

STUDENT HANDBOOK

PAOLI JR-SR HIGH SCHOOL 2025 - 2026

501 Elm Street
Paoli, Indiana 47454

Phone: (812) 723-3905
Fax: (812) 723-4459

Ed Wagner, *Principal*
Adam Stroud, *Assistant Principal*
Darek Newkirk, *Athletic Director*
Katrina Brace, *Guidance Counselor*
Rachel Robinson, *Guidance Counselor*

PAOLI COMMUNITY SCHOOL CORPORATION

2025-26 School Calendar

Monday, August 4, 2025.....Professional Development Day 1 (No Students)

Tuesday, August 5, 2025.....Professional Development Day 2 (No Students)

Wednesday, August 6, 2025.....First Student Day

Monday, September 1, 2025..... LABOR DAY - NO SCHOOL

Friday, October 3, 2025.....First Grading Period Ends (9 Wks) - 42 days

Friday, October 10, 2025.....Professional Development Day 3 (No Students)

Monday-Friday, October 13-17, 2025.....FALL BREAK - NO SCHOOL

Wednesday, November 26, 2025.....NO SCHOOL/Make-up Day (if needed)

Thursday-Friday, November 27-28, 2025.....THANKSGIVING VACATION - NO SCHOOL

Friday, December 19, 2025.....Second Grading Period Ends (9 wks) - 46 days

Friday, December 19, 2025.....Students dismissed at the end of the day for Christmas Vacation

Monday, January 5, 2026.....Classes Resume after Christmas Vacation

Monday, January 19, 2026.....Professional Development Day 4 (No Students)

Monday, February 16, 2026.....PRESIDENT'S DAY - No School / Make-up Day (if needed)

Friday, March 6, 2026.....Third Grading Period Ends (9 wks) - 43 days

Monday-Friday, March 16-20, 2026.....SPRING BREAK - NO SCHOOL

Friday, April 3, 2026.....No School - Snow Make-up Day (if needed)

Friday,, May 22, 2026.....Fourth Grading Period Ends (9 wks) - 49 days
Last Day for Students

Saturday, May 23, 2026.....Graduation (Tentative)

Tuesday, May 26, 2026..... Last Day for Teachers - Professional Development Day 5

Grading Periods	Days in Attendance	Teacher Days	Student Days
1st Grading Period	Aug 7 - Oct 4	44	42
2nd Grading Period	Oct 7 - Dec. 20	47	46
First Semester		91	88
3rd Grading Period	Jan.3 - Mar. 7	46	45
4th Grading Period	Mar. 10 - May 22	48	47
Second Semester		94	92
Year		185	180

Cancelled student instructional days will be rescheduled November 26, 2025; February 16, 2026, April 3, 2026; or after the last scheduled student instructional day (after May 22, 2026); or conducted via E-Learning (maximum of 3), depending upon the number of days cancelled.

DAILY SCHOOL SCHEDULE

Daily Schedule

1st period 8:10-9:00
2nd period 9:05-9:50
3rd period 9:55-10:40
Homeroom 10:45-11:10
4th period

Lunch A 11:10-11:40
Class A 11:45-12:40

Class JH 11:15-11:40
JH Lunch 11:40-12:10
Class JH 12:15-12:40

Class B 11:15-12:10
Lunch B 12:10-12:40
5th period 12:45-1:30
6th period 1:35-2:20
7th period 2:25-3:10

Two Hour Delay Schedule

1st period 10:10-10:45
2nd period 10:50-11:20
4th period

Lunch A 11:20-11:45
Class A 11:50-12:35

Class JH 11:25-11:45
Lunch JH 11:45-12:10
Class JH 12:15-12:35

Class B 11:35-12:10
Lunch B 12:10-12:35

3rd period 12:40-1:10
5th period 1:15-1:50
6th period 1:55-2:30
7th period 2:35-3:10

PD Day Schedule

Homeroom 8:10-10:55

4th period

Lunch A 11:00-11:30
Class A 11:40-12:30

Class JH 11:10-11:30
JH Lunch 11:30-12:00
Class JH 12:05-12:30

Class B 11:00-11:55
Lunch B 12:00-12:30

Convocation Schedule

1st period 8:10-8:55
2nd period 9:00-9:40
3rd period 9:45-10:25
5th period 10:30-11:10
4th period

Lunch A 11:10-11:40
Class A 11:45-12:40

Class JH 11:15-11:40
JH Lunch 11:40-12:10
Class JH 12:15-12:40

Class B 11:15-12:10
Lunch B 12:10-12:40

6th period 12:45-1:25
7th period 1:30-2:10
HR 2:15-3:10

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GUIDANCE DEPARTMENT SECTION

Students are encouraged to utilize the services of guidance counselors for personal, social, career and educational counseling. Guidance counselors will contact students to discuss a wide range of topics related to school or other needs of students. Parents are encouraged to maintain contact with guidance counselors when extra support or resources are necessary for the success or well-being of their child. Guidance counselors will attempt to meet the needs of all students. However, it is common for guidance counselors to offer students and parents information about resources outside of the school which may better address social or emotional concerns. Contact the school guidance office with any questions related to course selection, scheduling, academic concerns, post-secondary school planning, or social, emotional, and behavioral concerns.

SCHEDULING AND SCHEDULE CHANGES

Students and parents may request a schedule change for academic reasons only. To do so, a **Schedule Change Request Form** must be submitted to the guidance office.

- Forms are available in the guidance office until the end of the **2nd day of the semester**.
- Completed forms, signed by a parent/guardian, must be returned by the **end of the 3rd day of the semester** for consideration.
- Courses required for graduation or to fulfill a career pathway cannot be dropped or changed.
- Students may be placed into a career pathway course as needed to meet graduation requirements.

If there is an academic need, a student enrolled in seven credit-earning classes may drop a class and add a study hall no later than 25 days after the start of the semester. If a student drops a class 26 days or more after the start of the semester, a grade of F will be noted on the transcript and used in the calculation of the student's G.P.A./Class Rank and must be approved by the principal. Schedules with a study hall/T.A. must include six credit-earning classes.

WITHDRAWAL AND TRANSFER FROM SCHOOL

Please follow the following procedures for withdrawal or transfer from school:

1. Parents/Guardians should communicate the withdrawal/transfer from Paoli Jr-Sr High School with the Guidance Dept.
2. Pay all outstanding fees and return all books and school property.

DETERMINING GPA and CLASS RANK

1. In no instance shall a grade earned in a course taken for the second time eradicate a previously earned grade. Both grades must remain on the student's permanent record and be used in calculating the student's G.P.A./Class Rank.
2. Students may earn up to eight (8) credits via correspondence or online classes from approved accredited institutions and must be approved by the principal. Grades earned through principal approved courses either correspondence or online that meet a high school credit requirement will be figured in the student's G.P.A./Class Rank.

Note: Courses taken via correspondence will NOT be weighted.

3. A 4.0 grade point system will be used in computing a student's PHS G.P.A./Class Rank. (4.0=A+; 4.0=A, 3.7=A-, etc.). *Only those students who complete exactly eight full semesters overall, at least 28 credits at Paoli High School, and meet the requirements for Academic Honors will be eligible for Valedictorian, Salutatorian, and Top Ten Honors (all local honors).*
4. Each weighted class will be given one (1) additional point in determining G.P.A./Class Rank.

(Note:) Due to some changes in graduation requirements and offerings this is subject to changed.

WEIGHTED CLASSES

The following courses will be weighted, resulting in one (1) additional point in determining G.P.A./Class Rank:

English 11H,12H/AP/CC	Studio Art AP	Quantitative Reasoning CC	Trigonometry CC
Government / Econ AP	Advanced Science Chemistry CC	Finite CC	Calculus AP/CC
Biology AP	Chemistry AP/CC	Pre-Calculus CC	Calculus II AP/CC
US History CC	*Courses may be added or removed at the discretion of the administration.		

GRADING SYSTEM AND REPORT CARDS

%	Grade	GPA Points
99.5-100	A+	4.0
92.5-99.4	A	4.0
89.5-92.4	A-	3.7
86.5-89.4	B+	3.3
82.5-86.4	B	3.0
79.5-82.4	B-	2.7
76.5-79.4	C+	2.3
72.5-76.4	C	2.0
69.5-72.4	C-	1.7
66.5-69.4	D+	1.3
62.5-66.4	D	1.0
59.5-62.4	D-	0.7
0-59.4	F	0

SEMESTER GRADES

Semester grades are determined by the accumulation of all points in a class for the entire semester. Student semester grades will be figured in the following method: Each nine weeks grade will count as 40% of the semester grade, and a final exam worth 20% of the semester grade will be given to students. **In the case the final exam is exempt, each semester will count as 50% of the semester grade.** Grades from the previous nine weeks will not transfer into the next nine weeks grading period. Students taking courses that are considered **Dual Credit** may have a different semester grade calculation based on the expectations of the higher education course instructors.

SEMESTER FINAL EXAMS

Comprehensive semester exams assess students' knowledge tied to the Indiana Academic Standards for the course and will be taken at the end of first and second semester. Each teacher will count all final exams as 20 percent of the semester overall grade. If a student is absent, arrangements must be made with the classroom teacher to promptly make-up the exam. Students will receive zero points for the final exam, if not rescheduled.

EARLY & MID-YEAR GRADUATE REQUIREMENTS

- Requests must be made by the end of August of Senior Year – At the time of application, the student must have 34 credits completed and completed all graduation requirements for their cohort.
- Ram Academy is not an acceleration for graduation but an alternative educational program for special circumstances. Ram Academy students wishing to graduate early can submit an application through guidance during their senior year to finish early during the second semester. All applications will be reviewed by school administration for approval. Any special circumstances must be reviewed by school administration for approval.
- Requests for early and mid-year graduate forms can be obtained from your school guidance counselor. The student must meet with his or her counselor to verify that the student can meet all requirements before completing, signing, and submitting the forms to the Guidance Office.
- Once verified by the guidance counselor, the high school principal will review the request form and approve or deny the request. The student will be notified by his or her school guidance counselor if the request has been approved or denied. A student granted a request to complete early may participate in the graduation ceremony with his/her designated class.

AP EXAM AND FEES

Students who are enrolled in a College Board AP class are required to take the corresponding AP exam in May. Students who drop the class after November 15th or fail to take the exam will be required to pay all exam fees.

HIGH SCHOOL FINAL EXAM EXEMPTION

Exemptions are a privilege to be earned by students attending Paoli High School. Students may earn exemption status for the semester final exam by reaching the following standards during the semester:

- Course grade of 70 or above **each** 9 weeks in the semester.
- No more than 4 absences (excused or unexcused) during the semester towards attendance goal.
- Each course is independent. Attendance and grade requirements must be met for course(s) a student is requesting an exam exemption. Students must be in attendance (either in-person or pre-arranged educational experience) on the day of the final exam or they forfeit their exemption.
- Students must complete the waiver process the day before final exams.
- Students in dual credit courses may not be eligible for exemption due to college requirements.
- Students who met the exemption may still have the opportunity to take their final exam to adjust their semester grade.

ACADEMIC DISHONESTY / ARTIFICIAL INTELLIGENCE POLICY

Paoli Jr-Sr High School is committed to maintaining academic integrity as a fundamental pillar of our educational community. Honesty and ethical behavior are essential to preserving the integrity of learning. Students are expected to uphold these standards to foster a culture of trust, responsibility, and academic excellence.

- **Academic dishonesty** includes, but is not limited to, cheating, plagiarism, fabrication, and assisting others in dishonest behavior.
- **Use of Artificial Intelligence (AI)** in the classroom is strictly at the teacher's discretion. Students must follow all AI guidelines established in each of their classes.
- **Consequences for academic dishonesty** may include, but are not limited to, failing grades, loss of credit, after-school detention, evening school, suspension, or expulsion.

POLICIES FOR RAM, VIRTUAL, and CREDIT RECOVERY ACADEMIES

- **Program Overview:** Edmentum is an internet-based academic program that allows students to complete select high school courses online. Enrollment is determined by the PHS administration and Guidance Department. Before enrolling in an Edmentum course, students must first attempt the corresponding in-house course.
- **Course Expectations:** Students are expected to work at their own pace but must complete all assignments, quizzes, tests, and the final exam by the designated deadline. The course start date, withdrawal deadline, and completion date will be determined by the administration, Guidance Department, or Edmentum lab coordinator.
- **Pacing & Withdrawal Policy:** Students are responsible for maintaining a steady pace to complete their course on time. They have up to ten school days from the start date to drop or change the course. If a student does not withdraw within this period, they will receive an F. Additionally, if no coursework is attempted within 14 days of the start date, the student will be withdrawn and receive an F.
- **Intervention & Pacing Support:** If a student falls behind, the Edmentum lab coordinator, counselor, or administrator may step in to impose a pacing schedule with required checkpoints. If the student fails to meet these expectations, disciplinary action may be taken at the discretion of the coordinator, counselor, or administrator.
- **Assessment & Grading:** Students must complete all unit quizzes, unit tests, and the final exam as outlined in their course. To advance to the next unit, a student must score at least 70% on quizzes and tests. Each student is allowed up to three attempts to achieve this score. If a student does not reach 70% after two attempts, they must complete the unit's study guide before being granted a third attempt. The highest score earned among the three attempts will be recorded. If a student scores 70% or higher on a quiz, no further attempts will be allowed. The coordinator has the discretion to permit progress even if a student does not achieve the minimum required score.
- **Proctoring & Study Materials:** All unit tests and the final exam must be proctored at school by the Edmentum coordinator. The final exam may only be attempted once. It is highly recommended that students print course materials and study guides to reinforce learning throughout the course. Handwritten notes may be used on quizzes, tests, and the final exam at the discretion of the coordinator.
- **Academic Integrity:** Students must complete their own coursework. Any student found to be submitting work that is not their own will be removed from the course and will receive a failing grade. Cheating will result in an automatic F and may lead to removal from the program.

GRADUATION REQUIREMENTS AND DIPLOMA TYPES

The following table outlines the **standard diploma options available to current students at PHS**, including the requirements and expectations for each. These diploma pathways are designed to ensure students receive a comprehensive education while preparing for college, careers, or other post-secondary opportunities. Students should carefully review the requirements and work with their counselors to select the diploma path that best aligns with their goals and future plans.

	CURRENT 	FUTURE  NEW INDIANA DIPLOMA
ENGLISH	8 CREDITS	8 CREDITS <ul style="list-style-type: none"> 2 credits: English 9 1 credit: Communications-focused course 5 additional English credits
MATH	6 CREDITS <ul style="list-style-type: none"> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II 	7 CREDITS <ul style="list-style-type: none"> 2 credits: Algebra I 1 credit: Personal Finance 4 additional math credits
SCIENCE, TECHNOLOGY, AND ENGINEERING	6 CREDITS <ul style="list-style-type: none"> 2 credits: Biology I 2 credits: Chemistry I, Physics I, or Integrated Physics 2 credits: Any Core 40 science course 	7 CREDITS <ul style="list-style-type: none"> 2 credits: Biology I 1 credit: Computer Science 2 additional science credits 2 STEM-focused credits
SOCIAL STUDIES	6 CREDITS <ul style="list-style-type: none"> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World 	5 CREDITS <ul style="list-style-type: none"> 2 credits: U.S. History 1 credit: U.S. Government 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)
PE/HEALTH	3 CREDITS <ul style="list-style-type: none"> 2 credits: Physical Education 1 credit: Health & Wellness 	2 CREDITS <ul style="list-style-type: none"> 1 credit: Physical Education 1 credit: Health & Wellness
DIRECTED ELECTIVES	5 CREDITS Any combination of World Languages, Fine Arts, and/or Career & Technical Education	N/A
PERSONALIZED ELECTIVES	6 CREDITS	12 CREDITS <p>Students are encouraged to utilize the new readiness-seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.</p>
COLLEGE & CAREERS	N/A	1 CREDIT <ul style="list-style-type: none"> 1 credit: Preparing for College & Careers
TOTAL	40 CREDITS	42 CREDITS
Hoosier high school students have the opportunity to earn approximately 60 credits.		

Classes of 2026-2028:

Students graduating before the Class of 2029 will follow the Core 40 Graduation Requirements, which include earning a minimum of 40 credits in specific subject areas. These requirements ensure students receive a well-rounded education. Students may also pursue Core 40 with Academic Honors or Technical Honors by meeting additional coursework and GPA requirements. To graduate, students must meet state assessment requirements and demonstrate proficiency in key academic areas. All students must complete a graduation pathway in order to meet graduation requirements. For more information regarding the graduation pathways, please contact the guidance office.

The Indiana General Assembly has made the Core 40 a graduation requirement for all students. The legislation also makes Core 40 a minimum college admission requirement for the state's public four-year universities.

Only those students who complete exactly eight full semesters overall, at least 28 credits at Paoli High School, and meet the requirements for Academic Honors will be eligible for Valedictorian, Salutatorian, and Top Ten Honors (all local honors). Schools may have additional local graduation requirements that apply to all students.

(Note:) Due to some changes in graduation requirements and offerings this is subject to changed.

CORE40 with Academic Honors (minimum 47 credits)

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 - 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 - 2. 2 credits in AP courses and corresponding AP exams,
 - 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors (minimum 47 credits)

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

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

Classes of 2029 and beyond:

Beginning with the Class of 2029, students will follow the new Indiana Diploma requirements, which offer more flexibility and career-focused pathways. Students will need to complete foundational coursework in core subjects, demonstrate postsecondary-ready competencies, and engage in applied learning experiences.



INDIANA
DEPARTMENT of
EDUCATION

BLUEPRINT FOR SUCCESS: READINESS-SEALS

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.



ENROLLMENT



EMPLOYMENT



ENLISTMENT & SERVICE



HONORS SEAL

- Complete at least 4 World Language and 6 Social Studies credits
- Complete at least 8 Math credits
 - Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study
- Complete at least 6 Science credits
 - Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study
- Earn a C or higher in all courses and earn a cumulative B average
- Complete one of the following:
 - Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
 - Earn 6 college credits
 - Score a 1250 on the SAT or a 26 on the ACT
 - Earn two of the following:
 - At least 3 college credits
 - 2 credits in AP courses and take corresponding exams
 - 2 credits in IB courses and take corresponding exams
 - 2 credits in Cambridge courses and take corresponding exams

- Complete one of the following:
 - A market-driven credential of value* aligned to a specific occupation
 - 3 courses in a Career and Technology Education (CTE) pathway
 - An approved career preparation experience aligned to Indiana's CSA program, or
 - An approved, locally-created pathway
- Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal

- Complete one of the following:
 - Introduction to Public Service course or approved locally-created equivalent
 - Emphasis on developing an awareness of the physical standards and character required for service
 - One year of JROTC in high school
- Achieve a score of 31 on the ASVAB and complete one of the following:
 - All three components of the Career Exploration Program
 - A career exploration tool approved by IDOE
- Meet attendance goal
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
 - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals



HONORS PLUS SEAL

Earn the Honors Enrollment Seal, **plus:**

- Earn a credential of value* that may include, for example:
 - Associate degree;
 - Technical Certificate;
 - Indiana College Core;
 - AP Scholar with Distinction;
 - Cambridge AICE Diploma; or
 - IB Diploma
- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic

Earn the Honors Employment Seal, **plus:**

- Earn a market-driven credential of value* that may include, for example:
 - Associate degree;
 - Technical Certificate;
 - Indiana College Core; or
 - Advanced industry certificate
- Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
 - Pre-Apprenticeship
 - Modern Youth Apprenticeship
- Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally

Earn the Honors Enlistment Seal, **plus:**

- Complete one of the following:
 - Achieve a score of 50 or higher on the ASVAB
 - Enrollment in ROTC at the collegiate level
 - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
 - Completion of at least 100 hours of public service;
 - Holding a leadership role in a co/extracurricular activity;
 - Completion of two seasons of a team-based physical sport or activity

*Note: the credential of value levels are currently being determined by business and industry.

ATHLETIC, TRANSPORTATION, AND EXTRA-CURRICULARS

ATHLETIC ELIGIBILITY

High School Athletic Eligibility:

1. Earn passing grades in at least five credit-earning classes.
2. Follow all rules and policies set by their coach.
3. Adhere to athletic policies established by both the IHSAA and Paoli Junior-Senior High School.
4. Must have good standing with school attendance, tardies, and behaviorally.

Junior High Athletic Eligibility:

1. Earn passing grades in at least six classes.
2. Follow all rules and policies set by their coach.
3. Adhere to athletic policies established by Paoli Junior-Senior High School.
4. Must have good standing with school attendance, tardies, and behaviorally.

Note: All 7th, 8th, and 9th-grade student-athletes remain academically eligible until the first report card of the school year. All athletes are responsible for any equipment or uniforms issued by the school. If an item is lost, stolen, or damaged, the athlete or their parent/guardian must pay the replacement cost. Failure to do so will result in loss of athletic eligibility until repayment is made.

FIELD TRIP, EVENTS, and CO-CURRICULAR TRIP ELIGIBILITY

Attending special events, field trips or co-curricular events during the school day can be rewarding and fun for students. Students with good attendance, passing grades, and acceptable behavior can, generally, afford to miss some or all classes for a school trip/activity. However, less than satisfactory behavior, attendance or failing grades indicate needs for improvement in those areas. Therefore, missing scheduled classes to attend field trips,

co-curricular events, club activities, or other functions identified by school administration will not be allowed for students who do not meet all of the following criteria:

1. Students must be passing at least 5 classes. If a student is enrolled in less than 5 classes, they must be passing all their classes.
2. Must be in good standing behaviorally with the school.
3. Must have good standing with school attendance and tardies. (includes chronic & habitual absenteeism)
4. School administration does have the right to restrict any student from participating in special events, field trips or co-curriculars should it be deemed necessary.

Great attendance, responsible behavior and hard work represent essential habits for success. The above policy offers motivation and rewards for development of those habits.

JUNIOR-SENIOR PROM / MORP / OTHER SCHOOL DANCES

The junior-senior prom is open to Paoli High School juniors and seniors and their guests. Guests must be pre-approved by administration and between 9th grade and 20 years of age. A photo ID will be required for any guest not in school. The below guidelines must also be met to attend Prom or Morp.

1. Must be in good standing behaviorally with the school.
2. Must have good standing with school attendance and tardies. (includes chronic & habitual absenteeism)
3. School administration does have the right to restrict any student from participating in special events, should it be deemed necessary.

RANDOM DRUG TEST POLICY

This program does not alter existing policies regarding drug and alcohol possession or use at Paoli Community School Corporation. If reasonable suspicion arises through means other than this policy's drug testing, the school retains the right to act accordingly. The corporation also reserves the right to test any student who exhibits reasonable suspicion of drug or alcohol use.

Purposes:

1. To deter the use of illegal substances at Paoli Junior-Senior High School.
2. To enhance the health and safety of students participating in extracurricular and co-curricular activities, as well as those who drive to school and park on school grounds.

Additionally, the program aims to educate, support, and guide students toward a drug-free lifestyle. Students involved in extracurricular and co-curricular activities are expected to be role models within the school and community. No student will face disciplinary action from a school official solely due to a positive test result under this program, except as outlined herein.

Eligibility & Participation:

- This policy applies to all Paoli Community School Corporation students in grades 7-12.
- Participate in school sponsored extracurricular or co-curricular activities, drive to and from school, or park on school grounds.
- Voluntarily enroll in the program (students not involved in activities or driving may opt in, and custodial parents/guardians may also enroll their student).

All eligible students must sign and submit a Consent Form before participating in activities or driving to school. Failure to submit the form will result in ineligibility. The signed consent form remains on file throughout the student's enrollment. To withdraw, a parent or guardian must sign a Withdrawal Form and complete a personal interview with an administrator. If the withdrawal is approved, the student will be ineligible for all extracurricular activities, clubs, and driving privileges until they pass a school-administered drug test.

Consequences for Positive Drug Test Results:

Athletics

- Disciplinary action will follow the guidelines outlined in the athletic handbook.

Clubs & Extracurricular/Co-Curricular Activities

- First Offense: 90-school-day suspension from all activities. The suspension may be reduced to 45 school days if the student completes a professional drug assessment and follows all recommended rehabilitation steps at the parent/guardian's expense. Reinstatement is contingent on compliance with the assessment agency's recommendations. Additional disciplinary action may be applied per the club or organization's bylaws.
- Second Offense: 365-calendar-day suspension from all activities, with any additional disciplinary action per the club or organization's bylaws.
- Third Offense: Permanent suspension from all extracurricular and co-curricular activities for the remainder of the student's high school career.

Driving Privileges

- First Offense: 90-school-day suspension from driving to school. The suspension may be reduced to 45 school days if the student completes a professional drug assessment and follows all recommended rehabilitation steps at the parent/guardian's expense.
- Second Offense: 365-calendar-day suspension from driving to school.
- Third Offense: Permanent suspension of driving privileges for the remainder of high school.

Additional Guidelines

- Any suspension that is not fully served during the current school year will carry over to the next school year. Before reinstatement, students must successfully pass a drug test.
- Once enrolled in the program, students remain subject to drug testing for the entire school year. Refusal to take a random

drug test will result in an automatic failure.

STUDENT DRIVERS AND PARKING

Students who drive to school may park in one of **three designated areas**:

- The lot across Elm Street
- The upper lot near the flagpole
- The rear of the building on the west side

To receive a student parking permit and park on school grounds, students and parents must agree to the school's parking policies. Vehicles and their contents may be searched at any time by school administration to ensure compliance with school policies.

Vehicles should be locked at all times and may not be accessed by students during the school day. Students must complete a parking registration form, including a parent signature, and display their parking permit (\$5.00) on the rearview mirror. All student-driven vehicles must display a valid parking permit and be parked in their designated spots at all times.

Failure to display a permit or park in the assigned spot may result in progressive discipline and the vehicle being towed at the owner's expense. **Students who violate these regulations may also lose their driving privileges—school bus transportation is available for all students.**

STUDENTS RIDING BUSES

School bus drivers are expected to maintain an orderly and safe atmosphere. Students are expected to follow all rules and expectations set by the bus driver. Students are to be at the bus pickup point prior to the expected pick-up time, as drivers are not obligated to wait for students to arrive at the bus stop. If a bus driver reports a student discipline problem to the Transportation Director, the student will be disciplined the same as if it were in school and may be denied bus transportation. Food and drinks are not allowed on the bus.

INITIATIVES AND POLICIES

1:1 INITIATIVE

Successful 1:1 implementation transforms how teachers teach and how students learn. A digital device in the hands of all students engages them in highly interactive, transformational learning. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. In a 1:1 initiative, students will locate and evaluate information, as well as collaborate with others to engage in authentic, real-world tasks.

In preparing students to succeed in the 21st century, schools must ensure that students are:

- digitally literate
- inventive thinkers, successful problem-solvers, creative decision makers, and critical thinkers • clear and effective communicators and collaborators
- intellectually curious and persistent
- self-regulators
- connected to the world around them and contributors to their communities

A 1:1 device initiative provides a key resource for teachers helping students develop these skills and competencies. A separate handbook for proper use and care of devices is available and must be read and signed by students and their parents prior to receiving a device. Consequences for not complying with 1:1 expectations are located in the 1:1 handbook.

STUDENT REQUIRED SURVEYS, ANALYSIS, OR EVALS OF PROGRAMS

No student shall be required, without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United State Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning: **LEGAL REFERENCE: 20 U.S.C. 1232 h(b)**

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sexual behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Positive Behavior Support

It is recognized that the overwhelming majority of students at Paoli Junior-Senior High School are consistent followers of the school behavioral codes. Paoli Junior-Senior High School wishes to recognize these students with Positive Behavioral Supports. Incentives for students to follow all behavioral expectations are listed below.

- **GOLD Standard:** students recognized by teachers who display excellence in the classroom.
- **Student Of The Month Nominations:** Students are nominated each month for outstanding Ram Qualities.
- **Quarterly JH Reward Field Trips:** Students without ISS, OSS, and No F's may attend.
- **A/B Honor Roll:** Honor roll students must earn no grade lower than a B- each semester.

NATIONAL HONOR SOCIETY MEMBERSHIP

Membership in the National Honor Society (NHS) is a privilege, not a right. Members are expected to uphold the core values of **character, scholarship, leadership, and service** at all times.

Eligibility & Selection

- Students in grades **10, 11, and 12** may apply.
- A **minimum weighted GPA of 3.3** is required.
- Applicants must complete the **Student Activity and Information Form**, which will be reviewed by the **Faculty Council**.
- Teachers will submit **confidential evaluations** on applicants' leadership, character, and service. These evaluations help guide the Faculty Council's decision.
- The Faculty Council's decisions are final, as long as proper procedures are followed.
- While the NHS advisor does not select members, they may meet with students who were not selected to provide general feedback.

Dismissal Procedures

- The **Faculty Council** will investigate any violations of NHS standards.
- A **warning letter** may be issued, followed by a conference with the NHS advisor.
- Serious (flagrant) violations may result in **immediate dismissal** without prior warning.
- Students and parents may **appeal to the principal** for reconsideration.

HEALTH SERVICES/NURSES OFFICE

The nurse's responsibilities include caring for minor injuries and illnesses, maintaining health records and individual health care plans, conducting routine health screenings, and communicating with parents about health issues. Additionally, the nurse may assist with health education and promotion.

Students who require medical attention can visit the nurse's office. They should have a written pass from a teacher if leaving class. If the nurse is unavailable, students should check in with a school secretary. The nurse or a designated assistant will assess the student and provide necessary treatment.

LIBRARY

The library has books and magazines for assigned study and recreational reading. Students may also use the low-tech makerspace and check out games and puzzles. Fines are levied for lost or damaged items. Students wishing to utilize the library need to have a pass from their classroom teacher to access the space.

LOCKER POLICY

All students are required to have a school-issued lock on their locker, which can be purchased for \$5.

All lockers, including those in hallways and locker rooms, are the property of the school corporation. The school reserves the right to inspect lockers and their contents to ensure proper use and to prevent the storage of prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

Students must keep a school-issued lock on their locker at all times. Locks must be purchased from the school to ensure that school officials have access in case of an emergency. Any unauthorized locks will be removed or cut off. School-issued locks may be reused each year if students return them to the office at the end of the school year.

Students without a school-issued lock will be assigned one and charged the \$5 fee. The student assigned to a locker is responsible for any items placed inside, including those in an unsecured locker.

LUNCH ACCOUNT

Make payments to your student's meal account online. Sign-up is easy and free. This application is available for Apple and Android devices. Type in this web address: <https://www.ezschoollpay.com/> Students may also make payments at the high school office. Students must keep a positive account balance.

PREGNANCY POLICY

A pregnant student may attend school if the following conditions are met:

1. When the student's pregnancy has been verified by a physician, the student and/or parent must inform school administration.
2. Each month thereafter (until childbirth) the student must provide school administration and school nurse with a physician's professional opinion that the student is physically and emotionally capable of regular school attendance and that school attendance will not be harmful to the student's health or the health of her child.

NOTE: This statement must be dated and signed by the physician.

TEXTBOOKS

The school furnishes textbooks to all students at no charge. Although students do not pay rental fees, the cost of textbooks is a major investment and it will be properly safeguarded. Students/parents are responsible for the replacement cost of any lost or misplaced books. Reasonable damage is expected as a result of daily use. However, unreasonable damage may result in fee's being owed by student/guardian for replacement of damaged or lost books.

VISITORS

Students or relatives not enrolled at Paoli Jr.-Sr. High School should not visit during the school day. Parents are always welcome, but are encouraged to make an appointment to see a teacher or school administration. Visitors should report to entrance #1 to request entry. Upon entrance, all visitors should report to the office.

Internet and Digital Device Use Policy

The use of the internet and digital devices is intended to support student learning at Paoli Schools. Students and staff are expected to use these resources responsibly and respectfully. Failure to follow guidelines may result in disciplinary action, including referrals and suspension of privileges.

Be Responsible

- Use the internet and school network only for classroom-related activities.
- Access email, chat rooms, and social networks only as part of the class curriculum.
- Follow building policies for personal electronic devices.
- Use the internet and computers only under adult supervision.

Be Respectful

- Protect your privacy and the privacy of others:
 - Use only assigned accounts.
 - Keep personal information private.
 - Keep passwords secure.
 - Represent yourself truthfully.
- Maintain the integrity and security of all electronic resources:
 - Follow network security practices.
 - Use resources responsibly and report any damages or security risks.
 - Treat equipment with care.
- Respect copyright laws and intellectual property:
 - Cite sources properly.
 - Follow all copyright regulations.
- Communicate appropriately:
 - Be kind, responsible, and respectful in online interactions.
 - Obtain permission before using photos, videos, or images of others.

Be Safe

- Use only school-appropriate language, images, and videos.
- Report any threatening or offensive content to a teacher or administrator.
- Protect personal identity and the identity of others online.
- Follow school guidelines for web publishing.
- Handle all equipment and systems carefully and follow instructions.

ATTENDANCE POLICY SECTION

Legal Requirements & Consequences

Indiana law requires parents to ensure their child attends school. **Section 37** states that knowingly violating this law is a **Class B misdemeanor**, punishable by up to **180 days in jail** and/or a **fine of up to \$1,000**.

Students must attend all **180 scheduled school days**, with very few exceptions permitted by law. Indiana defines **habitual truancy** as **10 or more unexcused absences** in a school year, while **chronic absenteeism** refers to missing **10% or more of the school year for any reason**. Chronic absenteeism may result in **expulsion or placement in an alternative program**.

Per **SEA 282-24**, school officials are required to report truancy to law enforcement and take legal action against parents of habitually truant students.

- **Students deemed habitual attendance violators will be ineligible for extracurricular activities, field trips, and other school events until their attendance is back in good standing.**
- **If a student becomes habitual while participating in extracurriculars, they will be immediately ineligible until further notice.**
- **If a student accumulates more than 10 absences in any class, they may lose credit for that course.** Chronic absences from a specific class period may also trigger enforcement of the attendance policy on a **period-by-period** basis.
- **Chronic Absenteeism can be reported to Orange County Probation and the Prosecutor's Office.**

Excused Absences

To be considered excused, absences must fall under the following categories:

- **Pre-arranged absences** approved by an administrator at least **5 school days in advance**
- **Personal illness verified by a doctor** (note must be submitted on the first day back)
- **Personal illness verified by a parent/guardian (maximum of 3 per year)**
- **Bereavement/funeral** for an immediate family member (**maximum of 5 per year**)
- **Legal obligations** verified by a judge, probation officer, legal counsel, or DCS
- **Pre-approved college visits** verified by admissions staff (**maximum of 2 per year**)
- **Unsafe travel conditions** verified by a parent/guardian
- **Bereavement/funeral of a friend or relative (maximum of 2 per year)**
- **Religious or cultural holiday observances** verified by a parent/guardian
- **Pre-arranged job shadow/work experience** verified by management
- **Any absence covered under Indiana Code 20-33-2**

Unexcused Absences

Absences will be considered unexcused if they fall under the following:

- **Exceeding the allowable number of excused absences**
- **Failure to notify the office by 9:00 AM** or submit a signed note upon return
- **Pre-arranged vacations (maximum of 5 days per year)**
- **Oversleeping/missing the bus**
- **Car trouble**
- **Appointments without a doctor's note**
- **Any absence not approved by the principal**

Attendance Enforcement & Consequences

Building administrators will **monitor attendance daily** and notify guardians as follows:

- **4th Absence (Excused/Unexcused)** – Automated phone call to the contact number on file. Parents/guardians are responsible for updating their information in Harmony. (Attendance Letters kept in harmony)
- **6th Absence (Excused/Unexcused)** – Another automated phone call. (Attendance Letters kept in harmony)
- **7th Absence (Excused/Unexcused)** – Student conference; parent contact attempted.
- **8th Absence (Excused/Unexcused)** – Minimum **three-hour Thursday School Detention** assigned. Failure to serve may result in **out-of-school suspension**. The student may also be referred to **Orange County Probation**.
- **10th Absence (Excused/Unexcused)** – Automatic placement on **Attendance Contract** and second parent contact attempt. Students may **lose driving privileges**. Contact made through SRO to the Prosecutor's office.
- **Beyond 10 Absences** – The student may face **expulsion or placement in an alternative program**.
- This policy applies **per semester**. School administration reserves the right to adjust consequences based on individual student circumstances.

Attendance Contract

Students with ongoing attendance issues may be placed on an **Attendance Contract**. If the terms of the contract are violated, the student may face **expulsion**.

Reporting Absences

Parents or guardians must notify the school attendance secretary by phone at **(812) 723-3905** to report an absence **in advance or before 9:00 AM on the day of the absence**. Additional details can be found in the attendance section of this handbook.

- Parents and students are asked not to contact each other via cell phone during school hours.
- Doctor's notes must be submitted on the first day the student returns to school.
- Pre-arranged absences require written approval from administration at least five (5) school days in advance.

Late Arrivals & Early Dismissals

- Students arriving late must **sign in at the office** and obtain a **late arrival pass** before going to class.
- **Student drivers who are tardy may lose driving privileges**. After a **fourth tardy**, driving privileges could be revoked for a period of time.
- **Driving to school with driving privileges suspended** may result in **out-of-school suspension for insubordination**.
- If a student is **more than five (5) minutes late to class**, they may be considered **truant**. In some cases, the student may be marked both **truant and absent**. The school has the final authority on truancy.
- Students who **sign in after a class period begins** will be marked **absent for that class period**.

Early Dismissal Definition

Early dismissals before **3:10 PM** disrupt the learning environment. Excused early dismissals must be **verified in writing** by a **medical professional, counselor**, or approved by the **building principal** for extenuating circumstances.

If a student needs to leave school during the day, the following procedures must be followed:

- A **parent or guardian must provide a note** to the office **before 8:10 AM** on the day of the early dismissal. The note should include the **student's name, grade, reason for dismissal, and dismissal time**.
- The student's **name and dismissal time** will be recorded on the **daily attendance sheet**.
- At the designated time, the student must **sign out in the office** and receive a **permit to leave school form**.
- Once dismissed, the student must **leave the building within five minutes**.
- **Missing more than five minutes of class** due to early dismissal will result in an **absence** for that period.

Homework Request & Make-Up Work Policy

- **Homework Requests:** All homework should be requested before 9:00 AM by contacting the school office. This allows teachers time to gather assignments for parents to pick up in the afternoon.
- **Make-Up Work:** Students are allowed to complete make-up work for credit after absences. It is the student's responsibility to ask the teacher for assignments upon returning to school or to email the teacher following an absence. Students have **one calendar day per day of absence** to complete the work. Parents may request assignments via email. If assignments are unavailable electronically, parents may pick them up from the school. Students without internet access should call the office to make arrangements.
- **Assessments After an Absence:** If a student misses class the day before a planned or announced assessment and no new material has been introduced, the teacher may administer the assessment upon the student's return. The teacher will consider whether taking the assessment immediately will accurately reflect the student's knowledge. If a student feels unprepared, they should communicate this concern to the teacher.
- **Frequent Absences on Assessment Days:** If a teacher notices a pattern of a student missing class on assessment days, they should first address the issue with the student. If the behavior continues, the teacher may refer the student to an administrator.
- **Major Assignments:** Assignments given in advance are **due as scheduled** and are **not subject to the standard make-up policy**. If an assignment was due on the first day of an absence, the student is expected to turn it in upon their return. If a student has an extenuating circumstance preventing them from meeting the deadline, they should communicate with the teacher.

TARDY POLICY AND CLASS PASSING TIME

Junior High: Students (grades 7,8) have a zero-tolerance tardy policy. Students are allowed five (5) minutes to pass to each class. Tardiness is defined as entering any classroom after the passing time has elapsed without an authorized pass. Junior High Students will receive a lunch detention for each tardy. During lunch detention, students will get their food and attend the lunch detention location. Failure to follow lunch detention rules will result in a lunch detention the following day. Excessive number of tardies and lunch detentions could result in an after school detention, Evening School, suspension, or expulsion.

High School: Students (grades 9,10,11,12) are allowed five (5) minutes to pass to each class. Tardiness is defined as entering any classroom after the passing time has elapsed without an authorized pass. Students will not be admitted to any class five minutes or more after the beginning of class and should report to the office.

Excessive tardies will result in consequences ranging from warnings up to recommendation for expulsion as outlined below:

1st Tardy – Teacher warning

2nd Tardy – Teacher warning

3rd Tardy – After school detention (3:15-4:00)

4th Tardy – Evening School (3:15-6:00)

5th Tardy- ES/ISS/OSS

Any tardies past 5 will result in additional Evening Schools or the possibility of suspension and recommendation for expulsion. Tardies are totaled within each class. Students begin each semester with zero tardies.

EXTRA-CURRICULAR ATTENDANCE

A student must be in attendance at least half of the school day (3 periods) in order to participate in, or attend, an extra-curricular function that evening. Students assigned to the Day Reporting Program or suspended from school may not be on school grounds or attend events during the day or the evening.

TRUANCY

A student is truant if he leaves school, class, or field trip without getting permission from school administration; comes to school, but does not attend classes; obtains permission to go to a certain place, but does not report there; or is absent from school when there is an attempt to evade the School Attendance Law.

Consequences: 1st Truancy – ISS or OSS – one day

2nd Truancy – ISS or OSS – three days

3rd Truancy – ISS or OSS – five days

4th Truancy – Recommendation for expulsion

LEAVING SCHOOL GROUNDS/CLOSED CAMPUS

Students are not allowed to leave school grounds during their regularly scheduled school day. Paoli Jr. Sr. High School is a closed campus throughout the day, including lunch time. Leaving school grounds without permission from the principal or assistant principal will result in truancy. No outside food deliveries are allowed during regular school hours.

CONDUCT AND BEHAVIOR

BOOK BAGS

Book bags are not allowed in classrooms. Students are to put their book bag in their lockers when they arrive at school and get it out only when they are preparing to leave the building. Any accessory having the ability to contain a book and not provided by the school will be deemed a book bag. Accessories include, but are not limited to, purses, satchels, shoe string bags, backpacks, and paper, nylon or plastic sacks. Students may take their backpacks and other carrying bags to their 7th period with teacher approval.

HALLPASS

No student is permitted in the halls or restrooms during a class period without a classroom pass. The pass will be written in the student handbook or a TA Lanyard. A written pass to a certain area does not permit a student to go to another area, such as to use the telephone or restrooms. A student in areas outside the pass could result in truancy.

BULLYING

Bullying means overt, repeated acts or gestures by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student (IC 20-33-8-0.2).

Bullying of any kind will not be tolerated. Students who are in violation are subject to immediate disciplinary consequences which could include suspension or expulsions.

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it. And remember, you can remain anonymous.

Ways to report:

1. Website <http://1220.alert1.us>
2. Email 1220@alert1.us
3. Call 1-855-4ALERT1, ext. 1220
4. Paoli Community Schools Home Page

STUDENT RELATIONSHIPS & DISPLAY OF AFFECTION

Physical contact such as holding hands, walking arm-in-arm, kissing, hugging, or other expressions of intimacy at school are prohibited.

DRESS/PERSONAL APPEARANCE CODE

School personnel strive to provide an educational environment which is pleasant, safe and conducive to learning. We ask that all students dress in a manner that is conservative and respectful to themselves and others. Clothing should appropriately cover the student with the following guidelines:

- a. Jeans with holes, slits and tears will be allowed so long as the holes do not extend above mid-thigh.
- b. Undergarments should not be exposed at any time.
- c. Tops must cover the chest area, midriff, back, sides, and cleavage. No tube tops. No shirt openings below the armpit. All undergarments must be covered completely by exterior clothing
- d. Dresses, skirts and shorts should extend to below the mid-thigh when standing or sitting.
- e. See-through clothing of any kind shall not be worn.
- f. Long coats and trench coats must be stored in lockers during the school day
- g. Hats or hoodies of any kind, visors, bandanas, sunglasses, headbands or any other non-religious headwear shall not be worn. (without prior administrative approval).
- h. Jewelry must be appropriate and conducive to the learning environment; chains that could be used as a weapon are not allowed.
- i. Articles of clothing, jewelry, or accessories that promote illegal substances, alcohol, tobacco, tobacco-like products or the brands of these items shall not be worn at school.
- j. Blankets of any type are not permitted in the building at any time.
- k. Stuffed animals/toys are not permitted in the building at any time. (without administrative approval)

If in the professional opinion of the principal, assistant principal, or faculty, a student's dress/attire (including jewelry) or personal appearance interferes with policy, school purpose, or an educational function, the student will either be:

1. Directed to modify his/her attire or appearance at school and could receive disciplinary consequences,
2. A student will be referred to (ISS) in school suspension for the remainder of the day.

Students who fail on multiple instances to follow this approved dress code are subject to school based disciplinary measures including After School Detention, Thursday School, Suspension and in extreme cases Expulsion from school (pursuant to Indiana Student Due Process Code I.C. 20-33-8)

SMOKING/TOBACCO USE

A person under the age of 21 who possesses tobacco, nicotine, or a smoking device commits a Class C infraction (I.C. 35-46-1-10.5). Violations will be reported to law enforcement, and the student may receive a citation/fine. The device will be confiscated.

Consequences for Possession or Use of Nicotine Products or Smoking Devices on School Grounds:

- 1st Offense: Three days In-School Suspension (ISS) and confiscation of the device. The student must complete the "This is Quitting" course with a trained instructor.
- 2nd Offense: Five days Out-of-School Suspension (OSS)/ISS.
- 3rd Offense: 10-day OSS with a recommendation for expulsion.

Important Notes:

- All nicotine/vaping offenses accumulate throughout the student's entire PHS school career (Grades 7-12).
- If a student is readmitted after their third offense and commits another nicotine-related infraction, they will receive 10 days OSS with a recommendation for expulsion.

Example: If a student commits their first offense as a freshman and a second offense as a sophomore, they have two violations. If a third offense occurs at any time afterward, the student is subject to 10 days OSS with a recommendation for expulsion.

Additional Consequences for THC or Illegal Substances:

- If a smoking device contains THC or any other illegal substance, the student will receive 10 days OSS with a recommendation for expulsion.

- If this is the student's first offense with an illegal substance, they may request to complete a drug rehabilitation course at their own expense. Upon successful completion, the student may be reinstated into the general education setting, Ram Academy, or a virtual program.
- This one-time exemption must be approved by school administration.

CELL PHONE / PERSONAL WIRELESS DEVICE (PWD) POLICY

• Due to Indiana code **IC 20-26-4-40.7**, school districts are required to adopt policies banning wireless communication devices (examples: cell phone, PWD tablet, PWD computer, or PWD gaming device) from the classroom and "instructional time" set forth in **IC 20-30-2-1**.

• **Students grades 7-12 are NOT permitted to have cell phones or any PWD's in the classroom. Students are not permitted to use their PWD's during the day and devices must be kept in their locker from 8:10 until 3:10 p.m.**

• **Students grades 9-12 may use their cell phones during their lunch in the cafeteria only. Students must return their phone to their locker at the end of lunch. This privilege is subject to change if it has a negative impact on the environment.**

• **Students in grades 7-8 are not to have PWD's at lunch.**

• **This policy includes exceptions for emergencies deemed by administration, health needs covered by an IEP or section 504 plan, and educational use outlined in an IEP or section 504 plan.**

• At no time can these phones, or particularly camera phones, be used to invade the privacy of another student.

• Inappropriate use of cell phones or other electronic devices will face disciplinary consequences. • Contents of confiscated cell phones or electronic devices can be searched by administrators if they have reasonable suspicion that its contents contain information concerning a violation of a school rule or policy.

• **Headphones or earbuds** may be used for educational purposes, but only with the approval of school administration or staff.

• Failure to comply with school policy will result in confiscation of the device by school staff. In addition, the following consequences will result:

1st offense: Evening School (3:15-6:00)

2nd offense: ISS or Out of School Suspension- one day

3rd offense: ISS or OSS – three days

4th offense: ISS or OSS – five days

5th offense: Ten-day suspension, with possibility of expulsion

• Confiscated cell phones and electronic devices will be returned to parents/guardians (or student at the discretion of the administration) in the main office between 3:10 p.m. and 3:45 p.m.

• **Refusal to relinquish a wireless device or any other prohibited article to school staff at any time may result in suspension or recommendation for expulsion.**

Note: Students electing to bring PWD or any personal property into the building are responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cell phones or electronic devices or any personal property brought onto its property.

Important Notice Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is 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/student (1) to 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 desire 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.

DISCIPLINE OUTCOMES

BMV REPORTING STUDENT TRUANCY, SUSPENSION, AND EXPULSION

Student behavior and attendance impact eligibility for driving permits/licenses. Truants, suspended and expelled students, and dropouts Sec. 1. (a) The bureau shall suspend the driving privileges or invalidate the learner's permit of an individual who is at least fifteen (15) years of age and less than eighteen (18) years of age and meets any of the following condition: **IC 9-24-2-1**

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

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

- (1) driver's license or learner's permit; and
- (2) employment certificate issued under **IC 22-2-18**

CRIMINAL ORGANIZATION ACTIVITY

Paoli Community School Corporation prohibits gang activity and similar destructive or illegal group behavior. Any activity, clothing, or any other attire deemed to promote or sponsor a criminal activity or group will result in disciplinary action. See corporation policy 6350 for full explanation of policy.

- 1st Offense: (3) Days Out of School Suspension (OSS).
- 2nd Offense: (5) Days (OSS).
- 3rd Offense: (10) Days (Pending Expulsion).

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Paoli Community School Corporation, which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. LEGAL REFERENCE: 20 U.S.C. 1232h (a)

SEARCH OF PERSON AND VEHICLES

As used in these rules, "reasonable suspicion for search" means: circumstances causing a person to reasonably believe that the search of a particular person, place, or thing will lead to the discovery of contraband. The principal or his designee may search the person of a student during a school activity if the principal has reasonable suspicion for a search of that student. Search of a student may include:

- searches of the pockets of the student;
- any object in the possession of the student such as a purse or briefcase;
- a "pat down" of the exterior of the student's clothing;
- searches of data/information on electronic devices, including cell phones, when reasonable suspicion exists
- The device was used in violation of school policy.

Searches of a student which requires removal of clothing other than coat, jacket, outer-clothing, shoes or socks shall be conducted in a private room by a person of the same gender.

The privilege of driving onto school premises is contingent upon written consent from the student driver, the vehicle owner, and the student's parent or guardian to allow a search of the vehicle. School administration may request assistance from law enforcement but has the authority to search a vehicle independently. If law enforcement communicates with school administration and reasonable suspicion of a school policy violation arises, school administration will either:

- (A) Use the available information to determine whether to search a person, vehicle, belongings, or a locker based on reasonable suspicion that a school policy has been violated; or
- (B) Comply with a search warrant from law enforcement and cooperate in conducting the search.

Anything found in the search which is a violation of the student conduct policy of this school system may be:

- Seized and admitted as evidence in any suspension or expulsion preceding;
- Returned to the parent or guardian of the student from which it was seized;
- Destroyed if it has no significant value, or
- Turned over to law enforcement

SUBSTANCE ABUSE DISCIPLINARY PLAN

(Please reference the PCSC Substance Abuse Policy/Random Drug Testing Policy for more information) By definition, a VIOLATION of the student conduct policy regarding substance use is an act of possessing, using, being under the influence, handling, buying or dealing in an illegal substance, alcohol, chemical vapors, prescription medication, drug paraphernalia or over-the-counter drugs while on the school premises, within 1,000 feet of school premises, at school sponsored activities, functions, events, while traveling or walking to or from school, or while being transported under school jurisdiction. School officials may discover a violation through:

- voluntary admission;
- finding by school officials, based upon observations and/or first-hand information.

With any penalty the school mandates, Indiana Student Due Process Code will be meticulously followed. Less disciplinary action may be recommended if the student complies with administration during the investigation process or there is reasonable doubt the student knowingly committed the violation. It should be noted that extracurricular sponsors and coaches may also impose additional standards of conduct and subsequent penalties.

- Attempted buying, selling, or substance dealing violations shall result in ten (10) days out of school suspension

and recommendation for expulsion from school for two (2) semesters.

- Any violation of the substance abuse policy which does not include “attempted buying, selling, or dealing of substances” shall result in ten (10) days out of school suspension and recommendation for expulsion from school for the remainder of the school year or up to two (2) semesters.

AFTER SCHOOL DETENTION

Students may be detained after school from 3:15 until 4:00 PM. Students are assigned to the detention center for various reasons, including: causing disciplinary problems in the classroom, excessive tardiness or any other reason deemed necessary by the faculty or administration. Any student assigned to the detention center is to bring books and/or study materials to be used while in detention. If these regulations are not observed, additional consequences may be added. **It is the responsibility of the parents and students to arrange transportation home after detention.**

THURSDAY EVENING SCHOOL

School Administration will assign students to three hours of Thursday Evening (or other specified day as needed) detention as needed to enforce school policies. Evening School detention will be held on school grounds at the conclusion of the regular school day from 3:15 pm to 6:00 pm. Students and their parents are responsible for transportation from Thursday Evening detention.

Failure to report promptly or refusing to follow detention guidelines will result in out-of-school suspension or another consequence at the discretion of school administration. Repeated violations can result in additional days of (OSS).

In-School Suspension Program (ISS)

In-School Suspension (ISS) is a disciplinary action where a student is temporarily removed from their regular classroom setting and placed in a designated area within the school to complete academic work under supervision. ISS serves as an alternative to Out-of-School Suspension (OSS), allowing students to remain in a structured learning environment while addressing behavioral issues. Paoli Jr-Sr High School works in conjunction with South Central Indiana Community Resources to provide an alternative option to OSS. Failure to follow ISS rules and regulations may result in the student completing their suspension through OSS, with the possibility of additional disciplinary consequences.

The goal of ISS is to provide students with an opportunity to reflect on their behavior while continuing their education in a controlled setting. ISS aims to:

- Encourage students to take responsibility for their actions.
- Prevent academic setbacks by allowing students to complete assignments.
- Reinforce school rules and expectations through counseling or behavior interventions.
- Reduce repeat offenses by providing guidance and support to correct behavior.
- Maintain a safe and structured school environment for all students.

SUSPENSION AND EXPULSION:

Recognizing the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event, and in accordance with the provisions of Indiana Code, the Board of School Trustees authorizes administrators to take the following actions:

1. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period up to 10 school days as well as recommend expulsion. **Students are expected to complete all assignments while on suspension.**
2. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under grounds for Suspension and Expulsion in this policy.

Grounds for suspension or expulsion include **student misconduct** or **substantial disobedience**. The following are examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct that constitutes 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 or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning school or education function, or of any meeting or assembly on school property.
 - e. Continuously or intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any school personnel to conduct the educational function of their 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, including piercing and tattoo devices. 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, or to prevent a student from reporting a school or law violation out of fear of retaliation.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon. Antique firearms, shotguns, handguns, rifles, ammunition, and stun guns are considered weapons under this section of the Student Discipline Policy.
7. Knowingly possessing, using, transmitting, or being under the influence of a 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 as long as medicine is kept and taken at the school nurse's office with proper approval from a parent and with acceptable directions related to times and dosage.
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 reasonably necessary in carrying out school purposes or an education function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. Engaging in sexual behavior or distribution/possession of sexually explicit material on school property;
 - b. Insubordination of administration or faculty 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
 - f. (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 device or a cell phone in a

situation not related to a school purpose or educational function.

13. POSSESSION OF A FIREARM OR DESTRUCTIVE DEVICE

a. No student shall possess, handle or transmit any firearm or destructive device on school property. b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 on 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 four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant 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.
- The penalty for possession of a firearm: ten 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.

c. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule. The grounds for suspension or expulsion listed above apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event, to or from school or an activity, function, or event.
- Engaged in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order to protect persons on school property.

This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions. Any student suspended or expelled from vocational school is also suspended or expelled from Paoli Junior-Senior High School.

SUSPENSION PROCEDURES

When school administration determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. the student will be provided an opportunity to explain his or her conduct
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.
4. At the conclusion of the suspension, the student must report to the office for a brief meeting with school administration before they will be allowed to re-enter the facilities.

NOTE: Students who are suspended or expelled from school are not allowed to be on school property during the

discipline period.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's guardian(s) are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the superintendent.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting. 4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

AN ATTORNEY MAY NOT REPRESENT THE STUDENT AT THE EXPULSION MEETING, BUT THE ATTORNEY MAY BE AVAILABLE FOR CONSULTATION OUTSIDE THE MEETING ROOM DURING THE COURSE OF THE MEETING. 5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the superintendent within 10 days of the receipt of notice of the action taken. If an appeal is properly made, the superintendent will then take any action deemed appropriate.

LEGAL REFERENCE: 20 U.S.C. 8001, 20 U.S.C. 8002, I.C. 20-33-8.