

**NORTH DECATUR JR/SR HIGH SCHOOL  
STUDENT HANDBOOK**

**2023-2024**

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**NORTH DECATUR JR/SR HIGH SCHOOL  
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# **DECATUR COUNTY COMMUNITY SCHOOLS**

## **MISSION STATEMENT**

It is the mission of Decatur County Community Schools to create a safe and caring environment where each individual can grow intellectually, socially, and emotionally. The focus of our schools is to encourage students to persevere to meet academic challenges with openness, enthusiasm, and a willingness to solve problems using 21st Century Skills. This will be accomplished through an atmosphere of cooperation with respect for individual differences and community values.

## **VISION STATEMENT**

Decatur County Community Schools identifies six 21<sup>st</sup> Century Learning Skills that students will continually develop:

- 1) Critical Thinking
- 2) Creative Thinking
- 3) Reflective Thinking
- 4) Effective Communication
- 5) Productive Collaboration
- 6) Digital Literacy

Developing these 21<sup>st</sup> Century Learning Skills will be accomplished through continued collaboration between students, parents, school, and community.

## **MOTTO**

### **Learning Today, Leading Tomorrow**

Learning is the obvious objective of education; however, we endeavor to teach our students the skills they need to lead us in the future: critical thinking, decision making, accountability, responsibility, and integrity. After all, the best leaders are those who lead by example.

## NORTH DECATUR JR./SR. HIGH SCHOOL SCHOOL DISTINCTIONS AND TRADITIONS

North Decatur Jr.-Sr. High School opened in the fall of 1967-68 as a consolidation between New Point, Sandusky, St. Paul and part of Burney Township High Schools. North Decatur holds a first class commission from the Indiana Department of Education and the North Central Association of Secondary Schools. Our award-winning school provides outstanding academic, athletic, CTE, and fine arts programs to the families of Decatur County.

School Yearbook	Pacemaker
School Newspaper	Lancer
Athletic Nickname	Chargers
School Colors	Red/White/Blue
Conference	Mid-Hoosier Conference
Football Conference	Mid-Eastern

### SCHOOL SONG

*Go North Decatur we will win tonight.*

*Shout out the victory song.*

*Run up the score make everybody say,*

*“Those Chargers just can do no wrong,”*

*Charge, Charge, Charge.*

*We’re proud of our school and of our colors too,*

*They’re red and white and blue you see.*

*Charge, Charge, North Decatur, Charge*

*Charge right on to victory.*

***CHARGE!!!!***

## **SCHOOL HOURS**

The school office is open from 7:30 a.m. until 3:30 p.m. on school days. Teachers are available between 8:00 a.m. and 3:30 p.m. Each staff member is also available via the Internet at <http://ndhs.decalurco.k12.in.us/> Staff email addresses can be found on our NDHS home page under the tab "About Us".

### **White/Red Day**

\*\*\*\*South Shuttle Bus Leaves      7:50 SHARP\*\*\*\*

1st/2nd Period	8:15-9:50
3rd/4th Period	9:53 - 11:28
5th/6th Period - Pride	11:31 - 1:39
A lunch	11:31 -12:01
B lunch	12:04-12:34
C lunch	12:37-1:07
7th/8th Period	1:42-3:15

If a student misses the South Shuttle Bus, an unexcused absence will be charged to the student for missing the bus and, therefore, missing first and third period classes at South Decatur. Students will not be permitted to drive to South Decatur for the first and third period classes.

## **EARLY RELEASE SCHEDULES**

### **(Wednesday Schedules)**

#### **White/Red Day**

1st/2nd Period	8:15 - 9:36
3rd/4th Period	9:39 - 11:00
5th/6th Period Pride	11:03 - 12:55
A lunch	11:00 - 11:30
B lunch	11:40 - 12:10
C lunch	12:25 - 12:55
7th/8th Period	12:58 - 2:15

### **2 Hour Delay Schedule**

## White/Red Day

1st/2nd Period	10:15 - 11:22
3rd/4th Period	11:25 - 1:03
A Lunch	11:22 - 11:52
B Lunch	12:00 - 12:30
C Lunch	12:33 - 1:03
5th/6th Period	1:06 - 2:12
7th/8th Period	2:15 - 3:15

## **ATTENDANCE POLICY**

### **Purpose**

The educational process requires a continuous sequence of instruction. When broken by a period of absences, this instruction can never be fully regained by extra work. Research shows that students who have regular school attendance achieve higher grades and enjoy school more. Students are expected to be in attendance and on time all day on which school is held. The primary purpose of a student attendance policy is to develop high standards of dependability and reliability, to promote punctuality, to develop traits of good citizenship, and to enhance academic success.

### **Accountability**

Decatur County Community Schools is in compliance with Indiana law. School attendance laws are important for parents and students to understand. Below are Indiana's school attendance laws:

- IC 20-33-2-3.2: Children are required to attend school for the days in which school is in session. To "attend" means to be physically present: 1) in a school; or 2) at another location where the school's educational program in which a person is enrolled is being conducted, during regular school hours on a day in which the educational program in which the person is enrolled is being offered.
- IC 20-33-2-5: A student for whom education is compulsory under this chapter shall attend school for the number of days in which public school is in session: 1) in the school corporation in which the

student is enrolled in Indiana; or 2) where the student is enrolled if the student is enrolled outside of Indiana.

- IC 20-33-2-44: A person who knowingly violates student attendance laws commits a Class B Misdemeanor and such offense may be judicially prosecuted.
- IC 20-33-2-25: The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of law to an intake officer of the Juvenile Court or the Department of Children and Family Services.
- IC 20-20-8-8: The definition of a habitual truant is a student who is absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

In an effort to ensure a high standard of attendance, students who have more than **thirty missed blocks, excused or unexcused** may be placed on an attendance contract upon further review by administration. (A block is a 90 minute period). This contract addresses any deviation from the attendance policy and may include, but is not limited to, the following actions: After School detentions, Friday Night School, ISS, any alternative to OSS program, or loss of extracurricular and/or driving privileges. Any student who fails to comply with his/her attendance contract and exceeds the allowable number of absences may be withdrawn from classes, recommended for expulsion, and/or prosecuted.

### **Parent/Guardian Responsibility**

Students and parents are encouraged to keep track of school attendance and strongly encouraged to frequently monitor attendance through the Harmony student information system. Students are responsible for communicating with each of their teacher(s) concerning any homework/make-up work missed during a school absence(s).

A parent/guardian is also accountable throughout the school year for keeping the school informed of changes regarding address, phone number, email, or important parent/guardian contact information. The school cannot keep a parent/guardian informed of their student's attendance without proper contact information. **This includes: 1) having your phone's mailbox setup for receiving messages from the school and 2) providing a phone number that accepts incoming calls.**

Medical and social agency appointments should be made on non-school time whenever possible. If an early dismissal for such an appointment is necessary, the student *must* present a note signed by the parent or guardian requesting an early dismissal by describing the purpose for the early dismissal. The student must obtain proof of the appointment from the medical or social service agency and submit it to the office upon returning to school for the absences to be counted as a doctor's visit.

### **Notification of Student Absence**

Parents/guardians are required to notify the school any time a student is absent from school. Parents are expected to call or come into the school before 10 AM on the day of the absence. If unavailable to do so, a message should be left with the school. A message can be left by voicemail on the school's office phone within two days of the student's absence. If verbal contact cannot be made, the student must present a signed note from the parent or guardian explaining the reason for the absence. Parents will be allowed up to 5 call ins for the entire school year.

### **Early Dismissals**

Parents may request early dismissals for students by a written note or phone call. These communications need to detail the reason for the request, the time for dismissal, and be signed/phoned in by the parent or guardian **BEFORE THE STUDENT LEAVES THE BUILDING.**

Upon receipt of a dismissal request from a parent, office staff will either send an early dismissal slip to the student or will directly contact the student's teacher. If the student has the pass, he/she should present it to his/her teacher at the time stated for him/her to leave on the pass. In all cases, the student should then report to the front office to sign out. If the student returns to school that day, he/she must sign in at the office upon return. Questions regarding the status of a dismissal request should be directed to the administration before the student leaves school.

All students who are ill should get a pass from their classroom teacher and should report to the front office to be assessed by the nurse. Students **SHOULD NOT** use cell phones to call or text parents to obtain permission to leave school.

## **Student Absences**

All absences will be treated as unexcused without the foregoing parental documentation being given within **TWO** school days of the student's return to school. Written notes must include the parent or guardian's signature and a phone number where the parent may be reached to confirm the note.

### **EXCUSED ABSENCES**

Absences from school shall be excused for the following reasons according to Indiana Department of Education mandates:

1. Illness verified by a note from the parent
2. Illness verified by a note from a physician
3. Recovery from accident
4. Required court attendance
5. 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.
6. Death in the immediate family or of a relative
7. Observation or celebration of a bona fide religious holiday in accordance with Policy 5223
8. Maternity
9. Military connected families' absences related to deployment and return
10. Such other good cause may be acceptable to the Superintendent or permitted by law.

Please note that even though an absence may be documented as excused (i.e., with a doctor's excuse), the absence still counts toward the student's allowable blocks absent.

### **ABSENCES THAT DO NOT COUNT TOWARD THE 10 DAYS**

1. Death in the immediate family (father, mother, brother, sister, grandparents, aunt, uncle, niece, nephew, or cousin)

2. Court appearance with written verification
3. Working at the polls on Election Day when pre-arranged and with written verification
4. School bus does not run its route
5. Serving as a page in the state legislature with written verification
6. Required duty with the Indiana National Guard (no more than 10 days) or Civil Air Patrol (for up to 5 days)
7. Qualifying instruction at religious organizations with the approval of an administrator
8. Absences due to school disciplinary actions
9. College visits/military training with approval from an administrator
10. Exhibits or participates in the Indiana State Fair for educational purposes with approval from an administrator

### **COMPLETION OF MAKE-UP WORK**

**Work for any of the foregoing reasons will follow these guidelines:**

1. A student has minimally one day to complete make-up work for each excused absence. The deadline for completing make-up work beyond this minimum allowance is established by the teacher. Example: long term projects
2. It is the student's responsibility to request make-up work. This request should occur the day of his/her return or through email. The student is encouraged to turn in work before the absence.
3. If a student misses more than two days of class, he/she should arrange to meet with a teacher outside the school day to receive missed instruction and explanation of assignments.

### **UNEXCUSED ABSENCES**

1. Any absence not provided for under "Excused Absences" will be considered unexcused.
2. Any student who accumulates five unexcused absences (excluding suspensions) during a given semester may be withdrawn from the class with an F.

3. Any student who accumulates five unexcused days of absences (excluding suspensions) during a given semester may be recommended for expulsion by administration and reported to the department of child services or juvenile probation.
4. A habitual truant is defined as any student exceeding four unexcused absences.
5. Days that students spend suspended are considered excused; however, these days do not count against the total number of days missed nor against the maximum number of excused absences allowed per semester. Requests for homework may be made by parents or students during suspensions, but the requests are not binding on the students' teachers to provide assignments during this time. Students may upon return to school be given one day to make up any work missed during a suspension upon return to school at the teacher's discretion.
6. Assignments and tests missed during an unexcused absence may be made up at teacher discretion.

### **ADVANCED ABSENCES**

Advanced absences may be excused only when the reason for the absence is covered under the excused section of the policy. All other requests for advanced absences will be considered unexcused. Advanced absences will not be approved as excused if:

1. The student has not turned in a completed advanced absence form.
2. The form is not approved by the principal's office by 3:00 p.m. prior to the first day of the absence.
3. The request covers any period or day in which the student is scheduled for a final examination.
4. The number of days absent as requested through the advanced absence will give the student a total of ten or more absences for the semester.
5. Field trips, although not counted for a student's total days absent as per the attendance policy, also affect the amount of instruction a student receives. It should also be noted that the sponsoring teacher and/or administration can deny a student the privilege of participating in a field trip because of disciplinary issues and poor academic standing.

## **EXTENDED ILLNESS**

To qualify for the extended illness policy, a student must meet one or more of the following guidelines:

1. In-patient or outpatient hospital treatment
2. Infectious illness or disease, which by Indiana State Board of Health regulations requires exclusion from school
3. Other long-term illness or injury that results in being under a physician's care for three or more consecutive days

If one of these guidelines is met, the student must present a statement signed by a physician confirming the dates of illness and justifying the request.

## **TARDY POLICY**

**Late to School:** Any student arriving late to school is required to sign-in at the front office. A student will be considered late to school if the student arrives at his/her assigned first period classroom up to fifty (50) minutes late, the student will be issued a tardy. After 50 minutes the student will be counted as absent from that block. **He/she must have a parent or guardian contact the front office to provide verification of their knowledge of their child's lateness to school *prior* to or upon the student's arrival to school.**

**Tardy to Class:** A student will be considered tardy if she/he is late to class. The teacher shall monitor student tardiness. Administration will monitor tardies beyond 6 and may assign alternative consequences for habitual tardiness.

- First and second tardy in any one block -recorded in Harmony.
- Third tardy for any one block - referral to office by teacher with after school detention as discipline action.
- Second referral to office for tardiness (from same block or first referral to office from any other block) - Discipline action will be Friday Night School.
- Third referral to office for tardiness – 2 Friday Night Schools
- Fourth referral to office for tardiness – one-day suspension
- Fifth referral to office for tardiness – three-day suspension

**Block Absence:** Any student who is more than fifty (50) minutes late to class is considered absent from the block. This is recorded as a block of absence in the student's attendance record.

### **E-Learning**

E-Learning attendance will be taken and monitored by the main office. Students' attendance on E-Learning will be counted when a student logs into Canvas.

## **HABITUAL ABSENCES/TRUANCY**

The compulsory attendance law of the State of Indiana requires each child who is more than seven years of age, and not more than sixteen years of age to be in school each day that school is in session.

The superintendent or his designee may report a child who is habitually absent from school in violation of this law to an intake officer of the juvenile court.

The policy regarding truancy at Decatur County Community Schools is as follows:

Truancy is defined as being absent from school or an assigned area without a valid excuse acceptable to the district.

**First Offense:** Letter to parent and Friday Night School

**Second Offense:** Letter to parent, parent conference, 2 Friday Night Schools

**Third Offense:** The student will be declared a habitual truant and expulsion from school will be requested.

- The principal will send written notice of such habitual truancy status to the Bureau of Motor Vehicles. A copy of the notice will be sent to the parents. A review of the student's attendance record will be undertaken by the Principal at the end of each semester, in order to determine whether the student may become eligible for a driver's license. The school board upon recommendation of the principal may determine that the attendance record has improved to an extent that eligibility for a driver's license should be restored, and shall cause notice to be issued to BMV and the student's parents.

## **WITHDRAWAL/STUDENT TRANSFER**

Students who find it necessary to withdraw or transfer need to report to the guidance

counselor's office to complete this procedure. Any student above the age of 16, but not eighteen, must participate in an exit interview with the principal.

## **CHANGE OF ADDRESS**

Inform the Guidance Office if you have a change of address, email address, or telephone number. This will assist the school in case of emergencies.

## **DISCIPLINE**

The learning environment and student/staff safety is of the utmost importance. Students will not keep other students from learning or keep teachers from teaching. The teacher shall be in charge of the learning environment in the classroom. If students do not respond to correction, or if the misconduct is serious, the teacher or assistant will take disciplinary action.

The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in the code, \* reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

- (1) Counseling with a student or group of students;
- (2) Conferences with a parent or group of parents;
- (3) Assigning students additional work;
- (4) Rearranging class schedules;
- (5) Requiring a student to remain at school after regular school hours to do additional school work or for counseling or;
- (6) Restriction of extracurricular activity.

\*Other actions specifically provided in the Indiana Code include suspension, and expulsion.

A visit to the Principal or Assistant Principal for disciplinary reasons is considered to be serious. Parents will be sent an email with a brief account of the behavior that led to the visit. A record of such visits is kept in the office. Parents are asked to support the school rules and instruct their children regarding the importance of maintaining an orderly school environment. If parents have questions about an incident that involved their child, they are urged to contact the school, but at a time when the child is not present.

If a student continues to misbehave after a visit to the office, or for extreme first offenses, and a warning from the Principal or Administrative Assistant does not seem to be sufficient, more serious actions will be taken. The actions may include those

listed above and/or lunch-time detention, after school detention or out of school suspension, and expulsion. Parents will be contacted by phone, email, or by letter if any of the actions in this paragraph were implemented.

Parents are urged to become involved with school officials before situations become very serious. School officials will try to work with parents to develop plans of discipline. However, school officials remain in charge and make the final decisions regarding rules, discipline and punishment after considering the good of the student, the class, and the school.

## **STUDENT CONDUCT DISRUPTIVE BEHAVIOR**

Although it is impossible to list all kinds of disruptive behavior, the following examples will not be tolerated and could result in any type of disciplinary action permitted by law.

1. Directing verbal abuse to, threatening, bullying, or intimidating school personnel and/or students.
2. Engaging in theft or vandalism.
3. Refusing to report, or failing to report, to proper school personnel directed.
4. Carrying deadly weapons, or firearms, which can do bodily harm.
5. Leaving the classroom without proper authorization.
6. Being in an automobile or parking lot during school hours without authorization.
7. Any disruptive behavior that interferes with educational purposes and procedures.
8. The use of vulgar, obscene or indecent language, writings, or acts.
9. Failure to follow directions of school personnel / Insubordination.
10. Gambling in any form.
11. Fighting, pushing, shoving, or scuffling of any type.
12. Student physical contact. (i.e. touching in any fashion)
13. Headwear except when authorized by the Principal.
14. Setting off, or possessing fireworks, on school premises.
15. Unauthorized loud and/or boisterous activity while in the school building.
16. Throwing unauthorized objects on school premises.
17. Violation of the school corporation's policy on District Provided Access to Electronic Information, Services, and Networks. May also include loss of Internet access and/or use of school owned computer equipment. Second Offense: Recommend expulsion.
18. Academic Dishonesty.
19. Misbehavior for a Guest Teacher.

20. Possession of lighter or matches.

## **STUDENT DUE PROCESS**

The law will be followed to enforce these preceding rules and regulations. Students failing to follow the school's rules may be subject to the following procedures and penalties.

1. A first offense may result in a (1-4) day suspension. (Friday Night School detention is an option at the discretion of the Principal.) Notification of the suspension will be given to the parents by email and or phone call.
2. A second offense may result in a (1-10) day suspension. Notification of the suspension will be given to the parents by certified mail and a conference with the parents, student, and principal will be arranged before the student is reinstated.
3. Continued offenses will result in a recommendation to the Superintendent for expulsion. The principal will recommend the disruptive student be placed on suspension until the expulsion completion of due process.

Suspension shall mean any disciplinary action where a student is suspended from school or class attendance for no more than ten (10) school days.

Expulsion shall mean any disciplinary action whereby a student is separated from school attendance for a period in excess of ten (10) school days, or for the balance of the current semester (unless makeup of tests permitted).

School administration reserves the right to by-pass steps 1 and 2 and move straight to suspending any student with a recommendation of expulsion for any violation that is deemed serious by school officials.

## **AFTER SCHOOL DETENTION**

Students may be subject to detention before, during or after school hours, as assigned for correction purposes.

After school detention will extend from 3:25 p.m. until 4:10 p.m., or until dismissed by the teacher in charge. Any student who does not attend their assigned after-school detention will be reported to the Assistant Principal for additional discipline. Detention will be held regularly on Monday, Tuesday, and Thursday afternoons with special sessions available upon scheduling by the building administration.

\*\*Students who fail to attend assigned after-school detention will receive a Friday Night School. Students are allowed ONE reschedule per year for after-school

detentions or Friday night schools. All reschedules must be made by a parent phone call to the assistant principal by noon of the scheduled detention.

### **SHORT TERM SUSPENSION**

The Principal may deny a student the right to attend school and take part in any school function for a period of up to ten (10) school days. Such suspensions may take place after a principal has conducted a thorough investigation and determined that suspension is necessary in order to help the student, further school purposes, or to prevent an interference with school purposes. Suspension may also be imposed for student misconduct, substantial disobedience/violation of the school's rules, or for violation of any of the regulations constituting grounds for expulsion. When a student is suspended for a specified number of days, he/she will miss that exact number of days. If school is cancelled for any reason, day(s) will be added to the end of the scheduled suspension.

### **FRIDAY NIGHT SCHOOL RULES**

1. All students are to report on time, 3:30 - 6:15.
2. All students will work in an isolated area of the school as assigned by the supervisor.
3. Cell Phones will be collected at the beginning of Friday Night School and returned at the end of the FNS
4. Improper behavior and not working will be viewed as insubordination and additional FNS or a 3 day out-of-school suspension.
5. Food and beverages will not be allowed.
6. No sleeping is allowed.
7. The Friday Night School Teacher has total authority over FNS students.
8. Any child that doesn't follow posted rules of FNS will be suspended for 3 days.
9. Transportation will not be provided by the district.
10. Refusal to serve Friday Night School will result in a 3 day out-of-school suspension.

### **RESTRAINT AND SECLUSION OF STUDENTS**

As part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff, unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law, including assaults on students and staff will be reported to law enforcement. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and

will be provided with a detailed account of the incident, including the circumstances that led to the use of restraint and/or seclusion.

## **REASONS FOR EXPULSION**

- A. As teachers and students are brought together so that learning may take place in the Decatur County Community Schools, an environment, which permits an orderly and efficient operation of the school, must be provided.
- B. 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 expressions 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 the community. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The Decatur County Community Schools has this legal responsibility. The Board has set policies and has appointed administrative officers to carry them out. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, and in the Policy Manual of the Decatur County Community Schools. A breach of discipline may result in reprimand, corporal punishment, probation, referral to special personnel in the school, parent conferences, suspension, or expulsion. The maximum term of an expulsion may not be for longer than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever the student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year. Expulsion may be imposed for student misconduct, substantial disobedience, or violation of the school's rules. The following are grounds for expulsion from school:
  - C. Specific Rules
    - 1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, bullying, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
      - 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 and/or school or private property.

- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  4. Intentionally causing or attempting to cause physical injury or intentionally 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, however, constitute a violation of this provision.
  5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
  6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
  7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.
  8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  9. Failing in a substantial 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.
  10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  11. Violating or repeatedly violating any rules that are reasonable necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, 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. knowingly 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;

e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

12. Knowingly possessing or using on school grounds during school hours an electronic paging device, cellular telephone, or a handheld portable telephone in a situation not related to a school purpose or educational function.

13. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plan.

14. Aiding, assisting, or conspiring with another person to violate these student conduct rules, state law, or federal law.

15. Failing to tell the truth about any matter under investigation by school personnel.

#### 16. POSSESSION OF A FIREARM

a. No student shall possess, handle or transmit any firearm on school property.

b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or any similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

d. The superintendent shall notify the county prosecuting attorney's office

when a student is expelled under this rule.

17. The use of rude, lewd, vulgar or obscene language, writings, or acts directed toward students, staff, or others.
18. Fighting, pushing, or shoving of any type.
19. Gambling in any form.
20. Truancy and/or skipping school.
21. Leaving the school or classroom without permission.
22. Possession or use of tobacco.
23. Violation of the policy on District-Provided Access to Electronic Information, Services, and Networks.
24. Threatening student(s) or school safety.

The grounds for suspension or expulsion listed above apply when a student is:

- a. 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;
- b. Off-school grounds at a school activity, function, or event, or
- c. Traveling to or from school or school activity, function, or event. In addition to the grounds listed above, 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 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, which takes place during weekends, holidays, other school breaks, and summer period when a student may not be attending classes or other school functions.
- d. The Student Due Process Code, enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. So that the rights of the student concerned are protected, a copy of the Law is on file in the office of each Decatur County School Corporation school building, and is available to students upon request.

### **CELL PHONE USE**

Cell Phones policies will be posted in individual classrooms. Cell phones will be allowed in the hallways, however when entering the classroom students will follow expected and posted rules. Smartwatches and earbuds will also be addressed in classroom rules.

Students who do not comply with this directive will be subject to the following

discipline:

1st Offense—phone taken from the student and a FNS assigned. The phone will be returned to the student.

2nd Offense - phone taken from the students 2 FNS assigned. The phone will be returned to the student.

3rd Offense - phone taken from the student, returned to the parent / guardian, and a 1 day Out-of-School Suspension assigned.

Subsequent offenses shall be treated as administrative insubordination and will be dealt with accordingly.

Subsequent offenses shall be treated as administrative insubordination and will be dealt with accordingly. **The school is not responsible for cell phones being lost or stolen at any time.**

#### IMPORTANT NOTICE TO STUDENTS and PARENTS REGARDING CELL PHONE CONTENT

\*The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

\*It is “child exploitation,” a Class C felony under I.C. 35-42-4-4 (b), for any person to (1) exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

\*It is “child pornography,” a Class D felony under I.C. 35-42-4-4 (C), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

\*“Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

\*The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May, 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

\*Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this

occur in our school system.

## **HEADPHONE/EARBUD/AIRPOD POLICY**

Only one ear of the headphone will be allowed to be worn in the hallway due to safety or emergency issues.

Teachers may choose not to allow headphones, earbuds, airpods if posted within classroom rules.

## **SOCIAL AND PERSONAL MEDIA POLICY**

Social networking sites such as, but not limited to, Facebook, Snapchat, Twitter, Instagram, TikTok, email, and text messaging can be an important part of a young person's life, but also pose a serious danger.

Every member of a school community needs to accept responsibility for appearing or posting on certain websites.

When visiting or appearing on any internet site, students will maintain acceptable standards. These acceptable standards will be based upon the policies and regulations described in the Student Handbook.

Any posting or communication via social networking websites which disrupts either the educational or athletic environment or which advocates the violation of any school rule would be unacceptable.

*This would include but not limited to:*

- The consumption of alcohol or the use of illicit drugs
- Inappropriate sexually – oriented material
- Activities involving bullying, hazing or harassment

It is the intent to provide leadership, education, and protection of students from dangers involved with some internet sites and to maintain the positive aspects of our curriculum and our educational environment.

### **Penalties:**

First violation – Friday night School

Second violation – 5 day suspension

Third Violation – 10 day suspension pending expulsion

## **BULLYING**

Bullying is overt, repeated acts, including physical, verbal, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or intimidate the other student. Bullying shall be prohibited on school grounds, on a school bus, or at a school bus stop, or any school-sponsored activity. All school discipline rules apply in regards to this type of student activity.

Decatur County Community Schools shall not tolerate any bullying on district grounds or at any school activity and/or school function on or off campus.

Students who are being bullied and would like to report the bullying can do so by going to the school's website and filling out the online form.

## **APPLICATION OF SCHOOL RULES**

Application of school rules, including the grounds for SUSPENSION and EXPULSION listed above,

Apply when a student is

- a. on school grounds immediately before, during, or after school hours; and at any other time when the school is being used by a school group;
- b. off school grounds at a school activity, function, or event;
- c. traveling to or from school or a school activity, function, or event.

## **LOCKERS**

A student will be issued a locker and a combination. Students are responsible for their locker and should keep their lockers locked. Do not leave money or valuables in an unsafe place. The school is not responsible for lost articles or money. **Do not tell anyone your combination.**

All lockers are the property of the school. Lockers are not to be damaged, defaced or decorated in any manner which might demean the individual, or the school. Students have no expectation of privacy in the locker or its contents. Searches by administrative staff may be conducted at any time. Law enforcement officers may assist in any such search.

## SEARCH AND SEIZURE

- A. As used in this section, reasonable cause for a search means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
1. Evidence of a violation of school rules or of student conduct standards contained in the student handbook.
  2. Anything, which because of its presence presents an immediate danger of physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
1. The principal, central office administration, or someone designated, may search a locker and its contents where the person conducting the search or the principal designating the person conducting the search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
  2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C. The principal or another member of the administrative staff may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
1. Searches of the pockets of the student
  2. Any object in the possession of the student such as a purse or briefcase, and/or
  3. A pat down of the exterior of the students clothing
- Searches of the person of a student which require removal of clothing other than coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section, pat down searches and other searches of the person of a student shall be conducted in a private room with a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as

soon as reasonably possible following the search.

- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent of the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian of the student, or the motor vehicle owner to provide or allow access to a motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal, or a member of the administrative staff designated in writing by the principal, may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be:
1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
  2. returned to the parent or guardian of the student from whom it was seized;
  3. destroyed if it has no significant value; or
  4. turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
1. returned to the parent or guardian of the student whom it was seized;
  2. destroyed; or
  3. turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
1. search any area of the school premises, any student, or any motor vehicle on school premises; and
  2. identify or dispose of anything found in the course of a search conducted in accordance with this section.

H. Search Policy

General searches conducted by law enforcement officers and with the assistance of canines or other means may be made of lockers, storage areas, classrooms, and all other school property, as well as student's persons and student's personal property, at any time, with or without notice.

If, after the general search, reasonable cause exists for search of a particular person or property, then the school administration may search the person or property in accordance with this policy. Before a law enforcement officer may

conduct a search of a student or the student's property, the principal will request that a search warrant be obtained by the law enforcement officer prior to the search.

## **SCHOOL BUS REGULATIONS**

School rules take effect when students board buses to school in the morning. There is to be absolutely no smoking, profanity, or horseplay on the buses at any time. **Students are reminded that the bus driver has the same authority as a teacher or parent when discipline is required.** The privilege of riding on a bus will be suspended if a student is a persistent troublemaker.

The following are consequences for not wearing a mask on the bus:

1st offense - Bus driver call home and warning

2nd offense - 1 day bus suspension

3rd offense - 1 week bus suspension

4th offense - 1 month bus suspension

5th offense - Bus suspension for the remainder of the semester

\*Building administration has the right to alter the discipline based on extenuating circumstances.

## **BUS DISCIPLINE**

All bus drivers have authority for discipline on their bus. Drivers will enforce all of the rules for pupils that have been distributed to each pupil.

**Major infractions** such as fighting with intent to cause injury and major property destruction will be handled immediately as the driver thinks proper. At the earliest moment the major infraction will be reported to the Principal for further consideration.

### **Minor infractions**

Step #1 The driver will verbally warn the student that his/her conduct violates the rules.

Step #2 If the driver determines that the verbal warning has not produced improvement; the driver will hold a conference with the offending student. The bus discipline referral form will be completed.

Step #3 If Step #2 does not produce improvements, a conference will be held between the offending student, the driver and the Principal. The bus discipline referral form will be completed. The Principal will determine appropriate disciplinary measures and notify the student's parent(s) of the incident and the disciplinary action.

Step #4 If Step #3 does not produce improvement; the Principal may suspend the student from bus riding privileges for a period of up to five (5) school days.

Step #5 If Step #4 does not solve the problem, the Principal will schedule an

informal conference with the student, the parents, the driver, the Principal, and the Director of Transportation, to consider expulsion from the bus for up to the remainder of the year.

## **SCHOOL BUS RULES**

School bus drivers have control of all school children conveyed between the homes of the children and the schoolhouse, and return. The driver will keep order, maintain discipline among the children while in the bus or along the route, will treat the children in a civil manner, see that no child is mistreated in his charge, and will use every care for the safety of the children under his charge. School bus drivers will enforce the following regulations:

1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
4. No windows or doors will be opened or closed except by permission of the driver.
5. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
6. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The child should be waiting at his boarding station when the school bus arrives.
8. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in accordance with school rules.
9. All school rules apply to students while they are on the bus.
10. Students experiencing problems should report them to the bus driver.

## **TOBACCO/NICOTINE RELATED PRODUCTS**

Student use and/or possession of tobacco products are prohibited on school grounds, school buses, and at bus loading areas. The possession or use of electronic cigarettes or devices that simulate cigarettes such as a Juul, are also not permitted on school property at any time.

Students caught using and/or possessing tobacco will be disciplined in the following manner:

1. **First Offense** -- A *citation* may be written by law enforcement and parents will be contacted. In addition, students may be assigned 1 day out-of-school

suspension.

2. **Second Offense** -- A *citation* will be written by law enforcement and parents will be contacted. In addition, the student may be suspended from school for up to three (3) days.
3. **Third Offense** -- A *citation* will be written by law enforcement and parents will be contacted. In addition, expulsion may be recommended.

## STUDENT DRUG-TESTING

### **The Mission of DCCS**

Decatur County Community Schools believes that the public school is to provide the best possible educational opportunities for all the youth of the community and for all adults who desire and want to pursue additional training or retraining. These opportunities must focus on the individual in terms of his/her interests, needs, abilities and capacities. It is the goal of Decatur County Community Schools to provide experiences, which will equip the student to meet the responsibilities required of every citizen in our American democratic society. It shall also be the goal of the school to help the individual to acquire basic skills and attitudes necessary for him/her to live a full, productive and satisfying life.

We also believe the school should make a concerted effort to affect ways of helping all individuals in human understanding and relations, tolerance, and respecting the dignity of a person. Ways must be found to help individuals strive for peace among nations, peoples, and cultures.

Since the schools are only one agency in a community contributing to the education of individuals, the school must join hands with the home and all community agencies and organizations to make a wholesome and healthful environment for all people.

### **Introduction**

The effective date of this program is January 1, 2014. This program does not affect the current policies, practices, or rights of Decatur County Community Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Decatur County Community Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

### **Reasonable Concern**

Decatur County Community Schools has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in Decatur County Community Schools as a safe and secure educational environment requires a clear policy and supportive programs relating to detection,

treatment, and prevention of substance abuse by students involved in extracurricular activities.

### **Purpose**

The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended as a result of any verified “positive” test conducted by his/her school under this program other than stated herein.

### **Scope**

Participation in extracurricular activities is a privilege. This policy applies to all Decatur County Community Schools students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook *and any other school sponsored extracurricular activities not listed.* It also includes any student who wishes to drive to school, from school or during school.

### **Legal Obligation**

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.1-7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **Drug Education**

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

### **Consent Form**

It is **Mandatory** that each student who participates in extracurricular activities signs and returns the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with a “consent form”, a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program at North/South High School.

### **Testing Procedure**

1. *The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those*

agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.

2. *If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested.* Factors will include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. **No student will be given advance notice or early warning of the testing.** In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

### **Chain of Custody**

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

## **Test Results**

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
3. If the test is verified “positive”, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a “follow-up” test is requested by the principal/administrative designee and the results are reported. *A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow-up” test is negative, the student will be allowed to resume extracurricular activities.* If a second “positive” result is obtained from the “follow-up” test, or any later test of that participant, *the same previous procedure* shall be followed. In addition, the Decatur County Community Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.
4. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of the “negative” tests will be kept confidential to protect the identity of all students being tested.
5. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number, not by name. Names of students tested won’t be kept in open files or on any computer. Result sheets will be locked and secured in a location only the principal/administrative designee has access to.

### **Financial Responsibility**

1. Under this policy, Decatur County Community Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow-up” drug tests. (Once a student has a verified “positive” test result and has subsequently tested negative from a “follow-up” test, *any future “follow-up” drug test that must be conducted will be paid for by the student or his/her parent/guardian.*)

2. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

### **Confidentiality**

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

### **Other Rules**

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

## **DRESS AND APPEARANCE**

Any clothing or appearance, which causes a substantial disruption of the daily operation of the school is prohibited and students must abide by the following:

1. No exposure of private areas/undergarments (underwear, bras, bottoms, breasts, cleavage, bellies, and mid-thigh). This includes shorts and holes in jeans.
2. No clothing with vulgar language, illegal drugs, or hate speech.
3. No wallet chains or any chains that would be considered a weapon.
4. Headwear (except when permitted on certain spirit days or religious purposes), including bandanas, is not to be worn in the building. Sweatshirt hoods must be down during class and passing periods during school hours.
5. Certain academic area classes may require a more stringent requirement regarding dress. The school reserves the right to impose other reasonable requirements due to health or safety concerns while involved in certain activities.
6. Blankets **will not** be allowed in school.  
*1st Offense:* Warning - Student will be required to change. **Per semester**  
*2nd Offense:* Warning - Student will be required to change. **Per semester**  
*3rd or More Offense:* Detention - Students will be required to change. **Per semester**

## RESPECT FOR PROPERTY

Students are fortunate to have the use of excellent facilities. We should be proud of the extensive effort put forth by the citizens of our community to provide these facilities. Everyone using the building should show genuine respect for that effort by doing his or her part to keep the building in A-1 condition.

Students who exhibit disrespect, damage, or destroy school property shall be dealt with severely. Parents will be held financially responsible for careless or malicious damage to the building or equipment.

## HALL PASSES

Students are not allowed out of class without permission. Any student excused from class must have their student handbook in his or her possession at all times.

## STUDENTS IN THE BUILDING AFTER SCHOOL

Students are not to be in the building during non-school hours unless for an approved school activity, supervised by a staff member.

## STUDENT PARKING

Student parking will be by permit only with an assigned parking space. Failure to display the parking sticker or parking in the wrong assignment area may result in a temporary loss of driving privileges with continued offenses leading to total revocation of this privilege. Parking spaces, permits and stickers may be obtained in the main office. **Lock your cars!** The law prohibits student drivers under the age of 18 from using a cell phone while driving. Therefore, students should not be using their phones while exiting the parking lot at the end of school. Students caught violating this policy, will have their driving privileges suspended.

1. **First offense** will be a *loss of driving privileges for 1 week.*
2. **Second offense** will be a *loss of driving privileges for 2 weeks.*
3. **Third offense** will be a *loss of driving privileges for the remainder of the semester.*

## USE OF TELEPHONE

Students will not be called from classes for telephone calls except in cases of emergency. The office telephone may be used by students to make **EMERGENCY CALLS ONLY**, and with the permission of an adult staff member.

## VISITORS

Visitors with valid business purposes are permitted in the main office. Visitors will need to check in with the main office secretary. Visitors are not permitted in the building during regular school days for social reasons. This includes the children of present students, regardless of age. All visitors are asked to park in the visitor spaces provided near the front entrance of the school (Door #1) and to enter through the main entrance of the building. Visitors **MUST** obtain a **VISITOR'S BADGE** and sign-in the office.

## HEALTH SERVICE

Parents are encouraged to keep the school informed of their child's health status by communicating with the school nurse. Each student is required to have an updated Emergency Medical Authorization & Health History form completed and on file at the start of the new school year. The consent for treatment section must be addressed. It is crucial for the school nurse to be aware of any student allergies to medications, foods, or insects. Students prescribed an emergency medication will need to have an authorization form on file.

### School Clinic

If a student should become ill during the day, he/she should obtain a pass from their teacher to come to the health clinic. A student admitted into the clinic may be allowed to rest in the clinic for no more than one class period, unless they are being sent home.

- Any student going home due to illness **MUST** go through the health clinic, and they must follow the proper sign-out procedure. Failure to do so will result in the absence being unexcused.
- Reasons for sending students home ill may include, but not be limited to:
  - Temperature of 100.4 F or above, they should not return until fever-free for 24 hours, without the use of fever-reducing medications.
  - Confirmed vomiting and/or diarrhea occurring two or more times.
  - Signs and symptoms of communicable disease processes or contagious infections.
  - Injuries.
  - Abnormal vital signs.
  - Hypoglycemia/Hyperglycemia
  - Pain
  - Active case of head lice/nits
- Parent or Guardian should be prepared to arrange transportation for ill student promptly upon notification.

## MEDICATION POLICY

**Dispensing Medication** - Medication should be taken at home if possible. If it is necessary to take medicine at school, it should be kept and taken in the school health clinic. Any required forms can be obtained from the school nurse and should be completed each school year. The following requirements must be met for medication to be dispensed at school.

1. Prescription Medications require a permission form to be completed by the parent/guardian and signed by the prescribing provider.
  - a. All **prescription drugs** must be in their **original labeled pharmacy container**. The label must include the provider's name, student's name, drug name, dosage, administration instructions, and the date it was filled.
2. Non-prescription Medications require a permission form to be completed by the parent/guardian.
  - a. All **non-prescription drugs** must be in the **original labeled container**.
2. Any medication, prescription or non-prescription that needs to be administered at school for longer than 15 days must be accompanied by a Provider's Request to Administer form.

**Transporting Medication** - for **uncontrolled substances**, Indiana State Law does allow a student to transport medication to school so long as it is brought directly to the clinic. **ANY CONTROLLED SUBSTANCE MUST BE BROUGHT TO SCHOOL BY A PARENT/GUARDIAN.**

1. Students in grades K-8 may NOT take home any medication from school. The parent must pick up the medication or give written authorization for someone at least 18 years of age to pick up the medicine.
2. Students in grades 9-12 can transport medication from school as long as it is NOT a controlled substance, such as a prescription medication or OTC meds.

**Medicine Self-Administration** - Any student diagnosed with a chronic or acute medical condition may carry and self-administer emergency medications on an as needed basis. There must be an Authorization for Self-Administration completed and filed in the clinic each school year.

## **Immunizations**

**Indiana State Law requires that all students be properly immunized against certain vaccine preventable diseases. The child's immunization information should be provided to the school not later than the first day of attendance. A student may not be permitted to attend beyond the first day of school without furnishing the documentation unless the school gives the student a waiver or the local health department or a health care provider determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. A waiver may not be granted for a period that exceeds twenty (20) school days. A detailed list of school required vaccinations can be found on the school website. There are two exceptions to the immunization requirements:**

- 1. Medical Exemption - if there is a medical reason a child cannot receive a vaccine, there must be a Vaccine Medical Exemption form completed by a physician and filed with the school every year.**
- 2. Religious Objection to Immunization - there must be a Religious Objection form completed each school year.**

**Both forms can be obtained from the school health clinic. Failure to comply with the requirements may result in the student being removed from school until immunizations are received or the proper exemption form is completed and filed. Any questions about immunizations or exemptions should be directed to the school nurse.**

## **Head Lice Policy**

The following procedure will be followed when there is a suspected case of head lice.

1. The teacher should discreetly refer the student to the health clinic.
2. The nurse will confidentially verify the presence or absence of live lice.
3. If live lice or nits are present, the parent/guardian will be notified and asked to begin immediate treatment. The student will be sent home. Educational materials and resources are available upon request.
4. The child **MUST** be treated with medicated treatment shampoo. Nits may persist after treatment, but successful treatment should kill all live lice.
5. Prior to riding the bus or returning to school, the child must be checked by the nurse to ensure there are no live lice present.
6. Student may be permitted two (2) excused absences to complete treatment.

## Health Screenings

The State of Indiana requires screening of vision and hearing. According to state guidelines, if a student does not pass a screening, the examiner is required to refer the child for further testing.

- Hearing screenings are performed at grades 1, 4, 7, and 10.
- Vision screenings are performed at grades K or 1, 3, 5, and 8.

## INSURANCE

For a nominal fee insurance can be purchased from an independent company. Insurance may cover students during school hours and/or on a 24-hour program. Application forms are given to students at the beginning of school, completed, and returned with their payment to the assistant principal's office. A master list of insurers is compiled and submitted to the insurance company. If a claim becomes necessary the forms are available in the office. The school is not an agent of the insurance company and is not responsible for payment of any claim.

## EMERGENCY DRILLS

Emergency Drills are held in order to prepare students for the "most likely" possibilities for emergencies. It is our "best guess" for an occurrence we hope will never happen. An actual emergency, however, might require very different action from what occurs in a drill. The teacher in charge has the authority to deviate from the planned procedure, if in his or her professional judgment, the change is required to protect the safety and well being of students. Students are expected to obey the teacher in this and other situations. Drills may or may not be announced ahead of time.

1. **FIRE DRILLS:** A fire drill is planned on a monthly basis, provided weather conditions are not too severe to send students outside. The drill is announced by a continuous sounding of the fire alarm. Students are expected to remain calm and quiet so that they can receive directions from their teacher.
2. **TORNADO DRILLS:** A tornado drill is held in the fall and spring. In case of a tornado emergency, students will be instructed to proceed to the designated area. Everyone should go to the assigned area and assume a position on the floor next to an inside wall.

Eyeglasses should be removed and students should place their heads between their knees and their hands over their heads. Students are again expected to remain calm and quiet so that they can receive and obey directions from their teacher.

3. **LOCKOUT-SECURE THE PERIMETER-** In case of a domestic situation or a criminal at large in the area, doors are locked and procedures are in place to secure the safety of our children and staff.
4. **LOCKDOWN- LOCK, LIGHTS, OUT OF SIGHT-** In the case of an intruder or imminent danger, doors are locked and procedures are in place to secure the safety of our children and staff.
  - a. Parents will be notified as quickly as is reasonably possible if these situations occur.
5. **EVACUATE-** Using the Announced Type and Locations

### **USE OF VENDING MACHINES**

Food and/or drinks are allowed in the classroom at teacher discretion. Vending machines will be turned off daily from midnight until 4:00 p.m.

### **SCHOOL LUNCH/BREAKFAST**

Breakfast- \$2.00 (.30 for reduced)

Lunch - \$2.75 (.40 for reduced)

Extra Entrees- \$2.00

Bottle Drinks -\$1.00-\$2.00

Milk-\$.30

Extra Fruit or Vegetables- \$.75

Chips-\$1.00

Ice Cream- \$1.50

Krispy Treat- \$1.00

Fruit snacks and Capri Sun- \$.75

### **SCHOOL LUNCH CHARGE AND COLLECTION POLICY**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Decatur County Community Schools (DCCS) will consider the following definitions when considering meal charges and collections.

**Delinquent Debt** – that debt which is deemed still collectible.

**Bad Debt** – that debt which is deemed uncollectible.

**“No Cash Back Policy”** – Any remaining cash paid at the register at time of purchase will go into the student’s account instead of refunding.

**Decatur County Community Schools will adhere to the following meal charge procedure.**

- All cafeteria purchases are to be prepaid before meal service begins. Parents can make deposits into their students’ lunch account by cash, check, credit card or electronic funds online.
- School lunch accounts for students are not to be in a negative balance situation.
- A student who has a negative lunch balance may not purchase “a la carte” items, including extra main entrees.
- Schools will continue to offer a complete lunch option to students K – 6<sup>th</sup> grade. Students 7<sup>th</sup> – 12<sup>th</sup> grade, with a negative lunch account balance of -\$10 or more, will be offered an alternate meal of a cold deli sandwich, vegetable, fruit, and milk at regular price until their school lunch account no longer has a negative balance.
- The Food Service Director or other school personnel will coordinate communications with the parents/guardians to resolve the matter of unpaid charges.
- An automated email will be sent out each week to the parents of students with negative lunch account balances, regardless of the amount.
- The automated call system will notify parents once a week if their student has a negative lunch account balance.
- All accounts must be settled at the end of the school year. Letters will be sent home when the negative balance is greater than -\$25 and again greater than -\$50. Negative balances greater than -\$50 at the end of the school year will be sent to a collection agency for collection.
- Students who graduate or withdraw from the corporation have 30 days to notify the corporation if they request a refund of any funds remaining in their student lunch account. If no request is received after 30 days, the student lunch account will close and the funds will be no longer available. Unclaimed balances will be transferred to the fund used by the corporation to pay any negative balances at school year end.

## SCHOOL LUNCH COLLECTION PROCEDURES

	Grades K-6	Grades 7-12
<p>Number of Outstanding Charges Permitted</p> <p>*Diet Restriction Students – Accommodations are made for students with special dietary needs. Paperwork must be on file with the School Nurse.</p>	<p>In grades K-6, Collection procedures start as soon as the student’s lunch account balance is negative. No Courtesy meals are provided; students continue with regular meal choices at the regular price.</p>	<p>Grades 7-12: At lunch, a Courtesy meal of a cold deli sandwich, vegetable, fruit, and milk until the outstanding balance is paid. There is no Courtesy meal at breakfast, students receive the menued meal. Charges are not permitted for a la carte items or extra milk. In order to expedite the line speed, a “no cash back policy” has been implemented for grades 7-12 students. Any remaining cash paid at the register will go into the student’s account instead of refunding.</p>
<p>Notifications to Student of Account Balance</p>	<p>Verbal reminder: Cashiers inform students of low balances. Written reminder: Managers send home balance notifications with students each week</p>	<p>Verbal reminder: Cashiers inform students of low balances.</p>
<p>Negative Balance Notifications</p>	<p>Once a week an email notification is sent to the parents of all students with negative lunch account balances. Automated phone calls will be generated every Monday by the Student Data system for lunch accounts with negative balances. The school bookkeepers send letters to households with negative lunch account balances greater than -\$25</p>	<p>Once a week an email notification is sent to the parents of all students with negative lunch account balances. Automated phone calls will be generated every Monday by the Student Data system for lunch accounts with negative balances. The school bookkeepers send letters to households with negative lunch account balances greater than -\$25</p>

## SCHOOL FUNCTIONS

School functions will end no later than 11:00 p.m. Students are to abide by all regulations they would normally follow during the school day while in attendance at after school functions. Parents will be informed of improper conduct and the student may be denied participation in or attendance at future extra-curricular activities. **No pass-outs will be allowed. Once you leave a function, you will not be readmitted.**

## DANCE INFORMATION

Throughout the year dances may be sponsored by various school organizations. Expectations of school dances are as follow:

1. Improper behavior will be viewed the same as if it were during the day.
2. Anyone leaving the school between contest and the dance will not be readmitted.
3. Only members of the sponsoring school student body will be allowed to attend a dance. You may bring a guest if the following provisions are followed when allowed by the principal when:
  - a. Students must be willing to accept responsibility for the behavior of the guest.
  - b. Dances are for students in grades 7-12; regardless of what school they attend. Alumni may attend their respective homecoming dance **ONLY**.
  - c. Junior-Senior Prom

The school hosts a prom each spring for our juniors and seniors and their guests. Guests must be in good standing in grades 9 through 12 at their respective schools. All guests from other schools will undergo a reference check with that school's administration and **MUST** not be over the age of 20. Identification will be required on any outside student.

## GUIDANCE SERVICES

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study aids, help with home, school and/or social concerns, or any question the student would like to discuss. Your counselor will not make decisions for you but will help you find a solution to your problems. The guidance department hopes to be in contact with each student periodically throughout the school year. Students may contact their counselor personally for an appointment.

The Guidance Department will attempt to keep all seniors informed regarding post-secondary educational opportunities and scholarships. A list of all local scholarships, which have been awarded in recent years, along with State and Federal financial aid information, will be distributed to seniors in the fall. Other educational opportunities and/or special scholarships will be announced to you on daily announcements, school website and directly from your counselor. **It is important for all seniors to regularly check their school email account.** If students or parents have questions or concerns, please contact the guidance department.

## **CLASS CHANGES**

Sufficient opportunity is provided in the spring semester, for all students to thoughtfully make course selections. Class changes in the fall will be limited to the correction of scheduling errors and academic adjustments. Further changes after the semester place the student at an immediate disadvantage. Class sizes and crowded conditions often impose additional restrictions to schedule changes. All such changes must be approved and directed by the counselors. All requests for changes must be made before the 5<sup>th</sup> full day of school. No additional changes will be considered after this time unless authorized by the principal.

## **GRADE PLACEMENT**

High school students will be placed in the appropriate grade level by the number of years in which the student has been enrolled in high school.

1st year- Freshmen

2nd year- Sophomore

3rd year- Junior

4th year and beyond- Senior

## **GRADE PERIOD REPORTING & GRADING**

Grade reports to parents will be made at the close of each nine-week period. Grades assigned are indicators of the student's progress during the grade period. The semester grade is the grade of record used to compute grade average and class standing. Decatur County Community Schools uses an accumulative grading scale in which the student's grade is compiled and accumulated throughout the entire semester. Progress reports are available on-line by the fifth week of the grading period. Parents and Guardians may access Harmony after each Tuesday to check student grades. Report cards are available online the week following the end of the grading period once school resumes.

The Decatur County Community School Board grading system is as follows:

**Junior High and High School**

100-93	A	77-73	C
92-90	A-	72-70	C-
89-88	B+	69-68	D+
87-83	B	67-63	D
82-80	B-	62-60	D-
79-78	C+	59-0	F

**SEMESTER TESTING EXEMPTIONS**

The Board of School Trustees believes that meaningful review and testing are an integral part of the learning process. Board members direct that:

For a student to be exempt from the Final Exams, (Done on a class by class basis) students will have to meet the following requirements:

1. Student will be passing each 9 weeks with an 90% or better of the class the student wants to drop
2. Students will not have any out of school suspensions
3. Students will not have any Friday Night Schools (Assigned after a date to be determined)
4. Students will not have more than 2 absences from school per semester by the beginning of the 2nd quarter first semester and the beginning of 4th quarter the second semester.
5. Students in AP courses and Dual Credit courses ***cannot*** exempt those finals.

If a student meets these requirements, they will be allowed to exempt 2 Final Exams of their choosing pending teacher approval. Students will be notified if they are exempt from that class's final exam. Forms will be in the office.

**\*\*\*\*Teachers are not obligated to exempt students from finals.**

## **WEIGHTED GRADE POLICY**

The Board of Education has approved a weighted system for grades in selected upper level courses. The following courses will be given additional point value in the calculation of the student's grade point average:

1. Any Advanced Placement Course (AP) with completion of AP exam.
2. Dual Credit Senior English as outlined in the School Course Curriculum
3. The third and fourth year Project Lead the Way (PLTW) courses as defined in the PLTW curriculum.
4. Any Level IV and V Foreign Language Course.

The following weighted system shall be calculated in regards to these courses:

Regular Grade	Weighted Grade
A 4.0.	5.0
A- 3.667	4.667
B+ 3.333	4.333
B 3.0	4.0
B- 2.667	3.667
C+ 2.333	3.333
C 2.0	3.0
C- 1.667	2.667

(Any grade below C- does not receive a weighted grade factor.)

## **RETAKEING A CLASS**

The School Board acknowledges that at times it may be necessary for a student to retake a class or a student may desire to retake a class.

A class may be retaken only if one or more of the following conditions exist:

- A. The student received a grade of F in the class.
- B. The student received a grade of C- or below and wishes to better master the content.
- C. The student received a grade of C- or below and wishes to meet the grade requirements for an Academic Honors or Technical Honors Diploma.
- D. The student has not passed at least one of the end of course exams required for graduation and seeks to become eligible for waiver consideration.

A student seeking to retake a class will make an appointment with the guidance department. The student shall state the reason for the requested retake on the application. The guidance department will review the application. The principal will sign off on the final approval for a student to retake a class.

The following conditions apply to retaking a class:

- A. A student who is allowed to retake the second semester of a two (2) semester class may also retake the first semester on an audit basis (no credit), with permission of the principal.
- B. A student may retake one class (one semester only) to improve a grade during his/her high school career and it must be within one year after receiving the semester grade of the class being retaken (may not be done after graduation).
- C. No online classes will be accepted in replacement of high school courses used for an Academic Honors or Technical Honors Diploma without administrative approval.
- D. When retaking a class for no credit, the word "audit" will be placed on the student's transcript next to the original grade and this will not be figured into the student's grade point average (GPA).
- E. The grade earned (either higher or lower) when the class is retaken will be placed on the transcript and replace the original grade in the calculation of the GPA.

### **ACCEPTANCE OF CREDITS FROM ACCREDITED SCHOOLS AND COLLEGES/UNIVERSITIES**

The Board of School Trustees directs that when credit is transferred into North Decatur High School and South Decatur High School the conditions set forth below shall be followed.

- 1. Credit will be granted for courses in which the student receives a passing grade only.
- 2. The credit shall be placed on the permanent record with the letter grade the student received.
- 3. The credit(s) shall be used in determining class rank or grade point average.

### **CORRESPONDENCE COURSES FOR CREDIT RECOVERY**

Students may enroll in correspondence courses for the purpose of credit recovery. These courses should be used only for courses already attempted and failed in high school. Credits will be issued when the student receives a passing grade and used toward diploma requirements. The credits shall be used in determining class rank or grade point average. Students must have permission from Counselors before enrolling in any such course.

### **CORRESPONDENCE COURSES FOR SCHEDULE CONFLICT**

Students may enroll in correspondence courses in the event of a schedule conflict. In the event of a schedule conflict, students may take any required course through

correspondence. A maximum of 4 credits (one credit=one semester) of courses taken by correspondence may be counted toward the high school diploma. The credits shall be used in determining class rank or grade point average. Students must have permission from Counselors before enrolling in any such course. All fees associated with correspondence classes are the responsibility of the student and/or family.

## **CORRESPONDENCE COURSES FOR COURSE AVAILABILITY**

Students may enroll in correspondence courses in the event a requested course is not available in the school course offerings. These courses will be limited to courses not offered in the high school curriculum. A maximum of 4 credits (one credit=one semester) of courses taken by correspondence may be counted toward the high school diploma. The credits shall be used in determining class rank or grade point average. Students must have permission from Counselors before enrolling in any such course. All fees associated with correspondence classes are the responsibility of the student and/or family.

Seniors taking correspondence course(s) must have verification that the course has been satisfactorily completed ten days prior to graduation day if the student plans to participate in commencement activities.

## **CREDIT FOR COURSES COMPLETED BEFORE STUDENTS ENTER GRADE 9**

Credits earned at the junior high level are supplemental to those required by Core 40. Course content must meet the competencies and proficiencies of the corresponding high school course. Corresponding grades are to be recorded on the student's transcripts and included in grade point averages.

Administrators will consider carefully the circumstances under which credit will be awarded for courses taken before students enter grade 9. The physical, intellectual, social, and emotional maturity of students as well as course content should be considered. In addition, the administrator will remind parents and students that there is a direct correlation between SAT and ACT scores and the number of academic courses taken in high school. Grading policies and practices will be consistent at both the high school and pre-high school levels.

The requirements for the Academic Honors Diploma may be satisfied with high school credits awarded before students enter grade 9 provided:

- A. students earn a grade of "C" or higher for each course;
- B. courses are included on high school transcripts;
- C. grades are included in high school GPA's.

Mathematics credits earned prior to entering grade 9 may meet specific course requirements but not the credit requirements for graduation. Such credits are considered elective mathematics credits. If the student completes any of the required mathematics courses before entering high school, the student must complete additional mathematics courses in high school. At a minimum, four (4) mathematics credits must be earned after the student enters high school. With respect to a Core 40 diploma, Core 40 diploma with academic honors, and Core 40 diploma with technical honors, mathematics credits earned prior to entering grade 9 may meet specific course requirements and may count towards the credit requirements for a diploma, but six (6) mathematics credits must be earned while in high school.

## **SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

The Board of School Trustees directs that the selection and identification of graduating class valedictorian and salutatorian shall be determined on cumulative grade point average. The recipients of the above-identified honor must have been enrolled in the Decatur County Community School district for four full semesters prior to graduation.

## **COMMENCEMENT**

All seniors are required to attend commencement practice and the commencement exercises. Any exceptions must be cleared by the principal. The school dress code is enforced for graduation.

## **STUDENT RECORDS**

The School Board policy regarding student records is in accordance with Public Law 93-380, Section 348. Family Educational Rights & Privacy Act of 1974.

In substance, the Student Record Act provides the following:

- A. The parent has a right to examine any student record until the student is 18 years of age; thereafter, only the student has the right to examine.
- B. The parent or student has a right to have the record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
  - C. A record must be kept with each student record showing who examined it, on what date, and for what purpose.
- D. Certain persons may examine the record without a parent's consent. School officials, including teachers who have legitimate educational interests, officials of other school systems where a transfer is made, and certain representatives of the federal government with various limitations.
- E. Other persons may receive the records, if the parents specify the records to be

released, the reasons for such release, and to whom. A copy must be sent to the parents if requested. The parent may also request and receive a copy of the record forwarded to another system with a transfer.

- F. A copy may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.

## **RELEASE OF RECORDS**

Decatur County Community Schools will not release any student records or information without a signed record release form or written request first being filed with the office. This form must be completed and signed by a parent if the student is under 18. Persons 18 or older must personally sign for the release of records.

## **ACCESS TO STUDENT INFORMATION BY MILITARY RECRUITERS**

In accordance with Indiana State Law, (I.C. 20-10.1-29) the school will permit access to the high school campus and will provide student directory information to official representatives of the United States Armed Forces, the Indiana Air National Guard, the Indiana Army National Guard, and the service academies. Student Directory Information is defined, by law, as follows:

Student Name

Student Address

Student Telephone Number (If a listed or published number)

FERPA (the federal law regarding privacy) permits parents, guardians, or custodians to submit a signed, written request at the end of a student's sophomore year that such student directory information NOT be released to military recruiters. Such written notice must be provided to the guidance office by NO LATER than September 1st of each school year.

## **HONOR ROLL**

The Board of School Trustees directs that Academic Honor Rolls are to be developed and published as outlined below:

### I. Types of Honor Roll.

A. "A" Honor Roll: student report card consists of all "A" grades.

B. "A-B" Honor Roll: student report card consists of at least all "B" grades or above. (This means no "C's" or lower).

### II. Roll of Miscellaneous Grades.

All subjects shall be treated as having equal value when determining Honor Roll

status.

III. Frequency of Development.

Honor Rolls will be developed at the end of each grading period and on the semester grades earned.

IV. Publication & Distribution.

The Principal shall develop a list of Honor Roll students for publication.

## NATIONAL HONOR SOCIETY

### High School:

To be eligible for membership in the National Honor Society, a student must have completed at least three semesters of high school with a grade point average of at least 3.5. In addition to the academic requirement, membership in the NHS is also based on excellence in three other areas: Leadership, Service, and Character.

### Junior High:

Requirements are the same. They are inducted in the Spring of their 8th grade year.

## Criminal Gangs and Criminal Gang Activity in Schools

The Board of School Trustees of the Decatur County Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders or other people with reliable information about an act of gang activity and similar destructive or illegal activity.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) Either

(A) Promotes, sponsors or assists in; or

(B) Participates in; or

(2) Requires as a condition of membership or continued membership;

The commission of a felony or an act that would be a felony if committed by an adult or the offense of battery. Per state law, a school employee shall report any incident of suspected criminal gang activity, criminal gang intimidation or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure

school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner. As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.

4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled time.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

## **EMERGENCY SCHOOL CLOSING**

Occasionally it is necessary to close school due to weather related or mechanical problems. Parents/guardians and students are advised to check social media (Facebook, Twitter) and listen to the radio stations or television stations listed below:

WTRE-AM, 1330 FM 104.3

WRZQ-FM, 107

WCSI-AM, 1010

WRBI-FM, 103.9 Channel 6

Channel 8 Channel 4

Also, it may be necessary to sometimes dismiss school early for similar reasons. In this instance parents should have some plan arranged in advance which their child and/or children would follow. The school will activate the AlertNow system to notify parents/guardians.

# ATHLETICS

Students are encouraged to support and participate in athletic programs. Athletics offer opportunities for both boys and girls at all grade levels.

## Jr. High

BOYS	GIRLS
Basketball	Basketball
Cross Country	Cross Country
Football	Track
Track	Volleyball
Golf	Golf
Baseball	Softball

## High School

Basketball	Basketball
Baseball	Volleyball
Football	Softball
Track	Golf
Golf Cross	Country
Cross Country	Track

### **Standards for athletes and cheerleaders statement of code**

The athletic rules are in accordance with the Indiana High School Athletic Association Constitution and By-laws. The conduct of participants in athletics is expected to be of the highest quality and in accordance with the Code of Conduct in or out of school and 365 days per year.

### **Enforcement of the code of conduct**

The Principal shall enforce all rules and regulations as described in the Code of Conduct. All rules regarding behavior and/or training as outlined in IHSAA regulations will apply at all times. Parents and/or guardians are required to sign the acknowledgement consent, injury awareness and disclosure document indicating that they understand the Code and that the student athlete is subject to disciplinary action should they violate the Code. The Code of Conduct is in force for grades 7 - 12, 365 days per year.

### **Expected standards of conduct for athletes**

- The good of the team is first and foremost. Once a team is eliminated, the individual becomes the most important priority.
- No athlete will ever employ illegal tactics to gain an undeserved advantage. All athletes will dedicate themselves to the highest standards of sportsmanship.
- All athletes will care for all athletic equipment as if it were their own personal

property. If equipment is damaged or destroyed through practice and/or competition, it will be repaired or replaced by the school. If equipment is lost or stolen, the athlete will have responsibility for replacement.

- All athletes will obey the specific training and practice rules for their team as provided by the coaching staff.
- Athletes should not engage in negative or unlawful activity. Drinking alcohol, taking controlled substances, using tobacco products, using profanity, and being disobedient are activities, which are harmful to athletes and their teams.
- Athletes, student managers, student trainers, and student statisticians must pass five (5) courses each grading period in order to remain eligible for athletics.
- Athletes should exhibit a positive attitude in all they attempt to do. They should work for the betterment of the school and set a good example by doing what is right and good.
- Contest officials deserve courteous respect. They are present for the purpose of assuring a fair contest.
- Athletes should be mindful and respectful of the fact that coaches, teachers, and school officials have the best interests of all athletes as they equip, schedule, and coordinate the athletic program.
- Athletes must ride to and from athletic events on the bus/van provided by the Decatur County Community Schools unless they provide prior written permission from their parent/legal guardian.
- ALL athletes must comply with the standards of our athletic code and school rules or be subject to disciplinary action, including dismissal from the team, as determined by the rules, coaches, Athletic Director, and Principal.
- In order to participate in an athletic event or practice, a student-athlete must attend school (if school is in session) by 11:30AM the day of the event/practice. The principal must approve exceptions, such as funerals, doctor/dentist appointments, etc.

**IMPORTANT: The school is not asking student-athletes to make sacrifices. Sacrifice implies giving up good/positive things. We are asking our athletes to do the opposite. Live clean, think clean, and do those things, which make you a positive team member.**

**ATHLETES must sign the participation and physical FORM, WHICH documents their understanding of the athletic code. PHYSICAL forms and participation/**

**consent forms are kept on file for one calendar year by the athletic director.**

**PLEASE REFER TO THE ATHLETIC HANDBOOK FOR ALL RULES AND RESPONSIBILITIES OF ATHLETES.**

## **NON-DISCRIMINATION**

The Decatur County Community Schools assures the Federal Government that it will comply fully with all requirements of Title VI of the Civil Rights Act Rehabilitation Act of 1973 as amended. The Decatur County Community Schools further assures that it will not discriminate against any person in the United States on the basis of race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, military status, ancestry, or genetic information, nor will anyone be denied the benefits of, or be otherwise subjected to discrimination in admission or access to, or treatment or employment in the conduct of its program and activities and the operation of its facilities.

Furthermore, this organization has designated the Superintendent of Schools to coordinate its efforts to comply with and carry out its responsibilities including the investigation of any complaint or non-compliance. The principal address of this officer shall be: 2020 N. Montgomery Road, Greensburg, Indiana 47240. The telephone number is 812-663-4595. A complaint and grievance procedure has been adopted providing for prompt and equitable resolution of complaints; this procedure is now on file in the office of the coordinator and will be made available upon written request of any citizen.

## **PEST CONTROL POLICY**

The Decatur County Community Schools (Corporation) is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The Corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy at the same time of student registration (beginning of school year\*) by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to school nurses.

6. Maintain a written record for at least 90 days of any pesticide applications. The Corporation will provide notice at least two (2) school days prior to the date and time the pesticide application is to occur. The notice will include the date and time

of the application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

In case of emergency pesticide application because of immediate threat to the public health, the school shall give written notice as soon as possible.

## **POLICY ON DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS (INTERNET)**

### **A. Philosophy**

It is the philosophy of Decatur County Community Schools (school Corporation to implement technology that:

- \* Enhances the curriculum so that teachers are able to provide learning environments where students can become more successful at obtaining and using information.
- \* Actively involves students in the learning process.
- \* Provides specific solutions for specific needs within the corporations, buildings, and curriculum.
- \* Provides opportunities for the staff to experiment, research and develop new applications of technology.

## **CHROMEBOOKS**

**Failure to bring Chromebook to school and charged:** This will be handled by each teacher. Teachers will have rules, policies, and consequences in place for students who continually come to school unprepared (per semester).

- 1st and 2nd offense - verbal warning by the teacher.
- 3rd offense - After school detention.

**Intentional Physical Abuse:** This includes mishandling the device/case/ or charger, writing, drawing, adding stickers, etc. on the device/cases/or charger. The damage costs will be paid by the student as this is viewed as vandalism of school property.

- Automatic Friday Night School and parents contacted.
- If behavior continues, the device may be confiscated from the student outside of school hours.

**Use of Proxy Servers / Inappropriate Searches or Content:** Inappropriate content on a student device will be handled on an individual basis. Based on the severity of the content, the consequences may change and/or be escalated. In all situations, notice/contact will be made to the parent/guardian of the student.

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

To access Technology Resources (see definition in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of Corporation Technology Resources is a privilege, not a right. The Corporation's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Corporation has implemented technology protection measures, that protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Corporation also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the School Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students using Corporation Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Corporation has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of Corporation Technology Resources.

Please complete the following information:

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet

- i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.
- ( ) To the extent that proprietary rights in the design of a web page, site, service or app hosted on the Corporation-owned or Corporation-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Corporation.
- ( ) I give permission for my child to use and access the Internet at school and for the Corporation to issue an email account to my child.
- ( ) I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- ( ) I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a webcam.
- ( ) I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student**

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal

offense. As a user of the Corporation's Technology Resources, I agree to communicate over the Internet and the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Technology Resources to individuals who violate the Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

## **ANNUAL NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law;
- Activities involving collection, disclosure, or use of personal information

obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- Protected information and surveys of students;
- Instruments used to collect personal information from student for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from parents to a student who is 18 years old or an emancipated minor under State law.

Decatur County Community Schools has a promulgated policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. DCCS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. DCCS will also directly notify, such as through US Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. DCCS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the start of the school year, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- \* Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- \* Administration of any protected information survey not funded in whole or in part by the US Department of Education.
- \* Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The school is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from

participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Building Principal.