid conflicts. All extracurricular activities are to appear on the weekly calendar.

#### **EXTRACURRICULAR/ATHLETIC PARTICIPATION**

In order for a student to participate in any extracurricular activity or athletic contest he/she must be in attendance at least one-half day on the date of the event or contest. One half day of attendance is defined as three hours or more.

If the student is on a school sponsored field trip he/she is considered in attendance at school. Likewise a death in the immediate family as defined in the attendance policy would not be a violation of this requirement.

#### **STUDENT DANCES**

Dances are held by various organizations during the school year. All dances are to be cleared through the principal's office and arrangements made well in advance. After-game dances may be held on Friday and Saturday nights only and will dismiss at 11:00 P.M. The time for other dances should be scheduled between the hours of 7:00 P.M. and 11:00 P.M.

Before scheduling a dance, each organization must agree to abide by and enforce the following rules:

1. Dances are for students who are currently enrolled in PHHS. Some dances may require a guest be properly registered.

2. Students will be responsible for the actions of their guests.
3. Grade school and junior high school students will not be admitted to high school dances except when in the company of their parents who may be acting as sponsors.
4. All students attending will follow the school dress code with the exception of special dances.
5. Any student or guest leaving will leave school grounds and not return during the hours of the dance.
6. Sponsors must provide chaperones and auxiliary police in numbers sufficient to control estimated crowd at dances.
7. Slam dancing is not permitted.

## **ELECTION OF REPRESENTATIVES AND OFFICERS**

### **Class Officers**

A student may run for class office by obtaining an application form or petition from the Attendance Office. The petition must be signed by fifteen classmates. The candidate will be notified if he/she does not meet the qualifications.

### **Qualifications for Class Officers**

1. A candidate must have a scholastic average (GPA) of at least C (5.0).
2. The candidate must be enrolled and a full-time student at the time of the election.
3. The election will be held by ballot and the candidate receiving a plurality will be declared the winner.
4. The candidate shall be required to give a speech to the class. This speech shall not be longer than one minute.
5. Three campaign posters per candidate will be permitted. Posters must be on poster board, with only one name appearing on each poster, and approved by the Student Council sponsor.
6. The candidate shall obtain three teacher references including at least one of the class sponsors. If the two teacher references rate the candidate below average, or if the class sponsor rates the candidate below average, the candidate may not run for office.
7. The student must be a full-time student during the entire year of his/her office or shall forfeit the office. The sponsor and steering committee shall have the power to replace the officer in a manner appropriate to the situation.

### **Steering Committees**

The four class officers are selected in the spring for the following school year. These same officers also assume duties on the Steering Committee. Three additional students are to be appointed jointly by the class sponsors and newly elected president soon after the elections are held. The appointment of three at-large members shall be made by the sponsors who have had the class for the previous school year. Ten (10) students per class will serve as the Class Officer/Steering Committee.

### **Student Council**

1. Each candidate must have had a scholastic average of at least 5.0 during the preceding year.
2. The student must be a full-time student during the entire year of his/her office or shall forfeit the office. The Student Council sponsor shall have the power to replace the member in an appropriate manner.
3. The election will be held by ballot. The two candidates receiving the most votes will serve a two-year term.
4. Each class will have one elected member for every fifty class members.
5. Three campaign posters per candidate will be permitted. Posters must be on poster board with only one name appearing on each poster and approved by the Student Council sponsor.
6. The Vice-President of each class will serve as a member and act as a liaison between the student council and his/her class steering committee.

7. The officers of Student Council for the following year will be elected in the spring by the current membership before class elections are conducted. The officers will be President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

## CLUBS AND ORGANIZATIONS

### **Academic Club**

Academic Club members participate in IACE and the Hoosier Heritage Conference academic competitions. These competitions include the Hoosier Spell Bowl and the Academic Super Bowl. Club members work in teams to study and prepare for conference and regional competition. Teams that qualify participate in state competition.

### **Art Club**

Art Club is open to any student who has completed one year of high school art. The aim of the club is to provide art students with the opportunity to widen their knowledge and interest in the field. The club takes trips to museums, college art departments, special exhibits, and other art related activities.

### **Best Buddies**

Best Buddies is the world's largest organization dedicated to ending the social, physical and economic isolation of the 200 million people with intellectual and developmental disabilities around the world. Best Buddies membership is open to all students.

### **Delta Epsilon Phi (German National Honor Society)**

The purpose is to recognize high achievement in German language studies. To qualify for membership at Pendleton Heights High School students must have completed at least three semesters of German, be a junior or senior, and have a German grade point average of 10.0(A-) throughout their study of German.

### **Deutscher Verein**

German Club's aims are to provide students, school, and community with opportunities to become acquainted with the German language and culture. Membership is open to anyone who has taken German or is currently taking German.

### **FCCLA (Family, Career, and Community Leaders of America)**

Membership is open to any student who has taken or who is currently taking Family and Consumer Science courses. This national vocational organization empowers young men and women to become leaders by addressing personal, family, work, and societal issues through family and consumer science education.

### **FFA - (National FFA Organization)**

Membership is limited to those students regularly enrolled in vocational agriculture and who have a satisfactory program of supervised farm practice. The purpose of the organization is to prepare students for premier leadership, personal growth, and career success through agriculture education.

### **Book Club**

Book Club is a student book discussion group. Students select book titles to read and then meet for a group discussion and snacks. Book titles selected in the past include The DaVinci Code, Beginner's Luck, The Five People You Will Meet in Heaven, and It's Not about the Bike.

### **La Societe Honoraire de Francais**

La Societe Honoraire de Francais is a National French Honor Society. Its purpose is to recognize those individuals in French classes that have achieved and maintained high achievement in their class work. To be eligible for membership, one must complete at least three semesters of French and maintain an A- GPA in French studies. It is also highly recommended that these students maintain a B- overall GPA.

**Le Cercle Francais**

The aims of the French Club are to provide students, school, and community with the opportunities to become acquainted with the French language and culture. Membership is open to anyone who has taken at least one year of French or who is currently taking French.

**Los Amigos Espanoles**

The aims of the Spanish Club are to provide students, school, and community with the opportunities to become acquainted with the Spanish language and culture. Membership is open to anyone who has taken at least one year of Spanish or who is currently taking Spanish.

**Mat Maids**

The basic function of Mat Maids is to support wrestling by attending the meets and serving as host/hostesses at all tournaments. Support is also given to the wrestling team through money-making projects. Many social gatherings are held to provide opportunity for Mat Maids, wrestlers, parents, and friends to come together for fun.

**Muse**

The *Muse* is the PHS literary magazine. Published twice annually, the *Muse* features student art and writing, which have been selected for publication by a student committee.

**National Beta Club**

The National Beta Club is a service-leadership club open to all sophomore, junior, and senior high school students who maintain a high level of scholarship). Effective school year 2018-19, all candidates must attain and maintain a 9.0 minimum GPA for membership consideration. Beta Club members inducted prior to 2018-19 must maintain an 8.0 minimum GPA. The purpose of this organization is to provide opportunities and experiences enabling students to demonstrate the ideals of character, achievement, service, and leadership. All students who meet the academic requirement and who are of good character will be invited to become members. The student accepts membership by the payment of the national and local membership dues.

**National Honor Society**

The National Honor Society is an organization for juniors and seniors who are selected for membership based on their qualities of scholarship, leadership, service, and character as required by the national constitution. Individuals must have, and must maintain, a minimum 10.0 – 10.5 cumulative GPA. Seniors in the Class of 2019 will be considered on the 10-point minimum scale. Effective with the Class of 2020, all candidates must attain and maintain a 10.5 minimum GPA for membership consideration. Members are selected by a faculty council consisting of five faculty members who are selected by the high school principal. Selection is determined by the faculty council based on academic achievement as shown by the GPA, the candidate's individual narrative, and input submitted by faculty and staff.

**Outdoor Adventure Club**

The purpose of Outdoor Adventure Club is to provide students with opportunities for outdoor activities and to promote physical fitness. Group outings include activities such as camping, horseback riding, canoeing, rock climbing, hiking, spelunking, and skiing.

**Sociedad Honoraria Hispanica**

Sociedad Honoraria Hispanica (SHH) is a National Spanish Honor Society. Its purpose is to recognize high achievement in Spanish and to promote a continuity of interest in Hispanic studies. To qualify for membership in the Captual Quijano at Pendleton Heights High School, students must have completed at least three semesters of Spanish and must maintain a 10.0 (A-) GPA throughout their study of Spanish.

### **Student Council**

Student Council is a student government organization. A major responsibility of this organization is planning, organizing, and supervising Homecoming activities. Student Council members are elected each spring for the following school year. Each candidate must have a scholastic average of at least 5.0 during the preceding school year. Election is by all-school ballot, and the two candidates receiving the most votes will serve a two-year term. Each class will have one elected member for every fifty class members.

### **Sunshine Society**

The purpose of the Sunshine Society is best illustrated by its creed: "With love in my heart, forgetting self, and with charity for all, I shall try to make the object of my life helpfulness and kindness to others. I will try to fit myself to give more intelligent service in making my community a safer and more beautiful place in which to live. Thus will my own life become rich and complete." Students are taken into Sunshine Society by indicating a desire to become a member.

### **SADD**

Students Against Destructive Decisions is a student organization that promotes making good choices and a healthy lifestyle. Students participate in various activities including peer to peer events, trips to the elementary schools to promote healthy choices and various events in the community and around the state.

### **Varsity Club**

Varsity Club is an organization representing students who have earned a varsity athletic letter. Students automatically become members of Varsity Club when they earn their first athletic letter. The purpose of the club is to promote esprit de corps among the athletes, student body, and faculty.

### **WEEM Radio**

PHHS is proud to be the only Madison County high school to offer broadcast training classes and its own FM radio station, 91.7. Students enroll in radio classes and must earn a radio broadcasting license by passing the FCC exam. Students have the opportunity to be "on the air" in a variety of broadcasting roles.

## **FRATERNITIES, SORORITIES, AND SECRET ORGANIZATIONS**

A secret organization cannot be given recognition in any manner. Students are to refrain from manifesting membership or activity in such organizations. Pendleton Heights High School will sponsor and recognize only those clubs and organizations which are conducive to the proper growth and development of boys and girls. Membership in unrecognized, unapproved or unlawful organizations will prevent that student from participating in any activity as a representative of our school and may lead to the suspension or expulsion of the student.

All clubs and organizations must have a copy of their constitution on file in the principal's office. Membership cannot be subject to race, religion, national origin, or sex.

## **ATHLETIC COUNCIL**

The Athletic Council which is composed of the Superintendent, a local school board representative, the high school principal, the high school athletic director, the high school girls' sports director, the middle school athletic director, and three (3) at-large varsity coaches will formulate and recommend policies for conducting the total athletic program to the Board of School Trustees. This Council also charges the building principals and the athletic directors with the responsibility of carrying out the policies adopted by the board and the rules and regulations of the IHSAA.

## **ATHLETIC DEPARTMENT CONDUCT CODE**

Students participating in the athletic program, at any level, are required to abide by the rules and regulations established for all students. In addition, student athletes will be provided with a written

copy of their respective coach's rules and expectations, which have been approved by the principal or his/her designee. These will include specific regulations concerning scholarship, curfews, nutrition, dating, promptness and regularity at practice, attitude, automobiles, parties, following directions, tobacco and tobacco products, and behavioral expectations. Each coach will also make clear any penalties for student athletes who do not follow the specific regulations that have been established.

### **ATHLETIC ACADEMIC CODE**

An elementary student/athlete is eligible to try out for Grade 6 basketball only if the student's last report card shows passing all classes or no more than one "F." All students/athletes shall have their progress checked at the mid-term of each grading period and again at the end of each grading period. Athletic participation will be based on the chart listed below.

#### **REPORT CARDS**

1. Passing all subjects/Full Participation
2. Failing one subject/Probation
3. Failing two or more subjects/Ineligible for a grading period

#### **MIDWAY CHECK**

1. Passing all subjects/Full participation
2. Failing one or more subjects/Probation

Probation means students can practice with the team, but will not be allowed to play in a game. Grades will be checked at the next report card or mid-term to determine the student's probationary status. If after a probationary period a student has failed one or more subjects at the next grade check, the student will be removed from the team. Grade 6 students participating in Pendleton Heights Middle School athletics will follow the PHMS Athletic Academic Code.

Pendleton Heights High School follows the IHSAA regulations regarding athletics. A student must be passing in five (5) classes each grading period in order to be eligible for athletic participation. High school students may take seven (7) credit classes per semester. Students at PHMS shall have their performance evaluated on a regular basis to ensure their academic success. Students shall have their progress checked at the mid-term of each grading period and again at the end of each grading period. Athletic participation will be based on the chart listed below:

#### **REPORT CARDS**

1. Passing all subjects/Full participation
2. Failing one subject/Probation
3. Failing two or more subjects/Ineligible for a grading period

#### **MIDWAY CHECK**

1. Passing all subjects/Full participation
2. Failing one or more subjects/Probation

### **PROBATION**

Academic Contract - Student athletes at Pendleton Heights Middle School who are on academic probation would be required to have their assignment notebooks completed and signed every day by their teachers and parent. The assignment notebook will be checked each morning to insure compliance. Failure to comply may result in penalties from missing practice to missing an athletic contest.

Elementary students wishing to participate in inter-school competition must have passing grades in all classes.

### **ATHLETIC PARTICIPATION POLICY**

#### **PENDLETON HEIGHTS HIGH SCHOOL SHARING OF STUDENTS BETWEEN ACTIVITIES**



Pendleton Heights' administration, faculty and staff encourage high school students to participate in a variety of high school activities. The more activities a student participates in, the better prepared a student is to meet the challenges of tomorrow.

All efforts must be taken to schedule major events as not to cause conflict with the sharing of students. The following are guidelines to be used to help in the sharing of students:

- 1) Contest and performances over practices
- 2) Concerts and dress rehearsals over practices
- 3) Contest over dress rehearsals
- 4) Tournament contest over all others

When a performance and a contest are scheduled on the same day, the student and the parents must make a decision. The student may not be able to participate in both activities and thus must make a decision to drop one of the activities. This should be done before the season starts, and thus the student is not letting a team or group down in the middle of a season.

When two activities practice every day at the same time, it would be impossible for the student to participate in both activities. The student must choose one activity over the other.

The athletic department policy of sharing athletes between sports in the same season:

- 1) The coaches must agree to share the athlete
- 2) The parents and the student must agree on the athlete playing two sports in the same season.
- 3) The athlete, parents and coaches must meet ahead of time to work out details of the arrangements and how this would work. If an agreement cannot be worked out, the student must make a decision between sports.

## ATHLETICS

### Objectives:

1. Provide a variety of activities broad enough in scope to encompass each student who wishes to participate within the rules of the IHSAA and the Pendleton Heights Athletic Council.
2. Contribute to the growth of the school by boosting school spirit and gaining recognition for the school through team and individual efforts.
3. Teach the following educational values:
  - A. The habit of thinking fast and realistically.
  - B. The attitude of disregarding mental or physical pain in pursuit of a desired end.
  - C. The attitude of subordinating personal interests to the interests of the school, team, or other groups.
  - D. The ability to discipline one's self physically and mentally for prolonged periods of time.

### Athletic Program

The Pendleton Heights High School Athletic Department will sponsor all sports promoted by the IHSAA as deemed feasible by the Council and Board of School Trustees. The present program includes the following sports:

<u>FALL</u>		<u>WINTER</u>		<u>SPRING</u>	
<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>
Cross Country	Cross Country	Basketball	Basketball	Baseball	Softball
Football	Volleyball	Swimming	Cheerleading	Golf	Tennis
Tennis	Golf	Wrestling		Track	Track
Soccer	Soccer				
	Cheerleading				

### Awards

**Requirements for all sports:**

1. All athletic awards shall be awarded as per individual sport guidelines, upon recommendation of the coach of the sport and approval of the principal
2. An athlete who has not finished his/her eligibility due to injury or illness, as noted by a qualified physician, shall be awarded a letter for the sport in which the athlete was participating when the injury or illness occurred if it is obvious that the athlete would have met the guidelines for a letter. The student must complete the season in good standing with the Athletic Department.

### **Types of Awards**

- A. Blanket —Awarded to the senior athlete who has earned at least nine varsity letters upon completion of his/her high school athletic career.
- B. Jacket — After earning the first varsity letter, the athlete may buy a standard athletic jacket, and the PHHS athletic department will pay for the letter and having the letter sewn on the jacket. (Standard naugalite sleeve.)
- C. Sweater —After earning a first varsity letter, the athlete may buy a sweater, and the athletic department will pay for the letter and for having the letter sewn on the sweater. (Green, V-neck for boys; White V-neck for girls.)
- D. Captain's Star — Awarded to the individual(s) chosen as honorary captain of varsity teams.
  1. Selection Process - the coaching staff in each sport shall determine the method in which the captain is selected.
- E. Certificates
  1. Letter certificates — a certificate shall be awarded to an athlete for each varsity letter earned.
  2. Participation certificate - a participation certificate shall be awarded an athlete who does not qualify for a letter, but has completed the season in good standing.
- F. Letters — A 7-inch block letter for men or 7-inch script letter for women shall be placed on both the sweater and jacket the athlete purchases. Athletes may purchase inserts if they wish to indicate participation. Manager's letters shall be inscribed with "Mgr."
  1. If a senior athlete has not been able to earn a varsity letter after four complete years of participation in a sport, the coach of that sport can recommend the athlete for the varsity letter based on loyal participation and service.
  2. Any students at the end of their senior year who have earned a varsity letter and have not purchased a sweater or jacket may be issued an athletic letter upon their request.
- G. MVP — An MVP award shall be presented in each sport. The award shall be a suitable trophy.
  1. Method of selection:
    - a. The coaching staff in each sport shall nominate deserving individuals within their sport for MVP. The coaching staff in each sport shall determine whether the MVP is selected by vote or by points earned. If the MVP is to be determined by vote, then the nominees shall be voted on by players and coaches in that sport.
    - b. In case of a tie, dual awards may be presented.
- H. Five-letter Plaque — The five-letter plaque is a Senior Award presented at the annual Senior Honors Program. The athlete will receive a plaque on which will be the school name, athlete's name, sports in which letters were earned, and the number of years lettered in each sport.
- I. Special Awards:
  1. Any special awards to individuals in the athletic program by non-school groups will be first recommended to the AC for approval.
  2. Special awards to individuals in the athletic program may be recommended by the coach and approved by the principal and athletic director.
- J. Athletic/Academic Jackets
  1. If an athlete earns three athletic letters and also during his/her high school career earns an academic jacket, the athlete may choose to have the athletic letter placed on the

academic jacket if he/she has not already purchased one. The athletic department will provide the athletic letter to be placed on the academic jacket.

2. An athlete who has purchased an athletic jacket will not be reimbursed for that jacket upon earning an academic jacket. He/She will be awarded an academic jacket in addition to the athletic jacket that was purchased.

### **Guidelines for Lettering in Individual Sports**

1. Baseball
  - A. Play in 50% of the regularly scheduled varsity games.
  - B. Specialists, such as pitchers, upon recommendation of the coach.
2. Basketball
  - A. Win a position on the varsity squad and participation in at least 50% of the quarters played.
  - B. To special classes where an athlete is brought up during the course of the season from the reserve squad upon recommendation of the coach.
3. Cross Country
  - A. Place in 50% of the meets. A place is equal to five times the number of teams participating in the meet.
  - B. A runner who runs in a reserve meet can earn a place if his/her recorded time is equal to or better than the time of the individual who is listed as the last place in the varsity meet.
4. Football
  - A. Win a position on the varsity team and participate in at least 50% of the schedule quarters.
  - B. Specialists, such as extra-point kickers, etc., recommendation of the coach.
5. Golf
  - A. Win or tie in at least one-half of the meets scheduled on the varsity level.
  - B. An athlete who is participating in a reserve match can gain a win or tie toward his varsity letter if his card that day is equal to or better than a card that would be necessary to win or tie on the varsity level.
6. Softball
  - A. Play in 50% of the regularly scheduled varsity games.
  - B. Specialists, such as pitchers, upon recommendation of the coach.
7. Tennis
  - A. Participate in at least 50% of the varsity matches.
  - B. Or participate in at least one match in sectional play.
8. Track
  - A. Average at least one point per meet in which the varsity is in competition.
  - B. Or win a place in the conference meet. This would include members of a relay team.
  - C. Or win a place in the Sectional meet. This would include members of a relay team.
9. Swimming
  - A. Average 4 points per meet.
  - B. Or place in the top 6 at the Sectional meet.
  - C. Divers must average 2.5 points per meet.
10. Volleyball
  - A. Win a position on the varsity squad and participate in at least 50% of the games played.
  - B. Where an athlete is brought up during the course of the season, upon the recommendation of the coach.
11. Wrestling
  - A. Score a total of at least 21 team points in dual meet competition. Points scored shall follow the Federal IHSAA rules for scoring in high school wrestling meets.
  - B. Win his weight class in any of the following tournaments and be recommended by the coach: Conference, County, or any of the State Series.

12. Managers/Trainers

- A. A boy or girl in the second year as manager/trainer in the same varsity sport.
- B. Guidelines:
  - (1) Attend all practices, unless excused by the coach.
  - (2) Attend and complete all assigned responsibilities at varsity contests.
  - (3) Must be recommended by the coach.

13. Cheerleaders

- A. Varsity cheerleaders will be awarded a varsity letter upon completion of one season with the recommendation of the coach.
- B. Reserve and freshman cheerleaders will be awarded a certificate of participation upon completion of one season with the recommendation of the coach.

14. Soccer

- A. Play in 50% of the regularly scheduled varsity games.  
During the course of the school year, there are numerous questions that might affect the student in athletics. All such questions should be referred to the high school athletic director. Seldom will questions be answered by someone not involved in a direct way with the program.

### **ATHLETIC HALL OF FAME**

Beginning with the class of 1990, only athletes obtaining All-State recognition, as established by the Athletic Council, will have individual pictures mounted on the walls of the north gym lobby. All sectional-winning teams will have pictures displayed in this area as well.

The north lobby walls are intended to become a Hall of Fame for Pendleton Heights High School athletes obtaining All-State status. Other currently displayed pictures of sectional, regional, etc., winners will be on display in the north gym balcony.

## SMCSC INTERNET/COMPUTER NETWORK USE AGREEMENT

I understand and will abide by the above Internet/Computer Network use agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

---

(User signature and Date)

### PARENT OR GUARDIAN

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

(PARENT OR GUARDIAN PLEASE NOTE: if you do not want your child to access the Internet, please mark out the word "Internet" in the last sentence of the following paragraph. If the word "Internet" is marked out, this form will be an agreement for the school district's local computer network only.)

As the parent or guardian of this student, I have read the Internet/Computer Network Use Agreement. I understand that this access is designed for educational purposes. SMCSC will take precautions to eliminate controversial material. However, I also recognize it is impossible for the school corporation to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for my child to access the Internet/Computer Network and certify that the information contained on this form is correct.

---

[Parent/Guardian Signature and Date]

**South Madison Community School Corporation  
EXTRACURRICULAR CONSENT FORM**

I have received and have read and understand a copy of the “South Madison Community School Corporation Drug Testing Program.” I desire that \_\_\_\_\_ participate in this program. I desire to participate in this program for the following reason:

- \_\_\_ a. Student Athletic
- \_\_\_ b. Student Extracurricular
- \_\_\_ c. Student Driver

I voluntarily agree to be subject to its terms for the entire middle school/high school career (grades 7-12). 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.

Date:	Students Graduation Year:
-------	---------------------------

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

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



I, \_\_\_\_\_ have decided not to participate in any extracurricular activities sponsored by South Madison Community School Corporation nor drive to, from or during school for the remainder of this school year. In order for me to participate in the extracurricular activity program or to obtain a student driver permit, I understand, that I must submit to a urinalysis.

Students Graduation Year \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date