



## 2023-2024 Student Handbook

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## **Introduction**

This handbook was produced through the combined efforts of staff, parents, and students. We believe that input from each stakeholder is vital when developing policies and regulations needed to create a safe and productive learning environment. This handbook is updated annually and approved each year by the Board of Trustees. We encourage your continued involvement in this process. If you have questions or concerns, contact your principal.

This handbook is for you, the students of Forest Park Jr. Sr. High School, to explain student's rights, responsibilities, and consequences for misbehavior. Many questions may be answered by a careful reading of its pages. Do not expect to find guidelines and rules for all situations. Some decisions must be made about incidents which are not covered in this book. Your administrators will make these decisions in a fair manner.

## **Mission Statement**

Forest Park Jr. Sr. High School challenges all students to reach their full potential, will prepare them for successful futures, and will do so in a safe, caring, and respectful environment. It is "A Place Where Everybody is Somebody."

## **Forest Park Philosophy**

The philosophy of Forest Park Jr. Sr. High School is to focus on the academic, physical, social, and emotional development of all students. We believe the school, in conjunction with the family and community, should provide students a positive environment in which to learn and grow. We will work to instill into each student the idea that learning is a life-long process.

## **Equal Education Opportunity**

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the School or any staff person had discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer, Superintendent, 432 E 15<sup>th</sup> Street, Ferdinand, IN 47532.

## **Guidelines for Good Citizenship**

Citizenship is an important lesson gained from one's educational experience. While it does not appear as a subject, it underlies the whole educational structure. Students should maintain self-discipline during school hours and also in the hours prior to and going home from school.

Every student is expected to comply with the rules of the school, to obey the directions and be respectful of all staff, to be diligent in study, to be kind and considerate of schoolmates, and to keep lockers, desks, and rental materials clean and neat. In brief, every student is expected to practice self-discipline and to do what is right.

Every staff member has the authority to discipline and correct any student in the school, and at functions affiliated with the school. The staff is directly responsible for the discipline of students during school and school-related activities. Disobedience of a staff's request is absolutely unacceptable. If any student feels a request is unreasonable, he/she may later appeal to the principal.

### **DIGITAL CITIZENSHIP**

Students must follow the six conditions of being a good digital citizen:

- 1. RESPECT YOURSELF.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are degrading, pornographic, racist, or inappropriate.
- 2. PROTECT YOURSELF.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- 3. RESPECT OTHERS.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not abuse my rights of access and I will not abuse other people's private spaces or areas.
- 4. PROTECT OTHERS.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.
- 5. RESPECT INTELLECTUAL PROPERTY.** I will request permission to use resources. I will suitably cite any and all use

of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

**6. PROTECT INTELLECTUAL PROPERTY.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Students who fail to comply with proper cell phone and electronic device policies are at risk of disciplinary interventions that range from detention, suspension, financial responsibility of replacing the device, the loss of device privilege, expulsion or legal action if deemed appropriate by administration.

## **Electronic Device Policy**

An electronic device includes a device, smart watch, MP3, airpods, headphones and/or any other device for entertainment or communication purposes. Possession of a device is a privilege. Devices may be used only before school, during passing periods, the cafeteria during lunch, and after school. All other times, electronic devices must be placed in a secure location where they cannot be accessed. These locations will be determined by the teacher or supervising staff when in a classroom or other educational setting. Should a student need to make a phone call, the student should seek permission from the teacher. Airpods and headphones are never allowed in the classroom unless under the direction of a teacher.

Junior high students will keep their devices in their lockers throughout the instructional day. They may access them during passing periods and during lunch. Devices are not permitted in classroom settings.

Consequences of violations:

- 1st offense - The student's device is sent to the office. The student picks up the device after the final bell of the day. **Office will note the occurrence in Harmony.**
- 2nd offense - The student's device is sent to the office. The student picks up the device after the final bell of the day. **Office will note the occurrence in Harmony. Call home to parents.**
- 3rd offense - The student's device is sent to the office. The student picks up the phone at the end of the day and the student is assigned after School Detention (ASD). **Office will note the occurrence in Harmony. Call home to parents.**
- 4th offense and subsequent offenses. The student serves after school detention for 1 day. Additionally, for 3 days, the student is required to bring his/her cell phone to the office at the beginning of the day and pick it up at the end of the day. Students **MUST** bring the phone to the office, it can not be left at home.

During all assessment sessions Chromebooks, devices, smart watches, headphones and any other electronic device will be placed in a secure location determined by the teacher or supervising staff.

Students are prohibited from using devices to take pictures or videos of other students or staff and posting on social media without consent. Any inappropriate use of the device, including, but not limited to, inappropriate photographs, text messaging, recording or videotaping any incident at school will result in confiscation of the phone. Further consequences may include suspension, expulsion, loss of extra curricular activity opportunity and possible police referral. Disciplinary actions will depend on the severity of the incident. Failure of a student to comply with a faculty/staff request to turn over a device or electronic device may result in after school detention, in school detention, or Saturday School. If a student loses device privileges, and continues to use the device, the student will be subject to suspension or expulsion from school. If there is a dispute over the appropriateness of device usage, the administration will make a final determination of what is considered permissible or not permissible.

## **Graduation Policy**

The completion of Indiana Core 40 is an Indiana graduation requirement. Indiana Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce. It requires 41 credits to graduate. To graduate with less than Core 40, there is a formal opt-out process. If it is determined that the General diploma is appropriate, it will require a minimum of 40 credits.

A credit is granted in a class for successful completion of one semester's work while receiving a semester grade of D- or better. Options for early graduation are available and specific arrangements must be made no later than the sophomore year.

Forest Park Jr. Sr. High School offers the following diplomas: General diploma, Core40, Core40 with Academic Honors, and the Core 40 with Technical Honors. Specific guidelines for these are given to each student by the counseling staff during the scheduling process. Diplomas will be presented at graduation exercises to any student who meets the requirements established for each diploma.

The valedictorian and salutatorian awards will be chosen based on GPA after the seventh semester. The seventh semester is the fall semester of the student's senior year.

Contact the guidance department for more detailed information on graduation. See Appendix A for grading policies and the new weighted grading scale in effect for the 2026 graduating class.

## **Protection and Privacy of Student Records**

The Corporation maintains student records including both directory information and confidential information that may include student test scores. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the school to disclose any or all 'directory information' upon written notification to the school. Students and parents have the right to review and receive copies of all educational records.

The Indiana General Assembly requires public high schools to provide access to high school campuses and to "student directory information" for official recruiting representatives of the United States Armed Forces, the Indiana Air National Guard, the Indiana Army National Guard, and to the service academies.

If a high school student or the parent of a high school student, submits a signed written request to Forest Park by the end of the student's sophomore year that indicates the student or the parent of the student does not want the student's directory information to be provided to official recruiting representatives then under subsection (a), the high school may not provide access to the student's directory information to an official recruiting representative.

The State of Indiana has issued each student an identification number (STN). This number is used to identify students across the state. This number will be listed on any document generated from Harmony which is our student management software. Harmony digitally maintains all student educational records.

## **Withdrawal from School**

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the principal who must agree to the withdrawal. The principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

## **Transfers out of the School Corporation**

If a student plans to transfer from Forest Park, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school district. Parents are encouraged to contact the guidance office for specific details.

## **Student Fees**

Southeast Dubois County Schools charge specific fees for activities. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Failure to pay fines, fees, or charges may result in the Southeast Dubois County School Corporation taking action to collect funds by means of our collection agency, small claims court, or any other legal method.

## **Building Hours and Visitors**

The building will be open at 7:30 am. Students are expected to report to designated grade level areas until the first bell rings at 7:55 a.m. Junior High students report to the cafeteria, seniors to the senior quad, and all others to the commons. After the first bell rings, students can proceed to their locker and first period class. First period classes begin at 8:00 a.m. An approved adult, chaperone, or sponsor must supervise any student or group of students in the building after 3:15 pm. Without proper supervision, students are prohibited from occupying the building after hours. Direct supervision from a coach, school official, or sponsor is required. Students are to leave school property no later than ten minutes (10) after the final bell has rung. As specified previously, no student is to be on school property after dismissal unless the student is under direct supervision.

Visitors are required to register with the office before visiting with staff and/or students. Visitors should be prepared to provide appropriate identification if requested, this would include driver's license or other identifiable credentials. Students, graduates, or dropouts of other schools are prohibited from visiting during the regular school day. Exceptions can be made if there is a mutual agreement with the administration of the visiting student and a prior appointment was made. All visitors must receive approval and must register at the office.

## **Closed Campus**

Forest Park Jr. Sr. High School is a closed campus. Students may not leave the school campus during the official school day. Exceptions are for coursework that must occur off campus.

## **Attendance**

When a student is unable to attend school due to illness or other causes, parents/guardians are required to the school office by 7:50. Please note the parent name, student name, and reason for absence.

If a student needs to leave school during the day for a health-related appointment, please give the school office advance notice of the appointment and time. This will allow staff to prepare for departure and missed schoolwork. Students should be picked up at the office. If someone other than a parent/guardian is picking up the student, instructions to permit the child to leave must be received from the parent/guardian. No student shall be released to anyone other than a parent/guardian or other pre-approved person. Please contact the office at 812-817-0900 Extension 4003.

## **Doctor's notes are required for health-related appointments.**

Students and parents are urged to schedule medical and dental appointments at times when school is not in session. When a conflict with school hours cannot be avoided, the principal may grant an excused absence. Excused medical and dental absences must be verified in writing by the doctor or dentist's office. The excused time is limited to the time of the appointment and reasonable travel time. For example: an 8:00 dentist appointment in Jasper does not necessarily excuse the student until noon nor would a doctor's visit at 2:00 in Huntingburg excuse a student to leave school at noon.

An absence will be considered EXCUSED if any of the following criteria are met:

- A parent phone call or parent communication excusing the absence. Families are limited to 10 parent call-ins or parent contacts per year.
- The student has authorization in writing from a licensed person in the legal or medical profession.
- There is a death in the immediate family.
- There is a special situation as determined by the principal: school-sponsored trips, special awards/recognition, etc.
- Any absence that is excused per Indiana Code 20-33-2

If the school does not receive a call, a phone call will be made to inquire and confirm the need to be absent. If the cause for the absence is within the above-mentioned regulations, the student may be given an excused absence.

## **Credit for absences**

Make-up work will be required for an absence. A student will be given one (1) day for each day missed to complete the make-up work and receive credit for it. If the make-up work is not completed in the allowed time, the student shall not receive credit for such work.

## **Vacations and days away from school**

An excused absence may be granted for a student going on a trip. The principal must approve these absences prior to the date of absence. If it is not pre-approved, it is considered unexcused. Students going on a trip may be excused upon meeting the following conditions:

- The student will be absent no more than (5) five school days.
- The student will be accompanied on the trip by a parent or legal guardian.
- The parent/guardian will have all academic work planned ahead with their child's teacher and will have the child complete the work and turn it in upon returning to school.
- The student must make up any additional work missed within three days of return.
- These days will be counted toward the 10 allowable excused absences.

## **Late Arrivals**

Any student who arrives at school after the regular starting time must report to the main office for an admittance slip and must sign the school register. The admittance slip will be marked excused or unexcused according to the reason for the lateness. A student will be allowed only one unexcused tardy. After that the following consequences will result:

- 2<sup>nd</sup> unexcused = 1 detention
- 3<sup>rd</sup> unexcused = 2 detentions
- 4<sup>th</sup> unexcused = After School Detention

Frequent truancy to school could result in elevated disciplinary measures that are not limited to the loss of credit for missed assignments, ISS, or other disciplinary practices deemed necessary by administration. Being punctual to school and/or class is a critical component of student academic and vocational success. Therefore, students are expected to arrive at school on time.

### **Tardies**

Students are expected to arrive on time. Students who fail to arrive on time shall receive a penalty determined by the teacher. Students who are habitually tardy shall be referred to the office for disciplinary measures.

Tardies and absences from school are recorded based on the following schedule:

- Less than 2.5 hours = marked as tardy
- 2.5 hours - 4 hours = half-day absence
- Anything over 4 hours = full-day absence

### **Dubois Circuit Court and Project Attend**

In partnership with Dubois County Circuit Court, Project Attend is a program designed to reduce absenteeism in local schools. The Project Attend case committee overseeing each individual referral is made up of the juvenile probation officer representing the juvenile court, referring school principal, the Indiana Department of Child Services, the Prosecuting Attorney's Office for the State of Indiana, a school representative (guidance counselor and/or teacher), and/or any other person who has any interest in the student's attendance in school may also participate.

#### **Step 1: Three Unexcused Absences**

- A phone call to parents/guardians will be made with the date and time of the phone call documented.
- A copy of the school attendance policy via registered mail will be sent.
- The student's name will be placed on the Attendance Officer's watch list

#### **Step 2: Five Unexcused Absences**

- A phone call to parents/guardians will be made with the date and time of the phone call documented.
- Certified letter (or in person) mailed home with a copy of the school attendance policy
- Attendance Statutory Advisement and Admonition that the parent must sign in person at the school.
- School Attendance Officer meets with parent and child (can be done in conjunction with and simultaneous to the above requirement)

#### **Step 3: Seven Unexcused Absences**

- A phone call to parents/guardian- Date and Time of phone call
- Referral to PROJECT ATTEND through Juvenile Probation Officer- Date of referral

#### **Step 4: Ten Unexcused Absences**

- Referral to Dubois County Prosecutor for Educational Neglect and/or Delinquency Petition filing
- Referral to the Department of Child Services Abuse/Neglect Hotline

### **Field Trips**

Field trips or other trips that are part of the school's sponsored activities are often off of school grounds. No student may participate in any school-sponsored trip without parent consent. Students who violate school rules may lose the privilege to go on trips. Students should be passing all classes in order to participate in these trips.

### **Funerals**

When death impacts students at Forest Park and a burial or similar service is held during regular school hours, the following policy describes the procedure for the release of students from school.

Forest Park requires either a parental note signed by the student's parent or guardian or a phone call made by the parent or guardian to the main office at Forest Park. The communication must include who the student is leaving with (if the student does not have their own transportation), time for the student to be dismissed, and approximately what time the student is expected to return.

Examples:

- A parent or relative will pick them up at 10:00 am and the student will return at approximately 1:00 pm.
- The student may leave with a friend at 11:00 am and will return at approximately 12:00 pm.
- The student may walk to the service leaving at 9:45 am and will return at approximately 1:15.

This information will be communicated the day before the service via school announcements and a mass email to all parents.

All students are expected to sign out in the office before leaving and to sign in when they arrive back at school.

### **Illness or Injury during School**

All injuries must be reported to a teacher or the office. The office will follow the school's emergency procedures and attempt to make contact with the student's parents. With the exception of an emergency, students will be admitted to the nurse's office only if they have a pass signed by the teacher. When the nurse is not available, the student should report to the principal's office. Teachers should notify the nurse or office prior to sending students.

A student who is too ill to report to class or remain in class should report to the nurse's office immediately. It is not acceptable to remain in the restroom or any other area. Before leaving school due to illness or injury, a student must speak with an office staff person.

*Students feeling ill should report to the nurse's office prior to contacting parent/guardian to be evaluated. The nurse or office personnel will carefully assess each individual situation and make contact with the parent/guardian if needed.*

### **Immunizations**

Students must provide immunization documentation that complies with the rules set forth by the Indiana State Board of Health. Specifically, but not comprehensively, every child who enters grade 9 through 12 shall be immunized against hepatitis B. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption.

*If requesting religious exemption, a signed form is required to be on file at the beginning of each new school year.*

For a chart of required immunizations, see: <https://www.in.gov/health/files/2021-2022%20Immunization%20Requirements.pdf>

### **Use of Medication**

Students with specific health care needs should submit those needs, in writing with proper documentation by a physician, to the school office.

If a child is required to be administered oral medication during school hours, the school nurse or designee will administer the medication in compliance with the following regulations:

1. Written consent signed by a parent and written instructions by a physician including student's name, name of medication, time to be administered, dosage and termination date for administering the medication.
  - a. *Please complete the Emergency and Medical Consent in Harmony Family Access, selecting each individual medication you give consent for.*
2. The parents of the child must assume responsibility for informing the school of any change in medication, allergies, pertinent medical history, etc.

The school retains the discretion to reject requests for administration of medicine. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the Code.

### **Control of Communicable Diseases**

Schools have a high concentration of people; therefore, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a

communicable disease or a highly transient pest, such as lice. Specific diseases include: *coronavirus*, flu, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be limited to the contagious period as specified in the schools administrative guidelines. Visit <https://www.sedubois.k12.in.us/> for the most up to date information regarding COVID practices.

## **Emergency Closings and Delays**

If school is closed or the opening delayed because of inclement weather or other conditions, notifications will be made through the School Messenger system, radio and TV stations.

## **Counselors**

One task of the guidance department is to help each student reach appropriate educational goals within his/her ability and interests. Students are encouraged to maintain close contact with counselors in connection with their academic progress and with any personal problems that may affect their school life.

In order to be dismissed from class to meet with a counselor, a student must obtain a pass from a counselor. Students should provide the pass to their teacher prior to leaving class. If a student is unable to stop by the counseling office for a pass, the student can email their counselor to arrange a meeting or reach out to their teacher to assist with contacting the counselor.

Annual conferences will be scheduled with each student for academic counseling. It is important for the student to be aware of requirements for graduation and for admission requirements of post secondary institutions. Your counselor will aid you in making choices to meet those requirements.

## **Schedule Changes**

After student scheduling has been completed for the year, schedule changes will be kept to a minimum. A student who finds it necessary to change his/her schedule should make an appointment with the counselor. No schedule changes will be made once school begins. Exceptions may be made when principals and counselors determine changes are necessary for the student's academic program or in the best interest of the school.

## **Special Education**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The school provides a variety of special education programs for students defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required and Forest Park encourages parents to be active participants. To inquire about the procedure, a parent should contact the Dubois Perry Spencer Special Education Cooperative at 482-6661.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the building principal.

## **Lockers**

Each student will be provided a locker with a built-in combination lock. Lockers are not safes. The school cannot be responsible for and will not be liable for loss or damage to personal valuables.

The combination should not be given to anyone else to insure the safety and security of the contents of the locker. Students are prohibited from jamming their lockers with objects preventing the locker from working properly.

A locker that is defaced or damaged by a student will result in the student or the student's parent or guardian paying for the damage. If a locker combination does not work properly, notify the office immediately.

All lockers are property of the school corporation. The school corporation retains the right to inspect the locker and its contents to insure the locker is being used in accordance with its intended purposes, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials, such as, but not limited, to weapons, illegal drugs, alcohol, or tobacco.

## **Backpacks**

Students must place backpacks in their locker throughout the day, unless exemptions have been granted by the administration.

## **Passes**

No student is to be out of the student's assigned area without a pass. Passes are for the area designated on the pass. Students misusing



passes will lose all pass privileges.

## Clubs

The high school and junior high staff sponsor a number of clubs. Every effort will be made this year to form new clubs that will be educationally beneficial to those that wish to participate. The principal must approve all clubs and all must follow the rules and guidelines as set forth by the school and school corporation.

## Student Council

The Student Council is charged with the responsibility to guide and represent the student body, to improve student conditions, and to improve the student-faculty relationship. Student Council members are also charged with the responsibility to encourage and guide wholesome student activities.

Representatives of the Student Council are selected annually by each class. The faculty, administration, and staff look forward to working with the Student Council to improve the quality of the total school program.

## Class Elections

1. Students seeking an office must present their names along with the signatures of 5 other class members and 2 staff members in order to campaign for the office and have their name placed on the ballot.
2. All placements of posters for the campaign must be within the respective class hallways, and all posters must be approved by a class sponsor, principal, or assistant principal before being posted.
3. Elections will be held as scheduled by student council officers and sponsors.
4. Elections will be by secret ballot and will be conducted during English classes.
5. The student that receives the majority of votes will be declared the winner for the office.
6. The newly elected officers will assume their responsibilities of office immediately after the election.
7. Elections of Student Council representatives will take place under the same rules as for class officers at a later date. In order to be considered for a Student Council position a student must write a response to the statement, "Why should I be selected to be part of the Student Council?"
8. Student council members will be required to meet the expectations set forth by the Student Council.

## Dress and Grooming

Appropriate dress and personal grooming will be required of each student as a vital part of maintaining the proper educational environment. Grooming or styles of attire that detract from an appropriate educational environment are NOT acceptable.

The building administration shall determine what is appropriate and may send a student home to correct inappropriate dress or grooming. Students can be suspended from school for violating the dress code.

## GUIDELINES

Dress and grooming guidelines recognize the necessity for health, safety, cleanliness, and modesty at all times. Specific guidelines are listed below but this list is not intended to be comprehensive. When confronted with a dress or grooming situation not directly covered by the list below, administration reserves the right to make decisions based on maintaining an educational environment free of unnecessary distractions.

- Dress shorts/skirts may be worn provided the length extends to 6" above the knee.
- Leggings or other tight fitting clothing is permitted as long as the material is of an appropriate thickness. An appropriate thickness is defined as a thickness that does not create a distraction to the educational environment. Final decisions regarding this will be made by the administration.
- Costumes, garments, or anything that detracts from the educational process may not be worn to school.
- Hats, bandanas, or sunglasses may not be worn in the school building.
  - Hats are allowed in the welding classroom only. They must be put in a locker upon leaving the area.
- Students shall wear all items of clothing in the following manner:
  - Shirts and blouses must be buttoned properly.
  - Pants and shorts must be worn at waist level (no sagging) and shall have proper belting to hold them at the waist position.
  - If the clothing has holes in it, there can be no exposed skin more than 6" above the knee.

- The wearing of any apparel that has writing, printing, symbols, or graphics that is judged, by school personnel, to be offensive, immoral, vulgar, lewd or suggestive and/or implies sex, drugs, alcohol, tobacco, violence, or other subjects disruptive to the normal school environment is prohibited.
- The wearing of gang related headbands or the display of any object, symbol, or clothing that could reasonably be considered gang-related is prohibited.
- All shirts, blouses, and dresses must have capped sleeves and cover the upper chest, midriff and back areas.
- Shoes must be worn at all times. Shoes should be appropriate for the school environment and not distract from the educational environment (free from wheels, no excessive heel or accessories, e.t.).
- Heavy outer coats and hats must be placed in lockers upon entering the school and remain there during the day. The temperature varies greatly from classroom to classroom at Forest Park. Students are encouraged to have a sweatshirt or sweater available to maintain their individual comfort level.
- Piercings are permitted as long as they do not distract from the educational environment of the school. The administration will determine if the piercing is a distraction. If a piercing is deemed a distraction, an attempt will be made to find a suitable solution..

Dress and personal grooming are important in all stages of life. Determination of distractive grooming will be at the discretion of school administrators. Students who violate the dress code policy will be asked to change. If the student isn't in possession of alternate clothing, the student will be referred to the Guidance Department to access the clothing bank. The student may also be provided with the opportunity to call his or her legal guardian or parent from the office to request that clothing be brought to school for them.

### **School Bus Regulations**

Bus transportation is provided for each student living in the Southeast Dubois County School Corporation. Riding a bus is a privilege, not a right. . Any student who is a discipline problem or jeopardizes the safety of others may be assigned a permanent seat by the driver, sent to the principal for discipline, or have the student's bus riding privileges withdrawn. School rules apply while students are waiting for the bus, while aboard the bus, and immediately after leaving the bus.

Each bus driver may have his or her own specific rules, but here are a few general guidelines for bus conduct:

- Upon entering the bus the student shall be seated. Remain seated during the entire bus route.
- No windows or doors should be opened or closed except by permission of the driver.
- Teasing, scuffling, tripping, or any type of disruptive behavior shall not be tolerated.
- Loud, boisterous, or inappropriate language shall not be used and will not be tolerated.
- Students are to go directly into the building upon arrival at school.
- Students are prohibited from using or being in possession of vaping devices and products, tobacco, illegal drugs, alcohol, or weapons. Any student found in possession of these items will be subjected to penalties specified in the school's policies.

When buses are used for field trips, athletic trips, or any other types of extra-curricular outings, it is the responsibility of the students and sponsor or coach to see that the general bus rules are followed, and the bus is clean upon return from the trip. Students and parents will be held financially responsible for any vandalism to buses.

It should be noted that driving to school is a PRIVILEGE extended to students who hold a valid Indiana driver's license. All students who drive motor vehicles to school must obey the following rules:

- Each student must register the vehicle and pay the student parking fee. If a student is unable to pay the parking fee, it is the responsibility of the student to speak with the school principal.
- Students who participate in programs off campus must sign in/out in the office.
- Speeding or careless driving to or from school will not be permitted. A student who violates this rule may have his/her parking privileges revoked for a specified period of time to be determined by school administration. It should be noted, if reckless driving is observed by the School Resource Officer (SRO), the student runs the risk of receiving a traffic violation ticket.
- Students are to leave their cars immediately upon arriving at school. Sitting in cars at any time during the school day will not be permitted. Students are prohibited from going to their vehicles during school hours, unless permission has been granted from a principal or school SRO.

Students who violate the above regulations are subject to losing their driving privileges. Once on school property, a car/truck may be searched by school officials or law enforcement officers if reasons to suspect contraband, drugs, alcohol, weapons, or stolen property are present.

### **Student Vehicles**

It should be noted that driving to school is a privilege extended to students who hold a valid Indiana driver's license. All students who drive motor vehicles to school must obey the following rules:

- Each student must register the vehicle and pay the student parking fee. If a student is unable to pay the parking fee, it is the responsibility of the student to speak with the school principal.
- Speeding or careless driving on school grounds will not be permitted. A student who violates this rule may have the student's parking privileges revoked. It should be noted, if reckless driving is observed by the School Resource Officer (SRO), the student runs the risk of receiving a traffic violation ticket.
- Students are to leave their cars immediately upon arriving at school. Sitting in cars at any time during the school day will not be permitted. Students are prohibited from going to their vehicles during school hours, unless permission has been granted.

Students who violate the above regulations are subject to losing their driving privileges. Once on school property, a vehicle may be searched by school officials or law enforcement officers if there is a reason to suspect contraband, drugs, alcohol, weapons, or stolen property is in the vehicle.

## **Parking**

Options for student parking are:

- In the west lot across the street from the teacher lot.
- In the east lot by the tennis courts.
- Parking on the south side of school is reserved for students arriving from off campus courses.

Students are not allowed to park:

- on Vienna Drive
- In the band practice lot. This is the lot on the northwest side of the school building.
- By the agriculture building. This includes any area north of the High School.

## **Technology Acceptable Use and Safety**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and

other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- the dangers inherent with the online disclosure of personally identifiable information;
- the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online; and
- unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

### **Chromebook Agreement**

Students in grades K-12 will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

Students and their parents/guardians are responsible for reviewing the Chromebook Agreement and Responsible Use Policy.

### **OWNERSHIP of the CHROMEBOOK**

Southeast Dubois Co School Corporation retains sole right of possession of the Chromebook. The Chromebooks are owned by the Corporation and provided to the students for educational purposes for the academic year. Moreover, school administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

### **RESPONSIBILITY for the CHROMEBOOK**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following: Students:

- must comply with the Responsible Use Policy and all policies of the school corporation when using their Chromebooks.
- must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged SED Chromebook should last 6.5 hours.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device in the protected case at all times if the Chromebook has one. For those that do not have a case, a protective bag is required when traveling.
- must promptly report any problems with their Chromebook to tech support.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc..) other than approved computer screen cleaners.
- Must remain free of any writing, drawing, stickers, and labels.

### **RESPONSIBILITY for ELECTRONIC DATA**

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school

staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **COPYRIGHT AND FILE SHARING**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Responsible Use Policy.

### **SPARE EQUIPMENT and LENDING**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

### **DAMAGE AND REPAIR**

Students will be responsible for all repairs to their device due to accidental or intentional damage. If it is a manufacturer's defect, the school will cover the cost.

Below are cost estimates but the final cost depends on the type of device, the age of the device, and the availability of parts.

Broken Screen - \$45

Damaged Charger - \$35

Damaged Keyboard - \$80

Battery - \$45

Motherboard - \$120

Lost/Stolen -\$350 - if stolen, please file a police report

## **Appendix A Grading Policy**

### **Semester grade**

Semester grades are calculated by using the two nine weeks grades and the final exam grade. Forest Park uses two weighting options. The administration has required some courses to use a 40% (first nine weeks)/40% (second nine weeks)/20% (final exam) weighting option. In other courses, teachers will have the option of using the 40/40/20 option or a 45/45/10 option. On the first day of a class, teachers will inform students of the weighting option that will be used. Courses in which a student earns credit will be applied toward the student's graduation requirement and will be utilized in calculating a student's final GPA.

Below is the 4.0 grading scale used to calculate grade point averages for juniors and seniors for the 2023-2024 school year. Freshmen and sophomores grade point averages will be calculated with a weighted scale outlined in the section **New Weighted Grading Scale.**

A = 4.0	A- = 3.667	B+ = 3.333	B = 3.00	B- = 2.667	C+ = 2.333
C = 2.00	C- = 1.667	D+ = 1.333	D = 1.00	D- = 0.667	F = 0.00

Forest Park has adopted the following standard grading scale.

Higher than 100% A+			
.9200 – 100 A	.8000 - .8199 B-	.6800 - .6999 D+	
.9000 - .9199 A-	.7800 - .7999 C+	.6200 - .6799 D	
.8800 - .8999 B+	.7200 - .7799 C	.6000 - .6199 D-	
.8200 - .8799 B	.7000 - .7199 C-	.599 or below F	

**New Weighted Grading Scale**

**Starting with the Class of 2026 the following weighted grading scale applies.**

Forest Park Jr. Sr. High School offers students a rigorous curriculum throughout their high school careers. Specifically, Advanced Placement and Dual Credit courses provide students opportunities to better prepare for post secondary studies. A weighted grading system encourages students to challenge themselves in their course selections and rewards them for their efforts. Weighted courses will allow students to be competitive with other graduates in the college admissions and scholarship process.

Forest Park Jr. Sr. High School will begin implementing a weighted grading system with the Class of 2026. This system will be identical to the system above; however, an additional weight of 0.0325 will be added for each weighted course at the end of each semester.

Current grading scale used to calculate grade point average (4.0 Scale)

A = 4.0	A- = 3.667	B+ = 3.333	B = 3.00	B- = 2.667	C+ = 2.333
C = 2.00	C- = 1.667	D+ = 1.333	D = 1.00	D- = 0.667	F = 0.00

The following courses will be weighted:

Anatomy & Physiology	Advanced Fine Arts, Dual Credit
AP Biology	Advanced Speech, Dual Credit
AP Chemistry	English Literature, Dual Credit
Physics I	Advanced Composition, Dual Credit
Physics II	US History, Dual Credit
Probability & Statistics	US Government, Dual Credit
Finite Mathematics	Spanish III, Dual Credit
Pre-Calculus, Dual Credit	German III
Trigonometry, Dual Credit	Spanish IV, Dual Credit
AP Calculus	German IV

- A. The GPA of a student is only calculated at the end of the semester.
- B. Students must earn a grade of "C-" or above to receive a weighted grade.

- C. Students must take the Advanced Placement exam in order to receive the weight for the Advanced Placement courses.
- D. A student must enroll in the dual credit portion of all dual enrollment courses to receive the weighted grade.
- E. Students who transfer to Forest Park will have their transcripts evaluated, and courses will be weighted accordingly.
- F. The list of approved weighted courses will vary with course availability and be updated according to Forest Park course changes, IDOE course offerings, and Indiana College Core 30 programming.
- G. Once a student completes a weighted class receiving a grade of "C-" or above, they will receive an additional .0325 points added directly to their cumulative GPA.

**Cumulative GPA Example:**

GPA: 4.0 (all A's) + 16 weighted credits X.0325 = 4.52 (weighted GPA).

**Semester GPA Example:**

*No Weighted Courses*

	Grade:
Course 1	A
Course 2	A
Course 3	B+
Course 4	B
Course 5	A
Course 6	A-
Course 7	A

**3.714 Semester GPA**

*Weighted Courses*

	Grade:
Course 1 - Weighted	A
Course 2	A
Course 3	B+
Course 4 - Weighted	B
Course 5	A
Course 6 - Weighted	A-
Course 7	A

$3.714 + (0.0325 \times 3) = 3.812$  Semester GPA

**BELL SCHEDULE**

Period 1	8:00 - 8:50	
Period 2	8:55 - 9:40	
Period 3	9:45 - 10:30	

Period 4	10:35 - 11:20	
Homeroom	11:25 - 11:50	
Period 5		
	Lunch 11:50-12:30	5th Class 11:55-12:45
	5th class 12:35-1:25	Lunch 12:45-1:25
Period 6	1:30 - 2:15	
Period 7	2:20 - 3:05	

## Grading Periods

Forest Park Jr. Sr. High School will issue student grades at the end of each nine weeks of educational programming. Harmony allows parents to have instant access to student grades. It is important that parents set up an account through Harmony to receive the most up-to-date information on student progress.

## End of Grading Periods

Grading period 1 ends October 13

Grading period 2 and semester 1 ends December 21

Grading period 3 ends March 8

Grading period 4 and semester 2 ends May 23

## Honor Roll

Students who earn a 3.5 or higher GPA will be on the Honor Roll. All courses are counted when calculating the Honor Roll.

## Incompletes on Report Cards

If a student fails to complete the required work in a course, the student will receive an 'I' which represents an incomplete grade. The student must then meet with the teacher and make arrangements to complete all work required for that course. If the student fails to do so, the incomplete grade becomes an 'F', and the student receives no credit.

Two weeks from the day grades are issued, all incomplete work must be submitted to the teacher.. Teachers may allow additional time but are not required to do so. Circumstances affecting the incomplete grade and teacher's judgment will determine how much time is given for completion of the work.

## Appendix B Rights, Responsibilities, Regulations Concerning Behavior of Students

### Student Discipline Policy

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20.8 1-5-15, the Board of Education authorizes administrators and staff members to take the following actions:

- **REMOVAL from CLASS or ACTIVITY:** A teacher has the right to remove a student(s) from his/her class or activity for a period of up to one (1) school day. The student should be assigned work to be completed in another setting.
- **SUSPENSION from SCHOOL –** A school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten (10) consecutive school days.
- **EXPULSION –** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester or for 365 days as in accordance with the Gun Safety Law.

Forest Park strives to maintain an environment which permits an orderly operation of the school. This environment is created when students and school personnel adhere to rules which foster consideration of each individual's views, perspectives, culture, and beliefs. However, the School cannot allow individuals to infringe upon the rights of others as they seek to express themselves.

The Board of Education of Southeast Dubois Schools has set policies for the management of behavior and has appointed administrators to carry them out.

Schools have a broad range of consequences when disciplinary action is deemed necessary by the administration. These consequences include, but are not limited to a verbal reprimand, referral to probation officers or police, parent conferences,



specialized counseling at students' expense, suspension, expulsion, assigned additional work, rearranging class schedules, detention requiring attendance after school hours including Saturday School, restriction of or removal from extracurricular activities, clubs, and sports, isolated seating, or denial of participation in the graduation ceremony.

### **Lunch Detention**

A student may be assigned to detention for minor disciplinary infractions.

### **After School Detention (ASD)**

After School Detention will be conducted weekly on Wednesdays from 3:00-4:45. Parents are responsible for arranging transportation once students are released at 4:45.

### **Saturday School**

The school meets from 8:00 am to 11:30 am. When students are assigned to Saturday School, they will be given a form that requires a parent signature. Failure to attend or being removed from Saturday School for disciplinary reasons will result in or out of school suspension. Repeat violators may be expelled from school.

### **Disciplinary Suspensions: In School Suspension (ISS) and Out of School Suspension (OSS)**

A principal may suspend a student for a period of no more than ten (10) school days for conduct constituting grounds for expulsion or suspension. Such suspension shall be made when suspension is necessary to prevent interference with an educational function or school purpose. The student may be suspended until the date of an expulsion hearing if the hearing examiner determines that this suspension is necessary under the law. No suspension may be made without affording the student an opportunity for an informal hearing.

The principal or designee may suspend students for specified periods of time or until such time as arrangements for a hearing can be made with the Superintendent of schools or Board of Education. Suspensions will be reported to the Superintendent of schools. In case of suspension, which encompasses a longer duration of time, the superintendent will advise the parents of the status of the situation.

Should it be deemed necessary to suspend a student out of school, the days missed will be counted as unexcused. Students will be allowed to complete work and may make up tests/quizzes upon return. After the second out-of-school suspension, the student's Driver's License or Learner's Permit might be invalidated through the Department of Motor Vehicles for 120 days.

### **Suspension Procedures**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. A written or oral statement of the charges.
  - b. If the student denies the charges, a summary of the evidence against the student will be presented.
  - c. The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of the suspended students will be notified in writing. The notification will include the dates for the suspension, the student's misconduct, and the action taken by the principal.

### **Expulsion**

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

1. The superintendent or designee may conduct an expulsion meeting or may appoint one of the following person/persons to conduct the expulsion meeting; a legal counsel or another administrator who did not expel the student and was not involved in the events giving rise to this expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by the student or the student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent(s) or guardian(s).

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student/parent appeal to the board must be made in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent(s) or guardian(s). The board will then take any action deemed appropriate.

### **Grounds for Suspension and Expulsion**

So that you may be informed properly as to your responsibilities and rights concerning school suspension and expulsion, the following summary is provided for you and your parents. The following are examples of, but not limited to, types of STUDENT MISCONDUCT or SUBSTANTIAL DISOBEDIENCE that are grounds for expulsion or suspension and subject to the procedural provision of this chapter:

- (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:
  - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - Setting fire to or substantially damaging any school building or property.
  - Firing, displaying, or threatening the use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  - 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.
  - 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/her supervision.
  - Truancy from school.
  - Engaging in sexual activity.
- (2) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property of any value (SCHOOL here means any school building within the corporation or any school building a student causes or attempts to damage).
- (3) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
- (4) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
- (5) Threatening or intimidating any student for any purpose or with the intent of obtaining money or anything of value from the student.
- (6) Using, possessing, or transmitting a knife or any other object that can reasonably be considered a weapon.
- (7) Using, possessing, handling or transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage, tobacco/vaping supplies, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision (see Drugs and Alcohol).
- (8) Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- (9) Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- (10) Engaging in any activity forbidden by the laws of the state of Indiana that constitutes an interference with school purpose or an educational function.
- (11) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana Law, including but not limited to:
  - Engaging in sexual activity on school property;
  - Disobedience of administrative authority;
  - Willful absence, tardiness, or truancy;
  - Possessing, using, or transmitting any substance which is represented to be or looks like a controlled substance, alcoholic beverage, or stimulant of any kind;
  - Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing (phenylpropanolamine PBA), or stimulants of any kind.
- (12) Repeatedly using on school grounds during school hours an electronic device or cell phone in a situation not related to a school

purpose or educational function.

- (13) Possession of a firearm. No student shall possess, handle, or transmit any firearm or deadly weapon on school property. The following devices are considered to be a firearm as defined in Section 921 f Title 18 of the United States Code:
- (a) Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion.
  - (b) The frame or receiver of any weapon described above.
  - (c) Any firearm muffler or firearm silencer.
  - (d) Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - (e) Any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch diameter.
  - (f) Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

If a student is expelled for violating any of this section, the superintendent shall notify the county prosecuting attorney's office for further investigation and action.

- (14) In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

Any student may be expelled from school in the following circumstances, subject to the procedural provisions of this chapter:

- (a) If the student's immediate removal is necessary to restore order or to protect persons on school property. This includes conduct off school property if the student's presence in school would constitute an interruption of the educational function.
- (b) If the student's legal settlement is not in the attendance area of the excluding corporation, if no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation. Exclusion under this subdivision is not, however, effective until the student's right to attend a public school of another school corporation has been established in accord with this subdivision.

Another school corporation, which is asserted to be the student's legal settlement if known and any governmental entity which is asserted is obligated to pay transfer tuition for the student, shall be made a party to the hearing. Appeals involving exclusion under this subdivision may not be taken to court, but to the state board of education, which shall determine the question of exclusion, and the school corporation in which the student is entitled to attend school in accord with the procedures set out in the law.

### **Other Disciplinary Actions**

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) Is a habitual truant under IC 20-5. 1-3-17.2.
- (2) Is under at least second suspension from school for the school year under IC 20-8.1-5-9
- (3) Is under expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC20-8.1-5.1-9.
- (4) Has withdrawn from school for a reason other than financial hardship.

At least five days before holding an exit interview under IC20-8.1-3-17(b)(2), the school corporation shall give notice by certified mail or personal delivery to the student, the student's parents, or the student's guardian of the following information required for reinstatement –Revalidation of license or permit.

- (a) If a person is less than eighteen years of age and is a habitual truant, is under a suspension or an expulsion, or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
  - (1) The person becomes eighteen (18) years of age.
  - (2) One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
  - (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.1-5.1.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
  - (1) That the person's driving privileges will be invalidated for a specific period commencing five (5) days after the date of notice.
  - (2) That the person has the right to appeal the invalidation of a license or permit. School administrators will give

students a full copy of the procedures for an appeal if required.

### **Drugs and Alcohol**

Except as set forth in the Oral Medication Policy, it is in violation of the disciplinary code of Forest Park to:

1. Use, possess or provide to another person any substance which is or contains any of the following (but not limited to) tobacco/vaping cartridges, alcohol, marijuana, stimulant, intoxicant, depressant, hallucinogen, prescription, over-the-counter medication (without a prescription), or any substance represented by the provider to be a substance (look-alike) on school grounds at anytime or at any school-sponsored activity at any location, including the school bus.
2. Use, possess, or provide any person anything used or designed to be used primarily for the storage, possession, delivery, or consumption of tobacco (including vaping devices), alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, hallucinogens, prescription medicines, whether on school premises at anytime, or at any school-sponsored activity at any location including the school bus. Examples of things that are not to be possessed or provided to another person include vaping supplies, pills of any kind, pipes, rolling papers, clips, or lighters/matches.

Under the influence shall mean that the student has the presence of an illegal substance or residue of an illegal substance due to consumption, injection, or prior use within body systems; and the substance alters the individual's normal behavior or the individual tests positive for the presence of an illegal substance(s) beyond a level of zero.

### **Smoking/Possession of Tobacco Products**

In order to encourage students to develop good health habits, Forest Park has adopted a SMOKE FREE building policy. As mentioned previously, no one is allowed to use or be in possession of any tobacco products or electronic cigarettes/vaping devices or supplies on school grounds, on buses, or at related activities of the school. It is unlawful for anyone under 21 years of age to possess, purchase, or use any type of tobacco product. Also, students are not to carry any lighters, matches, or related articles to school at any time. Any tobacco product or related articles will be confiscated and not returned.

### **Consequences**

Students who are younger than 21 years of age who purchase, accept, or possess tobacco products, which includes vaping supplies, commits a Class C Infraction and will be referred to the Corporation's SRO. The SRO will determine if the infraction warrants a ticket. If a ticket is issued, it is the student or student's legal guardians' financial responsibility to make payment arrangements through the Dubois County Clerk's Office. Students found in possession of alcohol or other illegal substances will also be referred to the Corporation's SRO to determine legal consequences. Parents will be notified and asked to attend a meeting to discuss legal consequences.

In addition to legal consequences issued, the student will receive a suspension or expulsion deemed appropriate by the administration; along with the enforcement of the consequences involving extracurricular activities. The consequences outlined under Appendix C "Drug Testing Program" will apply toward any student possessing or using alcohol or drugs including tobacco.

### **Harassment, Threats, and Bullying**

All verbal threats made with a direct intent to inflict personal harm to an individual will be considered as a real threat to the personal safety of the student or other students, and the school administration will file immediate charges against the individual responsible for making the threat with proper legal authorities.

Bullying is defined in the act as "overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

The rule applies

- when the student is on school grounds before, during, or after school hours,
- at any other time when the school is being used by a school group,
- off school grounds at a school activity, function, or event,
- when traveling to or from school or a school activity, function, or event, and
- when using the property or equipment provided by the school.

Forest Park will take seriously any act fitting these criteria. Discipline will include in-school suspensions, out-of-school suspensions, or expulsion. Final disciplinary action will be determined by the severity of the infraction. In addition to disciplinary consequences, the student could be referred to the Guidance Department for support.

Engaging in "cyberbullying," which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device also is

prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and
- B. the bullying behavior results in substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

### **Non-Discrimination Statement**

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

## **APPENDIX C Drug Testing Program**

### **Introduction**

This policy will not affect the policies, practices, or rights of the School Corporation in dealing with tobacco/drug/alcohol handling, possession or use where reasonable suspicion is obtained by means other than random sampling provided herein. Southeast Dubois County School Corporation also reserves the right to request the parent of any student who exhibits cause for reasonable suspicion of drug/alcohol usage to permit testing or deny testing to a student and follow current practices as outlined in the Due Process Procedures in the Student Handbook.

This policy and program are intended for extracurricular/co-curricular students and students who plan to park on school grounds. Southeast Dubois County School Corporation (SEDCSC) prohibits the use, possession, concealment, handling, or distribution of any drug or drug paraphernalia at any time on school property, or at any school-related events. It further establishes a drug-free zone within 1000 feet of any school property used by the corporation for educational purposes. The program is sponsored by the Substance Abuse Council of Dubois County.

### **Purpose**

The extracurricular/co-curricular students and those who park on the school property of Forest Park Jr. Sr. High School serves as an integral part of the school system and the community. The recognized value of participation to a student's personal development has given these activities a high priority in the total school program. All students are encouraged to participate in the programs of the school, but the opportunity for such participation is not an absolute right. Rather, it's a privilege offered to students who meet both the scholastic and physical conditions of eligibility. Students involved in activities need to be exemplary in the eyes of the community and other students.

The testing program serves several purposes:

1. Intended as an integral component of the overall physical and mental educational program of Forest Park Jr. Sr. H.S.
2. Intended as a medical diagnostic aid in disclosing possible drug-related problems and providing opportunities for early interdiction.

3. To prevent students from participating in activities and from parking on school property while they have drug residues in their body. This policy applies to all students and/or volunteers of Forest Park Jr. Sr. High School students who wish to participate in extracurricular/co-curricular activities and to students who park on school property.

### **Consent Form**

Each student shall be provided with the consent form, which must be dated and signed by a custodial parent or guardian before such student shall be eligible to practice or participate in an extracurricular/co-curricular activity or to park on school property. The custodial parent or guardian, by signing the consent form, agrees that the student will adhere to the provisions of this policy. This includes that the student will provide, at any time requested, a urine sample to be tested for drugs, alcohol, and tobacco. The custodial parent(s) or guardian(s) also gives consent for their child to provide the urine sample by signing the form.

In addition to those students who choose to participate in extracurricular/co-curricular activities or to park on school property, the school will also test any student who VOLUNTEERS to participate in the drug testing program as well as students under the age of 18 whose parents wish to have them included in the drug testing program. Such parents must provide the school with written consent for participation. Once consent is given for testing, it shall be in effect for the remainder of the student's tenure at Forest Park Jr. Sr. High School or until the consenting parents or guardians withdraw their child from the program in writing.

### **Financial Responsibility**

The Southeast Dubois County School Corporation will pay for all initial random drug tests. A request to appeal the results will be at the student or his/her guardian's expense. The expense will be the actual cost of the retesting of the original specimen. The appeal will only pertain to the retesting of the original specimen. All appeals must be made within 48 hours of the notification, either to the student or his/her guardian, of the positive test.

### **Testing Procedures**

Each student will be assigned a number, and the school testing administrator will maintain one cross-referenced list of names and numbers. The selection of students to be tested will be done RANDOMLY on Monday through Friday throughout the school year. The drug testing company will do the selection of students. They will communicate to the testing administrator the numbers selected, and the testing administrator will cross reference the numbers selected to the master list.

All students will remain under school supervision until they have produced an adequate, acceptable urine specimen. If a student is unable to produce a specimen, the student will be given a glass of water or soft drink. If by the end of two hours the student still cannot produce a specimen, the student will be treated as if the test was given and the results were 'positive' for alcohol/drugs.

If it is suspected that tampering or cheating has occurred during the collection, the student will become ineligible for the extracurricular activities or parking on school property for the remainder of the school year.

When students' test results are complete, the laboratory will report to the nurse or administrator the results of each test by the identification numbers on the samples. The specific test results of any test shall not be made known to anyone other than the student, the student's parent(s) or guardian(s), the principal and/or assistant principal/nurse. The fact of testing and the results of testing of any student shall not be made known to any school official other than stated above. The coach, sponsor, and athletic director will be notified of any suspension resulting from a 'positive' test.

If the results of the test are 'positive', that is, if they show drug/alcohol/tobacco residue, the principal will advise the student and the student's parent(s) or guardian(s). At notification either by phone call, letter, or personal contact, the student and student's custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a positive test can be satisfactorily explained. If not, the parent/guardian will be given names of agencies that can be of help to the child. The principal will also notify the student of any consequences based on the policies/procedures as outlined in this program.

Once a student who was found to have a positive urine test through provisions of the policy, or has been arrested by law enforcement, a 'follow-up' test of that student will be conducted after such an interval of time that the substance previously found would normally have been eliminated from the body if no intervening drug use has occurred. If a second 'positive' result is obtained from the 'follow-up' test or any later test of that student, the said student will be subject to the terms of "second consequence" level. In addition, the student may be required to continue testing at the discretion of school authorities to determine the student's ability to maintain an alcohol/drug-free lifestyle.

The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment and guarantee specimens, and supervise the chain-of-custody.

### **Included Activities**

Parking on school property, all athletics, Academic Clubs, Spell Bowl Teams, Beta, NaHoSo, Key Club, FCCLA, FFA, FCA, Student Council, Band and Color Guard, Class Officers, Prom Board, SADD, All-Stars, Spirit Club, Recycling Club, Fitness, Renaissance, Intramural Sports, Dance, Queens Court and/or Escorts, any club/sport/activity as deemed by the principal started after the writing of this policy.

## **Consequences**

The occurrences listed below are cumulative over the student's four years of high school at Forest Park. Students who are caught using (valid police report or arrest) or having a positive test for drugs, including tobacco, or alcohol will be suspended from participation in extracurricular/co-curricular activities, and/or parking on school property according to the following guidelines. For each offense the parents and/or guardian along with the participant's coach/sponsor will be notified. The term athletes, refers to any individual participating in a Forest Park sanctioned sport or bowling, swimming, cheerleading, dance, band, and color guard.

### **Penalty: Substance Use/Alcohol**

#### **First Offense**

Students participating in extra curricular/co-curricular activities and athletics will be removed from one third of the scheduled context dates, meetings or activities. Parking privileges will be suspended for all students for 1 week..

#### **Second Offense**

Students participating in extra curricular/co-curricular activities and athletics will be suspended from all events, activities, competitions, or athletic performances for one calendar year. Parking privileges will be suspended for 3 weeks for all students.

#### **Third Offense**

Students participating in extra curricular/co-curricular activities and athletics will be suspended from all events, activities, competitions, or athletic performances for the remainder of their high school career. Parking privileges will be suspended for the remainder of the academic semester for all students.

### **Penalty: Tobacco/Vaping**

#### **First Offense**

Students participating in extra curricular/co-curricular activities and athletics will be removed from one contest, event, or meeting. Students could be subjected to the tobacco/vaping disciplinary sanctions.

#### **Second Offense**

Students participating in extra curricular/co-curricular activities and athletics will be removed from one third of the scheduled context dates, meetings or activities. Students could be subjected to the tobacco/vaping disciplinary sanctions.

#### **Third Offense**

Students participating in extra curricular/co-curricular activities and athletics will be suspended from all events, activities, competitions, or athletic performances for one calendar year. Students could be subjected to the tobacco/vaping disciplinary sanctions.

## **APPENDIX D Prom and Winter Ball**

### **Prom**

Forest Park has a Junior-Senior Prom each spring. A Forest Park student attending Prom may bring one guest. The guest may be any person who is at least a junior in high school but not yet 21 years of age. The guest must be accompanied to Prom by his/her Forest Park host; Forest Park students are responsible for their own conduct and that of their guest. This is a school event, and all school policies apply. The student bringing the guest must provide his/her photo ID and proper permission paperwork ahead of the event, and the guest must be able to show said ID when entering Prom.

### **Why do we have a Dress Code?**

Prom is a formal event and special night for students. The Forest Park administration hopes to maintain the integrity, formality, modesty, and safety of this night by implementing these simple dress code guidelines; as such, any students not appropriately dressed will be turned away at the door. There are hundreds of beautiful, tasteful, and appropriate outfits available for prom. If you have questions concerning your clothing, it is your responsibility to seek prior approval from Mrs. Cummings or Mrs. Prechtel.

### **Dress Requirements:**

1. Dresses may not have a plunging neckline.
2. Your dress may be backless as long as it is not cut below the navel.
3. Midriffs: only a sliver can show (2" maximum).
4. The dress length or slit must reach at least mid-thigh in length both in the front and the back.
5. No pinning or taping will be allowed as an alteration for a dress if without the pinning or taping the dress does not meet the dress code.
6. Sheer fabric (even with beading) may not be used in place of opaque fabric to meet the dress requirements.

**Suit Requirements:**

1. Suits, sport coats, or tuxedos must be worn along with a tie and dress shoes.
2. Canes and hats will not be permitted.
3. Dress shirts must be worn and buttoned up to the second button from the collar. They must remain on for the entire dance. Shirts may not have a plunging neckline
4. Pants should fit properly on the hip and not sag below the waistline.

**As you begin shopping for a dress/suit, please keep these guidelines in mind. While we will be reasonable in the interpretation of these guidelines, we want you to know that you will not be allowed to participate in Prom activities if you are not dressed appropriately. If you have specific questions about the Prom Dress Code, please see Mrs. Cummings or Mrs. Prechtel for clarification.**

**Winter Ball**

Forest Park has a semi-formal high school winter ball each year. A Forest Park student attending winter ball may bring one guest. The guest may be any person who is at least in high school but not yet 21 years of age. The guest must be accompanied by his/her Forest Park host; Forest Park students are responsible for their own conduct and that of their guest. This is a school event, and all school policies apply. The student bringing the guest must provide proper permission paperwork ahead of the event.

**Dress Requirements:**

1. Dresses may not have a plunging neckline.
2. Your dress may be backless as long as it is not cut below the navel.
3. Midriffs: only a sliver can show (2" maximum).
4. The dress length or slit must reach at least mid-thigh in length both in the front and the back.
5. No pinning or taping will be allowed as an alteration for a dress if without the pinning or taping the dress does not meet the dress code.
6. Sheer fabric (even with beading) may not be used in place of opaque fabric to meet the dress requirements.

**Other Clothing Requirements:**

1. Semi-formal clothing such as a polo or buttoned-up shirt and khakis or dress pants are required; shorts or athletic attire are unacceptable.
2. Canes and hats will not be permitted.
3. Pants should fit properly on the hip and not sag below the waistline.

**As you begin shopping for an outfit, please keep these guidelines in mind. While we will be reasonable in the interpretation of these guidelines, we want you to know that you will not be allowed to attend if you are not dressed appropriately. If you have specific questions about the winter formal dress code, please see Ms. Hawkins for clarification.**

**Appendix E Cafeteria**

The school operates a cafeteria in which each student may secure a nutritious breakfast and lunch each school day. The paid breakfast price is \$1.70 and the reduced price is \$.30 per day. The paid lunch price is \$2.65 and the reduced price is \$.40 a day. All students have an individual lunch account and are encouraged to keep a balance by paying weekly or monthly in advance. Students can pay lunch account balances by bringing a check to the office or by logging into their Harmony account. During lunch students are expected to act responsibly and to follow the following procedures:



- After a student has finished eating, they are expected to discard all trash in proper containers, and place trays at the disposal window.
- The student is expected to remain in the cafeteria. Students are prohibited from going to their lockers unless permission has been given from the adult on duty.

Students who fail to follow proper cleanup procedures may lose normal cafeteria privileges or may be assigned to clean-up duty during lunchtime or after school.

It should be noted that Forest Park operates as a CLOSED CAMPUS; and students are prohibited from leaving campus for lunch. Therefore, students are prohibited from ordering food for delivery to the school or using school hours to purchase fast food lunch options. Fountain drinks or other unsecured beverages are prohibited during school hours. Students can carry clear bottles and clear thermal containers for water consumption throughout the day.

### **Food Service - Meals, Accounts, Charges, & Collections**

The Southeast Dubois County Food and Nutrition Services Program has an essential role in the lives and education process of their students by providing them with a foundation for healthy living and learning, as well as helping to teach them the value of good nutrition. Through an annual agreement with the Indiana State Department of Education, the Southeast Dubois County Corporation participates in the National School Breakfast and School Lunch Program, and accepts the responsibility for adhering to the federal and state guidelines and regulations of the program. This program makes healthy and nutritious meals available to students daily at an affordable price. All meals are provided in accordance with the National School Breakfast and Lunch Program USDA Menu Planning Guidelines. It is the responsibility of each students' parents to provide daily meals for their child(ren). The parents / guardians may do this in one of the following ways:

1. Sending or supplying food from home.
2. Keeping money in their child(ren)'s meal account at ALL times, in order for the Food and Nutrition Services Program to supply a meal for their child(ren).
3. Submit a "Household Application for Free and Reduced Price School Meals" EACH school year, (ONE application per household) with ALL the required information.
4. Directly qualify for free meals through authorization from the State of Indiana Social Service Department.

The Southeast Dubois County School Corporation Food and Nutrition Services Program does not receive General Fund Support, it operates as a self-supporting, cost effective business within the district. The Food and Nutrition Services Program relies solely on money received from students and adults for meals, a la carte items as well as some government reimbursement for each school breakfast and lunch meal purchased; therefore unpaid charges place a financial strain on the Food and Nutrition Services Program.

Meal charging is strongly discouraged by the Southeast Dubois County School Corporation. However, the Corporation understands that an occasional emergency may occur requiring the student to charge their meal. This convenience should be exercised as infrequently as possible; and NOT be used as a payment practice. Parents or guardians shall be notified of any negative balance and asked for prompt or immediate payment. Weekly, School Messenger notifications are sent out to parents when their child(ren)'s meal account balance reaches \$ - 5.00. Parents or guardians may access their Harmony "Family Access Account" online to check meal account balances. Parents or guardians may also set an alert via Harmony "Family Access" Notification Profile so they are sent an email reminder when the meal account balance reaches a specified level of their choice.

The Food and Nutrition Services Program relies on the effort of parents or guardians to keep meal accounts paid in full at all times. In being financially secure, the Food and Nutrition Services Program is able to insure students have access to the healthy food they need to focus in the classroom.

The Indiana Department of Education and the Southeast Dubois County School Corporation recognizes that the School District is under no legal obligation to serve children with insufficient meal account funds or who do not have the necessary forms completed and approved to receive free or reduced meal benefits. Southeast Dubois County Schools does not need to allow students to charge meals; however the National School Breakfast and Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. Charge limits are a courtesy provided by the Southeast Dubois County School Corporation. The Southeast Dubois County School Corporation will adhere to the following meal charge procedures.

All meal purchases are to be prepaid before meal service begins. This may be done by depositing a check or cash in students' meal accounts or by electronic payment through Harmony Family Access. A small service fee applies to electronic payments.

A student with a meal account balance of less than zero dollars is expected to bring meals from home until their meal account balance can be replenished. The Food and Nutrition Services Program may provide an alternate meal in extreme cases. Parents or guardians

will be charged for the alternate meal(s) provided.

ALL STUDENTS – Students may charge up to 3 meals. Charging is only permitted for meals; NOT a la carte items.

A LA CARTE ITEMS: A la carte or snack items are not part of the National School Breakfast or Lunch Program; therefore the cost to purchase these items is not covered by either a Free or Reduced breakfast or lunch benefit. All a la carte purchase transactions will be either on a cash basis or prepaid, and can not be charged.

If there is non-payment after the charge limit is reached, or if steps have not been taken to apply to assistance / meal benefits, or if the parent or guardian has not contacted their child(ren)'s school to make payment arrangements, the child(ren)'s meal privileges may be stopped.

At the first of May the Food and Nutrition Services Program must begin to close the books for the school year. As a result, all meals must be prepaid for the month of May. All meal accounts must be settled at the end of the school year. Accounts not settled will carry over into their meal account for the next school year. All financial obligations must be met (including payment of any outstanding meal account balance) prior to graduation.

The Southeast Dubois County School Corporation recognizes that it has an obligation to notify the student and/or parents/guardians of their meal account balances. Therefore, the Food and Nutrition Services Program will make every reasonable effort to notify or remind families of the need for a meal account payment. However, it is ultimately the responsibility of the parents / guardians to monitor their child(ren)'s meal account balances and to send money on a regular basis to ensure their child(ren)'s capability to purchase meals through the Food and Nutrition Services Program.

Balances owed with no response by parent or guardian will force the Southeast Dubois County School Corporation to take action to collect unpaid meal account funds by means of our collection agency, small claims court, or any other legal method deemed necessary.