

# SOUTH ADAMS HIGH SCHOOL



***Inspiring Students to Reach for the Stars!***

1000 West Parkway Street  
Berne, IN 46711  
260-589-3131 (voice) 260-589-3042 (fax)  
[www.southadams.k12.in.us](http://www.southadams.k12.in.us)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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STUDENT NO. \_\_\_\_\_



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**Adopted by the South Adams School Board**

<b>Handbook .....</b>	<b>May 2019</b>
<b>Discipline Code.....</b>	<b>May 2019</b>

**SCHOOL FIGHT SONG**

Cheer, cheer for gold and black,  
 Starfires will fight back,  
 Fight, fight with all your might,  
 It's victory TONIGHT!

Starfires, we've got spirit  
 Come all you fans let's hear it,  
 Fight, fight with all your might,  
 It's victory TONIGHT!

# WELCOME

The South Adams High School staff would like to take this opportunity to welcome you to the 2019-20 school year at South Adams High School. The information in this handbook has been prepared to help you succeed at South Adams. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of School Trustees publish this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year. Students will be expected to sign and return a form indicating that they have read and understood the provisions in the Handbook. Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the administration.

Each student is encouraged to take advantage of the academic and extracurricular opportunities that are available at South Adams. The more you involve yourself in school life, the more likely you will succeed academically and socially. Remember, your success at South Adams High School will be directly proportional to your attendance, attitude, and effort. Have a great year!

## CORPORATION INFORMATION

**SOUTH ADAMS VISION** - Leading the way in education, South Adams Schools' vision is to instill in our students the courage to reach beyond perceived limitations. We will inspire and empower them to set high personal academic standards and to lead ethical lives. South Adams will provide students with valuable life experiences to promote the development of responsible and productive citizens. First and foremost, South Adams will be a place of learning, where students are eager to attend, and where a professional and caring staff demonstrates personal integrity, models the importance of lifelong learning, and works as a team for student success. Strong partnerships with families and collaborative relationships within the community will provide unique educational opportunities for individual students. Lastly, South Adams will embrace the future with a strong educational philosophy and fiscal responsibility.

### **SOUTH ADAMS MISSION STATEMENT**

*Inspiring students to reach for the stars!*

## **SOUTH ADAMS CORE VALUES**

1. Every student can learn and can grow academically, physically, emotionally, and socially to reach their unique potential and achieve specific goals.
2. Student development is the top priority at South Adams Schools.
3. In the value of personnel, who are student-centered, highly trained, use effective methods, reflect personal integrity, work as a team, and model the importance of lifelong learning.
4. The best educational opportunities are the result of family partnerships and ongoing community collaboration, participation, and support.
5. A relevant student curriculum focuses on essential skills and timeless principles and is challenging, integrative, aligned, and based on standards.
6. The implementation of technology enhances learning and is a valuable and necessary tool for students and staff to succeed in today's world.
7. In the value of facilities that promote a safe and progressive learning environment.
8. Responsible stewardship of the school's resources is a necessity to support long-term, effective, educational opportunities.

### ***REACH FOR THE STARS!***

In order for every child to experience success, our school's organization, curriculum, and programs are based on the developmental readiness, needs, and interests of our young adolescents.

**Student Centered** - Affecting student growth, development, and achievement

**Teamwork** – Involving Staff, Students, Parents, and Community

**Achievement** – Striving for academic, social, physical, and moral growth

**Relationships** – Developing positive relationships among the South Adams community

**Success for All** – Promoting success now and in the future

### **South Adams High School believes successful schools for adolescents are characterized by a culture that includes...**

- Educators that value working with this age group
- Courageous, Collaborative Leadership
- A shared vision that guides decisions
- An inviting, supportive, and safe environment
- High expectations for every member of the learning community
- Students and teachers engaged in active learning
- An adult advocate for every student
- School initiated family and community partnerships

### **Therefore, successful schools for adolescents provide...**

- Curriculum that is relevant, challenging, integrative, and exploratory

- Multiple learning and teaching approaches that respond to their diversity
- Assessment and evaluation programs that promote quality learning
- Organization structures that support meaningful relationships and learning
- School-wide efforts and policies that foster health, wellness, and safety
- Multifaceted guidance and support services

**DIRECTORY INFORMATION** - Persons who require assistance or need information regarding access to a program session and availability of special facilities are requested to contact

Corporation Office.....	589-3133	Elementary .....	589-1101
Transportation .....	589-3188	Middle School..	589-1102
Maintenance .....	589-2379	High School.....	589-3131
Technology .....	589-1117	Athletics.....	589-8321
Food Service .....	589-1112		

**CRIME STOPPERS HOTLINE (260) 223-2988-** Adams County Crime Stoppers and the Adams County School Safety Commission provides a number for all to respond anonymously to criminal or school violence issues. A website is also available at [www.adamscountycrimestoppers.com](http://www.adamscountycrimestoppers.com). Cash rewards are given.

**EQUAL EDUCATION OPPORTUNITY** - It is the policy of this Corporation to provide an equal education opportunity for all students. Any persons who believe that the School or any staff member has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, sexual orientation, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, have the right to file a complaint. A formal complaint may be made in writing to the School Corporation’s Compliance Officer. The complaint will be investigated and a response, in writing, will be given to the concerned person within a reasonable time period. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

**MOMENT OF SILENCE** - In compliance with Indiana law (IC 20-30-5-4.5), in order that the right of each student to the free exercise of religion is guaranteed within South Adams Schools; and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds;

- South Adams Schools has established the daily observance of a moment of silence in each classroom or on school grounds;
- During the moment of silence required by subsection (1), the teacher responsible for the classroom shall ensure that all students remain



seated or standing and silent and make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

*Students who are disruptive during the moment of silence will be disciplined as per the teacher's classroom behavior plan.*

**PLEDGE OF ALLEGIANCE** - The United States flag shall be displayed in each classroom of every school building at South Adams Schools. In compliance with Indiana law, (IC 20-30-5-0.5) South Adams Schools shall provide a daily opportunity for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- The student chooses not to participate; or
- The student's parent chooses to have the student not participate.

*Students who are disruptive during the Pledge of Allegiance will be disciplined as per the teacher's classroom behavior plan.*

**PARENT CONSENT FOR INSTRUCTION ON HUMAN SEXUALITY** - SEA 65 (effective July 1, 2018) requires schools to inform parents (and/or students who are age 18 or emancipated minors) about the school's curriculum as it pertains to instruction on human sexuality. Instructional materials on human sexuality are available to parents for review in the school office. Any student who does not participate in instruction on human sexuality will be given alternative academic instruction during the time the other students are receiving instruction on human sexuality. Parents are required to sign the consent form each year before the student receives any instruction on human sexuality. Students will participate in the human sexuality instruction if parents fail to specifically decline the human sexuality instruction or fail to give consent.

**PEST CONTROL AND USE OF PESTICIDES** - Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision. Applications will be done during non-instructional time or during vacation periods. Any pesticide application is prohibited when in the presence of children while they are in the room or on school grounds in or near the area to be treated.

Parents and staff members may register for prior notice of pesticide applications. Each school office will maintain a registry of people requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice will receive notification, either through a phone call, email, or regular mail, to be received no later than two school days

prior to the application unless an emergency is declared. In the rare case of an emergency application, notice will be given to those people who have previously requested notice of pesticide applications as soon as possible.

The maintenance director, Dave Vorhees, will maintain the records of each pesticide application on school grounds for two years. For additional information, contact Mr. Vorhees 589-2379.

**POLICY NOTIFICATION STATEMENT** - South Adams Schools will not discriminate against any employee or student because of race, color, ethnic background, religion, sex, national origin, age, and/or handicap or employment policies as required by the Indiana Civil Rights Act (IC 22-9-1), Title VI, and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Inquiries regarding compliance with Title IX may be directed to the Superintendent of Schools at 1075 Starfire Way, Berne, IN 46711, (260) 589-3133, or the Director of the Office of Civil Rights, Department of Health and Human Service located in Washington, D.C.

**RANDOM DRUG TESTING OF STUDENTS** - South Adams will implement School Board Policy 5530.01 Random Drug Testing of Students who participate in extra-curricular activities, co-curricular activities, and who drive to school during the current school year. The implementation of this policy is meant to be deterrence and a proactive approach to a drug-free school. This drug-testing program will be applied to all high school and middle school students (grades 6-12), male and female, who participate in any one or combination of the following:

- Extra-curricular activities (sports, clubs, student government, etc.)
- Co-curricular activities (band, choir, musical, academic teams, National Honor Society, FFA etc.)
- Drive a vehicle to, from, or during school
- Students enrolled in drivers education through South Adams Schools
- Any student whose parent/guardian or custodian elects to enroll his/her student in the program

The selection of students to be tested will be done randomly by the testing facility, and selections will be made weekly throughout the school year. Selected students will need to give a sample, usually saliva, and the sample will be sent to the testing facility.

Even though this testing program is not intended to be punitive or disciplinary in nature, there are consequences for a positive test result in the areas of extra-curricular, co-curricular, and students who drive to school. A positive test result in the random drug-testing program will not result in suspension or expulsion from school, and it will not be documented in any student's academic records.

**RELEASE OF RECORDS - Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).** Generally schools must have written permission from the parent/guardian in order to release any information from a student's educational record. However, the Family Educational Rights and Privacy Act (FERPA) allows schools to disclose those records, without consent, to the following parties or under the following conditions.

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accredited organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information including student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents may request in writing that directory information not be disclosed.

**SAFETY DRILLS (FIRE, STORM/TORNADO, LOCKDOWNS ETC.) -**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Storm/Tornado drills will be conducted using the procedures prescribed by the state. *The PA System will be used to direct student and staff to their designated shelter areas.*

Lockdowns (with Instruction and/or without Instruction) will be conducted periodically throughout the school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in the building rather than evacuated.

**SCHOOL RESOURCE OFFICER (SRO) -** It is the intention of the Geneva Police Department and South Adams Schools to maintain collaborative efforts to provide a safe and healthy school environment for students, staff, and visitors.

**Goals and Objectives**

- Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development.
- Maintain a safe and secure environment on school campus which will be conducive to learning.

- Promote positive attitudes regarding the police role in society.

### **Duties of the School Resource Officer**

- Assist the superintendent, principals, faculty, and staff in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on school grounds.
- Present topics to students on various law enforcement/safety issues.
- Contact the principal of the school about any juvenile delinquency, incidents, charges, and arrests within a timely manner.
- Take law enforcement actions when necessary.
- Conduct investigations of crimes that occur at any school and use other resources if needed for follow up investigations.
- Follow the guidelines of case law, school board policy, and the Geneva Police Department general orders in regards to investigations, interviews, and searches relating to juveniles.
- Assist the superintendent, administrator, and staff in enforcing the campus code of conduct and other school rules in order to maintain a safe learning environment.
- The SRO will make one (1) trip to a residence to transport students that missed the bus. All other instances will be marked unexcused.
- When it pertains to preventing a potential disruption that would, if ignored, place students, faculty and staff at risk or harm, the SRO will resolve the problem to preserve the school climate. IN ALL OTHER CASES, disciplining students is a School Corporation responsibility, and the SRO will take students who violate the code of conduct to the office where school discipline can be determined.

**SOLICITATION OF SCHOOL PERSONNEL** - Solicitation (subscriptions, contributions) by students or student groups is generally prohibited. No solicitation or selling to the general public will be made except by prior approval of the administration. No solicitation of students or staff will be made during school hours without administration approval. No student is permitted to sell any item or service for personal gain in school without the approval of the administration. Violation of this policy may lead to disciplinary action.

**SPECIAL EDUCATION** - Special education services are available to eligible children/youth with disabilities at all schools within the school corporation. These services are designed to assist the student in learning, despite the disability. Special education services are provided by a wide variety of licensed teachers, related therapists, school psychologists, and support staff. Adams-Wells Special Services Cooperative supports and works with our local schools to make sure that all students are successful learners. If you have a question about special education services, you may speak to your student's building principal. If you know of a preschool aged child who may have a disability, you may refer the parent/family to the special education cooperative at (260) 824-5880.

**SURVEILLANCE CAMERAS** - Surveillance cameras are installed throughout the building, the surrounding areas of the school and on school buses. The images from these cameras are confidential and can be viewed by school officials only. A parent or guardian may view the images, with an administrator, only if their son or daughter is the only student on the images. If other students are on the images, their privacy rights must be protected. In the event of criminal prosecution, the images may become evidence at the trial and therefore will probably end up becoming public. Under such circumstances, the images are under the control of the courts, not the school.

**WEATHER EMERGENCIES** - During periods of inclement weather, when buses have difficulty traveling or schools may delay, families will be notified through the K-12 Parent Notification system and the Remind texting feature. The information will also be broadcast on radio stations WZBD (92.7), WOWO (1190 am); TV Channels 15, 21, or 33; and the South Adams website <http://www.southadams.k12.in.us>.

**VIRTUAL (e-Learning) LEARNING DAYS** - When weather or unforeseen circumstance dictate school is closed for the day, a virtual (e-Learning) learning day may be declared for that day. The school district will notify families through the automated call service to inform students and parents of an e-Learning day. In addition, the notification will be posted on the school website, Remind, Twitter, local radio, and local television broadcasts. The primary objective is to maintain the momentum of learning, not to make-up missed days of school. A secondary purpose is for teachers to thoughtfully integrate technology into teaching and learning so students become more proficient with blended learning. While there is no school in the building that day:

- Students are expected to submit e-Learning assignments within three (3) school days to receive full credit.
- Staff will have assignments on Canvas by 9:00 a.m. (10:00 a.m. if a 2 Hour Delay is called first) on these days.
- Teachers, Principals and Technology Department personnel are available via school phone or email during regular school day hours.
- Classrooms and labs are available after school the following days to allow students without technology (computer, internet, etc.) at home the opportunity to complete all assignments.

**WELLNESS POLICY** - South Adams Schools promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The district's Wellness Policy (8510) establishes goals and requirements that improve the nutrition and physical fitness of all students. The intent is to reduce childhood obesity and result in the improvement in the overall wellness of our children as required for public schools participating in the National School Lunch Program authorized by the Richard B. Russell National School Lunch Act (79 PL 396, 60 Stat. 230) and the Healthy, Hunger-Free Kids Act of 2010 (PL

111–296). The district Wellness Policy will be reviewed and updated bi-annually by the Wellness Advisory Council (WAC) consisting of certified school staff, administrators, health professionals, teachers, parents, students and the food service director. The entire Wellness Policy (8510) is available for viewing on the school website.

## HIGH SCHOOL INFORMATION

### ADMINISTRATION / ADMINISTRATION STAFF

TRENT LEHMAN ..... PRINCIPAL  
 JASON ARNOLD ..... ATHLETIC DIRECTOR  
 TBA ..... SCHOOL RESOURCE OFFICER  
 DOUG BEALL ..... ASSISTANT TO ADMINISTRATION  
 CHRIS GILBERT ..... GUIDANCE COUNSELOR  
 SHEILA GRABER ..... GUIDANCE COUNSELOR  
 MYRA MOORE ..... TECHNOLOGY DIRECTOR  
 NATHAN HOUSER ..... HIGH SCHOOL TECHNOLOGY  
 HALEY PROVOST & AMBER STEINER ..... NURSE  
 LESLIE McPEEK ..... ATTENDANCE SECRETARY  
 AMBER SCHWARTZ ..... EXTRA-CURRICULAR TREASURER  
 ALLISON EVANS ..... REGISTRAR  
 JEN NEUENSCHWANDER ..... ATHLETIC SECRETARY

### WHERE TO GO / WHOM TO SEE

Auditorium ..... Mrs. Evans	Lost & Found ..... High School Office
Agriculture/FFA ..... Mr. Shuck	Mathematics ..... Mr. McKean
Announcements ..... Mrs. McPeek	Media Center ..... Mrs. Highley
Art ..... Mr. L. McClung	Music ..... Mr. Amstutz
Athletics ..... Mr. Arnold	Nurse ..... Nurse Provost & Steiner
Attendance ..... Mrs. McPeek	Personal Problems ..... Guidance
Business Education ..... Mr. Moser	Physical Education ..Mrs. Buckingham
College/Career Information..Guidance	Project Lead The Way... Mrs. LeFever
Custodian ..... Judy Miller	Science ..... Mr. Roby
Food Service ..... Mrs. Morgan	Signing Out ..... HS Office
Internships ..... Mr. Moser	Social Studies ..... Mr. O'Dell
Language Arts ..... Mrs. Morrison	Tech Center ..... Mr. Smith
Lockers ..... Mrs. McPeek	Vocational Education..... Mr. Lehman

**VISITORS TO SOUTH ADAMS HIGH SCHOOL** - South Adams Schools maintains a closed campus. All visitors must enter through door N17 (flagpole entrance) and report directly to the High School office to sign in and receive a visitor pass that must be visible at all times. All visitors, including recent graduates and parents, must first sign in and pick up a visitors badge in the office. Parents wishing to have a conversation with a teacher should plan to come during the teacher’s planning period. It is usually best to plan these meetings in advance If a family has a guest or

relative staying at the home, exceptions may be considered during lunch with *prior* approval. Visitors who cause disruptions will be asked to leave immediately, and may not be permitted to return. Guests for programs in the auditorium are asked to arrive no earlier than 30 minutes before the scheduled start time and should enter from the south side of the school through door S12 and receive an Event Guest badge.

**HOURS OF OPERATION FOR THE SCHOOL DAY**

Office Hours: 7:30 am - 4:00 pm  
 Guidance Office Hours: 7:45 am - 3:00 pm  
 Athletic Office Hours: 8:00 am - 4:00 pm

**BELL SCHEDULE**

	<u>Regular Day</u>	<u>2 Hour Delay</u>	<u>3 Hour Delay</u>
First Bell	7:50	9:50	10:50
Tardy Bell	7:55	9:55	10:55
Dismissal Bell	3:00	3:00	4:00

*Students are expected to leave the building by 3:15 pm (4:15 pm for 3 Hour Delay) unless they are involved in a supervised activity.*

**GRADING SCALE - 4.0 SCALE**

<u>Course %</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>AP Courses</u>
93-100	A	4.00	5.00
90-92	A-	3.67	4.67
87-89	B+	3.33	4.33
83-86	B	3.00	4.00
80-82	B-	2.67	3.67
77-79	C+	2.33	3.33
73-76	C	2.00	3.00
70-72	C-	1.67	2.67
67-69	D+	1.33	2.33
63-66	D	1.00	2.00
60-62	D-	0.67	1.67
00-59	F	0.00	0.00

*Any course receiving a PASS/FAIL grade must have 75% or higher to pass*

**HOW TO EMAIL STAFF/STUDENTS**

- Most email addresses are: First letter of the first name, last name@southadams.k12.in.us (i.e. tlehman@southadams.k12.in.us). All students have a school provided email account through Gagggle. The address is firstname.lastname@sadams.us (i.e. trent.lehman@sadams.us).

## VOCATIONAL CLASSES AND SCHOOL DELAYS/CLOSINGS

- If South Adams delays, no AM vocational classes meet; PM vocational classes will occur as normal
- If South Adams closes, no vocational classes
- If South Adams runs on time but the students' school for the vocational class is delayed there will be no AM vocational class for the student
- If South Adams runs on time but the students' school for the vocational class is closed there will be no vocational class for the student

**WORK PERMITS** - Any student between the ages of 14 and 17 years of age who wish to seek employment must obtain a work permit. Law now permits a student to hold multiple work permits if they do not exceed the legal number of hours. A student failing more than one course during the previous term or who has attendance issues will be denied a work permit. If a student meets the grade and attendance requirement they must:

- Obtain an "INTENT TO EMPLOY" card from the prospective employer.
- Bring the "INTENT TO EMPLOY" card and their birth certificate to the high school office where the permit will be issued.

***\*Student work permits will be re-evaluated at the end of each grading period. Eligibility is the same as athletics (see page 64).***

## STUDENT EXPECTATIONS

- **Do what is right** - Students are responsible for their actions and are expected to do what is right all the time.
- **Do your best** - Students will improve their self-esteem by keeping a positive attitude and always giving their best effort. All students are expected to do their best.
- **Show respect** - Students will show respect for themselves, for others, and for the property of others. Students must also show respect for the truth.

## CLASSROOM EXPECTATIONS

- Students enter the classroom prepared to learn-writing tools, correct books, paper, and assignment book.
- Students are to leave book bags, sports bags, purses, and personal electronic devices in lockers or make arrangements with the office.
- Incidents of disruptive behavior, mishandling of school property, failure to bring necessary supplies to class, or infractions of any of the policies listed in the handbook will result in corrective actions.
- Students must follow individual teachers' classroom rules and expectations.
- Teachers have the right to accelerate the progression of infractions depending on the students' behavior.



**CRIMINAL HISTORY CHECKS** - All school volunteers and visitors who will have close contact with students (including eating lunch with students and field trip chaperones) are to complete a criminal history check form to be submitted to the Indiana State Police every school year. Volunteers and visitors who have a criminal history are subject to restrictions.

**DOORS/SCHOOL ENTRANCES** - The only entrance available during the school day is N17 located on the North side of the school (behind the flag pole). These doors are locked from 7:55 a.m. until 3:00 p.m. There is a buzzer located inside the entrance for all students and/or guests that enter during the school day. The school office will admit the individual(s) who then must sign in at the office.

## **ATTENDANCE POLICY**

### ***EMPTY SEATS DON'T LEARN***

A direct relationship exists between success in school and attendance. To ensure that students are in regular attendance, Indiana school law and South Adams board policy require that all students attend daily unless they are officially excused.

#### **LEGAL POLICIES AND GUIDELINES GIVEN TO SCHOOLS UNDER INDIANA LAW:**

- IC 20-33-2-47: "Compulsory Attendance for Full Term; Duty of Parent. It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools." A prosecutor who is aware of a parent who has allowed his or her child to accrue a single unexcused absence may criminally prosecute a parent (Class B Misdemeanor).
- IC 20-33-2-25 Habitual Truants - The superintendent or attendance officer shall report a student, who is habitually absent from school in violation of this chapter, to an intake officer of the juvenile court or the department of child services.
- IC 20-20-8-8, amended by SEA 338 - Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parent request filed with the school. Chronic Absenteeism includes students absent from school for ten (10) percent (18 days) or more of a school year for any reason.
- IC 20-33-2-11 Driver's License Law - if a person is less than eighteen (18) years of age and is under suspension, expulsion, exclusion, is habitually truant, or has withdrawn from school, that person shall have the license or permit invalidated upon notification by the principal.

Good attendance is a shared responsibility of students, parents and

school.

- South Adams defines *excellent attendance* as a 99% attendance rate which allows students 2 absences per school year.
- *Standard attendance* is a 97% attendance rate which allows for 5 absences per school year.
- Excellent attendance (99% attendance) is the goal for all students.

**Attendance expectations are as follows:**

**STUDENT RESPONSIBILITY** - Students are responsible to be in school and in their assigned area. All personal appointments and obligations should be planned for times outside the instructional school day when at all possible. ***Students must be in school by 8:30 am in order to participate in co-curricular and/or extra-curricular activities of that day unless verification from a doctor note or prior approval from administration. Students cannot leave early and still participate that night without verification from a doctor note or prior approval from administration.***

**PARENTAL RESPONSIBILITY** - It is the parent's responsibility to:

- Make sure the school has your updated and correct phone numbers, e-mail, and address at all times
- Call the school at (260) 589-3131 to report the child's absence **and the reason for the absence** by 8:30 am the day of the absence
  - *The parent need not call when the absence has been pre-arranged and approved by school officials*
- Send appropriate verification with the child for school attendance records the day of the child's return following the absence, such as a doctor's verification or parental note

Note: Any absence without a parent/guardian call, note or email will be considered "unexcused" until the parent contacts the school. If the student already served the appropriate corrective action for the unexcused absence, the unexcused absence will remain as marked regardless of parental call or note.

**SCHOOL RESPONSIBILITY - PARENTAL NOTIFICATION** - If a parent has not notified the school by 8:30 a.m., South Adams personnel will make a "reasonable attempt" to call the parent that day to document the absence and to assure each child's safety. This notification cannot always occur as time constraints and non-working telephone numbers may prevent verification.

South Adams will notify parents of total absences (excused and/or unexcused) as follows:

- Upon **six (6) days** of absence (for any reason) in a school year
- Upon **ten (10) days** of absence (for any reason) in a school year
- After **twelve (12) days** of absence (for any reason) in a school year

*Absences after a total of twelve (12) absences for the school year will be counted unexcused without acceptable medical verification or principal approval for unique/extreme situations and emergencies.*

**FULL DAY ABSENCE** - No school attendance on a scheduled school day.

**PARTIAL-DAY ABSENCE** - School attendance of less than 3 ½ hours on a scheduled school day.

**ABSENCES COUNTED AS PRESENT (EXEMPT ABSENCES)** - Special circumstances when a student is excused from school, to be counted as present for the day and to not be penalized in any way by the school.

- Service as a page or honoree of the General Assembly (IC 20-33-2-14)
- Participates or exhibits in the Indiana State Fair by the student or student's household for educational purposes for up to five (5) days. A pre-arranged absence form should be completed in advance (IC 20-33-2-17.7)
- Service on a precinct election board or helper to a political candidate on the date of an election with prior approval of the principal (IC 20-33-2-15)
- Subpoena to appear in court as a witness in a judicial proceeding (IC 20-33-2-16)
- Service in active duty with the National Guard Duty for not more than ten (10) days (IC 20-33-2-17)
- Serving as a member of the Indiana wing of the civil air patrol for not more than five (5) days (IC 20-33-2-17.2)
- Other per South Adams policy:
  - Homebound instruction or placement in a hospital or other juvenile facility providing instruction
  - Field trips as approved by the school principal
  - Post-secondary/college visits when arranged through guidance (see pre-arranged absences p.20).

**EXCUSED ABSENCES** (Administration may request verification)

- Personal illness
- Medical appointments with doctor's note provided to school office
- Death or serious illness in the immediate family
- Family trips or need to be with parents with prior approval of the administration (see pre-arranged absences p. 20)
- Other absences as approved by the school principal

## **UNEXCUSED ABSENCES**

- Absence due to truancy
- Absence due to bus suspension
- Absence after a total (excused and/or unexcused) of twelve (12) absences for the school year without acceptable medical verification or principal approval for unique/extreme situations and emergencies
- Absences not confirmed by the parent within one day of the absence
- Parent call without giving a reason for being absent
- Arriving after 8:30 am without reason for excused/exempt absence
  - oversleeping will be marked unexcused
  - missing the bus will be marked unexcused
- Prevention from attending school due to inadequate immunization verification per Indiana Department of Health guidelines and Indiana Code
- Other reasons not defined as excused in the South Adams attendance policy

### **Corrective Action (per school year):**

#### ***PARTIAL-DAY UNEXCUSED ABSENCE***

**First Violation** - Written Warning

**Second Offense** - One (1) After-School Detention

**Third Violation** - One (1) day of ISS

**Fourth Violation** - Three (3) days RISQ

**Fifth Violation** - Five (5) days RISQ

#### ***FULL DAY UNEXCUSED ABSENCE***

**First Violation** - One (1) After-School Detention

**Second Violation** - Two (2) After-School Detentions

**Third Violation** - One (1) day of ISS

**Fourth Violation** - Two (2) days of ISS

**Fifth Violation** - Three (3) days RISQ

**Sixth Violation** - Five (5) days RISQ

**Seventh Violation** - Considered a "habitual truant" (HEA 1794) and will be reported to the Adams County Prosecutor.

## **PRE-ARRANGED ABSENCES**

**Medical Appointments** - For excused medical appointments during the school day, the following steps should be taken:

- Bring a written excuse, signed by a parent or guardian to the office before 8:00 am on the day of the appointment. The time that the student is to be released from school must be given in the excuse so that a pass may be written for the student to be excused from class.
- When leaving the class for a medical appointment, the student must sign out in the office before leaving the building.
- Upon return from the appointment, the student must sign-in, provide a doctor's signed note from the doctor's office verifying the appointment, and receive a pass from the office before returning to class.

**College/Career Visit Days** - Juniors & seniors have three (3) days each year allotted for visits to colleges and/or for job shadowing in a potential career field. College/career choice is an extremely important decision and students are encouraged to take advantage of this.

- Students arrange a visit with their potential college/career site and then obtain visit form from the guidance office.
- This form requires a parent signature and needs to be returned to the guidance office five (5) days before the college visit.
- Parents and/or other designated adult must accompany the student on the visit.
- This procedure will assure an excused absence.

**Other Pre-Arranged Absence Requests** - South Adams High School recognizes that in rare circumstances a student is needed at home, is going on family vacation, or other trips and opportunities that can only be scheduled during the school year. The principal will review all requests and make an excused/unexcused determination based upon:

- Students must maintain a minimum of a 95% attendance rate - 9 days/year
- Days cannot conflict with South Adams and state achievement testing
- The student has no failing grades
- The student has not been a discipline problem
- The student must fill out and submit a pre-arranged absence form obtained at the High School office
- Other factors at the discretion of the administration

**TRUANCY** - South Adams definitions regarding truancy are as follows:

- **Truancy:** An absence from school or class period without school authorization or parental consent.
- **Habitual Truant:** A student who has been truant three (3) times during the school year.

**Corrective Action:**

**First Truancy** - one (1) to three (3) days of ISS and parent contact, at the discretion of the administration

**Second Truancy** - Parent contact and three (3) days RISQ

**Third Truancy** - Parent conference to determine solutions and student is deemed a "habitual truant."

Possible Consequences:

- Student may be reported to Bureau of Motor Vehicles for loss of driver's license
- Student may be suspended and referred to the Superintendent for request for expulsion

**EXCESSIVE ABSENTEEISM** - When a student reaches a total of twelve (12) days of absences (excused and/or unexcused) for any reason during the school year, all subsequent absences must be documented by one of the following to be considered "excused".

- Acceptable medical verification.
- Pre-approval or verification by the school principal for unique and/or extreme situations and emergencies.

NOTE: Student attendance is considered for registration of vocational classes and consideration for scholarships and other awards.

**MAKE-UP WORK & REQUESTS** - It is the responsibility of the student to ask the teacher for makeup work. Students are given the number of days missed plus one to make up missed work. If a student misses a test day he/she may be required to take the test on the day of return. If the student misses the day that a project is due, he/she may be required to turn in the project on the day of return. If an incomplete grade has been given at the end of a grading period, all work must be finished within ten (10) school days after the end of the grading period before the incompletes will be removed, or the incomplete grade will become an F. Students serving Out-of-school suspension will be permitted to complete work for credit if the work is submitted on the first day back in school. Work that cannot be completed at home may be given a grade of 0.

**TARDINESS** - Any student arriving at school after 7:55 am must sign in at the office. Students will not be counted tardy due to a late school bus or having an early doctor/dental appointment verified by a statement presented to the attendance secretary upon arrival to school. Teachers and staff will mark tardies for the remaining periods each day.

**Corrective Action (per nine weeks):** *cumulative for all periods*

<b>Tardy 1-3</b>	none
<b>Tardy 4-6</b>	After-School Detention for each tardy
<b>Tardy 7-9</b>	In-School Suspension for each tardy
<b>Tardy 10+</b>	RISQ for each tardy

*Continued tardiness may be cause for suspension and/or recommendation for expulsion.*

**LEAVING/ARRIVING DURING SCHOOL HOURS** - Any student who needs to leave the building during the day for reasons other than scheduled appointments must speak with the principal and be granted permission. The student must also sign out in the attendance book.

Any student who becomes ill during the day must report to the nurse's office. When the nurse determines the student should go home the principal, nurse, or designee must speak with the student's parent by phone. If the parent grants permission, the student will be permitted to leave. If the parent (or emergency contact) cannot be reached, the student will be given the opportunity to rest in the nurse's office, but will still be considered absent from class.

***Students must be in school by 8:30 am in order to participate in co-curricular and/or extra-curricular activities of that day unless verification from a doctor note or prior approval from administration. Students cannot leave early without verification from a doctor note or prior approval from administration.***

Students reporting to school late or returning after appointments outside of the building **must** sign in at the office. Leaving the school building without permission will be addressed as a disciplinary issue and is a form of truancy.

## **CODE OF CONDUCT**

**LEGAL REFERENCES:** IC 20-33-8-1 et seq. IC 35-31.5-2-86  
IC 35-47.5-2-4 IC 35-47-1-5

**SCHOOL DISCIPLINE POLICY** - Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of the school corporation and the students of a school corporation. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents to the students of the school corporation (loco parentis) and have the right to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment (IC 20-33-8-8).

Therefore, the governing body of a school corporation must do the following:

- Establish written discipline rules, which may include appropriate dress codes, and if applicable, an agreement for court assisted resolution of school suspension and expulsion cases, and
- Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as making a copy of the discipline rules available to students and students' parents or delivering a copy of the discipline rules to students or the parents of students. This publicity requirement may not be construed technically and is satisfied if the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule. The superintendent of a school corporation and principals of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body. The governing body of a school corporation may delegate rulemaking, disciplinary, and other authority as reasonably necessary to carry out the school purposes of the school corporation (IC 20-33-8-12).

This policy has been prepared for your information by the administration of South Adams and was submitted to and approved by the Board of Education. The rules, regulations, procedures, and articles described in it are guidelines to be used by school personnel to create the best possible atmosphere for the education of all students. They are based on respect for the rights of others and the individual's responsibility to perform in the best possible way. Cooperative effort on the part of all personnel in the school-administrators, teachers, students, and parents-is essential to implement these policies effectively. Your good use of the information provided herein will be to your best advantage and will also help your school continue the standards of excellence we have all come to expect.

Students shall be required to conduct themselves in a manner with accepted levels of maturity. This includes proper respect for constituted authority, conformity to school rules and regulations, and such provisions of the law as they apply to conduct of juveniles and minors. Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and shall exhibit cooperation with all members of the school community.

High personal standards of courtesy, decency, morality, language, and good relationships with others shall be maintained. Pride in work and achievement consistent with one's ability and respect for real and personal property shall be expected of all students. When school personnel, by means of a Detention, Suspension, RISQ, or some other corrective action have disciplined a student, attempts will be made to notify the parent/guardian of the child. The Board of Education, through the district administrators, shall hold all personnel responsible for the proper control and behavior of students while under the legal supervision of the school. Full support shall be expected of all personnel. The Board of Education shall support all school personnel in the performance of their duties in carrying out this policy.

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of IC 20-33-8, administrators and staff members may take the following actions:

1. Removal from **CLASS or ACTIVITY - Teacher**: A teacher will have the right to remove a student from his/her class for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **DETENTION - Teacher and/or Principal**: The teacher and/or principal (or designee) can assign after-school detentions.
3. **IN SCHOOL SUSPENSION - Principal**: A school principal (or designee) removes the student from the regular classroom setting and assigns student to a supervised area away from the other students.



4. **SUSPENSION FROM SCHOOL - Principal:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
5. **EXPULSION - Superintendent:** A student may be expelled upon the Principal's or designee recommendation from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or deadly weapon listed under Grounds for Suspension and Expulsion.

*Any action that deters from the purpose and mission of "school purposes" may be disciplined.*

**DEFINITIONS** - As used herein, the term "school purposes" is defined as it is in IC 20-18-2-24-26 (Acts 1980, P.L.146): the term "school purposes" refers to the purpose for which a school corporation operates, including:

- To promote knowledge and learning generally
- To maintain an orderly and efficient educational system
- To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5-1-11 or by any other statute as used herein the term "educational function" is defined as it is in IC 20-33-2-37, IC 20-33-8-7, as added by Acts 1973, PL 218: the term "educational function", means the performance by a school corporation, or its officers or employees, of an act or as a series of acts in carrying out school purposes. The following corrective actions may be modified by the administration due to mitigating and/or aggravating circumstances.

Disciplinary Actions for Office Referrals - Counseling, parent meeting, detention, suspension, RISQ, behavioral plan, referral to probation and expulsion could be used to encourage students to improve or change his/her behavior.

**CLASSROOM POLICY** - The policy designed by the individual classroom teacher. This policy will be shared with the students in that class and a copy will be submitted to the Principal.

**ACADEMIC REFERRAL** - Three (3) or more missing assignments from a single class.

**VERBAL WARNING** - A discipline notice will be recorded in the office.

**WRITTEN WARNING** - A discipline notice will be written and sent home to the parent/guardian.

**LUNCH DETENTION** - During lunch students sit by themselves, eat lunch and work on classroom work.

**AFTER-SCHOOL DETENTION (ASD)** - Supervised study time after school.

- Detention is held on Tuesday and Friday.
- Detention begins at 3:05 pm and ends at 4:00 pm
- Detention students must remain silent and work on homework or read a library book. Magazines are not permitted.
  - Print off PowerSchool grades from class.
  - Do at least 3 assignments listed as missing/zeros.
  - If they students have already submitted an assignment, they must mark the assignment and initial it.
  - Detention Supervisor turns in the PowerSchool sheet with assignments into teacher's mailbox.
  - If teacher states assignment(s) were not submitted, corrective action will be implemented for failing/skipping detention.
- Students arriving without proper materials may be removed from detention.
- Any student written up and/or removed from detention by the supervisor will be assigned one (1) day of In-School Suspension and re-serve the assigned detention.
- Following detention, students must leave the building by 4:10 pm
- Students will not be assigned to detention the day of the incident.
- Students will be assigned to the detention that is next on the schedule.
- Detentions missed due to student absences and/or school cancellations will be rescheduled and made-up on the next scheduled detention date.
- **Assigned detentions will only be rescheduled in emergency situations and only by parent contact with the principal.**
- Skipped detentions for any reason will result in assignment to one (1) day of ISS and detention is rescheduled until served. ***RISQ program may be assigned upon the third missed detention.***
- Only detention students are allowed to attend unless prior approval has been obtained by the Principal or their designee.

**IN-SCHOOL SUSPENSION (ISS)** - removed from the regular classroom setting and assigned to a supervised area away from the other students.

- Upon arrival to school, ISS students must pick up all books at their locker and report directly to the ISS room.
- Students assigned for one period must report to ISS prior to the tardy bell.
- ISS students will attempt to complete all assigned work missed that day. Teachers may assign additional work. A student may read after completing all work assigned by teachers and/or the supervisor.
- There is to be no communication between students while in ISS.
- ISS students will be given three (3) restroom breaks (morning, lunch, afternoon).
- Lunch will be in the school cafeteria at a different time than normal.

- Any violation of the classroom, posted ISS rules may result in further suspensions or RISQ referral.

**OUT-OF-SCHOOL SUSPENSION (OSS)** - disciplinary action that does not constitute an expulsion, whereby a student is separated from school attendance for a period of not more than ten (10) school days (IC 20-33-8-7).

**RESTITUTION** - The student will pay for damages caused either directly or indirectly because of their actions. Restitution may be made in the form of monetary payment and/or work detail to equal the amount owed.

**SATURDAY SCHOOL** - Students assigned will attend from 8:00 am until 12:00 pm. Assignments must be collected in advance from the classroom teachers and will be submitted to the Saturday School supervisor before leaving. Failure to attend or successfully complete the requirements will result in a RISQ referral.

**WORK DETAIL** - Hours of service for the school district completed to substitute for other consequences listed above. Work detail is a non-paying consequence. *NOTE: Students may be assigned to work detail during the month of June to complete obligations for violations committed. Failure to complete assigned days of work detail will result in further disciplinary actions at the beginning of the following school year.*

## **RISQ PROGRAM - ADAMS COUNTY COMMUNITY CORRECTIONS**

*R*educe Misbehavior  
*I*mprove Attitude  
*S*kills Taught  
*Q*uality Students

### **RISQ PROGRAM PROCESS**

- Student is suspended from school
  - Student and/or parent/guardian meet with school official
  - Student is referred to the RISQ Program as a Court Administered Alternative to Out-of-School Suspension, pursuant to IC 20-33-8.5.
- Student and parent/guardian attend the Court hearing and Intake meeting with Community Corrections personnel at the Adams County Courthouse, 2<sup>nd</sup> Floor, at 112 S. 2<sup>nd</sup> St., at 8:15 am on the first full day of the suspension period
- Student is ordered to participate in the RISQ Program (classroom and community service) for the duration of the Court Administered Alternative to Out-of-School Suspension (CAOSS) and in any other program determined by school officials
- Student returns to school. All assignments will be placed in a sealed packet and given to the student to submit to the school official upon

return. Special provisions may be made for the return of tests or quizzes

- RISQ Program staff will provide to the school a Summary Discharge Report and Community Service Evaluation upon the student's completion of the program

**Participation in RISQ is a court sanction.**

**Both students and parents are required to comply. Failure to do so may result in further consequences through the court system for both parents and students.**

**EXPULSION** - Separated from school attendance for a period exceeding ten (10) school days (IC 20-33-8-3).

**GROUNDS FOR SUSPENSION AND/OR EXPULSION** - The grounds for suspension or expulsion apply under the following categories:

- Student Misconduct and/or Substantial Disobedience (see page 46)
- Bullying/Harassment (see page 33)
- Drugs, Alcohol and Other (see page 38)
- Possessing A Firearm or A Destructive Device (see page 44)
- Possessing A Deadly Weapon (see page 57)

and when a student is:

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

A violation by a student of a rule listed under Student Misconduct and/or Substantial Disobedience and Bullying 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.

**SUSPENSION/NO ISSUE OF LEARNER PERMIT/DRIVER'S LICENSE -**

Under IC 9-24-2-1, a driver's license or a learner's permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:

- Is a habitual truant under IC 20-33-2-11

- Is under at least a second suspension from school under IC 20-33-8-14 or IC 20-33-8-15
- Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16
- Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-28.5 before graduating.

**Under IC 9-24-2-4 the bureau of motor vehicles, upon notification from the school principal, shall invalidate the person's license or permit until the earliest of the following:**

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

**RIGHT TO APPEAL** - The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals (IC 20-33-8-18 IC 20-33-8-19).

**STATUS OF STUDENTS UNDER SUSPENSION/EXPULSION** - Students who are under suspension by administrative action and those who have been expelled by action of the Board of Education are not permitted to be on school grounds or in the school building. The student may not participate in or attend any school event during the period of the suspension or expulsion. This includes participating and/or observing. Examples are sports, dance, music, clubs and organizations.

**RE-ENTERING SCHOOL AFTER EXPULSION/WITHDRAWAL** - Any student who is at least 16 years old and has either been (1) expelled, (2) violated the school's attendance requirements, or (3) withdrawn from school, will be allowed to re-enroll at South Adams under specified conditions. These conditions will serve as an addendum to the student's handbook. This understanding will contain the following conditions:

- The student will be passing all subjects at the end of each marking period. This includes grades earned at the mid-term grading period
- The student will be in compliance with the school's attendance policy
- If the student becomes a disciplinary problem, the principal or assistant principal will suspend the student and recommend expulsion for the remainder of the school year
- Any student who violates any portion of this contract and is removed from school will not be permitted to return until he/she has earned at least one (1) credit:
  - in another school corporation
  - in night school
  - in summer school

- in online courses
- or any other valid/approved ways to obtain DOE credit
- The student may be allowed to enroll in summer school at South Adams with permission from the principal

**RIGHT TO SEARCH** - A school administrator has the right to search a person, place, or thing (this includes school lockers, purses, cell phones, and vehicles driven by students to school, students in areas without a valid pass, or unreasonable amount of time has passed on a valid pass) as long as the administrator has reasonable suspicion that such a search would lead to the discovery of:

- Evidence of violation of the student conduct code contained in the student handbook
- Anything, which presents an immediate danger of physical harm or illness to any person

\*\*Federal and state laws make the possession, use, sale, or delivery of alcoholic beverages and controlled substances illegal i.e. tobacco, prescription drugs, drugs.

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

**SEVERITY CLAUSE** - Failure to comply with any of the listed disciplinary actions will automatically result in the next violation procedure. If the violation is deemed major, the principal may start a student on a violation step further down on the procedure.

## **DISCIPLINARY POLICIES/PROCEDURES**

**ACADEMIC DISHONESTY OR CHEATING** - Academic dishonesty is a problem in many schools today. Therefore, the following policy has been written to ensure that all South Adams students, parents, and teachers understand what actions are considered academically dishonest and what the consequences are for such actions. Academic dishonesty is an action intended to obtain or assist in obtaining credit for work that is not one's own. Examples of academic dishonesty may include, but are not limited to the following:

- Communicating with another student during an examination or quiz
- Copying material during an examination or quiz
- Allowing a student to copy from one's examination or quiz

- Using unauthorized notes or devices
- Submitting falsified information for grading purposes
- Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher
- Submitting a paper or project which is not the student's work
- Copying another person's assignment
- Allowing another student to copy one's assignment
- Removing examinations or parts of examinations without the knowledge and consent of the teacher
- Impersonating a student to assist the student academically
- Having another student impersonate the student to assist academically
- Stealing or accepting stolen copies of tests or answer keys
- Changing answers and seeking credit on an assignment or examination after the work has been graded and returned
- Altering a teacher's grade book
- Falsifying information for applications
- Using computers, audio/visual aids and programmable calculators in violation of guidelines established by the teacher
- Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher
- Unlawfully copying computer software or data created by others
- Misusing school computer systems which are used for student, staff, or administrative purposes
- Any other violation intended to obtain credit for work completed which is not one's own

**DEFINITION OF COLLABORATION** - Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/ and expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

**DEFINITION OF PLAGIARISM** - Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the following:

- Failing to cite with quotation marks the written words, or symbols of another author
- Failing to footnote the author and sources of materials used in a composition
- Failing to cite research materials in a bibliography
- Failing to name a person quoted in an oral report

- Failing to cite an author whose works are paraphrased or summarized
- Presenting another person's creative work or ideas as one's own in essays, poems, music, audio, art, computer programs or other projects
- Copying or paraphrasing ideas from literary criticism or study aids without documentation

**Corrective Action:**

The above infractions for academic dishonesty are to be reported by all teachers. The corrective actions include, but are not limited to, the following:

- No credit given for the material in question
- Teacher conference with the student
- Parent notification by the student's teacher
- Referral by the teacher to an administrator
- In School Suspension
- RISQ for repeat offenses

**ARSON/MISCHIEF** - Setting fire to any school property or damaging any school property by the use of fire, pipe bombs, or other means of incendiary devices or attempting to set fire or cause damage through the use of such devices.

**Corrective Action:**

Restitution and Suspension with possible administrative recommendation to expel and notification of law enforcement.

**ASSAULT/THREAT/BATTERY/INJURY OF A SCHOOL EMPLOYEE** - Intentionally causing, or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee. Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to a South Adams employee. Threatening to strike, attack, or harm a South Adams employee through any means of communication, including gestures, symbols, or signals, such as threatening "to get" a South Adams employee, creating a "hit list" of South Adams employees who may be put in fear of harm, or warning a South Adams employee that a family member might get hurt. Also, knowingly or intentionally touching, or placing blood or any other bodily fluid or product on a South Adams employee in a rude, insolent or angry manner including any such touching that occurs when the South Adams employee is making a reasonable attempt to intervene in a student fight or other physical altercation.

**Corrective Action:**

Suspension with administrative recommendation to expel and notification of law enforcement.



**BOOK BAGS** - Book bags, sports bags, purses, etc. are not to be brought to class. Leave these items in your locker.

**Corrective Action:**

**First Violation** - written warning

**Second Violation** - one (1) detention

**Third Violation** - one (1) day ISS

**Fourth Violation** - three (3) days OSS/RISQ

**BULLYING/HARASSMENT (HEA 1423 & PL 285-2013) (Board Policy 5517.01)** - "Bullying" (IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other 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 other 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
- 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

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time-both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

- **Physical bullying** involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- **Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- **Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

- **Electronic/written communication** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).
- Any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures. (IC 20-33-8-6)

This rule (IC 20-33-8-13.5) applies when a student is:

- On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group (including summer school)
- Off school grounds at a school sponsored activity, function, or event;
- Traveling to or from school or a school sponsored activity, function, or event
- Using property or equipment provided by the school
- The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the corporation
- The individual committing the bullying behavior by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited
- Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment

**Six Statutory Exceptions to the New Definition - IC 20-33-8-0.2(b)** states six specific circumstances that are not to be included in the new definition and may “not be interpreted to impose any burden or sanction” if the alleged bully’s conduct consisted of:

- Participating in a religious event.
- Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution and/or Article 1, Section 31 of the Constitution of the State of Indiana.
- Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- Participating in an activity undertaken at the prior written direction of the student’s parent.
- Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying is prohibited at South Adams Schools and school personnel will investigate all reports of bullying promptly. 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 violation.

Each time a student believes he/she has been bullied or harassed, he/she should report the incident as soon as possible. *reports may be made in person or through the Report Bullying link on the school website. Reports may be made anonymously.* During the investigation, additional students may be asked to complete a report. These reports will be compiled and kept until the students involved in the incident graduate. Any student who witnesses an act of bullying or harassment should also complete an incident report.

The school administration 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.

### **Corrective Action:**

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. The corrective action for each violation ranges from warning to suspension with recommendation for expulsion and referral to law enforcement depending upon the decision of the administrator determining the disposition of the infraction committed.

**Failure to Report and/or False Reporting** - Any student that fails to report a bullying incident and/or files a false report of bullying will receive disciplinary action as required by IC 20-34-6. The corrective action ranges from detention to suspension with recommendation for expulsion and referral to law enforcement depending upon the decision of the administrator determining the disposition of the infraction committed.

*A record made of investigation, a disciplinary action, or a follow-up action performed under the rules adopted under this section is not public record under IC 5-14-3.*

***\*Students are informed that continued violations of this offense will carry over and accumulate from one school year to the next.***

**BUSING** - Riding bus transportation to and from school is a privilege, not a right. Students are expected to sit in their bus seat the entire bus ride. They are expected to keep their hands and feet to themselves and to talk quietly. Students are expected to obey the bus driver and follow the rules the driver has in place. Students will show respect to others, themselves, and the property of others. Students who do not follow the rules may be written up and a bus discipline referral will be sent to the office.

Parents are responsible for the child's conduct at the bus stops. South Adams Schools responsibility begins when the student steps on the bus in the morning and ends when the student steps off the bus in the afternoon.

**Corrective Action:** *Parents will be notified before any bus suspension will begin*

**First Violation** - Written Warning.

**Second Violation** - Bus Suspension; **not** allowed to ride any bus for one (1) school day.

**Third Violation** - Bus Suspension. The student will **not** be allowed to ride any bus for three (3) to five (5) days.

**Fourth Violation** - Bus Suspension. The student will **not** be allowed to ride any bus for five (5) to ten (10) days.

**Fifth Violation** - Bus Suspension. The student will **not** be allowed to ride any bus for the remainder of the school year.

***NOTE: A bus driver has the right to suspend a student from riding the bus for one (1) day.***

*Any days missed due to absence and/or weather cancellation do not count and will be added to the end of the original suspension dates.*

**CHRONIC VIOLATION OF RULES** - Violations, or repeated violations of any rule or rules validly adopted by the school principal, superintendent, or Board of Education.

**Corrective Action:**

- Exceed the limit of five (5) referrals (verbal/written warning, technology, etc.) per year: **Corrective Action is one (1) After-School Detention.**
- Exceed the limit of five (5) after school detentions per semester: **Corrective Action is one (1) ISS.**
- Exceed the limit of five (5) days of ISS per year: **Corrective Action is a parent conference and possible RISQ referral.**
- Exceed the limit of two (2) OSS / RISQ referrals per year: **Corrective action may be suspension with administrative recommendation to expel.**

**DISRUPTION OF THE EDUCATIONAL PROCESS** - Bringing to or possessing at school any object without permission of South Adams educational personnel that has no educational purpose and may distract from instructing and learning such as lighter, matches, trading cards, toys, games, etc. Using violence, force, noise, coercion, threats (physical or verbal), intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct (see grounds for suspension/expulsion in the preceding section of this handbook).

**Corrective Action:**

The corrective action ranges from a warning to suspension depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.

**DRESS/PERSONAL APPEARANCE/IMPROPER ATTIRE** - Dressing and grooming standards are considered an essential part of the educational process and these guidelines have been established to teach grooming and hygiene, prevent disruption and minimize safety hazards. All students are expected to dress and groom themselves neatly in clothing suitable for school activities.

The school has the right to request a student to change his/her dress or personal grooming habits if it is deemed inappropriate or disruptive to the educational environment. Repeat violations of the dress and grooming guidelines shall be considered in defiance of authority and may result in disciplinary action. Administrators will make the final determination as to what constitutes appropriate attire. All students at South Adams are to abide by the following:

- Clothing must be modest and be worn properly.
  - All shirts, tops, and blouses must have sleeves; no exposed midriffs; no exposed undergarments; no off the shoulder or low cut tops; no low cut underarms. All articles/layers of clothing together must meet the dress and grooming requirements
  - Shorts and skirts/dresses must be of modest, non-revealing length and fashion
  - Pants with holes, rips, or slits that show skin in immodest areas are not permissible
  - Pants are not to be worn below the waistline and undergarments must not be visible
- Shirts showing any reference to alcohol, tobacco or drugs are not permitted. Shirts that have any expression of or reference to vulgarity, obscenity, violence, death, racial overtones, or double meanings are not permitted.
- Clothing with offensive writing and/or pictures is unacceptable as is clothing torn or tattered in unacceptable places.

- Students are not to wear hats, caps, hoods, bandanas or sunglasses in the building.
- Students are not to wear pajamas/pajama like outfits or pajama type slippers, or carry other types of items such as blankets or pillows in the building.
- Gang or secret organization paraphernalia or apparel is not permitted at school. Any gang-like bandanas are unacceptable.
- Earbuds are not considered jewelry and should not be worn without being plugged into a school device.

*Due to the constantly changing variety of apparel styles, the administration has the authority to determine if a clothing item or accessory not specifically listed in this section is, in fact, appropriate, for school attire.*

### **Corrective Action:**

**First Violation** – Verbal Warning and possible confiscation of the item (hats, etc.). Students may be required to change attire with the possibility of being sent home unexcused.

**Second Violation** - one (1) after-school detention.

**Third Violation** - one (1) day of ISS.

**Fourth Violation** - three (3) days of RISQ.

**DRIVING AND PARKING LOT REGULATIONS** - Students shall comply with traffic rules on school grounds and/or the traffic laws of the state of Indiana. Students must park in the North Parking Lot only unless granted permission to park elsewhere. Motorcycles and scooters/mopeds must park in the very last (back) row in the parking lot. Students are to report directly to the school upon arrival and will not be allowed to loiter in the parking lot either before or after school. All vehicles driven to school by students must be registered with the School Resource Officer.

### **Corrective Action:**

The corrective action ranges from a warning to suspension and/or a permanent loss of driving privileges depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.

**DRUGS, ALCOHOLIC BEVERAGES AND OTHER** - *South Adams Schools is a Tobacco, Vapor, Drug and Alcohol Free Campus.*

Possessing, using, selling, providing to another person, or being under the influence of any substance, which is or contains alcohol, marijuana, a stimulant, a narcotic, a depressant, steroid, amphetamine, depressant, inhalant, banned substances, a hallucinogen or other intoxicants whether prescribed or sold over the counter (without a prescription), or any substance represented by the provider to be any of the listed substances. These rules apply to any school-sponsored activity, or taking place

anywhere on the school property. Anyone caught selling/possessing drugs and/or drug paraphernalia (i.e. pipes, bong, clips, rolling paper, etc.) or alcohol on school premises or at a school sponsored function, will be suspended and may be recommended for expulsion. The school will also prosecute the individual through law enforcement. Students using medication prescribed by a licensed health care provider authorized by law to prescribe medication for that student, does not violate this rule (IC 20-33-8-13). "Look-A-Likes" or substances representing, will be considered as real.

- Misuse of over the counter drugs - Possessing, using transmitting or being affected by, any over the counter drug or substance in a manner not authorized by written parental or guardian permission evidenced by an unexpired, properly executed South Adams medication form.
- Misuse of prescription drugs - Possessing, using, transmitting or being affected by a prescription drug in a manner not authorized by written parental or guardian permission evidenced by an unexpired, properly executed South Adams medication form.
- 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.
  - *Exception:* 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.
- 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.
- 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.
- Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

### **Corrective Action:**

The corrective action ranges from a warning to expulsion depending upon the decision of the administrator determining the disposition to the infraction committed. Notification of law enforcement if in violation of State and/or Federal laws.

**ELECTRONIC DEVICES** - Electronic devices such as cell phones, cameras, mp3 players, iPods, laser pointers, iPads, Kindles, other hand held electronic devices (except calculators) and any other music play devices are non-essential school items.

- Students are prohibited from using these non-essential school items during class periods unless instructed to do so by a teacher or administrator. While electronic devices have become a means of everyday life the emphasis is placed on the appropriate use of these electronic devices without disrupting the educational process. Devices may be used during passing periods and during lunch but not while in the hall during class time.
- Laser pointers are prohibited and shall not be brought to school.
- Headphones and/or earbuds are not to be worn during the school day unless being used properly in class and instructed to do so by a teacher or administrator. They are not to be plugged into any device except those provided by the school and only with teacher permission. Headphones and/or earbuds are not allowed in the halls during passing periods or during lunch. This is primarily a matter of school safety.
- Cell phones and/or other electronic devices may not be used in any manner that will cause disruption to the educational environment. The only exception to this would be for medical reasons/emergency only. This exception requires a report from the child's medical doctor explaining the need for the exception.
- Coaches and sponsors will set their rules and establish their consequences for the use and/or misuse of these devices.
- Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff is prohibited.
- "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 may be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
- The school will not be responsible for loss, damage, or theft of any electronic device brought to school. Locker combinations should be kept private.



**Corrective Action: (Devices will be confiscated for each violation)**

**First Violation** - written warning and student may retrieve device in the office at the end of the day.

**Second Violation** - one (1) detention and parent/guardian must come to retrieve the device.

**Third Violation** - one (1) day ISS and parent/guardian must come to retrieve the device.

**Fourth Violation** - three (3) days RISQ and parent/guardian must come to retrieve the device.

Those students failing to comply will face increasing disciplinary action.

**FALSE ALARMS/BOMB THREATS/OTHER DISRUPTIONS -**

Preventing, or attempting to prevent, by physical act the convening or continued function of any school or educational function, or of any meeting or assembly on school property, or educational function, or of any meeting or assembly on school property, or at a school related activity, including the making of a false report of a bomb, fire, or uncommon disease producing organism, triggering a false alarm, or sending an actual or look alike uncommon disease producing substance to any school property, vehicle or activity.

**Corrective Action:**

Notification of law enforcement with suspension, possible recommendation to expel and possible community service.

**FIGHTING** - Physical aggression between students causing or intending to cause bodily harm. Self-defense or reasonable action undertaken on the belief that it was necessary to protect oneself shall not, however, constitute a violation of this provision. If overt aggression is identified with one student, the discipline policy may affect only one student. Provoking a fight may carry the same corrective action as fighting.

**Corrective Action: (incidents may also be reported to law enforcement)**

**First Violation** - Three (3) to five (5) day suspension/RISQ (Administration has discretion to modify depending on seriousness of act).

**Second Violation** - Five (5) to ten (10) days out-of-school suspension/RISQ; Administrative conference with student and parents.

**Third Violation** - Suspension with administrative recommendation to expel.

***\*Students are informed that continued violations of this offense will carry over and accumulate from one school year to the next.***

## **FIRECRACKERS, STINK BOMBS AND RELATED MATERIALS -**

Possessing or using any fireworks product or explosive device.

### **Corrective Action: Explosives/items will be confiscated**

**First Violation** - Five (5) day suspension/RISQ

**Second Violation** - Suspension with administrative recommendation to expel

**FOOD AND BEVERAGE** - Candy, Food, Pop, etc. Consuming and/or distributing candy, pop, snacks, etc. during the school day is not permitted unless the teacher receives administrative approval for projects or special incentives. See Cafeteria/Lunch Period (page 66) for more details. Only water in a clear or see through container may be consumed during the school day.

### **Corrective Action:**

**First Violation** - Warning

**Second Violation** - Detention

**Repeated Violations** - The corrective action ranges from detention to suspension/RISQ depending upon the decision of the administrator determining the disposition to the infraction committed.

**GAMBLING** - Playing any game of skill or chance for money or anything of value.

### **Corrective Action:**

The corrective action ranges from a warning to suspension with recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed.

## **GANG ACTIVITY OR ASSOCIATION AND CRIMINAL ORGANIZATION**

**(IC 20-26-18)** - Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attributes which indicate or imply membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives
- Present a physical safety hazard to self, students, staff, and other employees;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence
- Imply gang membership or affiliation by written communication, tattoos, drawing, painting, design, and emblem upon any school or personal property or on one's person

**NOTE: School officials shall notify law enforcement and the county prosecuting attorney's office when a student is expelled under this rule.**

**Corrective Action:**

Suspension with possible recommendation to expel and notification of law enforcement.

**GENERAL MISBEHAVIOR** - Including but not limited to, inappropriate public display of affection (i.e. groping/kissing, holding hands), disrespectful conduct, insubordination or uncooperative behavior, refusing to work during class time, disruptive behavior, use of vulgarity, profanity or abusive language, possessing, using, or throwing water balloons, water guns, etc.

**Corrective Action:**

Behavior problems will be first addressed through the teacher's classroom policies. These individual classroom policies may include, but will not be limited to, the following options.

- Discuss the problem in private with the student
- Contact the parents for their help
- Refer to a guidance counselor for counseling
- Impose consequences at the discretion of the teacher
- Impose consequences at the discretion of the Administration

If a student continues to be a disruptive force in class or the school building and the teacher has exhausted the classroom policies, that student can be sent to the office with a disciplinary referral. In extreme behavior situations, a student may be sent to the office with a disciplinary referral for their first offense. The principal will discuss the disruptive behavior with the student and inform his/her parents of the occurring problem. Disciplinary action from the disciplinary referral may result in detention, In-school suspension, Out-of-school suspension/RISQ, or expulsion.

**INSUBORDINATION** - Refusal to follow a reasonable directive from a staff member. This includes disobeying by either actions or words and thus demonstrating a defiant attitude. All requests are considered reasonable unless it is immoral, illegal, or degrading.

**Corrective Action:**

The corrective action ranges from a warning to suspension depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.

**LEAVING ASSIGNED AREA WITHOUT PERMISSION** - Students are expected to be in their assigned area (classroom, cafeteria, gym, etc.) with staff knowledge of those whereabouts at all times.

**Corrective Action:**

**First Violation** - one (1) after-school detention.

**Second Violation** - one (1) day of ISS.

**Third Violation** - two (2) days of ISS.

**Repeated Violations** - three (3) days of OSS/ RISQ.

**LEAVING SCHOOL BUILDING WITHOUT PERMISSION** - Once students arrive at school, they are not to leave the building or go into the school parking lot without first receiving permission from the office.

**Corrective Action:**

**First Violation** - one (1) day of ISS.

**Second Violation** - two (2) days of ISS.

**Repeated Violations** - (3) days of OSS/ RISQ.

**PHYSICAL AGGRESSION (THREATENING, RISKING, CAUSING, OR ATTEMPTING TO CAUSE INJURY)** - Students shall not use, threaten to use, or attempt to use physical force or violence or engage in other conduct that may cause injury to others. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to throwing objects, pushing or kicking, recklessness, threatening with physical harm, provocation, hazing, fighting, and battery.

**Corrective Action:**

The corrective action ranges from a warning to suspension /RISQ, with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed.

**POSSESSING A FIREARM OR DESTRUCTIVE DEVICE** - No student shall possess, handle or transmit any firearm or a destructive device on school property. The following devices are considered to be a firearm under this rule:

- Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
- For purposes of this rule, a destructive device is
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device.
  - Using or possessing gunpowder, ammunition, or an inflammable substance.

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

### **Corrective Action:**

A student identified as possessing, handling, transmitting to school or on school property any loaded or unloaded weapon that is capable of or designed to or that may readily be converted to expel a projectile by the way of an explosion will be suspended up to ten (10) days and expelled from school for at least one (1) calendar year. The student may return at the beginning of the first semester after the one year period. The superintendent shall notify the appropriate law enforcement agency when a student has been expelled under this rule. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

**PRINTED STUDENT MATERIALS** - Any written or printed material produced, posted, circulated or otherwise distributed at South Adams must meet certain criteria. It must not be offensive and must be in good taste. Also, it must not be obscene, profane, or vulgar. If it is not a staff approved item, it must be approved by an administrator before it can be distributed and/or posted in the school.

### **Corrective Action:**

The corrective action ranges from a warning to suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed.

**PUBLIC IMMODESTY OR INDECENCY** - Students shall not engage in immodest or indecent activity, or actions that may be a distraction or interrupt the educational process. Examples of behavior that would violate this expectation include, but are not limited to:

- Public Display of Affection - Kissing, long embraces, excessive and/or inappropriate touching (groping).
- Inappropriate conduct - Engaging in speech or conduct which is profane, indecent, lewd, vulgar or offensive to school purposes.
- Sexual Behavior - Engaging in any sexual activity while in school, on school property or while participating in, or during attendance at, school sponsored activities or events.
- Peeping - Surreptitiously looking into an area of a school facility where an individual could reasonably be expected to be disrobed, including restrooms, shower and dressing rooms, either in person or by means of a camera, a video recorder, or any other type of recording or imaging device.
- Public Indecency - Publicly appearing in a state of indecency while in school, on school property, or while participating in or during attendance at school sponsored activities or events.
- Possession or Distribution of Pornographic Material - Possessing or distributing materials which would reasonably be considered offensive by the South Adams community standards for students, which are without redeeming educational or social value, or which contain language considered vulgar, profane, or otherwise inappropriate.

**Corrective Action:**

The corrective action ranges from a warning to suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed.

**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:

- Disrupting a class or school activity.
- 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:
  - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - 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.
  - Setting fire to or damaging any school building or school property.

- 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.
- 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.
- 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.
- 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.
- Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- Causing or attempting to cause battery by body fluids to any individual or groups of individuals.
- 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.
- Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- 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.
- Physically, sexually, and/or psychologically harassing a person(s) by other person(s).
- 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.
- 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.
- 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/federal law.
- Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

- Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Engaging in pranks or other similar activity that could result in harm to another person.
- Creating or distributing information including information distributed via mail or through a website, and/or technology means that results in or is likely to result in the disruption of an educational function, advocates a violation of law or student conduct, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
- Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - engaging in sexual behavior on school property
  - engaging in sexual harassment of a student or staff member
  - disobedience of administrative authority
  - willful absence or tardiness of students
  - 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
  - violation of the school corporation's acceptable use of technology policy or rules
  - violation of the school corporation's administration of medication policy or rules
  - possessing or using a laser pointer or similar device.
  - Violation of attendance policy, including tardies and truancy.
- Any student conduct rule the school building principal establishes and gives notice to students and parents.

### **Corrective Action:**

The corrective action ranges from a warning to suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed.

### **SUBSTITUTE (GUEST) EMPLOYEES REFERRING STUDENTS -**

Substitute employees fill a vital role at South Adams High School. Their willingness to serve South Adams permits student learning to continue during the absence of the regular staff member. Substitute employees that refer a student to the office because of any misconduct or behavior issue or commits a school rule violation will result in a corrective action disposition.



### **Corrective Action:**

Minimum of In-School Suspension for the class period to suspension depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.

**TECHNOLOGY/ACCEPTABLE USE GUIDELINES** - All 9-12 grade students are issued a laptop computer for their educational use. Students are expected to follow the specific guidelines listed below and take any additional common sense precautions to protect the assigned laptop. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

- The laptop and its accessory equipment are the property of South Adams School Corporation.
- The student is responsible for the daily care and maintenance of the laptop. Any damage or theft must be reported within one school day.
- The student is responsible for all repair/replacement charges caused intentionally through a lack of reasonable care or precaution.
- Bring the laptop fully charged to school each day. No charging is allowed at school.
- Keep the laptop locked when not attended. Do not allow another student to use your laptop. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
- Unattended and unlocked laptops, if stolen - even at school - will be the student's full financial responsibility.
- It is the student's responsibility to back up their data. Never consider any electronic information safe when stored on only one device. Students can back up their data to their SA Google Drive, Dropbox account, or flash drive. If the laptop crashes or needs reformatted, the student data will be lost.
- Report problems to the High School Library Tech Center immediately. Do not go outside of the SA Tech Department for support and/or repairs. Do not attempt to remove, add, or change the physical structure of the laptop, including keys, memory, battery, screen, charger, ID labels, etc. Doing so will be cause for discipline and financial liability for repair.
- Carry the laptop in the school provided case at all times and do not stuff the case with other bulky items. Be careful to remove all objects before closing the laptop lid, close gently, and do not stack items on top of the closed laptop.

A laptop maintenance fee of \$25 is offered yearly at the time of laptop pick-up. Parents may opt out of this program and the parent/student will be responsible for the full cost of repairs. All replacement parts and repairs must be done through the South Adams Technology Department. The details of the maintenance program are located on the 1:1 High School Laptop link.

***By signing the student handbook, students who wish to use the internet and school devices have agreed they have read and agree to follow the Laptop and Acceptable Use Guidelines printed in the student handbook.***

South Adams Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide access to technologies for student use. The Acceptable Use Guidelines listed below outlines the behaviors that students are expected to follow when using technologies on school campus.

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

**Technologies Covered** - South Adams may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. South Adams Schools maintains a web page at [www.southadams.k12.in.us](http://www.southadams.k12.in.us). From time to time, pictures of activities at South Adams may be posted on the web page. These pictures may include students. Our district does not sanction or guarantee the accuracy or propriety or any information, offered services or products contained in any website linked directly or indirectly to ours.

As new technologies emerge, South Adams will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

**Usage Guidelines** - All technologies provided by the district are intended for education purposes. All students are expected to use good judgment and to follow these guidelines as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

**Web Access and Security** - South Adams provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Students must keep in mind their use of technology will be supervised and monitored by teachers, staff members and computer programs and filters. This includes before, during, and after school hours. Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web.

**Email** - South Adams may provide students with filtered email accounts for the purpose of inter-school communication. Availability and use may be restricted based on school policies. Personal email accounts should not be accessed using the school's network or school devices. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

**Social/Web 2.0 & Collaborative Content** - Recognizing the benefits collaboration brings to education, South Adams may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information. Online comments disrespectful to South Adams Schools, staff, students, and activities are unacceptable.

**Mobile Devices** - South Adams may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same acceptable use policies when using school devices off the school network as on the school network. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored and will have the corporate filter agent installed.

**Personally-Owned Devices** - Students should keep personally-owned electronic put away and not use during all class periods unless instructed by a teacher or staff member for educational purposes. Personal devices are not permitted on the school's Wi-Fi at any time.

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

**Downloads** - Students should not download or attempt to download or run programs over the school network or onto school resources without express permission from the technology department. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

**Netiquette** - Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it can be shared and spread in ways that were never intended.

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

**Personal Safety** - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

**Cyberbullying** - Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

## **Acceptable Use Guidelines**

*I will only use the school device assigned to me to and I will:*

- ✓ Bring my fully charged laptop to school every day.
- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times and in approved places.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

## **Unacceptable Use Guidelines**

*I will not:*

- ✓ Use another student's laptop or allow others to use my laptop.
- ✓ Attempt to bypass the school's mobile (internet) filter.
- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.
- ✓ Alter a school device's hardware or installed software.

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

**Students who knowingly allow other individuals to use their laptops are responsible for anything that may occur (usage violations and/or damages) to the laptops during that time. If the other individual is a South Adams student they may also face corrective action and/or restitution.**

**All fees owed during the school year for technology purposes must be paid in full before the laptop will be returned. If the school year ends and the payment has not been made the laptop will not be reissued the following year until the amount due is paid in full.**

**Corrective Action:**

**Laptop, bag and/or charging cord found unattended at school (hallway, classroom, locker room, etc.)**

- Item(s) turned into the Tech Center for the remainder of the school day.
- Student may claim item(s) at 3:00 that school day.
- No loaner laptop will be issued for that day except for state mandated testing.
- Device may be checked for proper working order, damages and/or unauthorized installation of programs, applications, etc.

**Student fails to bring laptop to class and/or uses laptop inappropriately during class time (play games, watch videos, listen to music, etc.)**

**First Violation** - Teacher Classroom Policy.

**Second Violation** - Written Warning.

**Third Violation** - After-School Detention.

**Fourth Violation** - ISS.

**Charging laptops during the school day**

**First Violation** - Written Warning.

**Second Violation** - After-School Detention.

**Third Violation** - ISS.

**Uninstalling and/or bypassing the mobile filter/user agent:**

**First Violation** - After-School Detention and possible technology restrictions.

**Second Violation** - ISS and possible technology restrictions.

**Third Violation** - RISQ referral and possible technology restrictions.

*Other conditions to be determined by administration may include suspension/restrictions of network, technology, or computer privileges, restitution and notification of law enforcement and possible prosecution.*

**THEFT (SCHOOL OR PRIVATE PROPERTY)** - Stealing, or attempting to steal, damaging school property or the property of others such as guests, students, faculty members, or staff members of the school corporation. This includes taking or possessing school property or the property of another person without permission. This also includes receiving, retaining or disposing of school property or the property of another person that has been the subject of theft or conversion.

**Corrective Action:**

Mandatory financial restitution

Options (depending upon seriousness of act and number of violations)

- Assignment of one (1) to five (5) days of Suspension/RISQ.
- Suspension with administrative recommendation to expel.
- Prosecution through law enforcement officials.

**NOTE:** Pursuant to Indiana Code IC 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

***\*Students are informed that continued violations of this offense will carry over and accumulate from one school year to the next.***

**TOBACCO/NICOTINE** - South Adams Schools is a Tobacco, Vapor, Drug and Alcohol Free Campus. 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 system. Items found in a student's possession will be confiscated. Students aiding or contributing to the students violating this rule will be subject to the consequences as those using tobacco.

**Corrective Action:**

The corrective action ranges from a suspension, RISQ or suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed. Law enforcement will be notified for each incident with a citation and/or fine possible.

***\*Students are informed that continued violations of this offense will carry over and accumulate from one school year to the next.***

**TRANSPORTATION TO AND FROM VOCATIONAL CLASS** -

Transportation is provided to and from vocational classes and all vocational students will ride the transportation provided. Special arrangements must be approved by the principal in advance with parental consent. If a student misses the vocational bus, they are not allowed to

drive to the site. The student is to report to the High School Office to sign in. After signing in, the student will be sent to the ISS classroom for the remainder of the vocational class time. The student will be counted as unexcused from the vocational class they missed. ***Consequences for unexcused absences (page 19) of this handbook will apply.***

**Corrective Action:**

In-School Suspension and the possible loss of driving privileges.

**TRESPASSING** - Entering any school property or facility without proper authority including entering school property or a school sponsored activity during a period of suspension or expulsion. School transportation vehicles would also be considered as school property.

**Corrective Action:**

Assigned to a minimum of three (3) days of suspension/RISQ with possible notification to local law enforcement officials.

**VANDALISM (SCHOOL OR PRIVATE PROPERTY)** - Intentionally causing or attempting to cause damage to school or private property (this includes staff members' property during non-school hours).

**Corrective Action:**

Mandatory financial restitution and/or work detail

- The corrective action ranges from a warning to suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed.
- Prosecution through law enforcement officials.

**NOTE:** *Pursuant to Indiana Code IC 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.*

***\*Students are informed that continued violations of this offense will carry over and accumulate from one school year to the next.***

**WEAPONS POSSESSION** - Knowingly possessing, handling, or using any object that can reasonably be considered a weapon is represented to be a weapon, or looks like a weapon or other item(s) that appear to be a dangerous device. "Dangerous device" (IC 35-41-1-8) means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student at the direction of a teacher during school or during a school activity. "Look-A-Likes" will be considered to be real.



- Possessing or using any weapon, device, laser, electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- 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.
- Such objects shall not include school supplies where they have a function in which the student is engaged and school personnel have granted permission. Items of this nature must be kept in the classroom of use. Students may not carry pocketknives or multi-tools with knives to school.

### **Corrective Action:**

The corrective action ranges from a warning to a suspension to a mandatory one year expulsion depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.

**WEAPONS (DEADLY) POSSESSION** - No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons for purposes of this rule:

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime
- a biological disease, virus, or organism that is capable of causing serious bodily injury

### **Corrective Action:**

Suspension for ten (10) days and expulsion from school for a period of up to one (1) calendar year. The superintendent shall notify the appropriate law enforcement agency when a student has been expelled under this rule.

## **COUNSELING & ACADEMIC GUIDANCE**

The school counselors are here to provide academic, career & college readiness, and personal support to all students. Students desiring assistance with class scheduling, educational information and college & career opportunities should contact their school counselor. Students who wish to make an appointment should schedule with the guidance secretary. During the year, several programs will provide information concerning colleges, vocational schools, financial aid, and

social/emotional wellness. Announcements will be made when college representatives have scheduled visits. Passes for reps in building during times other than lunch can be obtained from guidance.

The school counselors are trained to help each student reach his/her fullest potential in high school. Helping students deal with personal problems that interfere with school is a priority. School counselors impact students through individual meetings and through classroom lessons.

### **GUIDANCE DEPARTMENT**

- Mrs. Gilbert - Grades 10-12
- Mrs. Graber - Grades 7- 9
- Mrs. Evans - Registrar, Transcripts and Book Rental

**INFORMATION TO STUDENTS** - Class meetings will be held as deemed necessary by the school counselors. Information particular to each class will be presented. Topics could include information on field trips, ISTEP, PSAT, Alive & Well, Safe Schools, scheduling etc.

***Scholarships, class announcements, timely reminders for college/career opportunities, and other important information, are often sent via the Class of 2020, 2021, 2022 or 2023 Canvas page and/or gaggles e-mail. Please check these sites often.*** Contact the guidance office with any questions.

**COLLEGE/CAREER VISITS** - see College/Career Visit Days (page 21).

**GAGGLE EMAIL** - Students at South Adams have access to an internal email system where they may contact teachers and other students within the corporation. Teachers also use the Gaggles homework drop box to allow students paperless submissions. Students should check this account daily.

### **REQUESTS FOR TRANSCRIPTS/LETTERS OF RECOMMENDATION -**

Requests for South Adams student transcripts should be made through [www.parchment.com](http://www.parchment.com). Transcript requests and Counselor recommendations should be made in advance of student deadlines. Please allow a minimum of 7-10 business days for transcripts to be processed and for letters of recommendation to be completed.

**TUTORING** - After-school help is available for students to complete work, utilize internet access for classwork and have access to tutoring from staff. Days, hours, and locations will be announced at the start of each school year.

**SCHEDULING AND SCHEDULE CHANGES** - Students may request changes to their Semester 1 schedule through June 1<sup>st</sup> and Semester 2 schedules through December 1<sup>st</sup>. This may occur via telephone message, email or appointment with their counselor. After this and for all year long

classes, all schedule changes involve a drop/add process where teacher(s) student, parent, administrator and counselor sign off on the changes using a drop/add form. There will be no schedule changes for current students during the days of registration, as this is reserved for new students. The last day to Drop/Add is 5 days into the new semester. Only under extreme circumstances (i.e.: Failure of a prerequisite, teacher/counselor decision) will a student's schedule be changed after the Drop/Add date. **Year-long vocational and dual credit courses may be dropped within the first 5 days of FIRST semester only.**

**CAREER-TECHNICAL PATHWAYS** - South Adams Schools, and the Area 18 CTE Network, align students with the following CTE **Pathways**:

- **Agriculture Pathway** (Ag Power, Structure & Tech Systems, Animal Science)
- **Construction Pathway** (Construction Trades)
- **Arts, AV Tech & Communications Pathway** (Graphic Imaging and Radio & TV)
- **Business & Marketing Pathway** (Entrepreneurship & Marketing Management)
- **Education & Early Childhood Pathway** (Early Childhood & Education Careers)
- **Health Science Pathway** (Health Science Careers (Nursing and Biomedical Sciences)
- **Hospitality and Human Services Pathway** (Hospitality & Culinary Arts and Human & Social Services)
- **Information Technology Pathway** (Computer Science)
- **Manufacturing Pathway** (Electronics, Engineering, Machine Technology, & Welding)
- **Public Safety Pathway** (Criminal Justice and Fire & Rescue)
- **Transportation Pathway** (Automotive Technology & Diesel Service Technology)

Using the above career cluster information, there is a natural sequence of classes for each concentration. Many of these classes are offered at South Adams while others are offered at area high schools. See the CTE course descriptions on the HS homepage for off-site locations. Classes that can result in dual-credit (DC) are designated as such. Earning CTE course credit begins for all students the freshmen year with the successful completion of Prep for College and Careers. Based on their Kuder Skills Assessment, students can match CTE courses corresponding to their career pathway.

**Requirements for participation in off-site CTE classes:**

- 95% or higher attendance
- No major and/or excessive discipline referrals (less than five (5) discipline referrals for the school year)
- Administration discretion

*NOTE: The morning off-site CTE class transportation will leave the high school south parking lot between 6:50 am and 7:35 am. Students who miss the bus will be marked as a partial-day unexcused absence (see page 20).*

**PE OPT OUT** - During their freshman year only, students may opt out of one or two required physical education courses by participating in **two different** IHSAA sports (see page 63 for listing), Marching Band or Color Guard. Students will submit their Opt Out paperwork either during Semester 1 or Semester 2 depending on which sport season they are using to Opt Out.

Three components of the Opt Out must be completed in order to secure credit:

- a written standards packet connecting the sport's drills/skills with the standards taught in PE class
- take the Semester 1 final exam for the class (a study guide is available)
- complete a timed 1 mile run on the inside SA track.

If any of the previously listed components are not completed then the student will be placed in a PE class the next semester. These packets are graded by the PE teacher and students receive a letter grade on their answers to the items. *Packets have firm deadlines.* Students **MUST** have two credits in PE to graduate, and these must be accomplished either in the classroom, or via "opt out" by the end of sophomore year. **NOTE:** Physical education credit earned by participation on an athletic team, may not count toward academic eligibility for the IHSSA. Weight training is **NOT** equivalent to PE.

**RE-TAKE OF CLASSES/CREDIT RECOVERY** - Students are allowed to re-take classes under certain circumstances. In order to re-take a class, the following conditions must exist:

- a grade of C+ or lower must have been obtained
- Student/Parent/School Counselor conference to determine it's necessary to retake a class
- Credit for the class will only be given once. Both grades will appear on the transcript and will calculate into the student's Grade Point Average (GPA).

If a class must be taken to recover credit, options include retaking the class in the classroom or via an in-house, on-line credit recovery program. Approval from guidance must be given prior to retaking a class.

Students wishing to take an on-line class can receive information from the guidance office. Approval forms for credit recovery classes taken in-house must be obtained and returned to the guidance office. This assures the class meets Indiana State Standards. For credit recovery, a student retakes an online class during a study hall, in the summer, or after school.

This enables students to maintain grade classification, catch up on a required credit(s) and graduate on time.

## **STANDARDIZED TESTING**

**ISTEP+-** ISTEP+ testing is the current graduation exam for the class of 2020-2022. Students take the ISTEP+ in Math, Language Arts, and Science. Opportunities to test are given each year. Any student who does not meet the state standard on the ISTEP+ exam must participate in remediation or consider moving to a graduation pathway.

**PSAT** - gives students an idea of how well they might do on the SAT or ACT. It is also an indicator of College and Career Readiness (CCR) and a determining factor in placement in dual-credit courses

- Sophomores and Juniors are required to take the PSAT.
- PSAT is given on a state-mandated Wednesday in October and is currently paid for by the State of Indiana.
- During student's junior year, the PSAT may also qualify them for some scholarships including the National Merit Scholarship.

**SAT/ACT** - Students preparing to go to a 4 year college should take one or both of these college entrance exams. Students are encouraged to take the SAT in June after completing Algebra 2. Test dates are posted throughout the building and reminders are made to students. These tests are given from August through June at various area locations. The websites, where students will sign up to take the exams, are [www.collegeboard.com](http://www.collegeboard.com) (for the SAT) and [www.actstudent.org](http://www.actstudent.org) (for the ACT). As a courtesy to students, SAT/ACT scores are included on the SA transcript. Please inform the guidance office in writing by August 10 of each school year if you do not want your SAT/ACT scores included on your transcript.

## **GRADUATION & REQUIREMENTS**

**DIPLOMA TYPES** - All students are informed about the diploma choices available to them. Current diploma distinctions are: Core 40, Core 40 with Technical Honors, Core 40 with Academic Honors and General. Most colleges and universities are requiring that a student have the Core 40 diploma. Any student/family that pursues a General Diploma and withdraws from the Core 40 requirements must meet with the principal and school counselor and sign the designated form indicating a desire to opt out from the Core 40 diploma.

**EARLY GRADUATION/MODIFIED SCHEDULE** - Students who wish to graduate at the end of the first semester of their senior year and/or wish to have a modified day schedule must declare their intention in writing before the first day of school their senior year at the latest. Students must have passed ALL Graduation Exam Assessments or must have completed box 2 and box 3 of a Graduation Pathway, must be Core 40 or Core 40 with

Honors or General Diploma with CTE Concentration. Students who wish to be considered for early graduation and/or a modified day schedule must meet with his/her counselor to create an approved plan and complete required paperwork. If early grads desire to take an Area 18 class, they will need to work with their counselor to be approved.

If graduation is desired at the end of the junior year, a request for early graduation must be submitted to the principal IC (511 IAC6-7-4) prior to the student's junior year of high school. Students who wish to graduate in three (3) years must meet with the counselor and principal to create an approved plan.

**MINIMUM GRADUATION REQUIREMENTS** - In order to graduate from South Adams Schools, students must complete at least 40 credits of high school work with a combination of required core classes & electives for a General Diploma or CORE 40 Diploma. Students wishing to graduate with a CORE 40 with Technical or Academic Honors Diploma must earn 47 credits.

**PARTICIPATION IN GRADUATION EXERCISES** - to participate in South Adams High School Commencement exercises individuals must meet the following requirements:

- Must have earned all required credits and be eligible to graduate
- Must be in good standing for attendance and discipline
- Full Time Students - must pass 5 of 7 classes in final term
- Modified day & early graduate students - must pass all classes in final term
- All owed fees/payments (book rental, library, athletics, technology, etc.) must be paid in full
- Must attend commencement practice

**GRADE CLASSIFICATION** - Status is re-classified after each school year and based on original graduation cohort *and* credits.

*Freshman:* 0-10 credits      *Junior:* 22-32 credits

*Sophomore:* 11-21 credits      *Senior:* 33 or more credits

**HONOR ROLL** - An Honor Roll will be published at the end of each nine-week grading period. Students receiving all A's are included in the High Honor Roll and students receiving all B's or better are included in the Principal's Honor Roll. Any student whose grade consideration is P/F in a class where regular grades are given to the other students will not be eligible for either honor roll.

**ENROLLING IN THE SCHOOL** - Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students new to South Adams are required to enroll with their parents or legal guardian. When enrolling, the parents need to bring:

- birth certificate or similar document
- court papers allocating parental rights and responsibilities or custody (if appropriate)
- proof of residence
- proof of immunizations

**TRANSFER OUT OF THE CORPORATION** - If a student plans to transfer from South Adams, the parent must notify the Principal. School records shall be transferred within fourteen days to the new school corporation only after all financial and other obligations have been met. Parents are encouraged to contact Guidance for specific details.

## EXTRA-CURRICULAR

**PARTICIPATION IN EXTRA-CURRICULAR AND/OR CO-CURRICULAR ACTIVITIES** - Students participate in extra-curricular activities (athletics, student government, etc.) as a choice and must meet the eligibility requirements stated in the student handbook, athletic code of conduct, and guidelines presented by the coach/sponsor at the beginning of each school year/season. Students in extra-curricular activities may be prevented from participating due to poor grades, poor attendance and/or disciplinary action. Students participating in co-curricular activities (band, choir, etc.) do so as part of their coursework and receive a grade for participation. Students involved in these co-curricular activities must abide by the teacher's classroom policies and the student handbook. ***Students must be in school by 8:30 am in order to participate in co-curricular and/or extra-curricular activities of that day unless verification from a doctor note or prior approval from administration. Students cannot leave early and still participate that night without verification from a doctor note or prior approval from administration.***

**ATHLETICS** - The complete Athletic Code is available from the Athletic Office. Only a portion of the Athletic Code follows. THE PURPOSE of the Athletic Code is to provide the athlete with consistent guidelines that will assist in governing the South Adams athletic program. This Code of conduct is established to clarify IHSAA Rule C-8-1 concerning the conduct of athletes: Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

It is hoped that the Athletic Code will deter students from making poor decisions while providing an opportunity for rehabilitation and fairly administered consequences if the student violates the code of conduct. It is a privilege to participate in athletics and this privilege is extended to all **provided that students are willing to assume certain responsibilities.** It is expected that all athletes will meet better than minimum standards in

conduct. All students participating in athletics will be governed by this code. For the purpose of this Athletic Code, "Athlete" includes but is not limited to players, managers, cheerleaders, and any student helpers of the team listed in Article II (B).

**PHILOSOPHY** - The participant in athletics, as a member of a team or an individual performer, is valued first as a human being and second as an athlete. Those who participate in athletics are entitled to respect, dignity, privacy, and the right opportunities to develop as a whole and healthy person. Choosing to follow training rules is a matter of self-discipline. The best performance the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program. The primary concern of the athletic department in encouraging athletes to refrain from the use of certain substances is the health and physical/psychological well-being of the athlete. A secondary objective is to ensure that the athlete properly represents himself/herself, his/her family, and the school. Additionally, the ability of the athlete to physically perform to the best of his/her ability should be maintained. The mental well-being assistance in making quality decisions, resisting peer pressure, and development of self-discipline in the young individual is a consideration when issuing discipline. This code is to be followed by all athletes, and **is to be in effect for the full calendar year**, both in and out of season.

### **SPORTS OFFERINGS AT SOUTH ADAMS**

#### **Fall**

(B) Football, 7-12  
(B/G) Cross Country, 6-12  
(G) Volleyball, 7-12  
(B) Tennis, 9-12  
(B/G) Soccer, 9-12  
(G) Cheerleading, 6-12  
(G) Golf, 9-12

#### **Winter**

(B/G) Basketball, 7-12  
(B) Wrestling, 6-12  
(B/G) Swimming, 6-12  
(G) Cheerleading, 6-12

#### **Spring**

(B/G) Track, 6-12  
(G) Softball, 9-12  
(B) Baseball, 9-12  
(G) Tennis, 9-12  
(B) Golf, 9-12

**TRAINING RULES AND CORRECTIVE ACTION** - These items are in the Athletic Code of Conduct that each student and parent must sign before athletic participation. Participating in athletics is both an **Honor** and a **Responsibility**. Athletes are recognized for their achievements as representatives of their school and its ideals. Therefore they should uphold the following.

**CODE OF GOOD SPORTSMANSHIP** - The student code of conduct addresses the issue of student dress and behavior for all South Adams activities. Many times things that would not be permitted at school would be appropriate at an athletic event. School spirit is a valuable part of the school and its athletic contests. School spirit also comes with the responsibility to always demonstrate good sportsmanship. Items worn or statements made in support of school spirit should be positive.



The following responsibilities have been designed with the help of the IHSAA and the NFHS so safety can be maintained and all students understand what is acceptable during the contest. This policy covers all regular season contests and tournaments, unless specifically stated.

## **SPORTSMANSHIP**

- Show respect for self and others at all times
- Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials
- Know, understand and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules
- Maintain self-control at all times. Prevent the desire to win from overcoming rational behavior
- Recognize and appreciate skill in performance regardless of team affiliation.
- Students need to realize that a ticket is a privilege to observe a contest and support South Adams school activities, not a license to verbally assault others or be generally obnoxious
- Students need to respect and cooperate with cheerleaders
- Students may wear items that would not be permitted during the school day. Hats, athletic attire, costumes, and wigs are permitted. Other items not listed must be approved prior to attending the event. Any item worn that may provoke the opposing team is not permitted
- Students need to wear shirts
- Students may form a run through lane before a home event (IHSAA tournament games excluded)
- Students may not be on the playing floor during warm ups
- Students need to be in the bleachers during the game. If students are standing, they need to stand on the first bleacher or higher
- Students will not use profanity, racial or sexual comments and intimidating language or actions directed at others
- During IHSAA tournaments students cannot
  - display banners
  - use megaphones
  - use noisemakers (i.e. air horn cans, stadium horns, etc.)
- Consequences due to violations are at the discretion of the administration

**GRADE ELIGIBILITY** - South Adams has high expectations for all student- athletes and expects all athletes to be in good academic standing in all classes. Because of this expectation, South Adams High School carries higher academic standards than listed in the IHSAA guidelines for academic eligibility. Rule 18-1 G of IHSAA By-laws and Articles of Incorporation states the following:

- In the event a school establishes minimum academic requirements which are greater than the IHSAA academic requirements, the IHSAA will consider those higher academic requirements to constitute the

IHSAA requirements at such school, and will require that a student at that school meet those greater academic requirements before that student is eligible scholastically under this rule.

To be eligible scholastically at South Adams High School, students must meet the following criteria:

- Students must be enrolled in a minimum of five (5) credited courses.
- Students must pass 80% of the number of courses they are enrolled. The only exception is if a student is only enrolled in five (5) credited courses, then the student must pass all five (5) credits to be eligible.

<b># of Enrolled Courses (for credit)</b>	<b># of Passing Courses for Eligibility</b>
5	5
6	5
7	6

- Eligibility is based upon the last completed grading period. If grades reported at an eligibility certification date include both grading period grades and semester grades, semester grades take precedence.
- Study Hall does not count toward a credited course for academic requirements.
- Two semesters of the state required physical education course may be counted as a full credit subject for eligibility purposes. Physical education credit earned by participation on an athletic team (PE Opt Out) may not count toward academic eligibility.
- A student who attends a non-public, non-accredited school, which includes all home education schools, may be eligible to participate in the athletic program at the Indiana Public School serving the student's residence, provided the student meets the rule's minimum requirements and conditions. Otherwise, a student is eligible to participate in an athletic program involving IHSAA recognized sports only at the member School in which the student is Enrolled and attends, and is passing Seventy percent (70%) of the maximum number of courses offered at that member School (rules 12-1, 12-5, 18-1).

## **GENERAL INFORMATION**

**CAFETERIA/LUNCH PERIOD** - The school cafeteria is maintained as a vital part of the health program of the school. South Adams maintains a closed lunch period and students must remain at school for lunch, with special exceptions granted by the administration. Students whose families meet requirements for the Free and Reduced Lunch Program may obtain an application from the Food Service Director.

The following regulations have been established for the cafeteria.

- Three (3) serving lines for the National School Lunch Program and one (1) line for Snack Bar.
- Snack Bar will offer Chef Salads which also qualify as a lunch.
- Grades 9 thru 12 will be allowed in the Snack Bar.
- Offer vs. Serve is implemented to reduce costs and food waste.
- A signed Physician's statement must be on file in the Cafeteria Office before any disability-based changes (including food allergies) will be made to a student's meal. This statement must include specific substitution(s) replacing any food allergy.
- The cafeteria will not be able to cash checks and return change. Therefore all checks and money will be deposited in the student's lunch money account.
- All food and drink must be consumed in the cafeteria area, unless approved by administration.
- No food shall be carried in from outside restaurants (i.e. McDonalds, Subway, Pizza Hut, etc.).
- Only carbonated beverages purchased in the cafeteria may be consumed. Most carbonated drinks, such as pop, do not abide by federal guidelines and the National School Lunch Program.
- During lunch, students are to remain in the cafeteria and surrounding areas.
- Meal Costs are as follows:
  - Student Lunch - \$2.35      Student Breakfast - \$1.50
  - Adult Lunch - \$3.20      Adult Breakfast - \$1.80
  - Milk - \$.50

**THE CROSSING STUDENTS** - All students who attend The Crossing are officially South Adams Students. During the school day students from The Crossing are not allowed on school grounds unless the following has occurred:

- The Crossing student is taking classes meeting at South Adams High School; they may eat lunch in the cafeteria if they have class right before and/or right after lunch time.
- The Crossing student has made an appointment *in advance* to meet with a school administrator, counselor, teacher, coach, etc.

Students from The Crossing are allowed in the building for extra-curricular events and contests. They may also participate in extra-curricular activities (practices, contests, events, etc.) as long as they are an active participant and in good standing with South Adams High School and The Crossing.

**FIELD TRIPS/CONVOCATIONS** - Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Students who have been assigned five (5) or more In-School Suspensions or one or more suspensions and/or RISQ may be denied the right to attend any field trip that extends beyond one (1) class period. These students may also be denied access to any school-wide convocation and/or after-school activities.

**HALL CONDUCT** - Students are expected to walk to class in an orderly fashion, maintain appropriate behavior and foster an educational atmosphere at all times during the school day. This proper conduct includes all before and after school activities, all passing periods, and during lunch time.

**HALL PASSES** - Students are not permitted in the halls during class periods unless they have a hall pass or are accompanied by a staff member. The student handbook contains a pass page (pages 75-76) for student use. ***The pass page provided by the printing company should not be used.*** Teachers should use this tool; therefore all students should carry their handbook with them to each class.

**LOCKERS** - A locker with a combination lock is assigned to students at the beginning of each school year. The lockers are the property of South Adams and are subject to inspection by authorized school personnel. Periodic inspection of lockers will be made by the administration. Use only the locker assigned to you and keep it locked at all times. Do not give your locker combination to another person. Do not leave money in your lockers. If money gets stolen, report it to the office. It is very difficult to get it returned. Students who kick their locker will have their combination lock removed. Students must not share lockers. Disciplinary action is at the discretion of the administration. Any school violation will be administered to the person/persons in a locker with the corrective actions assumed by the person/persons involved. Students must have permission from the administration to place anything on the outside of their locker.

**MEDIA CENTER** - The media center is available for student use from 7:30 a.m.-3:00 p.m. Monday through Friday when supervised by a staff member. Students have access to computer programs, research materials, project items, and pleasure reading material. Passes are required from all students who come to use the library during the school day without a teacher. Students must sign in upon entering the library. No food, candy, or drinks, except water, should be in the library at any time.

#### **CHECK OUT POLICY**

- Only checked-out materials may be taken from the library.
- Students are limited to three (3) items. Exceptions may be allowed for students needing extra materials for research projects.
- A book may be renewed unless someone has placed a hold on that book.
- Students and staff are expected to pay for any lost or damaged books.

- Books may be kept for two (2) weeks. Magazines may be kept overnight.
- Laptops borrowed from the library **MUST** be returned by 3:00 p.m. the same day.

**PE LOCKERS** - Students are responsible to bring a lock and to lock up their personal items during PE class. It is not the responsibility of the school to protect your personal items from damage or theft.

**PROM** - Students attending the South Adams Prom will abide by the following guidelines:

- Juniors, Seniors and graduates not older than 20 years of age are eligible to attend (see page 58 for grade classifications)
- Attendees for the prom, as guests of South Adams Juniors and Seniors, cannot be older than 20 years of age
- Guests from another high school must provide verification from their building principal they are a junior or senior in good standing at their attending school
- Graduate guests must submit to a limited criminal background check
- Appropriate school conduct is expected during the prom
- Appropriate formal/semi-formal attire is required
- Students must participate in the promenade prior to the prom
- Mid-year graduates, in good standing, may attend prom

## **NURSE/STUDENT HEALTH**

The Health Clinic is available for care of students who become ill or injured at school. ***Unless an emergency, students must report to class first and use a pass out of their student handbook to go to the health clinic, including between classes. Once treated, the student will immediately return to class with a signed pass from the health clinic.***

Any student with a more serious illness or injury will remain in the health clinic until picked up by a parent or guardian, or parent/guardian contact has been made and approved of student going home on his/her own. All students leaving the building must be signed out in the office. In an emergency, school officials, along with the school nurse, will provide appropriate action and immediately notify parent/guardian.

**GENERAL HEALTH GUIDELINES** - In order to protect the health and safety of staff and students, South Adams Schools recommends the following guidelines be observed. If your child would have any of the following, he/she should not attend school:

- Temperature of one or more degrees above normal
- If possible infection is suspected, such as impetigo, pink eye or ringworm, your child must be seen by a doctor for diagnosis and treatment
- If your child has diarrhea or vomiting

- Uncontrollable coughing
- Head Lice

### **When to return to school**

- Must be free of fever for 24 hours, without fever reducing medicine, before returning to school
- If infection, must be on treatment 24 hours, and no drainage, prior to returning to school

**ADMINISTERING OF MEDICATIONS** - In order to protect the health and welfare of children, Indiana rules and regulations require that schools observe certain safeguards in administering medication to students. If we are to administer medication to a child, the following procedures will be observed:

- In order to give medication to a student at school, a written physician's order and signed parental permission form must be completed, and both returned to the school office. The physician's statement must include the student's name, amount of medication, hours of administration and the period of time the medication is to continue.
- Medication must be brought to the school and kept in the pharmacy's original container with the original instructions. Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of medicine should be brought to school.
- Continuing long-term medication must be re-verified at the beginning of each school year. An asthma plan must be completed and provided by the doctor for any asthma medications. For diabetes, an action plan must also be completed and provided by the doctor.
- Parent/Guardian must provide over the counter medication. Such medications must be age appropriate for your child, unless a physician's order has been obtained and parental consent completed.
- Parent/Guardian is responsible for delivering or picking up any medicine for their child. If the medication is not picked up by the end of the treatment period or is not picked up by the end of the school year, the medicine will be discarded after five days. No medication will be sent home with a student unless parent provides written permission. Medication may be picked up by the student's parent or an individual at least 18 years of age and designated in writing by the student's parent/guardian.

**IMMUNIZATIONS** - All students must have an immunization record on file, which complies with the requirements set forth by the Indiana State Department of Health. Those immunizations include, but are not limited to Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis A, Hepatitis B, Varicella, and Meningococcal Vaccine.

**SCHOOL ENTRY IMMUNIZATION REQUIREMENTS** - Below are the number of doses and each vaccine required for school entry. These vaccinations need to be completed BEFORE school starts. Students may be excluded from attending school without proper documentation of vaccination, or proof of appointments to receive vaccinations. To have questions answered or for more information, contact the Indiana Department of Health, Immunization Division at (800) 701-0704 or at <https://secure.in.gov/isdh/17094.htm>.

***\*If a student has a medical or religious exemption, a new exemption form must be completed and on file each year.***

**Required School Immunizations for 2018-19** - The Number before the vaccine denotes the number of cumulative doses needed.

<u>Grades 7-11</u>	<u>Grade 12</u>
3 Hepatitis B	3 Hepatitis B
5 DTap	5 DTap
4 Polio	4 Polio
2 MMR	2 MMR
2 Varicella	2 Varicella
1 MCV4	2 Hepatitis A
1 Tdap	2 MCV4
	1 Tdap

- Dtap - Diptheria, Tetanus & Pertussis
- Varicella - Chickenpox
- MMR - Measles, Mumps & Rubella
- MCV4 - Meningococcal
- Tdap - Tetanus, Diptheria & Diptheria

NOTE: All students entering grade 12 are required to receive the second MCV4 (Meningococcal Conjugate Vaccine). This is a booster vaccination and required in addition to childhood vaccinations. These vaccinations need to be completed BEFORE school starts. Students may be excluded from attending school without proper documentation of vaccination.

For a complete listing of all Immunizations for children ages 3-18 and detailed explanation visit the Indiana Immunization Coalition at <https://chirp.in.gov/docs/2018-2019%20SchoolVaccinations.pdf> or to learn more about vaccines go to [vaccinateindiana.org](http://vaccinateindiana.org)

**HEAD LICE** - South Adams Schools uses the following guidelines if a child is found to have head lice during the school day:

- The child’s parent/guardian will be notified to pick up the student or give permission for the student to drive home, if applicable.
- Written information can be sent home with the student regarding how to treat for head lice on the student and the home.

- Infested students should be treated at home, using lice shampoo according to the package instructions or as ordered by the physician.
- The parent/guardian must accompany the student to school the next day after treatment has been completed. The parent/guardian must remain at school until the child is re-checked and has been found to be free of live lice. If a student returns to school and treatment has not been done or live lice are found, the student will again be excluded from school until treatment is completed.

**MENINGITIS** - An Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18). This vaccine is required for each student in the 6-12<sup>th</sup> grade.

Meningococcal disease is an infection of the fluid of the spinal cord and the fluid that surrounds the brain, and often referred to as meningitis. It is usually caused by a viral or bacterial infection. The infection is spread by direct contact with an infected person’s nose or throat secretions. Symptoms of the illness are fever, headache, stiff neck and possibly nausea and vomiting. An infected person can become very sick within a few hours of developing symptoms and should seek medical help immediately.

Those at highest risk of getting the disease are babies, young adults, including middle and high school students, and college freshmen living in dormitories. While individual students may become infected, outbreaks usually do not occur in school or workplace settings. People living in crowded places are at higher risk for the infection. The disease can be prevented by good hygiene. Cover the nose and mouth when sneezing or coughing, throw away used tissues and wash hands often. Also, do not share eating or drinking utensils.

**HUMAN PAPILLOMAVIRUS (HPV) INFECTION** - Indiana state law (IC 20-34-4-3) requires that schools provide information to the parents or guardians of all sixth grade female students on this important topic. Please read the following information, important for all girls, provided by the Indiana State Department of Health.

- HPV is a virus that causes many infections. HPV infection is one of the most common sexually transmitted diseases (STD). This infection is spread by skin-to-skin contact during sex with a person infected with HPV. It causes genital warts or infection of the cervix (the upper part of the vagina), which connects the uterus or womb.
- The best way to prevent getting HPV is to not have sex, because a person usually can’t tell if he or she is infected. Infected people can give the virus to others during sexual contact without knowing it. Most females get HPV soon after becoming sexually active.
- HPV infection can cause cervical changes that can lead to cancer of the cervix. It can also cause cancer of other genital organs. A Pap test, which examines the cells of the cervix, can find the presence of these cervical changes due to HPV infection. If the Pap test shows



abnormal cells, a health care provider will do more tests and/or provide treatment as needed.

### **HUMAN PAPILLOMAVIRUS (HPV) VACCINE**

- In June 2006, the U.S. Food and Drug Administration (FDA) licensed a vaccine that can prevent HPV infection. It is to be used in girls and young women 9 to 26 years old. It is the first vaccine that can prevent cervical cancer.
- There are over 100 different types of HPV virus. The vaccine only protects against four types of HPV. Two types (types 16 and 18) are known to cause 70% of cervical cancer. The other two types (types 6 and 11) can cause 90% of genital warts. The vaccine has been found to be 9-100% effective in preventing these four types of HPV infection. The vaccine does not treat girls or young women who are already infected with these four types of HPV or have genital warts.
- The new vaccine is a series of three shots over six months. The vaccine is not made from live virus nor does it contain thimerosal or mercury. The vaccine is not licensed to give to boys and young men, although it is being tested in males.
- Because the vaccine prevents infection by these four types of HPV, it works best in girls and young women who have not been in contact with the HPV infection. The vaccine is licensed for girls/young women ages 9 to 26 years. The vaccine has been found to give better protection at the younger ages as compared to older ages. The Centers for Disease Prevention and Control (CDC) Advisory Committee on Immunization Practices recommends the HPV vaccine for all 11 and 12 year old girls and for those 9-26 who have not yet been vaccinated. Any concerns or questions should be discussed with a health care provider.
- No one knows how long the vaccine will protect a recipient. Research has shown that there is at least a 5-year protection rate. The vaccine is not recommended for someone who is pregnant. The vaccine is not recommended for those who have something wrong with their immune system or certain other medical conditions. Major side effects are rare. The most common side effects are swelling or redness at the site of the shot and possibly fainting or nausea. These side effects are the same as with other vaccines.
- The vaccine does not replace the need for cervical cancer screening through Pap tests. All girls and young women who have received the HPV vaccine and are sexually active, need regular Pap tests to find precancerous changes in the cervix and to have any precancerous changes treated before cervical cancer develops.

*This information is provided by the Indiana State Department of Health as required by Public Law 80 (Senate Enrolled Act 327) of 2007.*

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## SEMESTER I HALL PASS 2019-20

Students should use these passes for restrooms, drinks, nurse, etc.  
 Teachers have the right to refuse the use of a pass during class time,  
 or until the time is appropriate.

DATE	LEAVE	DESTINATION	RETURN	STAFF

1st Grading Period

August 14 – October 11

DATE	LEAVE	DESTINATION	RETURN	STAFF

2nd Grading Period

October 14 – December 20

STUDENT NAME:

## SEMESTER II HALL PASS 2019-20

Students should use these passes for restrooms, drinks, nurse, etc.  
 Teachers have the right to refuse the use of a pass during class time,  
 or until the time is appropriate.

DATE	LEAVE	DESTINATION	RETURN	STAFF	January 2 – March 6								

DATE	LEAVE	DESTINATION	RETURN	STAFF	March 9 – May 20								

STUDENT NAME: