

**KNIGHTSTOWN COMMUNITY SENIOR HIGH SCHOOL
STUDENT/PARENT HANDBOOK 2018-2019**

MISSION STATEMENT

Knightstown High School will provide a diverse curriculum through a safe, culturally aware environment for students to become responsible productive citizens and contribute in an ever-changing world with a focus on:

- Leadership
- Pride
- Respect
- Maximizing Potential
- Lifelong Learning

**STUDENT RULES AND REGULATIONS
CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION
KNIGHTSTOWN COMMUNITY SENIOR HIGH SCHOOL
REVISED May, 2018**

STUDENTS AND PATRONS OF KNIGHTSTOWN COMMUNITY SENIOR HIGH SCHOOL:

This handbook has been prepared to inform you about the facilities and services offered at Knightstown Community Senior High School. It contains the policies and procedures that are to regulate and govern student behavior. Please read this handbook and avail yourself of the opportunities that your school has to offer.

This student handbook supersedes and replaces all previously adopted Knightstown Community Senior High School handbooks.

The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

**RESOLUTION
NONDISCRIMINATION POLICY OF THE
CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION**

The Charles A. Beard Memorial School Corporation is an equal opportunity affirmative action institution in accordance with the Civil Rights Legislation which includes Title IX and does not discriminate on the basis of race, religion, national origin, sex, age, handicap or any other basis of discrimination prohibited by law in any of its educational programs, activities, admissions, or employment policies.

***Front cover design by:
Nolan Renie***

2018-2019 KNIGHTSTOWN COMMUNITY SENIOR HIGH SCHOOL
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**CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION
KNIGHTSTOWN, IN 46148
SCHOOL CALENDAR 2018-2019**

August 3, 6	Teacher Orientation
August 7	First Student Day
September 3	Labor Day-No School
October 8-12	Fall Break-No School
November 21-23	Thanksgiving Break-No School
December 21	Semester Records-Teachers Only
December 24-January 4	Winter/Mid-Semester Vacation
January 7	Students' First Day Back
January 21	Martin Luther King Day: Weather Make-up Day #1
February 18	Presidents' Day: Weather Make-up Day #2
March 25-April 5	Spring Break
April 8	School Resumes
May 27	Memorial Day
May 30	Last Student Day
May 31	Semester Records Day-Teachers Only
June 9***	Graduation Commencement

*****Pending School Board Approval**

END OF NINE WEEKS GRADING PERIODS

October 5	End of First Grading Period
December 20	End of Second Grading Period/Semester I
March 15	End of Third Grading Period
May 30	End of Fourth Grading Period/Semester II

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SECTION I: SCHOLARSHIP

GRADUATION REQUIREMENTS

Knightstown Community Senior High School students must satisfactorily complete the basic requirements for graduation as directed by the Indiana Department of Education and the Charles A. Beard Memorial School Corporation board policies.



Course and Credit Requirements	
English/ Language Arts	8 credits
	Credits must include literature, composition and speech.
Mathematics	6 credits (in grades 9-12)
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</i>
Science	6 credits
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	7 credits
	World Languages Fine Arts Career/Technical: Technology – 1 credit (Career Success)
Physical Ed.	2 credits
Health & Wellness	1 credit
Electives*	8 credits (College and Career Pathway courses recommended)
44 Total Knightstown Credits Required	

These are minimum KHS and state graduation requirements. Unless required by their IEP, special education students are not required (but are encouraged) to complete the Knightstown requirements that are in addition to state requirements (two additional Directed Electives and two additional Electives).

High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequences (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

CORE40 with Academic Honors (minimum 47 credits)

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

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

CORE40 with Technical Honors (minimum 47 credits)

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

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

OPT-OUT PROCEDURE FOR INDIANA'S GRADUATION REQUIREMENTS (IC 20-32-4-7,8,9,10)

Beginning with the students who entered high school in 2007-2008, the completion of Core 40 became an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.

If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

General Diploma Triggers

The following conditions may trigger a discussion about opting out of Core 40:

- 1) A parent may request that a student be exempted from the Core 40 curriculum and be required to complete the general diploma to graduate, or
- 2) The student does not pass at least three (3) courses required under the Core 40 curriculum, or
- 3) The student receives a score on the graduation exam (End-of-course Assessment) that is in the twenty-fifth percentile or lower when the student takes the graduation exam for the first time.

In each case, the student's parent and the student's counselor shall meet to discuss the student's progress. Following the meeting, the student's parent shall determine whether the student will achieve greater educational benefits by:

- 1) continuing the general curriculum; or
- 2) completing the Core 40 curriculum.

STATE ATTENDANCE REQUIREMENTS FOR GRADUATION

The Indiana Department of Education requires 8 semesters of high school attendance with a 180-day school year. A sixth or seventh semester graduation is possible with approval by the principal. Six-semester graduates must notify the guidance counselor of their intent to graduate early prior to the winter break of their junior year. Seven-semester graduates must notify the guidance counselor of their intent to graduate early prior to the end of their junior year.

DRESS CODE FOR GRADUATION

No denim, tennis shoes, sunglasses, hats, kerchiefs, and any other attire deemed inappropriate by the school administration. Students are to wear long pants and a shirt, skirt and blouse, or a dress.

Approved by the School Board of Trustees - May 21, 1999

HONOR ROLL

Knights town Community Senior High School recognizes two honor levels.

The **High Honors** Honor Roll is to recognize those students who have earned a GPA greater than or equal to 3.67. The **Honors** Honor Roll is to recognize those students who have earned all A's and B's.

The honor roll is computed at the end of each 9-week grading period and at the end of each semester. A student must be working toward a minimum of five (5) credits and have no incomplete grade(s).

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based on scholarship, leadership, character, and service.

The National Honor Society requires a 3.3 grade average for 4 semesters and approval of the Faculty Council. Transfer students must have attended Knights town Community Senior High School the semester prior to eligibility.

GRADE CARDS

To keep students and parents informed concerning scholastic achievement, report cards are distributed during the week following the close of each 9-week grading period. Progress reports are mailed each grading period. Please feel free to contact the Guidance Office if you have any questions concerning grades or report cards.

4.0 GRADING SCALE

The following scale provides grade-to-point value equivalents for calculation of honor roll and grade point average:

A/A+	4.00	C	2.00	WP	Withdrawn-Passing
A-	3.67	C-	1.67	WF	Withdrawn-Failing
B+	3.33	D+	1.33	NC	No Credit
B	3.00	D	1.00	INC	Incomplete
B-	2.67	D-	0.67		
C+	2.33	F	0.00		

WEIGHTED GRADES

The term "Weighted Grading" is used to describe the process of assigning additional strength or numerical value to a grade a student earns in certain courses designated as "weighted" courses. This additional numerical value will be used in the computing of the student's quality points, GPA and class rank. Courses selected for weighting are those which are determined to be rigorous require prerequisites and are considered as preparation courses for college.

<u>Letter Grade</u>	<u>Non-Weighted</u>	<u>4.5 Weighted</u>	<u>5.0 Weighted</u>
A/A+	4.00	4.50	5.00
A-	3.67	4.07	4.50
B+	3.33	3.64	4.00
B	3.00	3.21	3.50
B-	2.67	2.77	3.00
C+	2.33	2.33	2.50
C	2.00	2.00	2.00
C-	1.67	1.67	1.67
D+	1.33	1.33	1.33
D	1.00	1.00	1.00
D-	0.67	0.67	0.67
F	0.00	0.00	0.00

4.5 Weighted Courses:

Anatomy and Physiology, Physics, Spanish IV, French IV, Probability & Statistics, Finite Mathematics, Honors Courses, Pre-Calculus, Calculus.

5.0 Weighted Courses:

All AP Courses, All ACP Courses, Honors Pre-Calculus

KHS GRADING SCALE

ALL COURSES	
99.50-100+	A+
92.50-99.49	A
90.00-92.49	A-
87.50-89.99	B+
82.50-87.49	B
80.00-82.49	B-
77.50-79.99	C+
72.50-77.49	C
70.00-72.49	C-
67.50-69.99	D+
62.50-67.49	D
59.50-62.49	D-
0.00-59.49	F
0.00-0.00	I

INCOMPLETES

Incompletes must be removed within the time limit for make-up work. Absences from school and the failure to make up assigned work covered during the student's absence is the primary cause of an incomplete grade. No incomplete can stand as a final grade. Any incomplete not removed becomes an "F".

REMOVAL FROM A CLASS

If a student is removed from a class due to attendance or disciplinary reasons, a "WF" or "WP" will be received.

CONFERENCES

Students and/or parents are encouraged to schedule a conference with either the Guidance Office or the Administration Office to discuss any concerns they may have. Please schedule these conferences in advance to assure a time that is convenient for everyone involved.

SCHEDULE CHANGES

A student may not drop a course once the school year has begun unless the request is considered a necessity by the principal, guidance director, teacher, and parent. The principal will ultimately determine what constitutes a necessity on a case by case basis after all factors are weighed and reviewed.

FINAL EXAMS

Final exams will be conducted according to a schedule announced by the high school principal. Students may not take final exams early; make-ups should be arranged to be taken on the teacher work day scheduled at the end of each semester.

1. Final exams will count 14% of the semester grade.
2. Exams that count toward the final exam grade will only be given on the designated final exam days. No final exams will be given early.
3. Class projects, performances, or other special activities can be designated as the final exam in a course with approval from the school principal.
4. Students must complete final exams on the designated final exam days. Make-up exams must be taken on scheduled teacher work days or during the summer.

QUALIFICATIONS FOR WAIVER FOR FINAL EXAMS

1. Written final exams that are to be administered on a designated final exam day are eligible to be waived. Special end of the semester projects (i.e. term papers, art projects, performances, etc.) cannot be waived.
2. During the first semester, if a senior meets the requirements outlined below, then the senior may elect one final exam to waive. During the second semester, if a senior meets the requirements outlined below, then the senior may select one final exam to waive and may also waive final exams in classes in which the student has an "A" at the time of the exam.
3. Underclassmen (grades 9-11) are eligible to earn exemption from one class of their choosing during the second semester.
4. Students that choose to waive any final must formally indicate which final(s) they choose to waive. This will be done at a scheduled time approximately one week prior to the end of the semester. Late waiver requests will not be granted.

5. Students must have a "C" or above for the first nine weeks and mid-term of the second 9 weeks in all courses. The student cannot have received a score below 50% on any assignment, test, quiz, etc., between the second mid-term and the final they are choosing to waive. Students must also have passed the ECA in both English and Math if they are eligible to have taken said test.
6. Students shall not have been absent from any class more than two times per semester for any reason (exceptions: school activity, field trip, college visit, job shadowing, attending funeral). **Any student who misses any part of the school day prior to or immediately following spring break, fall break, and Christmas break must take all semester exams unless the absence is due to a surgery or major medical emergency. Documentation must be provided.** Being sent to the nurse (for more than half of a period) or a doctor's appointment shall count as an absence.
7. A student shall not accumulate more than two (2) tardies during the semester.
8. A student shall not have been assigned any OSSP's or Friday Schools during the semester.
9. Students exempt from a final exam should report to the office at the beginning of the exempted class.
10. Students who otherwise qualify for a waiver may elect to take the semester exam in an effort to improve their grade. If, as a result of taking the test the student receives a lower grade, the student has the option of accepting the terms of the waiver.
11. Students may not choose to waive any dual enrollment final exam. Students may waive the grade of a first semester AP final exam; however, the student must take the first semester final exam.

POST-SECONDARY CREDIT POLICY

The Indiana State Board of Education rule IC 21-43-4 concerning the postsecondary enrollment program requires that all students in grades 10 and 11 be informed of the programs prior to February 1 each year.

In accordance with rule IC 21-43-4, KCSHS has established the following guidelines.

1. Credit earned at any accredited public or private college or university located in Indiana (only) that grants baccalaureate or associate degrees will be accepted as credits toward graduation from Knightstown Community Senior High School as long as:
 - a. The student completes the course successfully. Failure could delay graduation, just as failing any high school class could delay graduation. If their participation in the program would delay the student's graduation, they will be eligible to participate in the graduation ceremony.
 - b. The course must meet credit requirements as determined by a committee: department chairperson, the director of guidance, and the high school principal. The student and his/her parents must file a petition with the guidance department.
 - c. The student would be ineligible if the request is for enrollment in a course offered at Knightstown Community Senior High School and participation would result in cancellation of the high school course due to low enrollment.

2. Students may attend full-time or part-time in grades 11 or 12 in a college or university program and earn credits toward graduation from high school as well as credits in a college program. Individual situations will be carefully considered to insure that progress toward graduation from high school is not delayed.
The review committee will require that all college courses taken for credit are approved courses listed in 511 IAC 6-7-6.5 and the Course and Curriculum Area Descriptions for Indiana Schools.
3. The school corporation has established the following guidelines for credit transfer:
 - a. There is no limit to the number of high school credits a student may earn through this process.
 - b. 1 or 2 college credit hours = 1/2 high school credit
3 or 4 college credit hours = 1 high school credit
5 college credit hours = 2 high school credits
4. The student and his/her parents are responsible for providing transportation and paying the costs of the post-secondary credit courses.
5. A student must be enrolled for a minimum of 5 high school equivalent credit hours per semester. This total may be accumulated in total or in part from college courses. If a student is not enrolled for a minimum of 5 high school equivalent credit hours in approved college courses, they are required to attend Knightstown Community Senior High School for the remainder of those hours.
6. Knightstown Community Senior High School will maintain a record of the courses and credit hours for each student enrolled in the program. In addition, at the end of each school year, the corporation will report to the Department of Education all information regarding the students who are enrolled and the courses successfully completed.

SECTION II: STUDENT SERVICES

CLASS PERIODS

Period 1	8:15	9:02		
Period 2	9:07	9:54	<u>A Lunch</u>	
Success Period	9:54	10:15	Lunch	11:07-11:37
Period 3	10:20	11:07	Class	11:37-12:24
Period 4 & Lunch	11:07	12:29	<u>B Lunch</u>	
Period 5	12:29	1:16	Class	11:12-11:59
Period 6	1:21	2:08	Lunch	11:59-12:29
Period 7	2:13	3:00		

TWO-HOUR DELAY SCHEDULE

Period 1	10:15	10:47		
Period 2	10:52	11:24	<u>A Lunch</u>	
Period 3	11:29	12:01	Lunch	12:01-12:31 (release to class at 12:26)
Period 4 & Lunch	12:06	1:03	Class	12:31-1:03
Period 5	1:08	1:40	<u>B Lunch</u>	
Period 6	1:45	2:17	Class	12:06-12:38
Period 7	2:22	2:55	Lunch	12:38-1:08
Announcements	2:55	3:00		

GUIDANCE

If a student needs to speak with the Guidance Counselor, then the student should go to the guidance office before school, after school, or during a passing period to sign-up for an appointment. Should an emergency occur that necessitates a student's needing to see the Guidance Counselor immediately, then the student should get permission from the classroom teacher. The teacher should then notify the guidance department of the situation; if the guidance department is unavailable, then the teacher should notify the main office.

HEALTH SERVICES

The Health Room is located in the office suite. Limited first aid services are available when necessary. Illness and accidents should be reported to the teacher in charge. The teacher will refer the student to the main office. If deemed necessary, the school's designee will contact a parent/guardian to advise for further action or treatment. While a student's stay in the clinic for a short time for treatment is excused, it still counts toward total absences. **24+ minutes in the clinic during a single class period = an absence from that class period, unless excused due to extenuating circumstances**

Medications for students require written, dated, and signed parental permission forms with specific instructions for each medication and inhaler. All medications are to be kept in the nurse's office in a locked cabinet. Only designated school personnel dispense medications. The over the counter medication must be in the original container marked with the student's name. Prescription medicine must be in its original container bearing the complete pharmacy label telling the student's name, drug's name, dose, frequency of administration, prescribing physician's name, date of prescription, and prescription number.

No medication will be sent home with a student. A parent or designated adult must pick up the medication in the nurse's office. If it is not picked up by the last day of school, the medication will be discarded.

A student may not carry medication on his/her person at school or keep it in a locker, a backpack, etc. A student may be excepted from these rules by contacting the school office about possessing and self-administering medication for chronic diseases or medical conditions. The student's parent must annually file a written authorization with the principal that includes a physician's written statement.

A "Medical Alert" for any student health condition needs to be completed by a parent and brought to the principal's office.

IMMUNIZATION

The parent or guardian of a student shall provide written proof of immunization not later than the first day of school in every grade as required by Indiana law. A student without proper proof of immunization on the first day of attendance will not be allowed to attend classes unless the Principal or a designee determines that the student qualifies for a waiver or extension as permitted by Indiana law. The School shall maintain an immunization record of each student and shall annually file a written report to the State Board of Health and local board of health as required by Indiana law.

MEDIA CENTER SERVICES

The high school library is one of the most important areas in our school. Become acquainted with it and use it frequently. Students are responsible for materials borrowed from the library. Lost or damaged books will be paid for by the student. The library is open from 8:00 a.m. until 3:30 p.m. on school days.

RULES FOR THE MEDIA CENTER

1. All students must sign in to the Media Center and present a valid pass. Passes from substitute teachers will not be accepted unless arrangements are made in advance by the regular teacher.
2. Students may not leave the Media Center without permission from one of the media staff. The student will sign out and sign in upon return.
3. Students are expected to behave properly and have something to do while in the Media Center. Any misbehavior may result in the student forfeiting all Media Center privileges.
4. If the student has an overdue book, student Media Center and computer privileges are suspended
5. No food, gum, drinks, etc., are allowed in the Media Center.
6. Students are expected to study, to work on a class project, to read for pleasure, or to engage in an activity suggested by the Media Center personnel when they are in the Media Center. This includes lunch period.
7. No computer games.
8. Students are expected to treat the Media Center Aides with respect and accept their authority.
9. Cell Phones may be allowed at the discretion of the teacher.

Media Center Sign-Out Procedures: The following is a list of procedures and student requirements for use of the Media Center.

1. Materials are electronically signed out and checked in using the student's number.
2. Books are circulated for a two-week period with 3 renewals possible.
3. An overdue list will be sent to teachers periodically. Students need to turn in overdue books by the end of school on Friday.
4. Any student not returning material in a reasonable amount of time will be charged for the material. A letter with the cost of the materials will be sent home to the student's parents.
5. Any materials not returned by the end of the school year will be charged to the student's book rental the following year. Unpaid bills will be handled by the school's attorney.

VISITORS

All visitors must enter the building through the main office entrance, check in at the main office upon arrival, and receive a "visitor's pass." Visitors are not allowed to roam the building and/or distract from the school process. Visitors must check-out in the main office and return the visitor's pass. All infants or young children (Ages 0-4) brought into the building during the academic day must remain in the front office or conference room and are not to be taken into other areas of the building.

STUDENT VISITORS

Students **may not** invite or have visitors to Knightstown Community Senior High School during the school day. Permission may be granted, however, if some educational value may be derived from having a guest at school, such as a student visiting from a foreign country. Arrangements must be made through the building principal at least one week prior to the visit, and conduct of the guest is the responsibility of the KCSHS student.

SUPPLIES AND BOOK RENTAL

Knightstown Community Senior High School has a complete book rental system for the convenience of the students. This makes all books available at the same time, saves the student money, and avoids the trouble of buying and selling textbooks each year. Textbooks are issued at the beginning of each semester in the classrooms. First, the student should write his/her name in ink inside the front cover in the space provided.

Students are responsible for the proper care of textbooks rented to them. They may be taken home, but they must be replaced if lost or stolen. The books must be returned at the end of the semester or year in good condition. Students should make an effort to clean up books by erasing pencil marks or other markings. Allowance is made for natural wear and tear, but an extra charge will be made for other damage. A total replacement cost will be assessed for books damaged beyond repair.

If a student is unable to pay his/her book rental, arrangements should be made with the treasurer for timely payments or free book rental.

LOST TEXTBOOKS

Any textbooks that are found should be turned into the office. If a student loses a textbook, he/she must pay for a second book. Money will be refunded if the book is found in its original condition, however, money will not be refunded if the ordering of a new book is required.

WORK PERMITS

Indiana Law requires that minors between the ages of 14 and 18 must obtain employment certificates before they are allowed to accept employment. These work permits may be obtained in the high school main office. First obtain a white "Intent to Employ" form and have employer, parent, and applicant sign. Bring this back into the school office, fill out a second form, and have it signed by the school official. This becomes the Work Permit.

Schools have authority to revoke the work permit for minors should their employment be detrimental to school performance. A school may revoke work permits if the student's grade or attendance drops "significantly."

Knightstown Community Senior High School requires that the working student maintain at least the same level of grades as athletes are required to. See the Athletic Handbook for eligibility requirements. Failure to maintain grades or attendance may result in denying a work permit or notification to the student's employer that the Work Permit is revoked. A student whose employment certificate is revoked is entitled to a periodic review (not less than one time per year) to determine whether the revocation should continue. If upon review the issuing officer determines that the student's grades have improved significantly, the officer may reissue the employment certificate.

Please read the back of the work permit for prohibited occupations for minors under the age of 17. Teen work hour restrictions are available at: <http://www.in.gov/dol/files/hrposter.pdf>

SECTION III: RULES AND REGULATIONS

ATTENDANCE PHILOSOPHY

There is a close correlation between attendance and achievement in school. A day lost in the classroom can never be completely retrieved. The dialogue between a teacher and the students in a classroom environment can never be effectively duplicated. Regular daily attendance is the responsibility of the PARENT AND STUDENT. Data indicates that students with high absentee rates generally do not perform as well as those who have regular attendance.

The student is responsible for making arrangements to complete work missed due to an absence. It should be remembered that a missed class can never really be "made up," even though an assignment is turned in or a test is taken.

ATTENDANCE POLICY

Students are expected to comply with Indiana State Law (IC 20-33) regarding attendance. Every student will be required to be in school in each class every day. Students must be in attendance at least 4 class periods of the school day in order to attend and/or participate in any extra-curricular activity. When a student misses more than half ($\frac{1}{2}$) the class period, the student will be recorded as absent from the class.

Absences accumulate on a per semester basis unless stipulated otherwise.

REGULATIONS GOVERNING ABSENCES

EXEMPT ABSENCES

The compulsory school attendance statute sets forth the following as reasons for students to be excused from school and are considered exempt at KHS:

1. Service as a page for the Indiana General Assembly.
2. Service on a precinct election board or a helper to a political candidate or political party on election day.
3. Appearance in court (by subpoena)
4. Order for active duty by National Guard
5. School-sponsored educational excursion (field trip)

IC 20-33-2-17

Attendance exception; duty with Indiana National Guard

Sec. 17. The governing body of a school corporation or the chief administrative officer of a nonpublic school system shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty. A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner.

As added by P.L. 1-2005, SEC. 17.IC

20-33-2-17.2

Attendance exception; duty with Indiana wing of civil air patrol:

Sec. 17.2. The governing body of a school corporation or the chief administrative officer of a nonpublic school system shall authorize the absence and excuse of each secondary school student who is a member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol:

- (1) international air cadet exchange program, for the length of the program; or
- (2) emergency service operation, including
 - a) search and rescue missions designated by the Air Force Rescue Coordination Center;
 - b) disaster relief, when requested by the federal or state emergency management agency;
 - c) humanitarian services, when requested by the federal or state emergency management agency;
 - d) United States Air Force support designated by the First Air Force, North American Aerospace Defense Command; or
 - e) United States Air Force military flights, if the flights are not available on days when school is not in session; for not more than five (5) days in a school year; if the student submits to school authorities appropriate documentation from the Indiana wing of the civil air patrol detailing the reason for the student's absence. A student excused from school attendance under this section may not be recorded as being absent on any date to which the excuse applies and may not be penalized by the school in any manner.

As added by P.L.55-2007, SEC.1.

EXCUSED ABSENCES

The Board of School Trustees has set forth the following as excused absences which all count toward the ten (10) day policy:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Professional appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Superintendent or permitted by law

MEDICAL APPOINTMENTS

Absences for personal illnesses requiring doctor's care or medical or dental appointments will **NOT** count against the KCSHS ten (10) day attendance policy (see p. 21) **IF AND ONLY IF** a doctor's note is turned in to the school office; therefore, these absences will be considered exempt from the 10-day attendance policy along with those absences exempted by the state only if a doctor's note written on official letterhead is turned in to the school office.

UNEXCUSED ABSENCES

Unexcused absence is defined as an absence which fails, in the judgment of the principal, to meet any of the conditions for an excused absence (will count toward the 10-day policy).

- a) Oversleeping
- b) Missing the bus
- c) School closing assumptions
- Whether an absence(s) is excused or unexcused, a student cannot enhance his/her academic performance. Therefore, a teacher may require class participation, appropriate conduct, and attendance in determining academic performance (grades).
- An absence without parental contact will be considered a truancy unless/until the absence is determined to be excused or unexcused.

VERIFICATION OF AN ABSENCE

Parents must take the responsibility to verify absences by telephone on the day of the absence. Please call 345-5153 at anytime on the day of the absence. Calls made before school hours will be recorded on Voice Mail and recorded by the Attendance Officer.

If the parent has not called the office reporting the absence, the student will not be permitted to call to verify the absence, and the absence will be temporarily recorded as unexcused. The parent will then have until the beginning of the second school day following the absence to verify the excused absence. If the parent fails to contact the principal's office or send a note by the deadline, the absence will be recorded as unexcused.

- Please update home and work phone numbers regularly with our attendance secretary.
- The attendance officer or designee will contact the parent/guardian when a student is absent and the school has not been contacted.

TEN-DAY ATTENDANCE POLICY AND GUIDELINES FOR CHRONIC ABSENTEEISM

When a student reaches a total of ten (10) or more non-exempt absences in a class during a semester, the student will be referred to the Knightstown High School Attendance Review Committee (ARC). The student and parent(s) will be notified of the attendance concerns and referral to the ARC.

Per, ESSA (Every Student Succeeds Act) the Henry County Prosecutor will be notified when a student reaches their seventeenth (17) non-exempt absence of the school year with a One Day Notice. An additional One Day Notice will be sent to the prosecutor for every non-exempt absence beyond the seventeen (17) day limit. Habitual Absenteeism may result in Educational Neglect charges, and driving licenses and work permits may be revoked.

Parents will receive a letter notifying them of his/her child's 5th and 8th absence of each semester and 10th and 15th absence for the school year. The purpose of these letters are to help keep the parents informed of their students' absences. A student's attendance is also available on the InfoNOW Parent Portal (online).

The ARC may pursue the following options:

- The student's credit in the course(s) is immediately revoked.
- The student is granted an exception;
An exception will only be granted in cases in which exceptional circumstances have caused the student to miss more than 10 days of class and there is evidence that the student has completed make-up assignments or alternative studies.
- The ARC may request that the administration recommend the student for expulsion
- The student is placed on non-credit status;
All students on non-credit status will be evaluated at the end of the current semester by the ARC. The student who is on non-credit status can have the credit(s) reinstated if he/she has:
 - ❖ Passed the class academically
 - ❖ Has demonstrated immense improvement in attendance
 - ❖ Has not been a behavior problem
- The student is placed on social probation;
Social probation prohibits a student from participation in sports or attending school extra-curricular events such as school dances, activity meetings, field trips, weight lifting, open gym, and conditioning sessions for sports, etc. (Students can attend athletic events as spectators.) A student placed on social probation will remain on probation until the end of the current semester.

REQUESTING AN APPEAL FOR ATTENDANCE CREDIT

At any time during the semester, a parent/guardian may request an appeal of student absences. Additional days beyond the established limit (10 non-exempt days) may be granted by the Attendance Review Committee if the following conditions have been met:

1. The parent/guardian must contact the administration to request an appeal.
2. An official form for the appeal is available in the KHS main office.
3. The parent may be asked to meet with the attendance review committee in person to discuss the Student Appeal for Attendance Credit.
4. If the request **is approved**, a set number of days will be granted. Should a student exceed this extension, the student will be referred to the ARC, and the entire appeal process will need to be repeated.

PLEASE NOTE:

- A Student Appeal will **NOT** be granted if a student has been absent due to truancy, has a record of habitual tardiness, or the majority of absences have been for reasons other than personal illness.
- Each case will be individually reviewed by the administration before recommending that the student be expelled for the remainder of the semester.
- For implementation of the Knightstown Community High School attendance policy, office/teacher assistant and PASS are considered classes even though no credit is offered.
- Students with five (5) or more consecutive days of absences and no parent contact will be referred to the ARC.

GUIDELINES/CONSEQUENCES FOR AN UNEXCUSED ABSENCE

FIRST OFFENSE: Make-up work will be permitted, but the student will receive a two percent grade reduction on the semester grade in each class missed.

SECOND OFFENSE: Make-up work will be permitted, but the student will receive an additional two percent grade reduction on the semester grade in each class missed.

THIRD OFFENSE: Make-up work will be permitted, but the student will receive an additional two percent grade reduction on the semester grade in each class missed.

FOURTH OFFENSE: A parent conference will take place and the student will be referred to the Attendance Review Committee. The 2% grade reduction will occur for each additional unexcused absence.

- The sum of the grade reduction will be applied at the end of the semester grading period.
- If a student receives any periods of unexcused absence, the student may choose to attend Friday School to eliminate the grade deduction applied to the unexcused absence(s). If the student fails to attend the Friday School in a reasonable timeframe, then the 2% deduction will occur in the affected class periods as stated in the current rule. The Friday Schools must be attended during the current semester prior to final grades being released.
 - One hour of Friday School must be attended to remove a period of unexcused absence.

PRE-ARRANGED ABSENCES

It is imperative that students have good attendance to have the opportunity for academic success. Occasionally, unique situations arise whereby students are required to be absent from school rather than for typical reasons. These reasons may include: **1. A prearranged medical procedure. 2. An extended college visit or recruitment event. 3. A legal obligation 4. Vocational obligation.** On these rare occasions, the principal/or designee may grant a prearranged absence if the request is appropriate, and is within the required request timeline. A prearranged absence request form is available in the main office and must be submitted at least five (5) days in advance of the requested absence. **Pre-arranged absences do count toward students' ten (10) day allotted absences in a semester attendance policy.** Students must address their teachers at least five (5) days prior to the prearranged absence leave and request any available work at that time. The Make-Up Work Policy outlined in the student handbook will apply to all missed work. **If the prearranged absence should fall on a final exam day, the Final Exam Make-Up Policy will be followed unless the administration approves otherwise.**

EARLY DISMISSALS

When students have to leave school early for special appointments, they must secure an "Early Dismissal" slip from the office before school begins. Students may only secure "Early Dismissal" slips with parent consent.

Should a student need to leave during the school day for an appointment (e.g., the dentist), parents must notify the high school office by note, phone, or in person before the student will be excused to leave. The student should return to school when the appointment is completed and continue the regular school day.

SIGN IN/SIGN OUT PROCEDURE

All students either signing in or signing out, while school is in session, must report to the attendance office and follow the directions on the IN/OUT form in the presence of office personnel. Only the principal or his designee may give permission for a student to sign out during school. Failure to follow sign-in procedures will result in a tardy. Failure to sign out will be regarded as truancy. All students arriving after the normal start time must enter through the main office or athletic entrances.

MAKE-UP WORK

A student may receive an incomplete on his/her grade card or progress report if he/she has not completed all the work expected by his/her teacher. Making up work missed due to an absence is the responsibility of the student. The student is expected to check with the teacher to receive the assignments for work missed on the first day he/she returns to school. All make up work must be completed to the satisfaction of the teacher within the prescribed time limit. A student must have work made up by the following formula: Absent 1 day, 1 day to make up work; absent 4 days, 4 days to make up work; etc. If the work has not been made up within this time limit or the agreed upon time, a zero grade for the assignments missed may be recorded by the teacher. Students may have assignments collected by the guidance office if absent more than two (2) days.

If a project is a multiple school-day assignment, and a student is absent for one or more days immediately prior to the due date, then the student will have only one additional day to complete the project upon his or her return to school. In the case of an extended absence supported by medical documentation, the student will be granted a reasonable number of additional days to complete the project. If the student is absent only on the due date of the project, then the project will be due during the student's assigned class period upon his or her return to school.

**ACP classes have their own make-up work policy through their respective university.*

COLLEGE VISITATION

College visitation days are set aside for **JUNIORS AND SENIORS ONLY** during the school year. Juniors will be allowed ONE college visitation day, and Seniors will be allowed TWO college visitation days. If a junior or senior wants to visit a college, he/she must do the following for the absence to be excused which all count toward the 10 day absence policy:

1. Secure the college visitation request form from the guidance office.
2. This completed form must be returned to the guidance office at least five (5) school days prior to the visit.
3. Visitation request forms approved by the guidance office will be deemed excused absences.
4. College visitation verification must be given to the attendance office within 2 days.

GYM EXCUSES

Students may be excused from physical education when an excuse is signed by a doctor specifying the period of time to be excused. The school principal may grant a temporary excuse for illness or other conditions.

STUDENT ASSISTANTS

Student assistants act as a teacher's or administrator's aide. Student assistants are required to have a "C" average or better and have passed the previous semester with at least a "B" average.

Assistants are required to be with their assigned teacher the entire period unless running an errand for a staff member, at which time, they are to have a written hall pass.

FIELD TRIPS

Procedure:

1. Names of students going on a field trip will be issued by the teacher/sponsor in charge and will not be counted absent on that day.
2. Students who are participating in a school-authorized trip are directly responsible to the teacher/sponsor in charge.
3. A student is expected to conduct himself/herself in a manner that will bring favorable credit upon the student, the school, the parents and the organization which he/she represents.
4. Students who leave with a school-sponsored group will return home with the same group. The only exception will be when a parent/guardian requests the student to ride home with him/her and permission has been granted by the administration; this must be arranged prior to the field trip.
5. This procedure covers all functions under the jurisdiction of Knightstown Community Senior High School.
6. A student may be denied participation on a field trip due to excessive absences and/or behavioral or academic concerns.
7. Work should be arranged and completed in advance, at the teacher's discretion, or given to the appropriate teacher immediately upon return.

TRUANCY

Truancy is defined as: Absent from school without consent or knowledge of the parent or leaving school or class for a portion of the day without proper permission or failure to report to class in a timely manner.

- A. Truancy from a regularly scheduled class or school event will subject the student to disciplinary action. First offense will result in a student serving a Friday School twice the number of hours he/she was truant or OSSP in the case of an extended truancy. Subsequent truanancies will result in referral to Out-of-School Suspension Program or expulsion for the remainder of the semester. School work missed during truancy may not be made up.
- B. The Indiana Court of appeals in Simmons vs. State defines habitual truancy as the, "Willful refusal to attend school in defiance of parental authority." Therefore, the C.A. Beard School Corporation and Knightstown Community Senior High School will consider a student "habitually truant" if the student is truant consecutive school days or if truant on more than one occasion during the school year.
- D. See Motor Vehicle Law and Student Discipline and Attendance on pages 57-59.

JOB SHADOWING

Juniors will be allowed one day of job shadowing during the year, and seniors will be allowed two full day of job shadowing during the year. Documentation must be provided by the sponsoring company as proof of attendance, and the student must type a half-page summary outlining the experience and activities witnessed. Upon receipt of the above documentation, the school will count the absence as a field trip.

TARDY TO CLASS

Tardy to class is defined as any student who is not in his or her assigned station at the designated time. It is the responsibility of each student to get to every class on time.

Each student will be allowed 2 tardies to each class period each semester. On the 3rd or greater tardy, the teacher will immediately send the student to the main office, and the student will receive a detention/Friday School dependent on the number of accumulated tardies for the semester.

CONSEQUENCES FOR TARDIES:

3rd tardy = detention

4th tardy = detention

5th tardy = Friday School

6th tardy = Friday School

Chronic tardiness (7 tardies in the same class in a given semester) will be handled by the school administration as a disciplinary problem resulting in suspension, OSSP, removal from class, and/or recommendation for expulsion.

LATE ARRIVAL TO SCHOOL

If a student arrives late to first period, the student must report to the main office before going on to class in order to receive an Admit Slip to class. Excessive unexcused absences to first period or further periods due to oversleeping, missing the bus, etc., if necessary, can result in a loss of credit in the course(s).

SUSPENDED STUDENTS

A student who has been suspended from school but not assigned to OSSP, is strongly encouraged to complete work missed during his/her suspension, and will receive zeros for all assignments not made up. If a student wishes to complete his/her work and receive credit, the student must request the missed work from his/her respective teachers the day he/she returns to school. It is the responsibility of the student to approach the teacher to request and obtain all missed assignments. Students will have a maximum of 2 days to complete assignments missed from the suspension. Students are responsible for completing the work in the allotted time and turning in all completed assignments. Missed work will not be sent home during the duration of the suspension.

A student who has been suspended from school must be in attendance (1) one full school day before being eligible to attend any school-sponsored event.

STUDENT RULES AND DISCIPLINE

Ordinarily, the severity of discipline will be progressive with each succeeding incident. However, when an act is such that it is a hazard to the safety, security, well-being of any other student or staff member, or a direct violation of the law, more severe action may be taken on the first offense. Most students enjoy their years at KHS and live within these rules. Rules have been established for the well-being of the entire student body. These rules were not made to punish students, but to maintain order and a more enjoyable atmosphere for all.

Some behavior is much more serious than other behavior and requires different approaches. Some of the disciplinary actions available to school personnel in dealing with pupils involved in school discipline problems are:

1. Reprimand;
2. Before or After-school detention;
3. Suspended from class;
4. Placed on behavioral contract;
5. Referral to special personnel in the schools (counselor, assistant principal, principal);
6. Parent conferences;
7. Friday School;
8. Suspension;
9. Out-of-school suspension program;
10. Expulsion.

School staff may also take the following actions to maintain a safe, orderly and effective educational environment:

1. Counseling with a student or group of students
2. Conferences with a parent or group of parents
3. Assigning additional work
4. Rearranging class schedules
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling
6. Restricting participation in extracurricular activities
7. Restricting access to be a spectator at extracurricular activities
8. Removal of student by teacher from that teacher's class for a period not to exceed five class periods.
9. Assignment by the principal of:
 - a. a special course of study;
 - b. an alternative educational program; or
 - c. an alternative school
10. Removal of a student from school sponsored transportation
11. Referral to the juvenile court having jurisdiction over the student.

Any or all reasonable techniques may be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

STUDENT BEHAVIOR EXPECTATIONS

Most students conduct themselves as ladies and gentlemen, with courtesy and cooperation being the prevalent atmosphere. Remember the rights of others around you.

Some suggestions and rules concerning desirable behavior are listed as follows:

IN THE CLASSROOM:

1. Students need to be in their seat when class is to begin.
2. No one is to leave the classroom until the teacher dismisses all students
3. Write on paper, or what is provided -- not on the desk, book, or furniture.
4. Have the necessary textbooks and materials when entering the classroom.
5. Each student is expected to do his/her own work on homework, quizzes, tests, and special projects.

IN THE CORRIDORS:

1. Students are not permitted to sit in the Academic hallways between 8:25 am and 3:30 pm.
2. Walk in the halls -- do not run to classes.
3. Please keep to the right when moving through the corridors.
4. Do not create a traffic jam nor obstruct student movement.
5. Talk with friends -- do not shout or yell.
6. Scuffling or horseplay will not be tolerated.

OTHER

1. Substitute teachers are important visitors in our school. Students are expected to be polite, helpful, and considerate.
2. Personal items of value should be left at home for their safekeeping. The school will assume NO responsibility for items lost or stolen. Do not place money in your lockers; place it in your pocket.
3. Students should not be in the building before the first bus arrives or after 3:40 p.m. unless properly supervised by an employee of C.A. Beard Memorial School Corporation.
4. Custodians are not responsible for supervision but do have authority to control and are expected to report any misconduct or violation of school policy.
5. Students are expected to comply with any reasonable directive or request by any employee of the C.A. Beard School Corporation. This includes administrators, teachers, classroom aides, custodians, cafeteria workers, secretaries, substitute teachers, bus drivers, etc. Failure to comply will be considered insubordination or gross insubordination.
6. Solicitation without prior administrative approval will not be allowed.
7. Practices of intolerance toward others because of sex, race, religion, etc. are prohibited.
8. Sexual harassment is considered extremely serious; please see the corporation policy on sexual harassment.
9. Technology abuse, tampering with hardware/software, and inappropriate use of the internet, other programs, or printing will not be acceptable at KCSHS.
10. Students must remain in assigned areas at all times.
11. Students should not hang/tape any items on school lockers or walls without administrative permission.
12. Any activity or behavior not covered herein which is not in keeping with the promotion of education and the educational values of this school is prohibited.

CHEATING

Cheating of any kind will not be tolerated. Forms of cheating include, but are not limited to: copying homework or tests from another student, using inappropriate materials during a test (calculators, formulas, texts, etc.) that have not been approved for use on a test by the instructor, and plagiarism in any form. The first offense will result in loss of credit for that assignment or test, and further disciplinary measures may be taken. Repeated violations may result in failure for the nine weeks and/or the semester and further disciplinary steps.

FIGHTING

A suspension of up to ten (10) days will be given to students **PARTICIPATING** in fighting on school property, school transportation vehicles, or at any school activity. Fighting includes physical contact or attempted physical contact. In the case of physical assault, legal action may be taken. Inappropriate Contact/Horseplay that involves physical contact may be considered fighting.

Self-defense is considered covering up, walking away to find a staff member, or acting in a manner determined by the administration as a means necessary to protect oneself.

A fight that results in medical and/or property damage could result in expulsion. An assault may also result in expulsion. Students and parents may be liable for medical and/or property damage.

When a fight results in physical injury, the local police will be contacted.

BULLYING

- 1) Bullying is prohibited by Charles A. Beard School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.
- 2) **Definition:** Bullying is defined as overt, repeated acts or gestures, including:
 - a) verbal or written communication transmitted;
 - b) physical acts committed; or
 - c) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.
- 3) **Applicability:** This rule applies when the bullying student is:
 - a) on school grounds immediately before or during schools hours, immediately after school hours, or at any other time when the school is being used by a school group;
 - b) off school grounds at a school activity, function, or event;
 - c) traveling to or from school or a school activity, function, or event; or
 - d) using property or equipment provided by the school.
- 4) **Education:** All students may be required to attend informational sessions on the meaning of bullying and the possible repercussions of partaking in such activity.
- 5) **Parental Involvement:** Parents are encouraged to be involved in the process of minimizing bullying as it is defined in this section. Parents should feel free to report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents of students suspected of being the victim of acts of bullying will also be notified with a phone call or through other means of appropriate correspondence. Parents of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on discipline procedure.
- 6) **Reporting:** All parents and students should report suspected acts of bullying to an appropriate school official. In turn, all faculty and school personnel shall report or refer all suspected acts of bullying to a designated school administrator in charge of receiving reports of suspected bullying.
- 7) **Investigation:** Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including but not limited to interviews and accumulation of suspected bullying correspondence.
- 8) **Intervention:** If a report of suspected bullying is substantiated through an investigation then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline. The chosen discipline for a student found to have violated the rules on bullying is subject to school discipline such as suspension and expulsion. Also, if the acts of bullying rise to the level of criminal offense violating students will be referred to the proper authorities and risk arrest and/or prosecution.

SEXTING

Students found responsible for sending pornographic pictures on their cell phone may be immediately recommended for expulsion and Child Protective Services may be contacted. Local law enforcement may also be contacted.

THEFT OF PROPERTY

Theft of school property or theft of possessions of another individual may result in suspension, request for expulsion, remuneration for losses, and/or legal action.

PERJURY / FORGERY

Perjury consists of withholding information or misleading an investigation which interferes with school purposes. Incidents of forgery can occur with parent notes, student passes, and doctor notes, but is not limited to these items. Disciplinary action for perjury and forgery is at the discretion of the administration.

FALSE FIRE ALARMS

Activating a false fire alarm is against the law. A student caught pulling a false alarm will be dealt with severely and face possible arrest and expulsion.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Definitions

A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:

1. either:
 - a. promotes, sponsors, or assists in, or
 - b. participates in, or
2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1)

B. "Criminal gang activity," as used in this policy, means to:

1. actively participate in a criminal gang:
2. knowingly or intentionally commit an act:

- a. with the intent to benefit, promote or further the interests of a criminal gang; or
- b. for the purpose of increasing the person's own standing or position within a criminal gang;
- 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
- 4. threaten another person because the other person:
 - a. refuses to join a criminal gang;
 - b. has withdrawn from a criminal gang; or
 - c. wishes to withdraw from a criminal gang;
 when engaged in by a student who attends a corporation school.

Procedures for Reporting and Investigating Suspected Criminal Gang Activity

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within 10 instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

OVERT STUDENT AFFECTION

Students are to refrain from engaging in unreasonable displays of romantic affection. While love and affection are normal emotions, the need to put on a public display at school is not. Overt displays such as kissing and hugging will be considered as discipline problems. Students will receive a detention on the first incident, and further incidents will result in a Friday School or suspension.

PASSES - CORRIDOR and LIBRARY

Students out of their regularly scheduled place **MUST** have a pass signed by a faculty member or office administrator. Students without properly signed passes will be returned to their class and disciplinary action will be taken. Remember -- no teacher may take a student out of another teacher's class. Please do not ask a teacher/substitute for this privilege.

Students must report directly to the destination indicated on the pass.

The guidance and administrative personnel may excuse students from any class at any time, if the word "immediately" is written on the pass. Otherwise, the student should be excused at a convenient time whereby he/she will miss as little classroom work as possible.

NO student will be issued a permanent pass. This should be taken care of by a change of program in the Guidance Office.

NEVER should students write a pass for other students or themselves. The supervising teacher or staff member should fill in ALL information required.

FOOD AND DRINKS IN THE SCHOOL BUILDING

1. Drinks that are brought to school or purchased from a vending machine should only be kept in a sealed container such as a bottle with a cap, unopened can, or thermos. Fountain drinks or any drink kept in a non-sealed container must be consumed in the cafeteria or lobby area, are not allowed on carpeted surfaces, and should not be stored in student lockers.
2. Only water should be consumed in the carpeted hallways.
3. Snacks or food items purchased outside the school or purchased from a vending machine or from the school cafeteria should be consumed in the school cafeteria or lobby area.
4. It is at the discretion of the teacher as to what drink or food items may be consumed in the classroom. Students must follow the individual rules established by each classroom teacher.

ELECTRONIC EQUIPMENT

A) Digital Responsibility: Students should be aware that anything that is sent electronically including pictures and videos can easily be spread to a large number of their peers and/or posted on the Internet. Before students hit send, they should think about the following: "Is this something I really want to share? How would I feel if I was the one receiving this message? Who will see it? How would my loved ones feel about seeing the post/text/video/picture that I send?" The use of electronic communication inappropriately can cause a disruption to the learning environment which is a violation of school rules.

B) In addition, students are not permitted to use electronic communication devices to record/store/send/transmit/post on social media, the spoken work or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) or any post with the intent to ridicule or harass another student/staff member any time while on school property or at a school-sponsored event. Videotaping, photographing or audio recording of staff or students without prior administrative authorization is strictly prohibited. A violation of these rules could result in an immediate suspension per administrative discretion.

C) Laser pointers are not permitted at Knightstown High School. Other electronic equipment, including, but not limited to, portable TV's, DVD players, laptop computers, electronic toys, hand-held video games, cellular telephones, personal music devices, and cameras, are not deemed necessary learning tools at Knightstown High School unless specified in an Individual Education Plan (IEP) or other learning plan. Students may use this electronic equipment at school until the beginning of first period, during passing periods, during lunch, and after last period. Students should not make any phone calls on their electronic devices during school hours (8:15am-3:00pm) except during their lunch period or with permission, while in the main office. This electronic equipment must be completely powered off during classes unless an individual teacher authorizes the use of such equipment to enhance the learning environment. Violation of this policy will result in school assigned discipline as follows:

1st offense = Warning in INOW (unless administration decides a Friday School is necessary)

2nd offense = Friday School

3rd offense = Friday School

4th offense = Friday School / Possible 3 Day Suspension

5th offense = 3 Day Suspension

** The confiscated devices will be returned to the student at the end of the day upon the first and second offense. The confiscated devices will be returned to the parent/guardian on the third or any subsequent offense.*

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation", a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

See Board Policy 5136.

DRESS FOR SCHOOL OR SCHOOL FUNCTIONS

A relationship exists between appropriate dress habits and proper school behavior. Any type of attire or appearance which attracts undue attention to the wearer and thus causes a disruption to the school process is in poor taste and not acceptable. Students in violation of school standards regarding acceptable dress will receive a misconduct. Any classroom absence incurred by the student will be unexcused.

STUDENTS: Use common sense in your dress.

1. The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate. Garments such as short skirts and shorts (defined as above finger-tip length when standing in a relaxed, natural posture), tank tops, tube tops, crop tops, see-through tops, and plunging neckline or visible cleavage are not permitted.
 - a. If a student wears leggings, yoga pants, or tights, then the student must also wear a shirt, blouse, or sweater that is at least finger-tip length when standing in a relaxed, natural posture.
 - b. NO tops that allow the abdominal area or an excessive amount of skin to be exposed on the shoulders or back area may be worn.
 - c. Pants should not have any **OPEN** holes or slits above finger-tip length when standing in a relaxed, natural posture.
2. Do not wear any head-wear such as hats, bandanas or sunglasses. This includes the time you enter the building until you leave the building.
3. No "sagging" is allowed. Students should not wear "low-riders", and pants must be worn above the hip bones.

4. Students will not be permitted to wear clothing which advertises the use of alcohol, drugs, or other substances which, if used by a minor, would be illegal. Additionally, clothing will not be permitted which advertises, promotes, or, via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school. This includes promoting violence, gang affiliation, racially or sexually offensive messages or references. ***NO apparel that is associated with gangs will be tolerated.***
5. Attire that may cause property damage or personal injury is not to be worn, for example, chains.
6. Appropriate footwear must be worn at all times. House slippers are not an appropriate form of footwear.

The administration reserves the right to make decisions when questions arise concerning appropriate dress or appearance.

TOBACCO

Students should not have in their possession tobacco, vaping products or any look alike products and/or smoking/vaping paraphernalia or vessel used to carry such substance in any form on school property, including school buildings or grounds, on school transportation vehicles, or at any school activity, home or away, violations are punishable as follows:

POSSESSION BY STUDENTS:

- 1st offense** - Three (3) day suspension
- 2nd offense** - Five (5) day suspension
- 3rd offense** - Ten (10) day suspension and due process for expulsion

USE BY STUDENTS:

- 1st offense** - Five (5) day suspension
- 2nd offense** - Ten (10) day suspension and due process for expulsion

Attempting to distribute a tobacco product may result in up to a 10-day suspension and a recommendation for expulsion.

ILLEGAL SUBSTANCES

Abuse of over the counter (OTC) drugs or substances that are not on the controlled substance list is strictly prohibited.

No illegal drugs, alcohol, tobacco, or any other intoxicating substance is allowed on school grounds or at a school function.

CAFETERIA

All students must remain at school for lunch.

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Also, an ala carte lunch is available. Extra food choices may be purchased as students go through the line the first time.

By observing the following rules, students can do their part in helping to keep the cafeteria clean, attractive, and a pleasant place to eat:

1. Do not throw food or anything else.
2. Keep the lines orderly; do not cut in line.

3. Empty all trash from trays into the waste containers. Return trays and silverware to the receiving window.
4. Keep tables, chairs, and floors clean by picking up after yourself.
5. Refrain from making loud noises.
6. Students are prohibited from removing any opened food or non-resealable drink from the cafeteria.

LUNCH MONEY ACCOUNTS / PROCEDURES

Students must deposit money into their lunch account by 10:30am each morning to guarantee that the money will be available on that day. Any money that is deposited after 10:30am will not be available until the following day. Students should deposit money into the lockbox located in the guidance office

SCHOOL BUSES

School bus drivers are to have control of all school children between the home of the children and the building. The driver shall keep order, maintain discipline among the children in a civil manner, and see that no child is imposed upon or mistreated while in their charge. School bus drivers shall assure that the following regulations are observed by all student passengers.

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the driver.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The student should be waiting at this boarding station when the school bus arrives. In case of an emergency causing late arrival by the student at this station, the bus driver shall use their discretion in waiting for the student, as the driver is responsible for maintaining the bus schedule and cannot wait for students.
8. If a student/students are not at their designated boarding station for three consecutive days, the bus will not stop there until the driver is notified by the family that there will be someone to pick up at that stop.
9. The bus driver may exclude a student for only one (1) day. For just cause, and upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student.
10. Students are to obey the driver and report promptly to school officials when requested to do so by the bus driver.
11. Tobacco or drugs are not allowed on a bus.
12. Students may have beverages or food items on a bus only with the bus driver's permission.
13. There shall be NO TALKING when a bus is near a railroad crossing.
14. Only enrolled students will be transported to and from school, from their designated loading and unloading locations.

STUDENT DRIVING

The responsibility for students driving to and from school rests with the students and parents. Driving to school is a privilege. If a student wants to retain that privilege, he/she must adhere to the following student driver rules:

Students must register their vehicle and purchase a parking tag in the front office during the first week of school. The parking tag must be displayed on the windshield and be visible at all times. Students will receive a tag, free of charge, upon completion of the registration paperwork and vehicle registration must be renewed if the student uses a different vehicle than the original one registered.

1. Students are expected to have a valid Indiana driver's license.
2. 10 M.P.H. speed limit on all school property.
3. Reckless driving is not permitted.
4. Students must park properly in a designated area and school-issued parking tags must hang on the windshield of the registered vehicle. Students must exit in compliance with established procedures.
5. Knightstown Community Senior High School provides parking but assumes no responsibility for damage and/or theft.
6. Students are asked to lock their car doors.
7. The parking lot is off limits to all students during the school day.
8. Cars are not to be used during school hours without office permission.
9. Students must yield right of way to school buses at all times. Cars are not to cut in between buses.
10. Students must leave their automobiles and enter the school immediately after arriving to school.
11. Any person riding in a vehicle is required to wear a seat belt.
12. Students must adhere to the Graduated Driver License Law (GDL Law) for teen drivers. Further information is available at www.in.gov/ruletheroad/2336.htm
13. Any violation of these driving rules may result in forfeiture of a student's privilege to drive on school grounds.
14. Student athletes parking for practice or an athletic event, must not park in the first row of available parking spaces.

DRIVER'S LICENSE/PERMIT DENIAL OR INVALIDATION

State law states that a student under the age of 18 may be denied issuance of a driving permit and/or license as a result of school discipline or attendance violations. (See [IC 9-24-2](#)). A student who already has a license may have his/her license invalidated. The school may legally report to the Bureau of Motor Vehicles, expulsions, suspensions, and trancies. These violations are some examples of school-related problems that may cause the above actions concerning driving permits and licenses.

STUDENT PICK-UP/DROP -OFF

The proper location for student pick up and drop off, to and from school, is the east end of the building.

SOLICITATIONS

Non-school organizations or individuals are not allowed to advertise, sell or solicit on school premises without special permission of the principal.

LANGUAGE

There is no place in Knightstown Community Senior High School for obscenities to be used in the halls or classrooms or on school property. Students who persist in such behavior will be disciplined by teachers and the administration.

SEARCH AND SEIZURE

Under School Board Policy 5771, the principal or his/her designee may search the person of a student at school or during a school activity if the principal or his/her designee has a reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student such as a purse, briefcase, book bag, wallet, music case.
3. A "pat down" of the exterior of the student's clothing. Searches of the person of a student, which require removal of clothing other than a coat, jacket, shoes, or socks, shall be referred to a law enforcement officer.

School facilities such as lockers and desks are school property provided for student use subject to the right of the school to enter the facility as needed and inspect all items within. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

The principal or his/her designee may arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. School administration may use specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

DISCIPLINE PROCEDURES

The Board of School Trustees of the C.A. Beard Memorial School Corporation has provided a procedure for the handling of student suspension, expulsions, and exclusions from school. The basic premise of the policy is fairness.

DISCIPLINE

Discipline is cumulative the entire school year and is treated as such.

- A. The discipline code is in effect from the time a student leaves for school in the morning until he/she arrives home in the evening. Suspension, expulsion, and student discipline and/or circumstances are covered under IC 20-33-8-14.
- B. A teacher may suspend a student from his/her classroom or activity for a period of five (5) days.
- C. A principal may suspend a student from school for a period not to exceed ten (10) days. Within twenty-four hours, or such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student's parents describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the actions taken. A student may be suspended from school before the principal recommends that the student be expelled.
- D. In the event the principal decides to recommend expulsion, he/she must file these recommendations by the end of the ten (10) day period in writing to the superintendent of schools and mail a copy of the written recommendation to the student and parents by certified mail.
- E. If the superintendent determines there are reasonable grounds, he/she shall within twenty-four hours after the written recommendations are filed in the office, appoint a hearing examiner.

- F. Following the hearing, a recommendation by the examiner will be made to the Superintendent of Schools. The superintendent may accept, change, or revoke the recommendation, but may not invoke a penalty more severe than recommended. This determination shall be mailed promptly to the student and parents.
- G. At any level of the process, the hearing can be waived if both the student and parents sign the waiver of hearing.

DETENTIONS

Students will be assigned to detention by teachers and administrators for excessive tardies, minor rule infractions, to make up class work missed when absent, or failure to complete class work or homework. Students are expected to report to detention on time with school work. Detentions will be assigned for a specific day with at least a two (2)-day advance notice. Students are expected to serve on the day assigned unless excused prior to that date, or absent from school. If there is a conflict with school activity or work, the student may reschedule three after-school detentions per semester, if the student and parent or school sponsor get approval from the assistant principal prior to the day detention is to be served. Anyone missing an assigned detention that is unexcused will be assigned to attend a Friday School session.

Detentions are assigned as an alternative to school suspension. In addition, detentions will be assigned a maximum of 8 times per semester.

Monday:	None
Tuesday & Thursday:	AM 7:30-8:10 PM 3:05-3:45
Wednesday:	None
Friday:	PM 3:05-3:45

FRIDAY SCHOOL SESSIONS

There will be special Friday School sessions held at the high school throughout the school year. Students who persist in ignoring school rules and attendance policies may be assigned to Friday School sessions. These sessions will be held on Friday from 3:15 p.m. to 6:15 p.m. Friday School sessions will be assigned by the principal or assistant principal. "Rules of the Room" will be read and the Friday School supervisor has the authority to enforce these rules. The Friday School supervisor will have the basic authority to assign a student to an additional Friday School session if a student misbehaves during Friday School. In addition, the Friday School supervisor may expel a student from a Friday School session for misbehavior and/or recommend school suspension or expulsion for the student to the principal.

Friday Schools are assigned as an alternative to school suspension. In addition, Friday Schools will be assigned a maximum of 5 times per semester.

Tardies and absences from Friday School will be dealt with by one of the following:

- 1. **First Offense:** Assigned to an additional Friday School
- 2. **Second Offense:** Assigned to 3 days of In School Suspension
- 3. **Third Offense:** Assigned to 3 days in the Out of School Suspension Program

- 1. Excused absence from Friday School:

Excused absences from Friday School shall include illness, attendance at a funeral, serious illness of another family member, or emergency circumstances totally beyond the control of the student and/or parent. A parent's note or telephone call to 345-5153 must be received by the principal, assistant principal or school secretary by 3:00 p.m. on that Friday. The missed

Friday School session will be reassigned with no added penalty. Excessive rescheduling will be addressed on an individual basis.

2. Tardies to Friday School:
Students are expected to be on time. Students who report late will not be admitted and will be charged with a failure to attend Friday School.

HENRY COUNTY OUT-OF-SCHOOL SUSPENSION PROGRAM (OSSP)

Certain violations or reported violations determined by principal/assistant principal will result in being assigned to OSSP.

This OSSP has been planned and organized with the cooperation of the Juvenile Courts and Henry County Community Corrections so that students, whose actions warrant suspension from school, will be involved in meaningful and educational activities during the time of suspension.

These procedures involve the parent and the student in the suspension process.

1. Upon your student's suspension, you, the parent, will be called and given the reason(s) for the suspension. You will be instructed to take your student to the Henry Juvenile Court located on the third floor of the Henry County Justice Center, 1215 Race Street, New Castle, IN 47362, at 8:00 a.m. generally on the next school day.
2. The Henry County Community Corrections (HCCC) OSSP staff will transport the student following court to HCCC located at 1001 Van Nuys Road, New Castle. If attending additional days, the student must be at HCCC between 8:15 a.m. and 8:30 a.m. each morning. No early drop-offs will be permitted.
3. On each day of suspension, the parent is to deliver the student to a location designated by the Court, at which time, the parent must sign in the student.
4. Students should dress appropriately for outside community service projects.
5. Cell phones, MP3 players, iPods, or similar devices are not to be brought to OSSP.
6. During each day of suspension, the student may bring a sack lunch and drink. No other food or beverage is to be brought in. If the student does not bring lunch, a sack lunch will be provided.
7. At the end of each day of suspension, the parent is to pick up the student and sign them out for the day by 3:45 p.m., Monday through Thursday. On Friday's, students should be picked up by 3:00 p.m.
8. The student and the school will be expected to obtain all needed assignments; the student should bring all books and materials needed to complete assignments. The student will work to complete the assignments and will turn in all assignments in a sealed packet to the proper administrator upon returning to school. Full-credit will be awarded for completed assignments.
9. During the suspension, the student shall not be permitted to attend any school activities or be on any school grounds.
10. The Court will not review the reasons for suspension or expulsion. Failure to comply with the suspension policy will be handled by the Juvenile Court which may include a finding of contempt of court.
11. The student will not be allowed to return to school until all suspension days have been successfully served at which time the Court's record of the suspension shall be expunged.
12. Parents may call HCCC at (765) 593-0425 if they have any additional questions or need further clarification.

*** If the student has driving privileges to school, the student may provide own transportation to and from site after day one of a multiple-day suspension.

STUDENT CONDUCT CONSTITUTING GROUNDS FOR EXPULSION OR SUSPENSION

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision including, but not limited to:
 - a. occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. setting fire to or substantially damaging any school building or property.
 - d. possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
 - e. prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - f. continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground of expulsion where such conduct is a constitutionally protected exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school or personal property of substantial value, or repeatedly damaging or stealing school or personal property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Fighting, hitting another person or intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Threatening or intimidating any student or school official.
6. Threatening or intimidating any student or school official for the purpose of, or with the intent of obtaining money or anything of value from a student will result in expulsion.
7. Knowingly possessing, handling or transmitting a knife or any other object that can reasonably be considered a weapon.
8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, an intoxicant of any kind, or any item that looks like or is represented to be any of the foregoing items. Use of a drug authorized by medical prescription from a physician is not a violation of this subdivision.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes 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.

12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted.

EXPULSION AND WAIVER PROCEDURES FOR FIRST TIME OFFENSE

The principal or his/her designee may recommend expulsion for a student's first-time drug or alcohol-related offense or may decide to offer a waiver. This is the expulsion waiver procedure:

- A. Principal or Assistant Principal informs parent of decision to offer a waiver after the initial investigation of the incident.
- B. Principal or Assistant Principal fills out a Waiver of Due Process Rights.
- C. Parents and student will meet with the principal/assistant principal for explanation and presentation of the waiver program.
- D. The parents and student will have two school days to make a decision about whether to accept (sign) the waiver contract, or go to the due process hearing.
- E. If the parents and the student decide to reject (not sign) the waiver contract, the principal or designee will immediately file papers for recommendation for expulsion.
- F. If at any time the student fails to satisfactorily fulfill his/her responsibility to the waiver program, the assistant principal, principal, or designee will institute steps to expel the student from school.

RETURN FROM EXPULSION OR SUSPENSION

When a student returns from a suspension or expulsion, the school counselor, disciplinarian, or other staff member will review with the student the school's expectations for positive behavior, rules, and routines. If the student received a suspension or an expulsion for an incident involving other students or staff, time will be set aside to implement strategies to restore relationships with those individuals.

When a student is set to return from an expulsion, school administrators must attend a transition meeting, which should include the student and parents/guardians to discuss the student's return and prepare for a successful transition. After a student returns from an expulsion, principals should schedule and complete check-in meetings with the student, parents/guardians, and staff members to monitor his/her transition and ensure successful reintegration into the school community.

Anytime a student is removed from the learning environment, he or she should be welcomed back without judgment and given the supportive services necessary for transition back into the school community and, ultimately, social and academic success..

DISCIPLINE FOR STUDENTS WITH DISABILITIES

A student with disabilities is subject to procedural safeguards under state and federal law that may prevent suspending or expelling a student for more than 10 school days in one school year, unless the conduct is found not to be caused by or to have a direct and substantial relationship to the student's disability. KHS will follow all applicable procedural safeguards under the law for students with disabilities.

SECTION IV: GENERAL INFORMATION

MOMENT OF SILENCE

In order that the right of each student to the free exercise of religion is guaranteed 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, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of 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.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior. Building principals may establish procedures to implement this policy.

DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE

- **DISPLAY OF THE UNITED STATES FLAG**

The United States flag shall be displayed in each classroom of every school in the school corporation.

- **PLEDGE OF ALLEGIANCE**

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

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

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior. Building principals may establish procedures to implement this policy.

DAILY ANNOUNCEMENTS

Any student requesting an announcement must pick up a request form in the office, write the announcement, and have it approved by office personnel. Personal announcements will not be made.

FIRE DRILL INSTRUCTIONS

Teachers will instruct each class regarding proper exit from their rooms. Evacuation directions are posted in each room. Students should follow the directions as posted and the instructions of their teachers by leaving the building quickly and quietly.

TORNADO DRILL PROCEDURES

A signal for a tornado warning/drill will be given by an automatic sound or by an announcement over the P.A. System. When the signal is heard, each teacher will ready his/her pupils. Students will go directly to their assigned areas without conversation. Students should follow the directions as posted and the instructions of their teachers.

LOCKERS

Each student will be assigned a locker at the beginning of the school year. The lockers are the property of Knightstown Community Senior High School and are subject to inspection by authorized school personnel. It will be the student's responsibility to keep the locker clean and in order. A fee may be assessed for improper care of lockers. Students are to use only lockers assigned to them. Students are to keep lockers locked at all times with the combination locks that are built into the lockers. If a student has difficulty with a locker, he/she should contact the office for assistance. Money or items of value should not be left in lockers. The Charles A. Beard School Corporation and Knightstown Community Senior High School are not responsible for any lost or stolen items. Gym lockers are assigned by the physical education teachers. Team lockers are assigned by the coaches.

A copy of the school's locker inspection policy is located in Section VII under Due Process.

SCHOOL CLOSING OR DELAYS

Listen to New Castle radio WMDH (102.5 FM), Indianapolis WIBC (1070 AM), and Rushville WRKR (94.3 FM). These radio stations will normally carry our school closing/delay announcements. Cablevision, Channel 3 Knightstown; Channel 6, 8, and 13 Indianapolis will carry announcements during their news periods. School closing information or delays are also posted on the Charles A. Beard school corporation's website at www.cabeard.k12.in.us.

SCHOOL SONG ~ Tune of Illinois Loyalty

We're loyal to you, Knightstown High
We're loyal to you, Knightstown High
We'll back you to stand
You're the best in the land
For we know you will stand Knightstown High
Rah! Rah!
So come to the floor, Knightstown High
And win as of yore, Knightstown High
Our team is our fame protector, On boys
For we expect a victory from you,
Knightstown High
Rah! Rah!

TELEPHONE

The office telephones are for faculty and administration use only. These phones are available for student use only in emergency cases, and official school business.

Students will be called to the office in case of emergency; otherwise, a message will be taken to the student.

- Parents are encouraged to relay messages to your son/daughter when at home.

- If an emergency occurs and you must get a message to your son/daughter, please call (765) 345-5153.

ANTI-DISCRIMINATION/HARASSMENT

Charles A. Beard Memorial School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website, www.cabeard.k12.in.us.

Coordinators of non-discrimination and anti-harassment:

<i>Title</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>	<i>Forms of Discrimination & Harassment Addressed</i>
<i>Section 504 Coordinator</i>	Steve Wherry and Maggie Schwartzkopf	765-345-5153	swerry@cabeard.k12.in.us mschwartzkopf@cabeard.k12.in.us	Disability
<i>Title VI Coordinator</i>	Steve Wherry	765-345-5153	swerry@cabeard.k12.in.us	Race, color, national origin
<i>Title IX Coordinator</i>	Steve Wherry	765-345-5153	swerry@cabeard.k12.in.us	Sex, including sexual harassment/sexual assault, gender discrimination, and discrimination for sexual stereotype nonconformity
<i>Non-discrimination Coordinator</i>	Steve Wherry	765-345-5153	swerry@cabeard.k12.in.us	All other forms

STUDENTS WITH DISABILITIES/SPECIAL EDUCATION

It is the responsibility and intent of the C.A. Beard School Corporation to provide a free and appropriate public education to each qualified student regardless of the nature or severity of any disabilities he or she may have.

If a parent, a student, or a teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an individual educational evaluation under IDEA (for special education) or to determine eligibility under Section 504. To refer a student for an educational evaluation, contact the school counselor. As an alternative, a parent or teacher may request that the instructional support team in the student's school be convened to address any specific difficulties that the student may be experiencing. However, the instructional support team cannot make determinations regarding IDEA or Section 504 and is not a legal replacement for the Case Conference.

HOMELESS STUDENTS

Children who meet the legal definition of a "homeless" student (under the McKinney-Vento Act) will not be denied enrollment based on a lack of proof of residency and will be provided a free appropriate public education in the same manner as all other students of the District. Questions about enrollment of a student who may be considered homeless should be directed to: John Boyer, homeless student liaison.

STUDENT RECORDS AND PRIVACY

Student records maintained by the C. A. Beard School Corporation are governed by laws including the Family Education Rights and Privacy Act (FERPA). These laws provide parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School Corporation receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect.
2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School Corporation to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as a software service provider, an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.

DIRECTORY INFORMATION

The C.A. Beard School Corporation designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, student work displayed at the discretion of the teacher with no grade displayed.

The corporation may disclose any of those items without prior written consent, unless the parents notify the school district in writing by the end of the first week of the school year that they do not want certain designated directory information released without prior consent. Federal law requires public school districts, upon request, to release the name, address and telephone number of high school students to military recruiters unless a parent expressly informs the school in writing by the end of the first week of the school year not to include this contact information (name, address or phone) in the lists that are released to military recruiters.

PROTECTION OF PUPIL RIGHTS AMENDMENT (20 U.S.C. § 1232h)

The school must notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one of these areas:

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfer from parents to any student who is 18 or older or an emancipated minor under State law

RESTRAINT OR SECLUSION OF STUDENTS

The C.A. Beard School Corporation has in place a plan for using restraint or seclusion to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations. A copy of this plan is available in the main office and online at www.cabeard.k12.in.us.

PARENTAL INVOLVEMENT

The school encourages parents to get involved with the school and their children's education. Parents will be involved in the planning, review, and improvement of the School Corporation's Title I programs, and timely responses will be given to parental questions, concerns, and recommendations. Information concerning school performance profiles and their child's individual performance will be communicated to parents.

RELIGIOUS EXPRESSION

Student Expression of Religious Viewpoints

The school shall treat a student's voluntary expression of a religious viewpoint, on an otherwise permissible subject in the same manner the school treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and will not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject. Students may express the students' beliefs about religion in homework, artwork, and other written

and oral assignments free from discrimination based on the religious content of the students' submission. Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school.

Freedom to Organize Religious Groups and Activities

Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during, and after school to the same extent that students are permitted to organize other non-curricular student activities and groups. Religious groups will be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination based on the religious content of the group's expression. School authorities may disclaim sponsorship of non-curricular groups and events.

Prayer

Each student has an absolute right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

ASBESTOS

An asbestos management plan for the school building is on file in the main office and is available for review by the public.

SECTION V: STUDENT GROUPS AND EVENTS

CLUBS AND ORGANIZATIONS

A. PHILOSOPHY OF CLUB PROGRAM

1. A club must be of service to the school and student body.
2. A club must have worthwhile purpose and a well-planned program.
3. A club must be organized with the intent of aiding students to become better citizens.

B. BASIC REQUIREMENTS

1. It must give equal opportunity for participation to all students who are eligible.
2. It must have a written constitution.
3. It must have a name that is appropriate and descriptive.
4. It may have awards that are approved by the principal.
5. It must have a sponsor (s) and all activities must be approved and attended by the sponsor(s).
6. It should follow a regular plan of conducting meetings.

C. CLASS OFFICERS FORMAT AND QUALIFICATIONS

1. Sponsors will meet with class members to explain the format and expectations.
2. A student interested in running for class office must have his/her eligibility checked and obtain a petition from the class sponsor. The petition will:
 - a. Specify office for which student is applying
 - b. Require 3 teacher signatures
 - c. Require 10 classmate signatures
 - d. Require parent signature
3. The petition will be returned within 1 week of the initial meeting at which time a primary ballot will be prepared. Students are encouraged to campaign in any acceptable manner.
4. Presidential candidates will be expected to deliver a speech to their respective classes.
5. Elections will be conducted within 2 weeks after the initial meeting. The election shall be by written ballots. Only those students wishing to vote will do so. Ballots shall be brought to the office where the official tally shall be made by the class sponsors. In all cases, one vote per student is allowed. The candidate receiving the most votes shall be declared the winner in each election.

D. QUALIFICATIONS FOR OFFICERS

The nominations of qualified, concerned candidates for office is naturally important. The election procedure is serious business and at no time should students let it deteriorate into a farce or an undesirable popularity contest. All candidates and officers will meet the following minimum standards:

- a. Have a "C" or better average in the previous semester.
- b. Must maintain a "C" or better average in semester grades after election.
- c. Show those qualities of leadership necessary for the office they are seeking.
- d. Serve as citizens worthy of responsibility.
- e. Solemnly pledge to fulfill the delegated duties of the elected office.
- f. For class elections, a student must be a member of the classes' school cohort.

It will be the responsibility of the sponsor in charge of the club, class or organization to see that the above criteria for qualifications are met by each student candidate before that candidate is designated eligible for election. Individual clubs and/or organizations may require higher standards. Officers may be removed from office for not maintaining the qualifications to be an officer.

The above statement, "Qualifications for Officers," is to be read to all students participating in nominations before any nomination procedure takes place.

E. LENGTH OF OFFICE

All class officers, organization officers, and student council officers shall serve until after the next election. This means that officers do not necessarily terminate in June, but carry over to September if fall elections are held.

F. FILLING VACANT OFFICES

- A. Presidential opening: The vice president will assume that office immediately and function in that capacity for the remainder of the year.
- B. If any other office becomes vacancy, a general election will be held to fill that office. Any present office holder, including student council members, may run for a vacant office by resigning the present position held. Subsequently, that office vacant will be filled as soon as an election can be held.

DANCES AND OTHER SOCIAL EVENTS

A. PERMISSION

Permission for extracurricular events must be cleared through the faculty sponsor and approved by the principal through the Athletic Director's office.

B. SCHEDULING

All events, parties, dances, and meetings will be scheduled on the school calendar with the Head Administrative Assistant to avoid conflicts with other activities.

C. POSTPONEMENT

In the event of adverse weather conditions or other just causes, social events may be postponed or dropped completely at the discretion of the administration and sponsors.

D. FACILITIES

When permission is given to any class or school organization to hold a school function, a facility application must be completed. The form is available from the office secretary.

E. SUPERVISION

No function may be held unless properly chaperoned by faculty members (and parents) who shall have the same authority as teachers have in the classroom. Organizations will provide the chaperones. Activities with fifty (50) or more in attendance will have no less than four (4) chaperones and more if deemed necessary.

F. USE OF BUILDING

Groups who have social activities are responsible for seeing that the place is clean and orderly when the group leaves.

G. GUESTS

- a. Dances are for students who are currently enrolled in Knightstown Community Senior High only. Only guests under the age of 21 and at least a freshman in high school are permitted.
- b. The number of guests for each student is limited to one.
- c. Any student wishing to bring a guest must accompany that person throughout the evening at the dance.
- d. No one may leave the dance or building and return later. All students attending a dance will sign in and out indicating time of arrival and departure.
- e. The administration reserves the right to deny entrance or remove from the dance at any time anyone who is dressed inappropriately, violates smoking or drinking regulations, displays improper conduct, or was not in attendance during the school day.
- f. A student who has been suspended from school must be in attendance one full school day before being eligible to participate in any school-sponsored event.

H. PROM

All students are expected to be dressed in formal clothing; suits, tuxes, or formal dresses. Students should wear proper footwear (no tennis shoes or flip-flops) and only headgear that fits in accordance with the outfit is allowed.

FUNDRAISING SALES

All items being sold in the building must be cleared through the Athletic Director's office. Never is anything to be sold for a personal profit. KCSHS will not permit the sale of candy during the school day. Candy sold or being eaten will be confiscated. We encourage "order taking" kinds of fundraisers, but never so it disrupts any classroom. Only sponsors should approach staff members about purchasing fundraising items.

THE "BE'S" TO SUCCESS AT KCSHS

- 1. Be At School.
- 2. Be On Time.
- 3. Be Prepared.
- 4. Be On Task.
- 5. Be Honest.
- 6. Be Respectful.

SECTION VI: DISTRICT PROVIDED ACCESS TO ELECTRONICS POLICY

INTERNET ACCEPTABLE USE POLICY

Students utilizing District-provided Internet access must first complete Form 7540.03 F1, including parental permission, and must have the permission of and be supervised by the Charles A. Beard Memorial School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as user's students' use must be in support of and consistent with the educational objectives of the Charles A. Beard Memorial School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may preview files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- A. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- B. to transmit obscene, abusive, or sexually explicit languages;
- C. to violate any local, state, or federal statute;
- D. to vandalize, damage, or disable the property of another individual or organization;
- E. to access another individual's materials, information, or files without permission;
- F. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Charles A. Beard Memorial School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including—but not limited to—losses of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; not for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet

access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a students' parent or guardian would be liable.

The district's intent is to make Internet access available in order to further educational goals and objectives, and the Corporation utilizes technical systems to regulate students' internet access. However, the technical systems cannot guarantee compliance with the Corporation's acceptable use policy and students may find ways to access other materials as well. The District believes that benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Toward that end, the District's complete Internet policy and procedures are available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

SECTION VII: ATHLETICS

Charles A. Beard Schools CODE OF CONDUCT FOR ATHLETES

ATTENDANCE POLICY

Students are expected to comply with Indiana State Law (IC 20-33) regarding attendance. Every student will be required to be in school in each class every day. Students must be in attendance at least 4 class periods of a school day in order to attend and/or participate in any extra-curricular activity. When a student misses more than half ($\frac{1}{2}$) the class period, the student will be recorded as absent from the class.

The Inter-Scholastic Program is under the direction of the IHSAA. Rules and Regulations governing play are in the office of the Principal. To be eligible to participate in the Inter-Scholastic Program, a student must be passing in five (5) full time subjects and have a parental and medical certificate on file.

School Philosophy

Participation in school athletics is a privilege which carries with it varying degrees of honor, responsibility, and sacrifice. Realizing that the athletes represent the school and student body, it is the duty of the student athletes to behave in a manner becoming to themselves, their families, the student body, and the school community.

The following are not in accordance with this code of conduct:

1. The possession, consumption, or transportation of alcoholic beverages, and/or tobacco, the possession or use of any controlled substance (drugs) as defined by the Indiana Uniform Controlled Substance Act.

2. Being arrested and/or charged with theft or any other act constituting a crime as defined in the Indiana Penal Code.
3. Committing acts of vandalism.

ATHLETES WHO ARE ARRESTED AND CHARGED WITH A CRIME WILL BE SUSPENDED FROM PARTICIPATION.

In summary, the student athlete is expected to show conduct in a manner befitting the outstanding pride that has become a tradition in the Charles A. Beard Schools.

IHSAA BY-LAWS

The following policy is in line with the Indiana High School Athletic Association By-Laws:

"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." NOTE: IT IS RECOGNIZED THAT PRINCIPALS, BY THE ADMINISTRATIVE AUTHORITY VESTED IN THEM BY THEIR SCHOOL CORPORATION, MAY EXCLUDE SUCH CONTESTANTS FROM REPRESENTING THEIR SCHOOL. (Rule 8, Section 1)

For Training Purposes-Training for all athletic teams shall include all seasons (summer, fall, winter, and spring). There is no separation between in and out of season (365 days per year).

COMMUNICATION

Athletes and parents are required each year or season to attend an informational meeting or sign a form stating that they understand the student/athletic handbook. Athletes are ineligible to participate in events if this requirement is not met.

When a concern arises with your son/daughter, this is the procedure we support:

- 1) Have your son/daughter speak directly to his/her immediate coach at an appropriate time when the coach is not coaching or teaching.
- 2) If a concern still exists, you as a parent should set up a meeting with the coach(es) who directly work with your child. This should be set up ahead of time with an appointment. Attempting to talk to a coach before or after an athletic event is NOT considered an appropriate time, and the athletic office does not expect our coaches to participate in a meeting with a parent during these times. Confrontations after an event are unproductive and unacceptable. Talk to coaches at the right time, which is scheduled in advance.
- 3) If a concern still exists after steps 1 & 2, contact the athletic director. Again, schedule an appointment to ensure availability. The athlete, coach, parent(s), and athletic director will meet to resolve the situation.

SUBSTANCE ABUSE POLICY STANDARDS

1. The use, possession, sale or transfer of any controlled substance, such as narcotics, hallucinogenic drugs, amphetamines, barbiturates, steroids, or mood altering drugs, except under the care of a physician, is forbidden (Marijuana and look-alikes, drug paraphernalia and improper use of inhalants such as model glue and correction fluid is included and are referred to as drugs hereafter).
2. The use, possession, sale or transfer of any intoxicants, including all alcoholic beverages, is forbidden (referred to as alcohol hereafter).
3. The use, possession, sale or transfer of any tobacco products, such as cigarettes, cigars, chewing tobacco, snuff, etc., is forbidden (referred to as tobacco hereafter).

SERIOUS VIOLATIONS

Smoking, drinking, drug use, felony, misdemeanor, or a violation of any item in the student handbook that might be considered a felony or misdemeanor may result in an immediate suspension. A review of the details of the incident will be investigated by the coach, athletic director, assistant principal, and principal. A confirmed violation of the above rules will result in the following MINIMAL discipline procedures:

1. **First Confirmed Violation**
 - a. The athlete will not be allowed to participate in the first 33% of the contests for the next sport season the athlete participates.
 - b. In calculating the number of contests to be missed, any fraction of a contest is to be counted and the next highest number used.
 - c. If the violation occurs during a season the athlete is participating and the 33% suspension goes beyond the season, the suspension shall be completed the next year. If the athlete is a senior, he/she will no longer be considered in good standing in the sport and shall forfeit any awards due him/her that year.
 - d. A student athlete may be considered in violation if he/she is in attendance where drugs and/or alcohol are in the possession of other persons present.
 - e. The suspended athlete is expected to continue to practice at the coach's discretion. Should the athlete decide to discontinue his/her participation for the season and time still remains on the suspension, he/she will remain an athlete not in good standing for the season in question until the full 33% suspension is served.
 - f. If the violation involved drugs or alcohol, the athlete is strongly encouraged to undergo an immediate evaluation process to determine if a problem exists and to determine if further steps need to be taken.
2. **Second Confirmed Violation**
 - a. The athlete will not be permitted to participate in any sport for a minimum of one calendar year starting from the date of the violation.
 - b. To return to good standing, the athlete must undergo an immediate evaluation to determine the severity of his/her problem, successfully complete any rehabilitation as determined by the result of the evaluation; submit to a drug test at his/her expense just prior to the first day of practice for the athlete (the date will be determined by school officials), and be subject to random drug tests at the school's expense for the remainder of the athlete's eligibility.
3. **Third Confirmed Violation**
 - a. The athlete will be permanently suspended from athletics and is strongly encouraged to seek further professional help.
 - b. If the athlete has voluntarily come forward previously or has committed a confirmed violation, this admission will be treated as a confirmed violation and the athlete is subject to further sanctions as outlined above.
 - c. When an athlete has been permanently suspended, the athlete's eligibility can be reviewed by the Athletic Council every 365 days upon a request for a review by the athlete or athlete's guardian.
4. **Voluntary Admission of Guilt**
 - a. If the athlete has committed no other violations prior to his admission of a problem, he/she will be suspended pending an evaluation. Following the evaluation, the athlete may return to competition but must successfully complete any program prescribed as a result of the evaluation.
 - b. If the athlete has voluntarily come forward previously or has committed a confirmed

violation, this admission will be treated as a confirmed violation and the athlete is subject to further sanctions as outlined above.

ADDITIONAL REQUIREMENTS – The head coach for each sport or team may have additional training rules and regulations and should expect athletes to meet reasonable standards. These guidelines should be properly distributed and discussed to all athletes in that sport at the first practice (even before, if possible). Enforcement of such rules is left up to the individual head coach.

REVIEW AND APPEAL OF ACTION FOR ATHLETE AND LEGAL GUARDIAN

- Step 1 Request hearing with Athletic Director and head coaches involved
- Step 2 Request hearing with Principal
- Step 3 Request hearing with Athletic Council

SUMMARY- This code applies to all students who are associated with the athletic programs in the Charles A. Beard Schools, and in particular Knightstown Community Senior High School. There are many other rules and regulations of the IHSAA that must also be strictly followed. A more detailed IHSAA handbook is on file in the athletic director's office and is available upon request.

ATHLETICS – BOYS AND GIRLS

The Athletic Program consists of team competition in the following sports:

<u>SPORTS</u>	<u>H.S.</u>			<u>SPORTS</u>	<u>J.H.</u>
Tennis	B-G	Soccer	B-G	Football	B
Cross Country	B-G	Baseball	B	Cross Country	B-G
Football	B	Softball	G	Volleyball	G
Volleyball	G	Track	B-G	Basketball	B-G
Golf	B-G	Wrestling	B	Track	B-G
Basketball	B-G			Wrestling	B
Cheerleading	G (IASP Sponsored)			Golf	B-G

RULE 18 - SCHOLARSHIP

C-18-1 ~ To be eligible scholastically, students must have received passing grades and earned credit at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or equivalent) that a student can take. Semester grades take precedence.

In conjunction with **Rule 18**, a student may only receive one "F" in order to maintain eligibility. If a student takes 7 courses, the student must pass 6 courses; If a student takes 6 courses, then the student must pass 5 courses; If a student takes only 5 courses, then the student must pass all 5 courses in order to meet the requirements of **Rule 18**.

ATHLETIC CONTEST ATTENDANCE PROCEDURE

The administration of Knightstown Community Senior High School feels that when students come to athletic contests, they should be prepared to stay in the area in which the contest is taking place. There will not be student pass-outs at any game. At halftime or between games, it is expected that there will be students moving to refreshment areas. However, a student is not to leave the building and is not to remain in the halls and refreshment areas when the contest has been resumed. You are there to see athletes participate and support them in a winning effort. Any problem that may arise during a contest that would necessitate your leaving and returning must be referred to an administrator. Otherwise, once you leave, you are not to return.

ATHLETIC TRANSPORTATION POLICY

All athletes are to ride to and from the away athletic events on the bus provided by the CABMSC. If there is a situation where the student athlete will not be able to ride the provided transportation

home from the event, there must be written notification to the Athletic Director no more than five (5) days and no less than three (3) days in advance of the date the athlete will not be

able to ride the provided transportation home from the event. If there is no written notification in advance, the athlete will have to ride the bus home with the team.

The CABMSC understands that there are circumstances where a student athlete may not be able to ride the bus home from an event because of an emergency. Those circumstances would include, but would not be limited to the following: injury at the event, illness at the event, injury to a family member, death of a family member. In those cases, communication with the coach or Athletic Director would be acceptable.

If these guidelines are not followed, the athlete will not be allowed to participate in the next event in that sport.

**C.A. BEARD MEMORIAL SCHOOL CORPORATION
Extracurricular Activities Drug Testing Program
Adopted December 16, 2008**

The Mission of Charles A. Beard Memorial School Corporation

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

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

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

Introduction

The effective date of this program is August 1, 2009. This program does not affect the current policies, practices, or rights of Charles A. Beard Memorial School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Charles A. Beard Memorial School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Reasonable Concern

Charles A. Beard Memorial School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Henry/Rush County, Indiana, indicate that education alone, as a preventative measure, is not effective in combating substance abuse. Statistics show that the mission of Charles A. Beard Memorial School Corporation has not been realized. Our commitment to maintaining the

extracurricular activities in Charles A. Beard Memorial School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program. However, a "positive" test is a violation of the Athletic Code of Conduct.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all Charles A. Beard Memorial School Corporation students in grades 7-12 who wish to participate in extracurricular activities that are listed in the current student handbook *and any other school sponsored extracurricular activities not listed.* It also includes any student who wishes to drive to school, from school or during school.

Legal Obligation

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Drug Education

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

Consent Form

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

Each extracurricular participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Charles A. Beard Memorial School Corporation.

Testing Procedure

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

Chain of Custody

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

Test Results

1. This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

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

Financial Responsibility

1. Under this policy, Charles A. Beard Memorial School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, *any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.*)
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality

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

Other Rules

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

Indiana Codes: Education

For access to Indiana Codes involving state laws involving education, please visit the following website:

<http://codes.lp.findlaw.com/incode/20>

Type in a "keyword" and click search to access your topic.

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