



**SOUTH CENTRAL JR. SR.  
HIGH SCHOOL  
2023-2024**

**STUDENT HANDBOOK**

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In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## **SOUTH CENTRAL SCHOOL SONG**

GO YOU SOUTH CENTRAL

HEY DON'T WE LOOK FINE

WITH OUR COLORS FLYING

WE WILL CHEER YOU ALL THE TIME

RAH RAH RAH

GO YOU SOUTH CENTRAL

FIGHT FOR VICTORY

SPREAD FORTH THE FAME

OF OUR FAIR NAME

GO SOUTH CENTRAL WIN THIS GAME

# **EQUAL EMPLOYMENT OPPORTUNITY POLICY PERSONNEL**

It is the policy of the Board of Trustees to forbid acts of discrimination in all matters dealing with employees and applicants for positions with the South Central Community School Corporation and to further the principle of equal employment opportunity in all actions affecting employees and applicants. The policy covers, but is not limited to, recruiting, hiring, training, and promotion of persons in all job classifications without regard to race, color, religion, sex, national origin, or age. Other actions covered by this policy include employee compensation, benefits, transfers, lay-offs, return from lay-offs, sponsored training programs, and work and extracurricular assignments. The Superintendent has the overall responsibility for the implementation of this policy to prevent discrimination.

## **EQUAL EDUCATIONAL OPPORTUNITY POLICY**

The Board and Administration will make every effort to provide equal opportunities to students for participation in school sponsored activities and programs. No discrimination because of race, sex, handicapped condition, nationality, or religion may be practiced in providing educational opportunities.

Gender will not be used as determinant for participation in a program except when gender is a valid qualification.

Applicable federal and state laws are to be followed in providing equal educational opportunity.

## **ADOPTION OF STUDENT HANDBOOK**

This student-parent handbook, and the inclusive policies and procedures, have been presented to the Superintendent of the school and the South Central Board of School Trustees and validly adopted by the Board of School Trustees on May 9, 2023.

## **PRINCIPAL'S GREETING**

Welcome to South Central Junior-Senior High School. All members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as possible. To help provide a safe and productive environment for students, staff, parents, and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their student(s). Teachers will also review this Handbook with students at the beginning of the school year. Students will be expected to sign and return a form indicating they have read and understood the provisions in the Handbook.

Thank you for taking time to become familiar with the important information in this Handbook, if you have any questions, please contact us at 219-767-2266:

Jarad Miller	Principal
Nicholas Mills	Assistant Principal
John Haggard	Athletic Director
Tina Randall	Guidance Counselor
Lisa Rosebaum	School Secretary/Treasurer
Jennifer DeWitt	School Secretary

# 2023-2024 SCHOOL CALENDAR

1st Student Day .....	Aug 16
Labor Day .....	Sept 4
Fall Vacation .....	Oct 19/20
K-12 Virtual Day .....	Nov 1
Thanksgiving Vacation.....	Nov 22, 23, 24
Christmas Vacation begins .....	Dec 25
School resumes.....	Jan 8
Martin Luther King, Jr. Day/Snow Make Up Day .....	Jan 15
No School/Snow Make Up Day .....	Feb 16
No School .....	Feb 18
K-12 Virtual Day .....	Mar 6
Good Friday.....	Mar 29
Spring Break.....	April 1-5
No School/Snow Make Up Day .....	Apr 26
Memorial Day .....	May 27
Last Student Day.....	May 30
Graduation.....	June 2



## SAT TEST DATES

August 26, 2023  
October 7, 2023  
November 4, 2023  
December 2, 2023

March 9, 2024  
May 4, 2024  
June 1, 2024

## ACT TEST DATES

September 9, 2023  
October 28, 2023  
December 9, 2023  
February 10, 2024

April 13, 2024  
June 8, 2024  
July 13, 2024

## CLASS SCHEDULE

Mon, Tue, Thur, Fri  
1st Hour 8:00-8:55  
2nd Hour 9:00-9:50  
3rd Hour 9:55-10:45  
4th Hour 10:50-11:40  
5th Hour  
A Lunch 11:40-12:10  
A Class 12:15-1:05  
B Class 11:45-12:35  
B Lunch 12:35-1:05  
6th Hour 1:10-2:00  
7th Hour 2:05-2:55

## CLASS SCHEDULE

Wednesday  
1st Hour 8:30-9:10  
2nd Hour 9:15-9:55  
3rd Hour 10:00-10:40  
4th Hour 10:45-11:25  
SST (w/4th hour) 11:25-11:50  
5th Hour  
A Lunch 11:50-12:20  
A Class 12:25-1:15  
B Class 11:55-12:45  
B Lunch 12:45-1:15  
6th Hour 1:20-2:05  
7th Hour 2:10-2:55

## CLASS SCHEDULE

2-Hour Delay

1st Hour 10:00-10:35  
2nd Hour 10:40-11:10  
3rd Hour 11:15-11:45  
5th Hour  
A Lunch 11:45-12:15  
A Class 12:20-1:10  
B Class 11:50-12:40  
B Lunch 12:40-1:10  
4th Hour 1:15-1:45  
6th Hour 1:50-2:20  
7th Hour 2:25-2:55

## MISSION STATEMENT

South Central Community School Corporation believes that all students will succeed to the best of their abilities. School, family, and community will collaborate to prepare students for the 21st century by providing opportunities for students to develop intellectual, social, emotional, physical, and life-long decision-making skills while striving for high levels of performance.

## BOARD OF SCHOOL TRUSTEES

DEBORAH ALLEN  
SHERRY SHEI

GERALDINE GROTT  
JACOB WADE

BRIAN LAUTENBACH

## CENTRAL OFFICE PERSONNEL

SUPERINTENDENT..... BENJAMIN ANDERSON  
TREASURER .....BUZZ SCHOFF  
SECRETARY ..... EMILY HOMANN  
SECRETARY ..... JENNIFER MARLOW

## HIGH SCHOOL ADMINISTRATION

PRINCIPAL..... JARAD MILLER  
ASSISTANT PRINCIPAL ..... NICHOLAS MILLS  
ATHLETIC DIRECTOR..... JOHN HAGGARD  
GUIDANCE COUNSELOR..... TINA RANDALL  
SECRETARY/TREASURER..... LISA ROSEBAUM  
SECRETARY ..... JENNIFER DeWITT

## AREA RADIO STATIONS

WAKE 1520AM	105.5 FM	Valparaiso
WNWI 1080AM		Valparaiso
WIMS 1490AM	98.0 FM	Michigan City
WEFM	96.0 FM	Michigan City
WLOI 1540AM	96.7 FM	LaPorte
WKVI	99.3 FM	Knox

# GUIDANCE

Students are welcome and encouraged to come to the Guidance Office to talk with the guidance counselor about any area of concern to them whether it is vocational, educational, or personal.

**ADMISSION:** Pupils who have completed the sixth grade in a public or parochial school, and who reside within the boundaries, are admitted to South Central Junior-Senior High School. Transfer students may apply by submitting a record of credits from the previous school attended. An official transcript will be requested by the high school office. Students who live in the school community with any person besides their parents or legal guardians are required to apply as an open enrollment student as arranged with the superintendent of schools

## GRADES

### A. Class Rank:

A student's rank (G.P.A. – grade point average) in their class is computed as an average based on the following scale:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0
A = 4.00	B = 3.00	C = 2.00	D = 1.00	
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67	

*All dual-enrollment/concurrent enrollment Advanced Placement (A.P.), and High School Honors classes will have weighted high school grades with one (1) point added to the student's grade for Grade Point Average (G.P.A.).*

*The typical Grading Scale used at South Central Jr. – Sr. High School is listed below. Please note that individual teachers have the right to change this at their discretion. Changes would be noted on the course syllabus at the start of the course :*

A+ >100%	B+ 87-89.9%	C+ 77-79.9%	D+ 67-69.9%	F 0-59%
A 93-100%	B 83-86.9%	C 73-76.9%	D 63-66.9%	
A- 90-92.9%	B- 80-82.9%	C- 70-72.9%	D- 60-62.9%	

*Grading Scale for Virtual Learning Center is as follows:*

A 90-100%	B 80-89%	C 70-79%	D 60-69%	F 0-59%
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### B. Class Standing:

Forty credits are required for graduation. Therefore: To achieve *sophomore* status, a student must have earned ten credits prior to the beginning of his/her sophomore year.

To achieve *junior* status, a student must have earned twenty credits prior to the beginning of his/her junior year.

To achieve *senior* status, a student must have earned thirty credits prior to the beginning of his/her senior year.

### C. Honor Roll:

There will be two (2) honor rolls:

1. All A's
2. All A's and B's

### D. Incomplete 9-week or Semester Grades:

Students will be given **two (2)** weeks to make up an incomplete grade. If not completed within this time period, the student's grade will become an "F". Students and/or teachers who feel that extenuating circumstances warrant additional time to make up an incomplete grade must contact the principal to extend this deadline.

### E. Progress Reports:

Progress reports are a way the school communicates with the parents. Teachers are expected to communicate with parents of students who are receiving a D or F in their class via email or a phone call within a week of progress reports coming out.

## **F. New Student GPA:**

When new students enroll, South Central's grading scale and weights will be used to calculate the student's GPA. Previous schools grading scales and weights will not be considered.

## **G. Enrollment from Non-Accredited Institution:**

When students enroll from homeschool and did not attend an accredited institution, the student may be required to take end-of-course assessments in our Virtual Learning Center to earn proficiency credits.

## **H. Enrollment with a "Pass" on the transcript:**

When a student enrolls in high school with a "Pass" on their transcript for a course required for graduation, the student will be required to take an end-of-course assessment in our Virtual Learning Center to earn a proficiency credit to replace the P.

## **SCHEDULING**

### **A. Scheduling Information:**

Scheduling for the next school year will begin in February. A scheduling form will be sent home with the student for parents to approve the classes selected for the next year. All students must schedule seven (7) subjects each semester. Every effort will be made to make the master schedule as conflict-free as possible. However, conflicts will inevitably arise for some students, especially when several single-section classes are requested. When the master schedule is built, seniors will be given preference, then juniors, etc. Required courses will be given preference over elective courses.

### **B. Schedule Changes and Drops:**

All student original schedule requests provide the data used to build the final master schedule. The guidance counselor will meet with each student to ensure that proper choices have been made. Schedule changes cannot be made just because a student changed their mind.

If the student and parents believe some unusual circumstance has occurred over the summer which merits a schedule change, for example, (failure in a required class), they should contact the counselor before the beginning of the school year.

Schedule changes may be made at this time depending upon the reason for the change and how the change would affect class sizes. Any classes dropped from a student's schedule after the first week that class meets will result in a grade of "WF" (withdrawal failure).

Sometimes a student's performance in the first semester may indicate a change would be appropriate for the second semester. These changes should be made before the start of the second semester. Parent and teacher approvals will be needed to make such a change. Because South Central is very limited on the number of one-semester classes offered at the beginning of the second semester, the students' choices for replacement classes will be very limited, especially if some of these classes are already full.

## **GRADUATION POLICY**

### **A. A student may receive a diploma and participate in graduation exercises when all of the following have been met:**

1. All requirements for graduation as prescribed by the Indiana State Department of Public Instruction.
2. All requirements as established by the South Central Community School Corporation.
3. A cap and gown must be worn as selected by the graduating class.
4. Students must attend graduation practice in order to participate in the graduation ceremony.

Any student that has met all requirements for graduation, but at the time of graduation exercises is disruptive or under the influence of alcohol or any form of drug or illegal substance will not be allowed to participate in the exercises. In such a situation the decision to not allow a student the privilege of participation in the graduation exercises will be made by the high school principal after consultation with board members, superintendent, senior class sponsor, and any other available members of the administration.

### **B. A student may choose to receive a diploma and not participate in the graduation exercises if he/she notifies the administration of his/her intention not to participate prior to graduation practice.**

C. Notice of possible failures:

1. Progress reports for any seniors who may be in danger of failing a course needed to meet graduation requirements will be mailed to the parents midway through each grading period.
2. Any senior that fails a required course for graduation will have a copy of his/her report card and a letter of explanation mailed to his/her parents. In such cases, progress reports and report cards will be sent by certified mail.

D. A student may graduate in less than eight (8) semesters provided all requirements are fulfilled for the Indiana Core 40 Diploma. The following guidelines will be implemented for all students who plan to graduate early:

1. Early graduates will be eligible to participate in the graduation ceremony and associated functions at the end of the school year.
2. Early graduates will be eligible to attend and/or participate in any award or scholarship recognition programs.
3. Early graduates will not be eligible to participate in extra-curricular activities during the subsequent spring semester.
4. Early graduates will not be eligible for valedictorian, salutatorian, top 10, or any other awards or scholarships that require eight semesters of high school attendance.
5. Students must be on path for a Core 40 diploma and met all requirements.

\*Administration discretion may be applied.

\*Early graduates will be marked as graduated at the end of the current term.

E. Students who wish to apply to graduate after fewer than eight (8) semesters must meet with the counselor and principal and receive approval prior to the start of the year in which they hope to graduate.

F. Students who wish to graduate after a summer term must meet with the counselor and principal prior to January 15 of the calendar year in which they wish to graduate to receive approval. Summer term graduates will be eligible to participate in senior and graduation activities at the end of the school year following the summer term in which they complete graduation requirements.

**GRADUATION PATHWAYS FOR THE CLASS OF 2023 AND BEYOND:**

The State of Indiana has passed new graduation requirements starting with the class of 2023. A diploma will now require students to earn credits in accordance with a **specific diploma type** (i.e. Core 40, Academic Honors, or Technical Honors), students will have to demonstrate **employability skills**, and demonstrate **post-secondary readiness**. Employability skills can be demonstrated through Project Based Learning, Service Based Learning, or Work Based Learning. Post-Secondary readiness can be demonstrated through standardized tests and/or specific courses taken at SCHS.

**G. High School Courses taken in Junior High:**

Students who take high school courses during their 8th grade year will receive high school credit for semester grades of C or higher. Students receiving semester grades below a C will not be given high school credit and will be rescheduled into high school courses during their freshman year. Students taking high school courses during 8th grade will earn high school credits **ONLY** if they earn semester grades of "C" or better.

**H. Vocational School:**

Vocational school is a two-year program during the junior and/or senior year. Interested sophomores will need to have passed all basic course requirements and their intended career path must match up with the vocational program they plan to attend in order to be eligible to attend. Please note that students commit to taking vocational classes for an entire school year. Dropping after the deadline will result in the student and their family being responsible for the tuition fees due to the Vocational School.

## **I. College Classes:**

Dual credit and/or AP courses may be taken on a local college campus or online through other accredited colleges or programs upon prior approval from SC administration. Dual credit is to receive both high school and college credit for the same class. The student must take a minimum of three (3) classes at South Central as well as meet the admissions standards of the college the course will be taken through.

Students participating in athletics must have 4 classes at South Central to meet IHSAA requirements for eligibility meaning a total of five (5) classes each semester. If a dual enrollment course is offered at South Central and at a college or university during the same semester, the course must be taken at South Central. All dual enrollment courses will have weighted high school grades with one (1) point added to the student's grades for Grade Point Average (G.P.A.) purposes.

Students are financially responsible for all costs associated with taking an extra dual credit or AP course online or off campus. Students must also provide their transcript to the counselor upon completion of the course.

## **J. Online Classes:**

Students wishing to take online classes for credit recovery or other reasons must have the intended class(es) approved in advance by the guidance department and Administration. Only classes approved in advance will result in the awarding of credits and transcribed grades. In most instances, the South Central Virtual Lab will be the only approved provider.

Students who receive a W/F in a course for any reason will not be given the opportunity to take that course for credit recovery in the SC VLC until the term following that in which they received the W/F.

South Central Students who are on a traditional path to a high school diploma may qualify to take one or more traditionally-offered classes in the Virtual Learning Center if no schedule conflict exists. Qualification is criterion-based and placement will be identified according to the criteria for alternative education programs. Seating in the VLC is limited and those students who receive the highest rating on the enrollment criteria rubric will be placed in the VLC program first. Once all seats are filled, students may place their name on the waiting list, and open seats will be filled according to the enrollment criteria rubric.

South Central Students who are on a non-traditional path will be required to attend daily for a minimum of three (3) hours. Students will choose either AM (8:00 a.m.-11:30 a.m.) or PM (11:30 a.m.-2:56 p.m.) session. Parents and students will be required to sign VLC registration paperwork and will adhere to all the rules and guidelines established.

Students wishing to participate in IHSAA sanctioned sports may take no more than two (2) courses (no more than 30%) in the SC VLC to maintain athletic eligibility. In addition, courses taken in the VLC may not be accepted by the NCAA Clearinghouse.

## **K. Course Retakes:**

High school students going for any type of diploma may retake a course that they have previously failed. A student going for an Academic Honors or Technical Honors Diploma may retake a course that they previously earned a D+, D, or D-, one time. The grade originally earned from the class will remain on the student's transcript, but the grade will not count in the student's GPA. The grade earned from the second attempt at the class will appear on the student's transcript and will count in the student's GPA. Credit cannot be awarded for both the first and second attempts at the same class. Consideration of cases other than those covered by the above conditions will be reviewed on a case-by-case basis dependent upon the educational need.

## **L. Courses Off Campus:**

For courses taken off school campus (i.e. LaPorte High School or Cosmetology classes), students may have to provide their own transportation at their own cost.

## VALEDICTORIAN AND SALUTORIAN

Students earning the award of Valedictorian and Salutatorian must fulfill the following requirements:

1. Meet all requirements for graduation as prescribed by the Indiana Department of Education and the South Central School Corporation.
2. Rank first and second respectively in the graduating class.
3. Fulfill the requirements of the Indiana Academic Honor Diploma.
4. Valedictorian/Salutatorian will be decided at the end of the seventh semester grading period of the senior year.
5. The class valedictorian and salutatorian must have attended South Central High School for a minimum of six (6) semesters. Students graduating in fewer than eight (8) semesters are not eligible for valedictorian or salutatorian.
6. Any graduating student earning a Grade Point Average of 4.00 or higher will be designated as graduated with "High Distinction".
7. Any graduating student earning a Grade Point Average of 3.80 to 3.99 will be designated as graduated with "Distinction".

## MEDICAL INFORMATION

### IMMUNIZATIONS

According to Indiana Code 20-8.1-7-10 (1) When a student enrolls for the first time in a school corporation, a statement of the student's immunizations which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent or guardian. All immunizations **MUST** be current **AT THE TIME OF REGISTRATION**. Students without current immunizations will not be allowed to attend school.

Required immunizations for grades 6 –11:

3-Hep B 2-MMR

5-DTaP 2-Varicella

4-Polio 1-Tdap (Tetanus & Pertussis)

1-MCV (Meningococcal) 2- Hep A

Required immunizations for 12th grade:

All the above vaccines plus MCV (Meningococcal) #2

### STUDENT MEDICATIONS

1. All prescription and over-the-counter medication must be FDA approved and will be kept in the nursing office, unless a student has written physician permission to possess and self-administer the medication according to IC 20- 8.1-5.1-7.5. This includes all inhalers.
2. No medication will be allowed to be transported to or from school by students. The student's parent/guardian or an individual who is at least 18 years old and is designated in writing by the student's parent is responsible for bringing the medication to school. Both over the counter and prescription medications must be kept in the nurse's possession and may not be carried by students to or from school or while on school property.
3. Written instructions from the parent/guardian are required for all prescription and OTC medications. The instructions must include: name of medication, reason for medication, amount to administer, and time to be administered. OTC medication amounts must be age appropriate per product label, and may not be given more frequently than stated on label except with physician prescription.
4. Pharmacy and OTC medications must be in the original container affixed with a current pharmacy or package label—no medication can be submitted in baggies.
5. Medication ordered three times a day or less should be given before and after school and at bedtime. Prescription medication with a specific time ordered that is during school hours will be given as directed.
6. Medications must be picked up in the school office, and will be released to the parent or a designee who is at least 18 years old with written permission from the parent. OTC and non-controlled medication can be returned home by the student with written permission by the parent. **Controlled substances (stimulants, prescription pain medications, anxiety medications, etc.) can NOT be sent home with a student. These should also be brought in by a parent or guardian.**

## HEALTH SCREENINGS

**Vision** screening is done with all students in grades 1, 3, 5, and 8 (MCT).

**Hearing** screenings are completed with grades 1, 4, 7 and 10.

Parents or guardians will be notified by a referral letter if a concern is identified during the screening process. Referrals are based upon Indiana State referral recommendations. Further medical evaluation should be obtained. Questions regarding these procedures should be directed to your child's school nurse.

## MEDICATIONS/TREATMENTS/INJURY

The following medications and supplies are being used as first aid measures within SC schools: Contact lens solution, eye irrigations, Visine drops, topical antiseptics, topical analgesics, topical triple antibiotic ointment, band aids, bandages, elastic wraps, heating pads, and ice packs. Animal crackers, mints, throat lozenges are used for minor stomach and throat complaints. Tylenol, Ibuprofen, Tums (antacid), and Benadryl will be administered with parent's permission at registration. It is the parent or guardian's responsibility to notify the school nurse if they prefer that these products not be used when treating their child.

## ILLNESS

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100.0° should not attend school. Students should not return to school until symptoms have resolved, or are fever free for 24 hours. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. Students will be sent home from school with temperatures over 100.0°, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness.

## CLUBS AND ORGANIZATIONS

Students are encouraged to become involved with South Central Junior-Senior High School by participating in the various co-curricular and extra-curricular activities offered to students. One indicator of success after high school graduation is a student's participation in activities offered outside the classroom. Participation teaches students teamwork, time management, organizational skills and the ability to set and reach goals.

## NATIONAL HONOR SOCIETY SELECTION CRITERIA

- A. Membership in the National Honor Society is a privilege, not a right. Each candidate shall have spent at least one semester in South Central Junior-Senior High School and must be a member of the sophomore, junior, or senior class. Eligible candidates shall complete a Student Activity Information Form. Selection is based upon careful consideration by the faculty council, composed of five (5) faculty members. The faculty council makes the decision as to who is to become a member of NHS, but their decision can be appealed to the principal. The standards used are as follows:
1. **SCHOLARSHIP:** Candidates eligible for selection shall have attained a scholastic grade of at least 3.1.
  2. **CHARACTER:** This determination is based on teacher recommendations. It is measured in terms of integrity, behavior, ethics, cooperation and consideration of both students and faculty.
  3. **LEADERSHIP:** The completed Student Activity Information Form along with the determination of the faculty as to the student's classroom leadership attests to this.
  4. **SERVICE:** To meet the service requirement, the student must have been active in service projects in the school and the community. After election, each member shall have the responsibility for choosing and participating in a service project which reflects his or her particular talents and interest. This is in addition to the chapter projects to which all members must contribute.
- B. **Dismissal Procedure:**

If a member of NHS is in violation of school rules or commits a serious offense, the member may be subject to disciplinary action or possible dismissal. If the student's GPA has fallen below 3.400, the student will have one semester to increase their GPA to 3.400 and have a written warning. If the student is subject to disciplinary action or possible dismissal or does not raise their GPA, the member shall have a meeting with the NHS advisor and principal. The NHS advisor and principal will make the decision as to what disciplinary action to pursue.

# EXTRA CURRICULAR PARTICIPATION POLICY

Participation in extra-curricular and co-curricular activities is a privilege. This policy applies to all South Central students in grades 6-12 who wish to participate in extra-curricular and co-curricular activities that are listed below:

**Athletics:** Volleyball, Football, Cross Country, Basketball, Baseball, Softball, Track and Field, Golf, Dance Team (Rockettes), and Cheerleading, and any other participants in IHSA recognized sports. (Participants include, but are not limited to, athletes, managers, and other athletic personnel.)

**Co-Curricular Clubs:** Extra-Curricular Music Groups (Marching/Pep Band, Swing Choir, etc.), Class Officers, Student Senate, National Honor Society, FFA, German Club, Spanish Club, Drama Club (Including Drama Productions), Yearbook Club, Robotics, Speech and Debate, Health Careers.

**Pre-Participation Requirements for Athletes:** Student Athletes (including Intramurals participants) must have the following documents on file in the athletics office prior to participation in any athletics activity:

1. I.H.S.A.A. Physical Pre-Participation Athletic Form (dated on or after April 1) and a Consent, Acknowledgement and Release/Hold Harmless Certificate.
2. Signed Consent for South Central Extra Curricular Participation Policy (Student and Parent)
3. Signed Concussion Acknowledgement and Signature Form (Student and Parent)
4. Signed Sudden Cardiac Arrest Form (Student and Parent)
5. Signed Consent for Substance Abuse Testing Policy (Student and Parent).

**South Central High School is a member of the Indiana High School Athletic Association. All student-athletes will be held to the standards and rules set forth by that association.**

## A. Expectations for Extra-Curricular Participants

A student who represents South Central High School must exhibit at all times the highest standard of personal behavior. When the student becomes an athlete or extra-curricular participant, he/she takes on a special responsibility for exemplary conduct because there will be times when he/she will be representing the high school to other communities as well as his/her own. Therefore, he/she should conscientiously fulfill all the rules established for the activity in which he/she is participating and avoid:

1. Possession, transmission, or use of alcoholic beverages, all forms of tobacco, or illegal drugs at any time.
2. Violating any school rules as outlined in the student handbook.
3. Being found guilty of violating city, state, or federal codes/laws.
4. Acting in a manner that brings embarrassment or shame to yourself, your team, and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student. This includes all social media activity.
5. Engaging in any activity that is in violation of the hazing policy. \*These policies are in effect year-round.

## B. Due Process:

In order to provide due process in extra-curricular activities, all of the following procedures must be adhered to:

1. The Extra Curricular Participation Policy will be made available to students and parents prior to participating in extra-curricular activities. Any additional rules for each individual sport or club activity will be discussed with participants at the beginning of that sport season or club activity and distributed to the participants.
2. Students and parents must certify that they have read and understand the rules.
3. When a violation of the rules is indicated, the coach, or sponsor will immediately notify the Athletic Director and/or Principal.
4. If there is an apparent violation of the rules, the Athletic Director and/or Principal will notify the student of the charges and obtain a statement from the participant.

### C. Disciplinary Action To Be Taken:

Each violation will be handled on a case by case basis. Due Process for extra-curricular activities will be followed and if a suspension is warranted, the Principal and the Athletic Director will determine the extent of the suspension:

Violation of Policy	First Violation	Second Violation	Third Violation
Major Bus Incident	20% of Season (Athletes) 25 Calendar Days (Clubs)	50% of Season 63 Calendar Days (Clubs)	One Year
Tobacco	20% of Season (Athletes) 25 Calendar Days (Clubs)	33% of Season 35 Calendar Days	One Year
Alcohol / Drugs	50% of Season (Athletes) 63 Calendar Days (Clubs)	One Year	Career
Misdemeanor	20%-50% 25-63 Calendar Days (Clubs)	One Year	Career
Felony	50% of Season to Career (Athletes) 63 Calendar Days to Career (Clubs)	One Year to Career	Career
Vandalism	Admin. Decision plus restitution	20% of Season Plus Restitution	50% of Season Plus Restitution
Conduct Unbecoming	Administrative Decision minimum= 1 athletic contest	Administrative Decision minimum= 50% of Season	One Year

When deemed appropriate by the administration, South Central athletes may be given a one-time option to reduce disciplinary action by 50% by attending and completing an appropriate class and/or counseling which must be approved by the Athletic Director and Principal.

For student-athletes- If the violation of the Extra Curricular Participation Policy occurred "out-of-season", the suspension will be served in the next season in which the student participates. For returning athletes, a suspension will be enforced during or after a sport season that the athlete had previously participated in, unless the athlete finishes the entirety of the sport not previously played in good standing. (Example: An athlete that only participated in basketball as a sophomore commits a violation in the spring after basketball season has ended, the suspension will not be served until the next basketball season or the next sport the athlete chooses to participate in after the next basketball season, unless that athlete joins a spring or fall sport and completes the entirety of the season in good standing. Good standing will be determined by the coach and the Athletic Director.) If a student is unable to serve entire suspension during a contest season, the remainder of the suspension will be served in the next contest season in which the student participates.

For club participants, Summer break, Spring Break, and Winter Break will not be counted as part of suspension days prior to reinstatement.

\*If a student-athlete is unable to serve entire suspension during a contest season, the remainder of the suspension will be served in the next contest season in which the student participates.

\*\*The contest season is defined as the total number of regular season games scheduled plus one sectional game if the student is a varsity athlete.

1. Students arrested for violating a law may be suspended from extra-curricular participation for any incident that is not becoming of a South Central student.
2. Participants will be suspended if in violation a second time while on probation.

The coach or sponsor reserves the right to discipline any athlete under his direct supervision for any incident that is not becoming of a South Central athlete.

## D. Hazing Policy

The National Federation of High Schools and South Central School Corporation defines hazing as “any act or ceremony which creates the risk of harm to the student or to any other party and that is committed as a form of initiation into a particular club or activity.” Hazing includes, but is not limited to, activities that involve a risk of physical harm, whipping, branding, ingesting vile substances, sleep deprivation, over-exposure to heat or cold, nudity or restraint. Hazing could also include actions of simulations of a sexual nature, activities that intentionally subject a student to embarrassment or shame, or activities that create a hostile, abusive, or intimidating environment.

### General Policy Statements Regarding Hazing

- A. No student, teacher, coach, administrator, volunteer, or other employee of the corporation shall permit, condone or tolerate hazing.
- B. No student, teacher, coach administrator, volunteer, or other employee of the corporation shall plan, direct, encourage, aid or engage in hazing.
- C. The corporation strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in connection with any school activity or involving any person associated with the school, regardless of where it occurs.
- D. Consistent with the corporation’s Student Code of Conduct, any student who participates in hazing or related initiation activity will face immediate disciplinary action under the harassment policy, up to and including suspension, expulsion, and loss of the privilege of participation in extracurricular activities.
- E. Students who participate in severe acts of hazing may also be referred to appropriate law enforcement authorities and may face subsequent prosecution under IC 34-30-2-150 (Indiana Hazing Law)
- F. Consent is no defense to a charge of hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions or penalties contained herein.
- G. This policy applies to behavior that occurs on or off school property, and during, before and after school hours.

## E. Athletic Awards:

- A. Letter Jackets may be purchased by an athlete after earning a major letter. The requirements for the major award will be set by the coach of each sport. Athletes will be made aware of these requirements at the beginning of each sport season.

To earn a varsity letter the following criteria must be met:

Football- Play in 50% of the varsity quarters in the season

Cross Country- Earn 30 Team Points

Volleyball- Play in 50% of varsity games, (up to 5 games per varsity match), **and** be on the sectional roster

Basketball- Play in 50% of the varsity quarters in the season, **and** be on the sectional roster

Swimming- Earn 21 Team Points

Track- Earn 21 Team Points

Baseball/Softball- Play in 50% of varsity games, **and** be on the sectional roster

Rockettes- Perform at all scheduled events unless pre-approved by the coach and Athletic Director

Cheer- Cheer at all varsity home football and basketball games unless pre-approved by the coach and Athletic Director. Note: junior and senior first time letter winners are eligible to letter following the fall sports season.

Golf- Play in 50% of varsity matches, **and** be on the sectional roster

The Athletic Director and Coaches reserve the right to letter any athlete when it is deemed appropriate by the coach and school administration.

The following awards are provided by the Athletics Department:

\*Athletic Letter (Chenille SC): Awarded to student athletes upon receipt of their first major letter

\*Chevron: Sport specific chevron awarded to student athletes upon receipt of the first major letter for that respective sport.

\*Triple Crown Awards: Awarded to athletes in grades 9-12 who letter in 3 or more varsity sports during the school year.

\*Outstanding Senior Athlete Award: One annual recipient is based on total athletic points in a high school career. Cheerleader points, manager points, batgirl and Rockettes DO NOT count toward the outstanding athlete award. The points must be earned in athletic competition. A major counts 3 points and a minor counts two points. The award will be presented at the Senior Awards Night in the Spring.

1. Transfer students will be given credit for verified athletic accomplishments at their previous school. The individual sport awards will be determined by the coach and will be approved by the athletic department.

The following traditional awards will be given and the recipients' names will be permanently inscribed on a plaque to be displayed at South Central School:

Joseph E. Hagenow Mental Attitude Award - Football

Stanley Fair Batting Award - Baseball

Mary Conner Award - Softball

Park Sanders Mental Attitude Award - Boys' Basketball

Kevin Yagelski Mental Attitude Award - Baseball

Triple-Crown Award - All Sports

#### **F. Physical Examinations for Athletes and Intramural Participants:**

Students wishing to participate in athletics in any IHSAA sanctioned sport must undergo a physical examination by a doctor holding a limited license to practice medicine. The physical examination form must be completed on the IHSAA form and be signed by the physician, parent and student-athlete. The IHSAA physical examination form is good from April 1 of each year and will be in effect for all until the first day of practice for Fall Sports the following year. Students will not be allowed to participate in any organized school athletic function, including pre-season conditioning and open gym until a physical form is on file in the athletic office.

All athletes and parents are required to attend a pre-season meeting with the coaching staff of that sport. The meeting shall be held before the first contest. Parents will be informed of all rules for their sport as well as the rules of South Central and the IHSAA.

#### **H. Extra-Curricular Attendance Policy:**

Students must be in school for four consecutive class periods to participate in an extra-curricular event that evening. The exceptions are: scheduled medical appointments, approved field trips, off-campus school activities, or pre-arranged absences approved by the Athletic Director or Principal. *An athlete who is unable to participate in physical education due to illness or injury will not participate in athletics.*

#### **I. High School Academic Eligibility Requirements:**

To be eligible for extra-curricular activities scholastically, students must have received passing grades and earned credit at the end of their last grading period in school in at least 5 classes (or 70%) of the maximum number of full credit subjects that a student can take and must be enrolled in at least 70% of the maximum number of full credit subjects that a student can take (5 classes). Semester grades take precedence over 9-week grades.

Students wishing to participate in IHSAA sanctioned sports may take no more than two (2) courses (no more than 30%) in the SC VLC to maintain athletic eligibility. Administrator discretion can be used for special circumstances.

#### **J. Age- IHSAA Restrictions**

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state championship in his/her sport shall be ineligible for interscholastic competition for that entire sports season.

## K. Athletic Transfers

Parents of students who wish to participate in athletics at South Central High School, but did not attend South Central during their intended sports season during the previous year of high school, are required to complete an IHSAA Athletic Transfer Form. The student and parent must see the Athletic Director or Principal to obtain this form. Students do not become eligible to participate in contests until both schools and the IHSAA have approved the transfer. Students who transfer without a corresponding change of address may be granted "*Limited Eligibility*" to compete below varsity levels for 365 days.

## L. Changing Sports

If an athlete is cut from a team, they may join another team or program in that sport season. An athlete cannot quit one sport to join another until the effected team is no longer competing. Example: An athlete cannot quit football to tryout for basketball until football season is completed. If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.) that athlete will not be allowed to participate in any practice, conditioning program or weight room activity **until completion of competition** for the team from which the athlete was removed.

## M. Multiple Sport/Activity Athletes

South Central School recognizes that every student should have the opportunity for a broad range of experiences in the area of extracurricular activities. Students should be cautious however about participating in too many activities. Conversely, students are also cautioned to refrain from "specializing" in one activity thus denying them a well-rounded scholastic experience. Every effort has been made by the administration to reduce the number of conflicts between athletics and other extracurricular pursuits. If a conflict does arise, the student is encouraged to communicate with all coaches/sponsors involved. If the conflict persists, the student and/or parent may contact the athletic director for assistance. Other guidelines are as follows:

1. Students will split practice time equitably between extra-curricular activities. Coaches and sponsors will work together with the athlete to create a practice schedule for the participant.
2. If the student has a game/meet, he/she will not practice for the other sport on that night. EXCEPTION: Cheerleaders and Rockettes will be expected to practice their respective sport on nights they will be performing.
3. If the student has two games on one night, Varsity contests over-ride Junior Varsity contests. Conference events take precedence over non-conference events. If both events are conference events or if both events are non-conference events, the decision will be made by the Athletic Director.

## N. Equipment

All athletes are responsible for the care and return of equipment owned by the school. Lost equipment must be replaced at a fair market value. All equipment owned by the school will be worn in a manner determined by the coaching staff of each of the respective sports.

## O. Transportation

All student-athletes are expected to ride the bus to and from all athletic contests. Situations may arise that require student-athletes to ride with parents. Students may be excused from the extra-curricular bus to ride with A PARENT OR GUARDIAN ONLY if a written note is provided to the coach. Student-athletes will not be excused to ride with anyone other than a parent or guardian unless arrangements are made with the Athletic Director in advance.

Participation in golf requires students to travel off-campus for practices and matches. Transportation will only be provided for **AWAY** matches. Students will be required to have their own transportation to and from home matches and practices at Hamlet Golf Course. A signed transportation release form is required for students to be eligible to participate in golf.

## P. Fees and Financial Assistance

The South Central Athletics Department does not charge fees to participate. However, fees may be assessed for the purchase of items (shoes, shirts, etc.) that become property of the athletes. All correspondence regarding assistance should be directed to the athletic director and will remain confidential.

## Q. Junior High Athletics:

### 1. Academic Eligibility Requirements:

- To be academically eligible for participation in junior high athletics, the student must receive no more than one failure in any grading period (Failure = F). If a student receives a failing grade in any nine week grading period, he must receive no failures the following grading period. Two consecutive failures (not necessarily in the same class) will make the athlete ineligible for participation until all failures have been removed.
- Grade certification will be at the end of each nine-week grading period. Semester averages take precedence over nine-week grades. Nine-week rotation classes are not averaged.
- If a student is academically ineligible at the beginning of a nine-week grading period, he/she may become eligible at progress report time provided he/she has received no F's on his/her progress reports.

### 2. Participation:

- Boys will participate on boys' teams and girls on girls' teams. Girls will be eligible to participate on a boys' team only if the girls do not have a team in that sport.
- The coach will use his/her best judgment in determining playing time so that all athletes will get as much playing time as possible while maintaining a competitive balance.

### 3. The Athletic Director and Principal will have the final word on any interpretation of these athletic policies.

## **SUBSTANCE ABUSE RANDOM TESTING AND PREVENTION POLICY**

### **Need and Purpose:**

The South Central School Corporation recognizes the health risks and dangers associated with "substance abuse" which is a threat to the health and safety of all South Central Students. A program of deterrence will be instituted as a pro-active approach to a drug free school. The purpose of the Random Substance Abuse Testing Program is:

- to provide for the health and safety of students;
- to provide another means of educating students about the risk and dangers associated with the use of unlawful substance abuse;
- to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and substances; and
- make every student aware when he/she graduates from South Central, we have done all we can to assure they are "drug-free".

### **INTRODUCTION**

The effective date of this program is August 1, 2011. This program does not affect the current policies, practices, or rights of South Central School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy.

### **SCOPE OF THE POLICY**

Participation in extra-curricular and co-curricular activities and driving to and from school is a privilege. This policy applies to all South Central High School students in grades 9-12 who wish to participate in extra-curricular and co-curricular activities that are listed below:

Athletics: Volleyball, Football, Cross Country, Basketball, Baseball, Softball, Track and Field, Golf, Dance Team (Rockettes), and Cheerleading, and any other participants in IHSAA recognized sports. (Participants include, but are not limited to, athletes, managers, and other athletic personnel.)

Co-Curricular Clubs: Extra-curricular Music Groups (Jazz Band, Swing Choir, etc.), Intramurals, Class Officers, Student Senate, National Honor Society, FFA, German Club, Spanish Club, Drama Club (including Drama Productions), Yearbook Club, Robotics, Speech & Debate, and Health Careers.

Drivers: Any student who drives to school and/or from school.

Up to 20% of eligible students may be randomly tested anytime during the year.

## A. Banned Substances

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for South Central students:

Amphetamines, Methamphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Ecstasy, Expanded Opiates, Propoxyphene, and Phencyclidine (PCP), Other Specific Drugs, Tobacco, and Alcohol.

## B. 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 unless mandated by a binding legal subpoena or other legal process, which the South Central School Corporation will not solicit. In the event of service of any such subpoena or legal process, the student and the student's parent/legal guardian will be notified before response is made by the South Central School Corporation, to the extent permitted by such subpoena or legal process.

## C. Consequences

Students with a "positive test" will be subject to the following consequences:

### 1st Offense:

Student-athletes will be suspended for 50% of scheduled contests for a positive test for drugs or alcohol, or 20% of the season for a positive tobacco test. If the student was tested while "out-of-season", the suspension will be served in the next season in which the student participates. For returning athletes, a suspension will be enforced during or after a sport season that the athlete had previously participated in. (Example: An athlete that only participated in basketball as a sophomore tests positive in the spring after basketball season has ended. The suspension will not be served until the next basketball season or the next sport the athlete chooses to participate in after the next basketball season.) If a student is unable to serve entire suspension during a contest season, the remainder of the suspension will be served in the next contest season in which the student participates.

Co-Curricular participants and student drivers who test positive for drugs or alcohol will not be allowed to participate in co-curricular activities for a period of 63 calendar days, or 25 calendar days for a positive tobacco test. "Summer" days between the last day of school and first day of school, Spring Break, and Winter Break are not included in the suspension days.

Student Drivers who test positive for drugs or alcohol will have their driving privileges revoked for a period of 63 calendar days. A positive tobacco test will not affect driving privileges.

When deemed appropriate by the administration, South Central students may be given a onetime option to reduce disciplinary action by 50% by attending and completing a certified substance abuse counseling program which must be approved by the Principal/designee.

Students will be subject to a urinalysis at the parent/guardians expense prior to reinstatement. A positive result on the "follow up" test will be considered a 2nd Offense.

2nd Offense: Student is suspended from Athletic and Co-Curricular/driving to school participation for a period of 365 calendar days. Students will be subject to a urinalysis at the parent/guardians expense prior to reinstatement. A positive result on the "follow up" test will be considered a 3rd Offense.

3rd Offense: Student is suspended for the remainder of the student's career from participating in athletics, co-curricular events, driving to school

*Refuse to submit sample or attempt to cheat or taint a sample:* Student will be suspended from athletics, co-curricular activities and driving to or from school for 365 days after which time student will be subject to a urinalysis prior to reinstatement.

*Shy Bladder:* Students selected for testing will have up to 90 minutes to produce a urine sample. Water will be provided to the student. If the student is unable to produce a sample after 90 minutes, parents will be notified. It will be the responsibility of the student and parent to arrange for a sample to be collected at the testing laboratory in La Porte within 48 hours.

#### **D. Consent Form**

It is MANDATORY that each student who participates in extra-curricular and co-curricular activities or drives to or from school sign and return the "consent form" prior to participation in any athletic and/or co-curricular activity. Failure to comply will result in non-participation and/or no issue of a student-driving permit to school. Any student who refuses to consent to urine drug testing will not be allowed to practice or participate in designated extra-curricular and co-curricular South Central School Corporation activities or drive to and from School.

Each student shall be provided with a "consent form", which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the South Central School Corporation random drug-testing program.

#### **E. Testing Procedures**

South Central Community School Corporation requires analytical urine drug testing to be conducted when circumstances warrant or as outlined in this policy. South Central affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the tests results are compromised, the test will be cancelled.

The selection of participants to be tested will be done randomly by the testing laboratory and selections will be made from time to time throughout the school year. The drug-testing pool will consist of those persons agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year.

The testing laboratory will use a computerized system to assure that students are selected in a random fashion. The selection of these students for random testing will be made using a scientifically valid method that ensures each student will have an equal chance of being selected each time selections are made. Thus, a student might be selected more than once during a year. 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. If a student is not in attendance during a day they were selected for testing, that student will be tested on the next testing date.

Upon being selected by the testing laboratory for a urinalysis test under this policy, or a "followup" test, the 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. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If the sample is outside the acceptable range, the student must give another specimen. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for banned substances as outlined in this policy.

#### **F. Collection Process**

Selected student participants will be individually escorted by the Principal or designee directly to the collection site. The student will bring all materials with them to the collections site and will not be able to go to his/her locker prior to the test. The collector will meet with each student individually to complete the collection process. A specimen of urine is collected following this process:

- A. Student first is asked to wash their hands with water and dry them.
- B. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jacket, 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. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- D. To prevent diluting the urine sample, the water supply to sinks in the collection area is shut off and the collector adds a bluing agent to the water in the urinal or toilet
- E. The student is told to urinate directly into the provided container and provide a sufficient amount of urine (45ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- F. The student enters the restroom alone to produce a specimen. The collector will wait outside the restroom. Once the specimen sample is collected, the student exits the restroom and hands the container to the collector. The student may then rewash their hands.
- G. 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/designee shall be notified.

- H. With the student watching, the collector will recap the specimen bottles tightly. Only the lab testing the specimen may break the seal. 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 and the test will be canceled
- I. The collector takes the properly student-signed and initialed bottle seals and places them over the caps and side of the bottles.
- J. The sealed bottles are placed inside the transport bag which is then sealed.
- K. The 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. To maintain confidentiality, the student's name will not appear on the laboratory copy of the chain of custody and control form. The student is given the donor copy of the form.
- L. While the student watches, the sealed specimen bag is carried to a secured storage area.
- M. The student is then sent back to class with a pass.
- N. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Principal/designee and M.R.O. in a timely manner.
- O. The Principal/designee will be notified immediately of any student who refuses to give a urine sample.

## **G. Test Results**

This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extra-curricular and co-curricular activities and restrict him/her from driving to or from school.

The principal/designee will be notified of a student testing "positive" only after the test result is verified by a Medical Review Officer. (M.R.O.). The testing laboratory will report the test result to the M.R.O. after initial and confirmatory test results are completed. The student and his parent/ guardian will be notified by the M.R.O. where they will be given an opportunity to present documentation of a prescription for the positive substance. The M.R.O. will contact the prescribing physician and verify the prescription. If the test is verified "positive" by the M.R.O., the principal/designee will meet with the student and his/her parent/guardian. The student and parent/ guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A "follow up" test at the expense of the parent/guardian will be required 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 and co-curricular activities and/or driving. If a second "positive" result is obtained from the "follow up" test, it will be considered a 2nd violation of the Drug Testing Policy. In addition, the South Central School Corporation will retest within 12 months of reinstatement any athlete who previously had a "positive" test. This test is in addition to any tests in which the student name was selected by the random draw process.

Information on a verified "positive" test 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. All drug test results will be kept in locked files with access only by the principal/designee.

## **H. Medical Review Officer Responsibilities**

The Medical Review Officer (M.R.O.) will review all “positive” results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

1. The M.R.O. determines if any discrepancies have occurred in the chain of custody.
2. Depending on the substances found in the urine, if necessary the M.R.O. will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
3. If the student is on medication, the M.R.O. will contact the prescribing physician to verify the prescription and overturning the positive result to a negative result. Failure to cooperate with the Medical Review Office in obtaining this information will result in the positive test being reported to the principal/designee.
4. The M.R.O. will then determine if any of the prescribed medications resulted in the positive drug screen.
5. Finally, the M.R.O., based on the information given will certify the drug test results as positive or negative and report this to the building principal/designee, initially reporting positive results by phone.
6. The M.R.O. will complete the final review on the drug testing custody and control form and return the appropriate copy to the principal/designee in a confidential manner

Examples:

- a. A drug screen positive for codeine may be ruled negative by the M.R.O. 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.
- b. 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 M.R.O..

## **I. Financial Responsibility**

1. Under this policy, the South Central School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all 12 month follow-up tests.
2. Tests required for reinstatement after a “positive” test will be the financial responsibility of the parent/guardian.
3. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
4. Counseling and subsequent treatment by certified non-school substance abuse agencies is the financial responsibility of the student or his/her parent/guardian.

## **J. Confidentiality**

Under this drug testing program, any staff, coach/sponsor, or sponsor of South Central School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test, of 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.

The testing laboratory, M.R.O. or third party administrator 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 Central School Corporation Board of Education.

## **K. Reasonable Suspicion**

In addition to the random testing detailed herein, the head coach, athletic director, and/or building principal reserves the right to request the laboratory testing of any student-athlete who at any time exhibits behavior that establishes reasonable suspicion of drug or alcohol use.

# STUDENT BEHAVIOR/RULES AND GUIDELINES

## ATTENDANCE POLICY:

Indiana Public Law 221, school accreditation legislation, measures the school in terms of attendance, graduation, and ISTEP plus passing rate. Absenteeism compromises your student's academic record as well as the school's accreditation; therefore, students are expected to be in school unless they are ill. Regular attendance is very important for a successful school experience. Good attendance contributes to good study and work habits and increased interest in school. When a student is absent one day, he/she really loses two days' work: the day he/she was actually absent and the day he/she returns when he/she is unavoidably unprepared. Therefore, it is in the best interest of the student that he/she attends school regularly and misses only those days necessary due to illness.

South Central Junior-Senior High School accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the office and filed as part of the student's school record. A written excuse shall be submitted for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Illness verified by a note from the parent
- B. Illness verified by a note from a physician
- C. Recovery from accident
- D. Required court attendance
- E. Professional appointments

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.

- F. Death in the immediate family or of a relative
- G. Observation or celebration of a bona fide religious holiday in accordance with Board Policy 5223
- H. Military connected families' absences related to deployment and return
- I. Such other good cause as may be acceptable to the Superintendent or permitted by law

## STUDENT VACATIONS DURING THE SCHOOL YEAR

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- A. The Corporation will only approve a student's absence for a vacation when s/he will be in the company of his/her parent or other family relative but not other student's parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, she will be considered inexcusably absent from school and subject to truancy regulations.

- B. The student may be given approximate assignments and materials for completion.
- C. Separate daily assignments may be given.
- D. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

### A. In Cases of Absence:

It is the obligation of the parent or guardian to inform the school on the morning of the absence. In all cases where a phone call is not possible, a note must accompany the student upon his return to school. Students will be limited to nine (9) absences per class per semester without a medical excuse verified with a doctor's signature. Students missing more than nine days per semester without doctor documentation will be placed on an attendance contract requiring medical notes for an absence from school. In the case of unforeseen circumstances (death in the family, observance of religious holidays, legislative page) or Approved Anticipated Absences, the attendance contract may be waived by the Principal or Principal's Designee after a meeting with parents and the student to discuss the absences.

A student who is placed on an attendance contract is considered not in "good standing." A student not in "good standing" may not participate in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extra-curricular, except as may be allowed by the principal and/or expulsion examiner.

Ten (10) excused and/or unexcused absences in any class or classes may result in the principal's recommendation for loss of credit. A warning letter will be mailed to the parents following the fifth (5) and ninth (9) excused and/or unexcused absences.

Medical absences must be verified in writing by licensed medical personnel to be exempt from the nine (9) day limit.

All other absences will count against the nine (9) days. Examples include, but are not limited to, the following: general absences not followed by a medical excuse and family vacation. Approved Anticipated Absences are not considered excused unless they are verified by a doctor's note upon the student's return to school.

Make-up work should be turned in as soon as possible. One school day for each school day missed will be the length of time allowed to turn in assignments. Students must be in school for four consecutive class periods in order to attend an extra-curricular activity.

#### **B. Tardy:**

A student may be judged to be tardy if he/she is not in the appropriate seat at the beginning of the class bell. A student who misses more than twenty (20) minutes of class will be considered absent and must have a valid excuse for the absence. Tardies are based on a semester time period per class. Upon accumulation of seven (7) tardies, discipline will be handled by administration in accordance with the guidelines below:

1st, 2nd, 3rd Tardy = Warning from teacher

4th, 5th, 6th Tardy = Thirty (30) minute detention from teacher

7th, 8th Tardy = Extended detention

9th Tardy = ISS and one (1) week driving privilege loss

10th Tardy = ISS and two (2) weeks driving privilege loss

Additional offenses: OSS, attendance contract, and/or loss of credit for class

Students tardy to first period class must report to the office to sign in. Students tardy to any other class shall report directly to the class.

#### **C. Truancy:**

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge and administrative/teacher permission. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy if s/he is not in his/her assigned location at the official start of the school day.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

A. A record of the truancy will be recorded in an appropriate record file.

B. A parent conference may be held.

A student shall be considered a "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) year.

In accordance with State law, the building principal and/or attendance officer shall use Form 5200 F-1 to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, and 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 disciplining of truant student shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct.

1. For each truancy, the parents of the child will be notified.
2. The first truancy will result in a 2-Hour detention
3. The second truancy will result in a one-day suspension.
4. The third truancy will result in a three-day suspension.
5. The fourth truancy will result in a ten-day suspension with the recommendation for expulsion.

#### D. Skipping Class:

A student may be judged to have skipped a class if he/she has not attended one (1) class, but has attended the others. The student will be required to attend a 2-hour detention. The student will not be allowed to attend extra-curricular activities the day the student skipped class.

#### E. Approved Anticipated Absences:

Approved Anticipated Absence forms will be required for students to miss any part of the school day for reasons other than illness. Family vacations, doctor or dentist visits should be scheduled during the student's own time. The purpose of anticipated absences is to provide an avenue for students who miss school due to a: college visit, armed forces visit, or family emergency. These days count against the six (6) days. It is the student's responsibility to complete and turn in the assignments the day they are due. Assignments will not be accepted late due to an absence from school to attend a field trip.

#### F. Students Leaving School During the School Day:

ALL students wanting to leave early must pre-arrange such with the high school principal or secretary. A phone call from parents or a written note must accompany the student to be dismissed. The student must sign their name and time of departure on the sign-out sheet. The principal, secretary or nurse must initial the student's signature. Before a student who is ill may sign out, he or she must see the school nurse.

1. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the approval of the student's parents.
2. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

#### G. Extended Absences:

In the case of a student's extended hospitalization, the parent is obligated to notify the school so that a plan for the student's make-up work can be implemented. These will be on a case-by-case basis. In some performance-based classes such as choir, band, etc., the student may be required to withdraw from the class. Any student missing more than ten (10) consecutive school days without notifying the school will be withdrawn from school.

#### H. Field Trips:

Students who will be absent due to a field trip must see their teachers prior to the trip to determine if an assignment is due the day of the trip. It is the student's responsibility to complete and turn in the assignments the day they are due. Assignments will not be accepted late due to an absence from school to attend a field trip.

#### I. College and Career Visitation Day:

Seniors may have three (3) college visitations or career days if they have made prior arrangements with administration by returning a completed Anticipated Absence Form to the high school office before the visitation. Students must submit the approved College and Career Visitation form with verified signatures upon returning to school.

#### J. Withdrawals:

All students desiring to withdraw from school must clear it through Administration. All delinquent fees are to be paid and all books returned before the withdrawal is complete. Parental permission and the principal's permission must be obtained before the withdrawal is granted. **State law specifies a student must be 18 years of age before he/she is allowed to withdraw from school.**

#### K. Students Staying After School:

Students staying after school for an athletic practice or meeting must be under the supervision of an adult. Students are not allowed to stay after school for an event that begins after 4:00 pm. Students who stay after school must make arrangements to be picked up immediately after the school activity/practice is over.

#### L. Attendance Contracts:

Any student on an attendance contract is not permitted to attend a field trip, prom, or any events that take place during the school day.

#### M. Locker Decorations

Lockers may only be decorated with items related to school sponsored activities.

# AUTHORITY TO MAINTAIN DISCIPLINE

## STUDENT BEHAVIOR - INTRODUCTION

As teachers and pupils are brought together so that learning may take place in the South Central classrooms, an environment which permits an orderly and efficient operation of the schools must be provided. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society.

The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators, and to our community which establishes the value system we accept. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The South Central School Corporation Board of Trustees has this legal responsibility for the school in which you are enrolled. The Board, in turn, has set policies and has appointed administrative officers to carry them out. Authority for such Board Authority is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly and in the policy manual of the South Central School Corporation.

## RULES OF STUDENT CONDUCT -GROUNDS FOR SUSPENSION AND/OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- 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;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event, or
- During summer school.

### A. Student Misconduct and/or Substantial Disobedience:

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is 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 educational function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
  - f. Engaging in physical, verbal, or written conduct such as bullying, hazing, or harmful pranks that threatens, intimidates, or coerces another student, school corporation employee or adult volunteer on or off school grounds, at any time.
2. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, or 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.  
\*\*Fighting: 1st Offense – 3 days suspension/expulsion: 2nd Offense – 5 days suspension/expulsion: 3rd Offense – expulsion.
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 of 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 used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

\*\*Substance Abuse: 1st Offense – Expulsion

\*\*Alcohol Abuse: 1st Offense – Suspension/Expulsion

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 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:

- a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. 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. 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 an educational function.
  13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
  16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - a. Engaging in sexual behavior on school property;
    - b. Disobedience of administrative authority;
    - c. Willful absence or tardiness of students;
    - d. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
    - e. Failing to tell the truth about any matter under investigation by school personnel.
    - f. Possessing or using a laser pointer or similar device.
  17. Possessing or using on school grounds during school hours an electronic device in a situation not related to a school purpose or educational function.

18. Creating or distributing information including information distributed via e-mail, text message, or through a web site which results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.

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

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive
  - b. the frame or receiver of any weapon described above
  - c. any firearm muffler or firearm silencer
  - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - g. an antique firearm
  - h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
  - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to ten (10) days and expulsion from school for at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

\*\*Firearms/Weapons: 1st Offense – Expulsion/Report to Sheriff's Dept.

**C. Possessing A Deadly Weapon:**

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

#### D. **Unlawful Activity:**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### E. **Legal Settlement:**

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

#### **DEFINITIONS:**

A. **"Principal"** includes a principal's designee.

B. **"Superintendent"** includes a superintendent's designee.

C. **"Member of the administrative staff"** or comparable language means a school corporation employee who:

1. Is certified under the statutes relating to the licensing of teachers; and
2. Has supervisory authority.

D. **"School purposes"** refers to the purposes for which a school corporation operates, including the following:

1. To promote knowledge and learning generally.
2. To maintain an orderly and effective educational system.
3. To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.

E. **"Expulsion"** means a disciplinary or other action whereby a student:

1. Is separated from school attendance for a period in excess of ten (10) school days;
2. Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. Is separated from school attendance for the period prescribed under I.C. 20-33-8-3 section 16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.
4. Expulsion does not include situations where a student is:
  - a. Disciplined under I.C. 20-33-8-3 section 25;
  - b. Removed from school in accordance with I.C. 20-34-3-9; or
  - c. Removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

F. **"Suspension"** means any disciplinary action that does not constitute an expulsion under Section E. above, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

Suspension can be in-school or out-of-school. Students on in-school suspension will not attend classes but will do all assigned work in a detention area. It is the philosophy of South Central Community School to use in-school suspension whenever possible.

Suspension does not include situations where a student is:

1. Disciplined under I.C. 20-33-8-7 section 25;
2. Removed from school in accordance with I.C. 20-34-3-9; or
3. Removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

G. **"Good Standing"** A student in good standing has full rights with respect to participation in activities of the school, including academic, co-curricular, and extra-curricular activities and events (subject to any restrictions which apply to all students). A student is not in good standing during the period of time he/she is on an attendance contract, under a suspension, or during the period of expulsion, regardless of whether he/she may be allowed to attend school. A student not in good standing may not participate in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extra-curricular, except as may be allowed by the principal and/or expulsion examiner.

- H. **“Excused Absences”** are absences with a parent note or phone call as a result of illness, funeral, or family emergency. These count against the six (6) day rule.
- I. **“Truancy”** is any absence without parental knowledge or willful refusal to attend school in defiance of parental authority.
- J. **“Suspension In-School”** occurs when a student does not attend class but must be in school and complete all assignments with loss of learning and any grade adjustment as determined by the teacher. Student may not attend extra-curricular activities. These days count against the six (6) day rule.
- K. **“Suspension Out-of-School”** occurs when students do not attend school or attend activities on the day of suspension. All work must be completed. These days count against the six (6) day rule.
- L. **“Expulsion”** is out-of-school suspension for a minimum of five (5) days and a maximum of the rest of the school year. These days count against the six (6) day rule.
- M. **“Detention”** is time served after school on Tuesdays until 3:30 for inappropriate behavior administered by the principal or her/his designee.
- N. **“Tuesday Extended Detention”** is time served after school on Tuesdays until 5:00 for inappropriate behavior administered by the principal or her designee.
- O. **“Saturday School”**

The purpose of this program is to provide for students, their parents and the school an alternative to suspension from school. Students will be assigned to the program for a variety of disciplinary infractions but only assigned by the school administration. The program will be held at South Central Jr. Sr. High School when needed, running 7:00 A.M. until 11:00A.M. The study program will be supervised by a certified staff member, and students assigned will be expected to work on school related activities. Students who fail to attend will be assigned an in-school suspension.

P. **“Bullying”**

The school board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. Gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal Dean of Students, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

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

## STUDENT BEHAVIOR

### A. Assemblies:

The number of school assemblies we will have during the school year is very much dependent upon student behavior while attending these assemblies. Any student who acts discourteously toward a speaker or group performing before our student body will be removed from the area with possible permanent removal from all school assemblies for the remainder of the school year.

### B. Dances:

The following rules apply to any school sponsored dance:

1. ALL school rules are in effect.
2. Dances end at 11:00 P.M., or as designated by the sponsor.
3. There are no pass outs to leave a dance. Once you go outside, you cannot return to the dance. If you leave the dance and do not have a ride home, you will sit in an assigned area and will not be able to attend dances for the remainder of the year. If it is the last dance of the year, the penalty will carry over to the next year.
4. Dances are for South Central Junior-Senior High School students and their signed-up guests. Each South Central student is permitted one guest only. Guests of junior high students must be in 7th or 8th grade. Guests of high school students must be at least in 9th grade and no older than 20 years old.
5. All guests must be signed up in the main office by noon on the Thursday prior to the dance.
6. Students who bring a guest to a dance are responsible for their guests' behavior and its consequences.

### C. Fighting:

Students who engage in fighting will be subject to suspension and or expulsion depending on the severity of the misconduct.

\*\*Fighting: 1st Offense- 3 days suspension; 2nd offense – 5 days suspension; 3rd offense- expulsion

### D. Fire Alarm:

Any student who activates the fire alarm during school will be expelled from school.

### E. Gambling:

No form of gambling is allowed at school or at any school-sponsored activity.

### F. Tobacco Policy:

It is a violation of the disciplinary code of South Central Jr. Sr. High School to: Possess, use or provide to another person, which is, looks like, or which is or was represented to be a tobacco product.

1. on school grounds at any time; or
2. at any school sponsored activity or event at any location;
3. or on a school bus or van used to transport students to and from school or to or from a school activity or event.

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

\*\*Tobacco: 1st Offense- 3 days suspension; 2nd offense –5 days suspension; 3rd offense- expulsion

### G. Love and Affection:

Students are to refrain from placing arms around each other, kissing, and other forms of touching. With the first offense will come a warning. Progressive discipline will be utilized for subsequent offenses and will be based on the frequency/severity of offenses.

### H. Profanity:

Any student who uses an abusive gesture, profane language in the presence of a teacher, student, or school employee may be suspended from school.

\*\*Profanity, vulgarity, or disrespectful language or gestures to, at, or about a staff member or student: 1st offense – detention, Tuesday Extended Detention, Saturday School, or suspension depending on the incident. This is done on case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.

**I. Roof:**

Students are prohibited from going on the roof of the school building.

**J. School Bus Misconduct** (as reported by driver or parent):

The bus driver is in charge much like the teacher is in the school building. Student misbehavior on a bus will receive the following punishment per offense:

1. First Offense: Three days bus riding suspension.
2. Second Offense: Two week bus riding suspension.
3. Third Offense: Semester bus riding suspension.

Students riding a bus other than their assigned bus must have a note or phone call from their parent or guardian and the note must be signed by the office. If the student is going home with another student, a note from that student's parents must also be submitted to the office

**K. Snowballing:**

Snowballing is not permitted.

**L. Textbooks:**

It is your responsibility to take care of your books and pay any fines that you might be assessed due to damage. Be sure to inform your teacher at the beginning of the year any damage to the text you are issued. Writing and underlining in a textbook is considered damage.

**M. Stealing/Theft:**

Any student caught stealing school or personal property while in school or at a school sponsored activity, will result in the following:

1. Retribution will be made by the student
2. Student may be placed on an extra-curricular suspension.
3. Major theft will be reported to the police.
4. The following consequences will result in stealing/theft:

Minor			Major	
One (1)0 Day ISS	Restitution	First Offense	Five (5) Day Suspension	Restitution
Three (3) Days ISS	Restitution	Second Offense	Five (5) Day Suspension or Possible Expulsion	Restitution Student Counseling
Five (5) Days Suspension	Restitution	Third Offense		
Five (5) Day Suspension or Possible Expulsion	Restitution Student Counseling	Fourth Offense		

**N. Treatment of School Personnel:**

1. Assault: Expulsion procedures will be initiated immediately.
2. Student Disrespect: A student showing disrespect to any school employee on or off school grounds in such a way that would cause negative impact upon the employee's job performance is grounds for suspension or expulsion.
3. Verbal Abuse: Three day suspension (in or out of school) and or expulsion depending upon the severity of the situation.
4. Juvenile Court Referral: As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. However, a student with disabilities who physically assaults a person having authority over the student is subject to procedural safeguards under 20 USC 1415.

## O. Vandalism:

Any student caught vandalizing school or personal property will be subject to the following:

1. Retribution will be made by the student.
2. Student may be placed on an extra-curricular suspension.
3. Suspension or expulsion depending upon the severity of the offense.

## P. Vending Machines:

The food and drink machines are placed in the school for student convenience. They are not to be used during class time or lunch periods.

## Q. Use of Wireless Communication Devices (WCD)

In general, students are advised to leave WCDs in their lockers during class time unless the teacher specifically permits them to possess or use WCDs in class. Students may possess and use WCDs while at their lockers before or after school and during passing periods between classes, as well as in the cafeteria during lunch time. WCDs should not be used to communicate with other students who are in class. **Videorecording, photographing, or audio recording of staff or other students without prior administrative authorization is strictly prohibited.** Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving *Wireless Communication Devices (WCD)* use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Use of a *Wireless Communication Device (WCD)* in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.b., warnings, detention/Saturday School suspension, expulsion). The corporation is not responsible for the loss, theft, damage, or vandalism to student WCDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have WCDs in their possession, to make sure the WCDs are not left unattended or unsecured.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or picture, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

In addition to the guideline the following consequences will be followed in reference to students which fail to follow expectations:

Parents and students must understand the privilege of having wireless communication devices at South Central Junior-Senior High School. Parents will be given information in reference to wireless communication devices at registration including student consequences as a result of violating school policy. Consequences are based on a yearly basis:

- |                           |                            |
|---------------------------|----------------------------|
| First Violation:          | Warning                    |
| 2nd, 3rd, 4th Violations: | Detention                  |
| 5th, 6th, 7th Violations: | Tuesday Extended Detention |

Further violations are administration's discretion, including suspension and/or expulsion.

## R. Technology 1:1 Policy

**All students are required to sign the Responsible Use Agreement and Chromebook Take Home agreement.**

**For management purposes of Chromebooks only school-issued devices will be permitted for use by all students.**

**Refer to the Responsible Use Agreement at the end of this section for the full terms and conditions of the technology policy.**

## S. Anti-Harassment:

The School prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

- a. causes mental or physical harm to the other student; and
- b. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment or intimidation to the principal, dean of students, or the Superintendent, teachers, or counselors. Complaints about the principal should be filed with Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of 2 administrators.

The administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject laws governing student privacy. A meeting between all concerned parties will be held within 5 work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within 10 days of receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within 10 days of the appeal being filed, the Superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be made to the Board within 10 days of receipt of the latest decision. The Board will conduct a hearing within 20 days, and will issue a written decision within 10 days after the close of the hearing.

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

**Sexual Harassment, may include, but is not limited to:**

- A. verbal harassment or abuse;**
- B. pressure for sexual activity;**
- C. repeated remarks with sexual or demeaning implications;**
- D. unwelcome touching;**
- E. sexual jokes, posters, cartoons, etc.;**
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning**
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;**
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.**

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

#### **T. Criminal Gangs or Gang Activity in Schools**

School Board policy 5840 prohibits gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. It is the policy of South Central School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

## DRESS GUIDELINES

Student dress and appearance should be non-disruptive or distracting to others. The school emphasizes cleanliness, neatness, and appropriateness in the educational environment. Student dress and appearance is ultimately up to the discretion of the administration if an individual's appearance does not meet guidelines or if it becomes a distraction. It is the responsibility of the student to consult with a principal if there are any questions as to what is acceptable or unacceptable prior to the commencement of the school day. Likewise, students are required to comply with the dress code at all activities in which the student is a representative of the school. This includes participation in extra-curricular activities after school hours as well as events off school campus such as field trips, award ceremonies, community events, presentations, or recognition program. Students deemed to be dressed inappropriately at an extra-curricular or off-campus event may not be allowed to participate in the event or activity.

The following are some general guidelines for South Central Jr.-Sr. High students:

1. Sleeveless tops must have at least a 2 inch strap.
2. Tops should reflect appropriate modesty for school; no exposure of midriff or cleavage. Shirts/blouses must have a full back, and no sheer or net tops can be worn by themselves or over sleeveless tops.
  - a. When arms are outstretched shoulder high, no flesh should be visible.
3. Undergarments must be worn, but are not to be exposed.
4. Baggy or sagging pants are not allowed.
5. Shorts, skirts, dresses, (anything worn by a student) must be NO shorter than fingertip length when the students' arms are extended straight down at his/her sides, even when worn with tights or leggings.
6. No holes in any garment above the fingertip cut off length.
7. Spiked jewelry and long pocket chains are not allowed.
8. Clothing, jewelry or tattoos which depict drugs, alcohol, profanity, violence, weapons, sex, sexual innuendo, or gangs are not allowed.
9. Clothing which depicts groups, including music groups, which commonly promote any of the above are not permitted.
10. Students will only be permitted to wear hats or caps (any head wear) in the building during the school day when they are going to their lockers in the morning before class or upon leaving at the end of the school day. No bandanas will be allowed. This rule can be waived for special "School Spirit" days.
11. Shoes or acceptable sandals/flip-flops must be worn at all times.
12. Students will only be permitted to carry backpacks, purses or other large bags during the school day when they are going to their lockers in the morning before class or upon leaving at the end of the school day. Backpacks, bags, or purses are not to be taken into classrooms.
13. Students will only be permitted to wear heavy coats or jackets during the school day when they are going to their lockers in the morning before class or upon leaving at the end of the school day, unless granted specific permission from a teacher or administrator.
14. Blankets are not permitted.

**\*\*1st Offense – Warning/Addressed by Classroom Teacher, whenever possible; 2nd Offense – Sent to office to correct the violation/detention; 3rd Offense – Sent to the office to correct the violation/Tuesday Extended detention**

## AK SMITH VOCATIONAL SCHOOL POLICY

Bus transportation is provided to South Central students who attend vocational school at AK Smith in Michigan City. Students who ride the bus are required to meet the bus in the back parking lot in the morning, and return back to South Central on the bus following the completion of their classes at AK Smith. In the event that the parent or guardian requests and authorizes that a student who attends AK Smith be permitted to use his/her own transportation to and from all outside classes rather than use the transportation provided by the School, the following protocol must be followed:

1. A Waiver and Release form signed by the parents and student is on file in the principal's office
2. The student has received permission to drive to school from AK Smith Vocational School
3. The student does not transport any passenger in his or her vehicle.

Upon returning to South Central in the afternoon, students are required to enter directly in to the building. Students will return to South Central during 3rd hour, and will be assigned to a study hall for that period. Failure to report to the assigned study hall within four minutes of the bus's arrival to South Central will be considered truancy and disciplinary consequences will be enforced accordingly.

## DRIVING POLICY

Driving to school is a privilege, not a right. Any student who abuses this privilege by using his/her car in a way detrimental to another car, pedestrian, or property while on school grounds will not be able to drive to school or bring their vehicle on school property for twenty (20) school days. A second abuse will result in not driving for the remainder of the school year. Reckless driving to or from school may also terminate your privilege to drive to school. At no time are you allowed to drive someone else's vehicle. Students may not park in front of school until after 3:00 p.m.

A fifteen (15) M.P.H. speed limit will be imposed while on school grounds. Watch your speed while entering and leaving the parking lots.

All vehicles will be parked between the restraining lines. Students will not be permitted to go to their vehicles during school hours. Students who arrive to school after the first hour bell has rung must park in the back parking lot and walk to the front of the school to enter the building through the main office doors. All drivers must register their vehicles by having on file a driver's permit signed by a parent. This form may be secured in the office. More than one vehicle may be registered on one permit. Failing to display the school issued parking pass while your vehicle is parked in the school parking lot or parking in a staff or visitor parking spot will result in a Tuesday Extended Detention for the first violation, a Saturday School for the second violation, and loss of driving privileges for twenty (20) school days for the third violation.

### A. Issuance of License or Permit:

Indiana Code 9-24-2-1 states: "A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-33-2-11.
2. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
3. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
4. Is considered a dropout under IC 20-33-2-28.5(b)

At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:

1. driver's license or learner's permit: and
2. employment certificate.

### B. Invalidation of License or Permit:

Indiana Code 9-24-2-4 states: "If a person is less than eighteen (18) years of age, is under a suspension or expulsion as described in section 1, the department shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
3. The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5.1."

## CHEATING/PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. **All forms of cheating and plagiarism are prohibited.** Behavior that is unacceptable includes, but is not limited to the following:

1. Copying another student's homework
2. Working with others on projects that are meant to be done individually
3. Looking at or copying another student's test or quiz answers
4. Using any other method to get/give test or quiz answers
5. Taking a test or quiz in part or in whole to use or to give others
6. Copying information from a source without proper attribution
7. Taking papers from other students, publications, or the Internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, detention, suspension, or expulsion.

**\*\*Plagiarism/Cheating:** 1st offense – Included but not limited to redoing assignment/retaking tests, detention, suspension, or expulsion. This is done on a case-by-case basis depending on the seriousness of the violation, prior violations and other factors.

## **LUNCH HOUR**

Students may bring their own lunch. All food and drink must stay in the cafeteria at all times. All other areas, inside or outside of the building, are off limits except the restrooms in the main hall by the cafeteria. Each student must have a lunch card in order to go through the cafeteria line. If a card has been lost or broken, the student must purchase another one for \$2.00 from the office. Students may deposit money into their account weekly, monthly, etc., or by cash daily.

Students must remain seated during the lunch hour except when purchasing items or disposing of their trays and/or trash.

## **SST PROCEDURES**

Students report to their assigned SST classroom at 10:36. Students needing to visit another teacher must display their pass to their SST teacher or ask the SST teacher to sign a pass. The SST teacher signs the pass with the time out and the student has two (2) minutes to report to that classroom. The student must remain in that classroom until the end of the SST period.

SST should function as a study hall environment. Students are expected to work on coursework or read silently. No games are allowed during SST time. Teachers will check student grades at a minimum of once per week, and direct students to see appropriate teachers if grade checks prove that is necessary.

## **NURSE'S OFFICE**

This area is for students that need attention due to illness or injury. Under no circumstances is this an area where students should gather to socialize. Students who become ill during the school day must see the nurse in order to receive an excused absence to be released home. The nurse will contact parents when students are deemed ill enough to be sent home. Students who call or text parents to pick them up due to illness or any other reason will receive an unexcused absence.

## **LIBRARIES 360**

Libraries 360 is a cooperative project between the La Porte County Public Library and school corporations. A Libraries 360 card can be used at any location of La Porte County Public Library System. The student is responsible for all materials borrowed, returning all materials on time, and paying any fees for lost and/or damaged materials.

## **PASSES**

### **A. Media Center:**

Passes to the media center should only be issued by the teacher assigning work to the student. Any student who goes to the library must have a pass.

### **B. Nurse:**

Any student sent to the nurse's office must have a pass. Students should only go to the nurse's office for medical attention.

### **C. Elementary:**

Jr. Sr. high school students are not to use the restrooms located in the elementary (north) section of the building at any time unless they receive specific permission from administration.

### **D. Restrooms**

Restrooms will not be used during class time unless deemed necessary by the classroom teacher.

## **WELLNESS POLICY**

The South Central Community School Corporation supports the health and wellbeing of all students by promoting nutrition and physical activity at all grade levels. Therefore, in accordance with Healthy, Hunger- Free Kids Act, the policy of the Board of School Trustees is posted on the school website

# GUIDE TO STUDENT CONSEQUENCES

Violation	1st Offense	2nd Offense	3rd Offense
Fighting	3 Days Suspension	5 days Suspension	Suspension pending Expulsion
Substance Abuse	Suspension pending Expulsion		
Alcohol	Suspension pending Expulsion		
Tobacco	3 Days Suspension	5 Days Suspension	Suspension pending expulsion
Firearms/ Weapons	Suspension pending Expulsion		
Stealing/Theft (Minor)	1 Day ISS/Restitution	3 Days ISS/Restitution	5 Days Suspension/ Restitution
Stealing/Theft (Major)	5 Day Suspension Restitution	5 Day Suspension or Possible Expulsion with Restitution & Student Counseling	Suspension pending Expulsion
Sexual Harassment	3 Days Suspension Mandatory Counseling	5 Days Suspension Behavior Contract Parent Conference Student Counseling	10 Days Suspension Possible Expulsion
Violation of Password Access	Suspension or revocation of computer and or Network privileges Disciplinary Action deter- mined by South Central Community Schools	Suspension or revocation of computer and or Network privileges Disciplinary Action determined by South Central Community Schools	
Violation of Internet Accept- able Use Policy	Suspension or revocation of computer and or Network privileges Disciplinary Action deter- mined by South Central Community Schools	Suspension or revocation of computer and or Network privileges Disciplinary Action determined by South Central Community Schools	
Plagiarism/ Cheating	Included but not limited to, redoing assignment/ retaking tests, detention, suspension, or expulsion	This is done on a case-by-case basis depending on the serious- ness of the violation, prior violations, and other factors.	
Profanity, vulgarity, or disrespectful language or gestures to, at, or about another student	Detention, Extended Detention, Saturday School, or suspension depending on the incident.	This is done on a case-by- case basis depending on the seriousness of the violation, prior violations, and other factors.	
Dress Code Violation	Change Clothes Warning	Change Clothes Detention	Change Clothes Extended Detention

## AUTHORITY TO MAINTAIN DISCIPLINE

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

**A. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A middle school, junior high school teacher or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

**B. DETENTION/TUESDAY EXTENDED DETENTION:**

Detention is assigned to students for a variety of usually minor rule violations. Students will be told where and when to report for their detention at least twenty-four (24) hours prior to serving detention. It is the student's responsibility to arrange transportation home from detention. Detention will take precedence over any extra-curricular practice or organizational meeting. Students who fail to report for detention as assigned, without prior approval from the office, will be required to serve a Tuesday Extended Detention. Teachers must call the parents/guardians once a detention has been issued.

Tuesday Extended Detention is assigned to students for a variety of moderately severe rule violations. Students will be told where and when to report for their Tuesday Extended Detention at least twenty-four (24) hours prior to serving the extended detention. It is the student's responsibility to arrange transportation home from Tuesday Extended Detention. Tuesday Extended Detention will take precedence over any extra-curricular practice, event, or meeting. Students who fail to attend Tuesday Extended Detention will be required to serve a Saturday School.

**C. SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

**D. EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device or a deadly weapon listed under Grounds for Suspension and Expulsion.

**E. ALTERNATIVE DISCIPLINE:** Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:

1. A principal may not assign a student under this subdivision unless the student's parent or guardian approves: (i) the nonprofit organization where the student is assigned; and (ii) the plan described in clause (B) (I). A student's parent or guardian may request or suggest that the principal assign the student under this subdivision.
2. The principal shall make arrangements for the student's service with the nonprofit organization. Arrangement must include the following: A plan for the service that the student is expected to perform. (ii) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled. (iii) Monitoring of the student's performance of service by the principal or the principal's designee. (iv) Periodic reports from the non-profit organization to the principal and the student's parent or guardian of the student's performance of the service.
3. The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
4. Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.

**F. RIGHT OF PRINCIPAL** This section applies to a student who:

1. is at least sixteen (16) years of age; and
2. wishes to re-enroll after an expulsion.

A principal may require a student to attend one (1) or more of the following:

1. An alternative school or alternative educational program.
2. Evening classes
3. Classes established for students who are at least sixteen (16) years of age.

## **G. USE OF METAL DETECTORS:**

Metal Detectors may be used by administration when reasonable suspicion exists.

## **RIGHT TO APPEAL**

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

## **PROCEDURAL DUE PROCESS RIGHTS**

### **A. Suspension Procedures:**

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

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

### **B. Expulsion Procedures:**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parents will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

# **SOUTH CENTRAL COMMUNITY SCHOOL CORPORATION RESPONSIBLE USE AGREEMENT**

South Central Community School Corporation (SCCSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students and staff develop progressive technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed. This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, including:

- The SCCSC network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, SCCSC makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the Tech Department immediately of any concerns for safety or security.

## **TECHNOLOGIES COVERED**

School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with SCCSC's educational mission, curriculum and instructional goals. SCCSC may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Responsible Use Policy applies to both school owned technology equipment utilizing the SCCSC network, the SCCSC internet connection, and/or private networks/internet connections accessed from school owned devices at any time. This Responsible Use Policy also applies to privately owned devices accessing the SCCSC network, the SCCSC internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, SCCSC will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

## **USAGE POLICIES**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know. User accounts and information are to be used by that individual only and not shared with others. It is imperative that all accounts and passwords are kept confidential.

## **INTERNET ACCESS**

SCCSC provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review via a staff member or the restricted access screen.

## **EMAIL**

SCCSC may provide users with the privilege of email accounts for the purpose of school--related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## **WEB 2.0 (EMAIL, SOCIAL MEDIA, COLLABORATIVE CONTENT)**

SCCSC will be using a variety of Web 2.0 Tools. Web 2.0 tools are defined as Internet sites that allow users to communicate, collaborate, share, and message with others to create content beyond a static page. These sites enhance the learning experience and help students develop important online skills. The sites require students to create an account that may ask for a student's name along with a username, password, and in some instances an email address. The email address your student will open their account with will be their individual district-provided email account.

## **MOBILE DEVICES POLICY**

SCCSC may provide users with mobile computers or other devices along with charging equipment and cases to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network. Users should bring the device fully charged to school each day. SCCSC retains the right to monitor, collect and/or inspect devices at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students in the program must use the assigned device and may not substitute the device for other equipment. SCCSC retains sole right of possession of the equipment, and the devices lent to the students for educational purposes only. Under certain circumstances, students may be restricted from taking the device home. Users will be financially accountable for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.

Any school owned devices, along with any other accessories must be returned in acceptable working order by the last day of each school year. Students or staff who leave SCCSC during the school year must return all equipment at the time they leave the corporation and whenever requested by school staff. Any fees collected as a part of this initiative will not be refunded.

Users must report a lost or stolen device to the building administration immediately and a report also should be with the school resource officer and/or local police.

## **DEVICE REPAIR-**

Only SCCSC may repair or replace a device or equipment. All other breakages will be the financial responsibility of the student and billed at the prevailing rate for materials and labor or full replacement. Loss or theft of the equipment is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

## **DEVICE SPARE EQUIPMENT AND LENDING**

If a student's device is inoperable; the school has a limited number of spare devices for use while the student's device is repaired or replaced. This agreement remains in effect for loaner devices. The student may not opt to keep an inoperable device.

## **DEVICE STUDENT RESPONSIBILITIES**

- The students are solely responsible for any apps or extensions on their devices that are not installed by SCCSC.
- Students are responsible for backing up their data to protect from loss; SCCSC gives no guarantees that data will be retained or destroyed.
- Students must bring their devices to school every day and make sure it is fully charged.
- Students must treat their devices with care and never leave it in an unsecured location. If a device is lost, students must contact the Tech Department immediately.
- Students must promptly report any problems with their devices to the Tech Department.
- Students may not remove or interfere with the serial number and other identification tags.

- Students may not attempt to remove or change the physical structure of the devices, including the keys, screen cover or plastic casing or protective case.
- Students must keep their devices clean.
- Students are not to mark, deface, or place stickers on the devices.
- Computers must be closed and in their protective case whenever transported between locations.

## **PERSONALLY OWNED DEVICES POLICY**

This Responsible Use Policy applies to privately owned devices accessing the SCCSC network, the SCCSC internet connection, and private networks/internet connections while on school property.

## **SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If users believe a computer or mobile device they are using might be infected with a virus/malware, they should alert the Tech Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

## **DOWNLOADS**

Users are not permitted to download or run programs over the school network while on or off campus, onto school equipment, without express permission from the Tech Department staff. Users may be able to download other file types, such as images or videos. For the security of the network, user downloads should come from known or trusted sites, and only for educational purposes. Users must abide by all copyright laws.

## **DIGITAL CITIZENSHIP**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

## **PLAGIARISM**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.

## **PERSONAL SAFETY**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If users see a message, comment, image, or anything else online that is a violation of the Responsible Use Policy or makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school, parent if using the device at home).

## **CYBERBULLYING**

Cyberbullying, including but not limited to harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, slander, or harm the targeted student/staff member and create for the targeted student/staff member an objectively hostile environment. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored and retained.

## **LIMITATION OF LIABILITY**

SCCSC will not be responsible for damage or harm to persons, files, data, or hardware. While SCCSC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. SCCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## **EXAMPLES OF RESPONSIBLE USE-**

**I will:**

- Use school technologies for school related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate or harmful content (images, messages, posts, etc. online or violate the Responsible Use Policy.
- Use school technologies at appropriate times, in approved places for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Never videorecord, photograph, or audio record staff or students without prior administrative authorization.
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources.

**This is not intended to be an exhaustive list. Users should use their own good judgement when using school technologies.**

## **EXAMPLES OF IRRESPONSIBLE USE- I WILL NOT:**

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Attempt to "jailbreak", alter, or remove the SCCSC settings from SCCSC's devices.
- Post personally identifying information about myself or others.
- Agree to meet in person someone I meet online.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

**This is not intended to be an exhaustive list. Users should use their own good judgement when using school technologies.**

**Violations of this policy may have disciplinary consequences, including:**

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention, suspension, or expulsion from school and school related activities;
- Legal action and/or prosecution.