

ZIONSVILLE

Community High School

2025 - 2026



STRONG IN EVERY WAY

Student Handbook

School Song

Zionsville, oh Zionsville,
Oh Zionsville, we're all for you!
We will fight for the green and silver
For the glory of ZHS!
Never daunted, we cannot falter
In the battle, so tried and true,
Zionsville, oh Zionsville,
Oh Zionsville, We're all for you!

School Mascot: Eagle

School Colors: Forest Green and Silver

1000 Mulberry Street
Zionsville, Indiana 46077
Phone: 873 - 3355
Fax: 873 - 8002

Web Page: www.zcs.k12.in.us/zchs/index.htm

Thank you to ZCHS student Calista Nicholson for designing our handbook's front cover.

ZIONSVILLE COMMUNITY HIGH SCHOOL MISSION

Through the commitment of students, staff, parents and community members, Zionsville Community High School provides excellence in education by:

- Providing academic and co-curricular programs in a safe and healthy environment.
- Directing technologically enabled student focused learning,
- Implementing student accountability for academic success,
- Promoting the value, worth and uniqueness of people, and
- Empowering students to participate positively in the global community.

ZIONSVILLE COMMUNITY SCHOOLS MISSION AND BELIEFS

MISSION

Zionsville Community Schools provide customized 21st century experiences that ensure maximum student growth leading to productive citizenship in the world community.

BELIEFS

1. We believe that student growth occurs best in safe and inviting school environments and includes, but is not limited to:
 - a. Academic achievement such as knowledge and skills, thinking and problem solving, creating and communicating;
 - b. Development of social, emotional, and relationship intelligences and capacities;
 - c. Physical fitness and wellness, and
 - d. Technical and ethical preparedness for the 21st century world of citizenship and gainful employment.
2. We believe that our schools enjoy special benefits due to very high levels of parental/guardian engagement in supporting education, valuing excellence, and fostering high expectations. We believe that these advantages put us in the lead when compared with other public school districts and that leading confers special opportunities and responsibilities.
3. We believe that leaders must forge the future through continuous improvement, innovation, and resistance of the status quo mindset brought on by being among the best in one's league.
4. We believe that the community expects a world-class school experience for our students, invests the financial resources necessary to achieve it, and entrusts the Board with the solemn responsibility to serve as good stewards of the community's resources.
5. We believe that every young person of today and tomorrow is best served by an educational delivery system that is highly relevant and engaging, digital/technological, and focused foremost in the thinking, problem solving, creating, and communicating realms. We believe that these domains are evergreen, while knowledge and information change rapidly.

2025-2026 SCHOOL YEAR

August 5	Start of School
September 1	Labor Day, No School
October 7	End 1 st Grading Period
October 13-17	Fall Break
November 26-28	Thanksgiving Break
December 19	End 2 nd Grading Period/1 st Semester
December 22 – January 5	Winter Break
January 6	School Resumes
January 19	Martin Luther King Day, No School
February 16-20	February Break
March 17	End 3 rd Grading Period
March 27 – April 3	Spring Break
April 6	School Resumes
May 25	Memorial Day, No School
May 28	End 4 th Grading Period/Last Student Day

EVENT CALENDAR

Zionsville Community Schools utilizes Eventlink <https://eventlink.com/login> to publish a calendar of events. This calendar may be customized to display only those events which pertain to your family.

BELL SCHEDULES

SEVEN PERIOD DAY SCHEDULE: White Days (Mondays, Thursdays, Fridays)

1st Period	8:30 – 9:20	5 th Period	12:56 – 1:46
2nd Period	9:27 – 10:20	6 th Period	1:53 – 2:43
3rd Period	10:27 – 11:17	7 th Period	2:50 – 3:40
4th Period	11:24 – 12:49		
A Lunch	11:17 – 11:49		
B Lunch	11:49 – 12:19		
C Lunch	12:19 – 12:49		

FOUR PERIOD SCHEDULE: Silver Days (Tuesdays)

1 st Period (Silver 1)	8:30 – 10:04
3 rd Period (Silver 2)	10:11 – 11:45
6 th Period (Silver 3)	11:52 – 1:59
	Lunch A 11:50 – 12:20
	Lunch B 12:20 – 12:50
	Lunch C 12:50 – 1:20
7 th Period (Silver 4)	2:06 – 3:40

THREE PERIOD PLC/MAP SCHEDULE: Green Days (Wednesdays)

PLC	8:00 – 9:00	(Student Day begins with Period 2)
2 nd Period (Green 1)	9:07 – 10:41	
MAP (Green 2)	10:48 – 11:45	
4 th Period (Green 3)	11:52 – 1:59	
	Lunch A 11:50 – 12:20	
	Lunch B 12:20 – 12:50	
	Lunch C 12:50 – 1:20	
5 th period (Green 4)	2:06 – 3:40	

SEVEN PERIOD TWO HOUR DELAY SCHEDULE:

1st Period	10:30 – 11:00	3rd Period	1:19 – 1:49
2nd Period	11:07 – 11:40	5 th Period	1:56 – 2:26
4th Period	11:47 – 1:12	6 th Period	2:33 – 3:03
A Lunch	11:40 - 12:12	7 th Period	3:10– 3:40
B Lunch	12:12 – 12:42		
C Lunch	12:42 – 1:12		

SILVER DAY (TUESDAYS) TWO HOUR DELAY SCHEDULE

1st Period	10:30 – 11:34
6th Period	11:41 – 1:17
	Lunch A 11:41 - 12:13
	Lunch B 12:13 – 12:45
	Lunch C 12:45 – 1:17
3 rd Period	1:24 – 2:28
7 th Period	2:35 – 3:40

GREEN DAY (WEDNESDAYS) TWO HOUR DELAY SCHEDULE

2nd Period	10:30 – 11:34
4th Period	11:41 – 1:17
	Lunch A 11:41 - 12:13
	Lunch B 12:13 – 12:45
	Lunch C 12:45 – 1:17
MAP	1:24 – 2:28
5 th Period	2:35 – 3:40
*2 Hour Delay on Wed = No Late Start	

MAP CONVOCAION SCHEDULE

2 nd :	9:07 – 10:20 (73)
MAP:	10:27-11:57 (90)
4 th :	12:04-2:04 (90 instruction/30 lunch)
	A: 12:04-12:34
	B: 12:34-1:04
	C: 1:04-1:34
5 th :	2:11-3:40 (89)

ZIONSVILLE COMMUNITY HIGH SCHOOL

1000 Mulberry Street
Zionsville, IN 46077
873-3355
Fax: 873-8002
Principal: Karen McDaniel
Asst. Principal: Mo Borto
Asst. Principal: Kristen Alderman
Asst. Principal: Matt Walter
Asst. Principal: Jared Williams
Asst. Principal: Katie Willour

Athletic Director: Greg Schellhase
Athletic Director: Josh Larsh
Director of Customized Learning: Dr. Nicole Chisley
School Counselors:
Cathy Patane, Department Chair and College and Career Transition Coordinator
Greg Geimer
Greg Kirkham
Kaylee Miller
Brooke O'Mara
Kristen Pache
Cassie Petrocelli
Ellen Shertzer

Thank you to the following people who served on the 2025-2026 Student Handbook Working Group:

Mo Borto, Co-Chairperson
Matt Walter, Co-Chairperson
Brandon Mooradian, Teacher
Lori House, Parent
Leslie Juckem, Parent
Jenita Bejoy, Student
Garisha Kumari, Student
Julia Saenz, Student
Catherine Yang, Student

This handbook was approved by the Zionsville Community School Board on April 14th, 2025.

STAFF E-MAIL AND PHONE EXTENSIONS

Zionsville Staff may be reached via phone or through e-mail. The main office phone number is (317) 873-3355. Both phone extensions and e-mail addresses may be accessed on the school web site at zhs.zcs.k12.in.us/.

ZIONSVILLE COMMUNITY SCHOOLS HANDBOOK FOR FAMILIES/STUDENTS DISTRICT SECTION

While each campus of Zionsville Community Schools, ZCS, has information for parents/guardians and students which is unique to that particular school setting, some information is the same across all schools in our district. Thus, this section presents district policies and information pertinent to student discipline, rights, technology use, and health which pertain to all ZCS students, regardless of school. This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and administrative guidelines developed by the Superintendent. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed/approved. If you have questions or would like more information about a specific issue, contact your school principal or access School Board policies on the district website.

EVERYONE BELONGS HERE

Zionsville Community Schools actively supports dignity, humanity, and inclusion for all. We expect that all adults and students will contribute to creating and sustaining classroom and school cultures of dignity, community, and partnership by:

- celebrating our differences
- building relationships
- ensuring a safe school environment
- preparing youth to thrive in our global world
- understanding that hate has no home in ZCS;

EVERYONE belongs here!

INFORMATION REGARDING RIGHTS AND PRIVACY

Each student's records will be kept in a confidential file. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult students (eighteen (18) years of age or older), and those authorized by Federal law and Corporation regulations.

A parent, legal guardian, or adult student has a right to:

1. inspect and review the student's education records within forty-five (45) days after receipt of a request. The Custodian of Records will notify the parent, legal guardian, or adult student of the time and place where the records can be inspected.
2. request amendments if the parent, legal guardian, or adult student believes it is "inaccurate, misleading, or is otherwise in violation of the student's privacy rights."
3. the right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
4. challenge Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent, legal guardian, or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
5. file a complaint with the U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.
6. obtain a copy of the Corporation's Policy 8330 on student records.

Other rights granted to students and parents:

1. The right to **due process** for any disciplinary acts subject to the *Indiana Code*.
2. The right to a **smoke-free, drug-free and weapon-free** environment subject to the *Indiana Code*.
3. The right to convene a meeting of the school's **instructional support team** to address specific learning difficulties a student may be experiencing in addition to those rights accorded by *Article 7, and Section 504, and the Americans with Disabilities Act*.
4. The right to initiate prayer and religious meetings subject to *Federal and State law*.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Zionsville Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ZCS may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with ZCS procedures. The primary purpose of directory information is to allow ZCS to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- Student work displayed at teacher discretion with no grade displayed;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want ZCS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the first week of the school year. ZCS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph and videotape not used in a disciplinary matter
- Date and place of birth
- Major field of study
- Dates of attendance

- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Hair and/or Eye Color
- Degrees, honors, and awards received (and media recognition thereof)
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

SCHOOL OFFICIALS

ZCS may disclose directory information to any individual if an educational interest exists, even without a parent's prior written consent. FERPA also allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest; A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board.
- A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as a technology service provider, attorney, auditor, medical consultant, or therapist; a parent /guardian or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities.
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes or appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena after reasonable efforts to notify the student and/or parents/guardians as appropriate;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Parents may refuse to allow the Corporation to disclose any or all directory information upon written notification to the school district by the end of the first week of the school year. For more information about the items included within the category of directory information and instructions on how to prohibit its release you may consult any building principal or the Board's directory information policy 8330.

Federal law requires public school districts, upon request, to release the name, address and telephone number of secondary school students to a recruiting officer of any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or the parent/guardian may request, by informing the school in writing by the end of the first week of the school year, not to include this contact information (name, address or phone) without prior consent of the parent/guardian.

NON-DISCRIMINATION, ANTI-HARRASMENT AND TITLE IX

Zionsville Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, gender, age, religion, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of nondiscrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all nondiscrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

Title VI Coordinator (Race, color, national origin)
Christine Squier
csquier@zcs.k12.in.us
(317)873-2858
ext. 11265

Section 504 Coordinator (Disability)
Casey Allen
callen@zcs.k12.in.us
(317)873-2858

ext. 11950

Title IX Coordinator (Sex, including sexual harassment/sexual assault, gender discrimination)
Dr. Nicole Chisley
nchisley@zcs.k12.in.us
(317)873-2858
ext. 11940

Non-discrimination Coordinator (All other forms)
Dr. Nicole Chisley
nchisley@zcs.k12.in.us
(317)873-2858
ext. 11940

In addition, each school building shall have a designated building-level coordinator who will work in conjunction with the appropriate coordinator listed above to respond to allegations of discrimination.

More information regarding the ZCS School Board of Trustees Policy on Non-Discrimination, Anti-Harassment, and Title XI (2260) can be found [here](#).

USDA NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.
USDA is an equal opportunity provider, employer, and lender.

ZIONSVILLE COMMUNITY SCHOOLS NOTIFICATION OF RIGHTS: UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) FEB, 2003

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one of more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents or ministers;
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Zionsville Community Schools has adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ZCS will also directly notify parents/guardians and eligible students through annual registration, at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/Eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

CHILD FIND AND STUDENTS WITH DISABILITIES

If you suspect your student may have a disability interfering with their learning, please contact the Unified Student Services Department of Zionsville Community Schools for more information.

CHILD FIND

Child Find is the process for locating, identifying, and evaluating individuals with suspected disabilities who may need special education services, regardless of the severity of their disabilities. This is the responsibility of ZCS regardless of whether a parent/guardian affirmatively requests an evaluation. ZCS provides a Free Appropriate Public Education to any child who qualifies as having a disability, in accordance with federal and state laws. ZCS is responsible for locating all children ages 3 through 22 years of age with a suspected disability who reside within the boundaries of its district. With early identification and intervention, frustration and academic failure can be prevented, which in turn creates a positive learning experience for students. Multi-Tiered Systems of Support (MTSS), which encompasses academics, speech, language, and/or social and emotional learning, is an essential component of the child find process. Utilizing screening assessments, the ZCS team members identify students in need of intervention, implement action plans, and monitor the response to the targeted interventions. In addition, the evaluation referral procedures in ZCS provide the framework to refer students with suspected disabilities for evaluation.

ASBESTOS

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Director of Operations.

INDOOR AIR QUALITY

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences. Any questions regarding environmental safety should be directed to the Director of Operations who serves as the Indoor Air Quality Coordinator for ZCS.

USE OF PESTICIDES

ZCS is committed to providing a safe environment. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure. For information regarding pest control, please contact the main office, and the name and phone number of a specific contact person will be provided. ZCS will provide notice of planned pesticide applications to parents/guardians who have requested advanced notice during the student registration process. Unless an emergency is declared, ZCS will give notice at least forty-eight (48) hours prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

CHILD ABUSE/NEGLECT REPORTING

Employees of the school corporation are **required by law** to immediately report all relevant information concerning suspected child abuse/neglect to the Department of Child Services or local law enforcement. Employees will thereafter also notify building principals of all reports of suspected child abuse or neglect. Zionsville Community Schools fosters safe environments for learners, and in so doing, we provide information upon hiring/induction and annually regarding sexual exploitation/abuse of children. These timely reminders, videos, awareness efforts, and strong admonitions to already background vetted individuals supports ongoing efforts to continuously improve protections for our vulnerable youth. More information about our practices in this regard may be found at the "School Safety" tab of our main school district webpage.

CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS

We value partnerships with our families and welcome parents and guardians to serve as volunteers in our schools. Each ZCS building offers a wide variety of volunteer opportunities.

Examples include:

- Field Trip Chaperones
- Out of Town/Overnight Chaperones
- Tutors
- Volunteer Coaches
- Classroom Helpers (PTO parties/room parents)
- Library Helpers
- After Prom Workers
- Field Day/Jog-A-Thon Volunteers
- Book Fair Sales/Athletic Ticket Sales

During the school day, all volunteers are expected to sign in at the front office. Prior to the volunteer opportunity, all volunteers must sign a Non-disclosure Acknowledgement Form and have successfully completed a **Full Criminal History Background Check**. Necessary background check paperwork is available on the ZCS website at the Volunteer link and should be submitted at least 10 days prior to the intended volunteer date. A state mandated confidentiality and bullying video, which volunteers must view, is integrated into the website which volunteers will access when applying for background checks. The volunteer will pay the fee for the full background check which will expire after 5 years. The link to apply for the full background check can be accessed on the Volunteer link on the ZCS main webpage. For more information, contact the Volunteer Coordinator.

*ZCS thanks all volunteers for generous support of our youth and schools. Thank you, too, for supporting assurance of student and staff safety by completing and paying for a volunteer background check.

CRIMINAL BACKGROUND CHECKS FOR VISITORS

During the school day, all visitors must enter via the front door and sign-in at the front office. Visitors need to be prepared to present a government issued photo ID which will be scanned against the National Sex Offender Registry. A building administrator has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe that the presence of such person would be detrimental to the good order of the school. If an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request assistance from the local law enforcement agency to remove the individual. All visitors will be issued a visitor badge/tag to be worn inside the building at all times.

Visitor Examples Include:

- Lunch Guests
- Classroom Guest Speakers
- Classroom Special Events (Grandparent Day/Famous Hoosiers/etc.)
- Parent/Teacher Conferences

We ask that all visitors schedule an appointment to meet with teachers, counselors, administrators and all other staff members so that we may best serve everyone. Visitors other than parents/guardians must be prearranged and organized through the main office.

PARTIAL ENROLLMENT OF PRIVATE OR HOME-SCHOOLED STUDENTS

The Board of School Trustees encourages the enrollment of all school-age children resident in this Corporation in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned, educational program and the socialization possible in a group environment.

The Superintendent may allow a student who is being educated at home or at a non-corporation school to enroll in academic courses. Such enrollments must include subjects appropriate for state-wide accountability testing and the prerequisites for its readiness. Such enrollments must be eligible for state funding. Once partially enrolled in ZCS, a student may participate in one or more of the Corporation's co-curricular or extra-curricular activities that do not involve interscholastic competitions. To compete in co-curricular interscholastic competitions, a student must be fully enrolled.

MISSING CHILD REPORTING

Students enrolling in Zionsville Community Schools must have reliable proof of age such as, but not limited to, a birth certificate, driver's license, or passport. A report will be filed with the Indiana Clearing House for missing children if such evidence is not presented to school authorities within 30 days.

RESTRAINT AND SECLUSION POLICY

Every effort should be made to prevent the need to restrain or to place students in seclusion. Zionsville Community Schools recognizes restraints and/or seclusion may become necessary when there is imminent risk of harm to the student or others, but should never be used as a means of punishment or convenience. A supportive

school environment can greatly reduce, and in many cases eliminate, the need for restraint or seclusion. In compliance with Indiana law (I.C. 20-20-40), ZCS has developed a plan for restraint and seclusion. The ZCS Restraint and Seclusion Plan applies to all students, not only students with disabilities. All behavioral interventions used must ensure the right of all students to be treated with dignity and respect.

The school will use prevention, positive behavior intervention and support, and conflict de-escalation strategies to eliminate or minimize the need for the use of restraint or seclusion. School teams should promote and teach students appropriate behavior and model appropriate behavior with their own conduct. Any behavioral intervention, including physical restraint or seclusion, must be consistent with any applicable behavioral intervention plan (BIP) or individualized education plan (IEP), as well as with the restraint and seclusion plan. The plan does not apply to Zionsville Police Partners who are not employed by the school.

STUDENT ASSESSMENT

The Board of School Trustees, in compliance with law and rules of the State Board of Education, shall implement all required State assessments to assess student achievement and needs in English/language arts, mathematics, social studies, science, and other designated subjects in order to determine the progress of students, meet high school graduation requirements, and to assist them in attaining Corporation and State Department goals.

The Superintendent shall develop and implement a plan which complies with guidelines established by the Department of Education.

POLICIES RELATED TO USE OF DRUGS, ALCOHOL, AND TOBACCO

The ZCS school administration believes maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, or sell drugs, alcohol, vaping, or tobacco products on the school premises at any time, at any school-sponsored activity, or when a student is travelling to and from school. Students violating this policy are subject to suspension or expulsion from school in accordance with due process.

Employees of the school corporation must report to the building principal any drug violations of which they have personal knowledge and which occur on school property or within 1000 feet of school property. The principal will report the violation to the proper law enforcement agency.

In order to protect students, the Board prohibits the use and/or possession of tobacco or vaping devices by administrators, professional and support staff, visitors, and students at all times within any facility owned or leased or contracted for by the Board. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. The Board also prohibits the use and/or possession of tobacco or vaping devices anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco or vaping devices in all vehicles owned or operated by the Corporation, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

We recognize our responsibility to address drug and alcohol problems in the school. We believe that parent(s), guardian(s), and the school must work together to educate, encourage and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the schools will use the following policies:

STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

Students believed to be under the influence of drugs or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered an admission of a violation of school rules pertaining to the use of drugs or alcohol. A student's alleged or actual use of low THC hemp extract or "CBD oil" will not form a basis upon which the Corporation will overturn a student's positive drug test until verification can be obtained.

As used in this policy "reasonable suspicion" includes: specific observation concerning appearance, behavior, body odor, or speech of a student; information received by the principal or designee from teachers, parents/guardians, students, employees or detection devices; an accident involving a motor vehicle before, during, or after school hours at school. This rule also applies on or off school property at any school sponsored or school approved activity, event or function, where students are under the jurisdiction of the school district, or any time students are under the direct supervision of employees who are working on behalf of the district.

EXTRACURRICULAR EVENTS

Students participating in extracurricular events or attending extracurricular events may be asked to submit to a breathalyzer test.

STUDENT DRUG AND ALCOHOL TESTING PROGRAM

INDIVIDUAL SUSPICION – BASED TESTING

This program supplements existing school policies, practices and procedures. In particular (but not by way of limitation), it is noted that this program will not affect the policies, practices or rights of the Zionsville Schools in dealing with drug or alcohol possession/use where reasonable suspicion is obtained by means other than random sampling Zionsville Schools, pursuant to U.S. Supreme Court precedent, may, if it has reasonable individualized suspicion, (a) test any student for drugs

and/or alcohol, or other harmful substance, and (b) have a school administrator or his or her designee contact the student's parent/guardian/guardian and suggest that the student be tested for such use.

RANDOM TESTING

STATEMENT OF PURPOSE

Zionsville Community Schools' student drug and alcohol testing program ("RDTP") has three primary objectives:

- A. To ensure student safety: Safety is a necessity any time students are at school, a school sponsored activity, in route to or from school, and in route to or from a school-sponsored activity.
- B. To provide a positive learning environment for students and assist them in handling peer pressure: A successful and productive learning environment cannot exist if students' mindsets are dulled by drug/substance abuse, or they are pressured by others to engage in illegal and/or harmful consumption.
- C. To ensure that those students who represent Zionsville Schools are free from illicit drugs, alcohol, and other dangerous substances: Students free of these harmful products are essential to a successful and productive learning environment in classrooms and athletic and other extracurricular programs.

OBJECTIVES

The purpose of the random ("suspicionless") testing program is not punitive, but to assist students and their parent/guardians in deterring drug/substance use and aiding any users to cease this harmful practice by providing a minimally intrusive diagnostic tool to identify and disclose it to parent/guardians, while rendering other assistance to guide students toward healthy, safe, and drug-free participation in school activities. This program is an extension of Zionsville Schools' educational substance abuse programs and is not intended to deprive students of school attendance or to affect academic progress. By promoting health and safety, this program is a part of the High School's physical and mental education programs. Students involved in extracurricular activities and who park vehicles on school grounds need to be free of drugs, alcohol, and other harmful substances in order to safely and successfully participate in these activities. The need to ensure student health and safety is the primary reason for restricting students from participating in school activities and parking on school grounds if they test positive for drug/alcohol abuse.

For purposes of this Drug and Alcohol Testing Program, the term "extracurricular activities" means all athletic programs, student government, and recognized school clubs.

COMPOSITION OF THE GROUP TO BE TESTED

All High School students who participate in athletics, extracurricular activities, and students who park vehicles on school grounds are subject to random drug and alcohol testing (collectively, "Activities"), and are deemed to have consented to the student drug and alcohol testing program. A consent form will be provided and is required to be executed by the student and parent/guardian/guardian.

For a parent/guardian/guardian of a student not subject to Zionsville School's student drug and alcohol testing program but who still wishes to have the student tested, Witham Toxicology Laboratory offers a home collection kit. To obtain a kit, Witham Toxicology Laboratory can be contacted at (1-800-752-8822; <http://www.witham.org/toxicology> for a minimal fee). These urine collection kits have postage paid return labels and come with instructions for proper collection and procedures. All results of the drug testing performed on the collected sample are confidential. The kits are free for residents residing in Boone County, Indiana. Proof of residency required.

USE OF TEST RESULTS

The program is not intended to be punitive or disciplinary in nature. Its purpose is to identify a student with drug/alcohol residues in his/her system, to provide notification to the parent/guardian/guardian, and to educate, help and direct students away from drug and alcohol use and toward a healthy, safe, and drug-free participation in school activities.

The result of a positive test will be shared with the appropriate individuals involved with the student's Activities. Test results will be secured in a location accessible only by an Administrator in the office of Student Services.

PROCEDURE FOLLOWING A POSITIVE TEST RESULT

- A. If a student tests positive, the Administrator will be notified of a student's sample testing positive (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses).
- B. The Administrator will contact the student and parent/guardian/guardian to meet with the principal or his or her administrative designee and any applicable athletic director or program supervisor.

- C. During this meeting, the test results will be reported, and the student and parent/guardian/guardian will be notified of any potential suspension/exclusion from the relevant Activities.
- D. The student or parent/guardian/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at their cost.
- E. The student or parent/guardian/guardian will be given an opportunity to submit any documented prescription, explanation, or information which will be considered in the appeal.
- F. The information submitted by the student and/or parent/guardian/guardian will be reviewed by Administration who will determine whether an assessment, enrollment in a drug education class, and/or private counseling at parent/guardian expense should be encouraged. A list of resources and agencies that may be of help to the student will be provided.
- G. Refusal by any student enrolled in the Program to submit to a drug screen when directed, following the random drawing, will be considered a "withdrawal of consent to participate under the terms of this Program and disqualify the student from participation in all Activities stated in this Program.
- H. If the test is verified positive, the Administrator will meet with the student and his/her parent/guardian/guardian at a school corporation facility. The student and parent/guardian/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.
- I. After completing the prescribed loss of privilege suspension the student will be allowed to resume Activities.

LOSS OF ACTIVITY PRIVILEGE GUIDELINES

- A. The loss of the privilege to participate in Activities applies to all Activities in which the student is involved that occur during the privileges suspension period (if the student is an athlete, the student will lose privileges in both athletic and non-athletic Activities):
 - 1. Athletics –
 - a. 1st Positive Test – 25% of Contests
 - b. 2nd Positive Test – 50% of Contests

(In the event of an existing athletic code violations, progressive consequences outlined in the athletic code will be followed.)
 - 2. Non-Athletic Activities –
 - a. 1st Positive Test – 30 Day Loss of Privilege
 - b. 2nd Positive Test – 60 Day Loss of Privilege
- B. Information on a verified "positive" test will be shared on a "need to know" basis with the student's coach or sponsor. The results of all tests, "positive" or "negative," will be kept confidential to protect the identity of all students being tested.
- C. Drug testing result sheets will be returned to the Administrator. Names of students tested will not be kept in open files.

For detailed information, see po5530.01 in Board Policies.

DISCIPLINARY PROCEDURES AND STUDENT DUE PROCESS

INTRODUCTION

It is the policy of the Board of Education to provide Zionsville Community School Corporation with graduated, relevant learning experiences that will enable students to develop to their full potential. It is necessary to establish a total environment for this learning to occur. Self-discipline is a major aspect of that learning environment. Self-discipline is best defined as the control exhibited in an individual's behavior, both action, reaction and physical/verbal, so that the civil rights and dignity of others are protected. Situations when the behavior of any student disrupts, in some way, the learning environment for others, require discipline procedures initiated by classroom teachers and/or administrative personnel. These discipline procedures will be employed throughout the Corporation by school personnel in order to maintain the educational environment as set forth in the philosophy of this corporation. Discipline procedures shall be administered fairly, with respect for the dignity of all persons involved, and without anger, malice or prejudice. Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes

and appropriate behavior on the part of students interacting with parents/guardians, teachers, administrators, and others and are not meant to be punitive measures.

DELEGATION OF AUTHORITY

In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment. In carrying out the educational function and school purposes of the school corporation the following grants of authority are hereby made:

- A. The superintendent, principal, administrative personnel, and teacher are authorized, when students are under his/her charge, to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes, or to prevent any interference with an educational function, including such actions as:
- counseling with a student or group of students
 - conferencing with a parent or group of parents or guardians
 - assigning additional school work
 - rearranging class schedules
 - requiring a student to remain in school after regular school hours to do additional school work or counseling
 - restricting extracurricular activities
 - removal from school-sponsored transportation
 - removal from a class to complete additional school work in another setting
 - assignment by the principal or designee to a special course of study, alternative program, alternative school
 - changing seating assignments
 - confiscation of disruptive or banned items
 - establishing behavior contracts
 - denial of privileges
 - referral to special personnel (both within and outside the normal school environment)
 - required apology, payment of damages, work detail to repair damage, or other compensatory restitution
 - verbal reprimand
 - exclusion from school (health reason, and general danger or threat to well-being)
 - expulsion
 - in-school suspension
 - other appropriate, reasonable and legal measures
- B. According to Indiana law, a high school or middle school teacher has the right to remove a student from their class or activity for a period of up to five class periods and an elementary teacher has the right to remove a student from their class for one school day if the student is assigned regular or additional work to be completed in another school setting. Per ZCS School Board policy, separation of a student from any educational function within the supervision of a teacher or other school personnel, other than the principal or their designee, shall not be considered a removal but rather a referral to the office for counseling and/or disciplinary intervention. Building-level procedures and guidelines will be followed in these cases.
- NOTE: Subject to limitations applicable to students governed by special education requirements under federal law, a student may be removed from a class under the supervision of an individual (and not returned to that class pending a parent or family conference and development of a behavior plan) when the student is an imminent threat to the health or safety of the supervising staff member or other individuals in the supervised class.
- C. The terms "superintendent" and "principal" shall include their respective designees, which shall include, but not be limited to, the assistant principal, athletic director, guidance counselors and administrative assistants.

CONDUCT CONSTITUTING AN INTERFERENCE WITH SCHOOL PURPOSES OR EDUCATIONAL FUNCTIONS

Conduct constituting an interference with school purposes or educational functions shall mean any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or distraction from, or material interference in, the carrying out of a school purpose or an educational function. Undifferentiated fear or apprehension of disturbance, disruption, and interference do not alone constitute grounds to support a determination that such conduct exists.

PERSONAL SEARCH PROCEDURES

The principal or their designee may search the person of a student during a school activity if the principal or their designee has a reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student such as, but not limited to, a purse, briefcase, book bag, wallet, music case.
3. A "pat down" of the exterior of the student's clothing. Searches of the person of a student, which require removal of clothing other than a coat, jacket, shoes, or socks, should be referred to a law enforcement officer in accordance with this policy.

A person of the same sex as the person being searched shall conduct searches of the person of a student in a private room with at least one other adult present who shall witness, but not participate in, the search.

CANINE SEARCHES

Drugs are not allowed in Zionsville Community Schools. The Zionsville Community School administration will conduct canine drug searches at a time and date of their discretion with the assistance of the law enforcement. Such searches can include parking lots, lockers, hallways, common areas, and student book bags and purses. In the event of reasonable suspicion as indicated by the canine or other sources, further search of a particular student's book bag, possessions and/or person will be made. Before that further search is conducted, a reasonable effort will be made to notify parents/guardians. When possible, the student may be offered the opportunity to be present.

LOCKER SEARCHES

A student who uses a locker that is the property of ZCS has no expectation of privacy in the locker or the contents of the locker. Accordingly, a principal may search a student's locker and the locker's content at any time. Further, a law enforcement agency with appropriate jurisdiction may assist a school administrator in searching a student's locker and the locker's content at the request of the school principal or in accordance with the rules of the governing body.

METAL DETECTORS

Metal detectors may be used to detect firearms, knives, and other weapons. Metal detector screenings of students and their possessions shall be conducted in an orderly and safe manner, consistent with industry standards for use of the detectors, and consistent with minimizing intrusion into students' privacy rights. Students and their personal possessions shall be screened by Corporation employees using a hand-held metal detector wand owned by the Corporation. In instances of health and safety emergencies, local law enforcement may assist School employees in metal detector screenings.

DISCIPLINARY CONSEQUENCES

Prior to the exercise of discipline procedures, due consideration shall be given to individual and unique differences, exceptional circumstances and sanctions imposed by others; and said discipline shall be remedial in content and shall be progressive if repeated behavior problems have occurred. Prior to any decision involving removal from school, involvement from the parent or legal guardian in the decision making process shall be solicited.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Some discipline procedures, which may be utilized to improve discipline problems, include but are not limited to the following actions:

A. Suspension and Expulsion

- a. Suspension: 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 school days. Suspension shall mean any disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less which does not constitute an expulsion. Suspension shall not include situations in which a student is removed from school for failure to comply with immunization requirements.
- b. 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. In cases when the student is being expelled for possession of a firearm, destructive device, or deadly weapon, the maximum length of the expulsion period is listed under Indiana Code 20-33-8-3.

Expulsion shall mean a disciplinary action whereby a student:

1. Is separated from school attendance for a period in excess of ten (10) days.
2. Is separated from school attendance for up to two semesters.
3. May have the loss of all credits as a result.
4. Is separated from school attendance for up to two semesters which may include an assignment to attend an alternative school, an alternative education program, or a homebound education program.

Students suspended or recommended for expulsion from school have the right of due process including but not limited to the right to be informed of the charges leading to the suspension or the recommendation for expulsion. The student also has the right to be informed of the charges, to be provided a summary of evidence against the student, and to be provided the opportunity to explain their conduct.

It is the policy of Zionsville Community School Corporation that a notation will be made on the student's permanent record and transcript when a student is expelled from school.

The principal or designee may require that a student who is at least 16 years of age and wishes to re-enroll after an expulsion attend one or more of the following:

- A. An alternative school or an alternative education program.
- B. Evening classes.
- C. Classes established for students who are at least 16 years of age.

A reciprocal agreement in regard to expulsion or suspension shall be in effect with all extension schools and/or cooperative programs that enroll students from the school corporation.

NOTE: All of the discipline procedures are subject to rights and procedures accorded to students and their parents or legal guardians under the Individuals with Disability Education Act (IDEA.) Copies of the school's procedures for actions to be taken pursuant to the IDEA may be obtained from the Director of Unified Student Services.

B. Suspension Procedures:

When the 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 with the student. At this meeting the student will be entitled to:
 - a). A written or oral statement of the charges;
 - b). If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c). The student will be provided an opportunity to explain their 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 suspension.

3. Following the suspension, the parent or guardian of the suspended student will be notified in writing. The notification will include the dates of suspension, description of the student's misconduct, and the action taken by the principal.

C. Expulsion Procedures:

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

- a). Legal counsel; or
- b). A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent/guardian is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and 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 notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery and will contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.

4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take an action found to be appropriate and give notice of the action taken to the student and the student's parent/guardian.

RIGHT TO APPEAL

The student or parent/guardian has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board at the appeal hearing 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/guardian. The board may then take any action deemed appropriate.

LEGAL REFERENCE

I.C. 20-33-8-18

I.C. 20-33-8-19

GROUNDS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed below apply when a student is:

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

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. The possession of an electronic cigarette (generally known as "e-cigarette") is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice to students and parents/guardians.

B. BULLYING

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally and electronically), physical acts committed, aggression, 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. And create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated. The investigation should be facilitated by the building principal or designee. Information relating to the investigation will be gathered using means including, but not limited to: witness interview, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the building principal or designee and will ordinarily be completed with ten (10) school days.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including, expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials or the Department of Child Services.

The complainant shall be notified of the findings of the investigation, and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law. The school principal or designee will be responsible for follow-up with students involved, counselor, and parents.

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriated means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications

will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and Corporation policy.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participated in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Additional Information regarding the ZCS Board of School Trustees Policy on Bullying (5517) can be found [here](#).

C. WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle. The Superintendent or designee administrator will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

For purposes of this rule, the term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, tasers, stun guns, air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, and martial arts weapons. A "knife" is defined by I.C. 35-47-5-2.5(a) as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon."

Exceptions to this policy include items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.) Other exceptions include theatrical props used in appropriate settings and starter pistols used in appropriate school related sporting events.

This rule will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Students should immediately report knowledge of weapons and threats of violence by students, staff, or visitors to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

D. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm (as defined in I.C. 35-47-1-5) or a destructive device (as defined in I.C. 35-47.5-2-4) on school property or at a school-related event. Firearm means any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
2. For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
3. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon (as defined in I.C. 35-31.5-2-86) on school property or at a school-related event. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - a biological disease, virus, or organism that is capable of causing serious bodily injury.
2. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
3. The superintendent shall notify the appropriate law enforcement agency designated by the Prosecuting Attorney immediately when a student engages in behavior described in this rule (possessing a deadly weapon) on school property or at a school-related event.

F. UNLAWFUL ACTIVITY

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

G. CRIMINAL ORGANIZATIONS AND ACTIVITY

As outlined in Board Policy 5840, Zionsville Community Schools prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions. Per IC 35-45-9-1, "Criminal Organization" means a formal or informal group with at least three members that specifically either:

- promotes, sponsors, or assists in;
- requires as a condition of membership or continued membership; or
- the commission of a felony or an act that would be a felony if committed by an adult, or a battery offense (IC 35-42-2).

Zionsville Community Schools prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior. Please refer to the board policy for specific procedures on reporting and investigating this activity as well as the consequences and support services available to students and their families.

H. LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES FOR THE PRECEDING SECTIONS:

I.C. 20-33-8 et seq. I.C. 35-31.5-2-86 I.C. 35-47.5-2-4 I.C. 35-47-1-5

I. DRESS (ZCHS)

Students may dress as they like. Proper school attire contributes to good health and safety and is non-disruptive. If a school designee determines the item of clothing to violate this standard, the student will change clothing to more appropriate attire. Refusal to comply with this request will be considered insubordination.

The following list is not inclusive but gives general guidelines for determining proper school attire:

1. Shirts that cover the torso must be worn.
2. Clothing that covers the body between the waist and upper thigh must be worn.
3. Clothing should cover private parts, underwear/undergarments, and be opaque.
4. Footwear with a protective sole and/or activity specific requirements must be worn at all times.
5. Students will not be permitted to wear jewelry or clothing or display body art that advertises or promotes the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal.
6. Students will not be permitted to wear jewelry or clothing or display body art that is lewd, vulgar, or sexually suggestive in language or design. Additionally, jewelry and clothing will not be permitted which advertises or promotes behaviors not conducive to a positive school climate or that is disruptive to the educational functioning and purpose of the school.

K. POSTING OF MATERIALS (ZCHS)

The posting of communications such as flyers, posters, announcements, advertisements, coursework, photographs, or similar items may only be displayed with the permission and approval of the teacher, coach, club sponsor, or administrator who oversees the advertised activity. Items should only be posted on designated bulletin boards and should not block or limit other postings due to quantity or size. Postings may appear no more than 15 school days before the advertised event and must be taken down after the event. Signs that advertise a standing or repeating meeting are not permitted. All posted communications must be related to a school purpose, function, or activity.

L. PUBLIC AFFECTION (ZCHS)

Students are expected to use moderation concerning affectionate expressions toward others while in school. Holding hands is not considered objectionable or immoderate, but petting or kissing is prohibited. Notification of parent/guardians and disciplinary action shall be taken against students who do not cooperate with the rule.

DISCIPLINE CONSEQUENCES (ZCHS)

ATTENDANCE

Student attendance will be monitored by an administrator once a student accumulates at least 5 absences to a class. The administrator will also monitor the academic standing of the student and how attendance is impacting their academic progress. The assigned administrator may utilize any of the following interventions to improve attendance:

- parent/guardian notification letter
- attendance contract
- referral to the school's student success team
- referral to the Youth Assistance Program
- referral to probation
- police welfare checks
- referral to the Department of Child Services
- disciplinary action including suspension and expulsion

INFRACTIONS

CONSEQUENCES

Absences – Unexcused

(Parent/guardian does not call before 9:15 a.m., but not a truancy)

1st	Warning by attendance secretary
2nd	1-Hour Detention
3rd	2-Hour Detention
4 th and beyond	Further progressive discipline action as deemed appropriate by the administration

Absences are counted by the semester.

Out of Bounds

(not in assigned location,
failure to follow procedure)

Progressive discipline action as deemed appropriate by administration including additional counseling, suspension, removal from class, and expulsion.

Truancies

(A student who is absent from
the school campus without the
knowledge or consent of the parent/guardian
AND school)

1st	In-school suspension, counselor referral
2nd	In-school suspension and counselor referral, attendance contract, Notification of the Bureau of Motor Vehicles for suspension of driving privileges
3rd and further	Further progressive discipline action as deemed appropriate by administration including additional counseling, suspension, removal from class, and expulsion.

Truancies are counted for the entire school year.

Tardies

(A student who is not in the proper
classroom when the tone sounds
to begin class)

2nd	Teacher notification
3rd	1-Hour Detention
4th	2-Hour Detention

5th and beyond

Further progressive discipline action as deemed appropriate by the administration

Tardies are counted by semester.

PERSONAL ELECTRONIC DEVICES INAPPROPRIATE USAGE

Personal electronic devices include, but are not limited to, cell phones, headphones, earbuds, smart watches, tablets, and other similar devices. The use of personal electronics in the classroom should be for educational purposes only. Classroom teachers may determine classroom expectations regarding personal electronic devices to ensure a conducive and focused learning environment.

INFRACTIONS

1st

2nd

3rd and beyond

CONSEQUENCES

Phone is confiscated. The phone must be picked up in office.

2-Hour Detention

Further progressive discipline action as deemed appropriate by the administration

MISCONDUCT

INFRACTIONS

Misconduct

CONSEQUENCES

Depending upon the severity:
suspension or expulsion.

MULTIPLE DETENTIONS

INFRACTIONS

Multiple Detentions

CONSEQUENCES

Students who accumulate more than five detentions per semester for ANY reason may be suspended one day for every five detentions.

PLAGIARISM/ACADEMIC DISHONESTY PENALTY

All infractions will result in a conference with student, contact to parent/guardian, and an alternative assignment/assessment. Additional penalties may include office referral, investigation, In-School Suspension (ISS) and/or withdrawal (W/WF) from the course. For courses that are dual-credit or offered in partnership with another institution, ZCHS will coordinate with the other entities to determine the consequences for the offense.

DEFINITION OF DISCIPLINE

CONSEQUENCES (ZCHS)

1-HOUR DETENTION

1-Hour Detention assigned by an administrator is held one hour after school in the designated detention room. Students that arrive late to detention may be assigned an additional detention. Students must bring enough schoolwork to stay busy for the entire hour. If a student forgets to serve a detention, he or she may be required to serve a 2-Hour Detention.

Teachers may assign detention as a component of their classroom discipline plan. Teachers assigning detention will notify the parent/guardian why the detention was assigned and when the detention is to be served. Teacher assigned detention will be supervised by the assigning teacher in the classroom.

2-HOUR DETENTION

2-Hour Detention is an extended detention that occurs after school for two hours.

SUSPENSION

Suspension is a separation from the school environment in which students are not permitted to attend school. Students are not allowed to be on school property during a suspension without specific permission from a school administrator. Students who are suspended may not participate in any extracurricular or school sponsored activities either as a participant or as an observer. Students are eligible to make up work due to a suspension.

DRIVERS LICENSE IAC 20-8.2-3-17.2

All expulsions and second suspensions will result in the suspension of the student's driver's license. State law requires a report be made to the Bureau of Motor Vehicles if a student is less than 18 years of age, is a habitual truant, is under at least a second suspension from school for the school year, or has been expelled or excluded from school, or has withdrawn from school for a reason other than financial hardship. No permit or operator's license may be issued under the aforementioned circumstances, and existing permits or licenses will be invalidated until the earliest of the following: 1.) the person becomes 18 years of age; 2.) 120 days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer. A student who is at least thirteen years of age but under the age of fifteen years, and who is determined to be a habitual truant cannot be issued an operator's license or learner's permit until the age of eighteen years, or until the attendance record has improved as determined by the school board upon review of the student's record. Provisions exist for periodic review of all students determined to be habitual truants and their reclassification. Procedures will be developed by the superintendent or designee.

ANTI-HARASSMENT POLICY

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This commitment applies to all Corporation operations, educational opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The Board will vigorously enforce its prohibition against unlawful harassment that is based on race, color, age, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws, and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems.

The Corporation will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including, expulsion from school. Disciplinary actions and complaint procedures related to potential violations of the Anti-Harassment policy (5517) are included in the full policy available on the website.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

REPORTING COMPLAINTS

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Complaints may also be reported to the Assistant Superintendent of Operations at 317-873-2858 extension 11940.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known.

STUDENTS WITH ALLERGIES

Students may have food or environmental allergies (including chemical sensitivities) which adversely affect their ability to learn. Students with allergies who require accommodations in school or school-related activities should be provided accommodations pursuant to an individual health plan (IHP), a Section 504 Plan, or an individualized education program (IEP). While ZCS staff will attempt to identify students with life-threatening allergies, parents and guardians of students with allergies should alert the school clinic staff upon enrollment or diagnosis. A student may be eligible for a Section 504 Plan if the allergy substantially limits a major life activity, such as breathing, respiratory function, immune system function, or learning. In addition, a student may be eligible for special education and related services pursuant to an IEP if the allergy adversely affects their educational performance. If the student's allergy(ies) are the only concern impacting the student's ability to receive a free and appropriate public education (FAPE), it will most likely be appropriate to have a Section 504 Plan. A care plan, including an emergency action plan, may be developed for students with allergies that do not rise to the level of a disability.

Appropriate accommodations are determined by the student's case conference committee or Section 504 team based on the unique needs of the individual student to receive FAPE. This committee or team may include school representatives, the student's parent(s) or guardian(s), and/or the student's private medical provider. If the student's medical provider indicates that a specific accommodation should be provided, the committee or team will determine if that accommodation is needed for the student to receive FAPE.

The committee or team's determination is a highly individualized process and no "standard" accommodation shall be mandatory for all students (e.g., it may not be appropriate for all students with a peanut allergy to sit at a "peanut-free" lunch table). Reasonable accommodations may include, but are not limited to:

- Allowing the student to carry an epinephrine auto-injector pen with physician approval
- Posting notices via parent-teacher groups about ensuring that snacks sent to school by parents/guardians are allergen-free
- Designating zones as allergen-free, such as an "allergen safe" table in the cafeteria and/or "allergen aware" classroom) with well-posted signs
- Using specialized cleaning procedures for designated classrooms, zones, or tables, which may include separate supplies to clean allergen-free areas
- Publishing school breakfast/lunch menus with allergens specified
- Using specialized food preparation procedures which include separating utensils, surfaces, dishes, etc.

- Enforcing “no eating” policies on bus, unless there is a legitimate medical need.

Confidentiality and the storage of medications will be implemented in accordance with ZCS policy and federal and state law. Staff will respond to allegations of harassment or bullying on the basis of an allergy in accordance with ZCS policy and federal and state law.

In general, a school district is not legally required to create a policy or ban products from a building in order to respond to an individual student’s allergy(ies). No accommodation can create an entirely risk-free environment, but ZCS is committed to providing FAPE and a reasonably safe environment for all students.

HEALTH CLINIC, MEDICATION, AND MEDICAL EMERGENCIES

Students who are injured or become ill are to report their condition to a teacher and then with the permission of the teacher may go to the school clinic. We are fortunate to have a licensed health care professional on duty or on call throughout the school day. Any student who visits the health care center for emergent problems, chronic health issues or daily prescription medications will not be required to have a pass.

Occasionally, the need arises for the health care professional to request a parent/guardian to pick up a child who has become ill. Parents/guardians will be notified if their child has a fever, vomiting, diarrhea, a significant illness or injury, or is in need of emergency treatment. If a student is too ill to remain at school, the parent/guardian or emergency contact shall be notified and arrangements made for transportation before the student is released. If a child is sent home ill during the school day, we request that parents not return the child to school later on that same school day. The school may require clearance from a licensed physician for a student to return to school whenever it is deemed necessary in order to protect the health of the student or other students.

In case of medical emergencies, every effort will be made first to contact the parent/guardian of the student. If the parent/guardian cannot be reached, or if in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance service shall be the responsibility of the parent/guardian. An accident or injury requiring treatment is followed up with a report to the Superintendent. Parents/Guardians will be notified of each clinic visit by a yellow treatment pass. All visits to the health care professional’s office are documented in the school’s electronic system, allowing parents/guardians to view the frequency and reasons for visits if requested.

ADMINISTRATION OF MEDICATION

Our school health care professionals are always willing to give your child medication when needed. They are bound by Indiana State Law to follow certain regulations regarding these medications. The health care professionals are not permitted to exceed the recommended dosages as stated on the original label without a physician note. Emergency medications may be carried by the student with physician and parent/guardian permission notes on file in the health care professional’s office. Emergency medications may include: Epinephrine auto-injectors, rescue inhalers, diabetic emergency medications (glucagon and Baqsimi), or emergency seizure medications (Diatat or Versed). Some older students will carry these medications with them as they travel to extracurricular programs after school. Both physician and parental written permission must be updated every school year for the use of any emergency medications. All other medication (besides emergency medications) must be kept in the health care professional’s office. Only the school health care professional or designee shall administer medications to students.

The administration of medications and/or treatments for students on a field trip will involve a concerted effort between the nursing and school staff, along with the parents/guardians and student. A school health care professional will rarely, if ever, accompany students on field trips.

In the interest of student safety, it is preferred that all medication, both prescription and non-prescription, be transported to and from the school health care professional’s office by a parent or guardian. If transported to/from school by a student, the parent/guardian must provide written permission to do so. This written permission only authorizes to/from school transportation. During school hours, the medication must be kept in the school health care professional’s office. All medications for elementary school children must be transported by a parent or guardian. Insulin in an insulin pump is excluded from this policy. Insulin by any other delivery route is included in this policy in its entirety.

PRESCRIPTION MEDICATION: (ORDERED BY THE PHYSICIAN)

Medication must be turned in to the clinic in the original pharmacy-labeled container with the student’s name/date/medication/dosage and the time dosage is to be administered.

1. The medication authorization form filled out by the parent/guardian must match the label on the container. In order to change the frequency or dose, a new physician order or medication container with appropriate directions must be provided.
2. Written permission from the parent/guardian giving the school authority to administer the medication must also accompany the prescription medicine. The form for this written permission may be found on the district website at this link: https://www.zcs.k12.in.us/apps/pages/health_forms
3. If a medication is to be stopped, the parent/guardian should notify the school health care professional of the withdrawal of consent in writing.

****Please ask your pharmacist when filling the medications that require refrigeration (i.e. liquid antibiotics) to fill a separate bottle with appropriate dosage to remain at school to avoid transportation problems, temperature change, or a missed dose when transportation problems occur.

NON-PRESCRIPTION MEDICATION

1. The school **will provide** Tylenol, Ibuprofen, and Tums or its generic equivalent in the dose appropriate for student’s age and weight as per the package instructions. When you register your student, you can request permission for one or all of these medications. Parents/guardians of elementary school students who receive any of these medications will be notified of their administration. This notification may come in the form of a phone call, email, or a note on their clinic visit pass that they should bring home. Middle school students who receive medication will receive the clinic visit pass to bring home. All other medication must be provided by parent/guardian and dispensed by the clinic.

- Written permission from the parent/guardian must be on file before any medication can be given, including over the counter decongestants, antihistamines or cough medicines that are brought in from home per the policies stated above. The amount to be dispensed must be on file before any medication will be given. A permission form may be obtained from the health care professional any time throughout the school year. Forms are also available on the district website under the health forms section. See https://www.zcs.k12.in.us/apps/pages/health_forms

Homeopathic Products: Zionsville Community Schools, in concert with the National School Nurse Association guidelines, does not honor requests by parents/guardians to dispense over the counter herbs, minerals, and vitamins and other homeopathic products. This includes low THC hemp extract or “CBD oil.”

Medication Disposal: At the end of the school year ALL medications **MUST** be picked up by parents or designated adult by the last day of school for students. All unclaimed medications will be destroyed after the last day of school.

HEALTH SCREENINGS

As required by the state of Indiana, health screenings will be conducted with all students in the grade levels shown on the schedule below. The screenings will be conducted during the first semester of each school year. If a parent/guardian does not wish for their child to be screened, please notify the speech pathologist/health care professional at the beginning of the school year.

Vision Screenings: Vision screening of 1st grade (MCT testing done by an eye care professional), 3rd grade, 5th grade, and 8th grade students (as prescribed by law) will be conducted by health care professionals. New students in elementary and middle grades will also be screened. Parents/guardians will be notified of any physical discrepancies discovered by school personnel. Parents/guardians should follow up with their pediatricians or eye doctor.

Speech & Hearing Screenings: Students in kindergarten, 1st, 4th grade, 7th grade, 10th grade, and students receiving special services will have their speech &/or hearing screened during the fall semester of the school year by district speech-language pathologists. 511 IAC 7-41-8

IMMUNIZATIONS

In accordance with Indiana Law, all students enrolled in the School Corporation must be immunized against the following diseases: diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, mumps, varicella, meningitis, hepatitis A, hepatitis B. Required immunizations are shown on the chart below. All children must provide written documentation of such immunizations at the time of their first enrollment in the School Corporation. **No child will be permitted to attend school for more than twenty days beyond the date of their enrollment without such documentation of immunization.** Additional FAQ's and information about immunization requirements for school age children can be found on the ZCS website under the Support Services menu and Student Health.

The U.S. Center for Disease Control and Prevention recommends the human papillomavirus (HPV) vaccine for routine vaccination age 11 or 12. The Indiana Department of Health recommends Influenza vaccinations for children of all ages, 2 doses HPV for students in grades 6 and 7, 2/3 HPV for students in Grades 8-12, and 2 doses Men B (meningococcal) for students in Grade 12. Please talk to your health care provider regarding their recommendation for your child. Parents/guardians providing an acceptable written statement of religious or medical objections to immunization will be exempt from this policy. These statements of religious or medical objection to immunization must be submitted each school year.

2025-2026 School Year

Indiana Department of Health (IDoH)--School Immunization Requirements

Below are the number of doses and each vaccine required for school entry.

Pre-K	3 Hepatitis B 4DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A
K-5 th Grade	3 Hepatitis B 5 DTaP (Diphtheria, Tetanus & Pertussis) 4 Polio	2 Varicella (Chickenpox) 2 MMR (Measles, Mumps & Rubella) 2 Hepatitis A
6 th - 11 th Grade	3 Hepatitis B 5 DTaP (Diphtheria, Tetanus & Pertussis) 4 Polio 2 Varicella (Chicken Pox)	2 MMR (Measles, Mumps & Rubella) 2 Hepatitis A 1 MCV4 (Meningococcal) 1Tdap (Tetanus, Diphtheria & Pertussis)
12 th Grade	3 Hepatitis B 5 DTaP (Diphtheria, Tetanus & Pertussis) 4 Polio 2 Varicella (Chicken Pox)	2 MMR (Measles, Mumps & Rubella) 2 Hepatitis A 2 MCV4 (Meningococcal) 1Tdap (Tetanus, Diphtheria & Pertussis)

Hep B The minimum age for the third dose of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable if the fourth dose was administered on or after child's fourth birthday.

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose. For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parental report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4 Individuals who receive first dose on or after their 16th birthday only need one dose of MCV4.

Hep A The minimum interval between 1st and 2nd dose of Hepatitis A is six calendar months. Two doses are required for all grades.

Indiana Department of Health, Immunization Division1 (800) 701-0704
in.gov/health/immunization

HEALTH INSURANCE

Zionsville Community Schools does not provide medical or accident insurance for students. Parents/guardians may wish to check with their health and accident insurance carrier to assure that the policy includes coverage for injuries which may occur at school or during extracurricular activities.

MENINGOCOCCAL DISEASE

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that causes meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

RETURNING TO SCHOOL FROM ILLNESS

Any student who has been absent from school because of a disease considered by the school health care professional to be infectious or contagious may be required to provide written assurance from a licensed physician that they are no longer in an infectious or contagious state. These illnesses may include pink eye, mononucleosis, impetigo, tuberculosis, whooping cough, measles, polio, meningitis, mumps, diphtheria, scabies, pneumonia, strep, shingles, MRSA, COVID-19, and hepatitis. If you are not sure about a particular illness, please call the school health care professional for advice before your child comes to school. In order to minimize the spread of infection, **please do not send your student to school when ill.** The following guidelines may help you determine when it is safe to return your child to school:

- A. Temperature below 100.4 degrees for 24 hours without fever-reducing medication
- B. No vomiting for 24 hours and able to tolerate a bland diet
- C. Diarrhea free for 24 hours
- D. Lessening of "acute cold symptoms" such as a persistent cough, or excessive "runny nose"
- E. If your child has a chronic medical issue which causes symptoms such as vomiting, diarrhea, cough, or increased secretions—the student may return to school with proper documentation of the medical issue.

If your child has been prescribed an antibiotic, please consult with the physician regarding when the student will no longer be contagious and is able to return to school. Normally 24-36 hours of antibiotic therapy is required to meet this criterion.

LICE (pediculosis): If a student is found to have live head lice while at school, the student will be sent home and can return the next day provided they have been treated with a special lice shampoo and has been checked by the health care professional. Data does not support the exclusion of students for the presence of nits, although continued monitoring by the parents/guardians and school health care professional for signs of infestation is appropriate. (This practice of not excluding is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Department of Health.) Parents/guardians have prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their children's hair and immediate treatment when head lice are detected.

BEDBUGS: If bed bugs are found on a student, then the parents/guardians of that student will be notified. A change of clothes sealed in a plastic bag for the child may be requested. Backpacks, lunchboxes, and other items that travel back and forth to school may be inspected daily and stored in sealed plastic containers to prevent the spread of bedbugs to other school areas. Continued prevention measures may be taken until successful treatment of the home has been verified.

STUDENT INTERNET ACCEPTABLE USE POLICY

INTRODUCTION

The Internet is a place for the exchange of information and ideas on a wide range of subjects. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The Zionsville Community Schools' (ZCS) network is connected to the Internet. While ZCS implements Internet filtering on all ZCS sites, it is impossible to control all materials on a global network. As such, students may encounter materials that are obscene, abusive, or otherwise offensive. ZCS firmly believes that information and the interaction available utilizing the network outweighs the possibility that students may access materials that are not consistent with the educational goals of ZCS. The purpose of this policy is to identify standards that will assist in ensuring students benefit from their use of the ZCS network and the Internet.

USE OF ZCS NETWORK

The use of the ZCS network is a privilege, not a right. Students who fail to comply with this policy or violate ZCS' disciplinary policies while using the ZCS network may lose the privilege to access the ZCS network. Students may also lose the privilege to use computer equipment and access to productivity tools (Office 365/Google) provided by ZCS or to bring their own computerized devices to school. Students may also be subject to other disciplinary action as appropriate based upon the nature and severity of the violation. During student registration, parents/guardians will complete and sign a Student Internet Access / Computer Use Agreement with ZCS.

SERVICES

Internet provides access to:

- A. Electronic mail communications with people all over the world and access to a productivity suite (Office365/Google) and internal Learning Management System (Canvas).
- B. Information and news from government, other public agencies, as well as the opportunity to correspond with scientists, authors, and politicians from around the world.
- C. Discussion forums on a variety of topics.
- D. Library catalogs and other materials from the Library of Congress, the Smithsonian, the Indiana State Library, and many universities.

ACCEPTABLE USES

Acceptable use of Internet resources is based on its original purpose, which is to provide a backbone network to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The operation of this worldwide computer network relies upon the proper conduct of its users. As a result, individuals must adhere to appropriate use guidelines.

ZCS does not assume responsibility for individuals using the network through its facilities, but does acknowledge the responsibility to the Internet community to enforce accepted standards of network protocol and the obligation to recommend the termination of a user's network capabilities if misuse of the Internet resources is discovered.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Use of the Internet by ZCS students must be in support of education and research and must be consistent with the educational objectives of the corporation. During classroom activities, it is the responsibility of the classroom teacher to supervise student Internet use in a manner that is consistent with the educational objectives of ZCS and this policy.

UNACCEPTABLE USES

Use of the ZCS network for any of the following purposes is prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To transmit or attempt to transmit obscene, abusive, or sexually explicit language, images, or materials.
- To annoy, harass, intimidate, or threaten, or attempt to annoy, harass, intimidate, or threaten any person or organization.
- To vandalize, damage, or disable, or attempt to vandalize, damage, or disable the property of another person or organization.
- To endanger or attempt to endanger the integrity of a computer on the ZCS network or the data stored on the network, including the introduction of computer viruses or worms.
- To circumvent or attempt to circumvent ZCS's Internet security measures and/or filters.
- To log on or to attempt to log on to the network using another person or group's name and password or to otherwise misuse a name or password.
- To falsely represent or attempt to falsely represent oneself in any Internet communication.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
- To transmit or attempt to transmit, without authorization, information that is false or defamatory or violates the privacy of another person.
- To interfere with or attempt to interfere with the lawful activities of any person, business, or organization in any manner.
- To violate or attempt to violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citations.
- To transmit or attempt to transmit, without authorization, copyrighted materials or materials protected by trade secret.
- To transmit or attempt to transmit unsolicited emails (e.g., chain letter emails, spamming emails) or emails to any of ZCS's distribution lists without permission of a school official.
- To download or attempt to download games, entertainment software, or copyrighted material without permission of a school official.
- To utilize peer-to-peer file-sharing applications or attempt to utilize peer-to-peer file-sharing applications without permission of a school official.
- To install or modify or attempt to install or modify any software on any ZCS computer.
- To engage in commercial activity, product advertisement, or political lobbying.
- To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of ZCS.

This is not an exhaustive list. Other similar behaviors are prohibited and may subject a student to the denial of privileges, disciplinary action, and/or referral to appropriate law enforcement agencies.

DATA PRIVACY AND PROTECTIONS

ZCS strives to be transparent with all processes related to the collection, retention, security, and termination of data. Zionsville Community Schools' policies and procedures for securing all Personally Identified Information (PII) and student data protection are located at http://www.zcs.k12.in.us/apps/pages/data_privacy.

In accordance with its obligations under the Children's Internet Protection Act, ZCS implements measures to block or filter, to the extent practicable, access to material that is obscene, pornographic and/or harmful to minors while connected to the ZCS network. Because of these monitoring obligations, students have no expectation of privacy in any aspect of their use of the ZCS network or any computer equipment, software, access accounts, or other types of materials or facilities owned, controlled, or provided by ZCS. Use of the ZCS network constitutes consent to be monitored.

ZCS reserves the right to view, copy, intercept, or block the transmission of any type of material or communication which does not conform to this policy, and may use any such material or communication in the investigation of any violation of this policy or in any disciplinary actions or proceedings against any student which might result from the student's violation of this policy. ZCS also reserves the right to make referral of certain types of violations to appropriate law enforcement agencies.

STUDENT RESPONSIBILITIES

In accordance with its obligations under the Children's Internet Protection Act, ZCS has undertaken efforts to educate students about appropriate online behavior, including cyberbullying awareness and response and interactions with individuals on social networking websites and in chat rooms.

Students using the network and communicating with others on the Internet should exercise caution and remember the following:

- People in chat rooms on instant messaging may not be who they appear to be.
- Personal information, such as home telephone numbers, names, addresses, and photographs of students, should never be disclosed in a public forum (e.g., a chat room or on a profile).
- Students should not reveal their names or personal information to or establish relationships with strangers met through the Internet, unless a parent/guardian or school official has coordinated the communication.
- Internet security is tenuous at best. Students should refrain from sending or receiving any communications or material over the network that they would not want to be made public.
- Do not respond to unsolicited emails, advertisements, or other requests for your personal information.
- Protect your password by making it long and strong (combining upper and lowercase letters with numbers and symbols).
- If a student is uncomfortable or feels harassed, intimidated, or threatened by information that he or she receives over the Internet, he or she should tell a teacher, principal, or other school official immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact immediately.
- If a student receives inappropriate materials or stumbles onto inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, principal, or another school official.

Network etiquette expects that the student abide by the following guidelines. These guidelines include, but are not limited to:

- Students are expected to be courteous and respectful. The use of vulgar, obscene, lewd, and otherwise inappropriate language is prohibited. Students shall not engage in cyberbullying.
- While the Internet itself has virtually boundless resources, the availability of local communication and storage resources is limited. Since list servers and mail servers can generate a significant amount of data to be stored, students are expected to "clean up" their files or mailboxes at appropriate times so as to not create a storage problem on the host server.
- All communications and information obtained via the network or the Internet should be assumed to be intellectual property subject to federal copyright law.
- Any attempt to compromise network security is prohibited. Any student identifying a possible breach in security must notify a system administrator or the corporation's Chief Technology Officer.

INFORMATION AND SERVICE DISCLAIMERS

ZCS makes no warranties of any kind, whether expressed or implied, about the information gained through the Internet, including its quality or accuracy. Use of information obtained through the Internet is at the student's own risk and ZCS cannot be held responsible for any material a student mistakenly or intentionally accesses or transmits via the ZCS network.

ZCS makes no warranties about the quality of the services provided and is not responsible for any claims, losses (including, but not limited to, the loss of data), damages, costs, or other obligations arising from a student's use of the ZCS network or any computer equipment or software owned, controlled, or provided by ZCS.

It is the policy of ZCS that the cost of any materials to a student utilizing the Internet is the responsibility of the student, or in the case of a student under the age of 18, the person who authorizes a network account. This authorization extends to any financial obligation that may be incurred when utilizing the network. Under no circumstances will ZCS be liable for any unauthorized purchases or other financial obligations resulting from ZCS-provided access to the Internet. The signatures on the Internet Access / Computer Use Agreement are legally binding and indicate that the party (parties) who signed has (have) read the terms and conditions carefully, understand the significance of the policy, and agree to abide by the policy in all its terms and conditions.

USE OF WIRELESS COMMUNICATION DEVICES

The Board of School Trustees permits students to bring personal laptops or other computing devices to school for academic purposes. Use of these devices is at the discretion of the teacher and administration. The purpose of this policy is to ensure that students and their parents/guardians understand the obligations and limitations associated with the use of personal laptops or other devices. These guidelines are a supplement to the school's Internet Acceptable Use Policy, which applies to the use of any computing device in school, including personal laptops and other devices.

GUIDELINES FOR USE

- Use of a personal laptop or other computing device is at the discretion of the administration and teacher. Students must obtain permission before using such a device in class.
- Use of a personal laptop or other device must support instructional activities.

- Students must agree to disable audio/video functions and to put away a personal laptop or other device, if asked.
- Students may only use personal laptops or other devices in accordance with Zionsville Community Schools' Internet Acceptable Use Policy.
- A violation of any of these guidelines may result in the revocation of privileges regarding the use of a personal laptop or computing device and appropriate disciplinary and/or legal action.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones/smartphones, personal digital assistants (PDAs), Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are disruptive to the school activity. Students may use WCDs while riding to and from school on a school bus at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

Using a WCD to take or transmit audio and/or pictures/video of an individual without their consent maybe considered an invasion of privacy. Students who use a WCD to violate the privacy rights of another person may have their WCD confiscated and held.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to knowingly receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any search of a WCD will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

RESTRICTIONS AND DISCLAIMERS

- The Corporation accepts no responsibility or financial liability for personal laptops or other computing devices that are brought to school by students.
- Laptops or other devices that are lost, stolen, or damaged are the responsibility of the student and their parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft.
- ZCS' technology department will not guarantee technical support for any personal laptop or other computing device.

TECHNICAL REQUIREMENTS FOR ACCESS

Personal laptops or other computing devices must conform to ZCS technical requirements, which are accessible through the ZCS website and which may be amended from time to time. All machines will also be required to install a network inspection certification (SecureW2) before connection to the ZCS network.

EMERGENCY CLOSING

As inclement weather sets in, it brings with it the possibility of hazardous roads caused by snow, ice or fog. Such weather conditions can necessitate last-minute decisions to close school. Zionsville Community Schools utilizes electronic means to simultaneously phone, text, and/or email all parents/guardians when an emergency announcement is necessary. The usefulness of this software is only as good as the telephone and email emergency contact information parents/guardians supply to our schools. School delay/cancellation information is also provided to local media outlets. In combination, these modes of communication serve to keep parents/guardians informed when weather or other emergencies cause schedule or calendar alterations.

As a general principle of operation, when the schools remain open during inclement weather, the Zionsville Community School Corporation recognizes the basic right of parents and guardians to decide whether or not to send their children to school under these conditions. Such absences will be considered excused. Also, parents/guardians and students must remember the students' responsibility to "make up" school work missed through any absence. In these situations parental decisions about school attendance are respected. In some situations, if the weather improves, a scheduled extra-curricular activity may not be canceled even though school is canceled for the day. A parent/guardian may use discretion as to their student's participation in the activity. No penalty will be assessed if a student chooses not to participate.

RESIDENCY AND EDUCATIONAL RIGHTS

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Program Director of Student Services.

WELLNESS

The Corporation promotes student wellness by supporting healthy choices, good nutrition, and physical activity as part of the total learning environment. For more details, the Corporation's Student Wellness Policy is available online at the ZCS website under Board Policy.

POSTING OF MATERIALS

Any ZCS-sponsored or affiliated organization or activity, and Parent-Teacher Organizations may post communications such as flyers, posters, announcements, advertisements, coursework, photographs, or similar items on designated bulletin boards. A posting may only be displayed with the permission and approval of the teacher, coach, club sponsor, or administrator who oversees the advertised activity. Posted items should not block or limit other postings due to quantity or size. All posted communications must be related to a school purpose, function, or activity. For more details, The Corporation's policy on such materials is available online at the ZCS website under Board Policy.

RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION

Parents/guardians and eligible students have the right to file a complaint with the United States Department of Education if they believe their rights have been violated. The mailing address is:

U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202

ACADEMIC AFFAIRS

RESIDENCY, ENROLLMENT AND WITHDRAWAL INFORMATION

A student must have legal settlement pursuant to Indiana law in order to attend Zionsville Community High School. Generally, legal settlement means a student lives with a parent/guardian who resides within the legal boundaries of the school corporation or with an adult who otherwise has legal custody of the student and resides within the boundaries of the school corporation in order to be able to attend Zionsville Community High School.

A student losing residency during the school year may attend Zionsville Community High School until the end of the semester in which the loss of residency occurred. Resident students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.

Students wishing to transfer to Zionsville Community High School from another school after the school year has begun must affirm in writing from the principal (or designee) of the sending school that the student is leaving while in good disciplinary standing. Students determined by the principal of Zionsville Community High School to have been legally dismissed or denied attendance to another school will not be eligible to enter Zionsville Community High School until the disciplinary action has been served.

If a student has been expelled from another school corporation, that student may not enroll in Zionsville Community High School during the period of the expulsion unless the following conditions are met:

1. The student informs the principal of Zionsville Community High School of the expulsion.
2. The principal of Zionsville Community High School consents to the student's enrollment.
3. The student consents to the terms and conditions of enrollment established by the principal of Zionsville Community High School.

If the student fails to inform the principal of Zionsville Community High School of an existing expulsion order or fails to follow the conditions of enrollment to Zionsville Community High School, the principal may withdraw consent for enrollment during the period of expulsion.

Before consent for enrollment is withdrawn the student will be granted an informal hearing before the principal.

Students withdrawing from school should contact their counselor who will guide them through the process.

STUDENT WITHDRAWAL FROM SCHOOL

Public law and Zionsville Community School Board policy require that no student under the age of 18 may withdraw from school unless 1) the student requests in writing to withdraw from school 2) a parent/guardian provides written consent to withdraw, and 3) the principal consents to the withdrawal as a result of an exit interview. During the exit interview it will be determined if the student's request for withdrawal is based on financial hardship, illness, or court order. Students not meeting one of these three criteria may not withdraw from school until their 18th birthday. (IC 20-33-2-9) Students under the age of sixteen (16) may not withdraw. The school principal shall advise the student and the student's parent/guardian that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit. (IC 9-24-2-1)

Any student who leaves school without following protocol is still responsible for returning all textbooks, library materials and any financial assessment.

GRADUATION

Graduation Classes: 2026,2027,2028

Students must meet Graduation Pathways requirements which include

1. Meet all minimum requirements for the General, Core 40, Technical Honors, or Academic Honors Diploma.
2. Demonstrate Employability Skills.
3. Demonstrate Postsecondary Readiness Competencies.

Graduation Classes: 2029-Beyond

Students must complete either:

1. Indiana Core 42 Diploma, which includes:
 - a. Earning 42 credits as defined by the IDOE
 - b. Demonstrating Employability Skills
 - c. Demonstrating Postsecondary Readiness Competencies

OR

2. Indiana Honors Seal Diploma, which includes:
 - a. Earning 42 credits as defined by the IDOE
 - b. Completing the requirements for one of the 6 Honors Seals as defined by the IDOE

More information about the diploma requirements for the Class of 2029 and beyond can be found [here](#).

The school counseling department can help with any graduation requirement questions.

HIGH SCHOOL COURSES COMPLETED WHILE ATTENDING ZIONSVILLE MIDDLE SCHOOLS:

The courses listed below, when taken before grade 9, **DO** count for high school credit, will appear on a student's high school transcript, and will contribute to a student's G.P.A. These courses will count to meet the requirements for the high school diploma if they are taken prior to grade 9.

Geometry
Honors Geometry
Algebra II
Honors Algebra II
Spanish II
French II
Chinese II
Upper level course work beyond level II

The courses listed below, when taken before grade 9, **DO NOT** count for high school credit, will not appear on a student's high school transcript, and will not contribute to a student's G.P.A. These courses will not meet the requirements for the high school diploma if they are taken prior to grade 9.

Algebra
 Algebra Honors
 Spanish I
 French I
 Chinese I

GRADUATION IN LESS THAN EIGHT SEMESTERS

It is the belief of the administration that all students benefit by completing eight semesters of high school. However, a student may graduate in less than eight semesters with approval of the administration and if appropriate arrangements can be made by the school counselor. Specific guidelines and restrictions apply to students seeking early graduation. Please contact your counselor.

GRADUATION EXERCISES

Students may participate in graduation exercises who:

1. Have met all requirements for graduation and have been enrolled in Zionsville Community High School during the eighth semester or the last semester in which graduation requirements are satisfied and have made provisions with the high school principal.
2. Are in proper disciplinary standing at Zionsville Community High School.
3. Attend graduation practices.

Note: Students not completing graduation requirements in eight semesters may participate in the first graduation ceremony held following satisfactory completion of all requirements.

VALEDICTORIAN

The valedictorian(s) of the graduating class will be all students who are tied for the highest rank at the end of 7 semesters plus the 3rd nine-week grading period. Grade point averages will be computed to the nearest one-hundredth of a point. The valedictorian(s) will be selected from those students enrolled at Zionsville Community High School for the eighth semester.

SALUTATORIAN

The salutatorian(s) of the graduating class will be all students who are tied for the second highest rank at the end of 7 semesters plus 3rd nine weeks grading period. Grade point averages will be computed to the nearest one-hundredth of a point. The salutatorian(s) will be selected from those students enrolled at Zionsville Community High School for the eighth semester.

RECOGNITION AT COMMENCEMENT

Top 5% = Summa Cum Laude (Wear gold cords at commencement)

Next 5%= Magna Cum Laude (Wear silver cords at commencement)

Next 5%= Cum Laude (Wear bronze cords at commencement)

COMPUTING G.P.A.

To compute a grade point average, the total number of grade points earned is divided by the total credits. Averages are figured cumulatively; that is, the total points for all semesters of schoolwork are divided by the total credits attempted for all semesters. G.P.A.'s will be rounded to the nearest one-hundredth of a point.

The following value is assigned to each letter grade:

Grade Values		
Letter Grade	Point Value	Percentage
A+	4.0	98-100%
A	4.0	92-97%
A-	3.7	90-91%
B+	3.3	88-89%
B	3.0	82-87%
B-	2.7	80-81%
C+	2.3	78-79%
C	2.0	72-77%
C-	1.7	70-71%

D+	1.3	68-69%
D	1.0	62-67%
D-	.7	60-61%

HONORS COURSES

Honors classes are designed for students who have demonstrated academic success and commitment via outstanding achievement in prerequisite courses. Students considered for honors courses must have outstanding achievement in prerequisite courses, standardized test scores, samples of course work, and staff recommendations. Students that fail to gain admittance to an honors course may appeal to the appropriate department chair, the assistant principal overseeing academic services and the principal in this sequence.

ADVANCE PLACEMENT

Zionsville Community High School participates in the College Board Advance Placement Program. Any student that completes the prerequisite courses may enroll in an AP course.

AP courses will receive a full or half quality point.

WEIGHTED GRADES

ZCHS recognizes and rewards academic rigor through a weighted grading system. Students who participate in AP, honors, and other select courses may earn a quality full or half point. Please see the Course Planning Page of the ZCHS web page or a school counselor for information on specific weights for specific courses.

STUDENT RANK REPORTING

Because Zionsville Community High School is a highly achieving high school, ranking students has proven to be detrimental to college admissions. Therefore, Zionsville Community High School does not report a student's rank on the transcript. Students, with authorization from parent/guardians, will have their rank reported on official school disclosures for college applications, special programs, awards or scholarships.

TRANSFER OF CREDITS

New Enrollees: Zionsville Community High School will accept all required and elective credits for students transferring from another accredited school as long as these courses are listed in the Indiana Department of Education's course catalogue. Courses taken outside of Indiana will be reviewed individually to determine transferability. Weighted points will be awarded for only those courses that are also offered at ZCHS.

Current Students: Zionsville Community High School maintains high academic standards. To help maximize future student success and curricular continuity from one level of course work to the next, students are encouraged to take courses offered at ZCHS whenever possible. Students are allowed to transfer credit courses from another school or educational service provider. General guidelines for transfer courses:

- The courses must be taken through schools or providers approved by ZCHS. Approval must be gained through the principal or designee before enrollment.
- Students earning 47 total credits or more may transfer in a maximum of eight credits over the course of their high school career. Students earning a final total of more than 47 credits may transfer in additional credits beyond eight over the course of their high school career.
- Students must take transfer coursework in sequence parallel with the ZCHS curriculum or as approved by ZCHS administration.
- The name of the school or course provider will appear on the transcript.
- Quality points may be awarded for transfer courses that are also offered at ZCHS.

RETAKING CLASSES

Students who receive a grade of C+ or lower may retake the class at ZCHS if desired. The grade received in the retake class will become the grade of record. Any exceptions to this must be approved by the principal. Students must notify their school counselor when the replacement grade is earned.

AUDITING OF CLASSES

The primary purpose of an audit is to allow students the opportunity to help build capacity of fundamental skills or knowledge. Coursework designed to extend skills or knowledge beyond a fundamental level must be taken for credit. To assist students in meeting this goal, students may audit classes for which they have previously earned a credit. To inquire about an audit, students must begin with their school counselor who can work with the counseling and academic department chair for approval.

SCHEDULING OF CLASSES

Students will select classes for the following academic year in late winter/early spring. It is our goal that students will receive schedules for the following academic year before summer break. These schedules should be carefully checked and the school office should be contacted before the end of the school year concerning any requests for changes. Students will be allowed to request any schedule changes before the end of the school year. The school counseling department will do its best to accommodate requests for changes as class balance allows.

Any schedule change requests made after the last day of the school year, will require approval of the principal or designee and be addressed for the following reasons:

1. Changes in a student's special need status, IEP or resource requirements.
2. Medical issues as documented by a medical provider.
3. Errors made by the school in developing the schedule.
4. Changes that allow students to qualify for the Academic Honors or Core 40 diploma.
5. Failure of a prerequisite course as identified in the ZCHS course descriptions.
6. Failure of a course required for entrance into post-secondary education.
7. Failure of a course required for post-secondary study as documented by the institution.
8. Failure of a course required for graduation.
9. Dropping a study hall for a credit bearing course.
10. Dropping an elective class for a required class.
11. Balance of class size as determined by the school.
12. History of failure in the same course taught by the same teacher.
13. Change to planned graduation date.
14. Adding a class to continue the sequence of a year-long course.

At Back-to-School Days, students will receive their official schedule for the academic year. Students are expected to follow these schedules. Any requests for change would follow the guidelines outlined above for requests made after the last day of the school year.

No matter the time of year, requests for specific lunches, periods, or teachers cannot be honored.

CLASS WITHDRAWAL (CLASS DROP) TO STUDY HALL

Students who are taking seven classes during a semester may drop one course for one study hall per semester as follows.

- Student's may drop a course within 10 school days for a study hall if not already enrolled in a study hall. No notation will be made on the student's transcript.
- Students may drop a course for a study hall from day 11 through the third day past midterm (approximately 4 and ½ weeks from the beginning of the semester) if not already enrolled in a study hall. A withdrawal notation will be recorded on the student's transcript if they are passing at the time the drop occurs. A withdrawal failure notation will be recorded on their transcript if they are failing at the time the drop occurs. These marks will not be factored into the student's grade point average.
- Students may drop a course for a study hall from the fourth day past midterm (approximately 4 and ½ weeks from the beginning of the semester) if not already enrolled in a study hall. A counselor must approve of this drop. A withdrawal failure notification will be recorded on their transcript and be factored into the student's grade point average.

J. EVERETT LIGHT CAREER CENTER (JELCC)

Enrollment in the J. Everett Light Career Center is a full year commitment, and students are responsible for the following:

1. Follow the JELCC calendar as well as the ZCHS calendar for attendance purposes.
2. Follow all JELCC regulations while under its supervision.
3. Students missing more than ten days in a semester at JELCC or making an F for the semester will not be approved for attendance at JELCC the following year.
4. Students suspended or expelled from either ZCHS or JELCC will be denied attendance at both schools.
5. Students dropping from JELCC classes during the semester and unable to schedule four classes at ZCHS will not earn credits for that semester.
6. Students must attend JELCC at the designated times. Absences for convocations or pep sessions are not allowed. Exceptions to this policy can only be made by the principal.

EMANCIPATED STUDENT

In order to be emancipated for all school purposes, a student must provide proper legal documentation to their school counselor.

ARRIVAL AND DEPARTURE TIMES

Students should not arrive before 8:00 AM and should depart by 4:15 PM with the following exceptions:

1. Involvement in a club function.
2. Participation in an athletic practice or event.
3. Participating in an event under the direct supervision of a school employee.

Students who are waiting to be picked up from school should do so in the commons area at Door 3.

ATTENDANCE

The State of Indiana's attendance target for students in grades K-12 is ninety-four percent (94%). This means students should miss no more than ten (10) school days each school year.

The Board of Trustees believes that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral for the student to excel. Students are bound by the requirements of Indiana's compulsory attendance law.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

EXCUSED ABSENCES

Excused absences are established in IC20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absent from school. At a minimum, in accordance with Indiana law, the Board considers the following as exceptions to compulsory attendance, and may not be recorded as absences or penalized by the school in any manner:

- A. Service as a page for or as an honoree of the general assembly (not recorded as absence) (I.C. 20-33-2-14)
- B. Service on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works. (I.C. 20-33-2-15)
- C. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20- 33-2-16)
- D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. Participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days in a school year. (I.C. 20-33-2-17.2)
- F. Participation in an "educationally related non-classroom activity" as defined in I.C. 20- 33-2-17.5.
- G. Student or member of student's household participates or exhibits in the Indiana State Fair for educational purposes, for not more than five (5) days in a school year, if student is in good academic standing, as determined by the school corporation. (I.C. 20-33-2- 17.7)

Additionally, the principal shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the students to receive religious instruction if the student's parent makes a written request for such absence. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school. (I.C. 20.33.2-19)

The Superintendent shall require, from the parent of each student, or from an adult or emancipated student, who has been absent for any reason, a written statement of the cause for such absence. A phone call to the school is also accepted, should this be designated by the principal. The Superintendent reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. absence of more than three (3) days duration;
- C. repeated unexplained absence and tardiness.

In addition to the excused absences listed in State statutes, the Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident verified by a note from a physician or documented by medical records

D. required court attendance by subpoena or court order

E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.

F. death in the immediate family or of a relative

G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223

H. maternity

I. military connected families' absences related to deployment and return such other good cause as may be acceptable to the Superintendent or permitted by law.

UNEXCUSED ABSENCES

Unexcused absence shall mean any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance.

Repeated instances of unexcused absences may result in disciplinary action .

TRUANCY AND HABITUAL TRUANTS

Truancy is defined as a student absence from the school campus without knowledge of the parent and school.

Or

Truancy shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

Habitual truant are students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

A habitually truant student may not participate in extracurricular or co-curricular activities, unless:

A. at the Corporation's discretion, in accordance with a plan that meets the requirements for a Student Attendance Plan as described below (even if the student is beyond grade 6) and signed by the student and a parent, provided such participation is permitted by the association governing the activity (if applicable);

B. after one month of attendance without any unexcused absences and provided such participation is permitted by the association governing the activity (if applicable); or

C. in accordance with an IEP, Section 504 Plan, or other comparable plan created to meet legal duty to a student with a disability under federal or state law.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

The Superintendent shall ensure that the guidelines on attendance properly address the matter of truancy by including a process which:

A. identifies the habitual truant;

B. investigates the cause(s) of the student's truant behavior;

C. considers, when appropriate, modification of the student's educational program to meet particular needs which may be causing the truancy;

D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;

E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct;

F. The superintendent or designee shall report a student who is habitually absent from school in violation of the compulsory school attendance law to the juvenile court or the Indiana Department of Child Services (DCS).

NOTIFICATIONS AND SUPPORT

Parents/Guardians will be notified when their child has missed five (5) full or partial school days in a given semester. For middle and high school students, notification may be given when there are excessive absences in a particular class period. Parents/Guardians will receive a second notification when their child has missed eight (8) full or partial days in a semester. After ten (10) missed days- full or partial- a meeting

will be required to create a plan to support student attendance. This meeting may take place regardless of if the absences are considered excused or unexcused. (This is independent of the K-6 Truancy Prevention policy required by Indiana law).

PREARRANGED ABSENCES

Some absences may be known to students and their families in advance (example: vacation travel, etc). In the case of such absences, please refer to communication provided by your child's school regarding procedures for notifying the school of a pre-arranged absence. In some cases, students may be asked to complete a form and communicate with teachers regarding expectations for make-up work. Teachers are NOT expected to prepare work in advance for students to complete during such an absence. Pre-arranged absences may be considered excused, provided that a student is considered in good standing which includes not requiring a supportive attendance plan.

For pre-arranged absences exceeding ten (10) consecutive school days per semester, students may be asked to withdraw from school and re-enroll upon their return.

LEAVING SCHOOL/SIGNING IN/SIGNING OUT

Unless part of a student's academic plan, no student may leave school prior to dismissal time without a parent/guardian or guardian providing approval. This approval may be specific to an instance or more generalized in nature as required by school administration. No student will be released to a person other than a custodial parent/guardian or guardian without specific permission from the custodial parent/guardian or guardian. A student shall report to the attendance office before leaving school for an appointment, a prearranged absence, or for any reason other than a normal ending of the school day. Students returning from an appointment or arriving late to school should also report to the office upon their return. Failure to follow procedure will be considered insubordination.

HOMEWORK

1. Homework is the student's responsibility.
2. Students will have one day for each day's absence to make up the work assigned on the day of the absence or as teachers may outline in classroom rules.
3. Request for homework assignments can be made on the second consecutive day of absence by the student or parent/guardian contacting the teacher via e-mail, voice mail or checking the student's student learning management system account.
4. If a student is on a field trip, the student is not considered absent from school. All homework will be due at the regularly scheduled time. The student will not have one day to make up work, as in an absence from school. Absences due to school sponsored field trips do not need to be reported to the attendance office.

TRANSPORTATION

BICYCLES

Student bikes must be parked in the bike racks located at various locations around the building.

BUS TRANSPORTATION

Students riding a bus shall conduct themselves in accordance with the bus safety rules provided by each bus driver. Students in violation of the rules jeopardize bus privileges. Students being transported on a school bus are under the direct supervision, direction, and control of the bus driver and are subject to disciplinary measures by the bus driver and school officials.

Students are to unload and go directly into the building.

A student may be permitted to ride a bus route other than the one to which the student is assigned only with the approval of the ZCS Transportation department. The transportation department may grant a student permission to ride another bus if it involves a daycare situation. Should transportation problems occur, please contact the transportation center, (317) 873-1237.

BUS, DRIVING, AND PARKING PRIVILEGES

1. ZCHS student drivers shall have an application on file in the office and shall display a student driving tag from the rear view mirror of the front windshield. Cars not displaying this tag shall be considered "unauthorized" vehicles on school property and may be cause for disciplinary action, loss of driving privileges or the car to be towed at the owner's expense.
2. Students are to park in their assigned lots. Parking in any other unauthorized area can result in disciplinary action, loss of the driving privilege and/or the car being towed at the owner's expense.
3. The maximum speed limit on school property is 15 mph or less as safety dictates.
4. Pedestrians have the right of way.

5. At the order of the fire marshal, parking in exits, fire lanes or outside lanes is prohibited AT ALL TIMES and may result in towing at the owner's expense.
6. Students and riders arriving in cars are to park and come into the building immediately.
7. Non-students may not loiter with students in the parking lot.
8. Any drivers that conduct themselves in an unsafe manner may lose their privilege to drive to school or receive discipline action deemed appropriate by the administration.

STUDENT DROP OFF

Current student drop off information may be found on the high school's main web page.

MISCELLANEOUS

CAFETERIA

Zionsville Community High School has 3 lunch periods.

Students may bring their own lunch or purchase lunch from a variety of menus offered in the cafeteria.

Lunchtime expectations:

1. For the safety and security of the students and staff, ZCHS maintains a closed lunch program. Students may not leave campus for lunch or invite friends or graduates to eat lunch with them. Students earning senior privileges may leave campus by following the established procedures.
2. Remain in the cafeteria during the entire lunch period.
3. Properly dispose of paper, trays, cups and wrappers.
4. Students going to and from lunch are to be considerate of other students in class.
5. Students abusing the privileges afforded them in the cafeteria will face disciplinary consequences.

The ZCS Food Service Department participates in the National School Lunch and Breakfast Programs. Continual efforts are made to ensure that the meal service provided meets or exceeds all regulations enacted by the U.S. Department of Agriculture, the programs federal administrator.

Within each ZCS cafeteria, a pre-payment debit system is utilized which provides each student a personalized meal account. The system is designed to process student purchases efficiently and to reduce the amount of cash handling at each location. Funds deposited into accounts are used for the purchase of meals, as well as milk and snack (i.e. a la carte) products, those items, those are intended to supplement a nutritious meal. Students are given a unique Quick ID number to access their accounts. Students enter this Quick ID number into a keypad after making their food selections. The cashier then accesses their account and verifies the identity of the student prior to completing the transaction.

The debit system operates on a pre-pay basis; therefore, parents/guardians are encouraged to deposit funds in advance of purchase. Deposits will be accepted during any meal service or by sending deposits to the school cafeteria or the school office. To ensure rapid processing when paying with check or cash, it is beneficial to record the student's name and Quick ID number on the check or envelope. If desired, payment can be made by utilizing the school's [online payment option](#). Account balances, both positive and negative, carry over to subsequent school years regardless of a student's ZCS building assignment. For those students graduating OR anyone leaving ZCHS, account balances greater than \$5.00 will be refunded via a request through our [webpage](#).

The cafeteria will make efforts to advise parents/guardians of low and negative account balances by using the primary methods of phone calls, emails or occasional letters mailed home. Parents/guardians and students are encouraged to keep track of account balances, which can be done via the family portal accessed at <https://zionsville.familyportal.cloud>. In addition, this portal provides assistance in transferring funds between students, creating purchase limitations, viewing purchase histories and applying for meal assistance if needed.

At no time will a child be denied purchases, for details, please see the "Charging Practices" document located on the ZCS Food Service webpage, found on the district website, linked [here](#).

It should be noted that any negative account balance of \$50.00 or more that is not paid within a reasonable time may be sent to a collection agency. If a parent/guardian has concerns about a negative meal balance or purchases made, please contact the school's cafeteria manager or school counselor.

The ZCS Food Service webpage will also provide current information about many topics including: menus, pricing, nutritional content/allergy awareness; cafeteria contacts; summer meal service sites, in addition to meal assistance; refunds; meal charging; purchase limitation options, etc.

[USDA Nondiscrimination Statement link](#)

Any questions or concerns may be directed to the Food Service Manager in each school, or to the Food Service Director at (317) 873-1232, extension 11600.

CHARGE FOR RETURNED CHECKS

There shall be a charge for checks written to the high school and returned for insufficient funds.

SCHOOL COUNSELING

The ZCHS school counseling department's webpage contains a variety of academic, college and career planning information including links to the College Board, FAFSA, and Naviance sites. The ZCHS school counseling department's webpage may be found at: http://zhs.zcs.k12.in.us/apps/pages/counseling_department_news

MEDIA CENTER

The media center is open from 8:00 – 4:00 Monday through Friday. Students may use the media center before school, after school, during study hall, and with a pass from a teacher. Books circulate for three weeks, while DVDs, cables, chargers, adapters, and other miscellaneous items may be checked out for shorter periods of time. The library catalog is available online at <https://zcs.follettdestiny.com/>. Research databases, eBooks, and other digital resources selected to support the ZCHS curriculum and student interests are available to all students through the media center Canvas course. In addition to being a research and leisure reading facility, the media center is the primary location for computer repair or technical support at the high school.

LOCKERS

As a school with a growing enrollment, ZCHS no longer has enough lockers for all students. At the end of the school year, students in grades 9, 10, and 11 are surveyed to determine if they are willing to forego a locker assignment for next year. If not enough students volunteer to waive their locker assignment, students in grades 10, 11, and 12 will be randomly chosen to receive a locker. Lockers and lock combinations shall be issued when students receive their official schedules. Only school-approved locks may be used to secure lockers.

It is the responsibility of the student to report locker problems to the main high school office. The student shall further be responsible for the general condition of the locker, should affix no stickers to the locker, and shall remove all contents at the end of the school year. The school does not assume the responsibility for items presumed stolen or in any way missing from lockers. Lockers must be kept locked.

A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may, at the request of the principal, assist a school administrator in searching a student's locker and the locker's contents.

Lockers are school property and may be inspected at any time. In the absence of the principal, assistant principal, and school counselor, the athletic director will be responsible for opening lockers. The student, when possible, shall be present when the locker is inspected.

PASSES (ZCHS)

Because of the importance of instructional time and pacing, the opportunity to leave class will only be granted at the teacher's discretion. Students must have the written permission of a teacher each time they leave the classroom to leave the classroom. Refusal to comply with this policy will be considered insubordination.

STUDENT IDs (ZCHS)

ZCHS students may be required to produce their student ID in order to access the building after school has started or to attend certain extracurricular activities.

STUDY HALL (ZCHS)

Study halls shall be conducted so that students wanting to study may do so. The following rules shall apply:

1. Students shall have all necessary materials at the start of study hall.
2. Students shall not be excused to go to lockers or to empty classrooms during study hall.
3. Students wanting to see a teacher or doing assigned work for a teacher shall have a pass from that teacher to present to the study hall director.
4. Students shall maintain an atmosphere conducive to studying in the study hall.
5. Students may be released to the library with the study hall director's authorization.

MESSAGES/DELIVERIES

Messages and deliveries, including homework, are welcomed. Items and messages will be left in the front office until students are able to pick them up at an appropriate time. In order to prevent interruptions to instruction, items will not be delivered to classrooms.

ZCHS will not accept drop offs from restaurant delivery services. Students who forget their lunches are encouraged to eat in one the cafeteria. If a parent/guardian drops off a lunch that a student has forgotten, the parent/guardian may leave it at the front office. The office staff will not call students down to retrieve lunches, so parent/guardians delivering a forgotten lunch should communicate directly with their child to alert them the meal is ready to be picked up in the office.

TELEPHONE

Students must have permission from a staff person to use school telephones.

VISITORS

The school encourages parent/guardians to visit their children's classes, the teachers, counselors, and administrators. To ensure staff availability, please make an appointment before the visit. Call (317) 873-3355, extension 0, to reach the main office.

ZCHS must balance the desire to host visitors with the explicit safety and instructional needs of students and staff. For that reason, all doors are locked during the

school day and video surveillance is utilized. Visitors to the school must report to the main office immediately upon entering the building. All visitors must sign in and obtain proper identification.

Visitors other than parent/guardians must be prearranged. The proper visitor form may be obtained from the main office and completed prior to the visitation. All volunteers must work through a faculty member of the main office to complete a criminal background check.

Please be advised that ZCHS is a closed campus during school hours.

DANCES (ZCHS)

School sponsored dances are a fun and important part of student life at ZCHS. It is expected that students' behaviors meet the expectations of the school day. While the student dress code is relaxed at school dances, students are expected to dress appropriately and to maintain appropriate dress throughout the dance. Students will be required to present their school I.D. in order to be admitted to all school dances. A student requesting to bring a guest or friend who is not a Zionsville Community High School student must have a Student Guest Form completed and returned to the main office prior to the event. This form requires the signature of the administrator of the guest's school. The minimum grade level for all guests is ninth grade, and all guests must be under the age of twenty-one. All guests must attach a photocopy of their current school I.D., Driver's License, or State I.D. to this form. Guests must also present their I.D. to be admitted to the dance.

SENIOR PRIVILEGES (ZCHS)

ZCHS students in their fourth year of study may, with parent/guardian and administrative approval, elect to participate in the Senior Privilege Program. This program is designed to allow students to experience the privileges and responsibilities that will accompany the higher degrees of freedom they will have in the next stage of their lives. To qualify, students must be in their fourth year of study, have submitted the Senior Privilege Parent Permission form, and have obtained a Senior Privilege Pass.

Qualifying seniors exercise the following privileges:

- may sign themselves out and leave the premises for medical or legal appointments when documentation is provided
- may leave campus during their lunch period on designated days

Excluding the above privileges, all school rules as outlined in the Parent Student handbook shall remain in effect while students are participating in the Senior Privilege Program. **Qualifying seniors will lose these privileges in the following instances:**

- taking any student that does not have senior privileges off campus
- leaving campus without permission from parents and the school at any time not assigned as a designated Senior Privilege opportunity
- withdrawal by parent/guardians

CO-CURRICULAR & EXTRA-CURRICULAR STUDENT ACTIVITIES, CLUBS & ORGANIZATIONS

PURPOSE

Students at Zionsville Community High School are encouraged to consider opportunities for growth through participation in the wide variety of activities and clubs offered. These programs and activities exist to enhance student connectedness to the school, provide unique learning opportunities that cannot be replicated in the traditional classroom, and ultimately increase overall student achievement. These activities should be considered only after the student has planned a course of academic study. Students should strive to maintain proper balance in the total number of activities selected in relation to the basic academic load carried.

EXPECTATIONS AND CONDUCT FOR PARTICIPATION

Any student who represents ZCHS should exhibit the highest standards of personal conduct both inside and outside of school. Participation in school activities is a privilege, and students who participate have an escalated level of responsibility for exemplary conduct. In regard to extracurricular activities, these expectations and code of conduct are in effect 12 months a year for students enrolled in grades 9-12. Students who engage in criminal activity, use tobacco, nicotine, intoxicating beverages or illegal drugs, engage in bullying or intimidating behavior, or commit major school infractions shall not be allowed to serve in or will be removed from any club/activity officer or leadership position for the remainder of the school year in which the action takes place. For clubs where the participants represent the school in interscholastic competition, the above actions can lead to suspension and/or removal from competition consistent with school discipline policy and the student-athlete code of conduct. Additionally, students failing to consistently maintain passing grades and acceptable standards of conduct as outlined in organizational charters or contracts as set by rules of sponsors or coaches, or by the general standard of acceptable behavior at Zionsville Community High School may be denied membership in or may be suspended or removed from an activity by order of the sponsor, coach or principal.

AWARDS FOR INTERSCHOLASTIC ATHLETIC TEAMS NOT SANCTIONED BY THE IHSAA

ZCHS may choose to sponsor athletic teams which compete interscholastically but are not governed by the IHSAA. School sponsorship is achieved and maintained through a review process with the ZCHS Administration. At such a time when a school sponsored sport demonstrates the characteristics of and exists in a similar context to current IHSAA sports, ZCHS Administration can choose to recognize the participants with the varsity letter award and/or other team and individual awards sponsored by the athletic department.

ATHLETICS

REFERENCE TO ATHLETICS SECTION OF THIS HANDBOOK

Students and parents/guardians of students who participate in any ZCHS Co-Curricular & Extra-Curricular Student Activity, Club, or Organization shall adhere to the Zionsville Community High School Athletic Policy Regarding Student Hazing and Harassment, Parent/Guardian/Coach Relationships, Parent/Guardian (Fan) Decorum, and Travel sections of this handbook.

HONOR CODE

(The Honor Code outlines certain standards of ethical conduct for persons associated with the Zionsville Community High School athletic department. The policies of the Honor Code apply to athletes, coaches, and administrators.)

All athletes shall abide by a code of ethics. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. ZCHS athletes should be diligent in preparation, relentless in effort, disciplined by nature, respectful in action, self-controlled with works, humbled in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time, referees, etc. (Violation of the Honor Code may result in disciplinary action in the discretion of the coach.)

RESPECT

I understand that respect for self and others is the guide for all interactions at ZCHS. I will maintain respect for authority, just as I will expect the same in return.

HONESTY

I will not take unfair advantage of members of my school or community. I will be honest and trustworthy to myself and others.

RESPONSIBILITY

I understand that respect demands responsibility. I also understand that I will be held accountable for my actions. My integrity as an individual during competition, where I must learn to discern and apply right from wrong, is reinforced and affirmed.

LEADERSHIP

I will not abuse nor take advantage of my position of leadership. I will set a positive example through dedication and commitment to my school and community.

ZIONSVILLE COMMUNITY HIGH SCHOOL TITLE IX COMPLIANCE POLICY

It is and shall be the policy of Zionsville Community High School to actively pursue gender equity in all aspects of our sports program. Our compliance with Title IX goes beyond our intent to comply with the law. We feel that there should exist a "spirit" of fair play for both genders. Further, that we will create an environment in which opportunities and resources are distributed equally, and in which no one experiences discrimination on the basis of gender.

Our Athletic Department procedures are to see that:

1. We seek the best qualified applicants and make no gender differentiation in hiring coaches (regardless of whether the opening is in a male or female sport.)
2. We render commensurate compensation for coaches with similar experience, responsibilities, and program size.
3. We make no gender differentiation in hiring officials.
4. We make the budgets for the purchase of equipment equitable. (Note: Outside donations to specific sports cannot absolve the school from responsibility of offering similar equipment benefits to other groups.)
5. The length of seasons and number of games/matches/meets and practices are scheduled equally.
6. Any per diem, meal or travel money is dispersed equally.
7. Locker rooms, practice facilities, game facilities are provided and maintained in the same fashion for both genders.
8. Medical resources and use of the training room will be equal to all student athletes. Availability of team doctors depends upon suitable volunteers. Availability of trainers is to be the same for all like or comparable sports.
9. Publicity and promotion of sports teams will be equal in as far as the school has the ability to control that aspect (realizing that the media does not treat all sports equally.)
10. Support services such as video tape recorders, secretarial assistance, use of team meeting rooms will be equally available.
11. Pay for event workers will be the same for male and female sports which are comparable (example: baseball-softball) in time and work effort expended.
12. Coaches offices and locker rooms are not dissimilar in design or space and equal facilities are offered to each gender.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

Before participating in any workouts, tryouts, or practice sessions for a team, a student-athlete and their parent/guardian must complete and submit all required forms, including the physical examination form, through Final Forms. These forms must meet the requirements set forth by both Zionsville Community High School and the IHSAA.

The physical examination form must be dated after April 1st to be valid for the following school year. All required ZCHS/IHSAA forms, including the physical exam form, must be updated every 12 months.

Additionally, transfer students new to ZCHS are not eligible to compete in interscholastic contests until their athletic transfer form has been approved by the IHSAA.

ATHLETIC PARTICIPATION

Participation in the athletic program at Zionsville Community High School requires self-discipline and sacrifice. An athlete is an example for peers and the young people in the community. Students with sufficient ability are eligible to participate on a Zionsville Community High School athletic team, provided they meet the scholastic standards and appropriate conduct standards established by the Indiana High School Athletic Association and Zionsville Community High School. Students may use the following criteria to determine eligibility for athletic participation:

1. A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport.
2. Shall be currently enrolled and passing five full credit subjects.
3. Shall have a physical examination completed using the IHSAA physical examination form, with a signed consent and release statement from a parent or guardian on file in the athletic office. The physical must be dated on or after April 1st. Additionally, athletes must be compliant on Final Forms.
4. Shall not participate in non-school contests in a sport after beginning practice and participation in the sport unless waivers are available for that sport and completed appropriately.
5. Shall follow the IHSAA practice guidelines.
6. Shall have never received money or merchandise directly or indirectly for athletic participation.
7. Shall abide by rules and regulations of the coaching staff in the sport of participation.
8. Shall attend school a minimum of the last three periods of a school day in order to practice or compete in athletic contests. Individual circumstances which may prove to be the exception shall be handled by the assistant principal or athletic director.

Zionsville Community High School athletes are expected to conduct themselves in a manner consistent with school policy whether it be in or out of season and whether or not school is in session. All athletes should be aware that any act that would generally result in a recommendation for expulsion from school, regardless of when or where that act occurs, shall constitute sufficient reason for the athletic council to deny participation for a maximum of one athletic year. Each coach may set training rules consistent with the moral philosophy of Zionsville Community High School and the IHSAA. Failure to comply with the rules or repeated violations of the rules shall result in the denial of an athlete's privilege to participate in athletics at Zionsville Community High School and the denial of all athletic awards. The high school principal is the final authority in matters relating to an athlete's eligibility.

CHANGING A SPORT

Completion of a season includes through that sport's sectional. If an athlete is "cut" from a team, the athlete may join another team or program in that sport season. An athlete cannot quit one sport and join another sport, until that sport season is concluded. Any exceptions to this rule must be cleared by the Athletic Director.

TEAM CUTTING POLICIES

Coaches of varsity sports at Zionsville Community High School have their own policy on how they will choose their teams. In some sports, "cutting" a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team any time during a season.

WEIGHT ROOM/PRE-SEASON/SUMMER WORKOUTS

The weight room is available for school-sponsored athletic teams before and after school, under the supervision of the Head Sports Performance Coach or an approved member of the high school coaching staff. The Head Sports Performance Coach will establish the weight room schedule and oversee training sessions for athletic teams throughout the school year and summer.

Students are not permitted to use the weight room or participate in pre-season/summer workouts or conditioning sessions without adult supervision. Additionally, all student-athletes must have a current physical exam and required forms fully compliant in Final Forms before they can participate in workout sessions. Physicals must be updated every 12 months for eligibility in athletic contests, practices, and pre-season/summer workouts.

PRACTICES: REGULAR/VACATION/SCHOOL CLOSING

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practice during a school closing time (snow, etc.) are often held and attendance at these practices are considered voluntary.

TRAVEL

Students are generally expected to travel to and from athletic events using school-provided transportation. However, the athletic department recognizes that unique circumstances may occasionally require alternative travel arrangements. These exceptions should be used sparingly and must meet the following criteria:

1. A parent or guardian must complete the permission/waiver form available on the school athletic website, granting approval for the student to use an alternate mode of transportation.
2. The parent or guardian must also inform the head coach or the head coach's designee of their intention to utilize the alternative transportation.
3. Under no circumstances are students permitted to drive themselves or other students to any away athletic contest.

Alternative transportation should be used only in unique or special circumstances. Students are strongly encouraged to travel to and from all athletic contests using school-provided transportation.

ATHLETIC AWARDS

1. Only one letter shall be awarded to any athlete. The letter shall be the first one earned.
2. An athlete shall qualify for a letter jacket upon receipt of the first varsity letter. The cost of the jacket shall be borne by the athlete.
3. An athletic blanket shall be awarded to a senior athlete during the spring when they have earned seven (7) letters in any combination of sports.
4. An athletic honor ring shall be awarded to any athlete that participates in a recognized sport during all twelve athletic seasons of their career.

5. Illness, injury, and other circumstances shall be handled by the Athletic Department Administration as each individual case arises.
6. All letters or credits awarded to an athlete shall be approved by the Athletic Department Administration.
7. Zionsville Community High School does not recognize letters awarded at other schools.
8. To receive a letter or credit for an award, an athlete shall complete the season in good standing.
9. The following criteria shall be met in varsity competition to earn a varsity letter:

Baseball

- (1) An athlete shall play in 33% of the total innings as a fielder.
- (2) An athlete shall play in 15% of the total innings as a pitcher.

DH shall count as 7 innings or the length of the game.

Basketball

An athlete shall have participated in 33% of the total quarters and be certified for the sectional.

Cheerleading

An athlete must be on the varsity roster and complete the season in good standing.

Cross Country

- (1) An athlete shall run in 75% of the meets.
- (2) An athlete shall place in 75% of the meets in which the athlete participates.

Football

An athlete shall participate in 50% of the quarters

Golf

An athlete shall participate in 50% of all the meets.

Lacrosse

An athlete shall participate in 50% of the quarters.

Soccer

An athlete shall participate in 50% of the halves.

Softball

- (1) An athlete shall play in 33% of the total innings as a fielder.
- (2) An athlete shall play in 25% of the total innings as a pitcher.
- (3) DP shall count as 7 innings or the length of the game.

Swimming/Diving

An athlete shall place in scoring position in a minimum of 75% of all scheduled meets (or place in the top 12 at sectional).

Tennis

An athlete shall participate in 50% of all meets.

Track

An athlete shall participate in 50% of the meets and/or compete in the sectional.

Unified Sports

An athlete must compete in 50% of the varsity contests and complete the season in good standing.

Volleyball

An athlete shall participate in 50% of the games and be certified for the sectional.

Wrestling

An athlete shall participate in 33% of all meets.

INJURIES/SPECIAL CONSIDERATIONS

Individual coaches retain the right to recommend injured athletes for a letter in cases where the athlete would have lettered but for the injury. Other unique cases may be recommended for approval by the coach to the Athletic Director.

EAGLE SCHOLAR AWARD

Winner will earn an award that will be presented at a recognition night in May.

Academic Criteria: Must have earned a 4.0 cumulative G.P.A. or better based on grades through the first semester of the present school year. Student must be a sophomore, Junior, or Senior to be eligible for this award.

Athletic Criteria: Fall and Winter Athletes: Successfully complete their full sport season as a letter winner. Applies equally to all athletes, cheerleaders and training staff.

Spring Athletes: Must be a member of a spring sport athletic team on the date of the recognition and be projected to be a varsity letter winner by the head coach.

STUDENT-ATHLETE CODE OF CONDUCT STATEMENT

The following Zionsville Community High School athletic rules are in accordance with the Indiana High School Athletic Association Constitution. Combined with the following procedures and policies they constitute the Zionsville Community High School Student-Athlete Code of Conduct (Code.)

The conduct of participants in athletics at Zionsville, both IHSAA sanctioned and club sports, in or out of school, year-round, shall be such as: 1) Not to reflect discredit upon our school, and 2) Not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

ENFORCEMENT OF THE STUDENT-ATHLETE CODE OF CONDUCT

The athletic director shall enforce all rules and regulations as described in the Student-Athlete Code of Conduct for athletes. All rules regarding behavior and/or training as outlined in the IHSAA regulations apply. The coach of each sport will reinforce the Code during the year. Parent/guardians/guardians and athletes are required to sign the acknowledgment, consent, and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should the athlete violate the code. **A new code of conduct form must be signed and submitted electronically through Final Forms each school year. The Code is enforced year-round (12 months) for students in grades 9-12.**

Procedure: The Athletic Director will meet with the accused student prior to enforcement of any penalty. At this meeting the student will receive a written or oral statement of the charges, a summary of the evidence against them if they deny the charges, and an opportunity to explain his or her conduct.

Appeal:

1st Appeal: the Assistant Principal who appoints a committee of himself/herself, three head coaches, and the Athletic Director (Everyone votes.)

2nd Appeal: Directly to the Principal

The student-athlete must appeal within 72 hours in each case at each level.

PROHIBITED ACTIONS:

- A. USE OF INTOXICATING BEVERAGES - the use or possession of an intoxicating beverage in any form or quantity is prohibited. This also includes attending parties where alcohol is present.
- B. USE OF ILLEGAL DRUGS - the use or possession of controlled substances (not prescribed to that individual by a doctor) is prohibited. This also includes attending parties where drugs are present.*
- C. USE OF TOBACCO or NICOTINE - the use or possession of any tobacco or nicotine product is prohibited. This also includes attending parties where tobacco is present.
- D. CRIMINAL ACTIVITY- Theft/Vandalism/Reasonable Proof of a Misdemeanor
- E. Bullying/Intimidation/"Hazing" or any type of "initiation rite" constitutes a violation of the general conduct rules and will be dealt with as a serious matter. Coaches, the Athletic Director, and the administration will determine if an incident is considered hazing. If so determined, this will constitute a violation of both the Athletic and Student Handbooks.
- F. FELONY* * – Reasonable Proof of breaking a law.
- G. "MAJOR " CASES OF INFRACTION: Some major infractions may go beyond the scope of the actions listed above, and will be presented to the Athletic Director for an imposed penalty.

*Attending a party where alcohol/drugs are present constitutes a violation of the Athletic Code. Failure to leave a party where alcohol or drugs are present ("leave" means immediately – leave and wait outside if necessary) will result in a violation of the athletic code.

**It is acknowledged that the formal use of the terms "misdemeanor" and "felony" is largely inapplicable to the students at Zionsville Community High School due to their ages. Notwithstanding the same, these terms are used in describing certain behaviors and should be understood not to be limited by the legal age or juvenile status of an offending student.

STUDENT-ATHLETE CODE OF CONDUCT PENALTIES

Any student who participates in athletics at Zionsville Community High School is considered an athlete. Being an athlete at Zionsville Community High School is a privilege and not a right. The Student-Athlete Code of Conduct will be adhered to during the entire year. Violations will accumulate throughout the athlete's career. i.e. if a first violation occurs during the athlete's freshman year and a second violation occurs during the athlete's senior year, the second violation will incur a full year penalty. The following penalties will be imposed for violations:

I. First Offense:

- A. Intoxicating Beverage - 50% of Contests. (Self Report - 25%.)
(Drug/Alcohol Ed. and/or Rehab Program completed within 6 weeks. May practice. Loss of awards.)
- B. Illegal Drugs - 50% of Contests. (Self Report - 25%.)
(Drug/Alcohol Ed. and/or Rehab Program completed within 6 weeks. May practice. Loss of awards.)
- C. Tobacco/Nicotine - 25% of Contests. (Self Report - 12.5%.)
(Drug/Alcohol Ed. and/or Rehab Program completed within 6 weeks. May practice. Loss of awards.)
- D. Criminal Activity - 50% of Contests (With or Without Law Involvement.) (Self Report - 25%.)
- E. Bullying/Intimidation/"Hazing" - 50% of Contests. (Self Report - 25%.)
- F. Felony or "Major Infraction" - Referred to Athletic Director.

Second Offense: One-Year Suspension of Contests

Third Offense: Career Suspension.

GENERAL SCHOOL AND COMMUNITY CONDUCT

The IHSAA rule on "Conduct, Character, Discipline" states as follows:

Contestants conduct themselves, in and out of school, shall be such as

- (1) not to reflect discredit upon their school or the Association
- (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment

1st Violation	10% of season	Can practice
2nd Violation	50% of season	Practice at Coach's discretion Loss of awards
3rd Violation	One calendar year	No practice
4th Violation	Life	

NOTE: In such cases where students are suspended from class, they are not allowed to practice.

ATHLETIC CODE PARAMETERS AND PROTOCOL

1. Suspensions are to begin immediately subsequent to the offense.
2. Any violation which causes a loss of 25% or more of the season carries also an automatic loss of letter and school individual awards for that season.
3. In order for a suspension to be considered complete, an athlete must serve his/her entire suspension in their current sport. If not, it then carries over to his/her next athletic season that they have participated in before. i.e., an athlete is a football player and has a first time violation and loses 50% of the football season or 5 games. There are only 2 games left in the football season. The remaining percentage would be served in the next sport in which the athlete has already participated.
4. When determining the number of contests for a suspension, the number is always rounded up. i.e., an athlete has a violation and loses 50% of the season. There are 9 contests in their sport. That equates to a 4.5 game suspension. The athlete would have to sit out 5 contests.
5. If an athlete is suspended from school, the athlete will automatically be suspended from all practice and game participation for the period of the school suspension. For the purposes of suspension, the following will be adhered to:
6. Jamboree or scrimmages will not be considered a contest for suspension purposes.
7. The decision to allow a suspended athlete to participate in a jamboree or scrimmage will be left up to each individual coach.
8. An athlete will be required to practice for the duration of the season and end the season in good standing when that suspension will be fulfilled during the current season.
9. If an athlete participates in two sports during the same season (i.e. cheerleading and volleyball), the penalty will be assessed in each sport. For example, a 50% penalty for such athlete would suspend the athlete from 25% of the volleyball season as well as 25% of the cheerleading season.
10. An athlete will not be able to serve his/her suspension in a sport they have never participated in or established themselves in prior to the suspension. i.e. the athlete has participated in golf in the fall, basketball in the winter, and nothing in the spring. (Exceptions may be made to 9th graders who have not yet had the opportunity to establish themselves in a particular sport.) During the basketball season the athlete violates the code for the second career offense. The athlete receives a 50% suspension from contests. There were 20 contests scheduled which includes the sectional. There were five contests remaining including one sectional contest that we lost. The athlete therefore has missed 5 of the 20 basketball contests or 25%. The athlete still has 25% of a penalty remaining that will be served when golf season arrives in the fall because the athlete participated in fall golf and not in a spring sport the previous year.
11. All suspensions will be based on contests at which level the athlete participates. i.e. freshman, jr, or varsity.
12. Drug and Alcohol Rehab or Education programs must be approved by the Zionsville High School Principal, and a certificate of completion must be sent to the Zionsville High School Athletic Department.
13. If a code or apparent code violation occurs, and the individual refuses to cooperate with the investigation by school authorities, the athlete may be suspended from the sport until cooperation is obtained or until the investigation is complete, at which time further penalties may be imposed.
14. A season is defined as the total number of regularly scheduled contests. This does not include IHSAA tournament contests.
15. A coach may make team specific rules that are more restrictive than this code. Such rules must be approved by the athletic director prior to implementation and on file in the athletic office. Once approved these rules must be provided to team members and parent/guardians in writing.
16. A student may not participate (except practice if allowed by the code) during the appeals process. The student has already been judged to have violated the code and therefore the penalty begins immediately upon his/her hearing with the Athletic Director.
17. Appeals will be handled expeditiously.
18. In the event there is an apparent offense, but it falls into an "uncovered" or "gray" area, then the Athletic Director shall, after seeking any possible parallels or common and standard procedures in such cases, evaluate the evidence and administer a penalty commensurate with the offense.
19. Self-reporting is defined as notifying the Coach, Athletic Director, or school administrator by noon on the next school day after the infraction. If the violation occurs on a weekend during the school year, the student must self-report by noon the next day school is in session, or by the end of the next practice if that occurs before school is in session. If the violation occurs over Thanksgiving, winter break, spring break, summer break, or other extended breaks the student has 48 hours in which to reach a coach, the Athletic Director or school administrator, or must report by the of the next practice if practice occurs within 48 hours. Personal contact with one of these officials is strongly encouraged but email or voice mail will constitute initiation of the self-reporting process. An athlete may self-report only one time (on the first offense of their career) in order to receive a lesser penalty. If a parent/guardian or student has acted "above and beyond" in self-reporting an incident, the time limit on self-reporting may be waived through the appeals process.
20. Because we adhere strongly to the policy that a student athlete is a representative of his school and community, all athletes are responsible to hold themselves to this code and to high standards of behavior 365 days per year for the four years of high school. This code comes into effect when a student officially graduates from the 8th grade. The policy has no jurisdiction over non-athletes or over athletes who renounce their eligibility to compete.
21. Violations from middle school shall not be carried over to high school, but all high school violations shall be considered cumulative.

ZIONSVILLE COMMUNITY HIGH SCHOOL ATHLETIC POLICY REGARDING STUDENT HAZING AND HARASSMENT

Hazing and harassment are behaviors, by one person towards another, which are insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or groups of persons, to whom it is directed. Such a person may feel anything from a discomfort or embarrassment in the presence of the person or group of people displaying the behavior, to a feeling of terror or even fear for their safety. Hazing and harassment can take many forms whether physical, verbal, sexual or emotional, and can involve a combination of these elements. Sexual hazing or harassment is a form of sexual discrimination under both Title VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972. Hazing, or initiation rites, which single a person or group of people out and subject them to embarrassing, degrading or secretive behavior will almost always be viewed as harassment.

It is the policy of Zionsville Community Schools to maintain a learning and working environment that is free from sexual hazing and harassment. It shall be a violation of this policy for any employee of Zionsville Community Schools to haze or harass another employee or student through conduct or communication of a sexual nature. This is also applied to behavior between students or groups of students.

It is not just the conduct itself which may make certain behavior inappropriate, but the context or way in which it is delivered, or its repetitive nature. Allegations of emotional, physical, or sexual abuse or neglect involving a minor must be reported to the Department of Child Services or local law enforcement, then to an available administrator. . Once a complaint of harassment or abuse is made, the school must work with it, as the school has a responsibility to ensure a safe environment for its students and staff alike. The school will work with harassment and abuse matters promptly, fairly and openly.

Coaches must be alert to society's changing perceptions about the appropriate use of power. With coaching comes power, with power comes vulnerability. Codes of behavior for players and coaches must be developed and communicated in such a manner that guide and govern "the words and actions" of all participants during their sport season. The coach is the most influential participant in preventing harassment, hazing and abuse during their coach season. The coach must use every opportunity to reinforce the principle of appropriate behavior by being a role model and communicating with athletes daily in practice, during pre-competition preparation, during competition, and in post-competition feedback sessions. The coach has a responsibility to behave in a respectful manner. The coach is an important leader who must reinforce an environment free of abusive, hazing and harassing behaviors of all student athletes and coaches alike.

The value and safety of children and youth must be reflected in the standards of the entire athletic department and of all of the people of authority involved and associated with the advocacy of our students.

PARENT/GUARDIAN/COACH RELATIONSHIPS

Both parenting and coaching are extremely rewarding but sometimes difficult vocations. By establishing an understanding of each other's positions, we are better able to accept the actions of the other and provide greater benefit to children. As parent/guardians, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad (i.e. what is your child's role on the team).
3. Locations and times of all practices and contests (realizing that flexibility is necessary).
4. Team requirements, i.e., fees, special equipment, off-season conditioning, level of skill required.
5. Procedure should your child be injured during the participation.

COMMUNICATION COACHES EXPECT FROM PARENT/GUARDIANS

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflict well in advance.
3. Specific concerns in regard to a coach's philosophy and/or expectations.
4. As we grow, schedule conflicts will become increasingly evident, and choices between activities will have to be made by the student and family with clear communication to the coaches.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior

It is very difficult to accept your child's not playing as much as you hope. Coaches are professional. They make judgment decisions based on what they believe to be best for all students involved and are not out to harm any child. As you have seen from the list above, certain things can be discussed with your child's coach. Other things must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student athletes.

PROCEDURES FOR RESOLVING CONCERNS

1. As your children become involved in the programs at Zionsville Community High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes.

The first step in resolving issues with a coach is to see if your student athlete can resolve the issue. Often a discussion with a coach resolves

miscommunication or other issues. Remember, part of the process of education and growing up is conflict resolution. Student athletes should be the first step in the process. If this step fails or it is simply a matter that needs adult/parent/guardian attention, then parent/guardians should move on to step 2.

2. Sometimes a situation will require a conference between the coach and the parent/guardian. These conferences are encouraged if there is a problem. It is important that both parties involved have a clear understanding of the other's position. When conferences are necessary, the following procedure should be followed to help promote a resolution of the issue of concern.

Call to make an appointment with the coach (873-3355).

If the coach cannot be reached, the Athletic Director will assist you in making the appointment.

Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent/guardian and the coach.

Meetings of this nature do not promote resolution.

WHAT CAN A PARENT/GUARDIAN DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION?

In the event of the above occurring, the parent/guardian can call the Athletic Director to make an appointment to discuss the situation. At this meeting, the appropriate next step can be determined.

PARENT/GUARDIAN (FAN) DECORUM

Rule 3, Article C-3-6, page 15 IHSA By-Laws:

"A member school's responsibility includes the responsibility of instituting full and complete team and crowd control measures at all contests...assuring that the participants, staff and boosters of the member school conduct themselves at all times in a proper and sportsmanlike manner, assuring full compliance...of the member school of all Association rules..."

At a time when society is experiencing increased incidents of physical confrontations and unmanaged anger, often associated with youth sports, Zionsville Community High School wishes to state a philosophical stance of keeping our athletes, coaches, and fans safe; insisting on proper behavior, and promoting our positive reputation as regards to sportsmanship.

We recognize that the majority of our parent/guardians and fans set a behavioral example of the highest standard. However, the few who do not, force us to address these issues.

In as much as our coaches have certain standards of expected behavior (Coaches Handbook), our student athletes are governed by the Student-Athlete Behavioral Code, and regular students are subject to school rules at athletic events; it becomes incumbent upon us to set standards for the behavior of our adult fans and parent/guardians.

Zionsville Community High School will not condone or permit inappropriate parent/guardian behavior directed toward Zionsville staff or players, the opposing school and all its representatives, or the game officials. Such behavior by parent/guardians can cause the school to suffer severe sanctions from the IHSA and is embarrassing to the school and community. Inappropriate behavior is embarrassing to the school and reflects poorly on our values as a community.

Zionsville Community High School supports the IHSA rules and emphasis on good sportsmanship. We embrace this fully by definition and in spirit of intent. Proper human courtesies, kindness and decorum must apply to all relationships and situations, and sports are no exception. High school sports exist to build character, allow students to express themselves through physical exertion, and as entertainment. There is no place for poor behavior toward anyone.

Parent/guardians need to understand certain facets of the structure of high school athletics and the relationships involved.

1. There is no inherent right to participate. Coaches will only retain those players whose skills and attitudes meet the needs of the program, as defined by the coach.
2. Likewise, the coach alone is responsible for deciding who plays and how much.
3. By allowing one's child or children to play sports, the parent/guardian is, in effect, turning the child over to that coach for that time period. The coach, as is naturally assumed, will instruct the child and keep the child safe within normally accepted standards.
4. Coaches are professional and, until proven otherwise, it is assumed that they are operating within the best interests of all student athletes in their charge.
5. It is inappropriate for a parent/guardian to confront a coach after a practice or event. Parent/guardians should wait until the next day and schedule a meeting with the coach. This will help avoid conflict at a potentially emotional time.
6. Making derogatory comments about the officials, coaches, players of either team or other parent/guardians and fans at an athletic event is never acceptable.
7. Swearing in public at athletic events is never acceptable.
8. Coming to an athletic event intoxicated is not acceptable.
9. Being offensive in any fashion is not acceptable.

Parent/guardians who violate any of the above standards of decorum risk sanctions by the school corporation including, but not limited to, the following:

1. A warning, verbal or written.
2. Removal from the contest or premises.
3. Banishment from attendance at athletic contests for a short period of time or even permanently.
4. The severing of further contact with team personnel.
5. Civil or legal action could result.

In conclusion, we commend those parent/guardians who have always exhibited exemplary behavior and who, by such, have served as positive role models for our student-athletes. We encourage our parent/guardians to volunteer, to become involved with the teams, and to be supportive of the attempts of the entire community to educate our youth. By working together, we will establish Zionsville Community Schools and athletics as a class act so that players can play, coaches can coach, and officials can officiate.

Since research indicates that students who participate in athletics receive higher grades and have a greater chance for success in adulthood, we consider athletics an

important part of the total educational process. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. With all that has been said in this section, the school takes the stance that good communication begins at home between parent/guardian and child. It is most definitely a two-way street. We hope the information provided here makes both your child's and your experience with the Zionsville Community High School Athletic Program an enjoyable one.