



**KNIGHTSTOWN HIGH SCHOOL
STUDENT/PARENT HANDBOOK 2025-2026**

MISSION STATEMENT

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

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

**STUDENT RULES AND REGULATIONS
CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION
KNIGHTSTOWN HIGH SCHOOL
REVISED May 2024**



STUDENTS AND PATRONS OF KNIGHTSTOWN HIGH SCHOOL:

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

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

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

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

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

**Front cover design by:
Madison Tompkins**

2025-2026 KNIGHTSTOWN HIGH SCHOOL STAFF MEMBERS

Danielle Carmichael	Principal	dcarmichael@cabeard.k12.in.us
Gary Black	Assistant Principal	gary.black@cabeard.k12.in.us
Mindy Weaver	Director of Guidance	mindy.weaver@cabeard.k12.in.us
Jared Thurston	Athletics Director	jared.thurston@cabeard.k12.in.us
Brian Woods	Technology Director	bwoods@cabeard.k12.in.us
Tracie Smith	Director of Health Services	tsmith@cabeard.k12.in.us
Jody McMahel	Food Services Director	jmcmahel@cabeard.k12.in.us
Kami Doubman	Guidance Office Assistant	kami.doubman@cabeard.k12.in.us
Aubrie Osborn	School Treasurer	aubrie.osborn@cabeard.k12.in.us
Angela Johnson	Attendance Secretary	angela.johnson@cabeard.k12.in.us
Tracy Fields	Athletics Secretary	tfields@cabeard.k12.in.us
Rachel Valler	Technology Services	rachel.valler@cabeard.k12.in.us
Cory Cox	Special Services	cory.cox@cabeard.k12.in.us
Keragan Brown	Math	kbrown@cabeard.k12.in.us
Jacob Eischen	Social Studies	jacob.eischen@cabeard.k12.in.us
James Thurston	Social Studies	james.thurston@cabeard.k12.in.us
Robin Gregory	JAG	rpennington@cabeard.k12.in.us
James Jahrsdoerfer	Art	jjahrs@cabeard.k12.in.us
Megan Behny	Business	megan.behny@cabeard.k12.in.us
Katie Lester	Special Services	katie.lester@cabeard.k12.in.us
Melanie Lingenfelter	Foreign Language	melanie.lingenfelter@cabeard.k12.in.us



Adam Lykens	Science	adam.lykens@cabeard.k12.in.us
Erin Matheny	Language Arts	ematheny@cabeard.k12.in.us
Nic Murray	Physical Education	nmurray@cabeard.k12.in.us
Alexa Myers	Music/Choir	amyers@cabeard.k12.in.us
Katy Nelson	Math	knelson@cabeard.k12.in.us
Angela Plank	English	aplank@cabeard.k12.in.us
Julie Roberts	English	jroberts@cabeard.k12.in.us
Ian Tyler	Math	ian.tyler@cabeard.k12.in.us
Philip Scholl	Science	pscholl@cabeard.k12.in.us
Rachael Shepherd	Language Arts/Yearbook	rshepherd@cabeard.k12.in.us
Shanna Smucker	Science/Chemistry	ssmucker@cabeard.k12.in.us
Chris Hardin	Math	chris.hardin@cabeard.k12.in.us
Jessica Stoten	Agriculture/FFA	jstoten@cabeard.k12.in.us
Trent Taylor	Industrial Tech/Weight Training	trent.taylor@cabeard.k12.in.us

**CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION
SCHOOL CALENDAR 2025-2026**

August 4 & 5	Teacher Orientation/Work Days
August 6	First Student Day
September 1	Labor Day-No School
September 2	Teacher Professional Development (No Students)
October 6-10	Fall Break-No School
November 26-28	Thanksgiving Break-No School
Dec. 22-Jan. 2	Winter/Mid-Semester Vacation
January 5	Semester Records-Teachers Only
January 6	Students' First Day Back
January 19	Martin Luther King Day: Weather Make-up Day #1
February 13	Teacher Professional Development (No Students)
February 16	Presidents' Day: Weather Make-up Day #2
March 27-April 3	Spring Break
April 6	School Resumes
May 22	Last Student Day
May 26	Semester Records Day-Teachers Only
May 30****	Graduation Commencement
	***Pending School Board Approval

END OF NINE WEEKS GRADING PERIODS



<u>Grading Period Ends</u>	<u>Nine Weeks Grade Due</u>	<u>Report Cards Sent Home</u>
Friday, October 3rd	Wednesday, October 15 th	Tuesday, October 21 st
Friday, December 19 th	Friday, January 9 th	Friday, January 16 th
Friday, March 6 th	Wednesday, March 11 th	Tuesday, March 17 th
Friday, May 22nd	Tuesday, May 26 th	Friday, May 29th
<u>Mid-Term Ends</u>	No printed mid-term reports will be sent home, and teachers will not have to submit grades.	
Friday, September 6th		
Friday, November 15 th		
Friday, February 6 th		
Friday, April 17 th		

SECTION I. SCHOLARSHIP

Graduation Requirements	Page	7-10
Core 40 Program	Page	7
Core 40 with Academic Honors	Page	8
Core 40 with Technical Honors	Page	8
Graduation Pathway Requirements	Page	9
Opt-Out Procedures for Core 40	Page	9
General Diploma Triggers	Page	10
State Attendance Requirements for Graduation	Page	10
Graduation Dress Code	Page	10
Honor Roll / National Honor Society	Page	10
Grade Cards / Grading Scale	Page	11
Weighted Grades	Page	11
Grading Scales -- All Courses (100%)	Page	12
Incompletes	Page	12
Removal from a Class	Page	12
Conferences	Page	12
Schedule Changes / Final Exams	Page	12-13
Final Exams	Page	13
Qualifications for Waiver for Final Exams	Page	13
Post-Secondary Credits	Page	13-14

SECTION II. STUDENT SERVICES

Class Periods/Modified Schedules	Page	15
Guidance	Page	15
Health Services	Page	15-16
Immunizations	Page	16
Media Center Usage	Page	16
Visitors/Student Visitors	Page	16
Technology, Devices, Textbooks, & Supplies	Page	17



Work Permits	Page	17
--------------	------	----

SECTION III. RULES AND REGULATIONS

Attendance Philosophy/Policy	Page	18
Exempt Absences	Page	18-19
Civil Air Patrol/ National Guard	Page	19
Excused Absences/Medical Appointments	Page	19
Unexcused Absences	Page	19
Verification of an Absence	Page	20
Pre-Arranged Absence Policy	Page	20
Ten Day Policy / Chronic Absenteeism	Page	21
Appealing for Attendance Credit	Page	21-22
Consequences for Unexcused Absences	Page	22
Extended Absences	Page	22
Early Dismissals	Page	22
Sign In/Out Procedure	Page	23
Make-Up Work	Page	23
College Visitation	Page	23
PE Excuses	Page	23
Student Assistants	Page	24
Field Trips	Page	24
Truancy	Page	24
Job Shadowing	Page	24
Tardy to School/Class-Late Arrival to School	Page	25
Suspended Students	Page	25
Student Rules and Discipline	Page	26
Student Behavior Expectations	Page	27
Overt Student Affection/PDA	Page	28
Cheating/Plagiarism	Page	28
Fighting	Page	28
Bullying	Page	29
Restroom Use During Instructional Time	Page	30
Sexting	Page	30
Theft	Page	30
Perjury / Forgery / False Fire Alarms	Page	30
Gang Activity Policy	Page	30-32
Passes	Page	32-33
Deliveries for Students	Page	33
Food and Drinks in the School Building	Page	33
Personal Electronic Devices	Page	33-34
Dress Code	Page	35
Tobacco / Illegal Substances	Page	35-36
Cafeteria / Lunch Money Accounts / Procedures	Page	36
School Buses	Page	36-37
Student Driving	Page	37
Driver's License/Permit Denial or Invalidation	Page	38
Student Pick-Up/Drop Off	Page	38
Solicitations	Page	38
Inappropriate Language/Hate Speech	Page	38
Search and Seizure	Page	38



Discipline Procedures	Page	39-42
Detentions	Page	39
Friday School Sessions	Page	40
Suspension/Expulsion	Page	40-42

SECTION IV. GENERAL INFORMATION

Moment of Silence	Page	43
Display of Flag/Pledge of Allegiance	Page	43
Daily Announcements	Page	44
Fire Drill Instructions	Page	44
Tornado Drill	Page	44
Lockers	Page	44
School Closings or Delays	Page	44
School E-Learning Plan	Page	44-45
School Song / Telephone	Page	45
Anti-Discrimination/Harassment	Page	46
Students with Special Needs/Accommodations	Page	47
Homeless Students	Page	47
Student Records and Privacy	Page	47-48
Directory Information	Page	48
Protection of Pupil Rights Amendment	Page	48
Restraint or Seclusion of Students	Page	48
Parental Involvement	Page	49
Religious Expression	Page	49

SECTION V. STUDENT GROUPS AND EVENTS

Clubs and Organizations	Page	50-51
Class Officers Format and Qualifications	Page	50
Dances and Other Social Events	Page	51-52
Fundraising Sales	Page	52
What It Means to be a Panther	Page	52

SECTION VI. DISTRICT PROVIDED ACCESS TO ELECTRONIC POLICY

Internet Acceptable Use Policy	Page	53-54
--------------------------------	------	-------

SECTION VII. ATHLETICS

Athletics	Page	55-59
Drug Testing Policy	Page	60-64

SECTION VIII. MISCELLANEOUS / INDIANA CODES

Indiana Codes	Page	64
School Violations/Penalties Chart	Page	65-67

SECTION I: SCHOLARSHIP

GRADUATION REQUIREMENTS

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



INDIANA CORE40

Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school.</small>
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits <small>(College and Career Pathway courses recommended)</small>
44 Total Knightstown Credits Required	

These are minimum KHS and state graduation requirements. Unless required by their IEP, special education students are not required (but are encouraged) to complete the Knightstown requirements that are in addition to state requirements (two additional Directed Electives and two additional Electives). High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequence (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.



CORE40 with Academic Honors *(minimum 47 credits)*

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

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

CORE40 with Technical Honors *(minimum 47 credits)*

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

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



GRADUATION PATHWAYS REQUIREMENTS

Graduation Requirements	Graduation Pathway Options
1. High School Diploma	Meet the statutorily defined diploma credit and curricular requirements
2. Learn and Demonstrate Employability Skills (students must complete <u>at least one</u> of the following)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one of the following: <ul style="list-style-type: none"> • Project Based Learning Experience; OR • Service Based Learning Experience; OR • Work Based Learning Experience.
3. Postsecondary-Ready Competencies (Students must complete <u>at least one</u> of the following.)	<ul style="list-style-type: none"> • Honors Diploma: fulfill all requirements of either the Academic or Technical Honors diploma; OR • ACT: College-ready benchmarks - 18 in English, 22 in Reading, 22 in Math, and 23 in Science; OR • SAT: College-ready benchmarks - 480 in English and 530 in Math; OR • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military – score of 31 or higher; OR • State and Industry recognized Credential or Certification; OR • Federally recognized Apprenticeship; OR • Career Technical Education Concentrator: Must earn a C <u>average</u> in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR • AP/IB/Dual Credit/Cambridge International courses or CLEP Exams: Must earn a C <u>average</u> or higher in at least three courses; OR • Locally created pathway that meets the framework from and earns the approval of the State Board of Education

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

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

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

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



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

GENERAL DIPLOMA TRIGGERS

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

1. A parent may request that a student be exempted from the Core 40 curriculum and be required to complete the general diploma to graduate, or
2. The student does not pass at least three (3) courses required under the Core 40 curriculum.

NOTE: Any student pursuing a general diploma is still responsible for meeting state-mandated Graduation Pathway requirements.

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

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

NEW INDIANA DIPLOMA REQUIREMENTS



INDIANA
DEPARTMENT of
EDUCATION

CURRENT & FUTURE INDIANA DIPLOMA: COMPARISON

The new diploma structure includes a base (minimum requirements) for every student, plus the opportunity to earn readiness seals aligned with their unique path. Students are encouraged to seize this flexibility by personalizing their high school experience. The new seals provide additional intentionality to maximize readiness and are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Students who do not earn a seal must still complete components 2 and 3 of Graduation Pathways.

	CURRENT INDIANA CORE40	FUTURE NEW INDIANA DIPLOMA
ENGLISH	8 CREDITS	8 CREDITS <ul style="list-style-type: none"> 2 credits: English 9 1 credit: Communications-focused course 5 additional English credits
MATH	6 CREDITS <ul style="list-style-type: none"> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II 	7 CREDITS <ul style="list-style-type: none"> 2 credits: Algebra I 1 credit: Personal Finance 4 additional math credits
SCIENCE, TECHNOLOGY, AND ENGINEERING	6 CREDITS <ul style="list-style-type: none"> 2 credits: Biology I 2 credits: Chemistry 1, Physics I, or Integrated Physics 2 credits: Any Core 40 science course 	7 CREDITS <ul style="list-style-type: none"> 2 credits: Biology I 1 credit: Computer Science 2 additional science credits 2 STEM-focused credits
SOCIAL STUDIES	6 CREDITS <ul style="list-style-type: none"> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World 	5 CREDITS <ul style="list-style-type: none"> 2 credits: U.S. History 1 credit: U.S. Government 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)
PE/HEALTH	3 CREDITS <ul style="list-style-type: none"> 2 credits: Physical Education 1 credit: Health & Wellness 	2 CREDITS <ul style="list-style-type: none"> 1 credit: Physical Education 1 credit: Health & Wellness
DIRECTED ELECTIVES	5 CREDITS Any combination of World Languages, Fine Arts, and/or Career & Technical Education	N/A
PERSONALIZED ELECTIVES	6 CREDITS	12 CREDITS Students are encouraged to utilize the new readiness-seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.
COLLEGE & CAREERS	N/A	1 CREDIT
TOTAL	40 CREDITS	42 CREDITS

Hoosier high school students have the opportunity to earn approximately 60 credits.

Note: The federally-required alternate diploma for students in special education with a significant cognitive disability is still available.



INDIANA
DEPARTMENT of
EDUCATION

BLUEPRINT FOR SUCCESS: READINESS-SEALS

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.



ENROLLMENT



EMPLOYMENT



ENLISTMENT & SERVICE



HONORS SEAL

- Complete at least 4 World Language and 6 Social Studies credits
- Complete at least 8 Math credits
 - Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study
- Complete at least 6 Science credits
 - Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study
- Earn a C or higher in all courses and earn a cumulative B average
- Complete one of the following:
 - Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
 - Earn 6 college credits
 - Score a 1250 on the SAT or a 26 on the ACT
 - Complete two of the following:
 - At least 3 college credits
 - 2 credits in AP courses and take corresponding exams
 - 2 credits in IB courses and take corresponding exams
 - 2 credits in Cambridge courses and take corresponding exams

- Complete one of the following:
 - A market-driven credential of value* aligned to a specific occupation
 - 3 courses in a Career and Technology Education (CTE) pathway
 - An approved career preparation experience aligned to Indiana's CSA program, or
 - An approved, locally-created pathway
- Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal

- Complete one of the following:
 - Introduction to Public Service course or approved locally-created equivalent
 - Emphasis on developing an awareness of the physical standards and character required for service
 - One year of JROTC in high school
- Achieve a score of 31 on the ASVAB and complete one of the following:
 - All three components of the Career Exploration Program
 - A career exploration tool approved by IDOE
- Meet attendance goal
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
 - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals



HONORS PLUS SEAL

Earn the Honors Enrollment Seal, **plus**:

- Earn a credential of value* that may include, for example:
 - Associate degree;
 - Technical Certificate;
 - Indiana College Core;
 - AP Scholar with Distinction;
 - Cambridge AICE Diploma; or
 - IB Diploma
- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic

Earn the Honors Employment Seal, **plus**:

- Earn a market-driven credential of value* that may include, for example:
 - Associate degree;
 - Technical Certificate;
 - Indiana College Core; or
 - Advanced industry certificate
- Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
 - Pre-Apprenticeship
 - Modern Youth Apprenticeship
- Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally

Earn the Honors Enlistment Seal, **plus**:

- Complete one of the following:
 - Achieve a score of 50 or higher on the ASVAB
 - Enrollment in ROTC at the collegiate level
 - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
 - Completion of at least 100 hours of public service;
 - Holding a leadership role in a co/extracurricular activity;
 - Completion of two seasons of a team-based physical sport or activity

*Note: the credential of value levels are currently being determined by business and industry.

in.gov/doe



STATE ATTENDANCE REQUIREMENTS FOR GRADUATION

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

DRESS CODE FOR GRADUATION

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

HONOR ROLL

Knightstown High School recognizes two honor levels.

The High Honors Honor Roll is to recognize those students who have earned a GPA greater than or equal to 3.67. The Honors Honor Roll is to recognize those students who have earned all A's and B's. The honor roll is computed at the end of each 9-week grading period and at the end of each semester. A student must be working toward a minimum of five (5) credits and have no incomplete grade(s).

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based on scholarship, leadership, character, and service. The National Honor Society requires a 3.30 cumulative grade point average in order to apply and to be considered for membership by the Faculty Council. Eligible students may apply for NHS during their junior and senior years. Candidates must have attended Knightstown High School for the equivalent of one semester to be considered for membership.

GRADE CARDS

To keep students and parents informed concerning scholastic achievement, report cards are distributed during the week following the close of each 9-week grading period. Progress reports are accessible in the Parent Portal PowerSchool. Parents are encouraged to acquire an online username and password to monitor students' grades throughout the school year. Please contact the Guidance Office to create a username and password and if you have any questions concerning grades or report cards. Once a username and password has been acquired, parents can access information about their student(s) at any time through our corporation website at www.cabeard.k12.in.us.

4.0 GRADING SCALE

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

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



WEIGHTED GRADES

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

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

4.5 Weighted Courses:

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

5.0 Weighted Courses:

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

KHS GRADING SCALE

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



INCOMPLETES

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

REMOVAL FROM A CLASS

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

CONFERENCES

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

SCHEDULE CHANGES

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

FINAL EXAMS

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

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

QUALIFICATIONS FOR WAIVER FOR FINAL EXAMS (Seniors 2nd Semester Only)

1. Written final exams that are to be administered on a designated final exam day are eligible to be waived. Special end of the semester projects (i.e. term papers, art projects, performances, etc.) cannot be waived.
2. **During the second semester**, if a senior meets the requirements outlined below, then the senior may waive final exams in those respective classes.
 - a. Student must achieve an 80% or better



- b. Students must not have accumulated more than 3 absences in each respective class for the school year. (exceptions: school activity, field trip, college visit, job shadowing, attending funeral).
 - c. A student shall not have been assigned more than 3 detentions, any Friday Schools or suspensions during the semester.
 - d. Students must not have any missing work in each respective class for the semester.
3. Students that choose to waive any final must formally indicate which final(s) they choose to waive. This will be done at a scheduled time approximately one week prior to the end of the semester. Late waiver requests will not be granted.
4. Students who otherwise qualify for a waiver may elect to take the semester exam in an effort to improve their grade.
5. Students may not choose to waive any dual enrollment final exams.

POST-SECONDARY CREDIT POLICY

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

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

1. Credit earned at any accredited public or private college or university located in Indiana (only) that grants baccalaureate or associate degrees will be accepted as credits toward graduation from Knightstown Community Senior High School as long as:
 - a. The student completes the course successfully. Failure could delay graduation, just as failing any high school class could delay graduation. If their participation in the program would delay the student's graduation, they will be eligible to participate in the graduation ceremony.
 - b. The course must meet credit requirements as determined by a committee: department chairperson, the director of guidance, and the high school principal. The student and his/her parents must file a petition with the guidance department.
 - c. The student would be ineligible if the request is for enrollment in a course offered at Knightstown Community Senior High School and participation would result in cancellation of the high school course due to low enrollment.
2. Students may attend full-time or part-time in grades 11 or 12 in a college or university program and earn credits toward graduation from high school as well as credits in a college program. Individual situations will be carefully considered to ensure that progress toward graduation from high school is not delayed. The review committee will require that all college courses taken for credit are approved courses listed in 511 IAC 6-7-6.5 and the Course and Curriculum Area Descriptions for Indiana schools.
3. The school corporation has established the following guidelines for credit transfer:
 - a. There is no limit to the number of high school credits a student may earn through this process.
 - b. 1 or 2 college credit hours = 1/2 high school credit
3 or 4 college credit hours = 1 high school credit
5 college credit hours = 2 high school credits
4. The student and his/her parents are responsible for providing transportation and paying the costs of the post-secondary credit courses.
5. A student must be enrolled for a minimum of 5 high school equivalent credit hours per semester. This total may be accumulated in total or in part from college courses. If a student is not enrolled for a minimum of 5 high school equivalent credit hours in approved college courses,



they are required to attend Knightstown Community Senior High School for the remainder of those hours.

6. Knightstown Community Senior High School will maintain a record of the courses and credit hours for each student enrolled in the program. In addition, at the end of each school year, the corporation will report to the Department of Education all information regarding the students who are enrolled and the courses successfully completed.

SECTION II: STUDENT SERVICES

DAILY BELL SCHEDULES

KHS Daily Schedule

Period 1:	8:10 – 9:02	(52)
Period 2:	9:07 – 9:54	(47)
	Success: 9:54 – 10:15	(21)
Period 3:	10:20 – 11:07	(47)
Period 4:	11:12 – 12:24	(72)

A Group	B Group	Vocational
Lunch: 11:07-11:37	Class: 11:12-11:59**	AM: 8:30-11:10* PM: 12:45-3:30**
Class: 11:37-12:24*	Lunch: 11:59-12:29	

Period 5:	12:29 – 1:16	(47)
Period 6:	1:21 – 2:08	(47)
Period 7:	2:13 – 3:05	(52)

KHS 2-Hour Delay Schedule

Period 1:	10:10 – 10:47	(37)
Period 2:	10:52 – 11:25	(33)
Period 3:	11:30 – 12:03	(33)
Period 4:	12:08 – 1:06	

A Group	B Group
Lunch: 12:03– 12:33	Class: 12:08 – 12:41 (33)
Class: 12:33 – 1:06 (33)	Lunch: 12:41 – 1:11

Period 5:	1:11 – 1:44	(33)
Period 6:	1:49 – 2:22	(33)
Period 7:	2:27 – 3:05	(38)



GUIDANCE

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

HEALTH SERVICES

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

When sick with a fever, students should stay home for at least 24 hours after they no longer have a fever or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine. This is in accordance with the Centers for Disease Control and Prevention (CDC) guidelines to reduce illness. Students should also follow these same guidelines for vomiting and diarrheic episodes.

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

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

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

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

IMMUNIZATION

The parent or guardian of a student shall provide written proof of immunization no later than the first day of school in every grade as required by Indiana law. A student without proper proof of immunization on the first day of attendance will not be allowed to attend classes unless the Principal or a designee determines that the student qualifies for a waiver or extension as permitted by Indiana law. The School



shall maintain an immunization record of each student and shall annually file a written report to the State Board of Health and local board of health as required by Indiana law.

MEDIA CENTER USAGE

Students are not permitted to be in the Media Center unattended. A teacher or staff member must be with students.

VISITORS

ALL visitors must enter the building through the main office entrance (Door 1), check in at the main office upon arrival, and receive a "visitor's pass." Visitors are not permitted to roam the building and/or distract from the school process. Visitors must check-out in the main office and return the visitor's pass. All infants or young children (Ages 0-4) brought into the building during the academic day must remain in the front office or conference room and are not to be taken into other areas of the building.

STUDENT VISITORS

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

TECHNOLOGY, DEVICES, TEXTBOOKS, AND SUPPLIES

Charles A. Beard Memorial School Corporation is waiving textbook/equipment rental fees for all students for the 2025-2026 school year.

However, students are still responsible for the proper care of any textbook, device, or equipment assigned to them (see page # in this handbook). Any textbooks, devices, and/or equipment must be returned at the end of the semester or year in good condition. These items may be taken home, but they must be replaced if lost or stolen. While allowance is made for natural wear and tear, a total replacement cost may be assessed for items damaged beyond repair.



SECTION III: RULES AND REGULATIONS

ATTENDANCE PHILOSOPHY

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

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

ATTENDANCE POLICY

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



Absences accumulate on a per semester basis unless stipulated otherwise.

REGULATIONS GOVERNING ABSENCES

EXEMPT ABSENCES (IC 20-33-2)

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

1. Service as a page for the Indiana General Assembly.
2. Service on a precinct election board or a helper to a political candidate or political party on election day.
3. Witness in judicial proceeding (by subpoena)
4. Duty with National Guard
5. Duty with Indian wing of civil air patrol
6. Exhibiting/participating in state fair
7. School-sponsored educational excursion (field trip)

IC 20-33-2-17

Attendance exception; duty with Indiana National Guard

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

As added by P.L.1-2005, SEC.17. IC 20-33-2-17.2

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

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

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

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

EXCUSED ABSENCES



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

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

MEDICAL APPOINTMENTS

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

UNEXCUSED ABSENCES

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

- a) Oversleeping
- b) Missing the bus
- c) School closing assumptions

Whether an absence(s) is excused or unexcused, a student cannot enhance his/her academic performance. Therefore, a teacher may require class participation, appropriate conduct, and attendance in determining academic performance (grades).

An absence without parental contact will be considered a truancy unless/until the absence is determined to be excused or unexcused.

1. Per Indiana Code 20-33-2.5, when a student misses 5 unexcused days of school within a ten-week period the school will provide written to the parent/guardian that the student is violating school policy, that the parent is responsible for monitoring school attendance in compliance with compulsory school attendance laws and that the parent is required to attend a meeting.
2. Per Indiana Code 20-33-2.5, the parent, student, school representative, and teacher must schedule a conference to discuss the student's attendance at school. In some cases, the School Resource Officer will attend the meeting. The meeting will attempt to discern what the issues are for the student missing school and devise a plan to assist the student in improving their attendance.
3. The school shall establish an attendance plan that may include:
 1. Wraparound services to ensure school attendance for the student.
 2. A description of the behavior required and/or prohibited for the student.
 3. The effective time period for the plan, but not to exceed 45 instructional days.
 4. Disciplinary actions the school will take if the student does not comply with the plan.
 5. A referral to counseling, mentoring or other services for the student as appropriate.
 6. Whether the parent is required or expected to attend the services assigned to the student.



7. The signature of the student and the parent agreeing to the plan.
4. Documentation of the meeting must be kept in the student file.

VERIFICATION OF AN ABSENCE

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

If the parent has not called the office reporting the absence, the student will not be permitted to call to verify the absence, and the absence will be temporarily recorded as unexcused.

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

PREARRANGED ABSENCE POLICY

Vacations: Families should plan their vacation at times when school is not in session to avoid student absences. The granting of pre-arranged absences is not intended for adding additional vacation days to the school year, but rather for unavoidable absences or once-in-a lifetime experiences.

College Visits: A parent must make arrangements in advance for a college visitation, by filling out the Pre-arranged Absence Form.

The following applies to prearranged absences:

1. Parents must sign a form for pre-arranged absence and submit that form to the principal or assistant principal's office.
2. The form must be submitted ahead of time, allowing ample time for needed signatures to be obtained and all stakeholders to be notified; recommended submission five (5) days prior to absence but **must be submitted to office personnel at least three (3) days prior to the absence.**
3. If a student has previously been absent for several days, a conference may be required by the administration to discuss the ramifications of additional absences.
4. A prearranged absence form must be presented by the student to each of his teachers for signatures.
5. Make-up work should be arranged in advance. **Class work is expected to be completed upon returning from the pre-arranged absence or late penalties may incur.**
6. The prearranged absence will be reported as excused or unexcused according to the Indiana Compulsory Attendance Law (IC-20-33-2) and make-up work will be allowed for credit. Students and parents are reminded that even though make-up work will be allowed for credit, some classroom activities simply cannot be replicated. The instruction missed during class time may adversely affect their grades (especially in participation type classes) and understanding of material.
7. Any pre-arranged absence(s) will count towards the ten (10) day attendance policy.
8. No pre-arranged absence will be approved if a student is scheduled to take the state required achievements test and/or locally administered achievement tests.

TEN-DAY ATTENDANCE POLICY AND GUIDELINES FOR CHRONIC ABSENTEEISM



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

Per, ESSA (Every Student Succeeds Act) the Henry County Prosecutor will be notified when a student reaches their seventeenth (17) non-exempt absence of the school year with a One Day Notice. An additional One-Day Notice will be sent to the prosecutor for every non-exempt absence beyond the twentieth (20) day limit. Habitual Absenteeism may result in Educational Neglect charges, and driving licenses and work permits may be revoked.

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

The ARC may pursue the following options:

- The student's credit in the course(s) is immediately revoked.
- The student is granted an exception.

An exception will only be granted in cases in which exceptional circumstances have caused the student to miss more than 10 days of class and there is evidence that the student has completed make-up assignments or alternative studies.

- The ARC may request that the administration recommend the student for expulsion
- The student is placed on non-credit status.

All students on non-credit status will be evaluated at the end of the current semester by the ARC. The student who is on non-credit status can have the credit(s) reinstated if he/she has:

- o Passed the class academically
 - o Has demonstrated immense improvement in attendance
 - o Has not been a behavior problem
- The student is placed on social probation.

Social probation prohibits a student from participating in sports or attending school extra-curricular events such as school dances, activity meetings, field trips, weight lifting, open gym, and conditioning sessions for sports, etc. (Students can attend athletic events as spectators.) A student placed on social probation will remain on probation until the end of the current semester.

REQUESTING AN APPEAL FOR ATTENDANCE CREDIT

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

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

PLEASE NOTE:



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

GUIDELINES/CONSEQUENCES FOR AN UNEXCUSED ABSENCE

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

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

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

FOURTH OFFENSE: A parent conference may take place and the student will be referred to the Attendance Review Committee.

EXTENDED ABSENCES

It is imperative that students have good attendance to have the opportunity for academic success. Occasionally, unique situations arise whereby students are required to be absent from school rather than for typical reasons. **Extended absences do count toward students' ten (10) day allotted absences in a semester attendance policy.** Students are encouraged to address their teachers at least five (5) days prior to the extended absence leave and request any available work at that time. The Make-Up Work Policy outlined in the student handbook will apply to all missed work. **If the extended absence should fall on a final exam day, the Final Exam Make-Up Policy will be followed unless the administration approves otherwise.**

EARLY DISMISSALS

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

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

SIGN-IN/SIGN-OUT PROCEDURE

All students either signing in or signing out, while school is in session, must report to the main office and complete the IN/OUT form in the presence of office personnel. Only the principal or his designee may



give permission for a student to sign out during school. Failure to follow sign-in procedures will result in a tardy. Failure to sign out will be regarded as truancy. All students arriving after the normal start time must enter through the main office or athletic entrances.

MAKE-UP WORK

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

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

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

NOTE: The provisions for make-up work in this section do not apply to makeup work accrued during eLearning Days.

COLLEGE VISITATION

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

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

PE EXCUSES

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

STUDENT ASSISTANTS



During their Junior and Senior years, students may be considered for a role as a teaching assistant and act as a teacher's aide within their classroom. Student assistants are required to have a "C" average or better and have passed the previous semester with at least a "B" average. Assistants are required to be with their assigned teacher the entire period unless running an errand for a staff member, at which time, they are to have a written hall pass.

FIELD TRIPS

Procedure:

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

TRUANCY

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

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

JOB SHADOWING



Juniors will be allowed one day of job shadowing during the year, and seniors will be allowed two full days of job shadowing during the year. Documentation must be provided by the sponsoring company as proof of attendance. Upon receipt of the above documentation, the school will count the absence as a field trip.

TARDY TO CLASS

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

Each student will be allowed 2 tardies to each class period each semester. On the 3rd or greater tardy, the teacher will complete the school tardy referral Google form. Once the referral is received, school administration will call the student to the office and provide consequences for the offense.

CONSEQUENCES FOR TARDIES

- 3rd tardy = detention
- 4th tardy = detention
- 5th tardy = Friday School
- 6th tardy = Friday School

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

LATE ARRIVAL TO SCHOOL

If a student arrives more than 5 minutes late to first period, the student must report to the main office before going on to class in order to receive an Admit Slip to class. Excessive unexcused absences to first period or further periods due to oversleeping, missing the bus, etc., if necessary, can result in a loss of credit in the course(s) and/or school disciplinary consequences.

SUSPENDED STUDENTS

A student who has been suspended from school is strongly encouraged to complete work missed during his/her suspension, and will receive zeros for all assignments not made up. **Students should access their assignments via Google Classroom while suspended. The student must have all work completed and submitted no later than the number of school days they were suspended upon returning to school.** Any unusual circumstances that would prevent this deadline from being met should be communicated to teachers and office staff at the time of suspension.

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

STUDENT RULES AND DISCIPLINE

Ordinarily, the severity of discipline will be progressive with each succeeding incident. However, when an act is such that it is a hazard to the safety, security, well-being of any other student or staff member, or a direct violation of the law, more severe action may be taken on the first offense. Most students enjoy their years at KHS and live within these rules. Rules have been established for the well-being of the entire student body.



These rules were not made to punish students, but to maintain order and a more enjoyable atmosphere for all. Some behavior is much more serious than other behavior and requires different approaches. Some of the disciplinary actions available to school personnel in dealing with pupils involved in school discipline problems are:

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

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

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

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

STUDENT BEHAVIOR EXPECTATIONS

Most students conduct themselves respectfully and with courtesy and cooperation being the prevalent atmosphere. Remember the rights of others around you.

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

In The Classroom:

1. Students need to be in their seats when class is to begin.
2. No one is to leave the classroom until the teacher dismisses all students
3. Write on paper, or what is provided -- not on the desk, book, or furniture.
4. Have the necessary textbooks and materials when entering the classroom.



5. Each student is expected to do his/her own work on homework, quizzes, tests, and special projects.

In the Corridors:

1. Students are not permitted to sit in the Academic hallways between 8:10 am and 3:00 pm.
2. Walk in the halls -- do not run to classes.
3. Please keep to the right when moving through the corridors.
4. Do not create a traffic jam nor obstruct student movement.
5. Talk with friends -- do not shout or yell.
6. Scuffling or horseplay will not be tolerated.

Other:

1. Substitute teachers are important visitors in our school. Students are expected to be polite, helpful, and considerate.
2. Personal items of value should be left at home for their safekeeping. The school will assume NO responsibility for items lost or stolen. Do not place money in your lockers; place it in your pocket.
3. Students should not be in the building after 3:15 p.m. unless properly supervised by an employee of C.A. Beard Memorial School Corporation.
4. Custodians are not responsible for supervision but do have authority to control and are expected to report any misconduct or violation of school policy.
5. Students are expected to comply with any reasonable directive or request by any employee of the C.A. Beard School Corporation. This includes administrators, teachers, classroom aides, custodians, cafeteria workers, secretaries, substitute teachers, bus drivers, etc. Failure to comply will be considered insubordination or gross insubordination.
6. Solicitation without prior administrative approval will not be allowed.
7. Practices of intolerance toward others because of sex, race, religion, etc. are prohibited.
8. Sexual harassment is considered extremely serious; please see the corporation policy on sexual harassment.
9. Technology abuse, tampering with hardware/software, and inappropriate use of the internet, other programs, or printing will not be acceptable at KCSHS.
10. Students must remain in assigned areas at all times.
11. Students should not hang/tape any items on school lockers or walls without administrative permission.
12. Any activity or behavior not covered herein which is not in keeping with the promotion of education and the educational values of this school is prohibited.

OVERT STUDENT AFFECTION/ PUBLIC DISPLAYS OF AFFECTION

Students are to refrain from engaging in unreasonable displays of romantic affection. While love and affection are normal emotions, the need to put on a public display at school and/or while serving as representatives of KHS, is not appropriate.

Repeated or overt displays such as, but not limited to, kissing, extended hugging, lap sitting, etc. may result in one or more of the following consequences:

- **Warning in POWERSCHOOL (unless administration decides a Friday School is necessary)**
- **Detention**
- **Friday School**



- **Suspension**

CHEATING/PLAGIARISM

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

1st Offense: "0" on the assignment and parent contact by teacher

2nd Offense: "0" on the assignment and school disciplinary consequence/parent contact by administration

3rd Offense: "0" for the semester and parent contact by school administration

FIGHTING

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

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

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

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

BULLYING

Bullying is prohibited by Charles A. Beard School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

1. **Definition:** Bullying is defined as overt, repeated acts or gestures, including:
 - a. verbal or written communication transmitted;
 - b. physical acts committed; or
 - c. any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.
2. **Applicability:** This rule applies when the bullying student is:
 - a. on school grounds immediately before or during schools hours, immediately after school hours, or at any other time when the school is being used by a school group;
 - b. off school grounds at a school activity, function, or event;
 - c. traveling to or from school or a school activity, function, or event; or
 - d. using property or equipment provided by the school.
3. **Education:** All students may be required to attend informational sessions on the meaning of bullying and the possible repercussions of partaking in such activity.
4. **Parental Involvement:** Parents are encouraged to be involved in the process of minimizing bullying as it is defined in this section. Parents should feel free to report suspected acts of



bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents of students suspected of being the victim of acts of bullying will also be notified with a phone call or through other means of appropriate correspondence. Parents of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on discipline procedure.

5. Reporting: All parents and students should report suspected acts of bullying to an appropriate school official. In turn, all faculty and school personnel shall report or refer all suspected acts of bullying to a designated school administrator in charge of receiving reports of suspected bullying.
6. Investigation: Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including but not limited to interviews and accumulation of suspected bullying correspondence.
7. Intervention: If a report of suspected bullying is substantiated through an investigation then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline. The chosen discipline for a student found to have violated the rules on bullying is subject to school discipline such as suspension and expulsion. Also, if the acts of bullying rise to the level of criminal offense, violating students will be referred to the proper authorities and risk arrest and/or prosecution.

RESTROOM USE DURING INSTRUCTIONAL TIME

Students must ask for permission to use the restroom during instructional time. **Teachers have the discretion to permit or deny a student's request.** In the event that it is necessary for a student to leave the classroom to use the restroom, the student **MUST** sign out on a sheet designated by the teacher. **The teacher may require that the student leave their personal device in the classroom while using the restroom. If the student refuses to leave the device, the teacher may deny the student's request to use the restroom.**

Students are never to record video and/or audio on their personal devices while in the restroom.

The student must return directly to class without stopping at any other locations between the classroom and the restroom.

SEXTING

Students found responsible for sending pornographic pictures and/or inappropriate/explicit messages from their cell phone or other personal device may be immediately recommended for expulsion and Child Protective Services may be contacted. Local law enforcement may also be contacted.



THEFT OF PROPERTY

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

PERJURY / FORGERY

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

FALSE FIRE ALARMS

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

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate

Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

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

Definitions

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

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

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

1. actively participate in a criminal gang;
2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote or further the interests of a criminal gang; or
 - b. for the purpose of increasing the person's own standing or position within a criminal gang;



3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
4. threaten another person because the other person:
 - a. refuses to join a criminal gang;
 - b. has withdrawn from a criminal gang; or
 - c. wishes to withdraw from a criminal gang;when engaged in by a student who attends a corporation school.

Procedures for Reporting and Investigating Suspected Criminal Gang Activity

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

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

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

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

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials. Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance



with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

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

PASSES - CORRIDOR and LIBRARY

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

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

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

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

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

DELIVERIES FOR STUDENTS

Only parents/guardians of students, or designee of a parent/guardian, may deliver items to their students during the school day. These items may include food, flowers, gifts, or ***medication**. The office administration and staff may refuse any deliveries if deemed unnecessary or if not provided by a parent, guardian, or designee.

***Please note the Health Services section on page 14.**

FOOD AND DRINKS IN THE SCHOOL BUILDING

1. Drinks that are brought to school or purchased from a vending machine should only be kept in a sealed container such as a bottle with a cap, unopened can, or thermos. Fountain drinks or any drink kept in a non-sealed container must be consumed in the cafeteria or lobby area, are not allowed on carpeted surfaces, and should not be stored in student lockers.
2. Only water should be consumed in the carpeted hallways.
3. Snacks or food items purchased outside the school or purchased from a vending machine or from the school cafeteria should be consumed in the school cafeteria or lobby area.



4. It is at the discretion of the teacher as to what drink or food items may be consumed in the classroom. Students must follow the individual rules established by each classroom teacher.

PERSONAL ELECTRONIC DEVICES

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

Personal electronic devices, including but not limited to, laser pointers, laptop computers, electronic toys, hand-held video games, cellular telephones, personal music devices, smart watches, and cameras, are not deemed necessary learning tools at Knightstown High School unless specified in an Individual Education Plan (IEP) or other learning plan.

Students are not permitted to use their personal electronic devices, including cell phones, wireless headphones, and smart watches during instructional class time. All electronic devices should be powered off and remain in their assigned locker or in their backpack during scheduled class times. Personal electronic devices may be accessed during passing periods and at lunch. At the teacher’s discretion, students may use their personal devices on a limited basis if it is needed for an activity in class. Each teacher will post his/her expectations for students’ use of such devices in his/her classroom. Students are expected to stay informed of their teachers’ expectations and to follow them in each class.

Students who have signed out of class or have a pass to report to a destination during class time, including the restroom, should not use their personal devices while in transit. Students are expected to get to/from their destinations in a timely manner. Students should never make phone calls on their electronic devices during school hours (8:15am-3:00pm) except during their lunch period or with permission from a staff member while in the main office.

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

During passing periods between classes, students may use their personal electronic devices, BUT they are NOT to have any headphones, earbuds or any other music listening devices in. This is to ensure that all students are capable of hearing a staff member give directions and/or an announcement.

Students sent to the office for violation of this policy may receive one or more of the following consequences depending on the severity of the disruption in the classroom and/or the frequency of violation:

**Warning in PowerSchool (unless administration decides a Friday School is necessary)
Detention**



Friday School 3 Day Suspension

In most cases, students will be permitted to pick up their confiscated devices and/or accessories from the main office at dismissal. The student's parents, guardians, or custodians will need to pick up the student's device and/or accessories if violations are excessive.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation", a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16. **See Board Policy 5136.**

DRESS CODE: SCHOOL OR SCHOOL FUNCTIONS

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

STUDENTS: Use common sense in your dress.

The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate. Excessively exposed/visible skin is not permitted.

STUDENTS: Use common sense in your dress.

1. Shirts and dresses must have sleeves and fabric in the front, back, and on the sides (under the arms).
2. Clothing must cover undergarments and all private areas.
3. Headwear such as hats, hoods, bandanas, or sunglasses are not permitted. This includes from the time you enter the building in the morning until you leave the building in the afternoon. Exceptions may be made for practices reflecting sincerely held religious beliefs OR school spirit activities.



4. Shorts, pants, or skirts with holes or slits that are too high up the thigh are not permitted. This is determined by administrative discretion.
5. Articles of clothing with profanity, obscenities, racial slurs, hate speech, threatening messages, explicit sexual messages, or apparel that promotes or advertises weapons, alcohol, drugs, or tobacco products are not permitted.
6. Attire associated with gangs will not be tolerated.
7. Attire that may cause property damage or personal injury is not to be worn: i.e. chains.
8. Appropriate footwear must be worn at all times. For physical education classes, students should wear tennis shoes only.

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

TOBACCO/E-TOBACCO DEVICES

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

POSSESSION BY STUDENTS:

1st offense - Three (3) day suspension and legal action may be pursued.

2nd offense - Five (5) day suspension and legal action may be pursued.

USE BY STUDENTS:

1st offense - Five (5) day suspension and legal action may be pursued.

2nd offense - Five (5) day suspension and legal action may be pursued.

A 3rd offense for possession and/or use may result in a ten-day (10) suspension and recommendation for expulsion.

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

ILLEGAL SUBSTANCES

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

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

CAFETERIA

All students must remain at school for lunch.

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Also, an ala carte lunch is available. Extra food choices may be purchased as students go through the line the first time. By observing the following rules, students can do their part in helping to keep the cafeteria clean, attractive, and a pleasant place to eat:

1. Do not throw food or anything else.
2. Keep the lines orderly; do not cut in line.
3. Empty all trash from trays into the waste containers. Return trays and silverware to the receiving window.
4. Keep tables, chairs, and floors clean by picking up after yourself.
5. Refrain from making loud noises.



6. Students are prohibited from removing any opened food or drink from the cafeteria.

LUNCH MONEY ACCOUNTS / PROCEDURES

Students must deposit money into their lunch account by 10:30 AM each morning to guarantee that the money will be available on that day. Any money deposited after 10:30 AM will not be available until the following day. Students should deposit money into the lockbox located in the guidance office. Students and parents/guardians may also deposit money online through My School Bucks located on the district website.

SCHOOL BUSES

School bus drivers are to have control of all students from the time students board the bus to the time they reach their destination (school or home). The driver shall keep order, maintain discipline in a civil manner, and see that no student is imposed upon or mistreated while in their charge. School bus drivers shall assure that the following regulations are observed by all student passengers.

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

STUDENT DRIVING

The responsibility for students driving to and from school rests with the students and parents.

Driving to school is a privilege. If a student wants to retain that privilege, he/she must adhere to the following student driver rules: **Students must register their vehicle and purchase a parking tag in the front office during the first week of school. The parking tag must be displayed on the windshield and be visible at all times.** Students will receive a tag, free of charge, upon completion of the



registration paperwork and vehicle registration must be renewed if the student uses a different vehicle than the original one registered.

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

DRIVER'S LICENSE/PERMIT DENIAL OR INVALIDATION

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

STUDENT PICK-UP/DROP-OFF

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

SOLICITATIONS

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

INAPPROPRIATE LANGUAGE/ HATE SPEECH

There is no place in Knightstown High School for obscenities to be used in the halls or classrooms or on school property. Students who persist in such behavior will be disciplined by teachers and the administration. Students may receive elevated disciplinary action if language is directed toward KHS teachers, staff, or administration.



In addition, hate speech, which is defined as speech that is intended to insult, offend, or intimidate a person because of some trait (i.e. race, sexual orientation, national origin, religion, disability) has no place at Knightstown High School.

SEARCH AND SEIZURE

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

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

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

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

DISCIPLINE PROCEDURES

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

DISCIPLINE

Due process is provided in disciplinary situations; discipline is cumulative for the entire school year.

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



5. If the superintendent determines there are reasonable grounds, he/she shall within twenty-four hours after the written recommendations are filed in the office, appoint a hearing examiner.
6. Following the hearing, a recommendation by the examiner will be made to the Superintendent of Schools. The superintendent may accept, change, or revoke the recommendation, but may not invoke a penalty more severe than recommended. This determination shall be mailed promptly to the student and parents.
7. At any level of the process, the hearing can be waived if both the student and parents sign the waiver of hearing.

DETENTIONS

Students will be assigned to detention by teachers and administrators for excessive tardies, minor rule infractions, to make up class work missed when absent, or failure to complete class work or homework. Students are expected to report to detention on time with school work.

Detentions will be assigned for a specific day with at least a two (2)-day advance notice. Students are expected to serve on the day assigned unless excused prior to that date, or absent from school. If there is a conflict with school activity or work, the student may reschedule three after-school detentions per semester, if the student and parent or school sponsor get approval from the assistant principal prior to the day detention is to be served. Anyone missing an assigned detention that is unexcused will be assigned to attend a Friday School session.

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

FRIDAY SCHOOL SESSIONS

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

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

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

- First Offense: Assigned to 3 days of Out of School Suspension
- Second Offense: Discretion of the Administration
- Third Offense: Discretion of the Administration

1. Excused absence from Friday School: **Excused absences from Friday School shall include illness, attendance at a funeral, serious illness of another family member, or emergency**



circumstances totally beyond the control of the student and/or parent. A parent's note or telephone call to 345-5153 must be received by the principal, assistant principal or school secretary by 3:00 p.m. on that Friday. The missed Friday School session will be reassigned with no added penalty. Excessive rescheduling will be addressed on an individual basis.

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

STUDENT CONDUCT CONSTITUTING GROUNDS FOR EXPULSION OR SUSPENSION

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

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

2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school or personal property of substantial value, or repeatedly damaging or stealing school or personal property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Fighting, hitting another person or intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Threatening or intimidating any student or school official.
6. Threatening or intimidating any student or school official for the purpose of, or with the intent of obtaining money or anything of value from a student will result in expulsion.
7. Knowingly possessing, handling or transmitting a knife or any other object that can reasonably be considered a weapon.
8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, an intoxicant of any kind, or any item that looks like or is represented to be any of the foregoing items. Use of a drug authorized by medical prescription from a physician is not a violation of this subdivision.



9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted.

EXPULSION AND WAIVER PROCEDURES FOR FIRST TIME OFFENSE

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

1. Principal or Assistant Principal informs the guardian of decision to offer a waiver after the initial investigation of the incident.
2. Principal or Assistant Principal fills out a Waiver of Due Process Rights.
3. Guardians and student will meet with the principal/assistant principal for explanation and presentation of the waiver program.
4. The guardians and student will have two school days to make a decision about whether to accept (sign) the waiver contract, or go to the due process hearing.
5. If the guardians and the student decide to reject (not sign) the waiver contract, the principal or designee will immediately file papers for recommendation for expulsion.
6. If at any time the student fails to satisfactorily fulfill his/her responsibility to the waiver program, the assistant principal, principal, or designee will institute steps to expel the student from school.

RETURN FROM EXPULSION OR SUSPENSION

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

When a student is set to return from an expulsion, school administrators must attend a transition meeting, which should include the student and parents/guardians to discuss the student's return and prepare for a successful transition. After a student returns from an expulsion, principals should schedule

and complete check-in meetings with the student, parents/guardians, and staff members to monitor his/her transition and ensure successful reintegration into the school community

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



DISCIPLINE FOR STUDENTS WITH SPECIAL NEEDS

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

SECTION IV: GENERAL INFORMATION

MOMENT OF SILENCE

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

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



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

DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE

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

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

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

1. the student chooses not to participate; or
2. the student's parent/guardian chooses to have the student not participate.

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

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

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

DAILY ANNOUNCEMENTS

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

FIRE DRILL INSTRUCTIONS

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

TORNADO DRILL PROCEDURES

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

LOCKERS

Each student will be assigned a locker at the beginning of the school year. The lockers are the property of Knightstown High School and are subject to inspection by authorized school personnel. It will be the



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

SCHOOL CLOSING or DELAYS

Listen to New Castle radio WMDH (102.5 FM), Indianapolis WIBC (1070 AM), and Rushville WRCR (94.3 FM). These radio stations will normally carry our school closing/delay announcements. Cablevision, Channel 3 Knightstown; Channel 4, 6, and 13 Indianapolis will carry announcements during their news periods. School closing information or delays are also posted on the Charles A. Beard school corporation's website at www.cabeard.k12.in.us.

SCHOOL CLOSING/ELEARNING PLAN

Please review the CAB eLearning Plan in its entirety, which is located on the KHS website. This section is a summary of that document as it pertains to KHS students and in no way supersedes the plan as approved by CAB leadership and/or school board. School closing/delay information will be located on social media, local news/radio stations, and district/school websites.

In the event of a school closing due to inclement weather or other unforeseen events that may disrupt our ability to hold in-person classes at KHS, we will provide the opportunity for students to interact with their teachers and to complete assignments from home through the use of personal devices (Chromebooks), Google Classroom, email, and other electronic and digital media to ensure uninterrupted instruction.

Below are some highlighted components of our eLearning Plan:

1. An eLearning day is not a day off from school. Students need to complete assignments on these days.
2. Teachers will upload assignments to Google Classroom by 9:00 AM.
3. Students should actively check for work and complete the work the day it's assigned.
4. Teachers will monitor Google Classroom throughout the day and are available to answer questions via Google Classroom or email.
5. When we have one (1) eLearning day, students will have three (3) in-person school days to complete assignments. If we have two (2) or more consecutive eLearning days, students will have five (5) in-person school days to complete their assignments.

EXAMPLE: If students have consecutive eLearning days on Monday and Tuesday, they have until Tuesday of the following week (5 in-person school days) to turn in the work from those eLearning days.

6. We do not make up eLearning days; they count as regular school days.

SCHOOL SONG ~ Tune of Illinois Loyalty

We're loyal to you, Knightstown High



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

TELEPHONE

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

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

- Parents are encouraged to relay messages to your son/daughter when at home.
- If an emergency occurs and you must get a message to your son/daughter, please call (765) 345-5153.

ANTI-DISCRIMINATION/HARASSMENT

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

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

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

Coordinators of non-discrimination and anti-harassment:



Title	Assigned To	Phone	Email	Forms of Discrimination & Harassment Addressed
<i>Section 504 Coordinator</i>	Principal & Guidance Director	765-345-5153	@cabeard.k12.in.us wendy.vischer@cabeard.k12.in.us	Disability
<i>Title VI Coordinator</i>	Principal	765-345-5153	@cabeard.k12.in.us	Race, color, national origin
<i>Title IX Coordinator</i>	Principal	765-345-5153	@cabeard.k12.in.us	Sex, including sexual harassment/sexual assault, gender discrimination, and discrimination for sexual stereotype nonconformity
<i>Non-discrimination Coordinator</i>	Principal	765-345-5153	@cabeard.k12.in.us	All other forms

STUDENTS WITH SPECIAL NEEDS/ACCOMMODATIONS

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

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

HOMELESS STUDENTS

Children who meet the legal definition of a "homeless" student (under the McKinney-Vento Act) will not be denied enrollment based on a lack of proof of residency and will be provided a free appropriate public education in the same manner as all other students of the District.



STUDENT RECORDS AND PRIVACY

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

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

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

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

DIRECTORY INFORMATION

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

The corporation may disclose any of those items without prior written consent, unless the parents notify the school district in writing by the end of the first week of the school year that they do not want certain designated directory information released without prior consent. Federal law requires public school



districts, upon request, to release the name, address and telephone number of high school students to military recruiters unless a parent expressly informs the school in writing by the end of the first week of the school year not to include this contact information (name, address or phone) in the lists that are released to military recruiters.

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

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

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

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

RESTRAINT OR SECLUSION OF STUDENTS

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

PARENTAL INVOLVEMENT

The school encourages parents to get involved with the school and their children's education. Information concerning school performance profiles and their child's individual performance will be communicated to parents.

RELIGIOUS EXPRESSION

Student Expression of Religious Viewpoints

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



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

Freedom to Organize Religious Groups and Activities

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

Prayer

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

SECTION V: STUDENT GROUPS AND EVENTS

CLUBS AND ORGANIZATIONS

1. PHILOSOPHY OF CLUB PROGRAM

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

2. BASIC REQUIREMENTS

- a. It must give equal opportunity for participation to all students who are eligible.
- b. It must have a written constitution.
- c. It must have a name that is appropriate and descriptive.
- d. It may have awards that are approved by the principal.
- e. It must have a sponsor (s) and all activities must be approved and attended by the sponsor(s).
- f. It should follow a regular plan of conducting meetings.

3. CLASS OFFICERS FORMAT AND QUALIFICATIONS

- a. Sponsors will meet with class members to explain the format and expectations.
- b. A student interested in running for class office must have his/her eligibility checked and obtain a petition from the class sponsor. The petition will:
 - i. Specify office for which student is applying
 - ii. Require 3 teacher signatures



- iii. Require 10 classmate signatures
- iv. Require parent signature
- c. The petition will be returned within 1 week of the initial meeting at which time a primary ballot will be prepared. Students are encouraged to campaign in any acceptable manner.
- d. Elections will be conducted within 2 weeks after the initial meeting. The election shall be by written ballots. Only those students wishing to vote will do so. Ballots shall be brought to the office where the official tally shall be made by the class sponsors. In all cases, one vote per student is allowed. The candidate receiving the most votes shall be declared the winner in each election.

4. QUALIFICATIONS FOR OFFICERS

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

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

It will be the responsibility of the sponsor in charge of the club, class or organization to see that the above criteria for qualifications are met by each student candidate before that candidate is designated eligible for election. Individual clubs and/or organizations may require higher standards. Officers may be removed from office for not maintaining the qualifications to be an officer. The above statement, "Qualifications for Officers," is to be read to all students participating in nominations before any nomination procedure takes place.

5. LENGTH OF OFFICE

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

6. FILLING VACANT OFFICES

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

DANCES AND OTHER SOCIAL EVENTS

1. PERMISSION

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

2. SCHEDULING

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

3. POSTPONEMENT



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

4. FACILITIES

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

5. SUPERVISION

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

6. USE OF BUILDING

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

7. DANCE RULES

- a. Any and all school rules outlined in this handbook apply to school dances and events.
- b. A student may be permitted to leave prom early IF parental approval has been communicated with school officials. Otherwise, students are expected to remain at prom for its entirety.
- c. No student may be readmitted to prom or any school dance once they have left the event.
- d. Appropriate attire is expected for prom or any semi-formal dance.
- e. Dances are for students who are currently enrolled in Knightstown Community Senior High only. Only guests under the age of 21 and at least a freshman in high school are permitted.
- f. The number of guests for each student is limited to one.
- g. Any KHS student who wishes to bring a guest from another school must complete and turn in a guest approval form for that guest prior to the date of the dance.
- h. Any student wishing to bring a guest from another school must accompany that person throughout the evening at the dance AND is responsible for their guest's conduct.
- i. No one may leave the dance or building and return later.
- j. A student who has been suspended from school must be in attendance one full school day before being eligible to participate in any school-sponsored event.
- k. All guests must be in good standing at their current school or during the last semester of school attended in order to be invited.

The administration reserves the right to deny entrance or remove from the dance at any time anyone who is dressed inappropriately, violates smoking or drinking regulations, displays improper conduct, or was not in attendance during the school day.

CIVILITY AND DECORUM

Purpose

The Charles A. Beard Memorial School Corporation is committed to fostering a supportive and respectful learning environment for students, staff, parents/guardians, and community members. This policy promotes mutual respect, civility, and orderly conduct in all school-related operations, programs, and activities, ensuring a positive and productive atmosphere.

Expected Conduct

All individuals involved in school operations, including employees, parents/guardians, and members of the public, are expected to interact with civility, courtesy, and respect in all school-related settings, including on school grounds and at school-sponsored events.



Respectful dialogue is encouraged, and differences in viewpoints are welcomed when communicated appropriately. However, conduct that disrupts or interferes with the good order and administration of any school function will not be tolerated.

Prohibited Conduct

Uncivil or disruptive behavior includes, but is not limited to:

- a. Intimidation, threats, or harassment toward any individual
- b. Use of profanities or obscene language
- c. Raising one's voice beyond an appropriate level
- d. Personal attacks against any individual
- e. Gestures or actions that create fear for one's safety
- f. Failure to respect personal space after being asked to move away
- g. Physically blocking or restricting movement of others
- h. Use or threat of physical force

Incident Documentation & Response

Any incident involving uncivil or disruptive behavior from employees, parents/guardians, or community members will be documented and forwarded to the appropriate administrator for review and follow-up.

The School Corporation will address such behavior progressively, typically beginning with a verbal reminder to maintain civility. If behavior persists, the School Corporation may take further action, including but not limited to:

- Removing the individual from the immediate area for de-escalation
- Barring attendance from a meeting or event
- Implementing a communication plan to address future interactions
- Issuing a no-trespass order when necessary

Legal & Disciplinary Considerations

Nothing in this policy prevents the School Corporation from:

Involving law enforcement when necessary

Meeting state reporting requirements under Indiana law

For employees and students who engage in uncivil or disruptive conduct, appropriate disciplinary action will be taken in accordance with School Corporation policies, procedures, and handbooks.

PROM

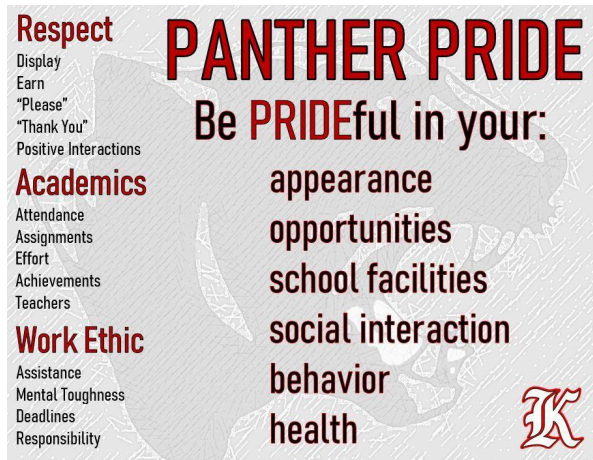
All students are expected to be dressed in formal clothing; suits, tuxes, or formal dresses. Students should wear proper footwear (no tennis shoes, Crocs, or flip-flops) and only headgear that fits in accordance with the outfit is allowed

FUNDRAISING SALES

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



WHAT IT MEANS TO BE A PANTHER



SECTION VI: DISTRICT PROVIDED ACCESS TO ELECTRONICS POLICY

INTERNET ACCEPTABLE USE POLICY

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

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

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

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

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive, or sexually explicit languages;



3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without permission;
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

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

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

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

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

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

SCHOOL DEVICES (Chromebooks, tablets, etc.)

Each student must complete an "Assigned Device Use Agreement" and will be issued a corporation-owned device (Chromebook) to be utilized at school and at home. The district will only support corporation-owned devices and will not support student-owned computers, tablets, etc.

For more details, review the "Assigned Device Use Agreement" form, located on the school website.



SECTION VII: ATHLETICS
Charles A. Beard Schools
CODE OF CONDUCT FOR ATHLETES

ATTENDANCE POLICY

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

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

SCHOOL PHILOSOPHY

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

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



1. The possession, consumption, or transportation of alcoholic beverages, and/or tobacco, the possession or use of any controlled substance (drugs) as defined by the Indiana Uniform Controlled Substance Act.
2. Being arrested and/or charged with theft or any other act constituting a crime as defined in the Indiana Penal Code.
3. Committing acts of vandalism.

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

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

IHSAA BY-LAWS

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

"Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association or (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment in the school." NOTE: IT IS RECOGNIZED THAT PRINCIPALS, BY THE ADMINISTRATIVE AUTHORITY VESTED IN THEM BY THEIR SCHOOL CORPORATION, MAY EXCLUDE SUCH CONTESTANTS FROM REPRESENTING THEIR SCHOOL. (Rule 8, Section 1)

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

COMMUNICATION

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

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

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

AN ATHLETE WHO QUILTS A TEAM

1. Any athlete who quits a team while the team is in season will not be permitted to try out for or participate with any other team during that season AND may not attend off-season workouts for any other program until the season of the team the student-athlete quit has concluded.



2. Student athletes who decide during team tryouts or during the first two (2) weeks of practice with a team that they would like to try out for a different team during the same season **may only do so with the consent of both coaches involved AND the athletic director**. Student athletes will not be permitted to play another sport, transfer to another team of that same season, AND/OR participate in other off-season workouts after the first two (2) weeks of the season have passed.

Rationale: A coach frequently selects a team based on numbers. Individuals who make a team and later quit that team can decrease the efficiency of team development. They have, in effect, taken the place of another athlete who could have competed on the team initially and deprived that player of a spot on the team. Players who have doubts about what their role on a team will consist of should request a meeting with the coach.

SUBSTANCE ABUSE POLICY STANDARDS

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

SERIOUS VIOLATIONS

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

1. First Confirmed Violation
 - a. The athlete will not be allowed to participate in the first 25% of the contests for the current/next sport season the athlete participates.
 - b. In calculating the number of contests to be missed, any fraction of a contest is to be counted and the next highest number used.
 - c. If the violation occurs during a season the athlete is participating and the 25% suspension goes beyond the season, the suspension shall be completed the next year. If the athlete is a senior, he/she will no longer be considered in good standing in the sport and shall forfeit any awards due him/her that year.
 - d. A student athlete may be considered in violation if he/she is in attendance where drugs and/or alcohol are in the possession of other persons present.
 - e. The suspended athlete is expected to continue to practice at the coach's discretion. Should the athlete decide to discontinue his/her participation for the season and time still remains on the suspension, he/she will remain an athlete not in good standing for the season in question until the full 25% suspension is served.



- f. If the violation involved drugs or alcohol, the athlete is strongly encouraged to undergo an immediate evaluation process to determine if a problem exists and to determine if further steps need to be taken.
2. Second Confirmed Violation
 - a. The athlete will not be allowed to participate in 50% of the contests for the current/next sport season the athlete participates.
 - b. To return to good standing, the athlete must undergo an immediate evaluation to determine the severity of his/her problem, successfully complete any rehabilitation as determined by the result of the evaluation; submit to a drug test at his/her expense just prior to the first day of practice for the athlete (the date will be determined by school officials), and be subject to random drug tests at the school's expense for the remainder of the athlete's eligibility.
3. Third Confirmed Violation
 - a. The athlete will not be permitted to participate in any sport for a minimum of one calendar year starting from the date of the violation.
 - b. If the athlete has voluntarily come forward previously or has committed a confirmed violation, this admission will be treated as a confirmed violation and the athlete is subject to further sanctions as outlined above.
 - c. When an athlete has been permanently suspended, the athlete's eligibility can be reviewed by the Athletic Council every 365 days upon a request for a review by the athlete or athlete's guardian.
4. Fourth Confirmed Violation
 - a. The athlete will be permanently suspended from athletics and is strongly encouraged to seek further professional help.
 - b. When an athlete has been permanently suspended, the athlete's eligibility can be reviewed by the Athletic Council every 365 days upon a request for a review by the athlete or athlete's guardian.
5. Voluntary Admission of Guilt
 - a. If the athlete has committed no other violations prior to his admission of a problem, he/she will be suspended pending an evaluation. Following the evaluation, the athlete may return to competition but must successfully complete any program prescribed as a result of the evaluation.
 - b. If the athlete has voluntarily come forward previously or has committed a confirmed Violation, this admission will be treated as a confirmed violation and the athlete is subject to further sanctions as outlined above.

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

REVIEW AND APPEAL OF ACTION FOR ATHLETE AND LEGAL GUARDIAN

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

SUMMARY- This code applies to all students who are associated with the athletic programs in the Charles A. Beard Schools, and in particular Knightstown Community Senior High School. There are



many other rules and regulations of the IHSAA that must also be strictly followed. A more detailed IHSAA handbook is on file in the athletic director's office and is available upon request.

ATHLETICS – BOYS AND GIRLS

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

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

RULE 18 - SCHOLARSHIP

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

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

ATHLETIC CONTEST ATTENDANCE PROCEDURE

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

ATHLETIC TRANSPORTATION POLICY

All athletes are to ride to and from the away athletic events on the bus provided by the CABMSC. If there is a situation where the student athlete will not be able to ride the provided transportation home from the event, there must be written notification to the coach and/or Athletic Director prior to the team's departure for the away contest. If there is no written notification in advance, the athlete will have to ride the bus home with the team.

The CABMSC understands that there are circumstances where a student athlete may not be able to ride the bus home from an event because of an emergency. Those circumstances would include, but would



not be limited to the following: injury at the event, illness at the event, injury to a family member, death of a family member. In those cases, communication with the coach or Athletic Director would be acceptable.

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

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

The Mission of Charles A. Beard Memorial School Corporation

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

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



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

Introduction

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

Reasonable Concern

Charles A. Beard Memorial School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Henry/Rush County, Indiana, indicate that education alone, as a preventative measure, is not effective in combating substance abuse. Statistics show that the mission of Charles A. Beard Memorial School Corporation has not been realized. Our commitment to maintaining the extracurricular activities in Charles A. Beard Memorial School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose

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

Scope

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

Legal Obligation

Indiana Code 20-34-3 sets forth health measures to be governed by school officials. Most specifically, it establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Drug Education

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and



other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

Consent Form

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

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

Testing Procedure

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



10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

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

Test Results

1. This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of a student testing "positive." The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
3. If the test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will



be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities based on the Athletic Code of Conduct and a “follow-up” negative test will be required by the principal/administrative designee prior to reinstatement. A “follow-up” test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow-up” test is negative, the student will be allowed to resume extracurricular activities, excluding athletics. If a second “positive” result is obtained from the “follow-up” test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Charles A. Beard Memorial School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.

4. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of the “negative” tests will be kept confidential to protect the identity of all students being tested.
5. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee has access to.

Financial Responsibility

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

Confidentiality

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

Other Rules

Apart from this drug testing program, Charles A. Beard Memorial School Corporation Athletic Association and the coaching staff/sponsor of each sport/activity have their own training rules and



requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Indiana Codes: Education

For access to Indiana Codes involving state laws involving education, please visit the following website:
<http://codes.lp.findlaw.com/incode/20>

VIOLATIONS AND PENALTIES

The behaviors listed below will result in one of the following forms of discipline depending on the severity of the behavior and past behavior of the student. An attempt will be made to insure that offenses of a similar nature will be treated in a similar manner, however, it is always understood that the final decision concerning the consequences of any action rests with school administration and their decision will be final pending due process. The penalty progression does not reset at the end of each semester.

Violation	Penalty First Referral	Penalty Second Referral	Penalty Third Referral
Insubordination	Warning/Detention	Friday School/ISS	OSS/OSSP/ Expulsion



Failure to Identify Self	Detention	ISS	OSSP
Gambling	Detention	ISS	OSSP
Computer Misuse	Detention	Loss of Privilege	Withdraw - F in Course
Uncharged or Forgotten Device	Warning	Detention	Detention/ISS
Disruptive Behavior	Warning/Detention	Detention/Friday School	OSSP
Failure to Comply	Detention	ISS	OSSP/Expulsion
Verbal Conflict/Confrontation	Warning/Detention	ISS	OSSP
Profanity/Obscenity	Warning/Detention	ISS	OSSP
Out of Assigned Area	Warning/Detention	Friday School/ISS	OSSP
Leaving Building without Permission/Tuancy (Including Lunch)	Friday Schools Equal to the Number of Hours Missed	ISS	OSSP
Dress Code Violation	Warning/Detention	Detention	ISS
Inappropriate Display of Affections	Warning/Detention	Detention	ISS
Reckless Driving	Warning/Detention	Loss of Driving Privileges	Expulsion
Horseplay	Warning	Detention	Detention/ISS
-Possession of Drugs or Drug Paraphernalia -Use of or Under the Influence of Drugs or Alcohol -Distributing Drugs/Alcohol	OSS/OSSP/Expulsion	OSS/OSSP/ Expulsion	OSS/OSSP/ Expulsion
Gang-Related Offenses	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Threat on a Life	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Possession, Use of, or Threat of a Weapon	Expulsion and Turned over to Police	Expulsion and Turned over to Police	Expulsion and Turned over to Police
Vandalism (Including Both Student's and Staff's Property)	Restitution/OSS/ Expulsion	Restitution/OSS/ Expulsion	Restitution/OSS/ Expulsion
Physical Fighting	Police Notified/OSS/OSSP/ Expulsion	Police Notified/OSS/OSSP/ Expulsion	Police Notified/OSS/OSSP/ Expulsion



Battery	Police Notified/OSS/OSSP/ Expulsion	Police Notified/OSS/OSSP/ Expulsion	Police Notified/OSS/OSSP/ Expulsion
Intimidation/Bullying/ Harassment	Detention/ISS/OSS/ Expulsion	Detention/ISS/OSS/ Expulsion	Detention/ISS/OSS/ Expulsion
Threats	Detention/ISS	OSS/OSSP	Expulsion
Public Indecency	Referral to Police/OSS/OSSP/ Expulsion	Referral to Police/OSS/OSSP/ Expulsion	Referral to Police/OSS/OSSP/ Expulsion
Sexual Misconduct	Referral to Police/OSS/OSSP/ Expulsion	Referral to Police/OSS/OSSP/ Expulsion	Referral to Police/OSS/OSSP/ Expulsion
Possession of or Smoking Materials/Devices	Vape Diversion Program & Friday School/ 3 Days of OSS/ Issue of Ticket by SRO		
Chewing Tobacco		3-5 Days of OSS	OSS/Expulsion
Theft	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Firecrackers, Explosives, Stink Bombs	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Inappropriate Physical Contact	Friday School/ISS	OSS/OSSP	OSS/OSSP/Expulsion
Conduct Constituting an Interference with School Purpose	ISS/OSS/OSSP/ Expulsion	ISS/OSS/OSSP/ Expulsion	ISS/OSS/OSSP/ Expulsion
Educational Disruption	Detention/Friday School	Friday School/ISS	OSS/OSSP
Skiping Class	Friday School/ISS	Friday School/ISS	ISS/OSS/OSSP/ Expulsion
Unapproved Publications, Petitions, Posters, etc.	ISS/OSS/OSSP/ Expulsion	ISS/OSS/OSSP/ Expulsion	ISS/OSS/OSSP/ Expulsion
Cell Phone Misuse in Class	Warning	Detention	Friday School
Multiple Students in Restroom Stalls	Warning/Detention	Detention	Friday School
Disruption of School due to Social Media Usage	ISS/OSS/OSSP/ Expulsion	ISS/OSS/OSSP/ Expulsion	ISS/OSS/OSSP/ Expulsion
Verbal Abuse of a Staff Member	Detention/Friday School/ISS	Detention/Friday School/ISS/OSS	OSS/OSSP/Expulsion



Missed Friday School Detention	Re-assign for next available date	Repeat of the detention in addition to a second detention being assigned	OSS/OSSP
---------------------------------------	-----------------------------------	--	----------

Violations not covered in this handbook but falling under Indiana Code 20-8.1-5.1 are grounds for suspension or expulsion and apply when a student is:

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

There may be some rules not covered on these pages. In that case detentions or suspensions can be issued.