

# Tri Junior Senior High School

## Student Handbook

2024-2025



Students on the Path to Purpose

Tri Jr Sr High School

6972 S SR 103

Straughn, IN 47387

Administration

Kelly Dungan, Principal

Kheonna Kinder, Assistant Principal

Stacia Guarisco, Guidance Counselor

Tyler Stotler, Athletic Director

Russ Jones, Assistant Athletic Director

# **Tri High School Daily Schedule**

**1st Period: 8:00 - 8:46 AM**

**2nd Period: 8:50 - 9:36 AM**

**3rd Period: 9:40 - 10:26 AM**

**4th Period: 10:30 - 11:16 AM**

**5th Period: Advisory/WBL 11:20 - 12:06 AM**

## **6th Period/Lunch**

**Middle School**

**High School**

**Lunch: 12:06 - 12:36 PM**

**Class: 12:10 - 12:56 PM**

**Class: 12:40 - 1:26 PM**

**Lunch: 12:56 - 1:26 PM**

**7th Period: 1:30 - 2:16 PM**

**8th Period: 2:20 - 3:06 PM**

# 2-Hour Delay Schedule

<b>1st Period</b>	<b>10:00 - 10:32 AM</b>
<b>2nd Period</b>	<b>10:36 - 11:08 AM</b>
<b>3rd Period</b>	<b>11:12 - 11:44 AM</b>
<b>4th Period</b>	<b>11:48 - 12:12 AM</b>

## Lunch/5th Period

Middle School	High School
Lunch: 12:12- 12:42 PM	Class: 12:16 - 12:48 PM
Class: 12:46 - 1:18 PM	Lunch: 12:48 - 1:18 PM

<b>6th Period</b>	<b>1:22 - 1:54 PM</b>
<b>7th Period</b>	<b>1:58 - 2:30 PM</b>
<b>8th Period</b>	<b>2:34 - 3:06 PM</b>

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## General Information

### **Mission Statement**

“Students on the Path to Purpose.”

### **Vision Statement**

We at Tri Junior-Senior High School believe in educational goals that are designed to build a foundation for life-long learning. We expect all students to develop both intellectually and occupationally as they acquire positive moral values, citizenship, and self-esteem. We will provide a safe, healthy, and nurturing environment which will help our students become productive and self-sufficient members of society.

### **Goals**

1. Maintain a safe learning environment.
2. Meet students where they are and move them forward.
3. Prepare students to be valuable contributors to society.

### **Titan Facts**

Tri Junior-Senior High School is an accredited member of the North Central Association of Colleges and Secondary Schools as well accredited by the Indiana Dept. of Ed. 9 The South Henry School Corporation was formed in 1963 through the consolidation of Dudley, Franklin, and Spiceland School Townships. Former high schools that served the three township areas were Lewisville, New Lisbon, Spiceland, and Straughn. Tri school colors are burgundy and white with gold being considered a third color. The muscular Titan and "T" are our emblems. The music to "Wave the Flag" is our school song. The words to the school song were written by Mrs. Kathleen Painter, a retired teacher from South Henry.

### **Building Hours**

The building is open in the morning to students at 7:45. The building office hours are 7:30 a.m. to 3:30 p.m. Any student or student group remaining in the building after this hour must be under the supervision of a faculty member. Students are not allowed in the building without supervision. Failure to follow this policy will result in the student being asked to leave the school grounds and/or be given a detention, Friday School, or Suspension.

All classrooms will be locked once the classroom teacher leaves the building for the day. They will also be locked if the classroom teacher will be away from their rooms for an extended period of time. Any student found in a classroom without the supervision of a teacher or school employee will be issued DETENTIONS, FRIDAY SCHOOL, and/or SUSPENSION. The teacher workroom will also be locked after school building hours. If school personnel use this room after hours, they will lock it upon leaving.

### **Visitors**

All visitors to Tri Junior-Senior High School must report to the office to sign in, be approved, and pick up a visitor's pass to wear at all times while in the building. Any questions of who should be approved will be decided by the school administration. Visitors at lunch will not be permitted in the cafeteria.

### **School Closings**

In case of severe weather-snow, ice, etc.-the official announcements for school closings will be reported to the following radio/TV stations. (Listen to these media services, and DO NOT call the school or school personnel.) WMDH-FM - 102.5; Channel 6 - WRTV, Channel 8 -WISH, Channel 13- WTHR, Channel 59-WXIN. Closings will also be announced using the School Reach phone system. The School Reach call will contain a message from an administrator regarding the closing, delay, or cancellation. Home phones and cellular services are both able to receive the call. If you are not receiving these calls please contact the main office to be sure you are listed on the school list.

**Contact Information**

Phone: 765-98-7988 (messages can be left 24 hours a day)

Fax: 765-987-7988

Address: 6972 S SR 103; Straughn, IN; 47387

**Social Media Information**

Facebook: <https://www.facebook.com/Tri-Junior-Senior-High-School-102907681080782>

## Student Conduct

### **Student Discipline**

When student behavior falls below expected standards, students are disciplined with the intent to correct the undesired behavior and/or safeguard the school population as a whole. Tri Jr.-Sr. High School incorporates a 5 level Discipline System to address discipline issues. The following are a list of infractions and resulting consequences. Administration has the right to use professional discretion when applying consequences to violations of school policy.

\*OSS may include participation in the Out of School Suspension Program in conjunction with Henry County Probation and New Castle Schools.

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Insubordination	Detention	ISS	Friday School	OSS
Failure to follow a reasonable request from school personnel	Detention	ISS	Friday School	OSS
Dress code violation	Warning	Detention	ISS	Friday School
PDA	Detention	ISS	Friday School	OSS
Unassigned Area	Detention	ISS	Friday School	OSS
Throwing objects	Detention	ISS	Friday School	OSS
Spitting	Detention	ISS	Friday School	OSS
Littering	Detention	ISS	Friday School	OSS
Failure to serve detention	Detention	ISS	Friday School	OSS
Inappropriate language or gesture	Detention	ISS	Friday School	OSS
Reckless driving	Warning	OSS	Loss of driving privilege	10 days OSS pending expulsion
Cell phone violation	Detention	ISS	Friday School	OSS
Potentially dangerous horseplay	Detention	ISS	Friday School	OSS
Falsely reporting	Detention	ISS	Friday School	OSS
Inappropriate internet search	Detention	ISS	Friday School	OSS
Disrespect towards peers	Detention	ISS	Friday School	OSS
Multiple students in a restroom stall	Detention	ISS	Friday School	OSS
Disruption of school due to social media usage	ISS	OSS	10 days OSS pending expulsion	
Recording/sharing a fight	ISS	OSS	10 days OSS pending expulsion	
Possession of lighters/matches	2 days OSS	4 days OSS	10 days OSS pending expulsion	

Intimidation/Harassment/Bullying or hazing	2 days OSS	4 days OSS	10 days OSS pending expulsion	
Forgery	2 days OSS	4 days OSS	10 days OSS pending expulsion	
Belligerent or profane refusal to comply	2 days OSS	4 days OSS	10 days OSS pending expulsion	
Minor damage of property	2 days OSS	4 days OSS	10 days OSS pending expulsion	
Unauthorized entrance	2 days OSS	4 days OSS	10 days OSS pending expulsion	
Petty theft	2 days OSS	4 days OSS	10 days OSS pending expulsion	
Conversion or possession of stolen property	2 days OSS	4 days OSS	10 days OSS pending expulsion	
Fighting	3 days OSS	10 days OSS pending expulsion		
Verbal abuse of school personnel	3 days OSS	10 days OSS pending expulsion		
Possession of tobacco products or vapes	3 days OSS	5 days OSS and Participation in Diversion Program	10 days OSS pending expulsion	
Major damage to property	3 days OSS	10 days OSS pending expulsion		
Sexual or racist harassment	3 days OSS	10 days OSS pending expulsion		
Habitual Offender	3 days OSS	10 days OSS pending expulsion		
Continued student misconduct under IC 20.8.1-5.8)	3 days OSS	10 days OSS pending expulsion		
Possession of a firearm or explosive	10 days OSS pending expulsion			

Possession of a knife, imitation gun, or any object that can be considered a weapon	10 days OSS pending expulsion			
Possession, using, or selling drug paraphernalia	10 days OSS pending expulsion			
Possessing, using, selling, transmitting, or being under the influence of any narcotic drug, legend drug, hallucinogenic drug, amphetamine, stimulant-depressant, barbiturate, marijuana, alcoholic beverage, inhalant drug, caffeine-based pills, Phenylpropanolamine (PPA), MDPV, Synthetic marijuana, K2, Spice, JWH-018 intoxicant or any kind, or any item that closely resembles or is represented to be any of the foregoing items. Use of a drug authorized by medical prescription from a physician is not a violation of this subdivision. (All prescriptions are to be placed in the care of the nurse during the school day) No student is to carry any medication unless authorized by the school.	10 days OSS pending expulsion			
Burglary or major theft	10 days OSS pending expulsion			
False fire alarms, bomb threats, arson, or false calls to 911	10 days OSS pending expulsion			
Possession or distribution of any dangerous or caustic material	10 days OSS pending expulsion			
Threats of physical assault on school personnel	10 days OSS pending expulsion			
Vandalism of school or personal property	10 days OSS pending expulsion			
Felonies	10 days OSS pending expulsion			

Criminal law which constitutes danger to others or interference with school function	10 days OSS pending expulsion			
Indecent exposure	10 days OSS pending expulsion			
Tattooing or piercing on school grounds	10 days OSS pending expulsion			
Physically touching staff in a rude, aggressive, or insulant manner	10 days OSS pending expulsion			

### **Bullying**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student’s person or property
  - has a substantially detrimental effect on the targeted student’s physical or mental health;
  - has the effect of substantially interfering with the targeted student’s academic performance; or
  - has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.
5. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct

- wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. *The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.*
6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
  7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
  8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
  9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
  10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
  11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.
  12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
  13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

### **Driving**

Students will be permitted to drive to school in accordance with the following regulations:

1. Student must have valid Indiana Driver's License.
2. Car must be parked in the South parking lot. Students must leave their cars and enter the building upon arrival.
3. Student must leave the car secured (locked) until school is dismissed.
4. NO ONE will be permitted in the student parking lot unless he/she has permission from the office.
5. Students will observe all Traffic Laws.

6. All student vehicles must have a Tri High parking permit attached to their rear-view mirror to park on school grounds.

Temporary permission may be granted from the main office. To obtain a tag a student must submit an application for school parking lot access signed by a parent or legal guardian to the assistant principal's office. Forms may be obtained in the high school office. At the time the signed registration is presented; students must present proof of liability (insurance card or car registration).

7. All cars are to exit on Road 700 S.

8. Observe due caution while traveling to and from school. School buses have all of the right-of-ways.

9. Abuse of the above policies will be judged by the administration and driving privileges may be suspended.

10. License plates of all cars driven by a student must be on the registration form.

11. No mopeds or motor driven vehicles will be driven on school 30 property without a driver's license, insurance, I.D. card, and vehicle licenses. If the bike is less than 50 CC, no license plate is required. A helmet must be worn. SEVERE PENALTY: Driving and car suspensions for one semester.

12. Students are not to park in the fire lanes before, during, or after school.

13. Students shall park within the marked parking lines.

14. Students or guardians must have agreed to the "Random Drug Testing Policy" in order to drive to school.

P.L. 121-1989, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under:

- a. At least a second suspension from school for the school year, or
- b. an expulsion from school, or
- c. An exclusion from school for misconduct. The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit revalidated upon the earliest of the following events:

1. The student turns 18;
2. The end of the semester in which the student is reinstated in school; or
3. The suspension, expulsion, or exclusions reversed after a hearing conducted under 1C 20-8.1-5.

The law requires school officials to report to the Bureau of Motor Vehicles:

1. That a student is eligible for a license or permit because the student has not been suspended (at least two times), expelled,
2. or excluded; and when a student has been suspended (at least 2 times), expelled, or excluded.

SECTION 18. IC 20-33-2-11, AS ADDED BY HEA 1288-2005, SECTION 17, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2005]: Sec. 11. (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, and subject to subsections (c) through (e), an individual who is:

- (1) at least thirteen (13) years of age but less than fifteen (15) years of age;
- (2) a habitual truant under the definition of habitual truant established 31 under subsection (b); and

(3) identified in the information submitted to the bureau of motor vehicles under subsection (f); may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age. (b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12: (1) a definition of a child who is designated as a habitual truant, as described by the school. (2) The procedures under which subsection (a) will be administered; and (3) all other pertinent matters related to this action. (c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19. (d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to determine whether the prohibition described in subsection (a) shall continue. The periodic reviews may not be conducted less than one (1) time each school year. (e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit. (f) IC 20-33-8-33. Before February 1 and before October 1 of each year, except when a hearing has been requested to determine financial hardship under IC 9-24-2-1(a)(4), the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC 9-24-2-4.

### **Dress Code**

Parents are encouraged to help monitor their student's attire each day before sending children to school.

1. Shorts, skirts, and dresses need to be of an appropriate length, extending past a student's "pinky" fingertip when arms are fully extended straight down.
2. No article of clothing should be worn that would be considered revealing, distracting to others, or too large to wear (oversized pants and shirts).
3. Any revealing or large holes, tears, or shreds in pants above the knee must be below the standard for appropriate shorts, skirts, and dress lengths listed above on #1.
4. Excessively tight clothing is not permitted unless covered by shorts, skirts, dresses, shirts, or blouses.
5. All clothing should cover the individual so that no cleavage, back, or midriff will be exposed. No underwear should be able to be seen extruding from the clothing or through the clothing.
6. Shirts, blouses, and tops of all students should be shoulder width.
7. No article advertising or promoting alcoholic beverages, cigarettes, or any type of drug are permitted. No article of clothing advertising obscene behavior or inappropriate behavior at school is permitted.
8. Sunglasses, hats, caps, etc. are not permitted during school hours. These articles should be left in students' lockers.
9. Hoods are not permitted to be worn in the school hallways.
10. Any jewelry, armbands, wristbands, or other attachments that could create danger or injury to others will not be permitted.
11. All coats and jackets need to be left in the school lockers once students arrive at school.
12. Book bags and backpacks must be left in school lockers once students arrive at school. Book bags and backpacks are not to be taken from class to class.
13. Spray-painted hair presents a fire hazard and is not permitted.
14. School dress code applies for all "Spirit or dress-up" days.
15. Shoes with wheels or rollers are not permitted. (ex. Heelys)

16. No blankets or pillows permitted.

If the administration feels that dress is inappropriate and it does not fall into the above categories, students will be asked to change into appropriate attire. Failure to do so may result in detentions, Friday Schools, and suspensions. Parents may be contacted whenever dress is inappropriate.

### **Bus Transportation**

Riding the school bus is a privilege extended to students that can be taken away for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his or her requests. The bus driver will need a form filled out with pertinent information regarding each student on his/her bus. The form will be given to students during the first few days of each school year.

The school bus driver shall keep order, maintain discipline among the children in a civil manner, see that no child is imposed upon or mistreated while in their care, and shall make every attempt to care for the safety of the children under their charge. School bus drivers shall assure that all pupil passengers observe the following regulations:

1. Each pupil shall be located 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 noise, boisterous talk, profane language, or indecent conduct will not be tolerated.
4. No windows or doors will be opened or closed except by permission of the bus driver.
5. Pupils will not be allowed to tease, scuffle, trip, hold, hit, or use their hands, 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 driver has opened the door.
7. The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his/her station, the bus driver will be required to stop and make a reasonable attempt by looking for the student approaching the bus without causing the route to be delayed.
8. Upon recommendation of the bus driver, school authorities can deny the privilege of riding on the school bus to any pupil who refuses to conduct themselves in an appropriate manner on the bus.
9. A pupil who boards a bus will ride the full route to school or from school to their assigned drop off point.
10. A driver may dismiss a pupil to another scheduled stop only with the written request of the child's parent or guardian. A bus driver has the same authority with students on his bus as a teacher has with students in the classroom.
11. Students experiencing problems should report them to the bus driver.
12. All school rules apply to bus pick up and drop off points.

Minor Bus Infractions: Minor bus infractions can include but are not limited to the following: ● chewing gum ● food and beverages ● electronics – no cell phones ● loud, boisterous, distracting voices and behavior ● opening windows or doors ● not staying seated while bus is in motion ● annoying and teasing of other riders ● inappropriate behavior

#### Discipline Procedures:

Step #1 The bus driver shall 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 shall hold a conference with the offending student. The bus discipline forms will be completed and sent to the school office for documentation.

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

Step #4 If Step #3 does not produce improvement; the Principal/Assistant 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/Assistant Principal will schedule an informal hearing with the student, the parents, the bus driver, the Principal and/or Assistant Principal, and if appropriate, the Superintendent, to consider expulsion from the bus.

Major Bus Infractions: Major bus infractions can include but are not limited to the following: ● profanity and obscene gestures ● bullying (see state code) ● throwing objects ● disrespecting bus driver ● fighting 34 ● vandalism ● inappropriate display of affection ● weapons (see state code) ● smoking and the use of drugs ● sexual harassment (see description) ● Failure to comply with driver assigned seating chart

When a "Major Infraction" occurs on the bus, the student or students involved in the incident will move directly to Step #3 or Step #4 as stated above. If a student has a second "Major Infraction", Step #5 stated above will be enforced by the administration.

#### **Detentions**

Teachers may submit discipline referrals to the office. Administration will then determine consequences and scheduling of consequences if any. Detentions are 1 hour in length on Monday, Wednesday, and Friday. Friday detention, the homework room, and Friday school will all be held in the same location. Discipline referrals are counted for the school year. Attendance/Tardy infractions are not counted as discipline referrals. (See Attendance Policy). Cell phones will be turned in to the detention supervisor at the beginning of the period and returned to students at the conclusion of the period.

#### **Friday School Detention**

Philosophy: Friday School Detention is an alternative to Out-of-School suspension. Friday Detention allows a student to continue his/her education without interruption and affords extra time to improve school related classroom activities and/or studies. Hopefully, this will be a positive change in behavior, attendance, or tardiness.

#### **PROGRAM PROCEDURES**

A. Friday School Detention is from 3:15 p.m. to 6:00 p.m. Students not inside the assigned room at 3:15 p.m. will not be admitted. Friday School Detentions will be arranged through the Assistant Principal's Office and the student's parents. All students and parents will be notified with adequate time to arrange for the Detention.

B. Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep busy during the entire period of detention. Such materials might include textbooks, library books, or

workbooks. Paperback books, magazines, and newspapers must be part of an assignment. Cell phones, MP3 players, Radios, CD's and coloring books are not allowed. School dress code applies: The atmosphere for the detention will be a quiet one with little or no interruptions. Students will be given a break at some point during the detention at the discretion of the supervisor.

C. Any students who are disruptive, fail to keep busy on appropriate tasks, disobey the supervisor, sleep or give the appearance of sleeping, may be reassigned to an additional Friday detention or be recommended for out-of-school suspension. 1. If a student misses/chooses not to attend Friday School which is for 4 hours, the next steps will be as follows:

1st miss=2 Friday Detentions

2nd miss=1 day OSS

### **Probation**

Students that do not meet the following criteria will be placed on Probation:

1. Students must have passed 75% of all classes at the last progress check (either end of 9 weeks or midterm).
2. Students must have an attendance rate of at least 95% (excluding verified absences).
3. Students must have less than 3 discipline referrals during the previous grading period and less than 3 discipline referrals during the current grading period.

Students on the "Probation List" will not be able to participate in field trips (other than career based trips), dances, prom, student celebrations, etc. A new "Probation List" will be generated at the end of each midterm period and nine weeks grading period.

### **Suspension & Expulsion**

If a student is serving an in-school suspension program or is in the out of school suspension program he or she will receive full credit on all work and tests completed in the in-school suspension. Students will receive full credit on all homework and tests completed at the program.

During the period a student is suspended or expelled, that student is not to participate or attend any extra-curricular activities (home or away) or be on the school grounds. Students that are serving in-school suspensions are also prohibited from participating or attending any extra-curricular activities during the suspension.

### **Grounds for Expulsion or Suspension**

The grounds for suspension or expulsion listed in Section A below 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 (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

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

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. *[Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.] [Low THC Extract products as defined by state law are excluded from this rule.]*
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    - That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - The student has been instructed in how to self-administer the prescribed medication.
    - The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and /or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.
  - a) This rule is not violated when the student has A) been given permission from a teacher to use a wireless device for educational purposes during instructional time; B) To use a wireless device in an emergency or to manage the student's health care C) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students

- who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

### **Cell Phone Policy**

Wireless devices, including cell phones, are prohibited\* for student use while in the building during the school day from 8:00a.m. - 3:06p.m.

- *Per ISBA Code 4307, this includes possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.*

\*This rule is not violated when the student has

- a. been given permission from a teacher to use a wireless device for educational purposes during instructional time;
- b. to use a wireless device in an emergency or to manage the student's health care;
- c. to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

**In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.**

Jr. High students (grades 6/7/8) are not permitted to have their devices with them during school hours. Jr. High Students should keep their devices powered off and stored in lockers during school hours so as not to be disruptive in any manner.

Students are reminded that they may be subject to suspension or expulsion from school for engaging in any unlawful activity involving the transmission or viewing of inappropriate photos, messages, or comments regarding school employees or students.

High school teachers are responsible for managing student cell phone use in their classrooms. A teacher may require that students submit cell phones into a locked storage container at the beginning of each class. If the lock box is used, students can retrieve cell phones at the end of the class period.

These devices are not to be in the student's possession during ILEARN, NWEA, PSAT, SAT or any standardized testing.

### **Phone Calls to Students**

We try to maintain an educational learning environment for our students with the least amount of interruptions to foster their success. Students accepting calls or messages during class may be disciplined for class disruption. We require parents and guardians to call the school when a student is absent, to prearrange an absence, in case of an emergency, or in cases of a serious nature. We only accept such calls from parents or legal guardians. Phone calls or texts directly to the student during school are

discouraged and will not be honored for any absence or early release. We inform the student of phone calls or messages only from the parent or guardian. We want our parents to make contact with the school any time they have a question concerning their child's academic standings, welfare, and overall behavior or total status. We ask that when calling the school, parents or guardians use discretion so that the school does not become a messenger service for messages, which could be handled outside of school. We refrain from pulling students out of class to answer a phone call unless it is an emergency, so please do not ask to talk to your child over the phone when you call the school.

**Corporation Provided Access to Electronics, Services, and Networks**

Included also are any transmissions made on school hardware, in route to school, during school, in route from school, or during any school related activity are subject. Offenders will also be referred to local law enforcement and may be subject to further legal action, should it apply. Devices on school property or present at a school related activity are subject to search. On a second offense, a parent/guardian will be required to come to school and pick up the student's device. The school may maintain said device for 30 days after notice to the parent/guardian. If the device is not picked up by the parent/guardian within the 30 day period, the school may destroy or otherwise dispose of said device.

## Student Attendance

### **Attendance Policy**

It is the desire of Tri Junior-Senior High School that your child receive the optimum educational benefits and a good attendance record is a significant portion of this. It is believed six (6) days of absence during a semester, except in the cases of extended illnesses or unusual circumstances, is excessive. The Administration reserves the right to make attendance decisions that may involve special circumstances not listed in our policy. Decisions will be based on the laws, mandates, and policies of the State, County, and local School Board. Pursuant to I.C. 20-33-2-3.2, “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.”

When a student is ill, or is not able to attend school, the parent or guardian is expected to notify the main office by telephone before 9:00 a.m. An answering machine may receive your call if the office staff is not available. THE REASON SHOULD BE STATED AT THIS TIME. (Telephone No. 987-7988). It is imperative that parents inform the school if students are exhibiting any signs or symptoms as identified by the CDC of Covid-19. If there is no telephone in your home, please arrange to use a neighbor’s telephone. It is extremely important that the school be called. ALL ABSENCES ARE SUBJECT TO CHECKING. AN ABSENCE WILL BE CONSIDERED UNEXCUSED UNTIL PARENT CONTACT IS SECURED. THE CONTACT MUST BE MADE WITHIN 24 HOURS OF ABSENCE. ON THE DAY OF RETURN TO SCHOOL

Students must be fever free, without the use of fever reducing medication, with no vomiting and no diarrhea for at least 72 hours prior to returning to school. It may be required that families provide documentation from a physician stating that a student is not infected by Covid-19 prior to a student being permitted to return to school. When a student returns to school, he/she must make contact with each teacher so that arrangements can be made for make-up work, to receive handouts, etc. For all excused absences, students are allowed days to make-up work equal to the days absent. e.g. 2 excused absent days = 2 school days to make up the work when the student returns. For absences greater than 3 days, the maximum number of days granted for work to be done is 3 days unless an extension is granted by the building administrator.

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

### **Some Truths about School Attendance**

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

**Attendance Limits:**

If a student accumulates ten unexcused absences from school during a semester, the student and a parent will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will not count toward the ten-day limit.

Absences are classified into two classes: Excused and Unexcused.

**Excused Absences:**

The following absences are excused and do not count toward the ten-day limit:

1. Service as a page in the Indiana Legislature
2. Serving as a poll worker on election day or helper to a political party or candidate
3. Active duty with the Indiana National Guard
4. Civil Air Patrol participation
5. Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
6. Court appearances with a subpoena
7. Personal illness with a note from a doctor
8. Personal illness with a note from a parent
9. Death in the immediate family
10. Absences due to a medical or dental appointment (with doctor's office documentation)
11. School-sponsored field trips (student will be considered in attendance at school)

**Unexcused Absences:**

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

**Truant:**

A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.

A full day's absence will occur when a student is absent for five or more periods in a day. A half day's absence will be charged if a student is absent for three or four periods.

**Excused Absences and Written Verification**

Written verification must be presented for all excused absences. The written excuses must be turned into the attendance officer upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

**Make-up Work**

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

Teachers may assign an attendance grade of up to 5% of the total grade for the grading period. Only

unexcused absences will be deducted from the attendance grade.

### **Vacations and other Planned Absences (including College Visits)**

Students who wish to be excused from school for vacations or other planned absences must submit a form, signed by all teachers and the parent or guardian, two full days before the first of such absence to enable schoolwork to be made up for credit. All absences of this nature count toward the ten-day limit. The parent or guardian should contact the school personally to arrange for such absences.

### **Intervention Procedure**

When a student has accumulated five (5) absences, the attendance officer will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer. The Attendance Officer may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer will be presented to the Principal for final determination.

### **Definition of Absences**

Exempt: Counted as present (These are not counted as an absence) \*WRITTEN VERIFICATION IS REQUIRED

- A. Service as a Page or Honoree of the Indiana General Assembly (IC 20-33-2-14) (\*pre-arranged)
- B. Service on the precinct election board or as a helper to a political candidate, to a political party, on the date of each election (IC 20-33-2-15) (\*pre-arranged) 41
- C. Being subpoenaed to appear in court as a witness (IC 20-33-2-16) (\*prearranged)
- D. Being ordered to active duty with the Indiana National Guard (IC 20-33-2-17) (\*pre-arranged)
- E. Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- F. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. (IC 20-33-2-17.5)

Excused Absences: an excused absence is defined as any absence where a valid reason (as defined by school administration) exists for the absence from school Examples include:

1. illness verified by parent communication
2. recovery from accident
3. required court attendance
4. 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.

5. death in the immediate family
6. observation or celebration of a bona fide religious holiday
7. military connected families' absences related to deployment and return

Non Countable Excused Absences – DO NOT count to towards total absence count \*MISSED WORK IS ABLE TO BE MADE UP

1. College Visits/Job Shadowing (\*pre-arranged)
2. Death or funeral of a member of the household or immediate family. (parent, sibling, grandparent, niece, nephew, child, brother or sister in law) One day absence will be allowed due to death for any blood relative. Any other additional absences will be considered on an individual basis by the Tri Jr.- Sr. High School administration, if they are requested in advance.
3. Religious Holiday (\*pre-arranged)
4. State Fair participation (\*pre-arranged)
5. Restrained or delayed by law enforcement (other than a speeding ticket)
6. Appearance in court with written documentation from the court. (\*pre-arranged)
7. Suspension from school. (In school or out of school)

Unexcused Absences: Any absence from school for any reason not included as an excused absence or a prearranged absence is an unexcused absence. Examples include:

1. Car trouble
2. Oversleeping
3. Missing the bus
4. Babysitting
5. Personal business
6. Getting driver's license
7. Failure to attend school before or after a medical appointment
8. Failure to provide documentation for medical appointments within 2 days after absence
9. Failure to report to assigned class without obtaining a pass from the scheduled teacher's class prior to the class period.

Consequences for Unexcused Absences

- 1st & 2nd offense-verbal warning
- 3rd offense-after school detention
- 4th offense-Friday School, Parent Meeting, Attendance Contract developed
- 5th offense-ISS 44

Failure of a parent to notify school of an absence (by the end of the next school day)

- 1st offense-after school detention
- 2nd offense & after-Friday School

**Excessive Absences (Sum of excused & unexcused per year)**

1. 6th absence: letter sent & parent contacted by telephone

2. 9th absence: parent meeting scheduled and attendance contract developed
3. 12th absence: students and parents will explain attendance issues in front of the Attendance Committee (Principal, Counselor, Dean, 3-5 teachers) to develop next course of action
4. 15th absence: student participation in field trips and extra curricular activities forfeited, authorities notified (DCS, Henry County Prosecutor's Office, Sheriff's Department)
5. 17th absence: One Day Notice issued by Henry County Prosecutor

### **Ten Absence Rule**

When a student reaches a total of ten (10) or more absences in a class during a semester, credit will not be awarded unless an exception is made by the building principal after receiving a recommendation from the student's teacher and guidance counselor. An exception will only be granted in cases in which exceptional circumstances have caused the student to miss more than 10 days of class and there is evidence that the student has completed make-up assignments or alternative studies.

### **Student Appointments**

Appointments with doctors, dentists, or legal officials should not ordinarily be made during school time. In case this should be necessary, the student should have a parent or guardian call stating the time it will be necessary to leave the school and the reason. **ANY OTHER APPOINTMENT MUST BE CLEARED THROUGH THE PRINCIPAL OR ASSISTANT PRINCIPAL'S OFFICE.** This should be done **BEFORE FIRST PERIOD.** You will be given a dismissal slip from class for the appointment time. Sign out in the main office before leaving the building. Any student who comes to school late must sign in, in the main office, as soon as he or she arrives.

### **Family Trips**

Parents of Tri Jr/Sr High students should make every effort to schedule vacations, family trips, etc. during non-school times. In the event that a child must be taken from school, the following guidelines are to be followed (Failure to meet all criteria will result in an unexcused absence):

- Notify school at least one week in advance of the date of departure. This allows sufficient time to process request and provide assignment(s).
- Planned activity must involve participation of student's parent, guardian or grandparent.
- Planned absences are not recommended to extend vacations (Christmas/Spring Break).
- Pre-arranged absences are countable toward the permitted limit.
- No pre-arranged absence will be approved during the final week of the semester.
- Students seeking a pre-arranged absence must be passing all classes or subjects.

### **Truancy**

Students who miss school under the following circumstances will be considered truant:

1. Leaving school premises during the school day without parental knowledge or notification of school authorities.
2. Defying parental authority in the failure to attend school, or being absent from school without parental knowledge or approval.
3. Repeated unexcused absenteeism after acquisition of the 15th absence during the course of a year. All days of truancy are considered unexcused. Truant students will receive disciplinary consequences.

### Consequences for Truancy

1. 1st truancy – 2 Friday Detentions
2. 2nd truancy – 2 Friday Detentions, applicable loss of driving privileges to school for one semester and work permit revoked for the remainder of the semester.
3. 3rd truancy - 3 days out of school suspension, applicable loss of driving privileges to school for the remainder of the school year, and work permit revoked for the remainder of the school year.
4. 4th truancy - 5 days out of school suspension and a recommendation of expulsion.

A student who is absent from school periods 5, 6, 7 or 8, or leaves school ill during that time, is not to attend after school activities/events. The exceptions would be a doctor's note, an excused funeral absence, a prearranged absence, or an absence with approval from the administration.

### Habitual Truant

- A. A "Habitual Truant" is defined as a student who has ten (10) or more days of unexcused absences.
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
- C. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.
- D. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
- E. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.
- F. A student who has been designated as a Habitual Truant *will not* be allowed to participate or continue to participate in *extracurricular activities and/or co-curricular activities*.

### Leaving School During School Hours

All students who leave the building during the school day must have office and parent/legal guardian permission. Parent or legal guardian must contact the office prior to a student's dismissal. For a student to be dismissed early for an illness they must see the school nurse and the parent or legal guardian must be notified prior to dismissal. All students that leave school must sign out in the office after obtaining permission from the office first.

Only the following students will be permitted to leave school early during the regularly scheduled school day:

1. Area Vocational School Students (Area Vocational Students must sign in/out at the main office. Failure to do so can result in a detention.
2. Students approved by the Principal's Office.

### **Tardies**

Students are expected to arrive to school and class on time. Those students who accumulate multiple tardies to school or first period will be dealt with in the following manner:

1. Third Tardy - One Hour Detention
2. Fourth Tardy - One Hour Detention
3. Fifth Tardy - Friday Detention
4. Sixth Tardy – (2) Friday Detention assignments plus loss of driving privileges for the remainder of semester
5. 7<sup>th</sup> Tardy and beyond – Two days of ISS and Probation Notified

The individual teacher is required to record all tardies to class each day. Students who accumulate multiple tardies to class in a semester will be dealt in the following manner.

1. Third Tardy - 1 hour detention
2. Fourth Tardy - 1 hour detention
3. Fifth tardy – Friday School
4. Sixth Tardy – (2) Friday Detention assignments
5. 7<sup>th</sup> Tardy and beyond – Two days of ISS and Probation Notified

### **Field Trips**

In order to participate in field trips, students must meet the following criteria:

1. Students must have passed 75% of all classes at the last progress check (either end of 9 weeks or midterm).
2. Students must have an attendance rate of at least 95% (excluding verified absences).
3. Students must have less than 3 discipline referrals during the previous grading period and less than 3 discipline referrals during the current grading period.

\*Participation on field trips that are career based are the discretion of the principal.

### **College Visits**

College visitation days are limited to juniors and seniors only. All visits should be prearranged by calling the university admission office well in advance. Parents are strongly encouraged to accompany their children on these visits. A visit should include information from the college admission office, financial aid office, or individualized curriculum departments. College Days are a privilege and, therefore, permission is granted after a conference between the administration and Director of Guidance. Discipline, academic, and attendance records will be reviewed before a visitation will be granted. If the student is on an Attendance Contract, the request will be denied. The student's parent/guardian should call in to the Attendance Office in advance to initially clear the visit. For the visit to be counted as an excused absence a written statement from a university official (on university stationery) should be presented to the

Attendance Office the following school day. Any student who does not comply with this policy will receive an unexcused absence for that day. Students will be limited to one college visit for their junior year and up to three visits for their senior year. May 1st is the deadline for taking job shadowing or college visit days.

## School Safety

### **School Resource Officer**

The school resource officer program is a nationally accepted program involving the placement of a certified law enforcement officer within the educational environment on several different levels. This partnership between the school district and local law enforcement agency allows the SRO to work closely with the school administration to provide a safe learning environment, law related education, and the expertise of a trained law enforcement officer on campus. While serving as an SRO in our building, the officer has the right to counsel students and administration on legal, social, and disciplinary matters for the benefit of our school culture and the benefit of the individual student.

### **Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone should exit the building as quickly as possible. Students should not talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will have their updated emergency kits and take attendance.

Tornado drills, lockdown drills, and manmade drills will also occur once a semester.

### **Breathalyzer**

If there is reasonable suspicion that a student has consumed alcohol, the administration will have that student take a breathalyzer test. If the student tests positive, the student's parents will be contacted as well as the local law enforcement.

### **Tobacco, Vaping Use/Possession**

It is a violation of Indiana Law for anyone under the age of 21 to possess tobacco or vaping devices. Any student possessing or using tobacco on school grounds may be issued a tobacco ticket from the Henry County Sheriff's Department or be required to attend, with parents, a Basic Substance Abuse Education Program as assigned by Henry County Juvenile Probation. This policy includes vaping/e-cigarettes.

\* The parking lot is considered school grounds.

### **Criminal Gangs and Criminal Gang Activity in Schools**

The Board of School Trustees of the South Henry 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 group behavior.

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.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence 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 the 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 board meetings.

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 or 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. School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to: 1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity. 2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority. 3. Coordinate resources and funding opportunities to support gang prevention and intervention activities. 4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T) Program into curricula.

LEGAL REFERENCE: IC 20-26-18 IC 20-33-9-10.5 IC 35-45-9-1 POLICY ADOPTED: JUNE 2016

## Academics

### Grading Scale

99-100	A+
98-93	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
63-67	D
60-62	D-
0-59	F

### 4.0 Grading Scale

A 4.0	A- 3.667	
B+ 3.333	B 3.0	B- 2.667
C+ 2.333	C 2.0	C- 1.667
D+ 1.333	D 1.0	D- 0.667
F 0		

### Graduation Requirements

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State.

There shall be only one (1) diploma general awarded by this Corporation and no distinctions shall be made between various programs of instruction. Exceptions shall be made for students who meet the State requirements for a Core 40, a Core 40 with Academic Honors diploma or Core 40 with Technical Honors diploma.

Special education students who have completed and are ready to exit their programs may participate in graduation activities and shall be awarded, as appropriate, a diploma, a certificate of achievement, and/or a certificate of course completion.

The Board shall award a certificate of achievement to a student who is on a non-diploma track as determined by that student's Individualized Education Program.

The Board shall award a certificate of course completion to a student who completes the minimum courses required for high school graduation but does not meet the Graduation Qualifying Examination requirement.

Students that will be graduating with the class of 2024 are required to meet one of the following options:

- A. The core 40 course and credit requirements adopted by the Indiana Department of Education and a completion of one the three Graduation Pathways as identified by the department of education
- B. The core 40 course and credit requirements adopted by the Indiana Department of Education and a waiver from one the three Graduation Pathways as identified by the department of education

Upon the request of the student's parents, the student may be exempted from the Core 40 curriculum requirements and be required to complete the general curriculum to graduate as required by State law. Also, school officials may initiate a discussion with the parents about exempting a student from the Core 40 curriculum if the student does not pass at least three (3) courses required under the Core 40 curriculum or if the student scores in the twenty-fifth percentile or lower the first time the student takes the graduation exam. If the parent makes the decision to exempt the student from the Core 40 requirement, the student will be required to complete the general curriculum as required by State law.

Commencement exercises will include those students who are eligible for a diploma, certificate of achievement, or certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Note: Denying participation in commencement exercises to special education students who have completed their program violates 511-iac 7-27-9(b).

#### GENERAL STATEMENTS CONCERNING GRADUATION REQUIREMENTS:

1. All requirements for graduation must be met before a student may participate in commencement ceremonies.
2. Students must satisfy one of the Indiana Department of Education's Graduation Pathways. Students that meet Tri's graduation requirements, but do not qualify for a waiver or complete a pathway will be issued a Certificate of Completion.

### Weighted Grades

The following courses will follow the weighted grade scale listed below when calculating student GPA: AP Calculus, AP Physics, AP Biology, Honors English (9, 10, 11), & All Dual Credit Courses.

Letter Grade	Weighted
A/A+	5.0
A-	4.5
B+	4
B	3.5
B-	3.0
C+	2.5
C	2.0
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

### Junior High Requirements

Students will receive a credit for each semester class passed. A student must have:

1. a minimum of 10 (ten) credits to be promoted to the next grade level and
2. a total of 6 (six) credits or more from the core classes (math, English, science, and social studies) to be promoted to the next grade.

Depending on state funding and PLATO course space, students meeting both of those requirements, but having fewer than two credits in either math or English will be required to attend summer school for that subject area in order to be promoted. Students will be given an opportunity to make-up credits during summer school either in math remediation, English remediation, or PLATO. This will be determined by the guidance counselor, principal, and the junior high teachers.

A final review will be conducted to determine the pass/retention status of a student not fulfilling the above requirements. The committee will consist of the principal, guidance counselor, and at least one middle school core teacher. Items to be considered;

1. Credits earned

2. Remediation/Credit recovery
3. ISTEP Scores
4. Age of the student

### **Early College/Dual Credit Classes**

The Board recognizes the value to students and to the Corporation for students to participate in programs offered by accredited colleges and universities in Indiana.

The Board will allow students in grades 11 and 12 who meet the criteria to enroll in approved postsecondary programs while in attendance in the Corporation. Students will be eligible to receive dual credit or be provided dual enrollment programs that meet the educational objectives of the School Corporation and are offered by State educational institutions as defined in I.C. 20-12-0.5-1.

No student may participate, however, without the written consent of the high school principal or if such participation would delay his/her graduation from high school.

The Superintendent will establish the necessary administrative guidelines to ensure that eligibility criteria are clearly defined and properly communicated to both the students and the institutions offering such programs to students of this Corporation. The Superintendent will also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

I.C. 20-12-13-6, 20-12-75-14, 20-30-11, 20-30-11.5, 23-13-18-29 511 IAC 6-10-4

### **Early Graduation**

A four-year program is the NORM for most high school students. It will be a distinct advantage for most students to accumulate as many high school credits as possible prior to graduation. However, the South Henry Board of Trustees recognizes the individual differences which exist among students and the need of a few to complete their high school program in a period of less than four years. Below are given basic guidelines: 1. Establish a meeting date at least 30 calendar days prior to the end of the junior year with his/her parents or guardian to appear before a Review Board to show just cause for early graduation. 2. The Review Board shall consist of the Principal, Guidance Counselor, and three to five other staff members. The Review Board shall consider the case.

### **Credit Recovery**

Credit Recovery allows a student to earn credit for a course in which he or she did not previously receive a passing grade. In a credit recovery program, an assessment is made of the student's strengths and weaknesses in regard to the course content. Based on this assessment, the student completes instruction only in the course objectives that have not been mastered. Upon successful demonstration of mastery for these objectives, the student receives credit for the course. A credit recovery course is tailored to the individual needs of each student and allows a student to earn credit in a few weeks or months rather than repeating the entire course. A credit recovery program can be an effective way of helping students get back on track toward graduation, and perhaps encourage students to stay in school.

Definition of credit recovery: Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit for graduation or earn promotion.

1. Admission to and removal from the Credit Recovery Program:

- Students who have already received credit for a course but have not passed the end of course test(s) required for graduation are encouraged to participate in Credit Recovery for that course prior to the next subject area administration.
- Students who fail to start acceptable activity in their approved Credit Recovery course within 10 days of approval may be removed from the course. Students who fail to start acceptable course activity within 1 day when approved as a part of a summer program may be removed from the course.
- Students may not use Credit Recovery as a way of improving GPA.
- A district review committee will determine the number of Credit Recovery Courses that a student can take at one time.
- Students shall not remain in a Credit Recovery Course for more than one year. Shorter completion times may be established by the Review Committee based on the criteria used for their admission decision.
- After initial application approval by the principal and/or counselor, students are screened by a Review Committee to determine admission based on motivation, aptitude, and need, and/or the reading level required for the computer based program or other method of Credit Recovery.

2. Instructional methodology:

- South Henry School Corporation will implement an online computer assisted instructional program for Credit Recovery.
- Certified teachers will help with content and non-certified staff may provide facilitation.
- Certified teachers and non-certified staff will be trained through professional development to facilitate the online courses.
- Credit Recovery Courses are scheduled to meet the needs of individual students in computer labs or other designated classrooms either after school, during school, or in the summer with designated facilitators. In some approved cases work may be done in the home setting.

3. Content and Curriculum:

- The Credit Recovery Curriculum shall be based on the Indiana Curriculum and Standards.
- PLATO online program may NOT be used for credit recovery when appropriate courses are available.

4. Grades:

- The district flags the courses earned through credit recovery on the permanent record, but not the quarterly grade report. (Courses will be marked as a correspondence course.)
- THS is notified when a student earns credit through a credit recovery program.
- The credit recovery course must be completed with a passing grade.

5. Testing: All final tests will be locked and must be taken in the presence of a facilitator. It is the responsibility of the student to schedule a time to take the test with a facilitator.

6. Available Seats: Tri Jr. Sr. High School has a limited number of PLATO seats which may be used. A student may log-in anytime he/she wishes if there is an available seat at that time. Again, ALL FINAL TESTS must be taken in the presence of a PLATO facilitator.

7. Registration Students must register in the Guidance Office. After your registration has been approved, you will be assigned a Facilitator and login/password. You will need to log-in as soon as possible to verify that your login/password is working.

### **Career Center**

All juniors and seniors are able to apply for admittance into a program at the New Castle Career Center by a given deadline. To be eligible, students must be on track towards graduation and be able to complete required course work in order to earn a diploma. All Tri Jr/Sr High rules apply while attending the career center.

### **Homework Policy**

Research provides strong evidence that, when used appropriately, homework benefits student achievement. Furthermore, the number one reason for students receiving failing grades is simply not completing homework.

Teachers will notify parents on a weekly basis on any missing homework assignments via email. Teachers will develop their own policy on the acceptance of late/missing homework.

### **Student Transfer/Enrollment**

The Board of School Trustees recognizes that a parent of a child must be a legal resident of the South Henry School Corporation in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the South Henry School Corporation. Requests by parents, guardians, or custodians of Indiana students who do not reside in the South Henry School Corporation but who wish to enroll their child in the school corporation will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the South Henry School Corporation Superintendent's Office prior to April 14 of current school year. Transfers will be considered on a yearly basis.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a random drawing will be necessary to determine who will be accepted. A random drawing will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity, space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.
4. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Under no circumstances will a transfer student be accepted for athletic reasons.

The building principal and superintendent shall deny a transfer request based on one or more of the following criteria:

1. The student has been suspended or expelled for more than 10 school days in the 12 months preceding the request for transfer.
2. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.

3. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
4. The student was suspended or expelled for violating a drug or alcohol rule.

Students transferring to this Corporation from other schools or school corporations shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy.

The Board of School Trustees authorizes the Superintendent to accept all requests for a student to transfer into the South Henry School Corporation.

The South Henry School Corporation will not require transfer tuition to be paid.

Legal References: I.C. 20-26-11-2 I.C. 20-26-11-6 I.C. 20-26-11-32 Board Adopted: July 15, 2013 Revised: July 8, 2014

### **Cheating Policy**

At Tri Jr. Sr. High School cheating is recognized as a serious offense; therefore, it will be handled as such:

- The first time a student is caught cheating on a test or assignment; he/she will receive an F on that assignment and a Friday school detention.
- If the same student is caught twice in the same class, he/she will receive an automatic F for the 9 weeks.
- On the third violation a student will be withdrawn from the class and receive an F for the semester. Parents will be notified of any violation of this policy.

### **Plagiarism Policy**

Plagiarism occurs when a person copies the work of another and presents it as his/her own. This is a form of intellectual theft that results in serious consequences. Plagiarism is also quoting another writer's work without proper citation.

Consequences at Tri Jr. Sr. High School are as follows:

- First Offense – Zero credit on the assignment and a Friday Detention with the option to redo the assignment in its entirety for partial credit.
- Second Offense – Zero credit on the assignment and two Friday Detentions with the option to redo the assignment in its entirety for partial credit.
- Third Offense – Grade of "F" for the 9 weeks.
- Fourth Offense - Grade of "F" for the semester.

\*Ivy Tech Dual-Credit Course Syllabi guidelines will supercede 67 the basic Tri Jr. Sr. High School Plagiarism Policy when applicable. Please see your individual course syllabi or instructor for Plagiarism consequences in those courses.

### **National Honor Society**

At the end of the first semester each year, the Guidance Office compiles a list of junior and senior class students who have a 3.3 or better grade point average. Those seniors who are not NHS members and all the juniors on the list are eligible to go through the selection process for possible induction into the organization. The candidates for NHS membership are given Student Activity Information Forms to complete. These forms contain spaces for listing Co-curricular Activities, Leadership Positions, Awards or Honors, Community Activities and Employment. The candidates are encouraged to fill out these forms as completely as possible. A completely filled form is one of the best ways to insure that the candidate will get proper consideration for membership. The Faculty Selection Committee is impressed by candidates who take the time and effort to complete the Activity Information Form neatly and thoroughly.

Candidates are instructed to turn in the completed Activity Information Form to the NHS Chapter Advisor. The information is then turned over to the Faculty Selection Committee for review. The Faculty Selection Committee is required by national NHS Guidelines to contain five faculty members selected by the NHS Advisor and Principal. These five committee members review the Activity Information Forms and confer with other members of the faculty before they meet together. Each member of the committee receives a ballot to rank the candidates on leadership, service and character. The highest ranking is a 4 and the lowest possible is a 1. The NHS Advisor is an ex-official member of the committee, and therefore has no voting privileges. Using the rating as a foundation, the committee will then vote for admission with a majority of the five voting members needed for NHS membership. After the selections are made, a congratulatory letter will contain information about the induction ceremony. National Honor Society membership is a very important honor for most high school students. We try to follow the guidelines laid down for us on the national level to the best of our abilities so that those students who deserve this honor are the ones selected.

### **Student Aides**

There are departments where student aides are assigned. Faculty are responsible for the selection and supervision of those students. 1. Aides are to be assigned a work station during scheduled times. 2. Students are to report to assigned study hall when duties are completed.

### **Exit Interview**

A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless:

1. The student, the student's parent or guardian, and the principal agree to the withdrawal.
2. At the exit interview, the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school." (Code 20-33-2-28.5)



## Student Health and School Nurse

### **Board Policy of Immunization**

All students enrolled in South Henry Schools must comply with the laws of Indiana in regards to their immunization status. To comply with this law, the following requirements must be met for specified grade levels: Grades 7-12:

- 5 doses of DTP (diphtheria-tetanus-pertussis), DTaP or DT or (4 doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least 6 months after the 3rd dose)
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least 6 months after the 2nd dose)
- 2 doses of measles (rubella) vaccine, on or after the first birthday;
- 1 dose of rubella (German measles) vaccine, on or after the first birthday;
- 2 dose of mumps vaccine, on or after the first birthday;
- 3 doses of Hepatitis B vaccine the 3rd must be given on or after 24 wks.of age.
- 2 doses of Varicella (chickenpox) vaccine on or after the first birthday separated by age appropriate interval or parental written statement indicating mo/yr of disease is sufficient.
- 1 dose of Tdap (tetanus-diphtheria-acellular pertussis vaccine)given on or after 10 yrs of age.

12<sup>th</sup> Grade: · 2 doses of MCV4 “Meningococcal Conjugate” (Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4).

There are two cited statutory provisions for objection regarding the Indiana Immunization Code are as follows:

- A doctor’s written statement that a particular immunization is detrimental to the child’s health. It must state in writing that the child has a medical contraindication to receiving each individual vaccine and must be resubmitted each school year.
- A written, signed statement from the parents must be on file yearly indicating their objection to their child being immunized is based on religious grounds. This will need to be delivered to the school and must be resubmitted each school year.

Students who have not met the above stated requirements will be given twenty (20) school days to meet the requirements of the State of Indiana or have completed objection documentation . If requirements are not completed in the twenty school day period, the students can be excluded. This is in compliance with the Indiana immunization laws and South Henry School Corporation policy.

### **Administration of Medication Guidelines**

South Henry School Corporation shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and requires medication to benefit from his/her educational program. MEDICATIONS SHOULD BE GIVEN AT HOME WHENEVER POSSIBLE. The

intent of the guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medications for those students who require them.

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.

- a.) The first dose of a newly prescribed medication should not be administered at school.
- b.) Parents should make every effort to have medication times set for time periods other than school hours.
- c.) Antibiotics that are to be given 3 times a day should be given at home: before school, after school and at bedtime.
- d.) No herbal medication not FDA approved will be given by school personnel.
- e.) No expired medication will be given by school personnel.
- f.) All medication must be kept in the health office in a locked area or tamper proof containers.
- g.) Medications stored in the health office are only available to the student during the regular school day.
- h.) It is the student's responsibility to come to the health office at appropriate times for medication, unless there is a physician's note stating otherwise.

2. No student may transport medications to and from school, with the exception of a physician's order (See # 6 for details regarding self-carry).

- a.) All medication must be brought to school by a parent/guardian, or an adult, age 18 and over who is on the student's emergency contact list in Harmony.
- b.) Medication brought to school by a student will NOT be given and a parent/guardian must come to the school to retrieve the medication.
- c.) Medication will not be returned home with students and must pick up the medication from the health office by a parent/guardian or an adult, age 18 and over who is on the student's emergency contact list in Harmony, or individual designated in writing by the student's parent to receive the medication.
- d.) At the discretion of the building principal and school nurse, medications may be sent home that are possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission/ proper documentation for the student to receive the medication.
- e.) South Henry School Corporation is not responsible for students' transport of medications to and from school. Medications must be taken to the Health Office upon arrival at school. The parent/guardian agrees to accept legal responsibility for the safe transport of the student's medication.

3. All medications should be administered by the school nurse or trained health aide. If the school nurse/health aide is not available to administer the medication, the building principal and school nurse should jointly identify unlicensed assistive personnel (UAP) or volunteer health aides (VHA) to administer medication to students.

- a.) The school nurse will perform an initial evaluation of the extent to which the medication may be delegated, with such delegation appropriately accepted by the UAP or VHA. The decision to delegate shall be based on the right task and professional health and safety criteria. A list is on file in the health office of persons who are annually trained on safe medication administration.
- b.) Medications given will be recorded on the medication log listing student's name, medication name, dosage, route, time to be given, date/time medication was given, and initiated by the person administering medication.

4. All prescription medication to be given at school must have written instructions such as a medication authorization form signed and completed by the physician and parent/guardian of the student who is to receive medication.

- a.) This form is valid for the current school year only.
- b.) Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a physician.
- c.) It is the responsibility of the parents to notify the school of any changes in the original prescription and provide a new physician's order or new pharmacy label.
- d.) A new form is required for any changes in medication, dose or administration time.
- e.) The health office must be notified in writing when a medication is to be discontinued.

5. Over the counter (OTC) medication to be given as needed, must be accompanied with a written permission form located in the health office listing students name, name of medication, when/why to be given, signed and dated by parent/guardian. The form is valid for the current school year only, or for a shorter period if directed on the form.

- a.) OTC medications must be brought in by a parent/guardian or an adult, age 18 and over, who is on the student's emergency contact list in Harmony, or individual designated in writing/verbal by the student's parent to receive the medication
- b.) OTC medications will need to be in the original unopened container, non expired, and administered within the dosage parameters and frequency recommended on packaging or as designated by physician with signed order.
- c.) If an OTC is administered, the school nurse will use discretion whether to notify parent/guardian.
- d.) The parent/ guardian should inform the health office if the student was given OTC medications the morning before school.
- e.) Students who request their OTC medications frequently may be denied administration and/or parents will need to provide a doctor's statement in addition to supplying the medication for the student.
- f.) OTC medications may be kept in the health office all school year for the designated student.

6. No student shall be allowed to keep medicine in his/her possession at school with the exception of asthmatic inhalers, epinephrine injectors, diabetic supplies, and any other medication with annual written orders from a licensed physician and requested by the parent.

- a.) Safety of other students is taken into consideration. Approval by either the school principal or school nurse is required.
- b.) Students are not allowed to self-carry or self-administer controlled substances.
- c.) Self-carry medication must be with the student and cannot be left unattended.
- d.) The student has been instructed in how to self-administer the prescribed medication and must show competence in effectively, responsibility, and safe administering such medication.
- e.) Parents should consider supplying the school with additional doses of medication that the student is self-carrying.
- f.) South Henry School Corporation will not be responsible for the results of students using self medicating drugs prescribed by a physician allowing self medication and requested by parent/guardian.

7. Medications that need to be administered during school field trips or activities may be provided to the student.

- a.) It is the parent/guardian's responsibility to notify the health office of a student's field trip or extracurricular activities.
- b.) The school nurse/ health aide MAY NOT be present during the field trips/extracurricular activities and medication will be administered by an unlicensed assistive personnel or trained volunteer health aide.

8. All medications not picked up by a parent/guardian or an adult, age 18 and over who is on the student's emergency contact list in Harmony, or an individual designated in writing/verbal by the student's parent at the end of the day on the last day of school will be destroyed. Expired medications will also be destroyed. No medication will be saved for the next school year.

- a.) In the event a medication is discontinued with a written notice, the medication must be picked up by the parent/guardian within 10 school days or the medication will be destroyed.
- b.) Disposal of medication will be done in collaboration with the school nurse and resource officer following FDA and DEA regulations and guidelines.

### **Medication Disciplinary Action**

Disciplinary action may occur if medication is abused. If a student is found to have in their possession or on their person any medication not authorized and in compliance with the above rules may be subject to disciplinary action. Any attempt to sell, trade, or give anyone else medication in any form is a violation and will be subject to Disciplinary Action.

First Aid & Emergency Care: If you are ill and need to see the nurse, secure a hall pass signed by the teacher or staff in charge of the class from which you will be absent. Students should report directly to the health office. If the nurse/health assistant is not in her office, report to the main office. **DO NOT COME BETWEEN CLASSES UNLESS IT IS AN EMERGENCY.** Immediate first aid is provided for all students. Concerns about administration of medications, see policy as outlined in "Administration of Medication Guidelines" Your parent or guardian, are requested to complete information for health records through Harmony parent access. Please keep your phone number and address accurate with the school office if it changes during the school year. This information will be used should your child become ill or injured. The School Nurse is available for assessment, recommendation, and care. Diagnosis and treatments are prescribed by the student's Physician. Students will not be allowed to leave school until permission is granted by a nurse, administrator, parent or guardian. Students must sign out before leaving the building.

### **Pest Control Policy**

The school corporation is committed to providing students a safe 74 environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the 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. Annually inform parents and staff members of the corporation's pest control policy at the time of student registration (beginning of school year) by a separate memorandum or 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 written record for at least five years of any pesticide applications. The corporation will provide advance notice prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide 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 applications because of immediate threat to the public health, the school shall give written notice as soon as possible. The corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation. The Superintendent shall prepare and disseminate regulations for the implementation of this policy. Board Adopted: 4/11/01

### **Asbestos Management Plan**

The South Henry School Corporation has had asbestos management plans prepared for all the school buildings in the corporation. These plans are available for inspection each day during school hours. The overall corporation plans can be seen at the office of the Superintendent during regular business hours. Copies of the plan would be made available upon request. All asbestos training now requires annual updates. All maintenance and custodial staff are trained.

### **Random Drug Testing Program**

South Henry 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 South Henry 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 August 1, 2013. This program does not affect the current policies, practices, or rights of South Henry Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. South Henry 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: South Henry Schools has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Henry County, Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Statistics show that the mission of South Henry Schools has not been realized. Our commitment to maintaining the extracurricular activities in South Henry 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 South Henry School students in grades 7-12 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 20-8.7-2 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 sign and return 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 so doing, the student is agreeing to participate in the random drug testing program at Tri Jr. Sr. 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 Friday. 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 or oral fluid 10 drug panel 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 or oral fluid 10 drug panel test according to the quality control standards and policy of the laboratory conducting the urinalysis or oral fluid 10 drug panel test
  5. All students will remain under school supervision until they have produced an adequate urine specimen or oral fluid 10 drug panel test. 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 or oral fluid 10 drug panel test 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 or oral fluid 10 drug panel test 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 or oral fluid 10 drug panel test 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 or oral fluid 10 drug panel test will be mailed back to the principal/administrative designee with no name attached; only the student's 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 or oral fluid 10 drug panel test 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 contact 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, driving, dances, prom, etc. 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 South Henry Schools reserves the rights 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 and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee has access to.

#### Financial Responsibility:

1. Under this policy, South Henry 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 or oral fluid 10 drug panel test

3. is the financial responsibility of the student or his/her parent/guardian.

4. 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 South Henry 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 the South Henry Schools commitment to confidentiality with regards to the program.

Other Rules: Apart from this drug testing program, Tri Jr. Sr. High School 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.

## Student Activities

### **Dances**

In order to participate in dances, students must meet the following criteria:

1. Students must have passed 75% of all classes at the last progress check (either end of 9 weeks or midterm).
2. Students must have an attendance rate of at least 90%.
3. Students must have less than 3 discipline referrals during the previous grading period and less than 3 discipline referrals during the current grading period.

Dances and social events are held for the student body only. (Exception: Homecoming and Prom) Invited guests of Tri High School junior and seniors must be under the age of (21) twenty-one. The Tri Jr. - Sr. High school student wishing to invite a guest must obtain a Dance/Prom permission form that will be completed by the invited guests. This must be returned to the administration (3) three days prior to the dance/prom. No late sign-ins will be allowed. Any date that is invited which is discovered to have disciplinary problems at another school will not be allowed to attend the dance. Any student that provides false information about a date will forfeit dance privileges the rest of the school year. Guest privileges at other events will be decided by administrative discretion. The Tri Jr. – Sr. High school student who brings a date to the dance is responsible for his/her conduct and behavior. All non-Tri High graduates must present a copy of their driver's license to the high school and sign a waiver for a background check one week prior to the dance. All guests must be under the age of 21.

### **Prom**

In order to participate in Prom, students must meet the following criteria:

1. Students must have passed 75% of all classes at the last progress check (either end of 9 weeks or midterm).
2. Students must have an attendance rate of at least 90%.
3. Students must have less than 3 discipline referrals during the previous grading period and less than 3 discipline referrals during the current grading period.

Additional Prom Information

1. Juniors are responsible for promoting, financing & organizing the prom:
2. If the prom site is away from Tri, the Junior Class must receive approval from class sponsors, administration, and the school board.
3. All members of the Junior and Senior classes, Superintendent, School Board, Administration, and Faculty are invited to attend and may bring one guest.
4. Junior and Senior prom dates must be at least a freshman in High School and under 21 years of age. No Exceptions.
5. All school rules apply at prom.

### **Clubs**

The following clubs are available for students to join: FFA, BPA, Drama, Speech, Model Legislature, Academic Teams, Student Council, NHS, NJHS, Band, and Choir.

### **Extra Curricular Policy**

Section 1: ATTENDANCE POLICY

Students who wish to participate in extracurricular activities need to be in school the entire day. If a student is absent after 10:00 a.m. on the day of an activity, he/she does not participate. Exceptions: prearranged excusable days, doctor or dental appointments, or death in immediate family/funeral.

Section 2: ACADEMIC POLICY Tri Jr. Sr. High School has adopted the following extra-curricular/co-curricular policy: A student must pass 6 classes on his/her report card or he/she will be placed on extracurricular/co-curricular probation. While a student is on probation, he/she will not be allowed to be associated with that activity. When the mid-term grades are issued if the student has 6 passing classes, he/she will be allowed to start practicing and/or attending club meetings. Students will not be allowed to perform or compete in any contests until the next report cards are issued. The following areas are covered under this policy: Athletics, FFA, FCCLA, BPA, Drama, Speech, Model Legislature, Drill Team, Academic teams, Student Council, SADD, NHS, and solo and small group contests for band and choir. This is not an exhaustive list; other areas not covered are left to the discretion of the administration. It is the responsibility of the sponsor or coach to enforce this policy.

Section 3: SUBSTANCE ABUSE POLICY (This policy is for extra-curricular activities except for athletics. The substance abuse policy for athletics is found on page 60.) OFFENSES FOR TOBACCO, ALCOHOL, DRUGS, OR ANY 90 CONTROLLED SUBSTANCE ARE CUMULATIVE AND CARRY FROM YEAR TO YEAR WHILE IN HIGH SCHOOL.

Part A. ALCOHOL, DRUGS, or any CONTROLLED SUBSTANCE:

1. First Offense - The first offense will result in the student being excluded from participating in extra-curricular contests or performances for 45 school days, from the date the administration disciplines the student. All Saturday extra-curricular contests and performances are included in the suspension, but don't count toward the 45 school day total. A student may resume participating in performances and contests provided the student passes a drug test that is paid for by the student or his/her parent. If after 45 school days, the school has not received a clean test, the student will be suspended from extra-curricular activities for one calendar year. The student will remain suspended until a clean test is received. The administration must be given a copy of the drug and alcohol test results.
2. Second Offense - The second offense will result in the student being suspended from extra-curricular activities for one calendar year. At the end of one calendar year, the student must pass a drug test paid for by the student or his/her parent to be reinstated. The student will remain suspended until a clean drug and alcohol test is received. The administration must be given a copy of the test results.
3. Third Offense - The third offense will result in the student being suspended from participating in all extra-curricular activities for the remainder of their school career.

Part B. TOBACCO (INCLUDES VAPING/E CIGARETTES):

1. First Offense - The first offense will result in the student being suspended from extra-curricular performances and contests for 18 school days, from the date the school disciplines the student. All Saturday extra-curricular performances and contests are included in the suspension, but don't count toward the 18 school day total.
2. Second Offense - The second offense will result in the student 91 being suspended from extra-curricular performances and contests for 90 school days from the date the administration

disciplines the student. All Saturday extra-curricular contests and performances are included in the suspension, but don't count toward the 90 school day total.

3. Third Offense - The third offense will result in the student being suspended from participating in all extra-curricular activities for the remainder of their school career.

Part C. If a student is suspended under this policy, the principal or assistant principal will list the extra-curricular suspension dates on the suspension form.

Part D. Confirmed violation takes place when a student uses, possesses, or transmits a controlled substance and is identified by means of one of the ways described below: a communication from a law enforcement official which indicates there is probable cause to support the filing of a criminal information or petition of delinquency on grounds involving possession, transfer or use of a controlled substance; a voluntary admission of guilt of such act by the student to have violated this policy; or finding by school officials, based on observations and/or first hand information, that a student violated this policy.

Section 4: EXTRA-CURRICULAR CONFLICT POLICY Conflicts in schedules should be resolved between the two faculty representatives. If the two sponsors cannot reach an agreement then the assistant principal will be contacted. The format the assistant principal will use is as follows:

1. Practice- Practice conflict: coin toss then a rotation for the rest of the practice-practice conflicts.
2. Contest – Contest conflict: Tournament contest has priority, conference contest has next priority. If they are equal a coin toss will start rotation for the other contest-contest conflicts.
3. Tournament-tournament conflict: higher-level tournament has priority. Tournament has priority, Contest 2 nd priority, and Practice has 3 rd priority.

### **Guidance Information**

The guidance office is important to the educational process at Tri Junior-Senior High School. Whenever possible, students need to make an appointment ahead of time with the counselor. These appointments should be made either before school, during lunch, after school, or between periods. In emergency situations, students may have their handbook pass signed from their teacher during class.

The following services are provided for the benefit of all students. Parents are encouraged to contact the guidance office with questions, for information, or comments regarding any of the following:

1. Personal and/or group counseling/advising
2. Career exploration: Occupational Interest, Inventories/Computer program/occupational informational manuals
3. Interpreting and evaluating test scores: PSAT, SAT, ACT, ISTEP, ILEARN, ASVAB, ECA.
4. Course scheduling questions
5. College, vocational/technical school advising
6. Financial aid information for post high school education: grants, scholarships, loans, work-study, etc. 7. Provide a link for parent/teacher communication
8. Counselor/Parent conference available upon request
9. Academic standing (rank, GPA, credits)
10. Student "progress reports" from teachers

Based on Indiana State Code IC 20-28-10-17 and IC 31-32-11-1, when a school counselor has a counseling session with a student, the information is treated as confidential. If a student reveals in a session there had been abuse, or harm had been inflicted on someone, or that someone is intending to harm another, then the counselor is required to follow state law and local board-adopted policy and report this to the appropriate agency that deal with such matters.

### **Senior Final Exam Waiver**

Seniors may elect to waive the 2<sup>nd</sup> semester final exam for any course where they meet all of the following criteria:

- The course is not a dual-credit or AP Course
- The student has earned at least a C for the 1<sup>st</sup> semester, 3<sup>rd</sup>, and 4<sup>th</sup> nine weeks
- The student has zero missing assignments for the semester
- The student has zero unexcused absences for the semester

A final exam waiver form must be completed by the student and signed by the teacher and principal at least 4 school days before the scheduled final exam. The student's semester grade will be determined by averaging the two grading periods.

### **Schedule Changes**

Schedule changes will be considered only during the first 5 school days of the semester. After those 5 days, should a student decide to withdraw from that class, he/she will receive an "F" in that course. Withdrawal from a credit class after 10 days will also place you into a non-credit course.

### **Withdrawals and Transfers**

A transfer or withdrawal form must be obtained from the Principal's office. The Guidance Counselor must be consulted first. All rented books must be returned. The locker must be emptied. All bills must be paid before credits are transferred to another school. A student who withdraws from school will not be allowed to re-enter until the beginning of a new semester unless enrolled in the interim in another educational institution.

### **Credit for Courses Completed Before Students Enter Grade 9**

In order to recognize its responsibility to provide students the opportunity to receive a maximum amount of credit for completion of coursework leading to high school credit, the School Board establishes the following policy and criteria regarding the application of credits earned for high school credit prior to the students entering grade 9.

For credit or course-work to be accepted for courses taken prior to entering grade 9 compliance with minimum requirements established by the State must be met.

Credits earned at the middle school 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. High school credit will only be given for courses which satisfy State proficiencies and Core 40 competencies, where applicable.

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.

The following provision in the Academic Honors Diploma rule apply when a pre-high student completes algebra Level I but does not receive high school credit for the course: If a student has completed a pre-high school curriculum that is equivalent to high school algebra Level I but does not receive high school credit for the pre-high school algebra curriculum and is placed in high school Level II, that student must earn only six (6) high school mathematics credits. 511 IAC 6-7-1, 511 IAC 6.1-1-2

#### **Credits from State-Chartered, Special, and Non Chartered Schools**

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana, the School Board establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they be State-chartered, special, or non-chartered schools.

For credit or course-work to be accepted for courses taken in such schools, either a copy of the charter or other assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received. The Corporation reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the proficiencies which are prerequisite to a placement.

Although credits from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the Corporation or at a school approved or certified by a State education agency shall be considered in class ranking and for entering on the transcript.

## Athletics

### **Athletic Council Membership**

#### Article I. ATHLETIC COUNCIL MEMBERSHIP

Section 1. The Athletic Council consists of: 6 Varsity Coaches; 2 Student Athletes; 1 Principal; 1 Athletic Director; 1 Assist. Athletic Director 11 Members

Section 2. Student Athletes: Student athletes will be appointed by the Athletic Director. Student members consist of 2 senior athletes.

Section 3. Member Responsibilities: Each member will have one vote. The athletic director will only vote in case of a tie, and has one vote.

#### Section 4. RULES OF OPERATION:

Part 1. A Council Meeting may be called by the athletic director when he deems it necessary.

Part 2. A Council Meeting may be called by the principal when he deems it necessary.

Part 3. A Council Meeting may be called by any 3 coaches, who petition the athletic director, when they deem it necessary.

Part 4. A student member may not call for a meeting himself, but may petition the varsity coaches.

Part 5. The athletic director is in charge of the council meeting.

Part 6. Voting. The members will have 3 days to vote on a proposal. After 3 days, votes will be counted and a simple majority rules. The ballots will be collected and counted by the athletic director.

Part 7. Any coach, the principal or the athletic director may bring forth a proposal for the Athletic Council to vote on.

Part 8. The Athletic Council's purpose is to rule on any items not covered in the Athletic Handbook. The Council may recommend changes in department policy, and major purchases that would benefit the department. It shall be the governing body of the high school athletic program.

Part 9. The Athletic Handbook is an extension of the student handbook.

Part 10. The Athletic Handbook should be updated by the Council members every 4 years.

Part 11. Meetings shall be conducted according to Robert's Rules of Order.

Part 12. Any faculty member may attend a Council Meeting, but only members may vote on a proposal.

### **Hall of Fame Membership**

#### Article II. Hall of Fame Membership

Section 1. The Tri High Hall of Fame Committee will consist of seven members. The athletic director and 6 veteran teachers with coaching or athletic experience.

Section 2. The purpose of the Hall of Fame shall be to recognize and honor those athletes who contributed to the success of our athletic history.

### **Eligibility of Athletes**

#### Article III. ELIGIBILITY OF ATHLETES

Section 1. Each athlete and manager must have on file an IHSAA PARENTS AND PHYSICIANS CERTIFICATE before he or she is eligible to practice, play or be involved in athletics. This physical may be obtained any time after May 1st for the following school year Forms may be obtained in the school office.

Section 2. Each athlete and manager must pass 6 subjects per grading period. Semester grades shall take precedence at the end of the semester. An incomplete is a failing grade until it is removed. If an athlete becomes ineligible because of poor grades they may not participate in games until the next nine weeks and only then if their grades are acceptable. An academically ineligible athlete may practice with his/her

team provided that the athlete attends a study table session that will be offered on Friday after school and his/her individual coach approves participation in practice.

Section 3. Any transfer student must be cleared through the principal and the athletic director office before he/she can practice or play.

Section 4. You may become ineligible (9, 10, 11, or 12 grades only) if you:

Part 1. Participate in an athletic contest on any other similar team during the same season in which you represent Tri in that sport. (IHSAA RULE C-15-1) Participation of students in an organized athletic contest with or against players not belonging to their school constitutes a game. An organized "scrimmage" or practice by students with or against teams or players not belonging to their school is considered a game.

Part 2. If you try-out for a college team while still a high school student, be sure to check with the athletic director beforehand. (ISHAA RULE 153.1)

Part 3. Participate in a camp or clinic without following the proper procedures. (See section concerning camps.)

Part 4. Violate your amateur standing by accepting money or gifts (prizes) either directly or indirectly for participating in a sport.

Part 5. Ineligible Athletes.

Section 5. Ineligible due to age if you are 20 years of age prior to or the scheduled date of the IHSAA State Finals tournament in a sport.

Section 6. Seniors are eligible to participate in senior night activities even if they are ineligible to participate in the games or contests. Exception: if the athlete is suspended from school he may not participate in senior night activities.

## **Insurance**

Article IV. INSURANCE The Tri Athletic Department does not carry insurance covering the injury of athletes while participating in sports. It is very important, especially in football, that athletes purchase insurance through the school or from the family insurance company.

## **Injury**

Article V. INJURY

It is important that all injuries, no matter how small, be reported to the coaching staff. The Athletic Department has an emergency medical service available in case of injury. Each athlete should know their doctor's name and where his/her parents can be reached at all times. An injured athlete must be at practice unless he/she is at the doctor or at rehab. A student-athlete shall attend regularly scheduled practice sessions to be eligible for interschool athletic competition. If, as a result of school strike, student suspension, athletic suspension, health limitation or other similar reasons, a student shall fail to attend regularly scheduled practice sessions, such student shall be required to complete the following prior to participation:

- a. Attendance and active participation in preseason practices, if applicable.
- b. Attendance and active participation in four school supervised practice sessions of normal length, which shall occur on four separate days prior to the day of the contest, if the student fails to attend and actively participate in more than four but less than 11 consecutive days of regularly scheduled practice;
- c. Attendance and active participation in six school supervised practice sessions of normal length, which shall occur on six separate days prior to the day of the contest, if the student fails to attend and actively participate in more than 10 consecutive days of regularly scheduled practices.

Interpretation:

Days Missed	# of Practices Required
5 to 10	4
11 or more	6

Any injury treated by a doctor requires a doctor's release before the athlete may return to participation.

### **Responsibilities of Athletes**

#### Article VI. RESPONSIBILITIES OF ATHLETES

Section 1. Student athletes are expected to provide positive leadership, sportsmanship, and display appropriate behavior at all home and away contests. Any athlete whose behavior and or action are unacceptable can be suspended from participation. Student athlete responsibilities are:

1. to treat opponents with respect,
2. to exercise self control at all times, setting examples for others,
3. to play hard, but play within the rules,
4. to respect officials and accept their decisions,
5. to win without boasting, lose without excuses, and to never quit.

Section 2. The Athletic Program is for student athletes. The equipment issued to athletes is very expensive. This equipment is not purchased with tax money but from the money collected from gate receipts and money making projects. It is the athlete's responsibility to take care of athletic equipment and report any unsafe or worn out equipment. Honesty in the return and the care of athletic equipment is necessary. The Athletic Department operates on a very limited budget and cannot afford to replace equipment that athletes fail to return.

Section 3. Athletes who do not return equipment are responsible for paying for this equipment. Failure to return or pay for equipment could result in the forfeiture of the privilege of participating in any other sport. Section 4. Athletes who steal athletic equipment from our school or other schools or who have equipment that does not belong to them will be turned into the principal's office and will be dealt with as described in the student handbook.

Section 5. Conduct aboard buses sponsored by the Athletic Department is the responsibility of the coach and bus driver. Misconduct aboard those buses will be handled very strictly.

Section 6. Athletes who remain after school to wait on a bus to away contests must remain in a supervised area. Exceptions to this rule must be cleared through the Athletic Director.

Section 7. Parents should pick up their children within 20 minutes after the bus arrives to school. If a chronic problem occurs the coach may report the problem to the athletic director. When this occurs, the athletic director can suspend the athlete from the team.

Section 8. The same rules for athletes returning from contests will also apply for practices.

#### Section 9. Training Rules

Part 1. Each coach will set up and enforce their specific training rules.

Part 2. Good health and conditioning is of great importance.

Part 3. Smoking and the use of alcohol and drugs will not be tolerated.

Part 4. Grades in school are the most important - athletics are second. Athletes must work hard for the high grades.

Part 5. Do everything that helps make you a better athlete.

## **Warmup and Uniforms**

### **Article VII. WARM-UPS & UNIFORMS - CLEANING AND MAINTENANCE**

Warm-ups, uniforms and equipment will be issued to athletes, on a loan basis, by the coaches. It would be appreciated if minor repairs could be made at home. Warm-ups and game uniforms will be cleaned by the coaches or managers. If a warm-up or uniform or piece of equipment is damaged beyond repair, please bring this to the attention of a coach immediately. When cleaning practice equipment, please do not bleach or use harsh detergents. This greatly shortens the usable life of the garment. Warm-ups and uniforms are NOT to be worn anytime except when participating in practice or games. Coaches will determine if athletes shall wear their uniforms to school on the day of a contest.

## **Practices**

### **Article VIII. PRACTICES**

Attendance at practices is mandatory. Each participant needs to realize the extreme importance of a practice. This is a time when skills are taught and perfected through repetition. Very few physical skills are learned in an athletic contest. Athletes who concentrate and give 100% at practices are, or soon will be, varsity winners. Sometimes through the course of a season it may be necessary to miss a practice. If this is true it is up to the coach to decide whether the absence is excused or unexcused. An unexcused absence from practice or game may result in suspension from the team. Practice times will be announced at least one day in advance. Athletes will know the beginning and ending times for practices and are expected to be prompt. Coaches will end practice at the scheduled time unless a 24 hour notice or a change in writing has occurred. If an infraction occurs, the incident will be reported to the administration and a disciplinary action may be taken. If an athlete has a practice that is not after school, it is recommended that the athlete not remain after school to wait unless you have permission in advance from the Athletic Director. Soft drinks may be purchased before and after practices. Please put cans in the trash containers.

## **Valuables**

### **Article IX. VALUABLES**

Section 1. Players should not bring large amounts of money or valuables to practice or games. Clothes and equipment should always be put in the lockers and locked.

Section 2. Locks will not be issued unless a \$5.00 deposit is given. The deposit will be returned when the lock is returned at the end of the season or school year. Individual locks brought from home are not permitted.

## **Camps**

Article X. SPORTS CAMPS (GRADES 9, 10, 11, AND 12 ONLY) The attendance of athletes at sports camps is certainly encouraged. You must be careful to closely follow IHSAA guidelines. IHSAA guidelines are (Rule C-15-10.2):

- a. Students planning to attend must submit written notification to their school principal prior to attending. Be sure that boys basketball or football participation is approved.
- b. Fee must be provided solely by the student, parent, or guardian except for underprivileged students (school or athletic funds excluded).

- c. No school owned player equipment shall be used.
- d. Specialized camp attendance shall be limited to 14 non-school out-of-season calendar days of specialized camp or clinic or school per sport during a calendar year.
- e. The student must remain an amateur.
- f. Violation of these rules shall result in loss of eligibility for not more than 365 days.

### **Cancellation of Games and Practices Due to Weather**

#### **Article XI. CANCELLATION OF GAMES AND PRACTICES DUE TO BAD WEATHER**

If a game is cancelled, the Athletic Director will contact WMDH-FM as soon as possible, and an announcement will be made. The coaches will set up a phone chain, and players will be called. If a practice is canceled it will be announced over the school's public address system. When school is closed because of bad weather, all scheduled school activities for that day shall be canceled. The superintendent/or principal shall determine whether activities shall be held that are scheduled for the day following a school day on which school was dismissed due to inclement weather.

### **Eligible and Ineligible Athletes**

For an athlete who has been ineligible the previous nine weeks from junior high to high school, the athlete must wait until the certification date, the date that report cards are issued, to regain eligibility. 1. Any time an athlete misses a game or games because of academics, unlawful acts, or substance abuse, they will forfeit his/her varsity letter for the season the infraction occurs. This does not include IHSAA suspensions imposed by game officials during contests. The athlete can remain with the team and participate as long as all suspensions/ineligibilities have been completed.

### **School Behavior**

#### **Article XIII. SCHOOL BEHAVIOR**

Section 1. An athlete should give respectful attention to classroom activities and show respect for students, staff, and patron members at all times. If an athlete is a chronic behavioral problem, the athlete may be referred to the athletic director by the principal or assistant principal. When this occurs, the following procedures can and may take place: a one game suspension.

Section 2. If a student athlete is suspended out-of-school the athlete will also be suspended from athletic participation. Penalties for out-of-school suspension are as follows:

Section 3. Hazing and harassment are behaviors, by one person towards another, which are insulting, intimidating, humiliating, malicious, degrading, or offensive. It creates negative and uncomfortable feelings for the person, or groups, to whom it is directed. Such a person may feel anything from discomfort or embarrassment in the presence of the person or group of people displaying the behavior, to a feeling of terror or even fear for their safety. Hazing and harassment can take many forms whether physical, verbal, sexual, or emotional, and can involve a combination of these elements. It is the policy of Tri high School to maintain a learning and working environment that is free from hazing and harassment. It shall be a violation of this policy for any person to haze or harass another person. The value and safety of our children and adults must be reflected in the standards of the entire athletic department and all other people that come in contact with our school and community.

First Offense: Each day suspended from school will result in athletic suspension on those same days.

Second Offense: Second Suspension from school will result in the athlete being suspended for the remainder of the season.

NOTE: Athletic suspended days are Monday through Saturday. If an athlete's suspension carries over to the next week, the athlete will be ineligible to participate on Saturday. If an athlete is suspended during his/her season a minimum of a one game suspension will be served.

### **Attendance Rules**

#### Article XIV. ATTENDANCE RULES

Section 1. Athletes are to be in school the entire day to be able to participate in a contest. If an athlete is absent after 10:00 a.m. on the contest day, he/she does not participate. Exceptions: prearranged uncountable days, doctor or dental appointments, or attendance at a funeral.

Section 2. It is the belief of the Tri High Athletic Department that practice is of the utmost importance. Therefore, student athletes should be in attendance. Practices should only be missed as a last resort. Proper excuses for being absent from athletic practice would fall into the category of an excused absence from school. In addition, it is the responsibility of the athlete to inform the coach if the absence is known in advance. Any violations will result in punishment so determined by the coaching staff. Section 3. Student/athletes are required to attend all athletic contests. Missing an athletic contest for a non-emergency event may constitute forfeiture of a varsity letter. Missing an event will be subject to administrative review and determination.

### **Athletic Award System**

#### Article XV. ATHLETIC AWARD SYSTEM

Section 1. The Athletic Department of Tri Junior-Senior High School feels that individuals cannot reach their potential in athletics by being a part-time athlete. To become a good athlete, one must participate consistently in various fields of athletic endeavors as each sport contributes to the total development of the individual.

Section 2. Awards should be considered as mementos of recognition for participation in athletics and not something to which an athlete is entitled because of service rendered. It should be remembered that a student wears his/her athletic award and actually is a representative of his/her school while doing so. If a student cannot conduct oneself as a gentleman/lady, he/she should not wear their award. Section 3. All varsity letter certificates used to qualify an athlete for a letter jacket, blanket, or special patch must be presented to the athletic director for verification before the awards presentation. A verified varsity certificate must have the signature of the varsity coach and the athletic director.

Section 4. A senior athlete or manager who achieved 4 varsity awards in one sport will receive a 4-year varsity plaque.

Section 5. The athletic department will purchase patches for individuals or teams who win IHSAA tournaments, varsity level TEC championships, and athletes who are selected to all-conference teams. The athletic department will also purchase Academic All-state patches. Any other patches that are honorable mention awards, county championships, or other honors that are not IHSAA or Varsity Level TEC championships will be paid for by the athlete.

Section 6. AWARDS PROGRAM - All athletes are required to attend the awards program at the end of their sports season. Failure to attend will result in forfeiture of an athlete's varsity letter and any individual awards.

\*\*Exception: A written statement verifying reason for absence from the awards program. The statement must be presented to the athletic director within 5 school days of the awards program or any awards will be forfeited.

## **Junior High Athletic Awards**

### **Article XVI. JUNIOR HIGH ATHLETIC AWARDS**

Section 1. All athletes will receive a certificate for each team on which they participate. To receive their award, the athletes must be in good standing with their teams and attend the awards program for that sport.

Section 2. Junior High T Award: All 8 th grade athletes completing a minimum of 7 individual sports seasons in the 6 th , 7 th and 8 th grade shall receive a T-Patch. The T-Patch award will be given after they have earned their 7 th certificate. Cheerleading counts as one certificate per year. This award will be given to the athlete at the awards program for their 7 th sports season.

Section 3. Mental Attitude Award: Each coach of a sixth, seventh or eighth grade team will select one athlete to receive a mental attitude award plaque at the completion of the season. Coaches may also give one more plaque per sport season as long as one is given for mental attitude. These awards will be presented at the awards program for that sport.

Section 4. Awards Program: If athletes do not attend the awards program for their sports, then those athletes shall forfeit all awards that they were to receive. If athletes miss the awards program, the athletes may bring a written note from their parents or guardian. The athletic director will have the final decision, if it is a valid reason to miss the awards program. After 5 school days all awards will be forfeited.

## **Special Awards**

### **Article XVII. SPECIAL AWARDS**

Outstanding Athlete Award - The Varsity coaches will meet and select one senior male athlete and one senior female athlete. These athletes must exhibit outstanding ability, motivation, leadership, and citizenship in their career at Tri High School.

## **Award Qualifications**

### **Article XVIII. AWARD QUALIFICATIONS**

7 Varsity Letters - Titan Patch

9 Varsity Letters - Tri High Titan Logo

11 Varsity Letters - Blanket

12 Varsity Letters - Ring (To earn the ring you must have earned all 12 letters as an athletic member of the team. Managing does not count towards earning a ring). Athletic Jacket – All athletes wanting a varsity letter jacket will have to purchase their letter jacket once they have earned their first varsity letter. Jackets will not be awarded until the end of the season they are earned.

\*The maximum number of Varsity Letters a student may obtain in his/her high school career is 12.

## **Awards System General Rules**

### **Article XIX. AWARDS SYSTEM GENERAL RULES**

Section 1. All athletes must meet the requirements of the IHSAA.

Part 1. All varsity coaches must have a lettering system on file in the athletic office by May 15 to be approved by the athletic council. If the coach does not submit a lettering policy by the 15 th of May the athletic council has the authority to put a lettering policy in place. Coaches only need to submit lettering

policy changes or adjustments by May 15. If there are no changes, no policy needs to be submitted. a. Managers who attend the same functions, with the same regularity (practices and games), and are assigned a proper workload, will then and only then be awarded a varsity letter. Others though being deemed necessary and important will not be lettered.

Part 2. A file with the name of each athlete who is out for any sport will be carried in the Athletic Director's office. Each coach at the end of the season will give the Athletic Director a sheet containing the names of the athletes and the awards that they are to receive. These will also be placed in the proper file for future questions on awards. The file can be opened for inspection at any time under the Athletic Director's authority.

Part 3. Injuries - If an athlete becomes injured during a sports season, the athlete may still earn their varsity letter for that season. In order to earn their letter the athlete must continue to participate in all team functions. This includes attending all practices, games, meetings, and other activities. The athlete must travel to all team contests on the team bus or van.

Part 4. All athletes must obtain all scholastic rules of the IHSAA.

Part 5. Any cases or supplemental decisions not considered in the above rules will be considered by the Athletic Council.

Part 6. An athlete may only earn 3 varsity letters per school year.

Part 7. Cheerleading Awards - A cheerleader will be given two varsity letter per year. This includes both the fall and winter sports season. The cheerleader must be a member of the varsity squad. A reserve cheerleader will be given a reserve participation award. Patches for their jackets that are won for cheerleading competition must be purchased by the individual cheerleader.

## **Unlawful Acts**

### Article XX. UNLAWFUL ACTS

Section 1. Any athlete convicted of unlawful act(s) or involved in conduct that is offensive to the values and standards of the school and community may be subject to a hearing with the principal and athletic director to determine a penalty which may include suspension of an athlete for the duration of their high school career.

Section 2. THE OFFENSES FOR UNLAWFUL ACTS, ALCOHOL, DRUGS, OR ANY CONTROLLED SUBSTANCE ARE CUMULATIVE AND CARRY OVER FROM YEAR TO YEAR ONCE A STUDENT BEGINS 9TH GRADE. Section

3. Team rules from an individual coach cannot be more severe than the rules stated in the athletic code of conduct.

## **Substance Abuse**

### Article XXI. SUBSTANCE ABUSE

Section 1. ALCOHOL, DRUGS, or any CONTROLLED SUBSTANCE:

Part 1. First Offense - The first offense will result in the athlete not being able to participate in the first 25% of the contests in each sport season for one calendar year from the date of the offense, and the athlete must take and pass a drug test that is paid for by the athlete or his/her parent. The athlete will remain suspended until the drug test is passed. If he/she does not take or pass a drug test within 45 calendar days of the infraction, the athlete will be suspended for one calendar year. If the student is suspended for one calendar year, the student must have passed a drug and alcohol test, paid for by the athlete or his/her parent before being reinstated. The drug/rehab test results of the athlete must be mailed to the athletic director for confirmation.

Part 2. Second Offense - The second offense will result in the athlete being suspended for one calendar year. At the end of one calendar year, the student must pass a drug and alcohol test paid for by the athlete or his/her parent to be reinstated. The athletic director must be given a copy of the test results.

Part 3. Third Offense - The third offense will result in the athlete being suspended from athletics for the remainder of their career.

Section 2. TOBACCO (including vaping/e-cigarettes):

Part 1. First Offense - The first offense will result in the athlete not being able to participate in the first 10% of the contests in each season for one calendar year from the date of the offense.

Part 2. Second Offense - The second offense will result in the athlete not being able to participate in the first 50% of the contests in each sports season for one calendar year from the date of the offense.

Part 3. Third Offense - The third offense will result in the athlete being suspended from athletics for the remainder of their career.

Section 3. The percentage of contests missed is rounded up to the nearest game, match, or meet.

Section 4. If an athlete is suspended for athletic contests the athletic director will list the contests on the suspension form. If the contest is cancelled/postponed the athlete will be suspended for the contests listed whenever they are played in the schedule. Example: A golfer is suspended for a match on May 2 but was postponed due to weather and rescheduled for May 23, the golfer would not be able to participate on May 23 because it was the scheduled suspension contest.

Section 5. Scrimmage contests do not count as a game. An athlete may participate in an organized scrimmage. The athlete is only suspended for regular season and tournament games or contests.

Section 6. Confirmed violation takes place when a student uses, possesses, or transmits a controlled substance and is identified by means of one of the ways described below: a communication from law enforcement official which indicates there is probable cause to support the filing of a criminal information or petition of delinquency on grounds involving possession, transfer or use of a controlled substance; a voluntary admission of guilt by the student to have violated this policy; or finding by school officials, based on observations or first hand information, that a student violated this policy.

Section 7. It is the intent of Tri Jr. Sr. High School to assist athletes with developing responsibility for their actions and to encourage honesty. Therefore, any athlete who voluntarily reports on himself/herself as to a violation of the Athletic Code of Conduct will be permitted leniency. They will not be permitted to participate in a number of contests equal to one (1) week or at least one contest of the sport season they are in or will be in. The athlete must also enter a school accepted counseling program. The self-reporting athlete must participate in a substance abuse awareness session(s) with a qualified professional to receive the benefit of this clause. This Self-Report Clause can be used only once during the athlete's four (4) year career and can only be used on the first incidence.

### **Philosophy**

Article XXII. PHILOSOPHY The administration and athletic department at Tri Jr.-Sr. High School wants to send a clear message that we do not condone any kind of substance abuse. As student athletes, you are responsible for your actions and with that responsibility comes accountability. It is the philosophy of this athletic department that if a student breaks a rule, he/she must accept his/her punishment, and if a student needs help we will also support that particular individual in any way that we can.

### **Junior High Sports Program**

Article XXIII. TRI JUNIOR HIGH SCHOOL SPORTS PROGRAM Football Boys/Girls Track Wrestling Cheerleading Boys/Girls Cross Country Boys/Girls Basketball Volleyball

### **High School Sports Program**

Article XXIV. TRI HIGH SCHOOL SPORTS PROGRAM Boys/Girls Golf Boys/Girls Track & Field Baseball Boys and Girls Basketball Softball Volleyball Boys/Girls Cross Country Football Wrestling Cheerleading Boys/Girls Tennis

### **IHSAA Eligibility**

Article XXV. IHSAA ELIGIBILITY An athlete must pass six (6) subjects to participate in athletics.

### **Quitting during a season**

Article XXVI. QUITTING DURING A SPORT SEASON If a student/athlete quits a team during the season, he/she is not eligible to participate in any weight lifting, conditioning, or practice in the next season until the sport season he/she quits ends. Exception: The Coach releases athlete to participate in next season. If an athlete quits by the end of practice on the 5 th day (a trial period,) the athlete will be exempt from this rule.

### **Summer Moratorium**

Article XXVII. SUMMER MORATORIUM The athletic department shall enforce an eleven-day moratorium, which will include an extended weekend around July 4th .

### **Participation Fee**

Athletic Participation Fee Due to increasing athletic costs, the Athletic Department needs to look at more ways to generate revenue to pay for the equipment, uniforms, and transportation of our student athletes. This is not a way for the school or the Athletic Department to make money; this is simply a 125 method to help offset the rising costs of equipment, uniforms, and transportation. Each student/athlete is required to pay an activity fee of \$15.00 to participate in his/her particular sport(s). The fee is for each sport a student/ athlete participates in during the school year. For example, if one chooses to compete in 3 sports during the school year, the total fee will be \$45.00. The school/athletic department will work with families on an individual basis that may need assistance in paying the fee. However, failure to make an attempt to pay the fee could result in the athlete being suspended from competition. All athletic participation fees must be paid by the athlete's first contest of the school year.

### **Dual Sport Participation for IHSAA Sanctioned Sports --Same Season**

A student athlete may be permitted to participate in two (2) **IHSAA sanctioned** sports (found at <https://www.ihsaa.org/sports>) in the same athletic season if the following conditions are met.

1. The student-athlete and his/her parent/s or legal guardian family declare they are in favor of competing for two sport teams in the same season by providing written consent to do so by signing the "Dual Sport Participation Contract".
2. The student-athlete must be in good academic standing, having demonstrated and proven his/her ability to manage both academic and athletic demands with final determination of this designation by the principal or his/her designee.

3. The coaches of the affected sports are in agreement that this is a desirable situation and have given written consent of such by signing the "Dual Sport Participation Contract".
4. The student-athlete should make his/her request to compete in two sports in the same season prior to the first day of the sports involved.
5. The coaches of the affected sports, student-athlete, and athletic director will meet to determine if a schedule for practices and competitions can be mutually agreed upon.
6. The student-athlete is expected to practice regularly in both sports in order to participate in athletic contests.
7. The student athlete will be expected to attend primary sport practices as scheduled. It is the responsibility of the student athlete to determine a proper schedule for practice in the secondary sport to remain eligible and in good standing.
8. The student-athlete will not be permitted to leave practice early to attend a practice in the other sport without the permission of both coaches. An athlete may compete in two events for different sports (practice or contests) in the same day permitted the first contest has concluded, the coach agrees that the student-athlete has fulfilled their team obligations, and, if the student-athlete was transported to the event by South Henry transportation, a parent or guardian transports him/her to the second event. A student athlete may not transport themselves in this circumstance.
9. A prioritized list of contest levels will be established by the coaches involved and the athletic director before the first contest in either sport, such as the following: contests taking precedence over practices, IHSAA Tournament games, other tournaments (county, invitations, TEC events), regular season games.
10. The student-athlete will determine his/her "primary" and "secondary" sports. This determination will be used only to resolve scheduling conflicts that arise after the start of the season. Once a "primary" and "secondary" sport designation has been established through the "Dual Sport Participation Contract", that designation cannot be changed without the consent of both coaches and the athletic director, and in consultation with parents/guardians and the student-athlete.
11. The student-athlete will only be eligible to earn one letter and awards for the primary sport.
12. Final authority regarding conflicts/clarification of policy shall be vested in the athletic director.

The health and well-being of Tri Titan athletes is of utmost importance. If at any time during the season a student-athlete demonstrates academic, emotional, medical, or other concerns, dual-sport participation may be restricted by school administration in coordination with medical personnel, coaches, and parents.

## Miscellaneous

### **Fees**

All basic hardbound texts are rented to students for their use during the school year. Most paperbacks used as text, workbooks, and other supplies are paid for by the student and may be purchased in the bookstore. Textbooks are to be kept clean and handled carefully. Students are responsible for payment of repair expenses to damaged books. Please be sure your name is written in the books in case they are misplaced. It will be the student's responsibility to check each textbook on the first day of each semester for damage. If your book has been damaged or defaced in any way, please ask the teacher to make a note of it so that you will not be charged for damage that you were not responsible for. Throughout the course of the year, if a student's book begins to fall apart due to everyday use, he/she is asked to take the book to bookstore so that it can be repaired. If books are damaged when returned, the student will be responsible for repair or replacement costs. Fees will be charged for some courses. These fees are used for the purchase of some expendable items. Students making schedule changes at the end of the first semester must pay for the schedule change at the time the schedule is made. Schedule changes that results in a student with a positive or negative balance of less than \$1.00 will not be charged or refunded the difference.

### **Cafeteria**

The cafeteria is a lunch room; each student is expected to practice the general rules of good manners. 1. Students are to leave the table and the surrounding area clean and in good order. 2. Students shall not remove food, snacks, or beverages from the cafeteria. Penalty: Detention. 3. Students leaving the classroom for lunch are to WALK to the cafeteria. Students bringing their lunches must eat in the cafeteria. Extra food may be purchased through the regular line. Lunches will not be bought outside and brought into the school (e.g. fast foods, pizza, etc.). 84 Penalty/Detention When teachers release students for lunch, students can go to their lockers to get money. Students then need to report to the cafeteria. Once students report to the cafeteria, they must stay in the cafeteria or they may use the library during lunch. The only hallway students may use during lunch is the library hallway. Once the warning bell rings, you have four minutes to get to your next class. If a student is found in any hallway besides the library hallway, he or she will be issued detentions and/or Friday schools. Students are to eat and drink only in the school cafeteria. No food is allowed to be eaten anywhere else in the building without teacher/administrative approval. Failure to comply with this rule will result in after school detentions or a Friday detention. Due to the state legislated Student Nutrition and Physical Activity Bill, no candy is to be eaten during school hours. Items purchased in the cafeteria can only be eaten in the cafeteria. No food or drinks are allowed anywhere else in the building unless medically necessary and approved by the School Nurse. If a student wishes to bring food or drinks from home, the food or drink must be in a sealed container and can only be consumed in the cafeteria. Any food or drink that is found opened and not taken immediately to the cafeteria will be confiscated and discarded by school personnel. Failure to comply with these rules will result in detentions and/or Friday school. All trash is to be placed into trash cans. Littering in the school will result in detentions and/or Friday school. School breakfast will be served in the classroom from 7:45-8:05. Students should follow the same rules as they do during lunch. Breakfast food and drink must be consumed in the classroom and may not be taken out in the hallways. Failure to obey these rules will result in Detentions and/or Friday schools.

### **Food Machines**

Due to the state mandated Student Nutrition and Physical Activity Bill, soft drink machines will be turned off until the end of the school day. Students are not to have candy in the halls at school. Students purchasing candy at school will be given detentions unless it is 85 purchased before or after school. It is the student's responsibility to keep their school clean.

### **Military Access to Student Information**

IC 20-33-10-4 requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the US Air Force, US Army, US Coast Guard, US Marine Corps, the US Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.

### **Married Students Policy**

Students who are married should declare their marital status at the time of their marriage or at the time of enrollment. An expectant mother should withdraw from school if her doctor deems it advisable for her health.

### **Library**

The purpose of the school library is to supplement the educational needs of the students and faculty at Tri Junior-Senior High School. Students who visit the library will be courteous and responsible and will maintain a quiet atmosphere in which to study for themselves and their fellow students. The library staff consists of one certified librarian and numerous student assistants. To be considered for a student assistant position a student should have a positive attitude, be willing to assist fellow students with information problems, and have a good academic record. The library collection consists of approximately 11,000 items. The collection includes books, magazines, vertical files, maps, newspapers, microfilm, videotapes, computer programs and teacher resource materials. The chart below lists the circulation period for the different items. • Reference books-1 hour/overnight • Non-fiction /fiction books-2 weeks • New magazines-1 hour/overnight • Older magazines-2 weeks • Vertical files-2 weeks • Maps-2 weeks • New newspapers-1 hour • Older newspapers-used for clipping • Videotapes-Teachers only • Computer programs-used in library • Microfilm - used in library Fines of five cents per school day are charged for overdue items. Students with overdue materials must report to the library to return overdue items, pay fines and pick up their report cards at the end of each nine weeks grading period. Lost items are to be paid for by the borrower. If the item is found and still in good condition, a refund will be made. The library also oversees the use of the audiovisual equipment that includes: satellite broadcasts, VCRs, projectors (filmstrip, overhead, 86 and opaque), and sound equipment. Several computers are located in the library. All computers have Internet access. If these computers are used in an inappropriate manner, students will be dealt with as outlined in General Guidelines for Technology (Computer) Use. Students are encouraged to make use of library resources for class projects and to explore individual interests. Students should ask for guidance in using library resources. The librarian and staff are here to assist students. Our purpose is to serve the students' informational needs and enrich their educational experience.

### **Social Security Benefits**

Frequently there are students who receive Social Security Benefits. Such students qualify for these benefits as long as they are full time students in approved schools. By law, school officials must verify such attendance. Only those students who meet the basic full time (full school day) regular attendance requirement can be verified.

### **Policy of Non-Discrimination Section 504 and ADA Policy**

It is the policy of the South Henry School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its education programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), (I.C. 20-33-1), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973 and Title I and Title II of the Americans with Disabilities Act of 1990. Each individual will be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences.

Therefore, the school corporation will foster an educational environment that provides equal educational opportunity for all students pursuant to all applicable laws. Inquiries regarding compliance with Section 504 or the Americans with Disabilities Act should be directed to Ms. Joyce Bangel, Guidance Counselor, South Henry School Corporation, 6972 S. State Road 103, Straughn, Indiana 47387, or to the Office for Civil Rights, U.S. Department of Education, Washington, D. C.

South Henry School Corporation is committed to equal opportunity. South Henry School Corporation is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicapping condition, 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 superintendent of schools, South Henry School Corporation, 6972 S. State Road 103, Straughn, IN 47387.

South Henry School Corporation has a policy which is currently being practiced. All courses are open to all students regardless of age, race, color, national origin, sex and handicapping condition, including limited English proficiency. Educational services, programs, instruction and facilities will not be denied to anyone in the South Henry School Corporation as the result of his or her age, race, color, national origin, sex or handicapping condition.

Any other information concerning the above policies may be obtained by contacting the corporation superintendent.

South Henry School Corporation Gender Equity Procedure:

Compliance with Title IX and with the associated regulations is an ongoing process. It is the policy of the South Henry School Corporation to provide equitable programs for all students. To inquire about Title IX, contact Mr. Wes Hammond, South Henry School Corporation, 6972 South State Road 103, Straughn, Indiana 47387 at (765) 987-7882, or the Office of Civil Rights, U.S. Department of Education, Washington D.C.

Policy Adopted: October 8, 2012

#### RIGHTS OF INDIVIDUALS WITH DISABILITIES UNDER SECTION 504 AND THE ADA

It is the policy of the Board of Education of the South Henry School Corporation that no otherwise qualified individual shall, by reason of the individual's disability, be excluded or otherwise denied opportunity for participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. It is the further policy of this Board that students with disabilities who are residents of the South Henry School Corporation will be provided a free appropriate public education regardless of the nature or severity of the student's disability.

As used in this policy and any implementing regulations, the term "disability" means an individual who has a physical or mental impairment that substantially limits one or more of the individual's major life activities. The term also includes individuals who have a record of such impairment or who are regarded as having such impairment. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Notice of the Board's policy of nondiscrimination on the basis of disability shall be included in the Board policy manual, posted within the School Corporation, and published in any School corporation statement regarding the availability of employment opportunities, educational services or School corporation-sponsored programs.

Employment: Neither the Board nor its employees or agents shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, or privileges of employment.

Applicants for employment by the Board shall not be required to undergo a physical examination prior to an offer of employment by the Board. During the application process neither the Board nor its employees or agents shall make inquiries of an applicant as to whether such person is an individual with a disability or as to the nature or severity of his/her disability, unless such inquiry is related to the applicant's ability to perform essential job-related functions.

The Board is committed to making reasonable efforts to accommodate individuals with disabilities. Such reasonable accommodations may include, but are not limited to, one or more of the following: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

**Program Accessibility:** The instructional program of South Henry School Corporation and the activities sponsored by the South Henry School Corporation in conjunction with the instructional program shall be operated in such a manner that such programs and activities when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. The South Henry School Corporation will attempt to provide barrier-free access to school facilities with the objective that no individual with a disability is to be denied an opportunity to participate in a South Henry School Corporation program that is available to non-disabled persons. In some instances, this may require the individual with a disability to travel to or attend an accessible facility other than the facility closest to the person's residence.

**Educational Services:** In providing educational services to students with identified disabilities, the South Henry School Corporation will reasonably accommodate the student's individual educational needs. Such accommodation may include, but is not limited to, the provision of regular or special education and/or related aids and services. Students will be placed in the regular education environment unless it is demonstrated that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily.

The South Henry School Corporation provides nonacademic and extracurricular services and activities that offer students with disabilities the opportunity to participate with nondisabled students in such activities to the maximum extent appropriate to the needs of the student with disabilities.

**Enforcement:** The following individuals are designated as the South Henry School Corporation's Coordinator for the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (Section 504): Educational Opportunities Ms. Joyce Bangel, Guidance Counselor South Henry School Corporation 6792 S. State Road 103 Straughn, Indiana 47387 Employment Opportunities Mr. Wesley Hammond, Superintendent South Henry School Corporation 6792 S. State Road 103 Straughn, Indiana 47387

The Board shall establish grievance procedures to address complaints under (1) the ADA and the employment and program accessibility provisions of the Section 504 regulations at 34 C.F.R. 104 Subparts B and C, and (2) the Section 504 provisions set forth in 34 C.F.R. §104 Subpart D with respect to identification, evaluation, and educational placement of students with disabilities. The ADA/Section 504 Coordinator shall provide the complainant with a copy of the grievance procedures which are appropriate to the nature of the complaint.

Complaints with respect to the provisions of either of these statutes or this policy shall be directed to the Coordinator for prompt investigation and equitable resolution. Any person wishing to submit complaints should submit a written statement to the ADA/Section 504 Coordinator. The written statement should set forth the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. If a person who is unable to write wishes to file a statement, assistance may be obtained by calling the ADA/Section 504 Coordinator at 765-987-7988. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.

The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the complainant to discuss the complaint and the results of the investigation, to resolve the matter informally. In the event that the matter cannot be resolved informally within ten (10) business days after receipt of the written complaint, the Coordinator will advise the complainant of his or her right to a hearing as set forth in Section 504 of the Rehabilitation Act of 1973.

All complaints regarding the South Henry School Corporation's compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendment Act of 2008, and /or Section 504 of the Rehabilitation Act of 1973 shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents.

The filing of a complaint under the procedures described above shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, State, or federal agency or court. The federal agency responsible for the enforcement Section 504 is: United States Department of Education Office for Civil Rights Midwestern Division Chicago Office 111 North Canal Street, Suite 1053 Chicago, IL 60606-7204 Legal Reference: Americans with Disabilities Act of 1990, 42 U.S.C. §12111 et seq. Americans with Disabilities Amendment Act of 2008 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 Policy Adopted: October 8, 2012

#### ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING THE SECTION 504 AND ADA POLICY

I. Definition of Qualified Handicapped Individual Under Section 504 Section 504 and the ADA protect persons with a disability from discrimination based on their disability status.

A. A person is handicapped within the meaning of Section 504 if he or she: 1. has a mental or physical impairment which substantially limits one or more of such person's major life activities. 2. has a record of such impairment, or 3. is regarded as having such an impairment.

B. A qualified person for public school services is a person with a disability who qualified as having a mental or physical impairment which substantially limits one or more major life activities and belongs to one of the following categories: 1. a student of an age during which non-disabled persons are provided such educational services and of an age by which it is mandatory under law to provide such services to persons with disabilities (3-21 years of age); 2. an employee who can perform the essential functions of the job in question with reasonable accommodation; or 3. parents and others with disability who patronize programs or activities sponsored by the South Henry School Corporation.

C. The areas of functioning within the school setting which should specifically be addressed are: caring for one's self, performing manual tasks (gross and fine motor, manual dexterity), walking seeing, hearing, speaking, breathing, and learning. Temporary disabilities may fall within the definition of person with a disability under Section 504 or ADA only to the extent the disability substantially limits one or more major life activities.

D. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

II. Responsibility for Service It is the responsibility of the South Henry School Corporation to provide a free appropriate public education to each qualified student with a disability who is a resident of the district regardless of the nature or severity of the individual's disability. Similarly, it is the responsibility of

the South Henry School Corporation to provide a reasonable accommodation to an employee with a disability.

III. Designation/Notice of Section 504/ADA Coordinator The South Henry School Corporation designates the position of Tri High Guidance Counselor as the person to coordinate individual school compliance with Section 504/ADA for students and the position of Superintendent of Schools as the person to coordinate individual school compliance with Section 504/ADA for employees and patrons.

IV. Location and Notification The methods utilized by the South Henry School Corporation to identify and locate every qualified individual with a disability residing within the district or other eligible to benefit for programs sponsored by the South Henry School Corporation will include the following: A. direct contact activities that alert members of the community to the availability of accommodations for all programs sponsored by the South Henry School Corporation; B. distribution through school corporation publications of the referral procedures; C. notification of evaluation and services available to children attending the education program of the South Henry School Corporation; or D. posting of notices at regular places to notify employees;

V. Accommodations for Employees South Henry School Corporation employees, agents, nor Board members shall discriminate against an individual on the basis of a disability with regard to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, or privileges of employment. A. The Board nor its employees or agents shall require applicants to undergo a physical examination prior to an offer of employment. During the interview process, neither the Board nor its employees or agents shall make inquiries of an applicant as to whether such person is an individual with a disability or to the nature or severity of his/her disability, unless such inquiry is related to the applicant's ability to perform the essential job-related functions. B. If an employee is qualified as disabled pursuant to the ADA and or Section 504, the District shall make reasonable efforts to accommodate the individual. Accommodations may include, but are not limited to, one or more of the following: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustments or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodation.

VI. Accommodations for Patrons The programs conducted and/or sponsored by the South Henry School Corporation shall be operated in such a manner that the programs and activities are readily accessible and usable to individuals with disabilities, including individuals with wheelchairs. The South Henry School Corporation will make reasonable accommodations to provide barrier-free access to school facilities with the objective that no individual with a disability is to be denied an opportunity to participate in a school program available to persons with disabilities. This can include requiring an individual with a disability to travel to or attend an accessible school facility other than the facility closest to the person's residence.

VII. Accommodations to Educational Services for Students The provision of an appropriate education under Section 504/ADA is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of handicapped individuals with disabilities as

adequately as the needs of individuals without disabilities are met. A. Educational Setting The South Henry School Corporation provides for the education of all qualified individuals with disabilities with other individuals who are not disabled to the maximum extent appropriate to meet the identified educational needs of the individual by placement in the regular education environment with the use of appropriate supplementary aids and services. The South Henry School Corporation will also provide nonacademic and extracurricular services and activities that offer individuals with disabilities the opportunity to participate with individuals without disabilities in such activities to the extent appropriate to the needs of the individual with a disability.

B. Referral 1. Referrals for consideration for eligibility under Section 504/ADA may result from “child find” efforts, direct referrals by parents or school personnel, other persons having knowledge of the child. These direct referrals may be made at any time. 2. The South Henry School Corporation maintains an organized and written referral process which is communicated to all professional personnel within the system and to persons within the community. 3. A referral must be made in writing and dated at the time the request is made, including the reason for the referral. 4. The referral will be forwarded to the Section 504/ADA coordinator and/or building designee.

C. Evaluation 1. The primary purpose of conducting an individual assessment of a student initially referred for an evaluation under Section 504/ADA is to gather information sufficient to permit a group of persons knowledgeable about the child to determine whether the student has a disability as defined by Section 504/ADA. 100 2. In order to determine that a student who has been assessed as a student with a disability the knowledgeable group of persons must conclude that: a. the student has a physical or mental condition; b. the presence of such a physical or mental impairment substantially limits one or more of their major life activities. c. because of the identified disabling condition, the student is in need of accommodations and/or adaptations in the educational environment or support services. 3. The evaluation procedures shall be: a. necessary and appropriate to determine the nature and extent of a disabling condition or a suspected disabling condition or to assess general or specific areas of educational need. b. appropriate for the age and stage of development of each student to whom they are administered. c. validated for the specific purpose(s) for which they are used and administered in conformance with instructions provided by their producer. d. free of racial, cultural, language, or sex bias. e. selected and administered so as to ensure that when a test is administered to a child with impaired sensory, manual, or speaking skills, the results accurately reflect the child’s aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child’s impaired sensory, manual, or speaking skills (except where these skills are the factors which the test purports to measure). f. written and administered in the native language or conducted in 101 the mode of communication most familiar to the person being assessed, unless it is clearly not feasible to do so. g. administered by trained personnel in conformance with the instructions provided by their producer. 4. No single procedure shall be used to assess whether or not a student has a disability under Section 504/ADA. 5. Information used by the team may come from standardized measures, interview with the child and parents, rating scales, observational data, adaptive behavior assessments, a review of teacher reports, gathering social and cultural background data, criterion referenced measures, acquiring existing medical reports or records review, as determined appropriate for the disability in question. 6. An evaluation as completed pursuant to Indiana’s Article 7 is one means of meeting this evaluation requirement under Section 504/ADA; however, an evaluation under Section 504 may need not be as comprehensive in all circumstances. 7. The evaluation shall be completed within 50 school days of the date of referral.

D. Eligibility Determination 1. The Section 504/ADA coordinator or designee will convene a Section 504 meeting for a student whose evaluation has been completed. 2. The Section 504 meeting will be conducted within 60 school days of the date of referral for consideration of eligibility under Section 504/ADA. 3. The meeting will involve a group of persons knowledgeable about the child, including the child's parents. The team may include the child's teacher, parents, member(s) of the evaluation team, the Section 504 coordinator/ designee, a building administrator, or personnel from the special education cooperative. 4. The notice to attend the Section 504 conference shall be sent to all participants within a reasonable time prior to the conference. 5. The team will be responsible for making the determination of eligibility under Section 504/ADA and determining what services and/or accommodations are needed to meet the child's need as they relate to the educational setting. 6. Section 504 Conference may document the evaluation findings, eligibility, and the educational services/accommodations through district forms. (i.e. Section 504 Services Plan) This information will be available to the student's parents. The conference summary will become a part of the student's school record. 7. Recommendations made at the Section 504 conference shall be determined by consensus of the participating school staff.

E. Section 504 Services Plan 1. A Section 504 Services Plan will be developed at a Section 504 meeting involving a group of persons knowledgeable about the child, including the child's parents. The team may include the child's teacher, parents, member(s) of the evaluation team, the Section 504 coordinator/ designee, a building administrator, or personnel from the special education cooperative. 2. The summary of the Section 504 conference will serve to document the educational concern, the review of evaluation information, and the determination of eligibility. 3. The summary of the Section 504 conference will also serve as the Section 504 Service Plan by describing the needed educational services and/or reasonable accommodations to be made, if the Section 504 conference determines the student to be disabled. 4. The services and/or accommodations described in the Section 504 Service Plan shall be based on a composite understanding of the student's characteristics and how the physical or mental condition substantially limits one or more major life activities. 5. The services and/or accommodations may be provided within the regular education program or may be consultative or monitoring in nature. Services may include modification of the standard curriculum, alternative teaching techniques, adapted materials, adapted classroom environment, alternative or individualized assignments, and/or a behavior management system. 6. Before any significant change of placement is initiated, reevaluation data must be gathered to review by a Section 504 Conference. 7. If it is determined that the child will not be receiving any special services or accommodations, a written notice of the findings shall be provided to the parents along with a notice of their right to appeal the determination. 8. The purpose of Section 504 service plan is to ensure that all children with disabilities have available to them a free appropriate public education to meet their needs.

F. Re-Evaluation 1. The Section 504 coordinator/designee will ensure that the need for a reevaluation for each Section 504 eligible child is reviewed on a regular basis. Any change in the student's functioning or the basic underpinning the initial 103 evaluation may warrant a re-evaluation at any time subsequent to the initial evaluation. 2. The evaluation shall be completed within 50 school days of the date of referral. 3. Before any significant change of placement is initiated, reevaluation data must be gathered to review by Section 504 committee.

G. Yearly Review 1. On an annual basis, a group of persons knowledgeable about the child will review the service plan to determine continued eligibility and if the same type and intensity of services shall be continued. The service plan may be reviewed prior to an annual review if the student's needs warrant an earlier review. 2. This group of persons may or may not be the same group who determined eligibility.

H. Suspension/Expulsion/Exclusion 1. A student may be suspended for infractions to the student discipline code provided that suspensions do not result in a pattern of exclusions. 2. Therefore, if the school district is considering expulsion, the Section 504 representative will convene a causal relationship conference. If a causal relationship is found, the student may not be expelled. If no causal relationship is found, expulsion procedures may continue. 3. Prior to a significant change in placement, a reassessment of the student must be conducted. 4. The above procedures will not be followed for a student who is disabled solely by virtue of being addicted to drugs and/or alcohol. If a student is disabled solely by virtue of being addicted to drugs and/or alcohol, and the student is found in violation of established school policy regarding drugs and alcohol, the student may be treated like any non-disabled student under a similar situation without the need to reassess. 5. This policy does not prevent the school from using its normal, reasonable procedures, short of change in placement, for dealing with students who are endangering themselves or others. Where a student presents an immediate threat to the safety of others, officials may promptly adjust the placement or suspend him/her for up to ten (10) school days, in accordance with the policies and procedures set up for non-disabled students.

I. Exiting from Services 1. After considering the need for reevaluation, a meeting with a group of persons knowledgeable about the child shall recommend the termination of a student from the special services provided if it determines on the basis of the review of all pertinent information that: 104 a. the student no longer requires any specialized services to meet identified needs. b. the student no longer requires any special accommodations within the regular classroom; and c. the student can be appropriately educated in a regular classroom environment, without the support of a Section 504 Services Plan. 2. If the student has a temporary disability, the initial Section 504 Conference may determine the anticipated date and/or conditions in which the student will be exited from services.

J. Procedural Safeguards The following Notice of Procedural Safeguards shall be given to parents/guardians of students whom are referred for Section 504 evaluations or identified as Section 504 disabled at the time of seeking an evaluation annually thereafter if identified as Section 504 disabled. 1. Have your child take part in, and receive benefits from, public education programs without discrimination because of their disabling condition. 2. Have the school district advise you of your rights under federal law. 3. Receive notice with respect to identification, evaluation, or placement of your child. 4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make 10 reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities. 5. Have your child educated in facilities and receive services comparable to those provided non-disabled students. 6. Have your child receive special education and related services if they are found to be eligible under Article 7 and the Individuals with Disabilities Education Act. 7. Have evaluation, educational, and placement decisions been made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement options. 8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this district. 9. Have your child be given an equal opportunity to participate in co-curricular 105 and extracurricular activities offered by the district. 10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement. 11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records. 12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school

district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing. 13. Submit a written request to the Section 504 Compliance Officer for an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. 14. File a local grievance with the Section 504 Compliance Officer. 15. File a complaint with the Office of Civil Rights. The Section 504 Compliance Office is responsible for assuring that the district complies with Section 504. The South Henry School Corporation has identified the following individual to serve as the Section 504 Compliance Officer: South Henry School Corporation 6792 S. State Road 103 Straughn, Indiana 47387

VIII. Grievance Procedures A. Complaint 1. If an individual disagrees with the determinations made by the Section 504 conference concerning identification, evaluation, or accommodation, a complaint may be filed with the ADA/Section 504 Coordinator. The complaint must be a written statement of the specific facts and/or perceived wrongful act to be investigated. If a person who is unable to write wishes to file a complaint, assistance may be obtained by contacting the ADA/Section 504 Coordinator. All complaints must be submitted within thirty (30) days after the incident or act that gives rise to the complaint, unless the ADA/Section 504 Coordinator extends the submission time because the grievant has shown good cause for such an extension. 2. The ADA/Section 504 Coordinator shall promptly investigate the complaint. The ADA/Section 504 Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the individual to discuss the complaint and the results of the investigation, to resolve the matter informally.

B. Hearings Concerning the Identification, Evaluation or Placement of a Student under Section 504 1. The request for an impartial hearing shall be submitted in writing to the ADA/Section 504 Coordinator by either the parent(s) or guardian(s) of the student or the school. If a parent is unable to write and no designated agent is available, the parent can receive assistance in filing his or her hearing request by contacting the ADA/Section 504 Coordinator. 2. The ADA/Section 504 Coordinator shall ensure that the school contracts with an independent hearing officer for the purpose of hearing the case. The individual appointed as hearing officer must be knowledgeable about Section 504 and the ADA, not employed by the school and have no interest in outcome of the dispute. Upon receipt of the written request for a hearing, the ADA/Section 504 Coordinator shall appoint an independent hearing officer. Notice of this appointment shall be sent to the parent by mail in a timely fashion. 3. The hearing officer shall schedule a prehearing conference shortly after the request of a hearing has been filed for the purpose of defining the issues. The school corporation and the parent(s)/guardian(s) shall have the right to present evidence and testimony relevant to the issue(s) defined at the prehearing conference. The parties shall have the right to be represented at the hearing by legal counsel. The parent(s)/guardian(s) or representative and the district shall have the right to present evidence. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five (5) business days before the hearing is prohibited, subject to the discretion of the hearing officer. The hearing officer or the ADA/Section 504 Coordinator shall ensure that a verbatim record of the hearing is made, either by tape recording or by a court reporter. This record can be made available at no cost to the parent upon request after the hearing officer renders his/her decision. 4. The hearing officer shall contact the parties to determine the time and location for convening the hearing. The hearing shall be convened within a reasonable time. If parties cannot agree to a mutually convenient time and place for convening the hearing, the hearing officer shall fix such time and place, notify the parties in writing, and proceed to convene and conduct the hearing. 5. The hearing

officer shall limit the decision to the issue(s) presented by the parent or the school corporation in the written request for a hearing. The hearing is to be informal and non-adversarial. The parties' right to cross-examine witnesses is limited. Testimony similarly must be strictly related to the issues and adhere to the nature of the informality of the proceeding. The trial rules of evidence do not apply. Testimony shall not be redundant, 107 cumulative, duplicative, or harassing. 6. The hearing shall be held within 45 days from the request for a hearing unless either party requests a delay in convening the hearing. 7. The parent(s)/guardian(s) involved in the hearing shall be given the right to have the child, who is the subject of the hearing, present and open the hearing to the public. 8. The party requesting the hearing shall bear the burden of proof as to the identification, evaluation, or placement of a student or the denial of the same. At a reasonable time prior to the hearing and during school hours, the parent(s) shall be given access to all school records including all tests and reports upon which the proposed action may be based. 9. The hearing officer's decision shall be made within twenty (20) calendar days following the conclusion of the hearing. The hearing officer's decision must be written and shall include a summary of the evidence, the basis for the decision, an order with respect to the remedial steps or actions, if any, to be taken by the school and the procedures, if any, necessary to ensure compliance with any order to occur within thirty (30) calendar days unless exceptional circumstances exist which, in the hearing officer's judgment, warrant delay in implementation. The hearing officer shall send a copy of the decision by certified mail to the parent and the ADA/Section 504 Coordinator. The hearing officer must include in his/her decision instructions on how to pursue an appeal. The hearing officer shall retain jurisdiction of the matter for thirty (30) days after the decision is rendered for purposes of clarifying any orders rendered. 10. The hearing officer's ruling should be considered as final and binding on both parties unless an appeal is pursued. Any party disagreeing with the decision of the hearing officer may appeal to a civil court with jurisdiction within thirty (30) days of receipt of the decision by either the party or the parties' representative, which occurs first.

C. Hearings Concerning Employment and Program Accessibility 1. In the event the complaint cannot be resolved informally, the ADA/Section 504 Coordinator will advise the grievant of his/her right to a hearing and the procedures of the hearing under this policy; 2. The grievant's request for a hearing must be in writing. If a grievant is unable to write and no designated agent is available, the grievant can receive assistance in filing his/her hearing request by contacting the ADA/Section 504 Coordinator. A copy of the original complaint shall be attached to the hearing request. 3. Within twenty (20) business days (defined as days when the District's Administrative Office is open) of the ADA/Section 504 Coordinator's receipt of 108 the written request for a hearing, the ADA/Section 504 Coordinator will convene an informal meeting, at which time both the grievant and the administrator responsible for the disputed action may present an explanation and documents relevant to the complaint. Third parties may be called and subject to clarifying questions by each party. 4. Detailed minutes of the meeting shall be made and kept; a copy of the minutes shall be made available to each party. Either the grievant or the District may choose to have a court reporter present at their own expense. 5. Within twenty (20) business days of the meeting, the ADA/Section 504 Coordinator shall provide the grievant and the Superintendent with a written decision setting forth the disposition of the complaint and any corrective action deemed necessary. The decision shall specify the reasons upon which the disposition of the complaint was based. 6. If the grievant is not satisfied with the ADA/Section 504 Coordinator's disposition of the complaint, or if the ADA/Section 504 Coordinator fails to provide the grievant with a written decision within the time limits specified above, the grievant may seek a review of the decision. 7. The grievant must forward a letter seeking review of the ADA/Section 504 Coordinator's decision to the

Board of Education within ten (10) business days of the grievant's receipt of the decision. Assistance in filing the written request for review is available by contacting the ADA/Section 504 Coordinator. Copies of the original complaint, minutes of the meeting, and the ADA/Section 504 Coordinator's decision shall be attached to the request for review. 8. The Board of Education may, in its discretion, convene a review at which the parties may request the Board accept additional presentations; however, the Board has discretion to deny such requests. 9. Within thirty (30) business days of the filing of the request for review, the Board shall provide the grievant, the ADA/Section 504 Coordinator, and the Superintendent with a written decision affirming, reversing, or modifying the ADA/Section 504 Coordinator's decision and specifying the reasons upon which the review decision is based. 10. All complaints regarding the South Henry School Corporation's compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents. 11. The filing of a complaint, under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, State, or federal agency or court.

Policy Adopted: October 8, 2012

#### **School Personnel**

##### **SCHOOL BOARD MEMBERS**

Members:, Casey Carmichael, Beth Carr, Justin Cox, Debbie Hicks, Randy Paul, Lisa Thompson, and Jonathan Willmore

School Attorney: Jim Hamilton

##### **CENTRAL OFFICE**

Superintendent Jeremy Duncan, Treasurer Amy Milner, Deputy Treas. / Corp. Sec. Kim Laird

##### **MAINTENANCE DEPARTMENT**

Director of Transportation - Joe Hoffman

Director of Maintenance - Abby Davis

##### **TRI JUNIOR-SENIOR HIGH SCHOOL OFFICE STAFF**

School Secretary - Kylie Claar

Treasurer - Lisa McConnell

School Nurse - Shelby Hall

Career Coach - Natalie Fredenburg

Registrar - To Be Determined