



# **South Central Middle School**

# **2017-2018**

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### **I. MISSION/ VISION STATEMENTS**

#### **SOUTH HARRISON COMMUNITY SCHOOL CORPORATION MISSION STATEMENT**

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

#### **SOUTH CENTRAL MIDDLE SCHOOL MISSION STATEMENT**

South Central Middle/High School community provides a learning environment that inspires, engages and empowers students to achieve success.

#### **SOUTH HARRISON COMMUNITY SCHOOL CORPORATION VISION STATEMENT**

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

#### **VISION**

South Central Middle/High School recognizes learning as a life-long process. Standards-based curriculum guidelines afford students the opportunity for success in post-secondary education. We strive to strengthen our students' abilities to think critically and communicate effectively. We believe that all students must be provided with a safe and structured environment that is conducive to their academic success.

## II. GENERAL INFORMATION

2017-2018 SCHOOL CALENDAR

*South Harrison Community School Corporation  
School Calendar 2017-2018*

July 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Note: Calendar is subject to change based upon days missed due to inclement weather and/or other school emergencies. They will be made up in the following order: January 15, February 13, March 19, 20, 21, 22, and 23. If necessary, additional days will be added on to the school calendar. Transportation will be provided from Corydon Central and South Central High Schools to the Prosser School of Technology all days on which they are in session.

- August**  
1 Orientation Day - No Students  
2 First Day for Students
- September**  
4 Labor Day - No School
- October**  
4 End of First Grading Period (45 Student Days)  
5-13 Fall Break, No School  
16 School Resumes
- November**  
7 Parent/Teacher Conferences - No Students  
22-24 Thanksgiving Break - No School
- December**  
21 Last Day for Students  
21 End of Second Grading Period (45 Student Days)  
22 Teacher Day - No Students  
25-29 Winter Break, No School
- January**  
1 Winter Break, continued - No School  
2 School Resumes  
15 Martin Luther King Day - No School or Make-Up Day
- February**  
19 President's Day - No School or Make-Up Day
- March**  
7 End of Third Grading Period (45 Student Days)  
19-23 Spring Break, No School or Make-Up Days  
26-30 Spring Break, No School
- April**  
2 School Resumes
- May**  
8 Teacher Professional Development - No Students  
24 Last Day for Students, Pending Make-Up Days  
24 End of Fourth Grading Period, (45 Student Days)  
25 Last Day for Teachers, Pending Make-Up Days
- June**  
3 South Central Jr/Sr High School Graduation, 1:30 p.m.  
3 Corydon Central High School Graduation, 4:00 p.m.

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Legend						
Teacher Day, No Students						
School in Session						
Some Make-Up Day						
No School						
End of Grading Period						

Board Approved - December 6, 2016

Bell Schedule

Regular Schedule		M-TH
period	start	end
1	8:05	8:50
2	8:55	9:40
3	9:45	10:30
Lunch	10:30	11:00
Homeroom A	11:05	11:30
Homeroom B	11:30	11:55
4	12:00	12:45
5	12:50	1:35
6	1:40	2:25
7	2:30	3:15

Regular Friday Schedule		
Period	Start	End
1	8:00	8:45
2	8:50	9:30
3	9:35	10:15
Homeroom	10:20	11:00
Lunch	11:00	11:30
4	11:35	12:10
5	12:15	12:55
6	1:00	1:40
7	1:45	2:25

### DELAY OR CLOSING OF SCHOOL

If weather appears threatening please listen to area radio and television stations for information pertaining to possible delays or closing of school. Further, Students and parents are contacted via the SHCSC messaging system provided the school has up to date parent contact information. Students are asked not to call school or school personnel at their homes for school closing information.

### CLOSED CAMPUS

South Central Middle School operates under a closed campus policy. No student may leave the building at any time without first obtaining permission from the office. Accordingly, students may not bring in food from outside sources or leave campus for the purposes of attaining food from an outside location.

### VISITORS

Students may not bring guests to school during the school day. **South Central Middle School has a no visitor policy.** Anyone entering the building who is not a student or an employee of the school system should report directly to the office and sign the book. They will then be given a visitors pass. Students will not be excused from class for messages or visits. Messages or materials needed by students should be left in the office. Every attempt will be made to cooperate with parents who have special needs.

Parents who wish to eat lunch with their student must do so in a designated area with office approval.

### FREE/REDUCED LUNCH

Students shall not exceed a negative balance of \$7.50.

Each student is given an application for free or reduced lunch on the first day of school. Students should take the form home to their parents. Proof of income should be turned in with the forms. The deadline for receiving forms is September 13, 2017.

## HEALTH CLINIC

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

## MEDICATION

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

1. All medication, both prescription and non-prescription, to be used during the school day must be given to the school nurse at the start of the school day. For school purposes, cough drops are considered medication.
2. Written instructions on a Medication Administration/Authorization Form must accompany the medication (prescription and non-prescription) and must be completed and signed by a parent/guardian and the health care provider (physician, dentist, or nurse practitioner). A new form must be filled out for each new school year.
3. All prescribed medication for an individual must be kept in the original container with the pharmacy label and the student's name. Over-the-counter medication must be kept in the original container with the student's name written on the container.
4. Medications are always kept under lock and key or in a tamper-proof container and will be dispensed by the nurse or her designee unless other arrangements have been made with the parent and health care provider.
5. Any change in a medication, dosage, or time to be given must be given in written form with the parent and health care provider's signature.
6. At the end of the school year any remaining medications are either returned to the parent or destroyed in the presence of a witness.
7. Any student found to be carrying medication (prescription or non-prescription) on their person without written authorization from their parent and health care provider on file with the school nurse will be subject to the school's discipline policy.
8. It is the parent's responsibility to take care of any student medication needs while they attend the Harrison County Alternative School.

## TELEPHONE CALLS AND MESSAGES

Students will be permitted to use the telephones before/after school. No calls are to be made during the school day. Students are allowed to use the phones in the office area only in cases of emergency. The call will then be placed by the school secretary for the student.

## STUDENT LOCKERS

Each student is provided with a locker and a lock for books and clothing. Students are expected to use assigned lockers and any change in locker location requires approval by the office. It is the student's responsibility to keep the locker clean and neat always. Food should never be left in the locker overnight. Any writing, stickers, tape, or decals that do not come off easily should not be in or on the lockers. Never leave money or valuable articles in an unsafe place. The school cannot be responsible for lost articles or money. Keep lockers locked. The school is not responsible for lost or stolen items.

## LOST AND FOUND

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

## TEXTBOOKS/ ELECTRONIC DEVICE

The South Harrison Board of School Trustees has waived the collection of textbook rental fees for the 2017-2018 school year. Textbooks/**Electronic Devices** are school property. Therefore, the policy for damaged and/or stolen property applies to textbooks and electronic devices.

## HALL PASSES

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

## VENDING MACHINES

Vending machines are located in the lower hall. The machines are turned off during the school day, and are intended for after school use. **Drinks**

**(other than water) and candy are not allowed in the halls or classrooms.**

### **INSTRUCTIONAL MEDIA CENTER**

The Media Center is open from 7:50 AM to 3:10PM on school days. Any staff member or student is eligible to check out materials from the IMC. Students who have overdue materials will have borrowing privileges suspended until the material is returned and the fine paid. Students will be charged the cost of replacing any lost or damaged items. Any student or faculty member may check out materials by presenting materials at the circulation desk. All materials, except reference books and magazines, are checked out for two weeks. Books may be renewed for an additional two weeks by bringing them back to the circulation desk for renewal procedures. Reference books and periodicals must be used only in the media center unless special permission is granted by media specialist. Imposing a set limit of time in which a student may retain material is caused by demand for the material. Students will be charged 10 cents for each school day in which the item(s) are overdue (2-week materials), overnight materials are 25 cents per day. Parental permission may be required for some books requested through Interlibrary Loan. The media specialist reserves the right to make selections for donated materials based on the selection policy.

The Library Media Center is open from 7:50 a.m. to 3:30 p.m. on school days. Students may visit the library before or after school or during class with a pass from their teacher. Students may check out materials for up to three weeks and can renew items that are not on hold. A late fee will be charged for items returned after the due date. Students will be charged the cost of replacing lost or damaged items. Students who have overdue materials or fines may have borrowing privileges suspended until the material is returned and fines paid. Parental permission may be required for some books requested through Interlibrary Loan. The media specialist reserves the right to make selections for library materials based on the selection policy. For more information and resources, please visit your school's library website.

### **DANCES**

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

1. Students are expected to arrive no earlier than 30 minutes before an event and depart no later than 30 minutes after the event or dance starts.
2. There will be no loitering in the parking lot
3. Dances are open only to students in good standing at SCMS. No outside guests.

### **PHOTO RELEASE**

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

### **EMERGENCY PREPAREDNESS**

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

1. One continual ring of the fire alarm indicates a fire drill
2. Walk quickly, do not run, along the evacuation route
3. No talking, you should listen for instructions
4. Leave books and personal items in the classroom
5. Students will report to the designated area and assemble by homeroom.
6. Remain outside until the signal is given to return

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

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



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

## **DRESS AND GROOMING GUIDELINES**

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

*Restricted items will include the following:*

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

## **III. ATTENDANCE GUIDELINES**

### **Attendance Guidelines**

The faculty and staff at SCMS consider regular daily attendance a vital component of each student's education. Academic success is directly proportional to educational excellence, and at SCMS, we expect excellence from all our students.

In the rare event a student must miss school at SCMS, the preferred method to report an absence is by calling 812-969-2941 on **the date of the absence**. South Harrison Community School Corporation classifies absences into three categories: Excused absence, Parent Documented absences, and Unexcused absences. Violation of the South Harrison Community School Corporation Attendance Policy (page 29) will result in restrictions and/or removal from extra and co-curricular activities. Further restrictions will be placed on attending sporting events, dances, and any activity deemed necessary by school administration.

### **Opportunities to Complete Instructional Activities**

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

- Evening or Saturday school attendance for make-up is also permitted.
- The length of time for completion of make-up work shall be commensurate with the length of the absence. This work should be made-up during non-instructional time, this includes tests and quizzes.
- A student wishing to make-up work must contact his/her teacher to obtain assignments.

## **IV. DISCIPLINE GUIDELINES**

### **SCHOOL AUTHORITY**

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

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

### **STUDENT CONDUCT**

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

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

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

do bodily injury.

- k. Misrepresentation by faked telephone calls.
- l. Possession of butane lighter
- m. Cyber-bullying through text, email, Facebook, or any other social media is prohibited.
- n. Misrepresentation of any substance to be a controlled substance, including but not limited to electronic cigarettes, K2, and any other synthetic drug.
- n. Misrepresentation of any substance to be a controlled substance.
- o. Downloading computer game files.
- p. Downloading music files unless authorized by a teacher for a class.
- q. Use/possession of hacky-sacks/footbags is prohibited. Kicking or throwing any object that could be dangerous to another student or disrupt school is prohibited.

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

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

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

## DISPLAY OF AFFECTION

Display of affection, such as kissing, etc., are considered inappropriate for public school. This behavior will be corrected on the spot by staff members and may lead to further disciplinary action if warranted. **Students are expected to keep their hands off other students.**

## ASSEMBLY BEHAVIOR

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

## TECHNOLOGY

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

With this educational opportunity comes the responsibility to use these networks and technologies in a productive and ethical manner. The responsibility for the educational value of these technologies and the on-line Internet access is the joint responsibility of school staff, the students with access to the Internet, and their parents. Parents have the option of requesting alternative activities utilizing technologies that do not require

Internet access. Students will not be able to access Internet without a professional staff's permission and supervision. Access to the school's networks and Internet will be password protected, individual accounts. Account usage will be monitored through a software/hardware monitoring system.

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

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

For further information, see the South Harrison Computer Technology and Network Policy.

### **Wireless Communication Devices**

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

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

#### **Disciplinary Guidelines for WCD misuse (excludes laptop computers):**

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

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

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

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

Fifth offense: Recommended further suspensions or expulsions.

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

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

## **SUBSTANCE ABUSE**

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

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

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

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

Procedures:

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

- Immediately suspend the student for five (5) school days.
- Advise the student of the school's responsibility to notify his/her parents/guardians and the proper law enforcement officials.
- Meet with the student and parents/guardians to inform them of possible alternatives to expulsion. If the student and parents/guardians choose an alternative to expulsion, the principal will inform them that expulsion proceedings will be waived if the following criteria are met:
  1. The student will be suspended for a minimum of five (5) school days.
  2. The parent/guardian must request an alternative to expulsion and sign a "Parental Agreement" form.
  3. The student must secure a chemical assessment that is to be administered by a professional outpatient substance abuse counselor approved by the school corporation.
  4. Based upon the results of the assessment, the student must enter an approved educational and/or treatment program. Any positive test may result in a referral to probation.
  5. Any student testing positive must participate in an approved treatment program. The assessment must be completed and other sessions scheduled prior to the student's return to classes. (Complete "Corporation Referral Form" returned to principal.)
  6. It will be understood that any cost/fees as a result of the assessment and education and/or treatment program will be the responsibility of the student's family.
  7. The program requires that the student, and parent/guardian when appropriate, attend and complete all prescribed sessions.
  8. Upon completion of the program, the counseling/treatment agency is to submit the "Agency Report Form" to the principal.
- If the student does not complete an alternative program (as described in Section C) expulsion proceedings will be resumed.
- If an alternative to expulsion (as described in Section C) is not selected the principal will recommend expulsion to the Superintendent of Schools.

## **GENERAL CONDUCT RULES**

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

## **TEACHER DISCIPLINE OF STUDENT**

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

## **SUPERVISED STUDY**

Supervised Study, an in-school placement in an alternative educational setting, shall be assigned by the Principal or Assistant Principal as an appropriate consequence for violation of school rules and/or policies.

## **SATURDAY SCHOOL**

South Central Middle School has a Saturday School Program. Its main purpose is to help meet the educational needs of each student, keep the student in school during school hours, and help the student realize the consequences of inappropriate behavior. A student can only be sent to Saturday School by a member of the administration, or designee. The student shall understand that a Saturday School assignment prevents them from participating in any extra-curricular activity.

This detention will take place in the junior high school administrative area. Reporting time is 8:00 a.m. sharp. He/she will remain there under the supervision of a staff member until 11:00 a.m. The student should enter the main doors by the office and report to the office. A restroom break will be given at 9:30 a.m.

1. Each student will prepare and present to the office by 3:00 p.m. Friday, a packet of materials for study. This packet should contain: assignments, papers, books, pencils, and any other items necessary for the three-hour detention period. Other items and assignments may be added by the staff, counselors, and administrators.
2. Transportation will NOT be provided by the corporation.
3. Students who are employed or have responsibilities are NOT excused from this program.
4. All school rules will be in effect.
5. Proper behavior and working industriously will be reviewed for termination from the program. The student's work will be handed in three (3) minutes before the conclusion of the session.
6. It may be necessary for a parent conference during the session and the parent will be notified prior to the detention session.
7. Any violation or inappropriate behavior during the detention session will mean further disciplinary action.

The following offenses may result in Saturday School Detention:

1. Truancy for any period of the day.
2. Unexcused absence for which a parental slip has not been produced.
3. Repetitious misconduct.

Failure to arrive on time or not attend Saturday School Detention will result in a two (2) days Alternative Placement.

## **ALTERNATIVE PLACEMENT**

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

## **SUSPENSION 2017-2018**

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

## **EXPULSION 2017-2018**

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

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia use in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written

authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Repetitious Misconduct: Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or any educational function.

## **SOUTH HARRISON COMMUNITY SCHOOL CORPORATION**

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

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

### **INTRODUCTION**

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

### **REASONABLE CONCERN**

South Harrison Community School Corporation has a strong commitment to the health, safety and welfare of its students. Our



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

### **SCOPE**

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

### **CONSENT FORM**

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

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

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

### **NON-PUNITIVE NATURE OF POLICY**

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

### **BANNED SUBSTANCES**

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

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

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

## **TESTING PROCEDURES**

- (1) The principal/designee will submit a list of students in grades 9-12 whom he/she deems eligible and qualified for random testing. Each student to be entered into the pool of candidates for random testing will be assigned a number. Students in grades 7 and 8 will not be randomly tested but may be asked to submit to a test when reasonable suspicion exists. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing. A process will be utilized to assure that students are selected in a random fashion. The random selection of students will be conducted by an outside, independent company thus ensuring that the selection process is truly random.
- (2) If the student shows signs of tobacco and/or alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.
- (3) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- (4) Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- (5) All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 12 ounces of fluid. If still unable to produce a specimen within two hours, the student will be given the opportunity to go to a designated supervised area to allow time to be able to provide a specimen prior to the conclusion of the school day. Failure to provide an adequate sample prior to the conclusion of the school day will be deemed a refusal.
- (6) All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
- (7) If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extra-curricular/co-curricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
- (8) Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
- (9) The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also nicotine and "performance enhancing" drugs such as steroids may be tested.
- (10) The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

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

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

## **TEST RESULTS**

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

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

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

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

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

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

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

## **FINANCIAL RESPONSIBILITY**

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

## **CERTIFYING SCIENTIST RESPONSIBILITIES**

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

- a. The Certifying Scientist determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the urine, if necessary the principal /designee will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and reports this to the Building Principal, initially reporting positive results by phone.
  - (1) For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
  - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the

- medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the Certifying Scientist.
- (3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.
  - f. The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
  - g. The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

### **OTHER RULES**

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

### **RANDOM DRUG TESTING GUIDELINES**

#### **CHAIN OF CUSTODY**

- (1) **The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.**
- (2) The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling three or four students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
- (3) Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- (4) A kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
- (5) If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular/co-curricular activities subsequent to a retest.
- (6) Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have five minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.
- (7) After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal/designee.
- (8) In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead the student's identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal/designee with no name attached; only the student's identification number will appear on the result sheet.

### **COLLECTION PROCESS**

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

- a. Student first is asked to wash their hands with soap and water and dry them.
- b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- c. The drug testing custody and control form is completed by the Student and collector.

- d. The collector prepares the urine bottles.
- e. The collector adds a bluing agent to the water in the urinal or toilet.
- f. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- g. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then rewash their hands.
- h. With the student watching, the collector will recap the specimen bottles tightly.
- i. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **refusal to test** and the Principal notified.
- j. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- k. The student is asked to initial the transport bag.
- l. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- m. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- n. While the student watches, the sealed specimen bag is carried to a secured storage area.
- o. The Student is then sent back to class.
- p. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Certifying Scientist in a timely manner.
- q. The Principal will be notified immediately of any student who refuses to give a urine sample.

### **Notification Procedure for a Positive Drug Test**

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

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

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

The principal/designee will attempt to follow the guidelines for parent notification in a timely manner for every positive drug test result. In extenuating circumstances the administrator/designee may notify the parent first if he/she believes reversing the order of notification is in the student's best interest. Notification will be made in person, by telephone, or by personal mail. Notification will not be made by leaving messages with other individuals, on answering machines, or through e-mail.

### **PICK-UP PROCESS**

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

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

## **SOUTH HARRISON COMMUNITY SCHOOL CORPORATION**

**EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES & STUDENT DRIVER  
CONSENT FORM**

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

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

_____ Printed Student Name	_____ Printed Parent/Guardian Name
_____ Student Signature	_____ Parent/Guardian Signature
_____ Date	_____ Date

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

_____ Printed Student Name	_____ Printed Parent/Guardian Name
_____ Student Signature	_____ Parent/Guardian Signature
_____ Date	_____ Date

**BULLYING GUIDELINES**

**Purpose**

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

It is our responsibility to maintain an education and work environment which is free from all forms of unlawful harassment. All students, administrators, teachers, staff, and all other school personnel share responsibility for

avoiding, discouraging, and reporting any form of unlawful harassment. We will enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis.

*Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated.*

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

### **Levels of Disciplinary Consequences and Supports**

#### **Level 1: Conference/Parent Contact**

- School personnel and parent
- Conference with student

#### **Level 2: Intervention Options**

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

#### **Level 3: Short Term Alternative School Suspension**

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

#### **Level 4: Long Term Alternative School Suspension**

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

#### **Severe Clause:**

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

#### **Staff:**

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

training and may lead Peace Learning component.

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

**Community:**

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

**Severe Clause:**

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

**ADMINISTRATIVE GUIDELINES**

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

**DISRUPTION OF THE EDUCATIONAL ATMOSPHERE OF THE SCHOOL.**

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

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

- 1st Offense One-three day(s) of Supervised Study/After School Detention
- 2nd Offense....One-three day(s) of Alternative Placement or one-two days Saturday School and Parent/Guardian conference
- 3rd Offense Ten days supervised study or one-three day(s) of Alternative Placement and Parent/Guardian conference



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

VANDALISM/STEALING SCHOOL PROPERTY OR PRIVATE PROPERTY

1st Offense....One to five days of Supervised Study/Alternative school placement, and restitution

2nd Offense   Five – ten days Alternative Placement, and restitution and Probation referral.

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

THREATENING/INTIMIDATING/HARASSING/BULLYING ANOTHER STUDENT.

1st Offense   Three-ten days of supervised study/After School Detention and Parent/Guardian conference

2nd Offense   Five-ten days Alternative Placement

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

POSSESSION OF FIREARMS.

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

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

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

POSSESSION/USE OF TOBACCO IN ANY FORM.

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

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

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

ATTEMPTING TO DO BODILY HARM IN ANY WAY TO ANOTHER STUDENT (FIGHTING)

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

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

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

POSSESSION/USE OF ILLEGAL DRUGS (INCLUDING ALCOHOL and SPICE, TO INCLUDE PARAPHANALIA).

1st Offense.....Recommendation for expulsion for the current and/or next semester; OR, participation in an

approved drug prevention program and five–ten days Alternative Placement. and Parent/Guardian conference.

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

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

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

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

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

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

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

## V. STUDENT SERVICES

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

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

All records containing personal information about students shall be maintained in accord with the Family Educational Rights and Privacy Act. (Indiana State Board of Education; Rule JP-1, Sec 1; filed May 8, 1978, 3:21pm; rules and Regs. 1979, p. 126)

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

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

### GRADING SYSTEM

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

99.5%	A+
92.5%	A
89.5	A-
86.5%	B+
82.5%	B

79.5%	B-
76.5%	C+
72.5%	C
69.5%	C-
66.5%	D+
62.5%	D
59.5%	D-
0%	F

**Semester Grades: 9 weeks (9/20)(45%) + 9 weeks (9/20)(45%) + Final Exam (2/20)(10%) = Final semester grade**

#### SCHEDULE CHANGES

Dropping or adding courses will be considered for compelling reasons such as scheduling errors, course failures, inappropriate class placement, prerequisite failures, health problems, etc. Such changes must be completed by the counselor, five days prior to the start of each semester, and on an emergency basis five days at the beginning of the semester. Students may not drop a course mid-semester without the permission of the building principal. Students and parent should consider course selection very carefully when choosing courses for the coming school year in order to eliminate unnecessary drop and adds.

#### WORK PERMITS

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

#### WITHDRAWAL FROM SCHOOL

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

#### CHEATING / PLAGIARISM

Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to the following consequences.

- 1st Offense – A zero (0) will be given on the assignment to all students involved.
- 2nd Offense – One day out-of-school suspension and a zero (0) will be given to all students involved.
- 3rd Offense – Three days out-of-school suspension and a zero (0) will be given to all students involved.

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

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

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

## VI. TRANSPORTATION GUIDELINES

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

#### Posted Bus Transportation Rules and Consequences

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

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

## **CONSEQUENCES**

Driver

Principal/Designee:

Name – warning \_\_\_\_\_

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

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

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

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

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

### **BUS TRANSPORTATION PASS PROCEDURE**

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

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

If a student must ride home on a bus that is not his/her regular transportation or get off the bus at a different stop, he/she shall have a pass from the school office. Students must bring a verifiable note from their parents explaining the reason for the requested pass, bus number, and destination. **Passes will be issued between 8:00 and 8:10 only. Passes will not be given after 8:15 a.m.** If a student does not have a note he/she will be sent home on their regular bus.

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

### **PARKING LOT**

Students who ride to and from school with high school students are to enter the building by way of the high school doors. Students must then enter the junior high halls. Students may not go into the parking lot for any reason without the permission from the principal,(or designee), and permission from the high school student.

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

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

## **VII. ATHLETIC/EXTRA CURRICULAR ELIGIBILITY SOUTH CENTRAL MIDDLE SCHOOL**

### **GRADES:**

- 1) The nine weeks grading period and Semester Averages will be used.
- 2) Athletes cannot participate in any athletic practices or contests for a period of three (3) weeks following the distribution of report cards if they have received a failing grade in any subject. If at the end of the three-week period all grades are passing, the athlete may resume practicing. However, participation in games, matches, meets, contests of any athletic nature may not be resumed until after verification at 6 weeks that the athlete has all passing grades.
- 3) Coaches may require that the practice time during the above-mentioned three-week period be used as a study hall.
- 4) This policy will be in effect from each school year to the next. In other words students getting an F the last nine weeks of the year are ineligible for the first three weeks (practicing): Six weeks (contests) of the next year.
- 5) Any athlete receiving a grade of unsatisfactory will have a (2) game suspension during which time the athlete may either practice or be placed in study hall at their coach's discretion.
- 6) Incomplete grades are considered failing until work is completed.
- 7) Athletes must attend school at least one-half of the day of a game or event in order to participate in said game or event. (Must report before the end of the 4<sup>th</sup> period)
- 8) Excessive absences from school (see attendance policy) could result in removal from an athletic event or team.
- 9) A student who is removed from, or quits a team, after having made the team, cannot join or try out for another team until the season for the sport they quit or were removed from is over.

### **DISCIPLINE OR CONDUCT**

Detention: Any athlete who is placed on morning or evening detention may not participate in any athletic practices or contests for 3-5 school days based on the severity of the offense. If the event is to take place on a weekend during the 3-5 day period, then the student may not participate in the contest, game, match, etc.

Supervised Study: Any athlete who is placed on supervised study may not participate in any athletic practices, games, etc. for a period of (2) weeks.

Out of School Suspension or Alternative Placement: Any athlete who is placed on out-of-school suspension (OSS) or Alternative Placement may not participate in any athletic practices, contests, etc. for a period of (4) weeks. Additionally, if the seriousness of the offense warrants then the principal and coaches may ban the athlete from participation in athletics for the school year.

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

### **ATTENDANCE GUIDELINES**

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State and Adequate Yearly Progress criteria in No Child Left Behind. The Corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Types of absences:

1. Excused Absences
2. Parent Documented Absences
3. Unexcused Absences

- **“Excused absences”** are:
  - A. verified illness of the student by a medical professional,
  - B. medical and dental appointment,
  - C. death in the family,
  - D. exclusion because of exposure to a contagious disease,
  - E. court appointment,
  - F. observation or celebration of a bona fide religious holiday, and
  - G. serving as a member of the Indiana wing of the civil air patrol and participating in a civil air patrol program for up to 5 days in a school year.
- **“Parent documented absences”** are absences which are accompanied with a parent note for illnesses or for prearranged absences approved by school or district administrators. Parent documented absences are not “excused” absences, but only indicates that the parent is aware of the student’s absence from school.
- **“Unexcused absences”** are absences for which documentation has not been submitted within the established timeframe.

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

The student’s grade or formal academic assessment in any course or class is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades or academic assessments will be based upon what the student can demonstrate s/he has learned. However, excessive absences as outlined within these guidelines may result in a student being removed from a high school class. Further, students in violation of the SHCSC Attendance Policy may have extra-curricular and/or co-curricular privileges revoked and/or academic penalties applied.

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

**For each semester:**

- A. After three (3) unexcused absences during a semester, the parents or legal guardian will receive a letter outlining the absences and explaining any pertinent district policies and/or guidelines.
- B. After five (5) unexcused absences from school during a semester, a conference may be held with the student/family in which consequences and disciplinary actions will be discussed.
- C. Beginning with the sixth (6<sup>th</sup>) unexcused absence, Juvenile Probation may be notified.

**For each school year:**

- A. After any combination of eight (8) unexcused or parent documented absences during a school year, the parents or legal guardians will be notified

with an outline of the absences and any pertinent district policies and/or guidelines.

- B. On or after the eleventh (11<sup>th</sup>) absence from any combination of unexcused or parent documented absences for a school year, Juvenile Probation and/or the Indiana Department of Child Services may be notified when the absences appear to be having a negative educational impact on the child. Additionally, students may be subject to disciplinary action including potential loss of credit.

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

### **Secondary Schools**

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

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

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

### **TARDINESS**

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

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

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

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

- |              |   |
|--------------|---|
| First Tardy  | Teacher warning   |
| Second Tardy | Teacher warning; Parent contacted via letter sent with student                        |
| Third Tardy  | One day supervised study or 3 lunch detentions and five days of no driving privileges |

Fourth Tardy	One day Saturday School
Fifth Tardy	Two days Saturday School
Sixth Tardy	One day Alternative Placement

**TRUANCY 2016-2017**

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

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

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

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

Being in a location other than that assigned within the school

1st Offense.....One to three days Supervised Study/After School Detention

2nd Offense.....Two days Saturday School or 3-5 days of Supervised Study/After School Detention

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

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

Truant from school or Leaving the building without permission

1st Offense.....One to Three days Alternative Placement or 10 days Supervised Study

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

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

**Students Leaving School During School Day**

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

No student will be released to any government agency without proper warrant or written parental permission expect in the event of an emergency as determined by the principal, i.e. Child Protective Services.

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

511 IAC 5-2-1(c)j)2)

I.C. 20-8.1-3-17, 18

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



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

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

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

- The receiving school must be able to academically accommodate the student.
- The receiving school must have sufficient space to accommodate the student.
- Upon review, the school corporation must determine that there would be no negative consequences (academically and other) if the transfer is approved.

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

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

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

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

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

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

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

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

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

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

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

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

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

I.C. 20-10.1-17-8

511 IAC 6.1-5-10

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

#### **5771 – SEARCH AND SEIZURE**

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

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

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

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

## B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

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

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

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

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

### **Use of Dogs**

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

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

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

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

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-33-8-32

U.S. Constitution, 4th Amendment

Revised 3/96

Revised 5/96

Revised 5/6/96

### **5600 - STUDENT DISCIPLINE**

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

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

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

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority;

F. may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record before s/he leaves this Corporation.

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

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

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

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

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

A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with Board policies on transportation.

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

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

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

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

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

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

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

The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that explanations of the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the Corporation.

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

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

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

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C 12101 et seq.

20 U.S.C. 1681 et seq.

42 U.S.C. 1983

Adopted 12/5/94

Revised 5/6/96

Revised 5/00

### 5530 – DRUG PREVENTION

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

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

For the purposes of this policy, "drugs" shall mean:

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

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

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

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

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

- A. Students in Grades K - 5
  - B. Voluntary participation in an approved drug education and/or treatment program will be recommended for first time offenders.
  - C. Participation in an approved drug education and/or treatment program will be required as an alternative to expulsion for subsequent offenses.
  - D. Students in Grades 6 -12
1. An alternative to expulsion may be recommended for first time offenders. This alternative will require a signed Parental Agreement, a student chemical assessment, and participation in an approved drug education and/or treatment program. All expenses incurred will be the family's responsibility. This requirement may be waived or modified by the Superintendent upon the recommendation of the Principal.
  2. Students who violate the Substance Abuse Policy a second time while enrolled in grades 6-12 and those students knowingly transmitting substances such as those listed above will not be given the option of choosing an alternative to expulsion.

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

- A. Emphasize the prevention of drug use;
- B. Provide for a comprehensive, age-appropriate, developmentally-based *drug and alcohol education and prevention program*;
- C. Provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and

their parents to the appropriate programs;

- D. Require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- E. Require the notification to parents and students that compliance with the standards of conduct is mandatory;
- F. Provide for a student assistance program which includes guidelines for prevention activities and programs, for referrals of students to outside treatment providers, and for cooperative follow-up after treatment has been provided;
- G. Establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the Corporation's policy and administrative guidelines on Search and Seizure are complied with fully;
- H. Notations concerning involvement with drugs may be entered on a student's records, except that:

- 1. Notations other than necessary to aid counselors shall be made;
- 2. All such notations shall be expunged when they are no longer necessary for the counseling of the student or when the student leaves school;

I. The Superintendent shall designate a committee in each school and provide guidelines whereby the committee can develop an effective drug-free school plan and oversee its implementation. Such committees shall be composed in accordance with statute and consist of:

- 1. staff members;
- 2. parents;
- 3. representatives of the community;
- 4. professionals concerned with drug abuse and shall report to the superintendent.

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

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

I.C. 20-10.1-4-9.1  
20 U.S.C. 3171 et seq., Drug-Free Schools and Communities Act of 1986  
20 U.S.C. 3224A

Revised 10/6/94  
Revised 7/14/97

### **COMPUTER TECHNOLOGY AND NETWORKS**

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

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

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

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

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

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

Revised 7/24/01

## **IX. STATE AND FEDERAL LAWS**

### **CIVIL RIGHTS NONDISCRIMINATION STATEMENT**

South Harrison Community School Corporation is committed to equal opportunity. It is an Equal Opportunity Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency in and employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such education programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Dr. Mark Eastridge, Superintendent of Schools, South Harrison Community School Corporation, 121 High School Road, Corydon, IN 47112. Telephone number: (812)738-2168.

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

1. Applies to Regulatory TITLES VI (race, color, and national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator:
  - A. The building principal or designee for allegations of building level Violations to students or building patrons.
  - B. The Superintendent or designee for allegations and violations of a Corporate level such as policy or practice.
5. Civil Rights Compliance Coordinator:
  - A. The Superintendent of school or designee
6. The Process:
  - Level One:
    - 1st- The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the building principal. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
    - 2nd- The building principal shall initiate investigation of the circumstances of the complaint within (7) calendar days of the receipt of the written complaint.
    - 3rd- The building principal shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
    - 4th- The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the building principal and submits such a statement in writing to the superintendent of schools, a level two procedure shall be enacted.
  - Level Two:
    - 1st- The building principal shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.

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

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

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

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

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

On August 24, 1974, Congress adopted an amendment to the General Education Provisions Act called "Family Educational Rights and Privacy Act" dealing with student records. In broad outline, the act and more recent regulations and amendments, P.L. 93-568 January 2, 1975; and Title 45, Part 99 FR. June 17, 1976, provided for the following:

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

## **STUDENT RECORDS**

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

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

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

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

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

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

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

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

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

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

The Board authorizes the administration to:

- A. forward student records including any suspension and expulsion action against the student, on request to a school or school corporation in which a student of this Corporation seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party;
- D. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

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

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



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

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

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

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

### **PERSONALLY IDENTIFIABLE INFORMATION**

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

### **DIRECTORY INFORMATION**

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

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

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

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

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

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification

to the Corporation within 10 days after receipt of the Superintendent's annual public notice.

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

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

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

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

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

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

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

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

Statement of Immunization history (for further information, contact the corporation nurse at 738-4184).

Upon a student's enrollment in the school corporation, the governing body shall require the parents/guardian to furnish a written statement of the child's immunizations, accompanied by the physician's certificates or other documentation, unless such a written statement is on file with the corporation. This statement shall show, except for a child covered by section 2 or 2.5 of this chapter, that the child has been immunized against diphtheria, whooping cough (pertussis), tetanus, measles, mumps, rubella, and poliomyelitis. The statement shall recite the child's age at the time he received each immunization. A parent/guardian may request a waiver at the time of enrollment of the student in order to have time to get the immunization records to the school. If the waiver is granted the parent/guardian will have twenty (20) days from the date of enrollment to turn in the immunization records. If the immunization records are not turned in to the school by the twentieth (20th) day, the immunization records have been received by the school. However, if the local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunization will not be completed before the twentieth (20th) day, the parent of the student shall furnish a written statement from the physician or health department showing the time schedule for completion of the immunizations. In this case, the child may attend school. Neither a religious objection under section 2 of this chapter nor an exception for the child's health under section 2.5 of this chapter shall relieve any parent from the reporting requirements imposed under this section.

#### **ASBESTOS LETTER**

The Memorandum represents the annual notification that all Building Facilities within the South Harrison Community School Corporation have been inspected by qualified professionals for the existence of Asbestos Containing Materials. Asbestos is a material that has been used in the construction industry for many years that has been scientifically and medically proven to be potentially harmful to the human body when ingested primarily via the respiratory system. The inspections were conducted in strict accordance with specific guidelines published within both Federal and State Regulations.

The results of these inspections are available at the individual School Offices for public review. Those interested should request to view the School's "Asbestos Management Plan". This document identifies the material, defines its location, assesses its condition and magnitude, and the established Corporation's plan to address the potential hazard. Our Management Plans have all been reviewed and approved by the State of Indiana.

