

Covington Jr./Sr. High School

Student Handbook

2026- 2027 School Year



Welcome to Covington Jr./Sr. High School. We encourage all families to acquaint themselves with the policies and expectations of our school. CMS and CHS take a great deal of pride in offering a thriving and conducive educational environment. With strong traditions and core values at the forefront, we look forward to providing a prosperous and productive experience for our students.

**COVINGTON JR/SR. HIGH SCHOOL
STUDENT HANDBOOK 2026-2027
TABLE OF CONTENTS**

2026-2027 School Calendar.....	5
Office Staff 2026-2027.....	6
Vision Statement.....	6
Mission Statement.....	6
AHERA Notification.....	6
Equal Educational Opportunity.....	7
SECTION I - GENERAL INFORMATION.....	7
School Day Information.....	7
CHS Daily Bell Schedule.....	7
School Cancellation.....	8
Visitors.....	8
Entering or Remaining in the School Building After School Hours.....	8
Health Services.....	8
Student Sent Home (by the school Nurse) Due to Illness.....	8
Going Home Due to Illness (NOT being sent home by the school Nurse).....	8
Medication Procedures.....	9
Food Service.....	9
Curricular Materials.....	9
Writing Checks.....	9
Telephones.....	9
Lost & Found.....	9
Lockers.....	10
Fire and Disaster Drills.....	10
Publication of Student Information and/or Picture.....	10
Library Materials.....	10
Enrollment.....	11
Withdrawal from School.....	11
SECTION II - STUDENT CONDUCT.....	11
General Behavior.....	11
Purpose and Scope of Conduct Rules.....	11
State Laws.....	12
Harassment and Discrimination.....	12
Sexual Harassment, Dating Violence, and Inappropriate Sexual Conduct.....	12
Sexual Harassment, Dating Violence, and Inappropriate Sexual Conduct.....	13
Anti-Hazing.....	13
Discipline Guidelines.....	14
Detentions.....	14
CHS/CMS Discipline Flow Chart.....	15
Weapon Possession.....	18

Substance Abuse.....	19
Tobacco/Vaping Use.....	20
Possible consequences may include:.....	20
Gang Activity.....	20
Bullying, Cyberbullying, Harassment, and Intimidation.....	21
Definition of Bullying.....	21
Reporting Procedures.....	21
Investigation and Parent Notification.....	21
Interventions and Discipline.....	22
Education and Prevention.....	22
Student Dress and Appearance.....	22
Cell Phone Use / Electronic Devices/Personal Communication Devices.....	23
Cell Phones / Personal Communication Devices.....	23
Field Trips.....	24
Cheating/Plagiarism Policy.....	24
Vandalism.....	24
Leaving School Grounds.....	24
CHS Student Parking.....	25
Dance Decorum and Policies.....	25
SECTION III - DISCIPLINARY ACTIONS.....	26
Definitions and Procedures.....	26
Alcohol and Drugs.....	27
Suspension and Expulsion Policy.....	29
Grounds for Suspension or Expulsion.....	29
Out of School Suspension Procedures.....	29
Expulsion Procedures.....	29
SECTION IV - BUS DISCIPLINE POLICY.....	30
Behavior Guidelines and Consequences.....	30
Class I Offenses.....	30
Class II Offenses.....	30
Consequences.....	31
SECTION V - DRUG TESTING POLICY/PROCEDURES.....	31
Drug Testing Policy.....	31
Drug Testing Procedure.....	32
Consent Form.....	32
Selection.....	32
Drug Testing Procedure.....	32
Drugs Tested.....	32
Laboratory Report.....	32
Test Results.....	32
Drug Testing Program Guidelines.....	33
Positive Test Consequences.....	33

I. Just Cause - Drugs and/or Alcohol.....	33
II. Random Testing- Drugs and/or Alcohol.....	33
III. Random Testing/Just Cause - Tobacco.....	33
Drug Search Procedures.....	33
SECTION VI - STUDENT ATTENDANCE (ISBA Code 4320).....	34
Attendance Policy.....	34
Classification of Absences.....	34
Indiana State Definitions.....	35
Categories of Absences.....	35
1. Exceptions (Exempt from Being Recorded as Absent).....	35
2. Excused Absences (Counted as Absent, but Excused).....	35
3. Unexcused Absences.....	36
Chronically Absent Students.....	36
School, Parent, and Student Responsibilities.....	36
Habitually Truant Student.....	37
School, Parent, and Student Responsibilities.....	37
Tiered Response to Unexcused Absences (Grades 6–12).....	37
Tiered Response to Unexcused Absences (Grades K–5).....	38
Extra Curricular and Co-Curricular Activities.....	39
Reporting an Absence.....	39
Attendance Board of Appeals (ABA).....	39
Make-Up Work.....	39
Truancy.....	40
Tardy Policy (Per Semester).....	40
SECTION VII - GUIDANCE & ACADEMIC INFORMATION.....	40
Counselors.....	40
Graduation Requirements.....	40
Registration.....	41
Full-Time Student Status.....	41
Students Enrolling from Homeschool Policy Requirements.....	41
Change of Address.....	41
Out of Corporation Students / Out of State Students.....	42
Financial Aid.....	42
Grade Level Classification.....	42
Repeating Course.....	42
Honor Roll.....	42
Valedictoran AND Salutatorian.....	42
Cum Laude AND Magna Cum Lade.....	42
Commencement.....	43
Weighted Grades - HS only.....	43
Marking System.....	43
Standard Grading Scale.....	43

Final Exams and Semester Grades.....	43
Honor Jackets.....	44
SECTION VIII - ACTIVITIES AND ATHLETICS.....	44
Clubs, Organizations and Class Elections.....	44
Rules For Covington Athletes.....	44
General Athletic Rules.....	45
Athletic Attendance Policy.....	45
Athletics.....	45
Athletic Conference: Wabash River Conference.....	45
School Song.....	46

2026-2027 School Calendar

Semester 1

August 10th	New Teacher Day
August 11th-12th	First Teacher Days
August 13th	First Student Day/Beginning of 1st 9 Weeks
September 7th	Labor Day (No School)
October 13th	End of 1st 9 Weeks
October 13th	Parent Conferences (3:30-7:30pm)
October 14th	Parent Conferences/No Students (8:00-11:30am)
October 15th-18th	Fall Break
November 25th-November 29th	Thanksgiving Break
December 21st-January 3rd	Holiday Break/End of 2nd 9 weeks

Semester 2

January 4th	School Resumes/Beginning of 3rd 9 weeks
January 18th	No School
February 15th	Flex Day
March 12th	End of 3rd 9 Weeks
March 15th-21st	Spring Break
March 22nd	Beginning of 4th 9 Weeks
March 26th	Good Friday
March 29th	Flex Day
May 27th	Last Student / Teacher Day/End of 4th 9 Weeks
May 28th	Flex Day (If Needed)
May 29th	Graduation

Office Staff 2026-2027

Krista Witsman	Principal
Josh Kersey	Assistant Principal
Brad Short	Athletic Director
Laura Myers	School Counselor (HS)
Ollie Pettit	School Counselor (MS)
Paul Davis	Technology Coordinator
Marilyn Corey	Nurse
Jennifer Linville	ECA Treasurer
Robin Brown	Guidance / Athletics Secretary
Ana Schanlaub	Attendance / Discipline Secretary (HS)
Traci Booe	Middle School Secretary

Vision Statement

Covington Middle School and Covington Jr./Sr. High School provide a safe learning environment where all students are motivated to achieve their highest potential. A balanced, diverse curriculum and professional participation in assessment analysis enable all students to experience success. Excellent communication at every level allows the entire learning community to be involved in educating the whole student.

Mission Statement

Covington Middle School and Covington High School are committed to serving the academic, physical, social, and emotional needs of its students as they transition from adolescence to adulthood. The school community is committed to creating an orderly, caring environment maintained through fair and consistent discipline. Individual learning styles are accommodated by differentiated instruction and assessment analysis. All aspects of the school's curricular and extracurricular activities are student centered and effectively communicated to the entire learning community. The ultimate goal of the broader educational community is to prepare students for the challenging demands of a competitive global community.

AHERA Notification

Under the Asbestos Hazard Emergency Response Act (AHERA of 1986), Covington Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress.

In the past year, the AHERA related activities conducted have been the Periodic Surveillance and the AHERA Mandated 3 year re-inspection to maintain current information on the condition of materials in our buildings. The 3 year re-inspection was conducted by ASTESCO, Inc. an independent firm. In the coming year the planned activities under the AHERA standard are routine maintenance of building materials and the AHERA Periodic Surveillance of all building materials. These are scheduled for June 2012 and December 2012. The AHERA Management Plans are

available for public review at the Superintendent’s Office during regular working hours. A reasonable charge will be made for requested copies of the Management Plan(s). Copies are available in the building offices.

Equal Educational Opportunity

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the Corporation will foster an educational environment that provides equal educational opportunity for all students. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or handicap.

SECTION I - GENERAL INFORMATION

School Day Information

Students may enter the building at 7:30 a.m. CMS / CHS offers a breakfast program. Students may not go to their classes or go upstairs before 7:50 a.m. unless they have an extracurricular meeting scheduled for before school or a prearranged visit to a teacher. High school students should not be in the middle school hallway. First period class will begin at 8:00 a.m. and the school day concludes at 3:00 p.m. Schedule alterations are made on occasion to accommodate student assemblies, special activities and any weather related delay or dismissal.

CHS Daily Bell Schedule

Mon, Tues, Thurs, Friday (8:00AM - 3:00PM)			Wednesday Early Release (8:00AM - 2:35PM)		
Period 1	8:00 - 8:45	45 min	Period 1	8:00 - 8:45	45 min
Period 2	8:50 - 9:35	45 min	Period 2	8:50 - 9:35	45 min
Period 3	9:40 - 10:25	45 min	Period 3	9:40 - 10:25	45 min
Period 4	10:30 - 11:15	45 min	Period 4	10:30 - 11:15	45 min
Home Room 5	11:20 - 11:55	35 min	Home Room 5	11:20 - 11:35	15 min
Lunch	11:55 - 12:30	35 min	Lunch	11:35 - 12:05	30 min
Period 6	12:35 - 1:20	45 min	Period 6	12:10 - 12:55	45 min
Period 7	1:25 - 2:10	45 min	Period 7	1:00 - 1:45	45 min
Period 8	2:15 - 3:00	45 min	Period 8	1:50 - 2:35	45 min
2-Hour Delay (10:00AM - 3:00PM)			Wednesday 2-Hour Delay (10:00AM - 3:00 PM)		
Period 1	10:00 - 10:33	33 min	Period 1	10:00 - 10:33	33 min
Period 2	10:37 - 11:07	30 min	Period 2	10:37 - 11:07	30 min
Period 3	11:11 - 11:41	30 min	Period 3	11:11 - 11:41	30 min
Period 4	11:45 - 12:15	30 min	Period 4	11:45 - 12:15	30 min
Lunch	12:15 - 12:45	30 min	Lunch	12:15 - 12:45	30 min
Period 6	12:49 - 1:19	30 min	Period 6	12:49 - 1:19	30 min
Period 7	1:23 - 1:53	30 min	Period 7	1:23 - 1:53	30 min
Period 8	1:57 - 2:27	30 min	Period 8	1:57 - 2:27	30 min
Homeroom	2:31 - 3:00	29 min	Homeroom	2:31 - 3:00	29 min

School Cancellation

School may be delayed, dismissed early, or canceled due to weather, safety concerns, or other unforeseen circumstances. When possible, decisions will be made and communicated as early as practical. Information regarding

delays, cancellations, and early dismissals will be shared through the school's communication system and may also be announced through local media outlets.

Visitors

All visitors must report to the main office immediately upon arrival. Visitors should be prepared to present a state-issued photo ID and complete the school's visitor check-in process through the SafeVisitor system. To protect student safety, instructional time, and student privacy, visitors are not permitted to enter classrooms during the school day without prior administrative approval. Parents or guardians who wish to meet with a teacher, counselor, or administrator should contact the main office to schedule an appointment.

Students from other schools are not permitted to visit Covington Jr./Sr. High School during the school day unless approved in advance by an administrator.

Entering or Remaining in the School Building After School Hours

Students are expected to leave the building by 3:15 p.m. unless they are participating in an approved extracurricular activity, serving detention, attending a scheduled meeting with a staff member, or otherwise authorized by an administrator.

Students may not enter or remain in the building, including gymnasiums or activity areas, unless the supervising teacher, coach, sponsor, or staff member is present. Loitering is not permitted before, during, or after school activities.

Students attending school events are expected to remain in the designated event area. Unauthorized entry into the building or restricted areas outside regular school hours may result in disciplinary action and may be treated as trespassing.

Health Services

A school nurse is available throughout the day. In all but extreme cases, a classroom teacher or other school personnel should refer students to the nurse. Please contact our school nurse regarding any specific health concerns.

Student Sent Home (by the school Nurse) Due to Illness

Occasionally a student's illness reaches a degree where the Nurse requests the student to return home. Except for special circumstances, this is generally limited to those students either vomiting or running a fever. Leaving school, because the nurse sent you home, is **NOT COUNTED TOWARD THE 10-DAY/CLASS PERIOD LIMIT.**

Going Home Due to Illness (NOT being sent home by the school Nurse)

Students who become ill and request to go home must first report to the Nurse's Office; receive parent permission; and sign out in the Office. Students will not be allowed to leave without parent permission, regardless of age. Leaving school due to illness, verified by parent is **COUNTED TOWARD THE 10-DAY/CLASS PERIOD LIMIT.**

Medication Procedures

If students require the taking of medication while at school, the following guidelines must be observed.

- (1) The medication must be in a prescribed bottle from the doctor or pharmacist.
- (2) The bottle must be labeled with the child's name and correct dosages.
- (3) The prescription must be kept in the nurse's office.
- (4) The school nurse, administrators, or their designees will supervise the taking of the medicine.
- (5) A note from the parent must accompany the prescription stating the reason for the medication.

(6) For Daily medication: A permission form must be obtained from the nurse, filled out, signed by doctor and parent, and filed with the nurse.

Food Service

Breakfast and lunch are available to students each school day. Meal prices, account procedures, and payment information will be shared at the beginning of the school year.

Students are responsible for using their assigned meal account appropriately. A la carte items may be available for purchase.

Curricular Materials

Covington Jr./Sr. High School provides students with required curricular materials in accordance with Indiana law. Students are responsible for taking care of school-issued books, materials, devices, and supplies.

Students may be charged for lost, damaged, or unreturned school property. Optional fees, extracurricular costs, or other permissible charges may apply when allowed by law and school policy.

Covington Middle School/Covington Jr./Sr. High School will accept checks to cover the cost of fees, consumable items, lunches, etc. Checks must be written for the exact amount of the purchase. Students may not write a check and receive cash in return.

Telephones

A courtesy phone is available in the middle school or high school office during school hours. Please be courteous of others and limit the length of your call.

Lost & Found

All articles found in or near the high school should be turned in to the main office at the middle school or high school. Lost articles may be claimed from this office, but they will be disposed of if not claimed within a reasonable length of time. Students should report any loss to the main office as soon as it is discovered. Each student should print in ink his/her name on tablets, gym clothes, tennis shoes, and books which are owned by the student. Students who drive to school should lock their cars. Avoid carrying large sums of money or things of great value to school. If a student must bring something of great value, bring it to the office for safe keeping during the school day. Ask for a receipt for money or the item kept in the office and one will be provided.

Lockers

Students are expected to use their assigned lockers during the school day. Backpacks and coats must be stored in lockers and may not be carried from class to class unless approved by administration.

Each locker is assigned to an individual student. Students may only use the locker assigned to them, and sharing lockers is not permitted. Students are encouraged not to store money or valuable items in lockers. The school is not responsible for lost, stolen, or damaged personal property.

Lockers are school property and remain under the control of Covington Community School Corporation. A student's use of a locker does not create an expectation of privacy in the locker or its contents. The principal, assistant principal, or designee may inspect lockers and locker contents at any time in accordance with school rules and applicable law. Law enforcement may assist with locker searches when requested by school administration and permitted by law.

Students are responsible for keeping lockers clean and free from damage. Items may not be placed inside or outside a locker in a way that damages, defaces, or disrupts school property. Students may be responsible for restitution for damaged lockers or lost locks.

Fire and Disaster Drills

Covington Jr./Sr. High School conducts emergency drills throughout the school year in accordance with Indiana law and school safety procedures. These drills may include fire, severe weather, tornado, manmade occurrence, lockdown, evacuation, and other safety-related drills.

Emergency instructions are posted in classrooms and other areas of the building. During any drill or emergency situation, students are expected to remain quiet, follow staff directions immediately, and proceed in an orderly manner. Quiet and orderly movement is especially important in the event that an exit is blocked or staff must provide verbal directions to an alternate location.

Failure to follow emergency procedures may result in disciplinary action.

Publication of Student Information and/or Picture

Any parent or guardian wanting the name of his/her child excluded from any listing of honor rolls, athletic awards, or other forms of school activities' participation is asked to notify the Principal's Office in writing by the first week of school.

Library Materials

The Covington Community School Corporation has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff and has established reconsideration procedures to address concerns about those resources. Via the Destiny Library Search on our school website parents/guardians may search our database of materials. A form is also available online to request reconsideration of school or library resources.

Enrollment

Students at Covington Middle School / Covington Jr./Sr. High School are expected to be in attendance on the first day of school. Those who live in the Corporation have five days to enroll after school starts but will not be allowed to make up their work for credit. If extenuating circumstances prevail, the administration reserves the right to decide on individual cases.

Withdrawal from School

Students are expected to attend school in accordance with Indiana compulsory attendance law. A student who wishes to withdraw before graduation must complete the required withdrawal process, including an exit interview with the student, parent or guardian, and an administrator or designee.

Parent or guardian written consent is required when applicable. The school will follow all state requirements regarding withdrawal, transfer, and compulsory attendance.

SECTION II - STUDENT CONDUCT

General Behavior

Purpose and Scope of Conduct Rules

Covington Jr./Sr. High School is committed to maintaining a safe, respectful, and orderly learning environment. Students are expected to conduct themselves in a manner that supports learning, protects the rights and safety of others, and reflects positively on themselves, their families, and the school community.

The rules in this section apply when students are:

- On school property before, during, or after school;
- Traveling to or from school or a school-sponsored activity;
- On school transportation or at a school bus stop;
- Attending or participating in a school-sponsored activity, field trip, athletic event, dance, or extracurricular event;
- Using school technology, school accounts, or school-issued devices; or
- Engaging in off-campus conduct that creates a substantial disruption to the school environment, interferes with school operations, or affects the safety or welfare of students or staff.

Disciplinary decisions will be based on the nature and severity of the behavior, the student's age and disciplinary history, the impact on others, and applicable school policy and law. Consequences may include corrective interventions, parent or guardian contact, detention, loss of privileges, removal from activities, suspension, recommendation for expulsion, restitution, and/or referral to law enforcement when appropriate.

The examples listed in this section are not exhaustive. An administrator may address any conduct that disrupts school operations, interferes with the educational process, threatens safety, or violates school rules.

State Laws

Students are responsible for their conduct under all local, state, and federal laws. The fact that the law may not be mentioned in this handbook does not excuse the student from the consequences of his actions under such law. All local, state, and federal laws are to be followed at all times.

Harassment and Discrimination

Covington Community School Corporation is committed to providing a learning environment free from harassment, discrimination, intimidation, and hostile conduct.

Harassment or discrimination based on a person's race, color, national origin, sex, disability, religion, age, ancestry, or any other legally protected status is prohibited. Harassment may include verbal, written, physical, electronic, or visual conduct that creates an intimidating, hostile, offensive, or disruptive educational environment.

Students who believe they have experienced or witnessed harassment or discrimination should report the concern to an administrator, counselor, teacher, or trusted staff member as soon as possible. Reports will be reviewed and addressed in accordance with school policy and applicable law.

Retaliation against any person who reports harassment, participates in an investigation, or assists another person in making a report is prohibited and may result in disciplinary action.

Sexual Harassment, Dating Violence, and Inappropriate Sexual Conduct

Sexual harassment, sexual misconduct, dating violence, stalking, and inappropriate sexual conduct involving students or staff are prohibited.

Prohibited conduct may include, but is not limited to:

- unwelcome sexual advances or requests for sexual favors;
- inappropriate comments, jokes, gestures, rumors, or touching;
- sexually explicit language or conduct;
- inappropriate images, videos, messages, or electronic communications;
- sharing, possessing, or distributing sexually explicit or inappropriate images, including sexting;
- dating violence, relationship violence, intimidation, coercion, or stalking;
- any verbal, physical, written, or electronic conduct of a sexual nature that interferes with a student's educational environment, creates a hostile environment, or disrupts school operations.

Students and employees are encouraged to report sexual harassment, inappropriate sexual conduct, or relationship violence to an administrator, counselor, teacher, Title IX Coordinator, School Resource Officer, or other trusted staff member as soon as possible. A person reporting misconduct is not required to confront the alleged offender before making a report.

Reports will be reviewed and addressed in accordance with school board policy, Title IX procedures, applicable Indiana law, and federal law. The school corporation may involve law enforcement or other agencies when appropriate.

Retaliation against any individual who reports misconduct or participates in an investigation is strictly prohibited and may result in disciplinary action.

Disciplinary consequences for violations may include loss of privileges, suspension, expulsion, referral to law enforcement, or other corrective action deemed appropriate by administration.

Sexual Harassment, Dating Violence, and Inappropriate Sexual Conduct

Covington Community School Corporation prohibits sexual harassment, sexual misconduct, dating violence, relationship violence, stalking, and inappropriate sexual conduct involving students, employees, or other individuals within the school environment.

Prohibited conduct may occur in person, in writing, electronically, or through any form of communication or technology. This includes conduct occurring on school property, at school activities, on school transportation, or off campus when the conduct substantially disrupts the educational environment or interferes with the rights, safety, or well-being of students or staff.

Prohibited conduct may include, but is not limited to:

- unwelcome sexual advances or requests for sexual favors;
- inappropriate sexual comments, jokes, gestures, rumors, or conduct;
- sexually explicit language, images, videos, messages, or electronic communications;
- sharing, possessing, requesting, creating, or distributing sexually explicit or inappropriate images, including sexting;
- unwanted touching or physical contact of a sexual nature;
- dating violence, relationship violence, coercion, intimidation, or stalking;
- conduct based on sex, sexual nature, or gender-based harassment that interferes with a student's education, creates a hostile environment, or disrupts school operations.

Students, parents, employees, and community members are encouraged to report sexual harassment, inappropriate sexual conduct, dating violence, relationship violence, stalking, or related concerns to an administrator, counselor,

teacher, Title IX Coordinator, School Resource Officer, or other trusted school employee as soon as possible. A person reporting misconduct is not required to confront the alleged offender before making a report.

All reports will be reviewed and addressed in accordance with school board policy, Title IX procedures, applicable Indiana law, and federal law. The school corporation may involve law enforcement, child protective services, or other outside agencies when appropriate.

Retaliation, reprisal, intimidation, or false accusations against any person who reports misconduct or participates in an investigation are prohibited and may result in disciplinary action.

Disciplinary consequences may include corrective interventions, parent or guardian contact, loss of privileges, removal from activities, detention, suspension, recommendation for expulsion, referral to law enforcement, or other appropriate corrective action. School disciplinary action may occur regardless of whether criminal charges are filed or pursued.

Anti-Hazing

Covington Community School Corporation prohibits hazing in any form. Hazing is inconsistent with the educational process and will not be tolerated.

For purposes of this handbook, hazing includes any act, activity, coercion, or expectation connected to initiation, admission, affiliation, membership, or continued participation in any class, team, club, group, or organization that causes, or creates a risk of causing, physical, mental, or emotional harm.

Hazing is prohibited on school property, in school facilities, on school transportation, at school-sponsored events, and in any school-related setting. Hazing may also be addressed by the school when the conduct occurs off campus but substantially disrupts the educational environment or impacts the safety or well-being of students.

Consent, willingness to participate, or assumption of risk by the person subjected to hazing does not excuse or permit hazing behavior.

Students, parents, employees, and community members are encouraged to report known or suspected hazing to an administrator, teacher, coach, sponsor, counselor, School Resource Officer, or other school employee as soon as possible.

Employees who become aware of hazing or planned hazing are expected to report the concern immediately to building administration or the Superintendent. If hazing or planned hazing is discovered, the behavior will be addressed promptly, and students involved may be directed to stop the conduct immediately.

Violations may result in disciplinary action consistent with the student handbook and school board policy, including removal from activities, suspension, recommendation for expulsion, referral to law enforcement, or other appropriate corrective action. Retaliation against any person who reports hazing or participates in an investigation is prohibited.

Discipline Guidelines

The purpose of student discipline is to maintain a safe, orderly, and respectful learning environment for all students and staff. Students are expected to conduct themselves in a manner that supports their own education and does not interfere with the learning, safety, or rights of others.

Disciplinary decisions will be based on the nature and severity of the behavior, the student's age and disciplinary history, the impact on others, and applicable school policy and law. Each situation will be reviewed on its own merits, and consequences will be assigned in a manner that is fair, consistent, and appropriate to the circumstances.

The goal of discipline is to correct behavior, promote accountability, and support positive decision-making rather than simply punish. Consequences may include, but are not limited to, corrective interventions, parent or guardian

contact, detention, loss of privileges, removal from activities, suspension, recommendation for expulsion, restitution, and/or referral to law enforcement when appropriate.

The discipline matrix is provided to communicate expectations and outline possible responses to student misconduct. The examples listed are not exhaustive. Administrators may address any conduct that disrupts school operations, interferes with the educational process, threatens safety, or violates school rules.

Discipline is considered a progressive and ongoing process. A student's full disciplinary record may be considered when determining an appropriate consequence. Repeated violations may result in more serious consequences and may move the student to a higher level of disciplinary response. Ten or more disciplinary referrals in a semester may be considered habitual misconduct and may be grounds for further disciplinary action, including possible recommendation for expulsion.

Students subject to disciplinary action will be afforded due process as required by applicable law and school policy. In cases involving expulsion, the school corporation will follow applicable student due process requirements.

The superintendent, principal, school resource officer, assistant principal, other administrative personnel, and teachers of Covington Community School Corporation are authorized to take appropriate action in response to student behavior in accordance with school policy, law, and the procedures outlined in this handbook.

Detentions

Students are required to serve assigned detentions. If a student is unable to serve detention due to illness, lack of transportation, or a documented work-related conflict, the detention may be reassigned at the discretion of administration.

All detentions must be served before the end of the school year. Seniors who owe detention time, including multiple accumulated hours, must serve all assigned time prior to graduation. Seniors who fail to complete assigned detention time may not be permitted to participate in the graduation ceremony.

CHS/CMS Discipline Flow Chart

The discipline flow chart provides examples of possible violations and corresponding consequences for inappropriate student behavior. It is intended to promote consistency in disciplinary responses; however, it is not all-inclusive and does not identify every possible form of misconduct.

Administration reserves the right to determine the appropriate consequence based on the nature, severity, and circumstances of each incident, consistent with applicable school policy and state and federal law. When misconduct is considered more serious, progressive steps may be skipped, and more significant consequences may be assigned.

Covington Middle School and Covington Jr./Sr. High School administration may collaborate with the Fountain County Circuit Court, Fountain County Probation, the School Resource Officer, and/or local law enforcement when appropriate. Serious violations may result in law enforcement contact or other outside agency involvement.

Abbreviations:

OSS = Out-of-School Suspension

ISD = In-School Detention

ASD = After-School Detention

Offense	1st Offense	2nd Offense	3rd Offense	4th+Offense
Arson	10 days OSS with recommendation for expulsion for 2			

	semesters			
Assault/Battery (Intentional)	10 days OSS/Request of expulsion/police report			
Bus Violation	Administration discretion based upon the offense. See pages 22 and 23 in Student Handbook			
Bullying	3-5 days OSS: Behavior plan developed	6-10 days OSS	10 days OSS with recommendation for expulsion for 2 semesters	
Cell Phone Misuse	See pages 15 and 16 in Student Handbook			
Cheating	Zero given for assignment	Zero given for assignment - 1 day ISD	Zero given for assignment - 3 days ISD	Dropped from the class and no credit given
Classroom Disruption	1-3 days ISD from that class	1-3 days ISD and/or after school detention from that class	3-5 days ISD: Create a behavior plan	3 days OSS + progressive steps should behavior continue
Cutting Class	1 day after school detention	1 day of ISD	3 days ISD	Up to 3 days OSS + progressive steps should behavior continue
Defiance/ Insubordination	1 day of after school detention	2 hour after school detention	3 days of ISS/or OSS	5 days of ISD/or OSS + progressive steps should behavior continue
Dress Code Violation	Warning: Change of clothes	Lunch detention and change of clothes	1 day ISD with change of clothes	3 days of ISD with change of clothes: progressive steps should behavior continue
Extortion	3-5 days OSS	6-10 days OSS	10 days OSS with recommendation for expulsion for two semesters	
False Alarms/False Reporting	5-10 days of OSS	10 days of OSS with recommendation for expulsion for 1 semester		
Fighting	1-3 days of OSS	3-5 days of OSS	10 days of OSS with recommendation for expulsion for 2 semesters	

Fireworks: Possessing, using, transmitting, selling	10 days OSS with recommendation for expulsion for 2 semesters			
General Disruptive Behavior	1-3 days ISD	1-3 days ISD and/or after school detentions	3-5 days ISD: Create a behavior plan	3 days OSS + progressive steps should behavior continue
Horseplay	Warning Possible ASD	1-2 hour ASD	1-3 days of ISD	3-5 days of ISD + progressive discipline
Illegal Substances (Possessions of drugs, alcohol)	10 days OSS: Recommendation for expulsion 2 semesters			
Inappropriate Language/ Gestures/ Graphics	Warning/severe cases will be ISD or ASD	1 day of ISD or ASD	3 days of ISD or ASD	3 days of OSS + progressive discipline
Inappropriate use of Technology	Device restriction (determined by admin.) and 1 hour ASD	Device restriction (determined by admin.) and 2 hour ASD	Device restriction (determined by admin.) and 1 day of ISD	Device restriction (determined by admin.) and 3 days of ISD + progressive discipline
Inappropriate objects/materials	1-3 days of ISD	3-5 days of ISD	3 days OSS	5 days of OSS + progressive discipline
Intimidation	3-5 days OSS with behavior plan developed	6-10 days of OSS	10 days of OSS with recommendation for expulsion for 2 semesters	
Leaving Campus without Permission	3 days ISD	5 days ISD: Develop a behavior plan	Up to 3 days OSS	Up to 10 days OSS with consideration of expulsion
Misrepresentation Of Legal Settlement	Recommendation for expulsion			
Missing an assigned detention	1 day ISD	2 days of ISD	3 days of ISD	4 days of ISD + loss of privileges + progressive discipline
Possession of a Deadly Weapon	10 days OSS with recommendation for expulsion for 2 semesters			
Possession of drugs/drug paraphernalia or alcohol	Police report/10 days OSS/Request for expulsion	Expulsion		

Public Display of Affection	Warning: Parent Contact Made	1 day of ISD or ASD	2 days of ISD or ASD: Behavior plan developed	3 days of OSS + progressive steps should behavior continue
Reckless Driving (On school grounds or around school vehicles)	10 days of driving suspension on school ground	30 days of driving suspension from school grounds	Driving suspension for remainder of the semester	Driving suspension for remainder of the academic year
Sexual Behavior or Harrassment	5 days of OSS	10 days of OSS with recommendation for expulsion		
Sleeping in Class	Warning from teacher: Parent contacted	Office referral and 1 hour ASD	Office referral and 2 hour ASD	Office referral and 1 day ISD + progressive discipline
Social Media Disruption	1 day of ISD and confer with school counselor	3 days of ISD: Behavior plan developed	3 days OSS	5 days OSS + progressive steps should behavior occur
Stealing or Knowingly in Possession of Stolen Goods	1-3 days of ISD with restitution	3-5 days of OSS with restitution: Behavior plan developed	10 days OSS with restitution and recommendation for expulsion for 1 semester	10 days OSS with restitution and recommendation for expulsion for 2 semester
Tardy to Class	1-3 Verbal warning from teacher	4th: Meeting with administration	5th: 1 hour after school detention	6th-8th: 2 hour after school detention -progressive discipline should behavior continue
Tardy to School (excessive)	1 hour ASD	2 hour ASD	2 hour ASD with behavior plan	2 hour ASD with behavior plan and loss of school privileges + progressive discipline
Tobacco Products or Knowingly Possessing and/or Using Tobacco Products/Vaping	3 days of ISD.	3 days of OSS	10 days OSS pending expulsion/ticket issued by SRO	
Truancy/Leaving school grounds without permission	1 day of ISD	3 days of ISD	5 days of ISD	3 days of OSS
Unauthorized Access	2 hour after school detention	1 day of ISD	3 days of ISD	1-3 days of OSS
Unauthorized Use of Student Personal Electronic Device	Warning / Office referral	1 hour ASD	2 hour after school detention	2 hour ASD with and loss of school privileges + progressive

				discipline
Under the influence of drugs or alcohol	Police report/10 day OSS/request for expulsion	Expulsion		
Vandalism (Intentional)	5 days of OSS/restitution/ Police report filed	10 days of OSS/restitution/ Police report filed/Request for expulsion		
Writing on desks, walls, stalls, or anything on school grounds	Clean up/1 hour ASD	Clean up/2 hour ASD	Clean up/ 1-3 days of ISS	Clean up/ 3-5 days of ISS + progressive discipline if needed

Weapon Possession

Weapons are prohibited on school property, on school transportation, and at school-sponsored events.

A weapon includes any object that is used, intended to be used, or could reasonably be used to threaten, injure, intimidate, or cause harm. This includes, but is not limited to, firearms, destructive devices, knives of any size, explosives, ammunition, look-alike weapons, and any object used or threatened to be used as a weapon.

No student shall possess, handle, transmit, use, or threaten to use a firearm, destructive device, deadly weapon, or other weapon on school property or at a school-sponsored activity.

Students who possess, handle, transmit, use, or threaten to use a weapon may be subject to suspension, recommendation for expulsion, and referral to law enforcement. Firearm and destructive device violations will be handled in accordance with Indiana law, federal law, and school policy.

An administrator will notify law enforcement when required by law or when appropriate due to the nature of the situation.

POSSESSION OF FIREARM.

As defined by Indiana Code 20-33-8-16:

Possession of firearms, deadly weapons, or destructive devices

Sec. 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-31.5-2-86. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.

(d) Notwithstanding section 20 of this chapter, a student who is:

- (1) identified as bringing a firearm or destructive device to school or on school property; or
- (2) in possession of a firearm or destructive device on school property;

must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is:

- (1) identified as bringing a deadly weapon to school or on school property; or
- (2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.

(g) The superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in

subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

As added by P.L.1-2005, SEC.17. Amended by P.L.114-2012, SEC.42.

Substance Abuse

The possession, use, transmission, sale, distribution, or being under the influence of alcohol, drugs, controlled substances, look-alike substances, intoxicants, or drug paraphernalia is prohibited on school property, on school transportation, at school-sponsored activities, and in any school-related setting.

This rule applies to substances including, but not limited to:

- Alcohol;
- Marijuana or THC products;
- Narcotics;
- Stimulants;
- Depressants;
- Hallucinogens;
- Inhalants;
- Intoxicants;
- Controlled substances;
- Prescription medication used or possessed in violation of school medication procedures;
- Over-the-counter medication used or possessed in violation of school medication procedures;
- Look-alike substances;
- Substances represented to be alcohol, drugs, or controlled substances; and
- Drug paraphernalia or items used for storage, delivery, processing, or consumption of prohibited substances.

Medication prescribed to a student by an authorized healthcare provider is not a violation when it is used according to school medication procedures. Medication must be stored and administered through the nurse's office unless otherwise authorized through an approved health plan, emergency plan, or legal accommodation.

A violation of this section may result in parent or guardian notification, law enforcement notification, school discipline, drug testing when applicable, suspension, recommendation for expulsion, loss of extracurricular privileges, loss of driving privileges, and/or referral to support services.

The health and safety of students and staff will be the primary consideration in all substance-related situations.

Tobacco/Vaping Use

The use, possession, purchase, sale, distribution, or transmission of tobacco, nicotine products, vaping products, electronic cigarettes, nicotine pouches, nicotine gum, lighters, matches, or related items is prohibited at school, on school property, on school transportation, and at any school-sponsored activity.

All Covington Community School Corporation facilities and school-sponsored activities are tobacco-free and vape-free environments.

Students found in possession of tobacco, vaping products, nicotine products, or related items may be subject to disciplinary action and may be subject to drug testing under the just-cause provisions of the student handbook when applicable.

Possible consequences may include:

First offense: Minimum three days of in-school detention

Second offense: Three days of out-of-school suspension

Third offense: Ten days of out-of-school suspension pending possible recommendation for expulsion

Each offense may also result in notification to the School Resource Officer or law enforcement when appropriate.

Gang Activity

Gang-related activity and gang-like behavior are prohibited.

A gang may include any group of people that is perceived by students, parents, staff, or administrators as a distinct group that interferes with normal school activities through dangerous, disruptive, violent, intimidating, or illegal behavior.

Gang-related activity may include, but is not limited to:

- Wearing, displaying, or possessing gang-related symbols, signs, clothing, or materials;
- Recruiting or attempting to recruit others for gang involvement;
- Threatening, intimidating, or harassing others in connection with gang activity;
- Participating in disruptive, violent, or intimidating behavior connected to a group or gang;
- Using gestures, language, writing, or electronic communication associated with gang activity; or
- Engaging in conduct that promotes or supports gang-related disruption or intimidation.

Gang-related activity may result in disciplinary action, suspension, recommendation for expulsion, removal from activities, and/or referral to law enforcement.

Bullying, Cyberbullying, Harassment, and Intimidation

Covington Community School Corporation is committed to providing a safe, respectful, and supportive learning environment for all students. Bullying, cyberbullying, harassment, intimidation, hazing, and abusive behavior are prohibited and will not be tolerated.

This policy applies when a student is:

- on school grounds before, during, or after school hours;
- at a school-sponsored activity, function, event, or athletic activity;
- traveling to or from school or a school-sponsored activity;
- using school property, equipment, technology, or transportation; or
- off school grounds when the conduct substantially disrupts the educational environment, interferes with the rights of students, threatens school safety, or impacts the orderly operation of the school.

Definition of Bullying

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal, written, electronic, or physical acts, committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, threaten, or harm the targeted student.

Bullying, harassment, intimidation, or cyberbullying may include, but is not limited to:

- verbal threats, taunting, teasing, or name-calling;
- spreading rumors or humiliating others;
- social exclusion or coercion;
- physical aggression, intimidation, or threats;
- electronic harassment through phones, text messages, social media, gaming systems, artificial intelligence platforms, or other technology;
- sharing embarrassing, threatening, humiliating, or harmful images or messages;

- repeated conduct that creates fear, emotional distress, or interferes with a student’s educational opportunities.

Reporting Procedures

Students, parents, employees, and community members are encouraged to report suspected bullying, cyberbullying, harassment, intimidation, hazing, or abusive behavior to a teacher, counselor, administrator, School Resource Officer, or other trusted school employee as soon as possible.

A student who reports bullying or participates in an investigation shall be protected from retaliation, reprisal, intimidation, or false accusations. Retaliation against any individual reporting misconduct or participating in an investigation is strictly prohibited and may result in disciplinary action.

Investigation and Parent Notification

School personnel will promptly review and investigate all reports of bullying or abusive behavior in accordance with school board policy and Indiana law.

The school corporation will:

- prioritize the safety and well-being of the targeted student;
- document reported and verified incidents of bullying and abusive behavior;
- maintain records regarding reported incidents and interventions;
- notify the parents or guardians of both the targeted student and the alleged perpetrator in an expedited manner, consistent with Indiana law and school board policy, and generally no later than five (5) business days after the incident is reported;
- implement appropriate interventions, supports, and corrective actions.

The severity of the conduct, repeated behaviors, safety concerns, emotional impact, and overall circumstances of each incident may be considered when determining disciplinary consequences and interventions. When appropriate, administration may consider whether a change in class placement, schedule, activity participation, or school assignment is necessary to protect student safety and maintain an appropriate educational environment.

Interventions and Discipline

The school corporation may use counseling, restorative practices, behavioral interventions, corrective discipline, safety planning, mental health support, parent conferences, suspension, expulsion, referral to outside agencies, referral to law enforcement, or other appropriate interventions to address bullying behavior and support impacted students.

Disciplinary consequences may occur regardless of whether criminal charges are filed or pursued.

Education and Prevention

The school corporation may provide bullying prevention, suicide prevention, digital citizenship, and social-emotional learning opportunities for students and staff. Parents may review materials used in bullying prevention or suicide prevention programs in accordance with Indiana law and school board policy.

All students, employees, and community members share responsibility for promoting a safe and respectful school environment.

Student Dress and Appearance

Students are expected to dress and maintain their appearance in a manner that is safe, appropriate for the school setting, and does not substantially disrupt the educational environment. Dress and appearance should allow students

to participate fully in instructional activities, including physical education, laboratory work, career and technical education activities, art, and other school-related programs.

No dress code can address every possible situation. Administration reserves the right to make final determinations regarding whether student dress or appearance is appropriate for the school environment.

Students must follow these guidelines:

- Clothing, hairstyles, accessories, or grooming may not create a safety hazard, block vision, restrict movement, or interfere with participation in school activities.
- Students must wear shoes with solid soles.
- Jewelry may not be worn during physical education or other activities when it creates a safety concern.
- Clothing may not be excessively torn, tattered, frayed, or revealing. Clothing that exposes undergarments or skin in a manner inconsistent with school expectations is not permitted.
- Undergarments may not be worn as outerwear or used as cover-ups.
- Tops must provide appropriate coverage. Tube tops, halter tops, cut-off shirts, crop tops, and shirts that expose the midriff, bare shoulders, undergarments, or excessive cleavage are not permitted.
- Mesh, fishnet, or see-through clothing may only be worn with appropriate clothing underneath that meets dress code expectations.
- Pants, shorts, and skirts must be worn at the waistline and provide appropriate coverage.
- Shorts, skirts, and dresses must be of appropriate length as determined by administration.
- Hats, hoods, and other head coverings may not be worn inside the school building unless approved by administration for religious, medical, safety, or other appropriate reasons.
- Coats may not be worn in classrooms unless permission is granted by the teacher or administration.
- Wallet chains or other chains attached to clothing are not permitted.
- Visible body piercings are limited to ears and nostril piercings. Other visible piercings may be required to be removed or covered if they create a safety concern or disruption to the educational environment.
- Clothing, jewelry, accessories, or personal belongings may not display or promote drugs, alcohol, tobacco, vaping, weapons, violence, sexual content, vulgar language, hate speech, or messages/images that are discriminatory, harassing, or substantially disruptive to the school environment.
- Displays or symbols that are reasonably expected to cause disruption, intimidation, harassment, or interference with the educational environment are not permitted.

Students who violate the dress code may be required to change, cover the item, remove the item, or contact a parent/guardian for appropriate clothing. Repeated or serious violations may result in disciplinary action.

Final determination regarding appropriate dress and appearance rests with school administration.

Cell Phone Use / Electronic Devices/Personal Communication Devices

Personal communication devices (PCDs) are defined as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, smartwatches, smart eyeglasses, gaming devices, and or other web-enabled devices of any type. All PCD's just mentioned and in addition radios, recorders, IPODS, IPADS, electronic music devices and/or electronic games are not permitted during class time, except those required by a student's IEP. Such items are a disruption to the educational process. Often these items may be lost or damaged. If these items are found at school, they will be taken by a building administrator and not returned until the end of the day.

Cell Phones / Personal Communication Devices

Indiana Senate Enrolled Act 78 (SEA 78), signed into law on March 5, 2026, institutes a "bell-to-bell" cellphone ban across all Indiana school corporations and charter schools.

The ban states students must keep any personal wireless devices (including cell phones, smartwatches, and personal tablets) powered off and securely stored away for the entire school day, including passing periods and lunch.

Exceptions: Common-sense exceptions apply for medical needs, school or classroom emergencies, and students with Individualized Education Programs (IEPs) or 504 plans.

School Use: If a device is required for a specific class or lesson, the school must provide it, but students cannot use their personal devices.

Students may use personal communication devices (PCDs)/Cell phones...

1. Before and after school. Cell phones and PCD's should be turned off upon entering the school building.
2. Students may turn their cell phones or PCD's on at dismissal.
3. Students **MAY NOT** use a PCD/Cell phone while in the locker room or bathroom. Any cell phone use deemed inappropriate or distracting by any means by any school personnel may result in confiscation of the device.

Cell phones are to be powered off during the school day. Cell phones are to remain secured in the students locker and will not be permitted into the classroom. Cell phones or PDC's should be powered off during the school day.

Any cell phone or PCD seen, heard, carried, or used in any manner other than previously mentioned will be confiscated (including SIM card and battery) by an adult, turned into the building administrator, and returned in the manner described below. Failure to forfeit the cell phone (including SIM card and battery) to an adult will be an act of insubordination and will result in an automatic suspension in addition to the consequence as prescribed according to the following numbered offense.

- **1st offense:** Warning/Return Cell Phone/PCD to Locker
- **2nd offense:** 1-hour detention and parent or guardian will need to pick up the phone at the end of the school day.
- **3rd offense:** 2-hour detention and parent or guardian will need to pick up the phone at the end of the school day.
- **4th offense:** 1 day of ISD and cell phone ban while at school. Length of ban will be determined by the school administration on a case-by-case basis. Parents or guardians will need to pick up the phone at the end of the school day.
- **Multiple Thereafter:** In-school detention, possible OSS, extended cell phone ban from school.

Any student who allows another student to use his/her cell phone will be subjected to the same consequences as the person using the phone.

The reason for a cell phone policy, besides being mandated by the state, is to deter classroom disruptions, cheating, cyber bullying, "sexting", and other acts that violate child exploitation and child pornography laws.

Cell phones will be searched if administrators have reasonable suspicion that a student has violated a school rule or the law. Law enforcement will be contacted if the student violates a law such as but not limited to, harassment, bullying, or child pornography.

Field Trips

Students that are participating in school-sponsored field trips will be held accountable for all rules found in the student handbook. A signed permission slip must be turned into the office prior to the student leaving for the field trip. **Students with 6 or more unexcused absences or students failing one or more classes may be excluded from attending the field trips.**

Cheating/Plagiarism Policy

Cheating/Plagiarism will not be tolerated at Covington Middle School or Covington High School. Cheating includes copying homework, assignments, assigned class work, as well as copying or using notes on exams. Cheating also includes having other people complete work on a student's behalf. Using ChatGPT and AI to write papers or provide answers to classroom assignments, tests, and quizzes will also be considered cheating/plagiarism.

Students who share required graded assignments, exams, or tests, will receive the following consequences listed below.

The following penalties are to be applied on a Semester basis.

- 1st Offense - 0% on test or assignment and a warning from principal/assistant principal.
- 2nd Offense -0% on test or assignment and a 2 hour detention.
- 3rd Offense - 0% on test or assignment, a 2 hour detention, and one letter grade lower.
- 4th Offense -F for the semester

Vandalism

The Board of Trustees of the Covington Schools has provided the students with great facilities, and are continuing to improve them. Vandalism in any form will not be permitted. All Covington school buildings, grounds, equipment and facilities are covered under this rule. Payment for damages may be enforced.

Leaving School Grounds

Permission to leave school at any time during the school day must be given by the building administrator or designee and must be approved by the Parent (s) or guardian (s). Students who receive permission to leave school during the school day must sign out in the High School Office before leaving, and likewise sign in upon their return if they return while that same school day is in session. Medical, dental, or legal appointments for students which must take place during the regular school day will require either a parent note or parent call-in prior to the appointment in order for the student to be released by the building administrator or designee. Students who leave school without following these procedures will be considered truant. **A student tardy to first class is required to sign in at the main office at the secretary's desk.**

CHS Student Parking

Driving to and from school is a privilege extended to students. Drivers need to be fully aware that many students are walking to and from school each day; therefore, all safety and defensive driving practices should be utilized. Yield the right of way to students walking and to our buses as they arrive and depart the property. If a student is found to be driving recklessly, the privilege of driving to school may be revoked or suspended. Student drivers should adhere to the following guidelines:

1. Be safety conscientious at all times.
2. Each driver must possess a valid Driver's License
3. A vehicle owned or possessed by a student and parked on school premises may be searched by the principal or his designee. In some instances the principal or his designee may request the presence of law enforcement officials to assist in the vehicle search.
4. Students are required to park in designated areas. Vehicles are to be locked while parked on school premises.
5. Students are not to loiter in the parking areas
6. The school is not responsible for any damage due to accidents, theft, or vandalism of vehicles or its contents while parked on school premises.
7. Be respectful of our neighbors and their properties near the parking areas.
8. Vehicles not registered or parked in unrestricted areas may be towed at the owner's expense.
9. Must participate in random drug testing.
10. Must have a CT parking pass

The following areas are designated for Student Parking:

1. Parking lot south of the Varsity Gym in non designated parking spots.
2. Parking lot south of the Annex.

Areas not available for student parking include:

1. Fifth and Sixth Street
2. Church parking lot
3. Middle School parking lot
4. Teacher lot outside of Door 1

Failure to abide by the above regulations may result in loss of driving privileges and/or other disciplinary action including suspension or expulsion from school.

Dance Decorum and Policies

Students need to be aware of certain procedures that take place before and during Covington Middle School and Covington Jr./Sr. High School dances, which includes prom:

- The sponsoring group and school administration will determine whether a dance will be open or closed. For open dances, guests must fill out a School Dance Guest Request Form ahead of time to gain approval from the school administration. (All MS dances are closed and only CMS students may attend.)
- Students must have an RDT (Random Drug Testing) form on file in the office to attend all school dances.
- Once students enter the dance, they will not be allowed to leave and re-enter the dance without special circumstance and administrative pre-approval.
- Students who have incomplete assignments will not be eligible to attend dances until assignments are completed.
- **All students and guests may be required to submit to a breathalyzer test at any school dance before, during, or after the event.**

The following rules will be enforced at all dances with regards to dance behavior. The rules apply to individual, partner, group or large circle dancing.

1. No crowd surfing
2. No sandwiching or moshing
3. No lifting legs above the waist
4. Hands must be appropriately placed
5. All forms of inappropriate body contact are prohibited
6. No lying down or sitting on the dance floor
7. No removing of primary articles of clothing

The administration will use its discretion in determining what type of dancing is inappropriate and may dismiss students violating these rules from the dance.

SECTION III - DISCIPLINARY ACTIONS

Definitions and Procedures

1-Hour Detention - Additional time assigned at school, either before or after regular school hours, under supervision. Students who have detention time to serve are responsible for arranging their own transportation. The detention will be served on the day or days assigned by the principal or his designee. Detentions will be served from 3:00 p.m. to 4:00 p.m. Failure to serve an assigned detention will result in further disciplinary action.

2-Hour Detention - Its main purpose is to help the student realize the consequences of inappropriate behavior. A student can only be sent to a 2-hour detention by a member of the administration. He/she will remain there under the supervision of a certified staff member for two hours. The student should report to the office area promptly after school. 2-hour detention will last from 3:05 until 5:05 p.m. A restroom break will be given at 4:00 p.m. only.

1. Transportation will not be provided by the corporation.
2. It may be necessary for a parent conference during the session, and the parent will be notified prior to the detention period.
3. Failure to show for 2-hour detention will result in
 - Out-of-School Suspension.

In-School Detention - Time will be spent, during regular school hours, in an assigned area with supervision. Work missed or its equivalent may be made up for full credit. The student's teachers will be notified of the suspension and the student will receive assignments for completion. The completed make-up work is due at the end of the day's suspension period. In-school detention may be assigned two times to a student during a semester. Each assignment could be for multiple days. The student is not to participate in any school activity or function on a day when the student has served an In-School Detention.

Out-Of-School Suspension- Disciplinary action whereby a student is separated from school attendance for a period of up to ten (10) days and which does not constitute an expulsion. The student is not to participate in any school activity or function during the time of this suspension. It is the responsibility of the student to obtain assignments from their teachers no later than the day they return to school. Students will be allowed to make up work or its equivalent for 1/2 credit, with the exception of all assessments which will be given upon return for full credit. If the work is obtained while on out of school suspension, the work is due the day the student returns from suspension. If the work is obtained the day the student returns from suspension, the work is due the next school day.

Students may be suspended or expelled for any act which, if committed by an adult, would be an offense, or crime, including any felony, misdemeanor or infraction.

Indiana Public Law 121-1989, went into effect on July 1, 1989. This law prohibits the Indiana Bureau of Motor Vehicles from issuing a driver's license or permit to a student under 18 who is under:

1. at least a second suspension from school for the school year;
2. an expulsion from school; or
3. an exclusion from school due to misconduct

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons. A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following:

1. the student turns 18;
2. the end of the semester if the student is reinstated in school; or
3. the suspension, expulsion, or exclusion is reversed after a hearing.

Expulsion: Student is suspended by the principal for up to ten (10) days and a Due Process hearing is requested by the principal. The student may not participate in or attend any school activity during the time of this suspension. Public Law 162 is followed.

Student Assistance Policy

The Covington Community School Corporation will provide students/families with a list of resources that offer treatment and counseling for alcohol, drugs, addictions, and mental health conditions. The programs offered will include identification, intervention, assessment, and treatment recommendations to include in/out school support services for students experiencing school-related difficulties as a result of alcohol, drugs, behavioral, or other personal family problems. Covington Community School Corporation bears no financial responsibility for these programs. It is the responsibility of the student/family to enroll in a SAP program of their choice and provide documentation to the administration of enrollment and scheduled treatment dates. The use of SAP can also be a component of a behavior contract or a Form 16-A, used for the continuation of educational services at Covington Jr./Sr. High School.

Alcohol and Drugs

1.1 Self-referral

Except for violations reported under section 1.4, a student who self refers to a Student Assistance Program (SAP) and who is making satisfactory progress in following his/her recommendations will not be liable to suspension, extracurricular ineligibility, or denied attendance to any school sponsored activity, or other disciplinary action for behavior that occurs prior to self-referral unless:

1. The student discloses conduct already reported under section 1.4 as a witnessed violation, OR
2. The student fails to follow an SAP Coordinator's recommendations or to comply with SAP policy guidelines.

1.2 Compliance Evaluations

Evaluations concerning agreed upon compliance with SAP policy guidelines will be made by the building SAP Coordinator in consultation with the building administrator, support group facilitators, and other members of the Core Team.

1.3 Voluntary Participation

Participation in a Student Assistance Program is voluntary. At all times it is the prerogative of the student and/or parent(s)/guardian(s) to accept or reject referral to the SAP Coordinator or to community-based services.

1. Regardless of whether a student accepts or rejects assistance it remains his/her responsibility to behave properly and to improve grades.
2. If a student accepts treatment for chemical dependency, that fact will be regarded as it would for any other illness with respect to the student's rights, benefits, and privileges.
3. Any student judged by the building administrator to present a risk of imminent danger to himself/herself or others may be removed from the school pending the results of a professional evaluation.
4. The Covington Community School Corporation regards chemical dependency to be a chronic progressive illness that is fatal if left untreated. Consequently, refusal by parents to seek treatment for a chemically dependent child will result in a report to the Department of Welfare for suspected child abuse/neglect.

1.4 Violations

A violation would be defined as (but not inclusive) as a student possessing, providing to another person, or being under the influence of any substance which is or contains alcohol, marijuana, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances on the school grounds at any time or at any school sponsored activity at any location- including but not limited to on the school bus, in one's vehicle, parking lot, or school sports facility.

A. FIRST OFFENSE CONSEQUENCES:

Parents and law enforcement officials will be contacted immediately upon verification of the violation. The student will be suspended for 10 days, recommended for expulsion, and ineligible for participation in all extracurricular activities, driving privileges and athletics for a period of one calendar year from the date of offense. **Physically bringing, holding, possessing, keeping in one's vehicle illegal drugs on campus is an automatic 10 days of suspension pending expulsion. The health and safety of the school, students, and staff are paramount and expulsion from Covington Jr./Sr. High School will be imminent. SAP opportunities will still be provided for the student and a Form 16-A will be mandatory if the student returns to Covington Jr./Sr. High School after their expulsion time is complete.** The building administrator may table the recommendation for expulsion when extenuating circumstances are present, reduce the loss of extracurricular eligibility, and reduce the loss of the right to attend any school-sponsored activity if the following criteria are met:

1. During the 10 day period of suspension from school, the student and/or parent(s)/guardian(s) shall contact the Student Assistance Program (SAP) Coordinator and make necessary arrangements for a preliminary assessment of chemical use and to make other arrangements that might be part of the recommendations of the SAP Coordinator.
2. Should the student and/or parent(s)/guardian(s) fail to make the required contact with the Student Assistance Program Coordinator during the 10 day period of suspension from school, the student will be subject to due process related to expulsion.
3. The student and parent(s)/guardian(s) will sign a conditional agreement to defer expulsion proceedings, and will satisfactorily complete all of the terms and conditions provided in the agreement. This SAP contract will contain a "Waiver of Rights" requiring parental and student signatures resulting in forfeiture of due process procedures should the student violate the terms and conditions of the SAP contract.
4. Failure to comply with the SAP Coordinator's recommendations will result in the student being subject to expulsion after due process.

B. SECOND OFFENSE CONSEQUENCES:

Parents and law enforcement officials will be contacted immediately upon verification of the violation. The building administrator will make a recommendation for expulsion for the remainder of the school year to the superintendent. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following school year, subject to the provisions of IC 20-8.1-5-11 (f).

1.5 Life Threatening Situations

In the event of a life threatening situation where a student exhibits evidence of acute intoxication, incapacitation, or a drug overdose, in a school sponsored event, his/her parents and the police will be immediately notified, and the student will be transported to the local hospital by an appropriate emergency vehicle. Following his/her return to school, Section 1.4A. of this policy will be implemented.

1.6 Failure to Comply with SAP Guidelines

Reductions in length of suspension or extracurricular ineligibility, or withholding of expulsion may be revoked by the building administrator whenever a student fails to demonstrate compliance with the agreed upon SAP guidelines.

1.7 Referrals by School Staff to the Building Administrator

All school staff members are expected to refer to the building administrator:

1. Any student whom they witness in violation of section 1.4 above.
2. Any student's self-disclosed alcohol/drug-related behavior places them or others at risk or in imminent danger.

1.8 Referrals by School Staff to the SAP Coordinator

All school staff members are expected to refer to the SAP Coordinator:

1. Any student who exhibits a definite and repeated pattern of unacceptable school performance that does not respond to usual and customary attempts to correct it.
2. Any student exhibiting signs, symptoms, or indications of an alcohol or drug-related problem.

(REFERRAL OF A STUDENT TO THE STUDENT ASSISTANCE PROGRAM BY ITSELF DOES NOT CONSTITUTE AN ALLEGATION THAT A STUDENT HAS AN ALCOHOL/DRUG-RELATED PROBLEM.)

Suspension and Expulsion Policy

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, the administration may find it necessary to remove a student from the school. In this event and in accordance with the provisions of State Law, the Board of School Trustees authorizes Principals and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A teacher will have the right to remove a student from his/her class or activity for a period of 1 school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal or assistant may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** In accordance with the due process procedures a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

Grounds for Suspension or Expulsion

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience. Examples can be found in Class I, II, III, IV Violations. In addition to the grounds listed above a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, on the campus of another school, other school breaks, and the summer period when a student may not be attending classes or other school functions. An out of school suspension may require the student to go through the Fountain Circuit Court procedure, which requires the student and parent/guardian to be present at a scheduled court date.

Out of School Suspension Procedures

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges.
 - b. if the student denies the charges, a summary of the evidence against the student will be presented and,

- c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Depending on the severity of the situation and under administrative discretion, students may be able to still complete classwork online for full credit. Tests and quizzes will not be available online and must be completed as soon as possible under the supervision of the classroom teacher.

Expulsion Procedures

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

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

The parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board to vote not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

SECTION IV - BUS DISCIPLINE POLICY

Behavior Guidelines and Consequences

The following procedures are in place to maintain proper student conduct while being transported on school buses contracted by the Covington Community School Corporation. Any improper conduct will be deemed as either a Class I or Class II Offense. Class I offenses are viewed as general misconduct; Class II offenses are considered violations regarding safety issues, vandalism, or multiple offenses.

Class I Offenses

- ❖ Spitting
- ❖ Excessive noise
- ❖ Horseplay
- ❖ Eating/Drinking/Littering

- ❖ Leaving seat/standing
- ❖ Use of liquid containers
- ❖ Profanity, verbal abuse, harassment, obscene gestures
- ❖ False identification
- ❖ Riding unassigned bus or using unassigned stops
- ❖ Lowering windows beyond limit no
- ❖ Riding/attempting to ride during suspension
- ❖ Disobedience to the driver
- ❖ Other offenses reported by the driver/supervisor

Class II Offenses

- ❖ Hanging out windows
- ❖ Throwing/shooting objects
- ❖ Physical aggression
- ❖ Possession/use of tobacco or controlled substance
- ❖ Vandalism to bus or others property (Restitution will be made)
- ❖ Grasping or attempting to grasp any portion of the exterior of the bus
- ❖ Possession/use of lighters, matches or flammable substances/objects
- ❖ Unauthorized entering/exiting through emergency exits
- ❖ Possession or threat of weapons/explosives/flammables
- ❖ Other offenses reported by the driver/supervisor
- ❖ Any offense committed outside of regular transportation will be deemed a Class II Offense. (activities, field trips, etc.)

<u>Consequences</u>					
	1st offense	2nd offense	3rd offense	4th offense	5th offense
Class I	Written Warning and parent /guardian contacted	Parent/ Guardian contacted 1 day suspension assigned by admin.	Parent/guardian contacted 3 day suspension assigned by admin.	1. Parent/Guardian contacted. 2.5 day suspension assigned by admin. 3. Possible loss of bus service 4. Parent Conference	Parent/guardian contacted Loss of bus service
Class II	Parent/ guardian contacted 5 day suspension assigned by admin.	Parent/ guardian contacted 10 day suspension assigned by admin.	Parent/guardian contacted 1. 10 day suspension assigned by admin. 2. Possible loss of bus service 3. Parent Conference	Parent/guardian contacted Loss of Bus service	

The bus is an extension of the school day. Bus consequences may be superseded by the Covington Community School Corporation board policy. The bus driver has the authority to assign seats. The sexual/racial/harassment policy, the weapons policy, and hazing prohibition policy of the C.C.S.C. will be strictly enforced on the bus as well as school.

SECTION V - DRUG TESTING POLICY/PROCEDURES

Drug Testing Policy

The Board of School Trustees of the Covington Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and/or alcohol. The abuse of tobacco, alcohol, and other drugs in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with drug abuse include impaired judgment, deterioration of the organs of the body, and addiction. These are conditions that substantially inhibit students from performing to

their fullest natural ability. The Board of School Trustees encourages all students to participate in school athletics and allows students to drive to school but believes the opportunity for such participation is not an absolute right, it is a privilege. The primary purpose of this policy is to educate and protect our students.

The Board of School Trustees has approved random drug testing for the following populations in grades 6-12.

1. student involved in school-sponsored athletics;
2. extra curricular activities;
3. student registered drivers
4. students, with parent/guardian consent, who volunteer to participate in the Drug Testing Program

Students who are exhibiting behaviors or are involved in activities, which give school authorities just cause to suspect the student is under the influence of a controlled substance or alcohol may be tested at the discretion of the building principal or assistant principal.

Each student who participates in school sponsored athletics, extracurricular activities, or drives to school must sign the online consent form upon registration for school. Failure to comply will result in non-participation in athletics, extracurricular activities, and/or loss of driving privileges to school. All students who are part of the volunteer drug testing during the current school year will automatically be in the drug-testing pool during the next school year. Those parents who **wish** to withdraw their students from the volunteer drug-testing program need to sign a release form.

Drug Testing Procedure

Consent Form

All students shall be provided with an online consent form, which must be signed by the student and be a custodial parent or guardian before such student shall be eligible to participate in any school sponsored athletics, extra curricular activities, or drive a vehicle on school grounds. Students who are 18 years of age or older may be included in the testing program at their own request.

Selection

Students to be tested will be selected randomly, except for those for whom there is probable cause to believe that there is a controlled substance or alcohol in their system. Each student will be assigned a number. A cross-reference list of names and numbers will be maintained by each school. A certified system of random selection will be employed by the school administrator to determine which students will be tested at a particular time.

Drug Testing Procedure

Upon being selected for testing, each student will be required to provide a sample of his or her saliva in a verifiable manner.

1. The collection of the sample shall be taken/swabbed by the school nurse.
2. The student's number and the date shall be written on the sample.
3. The student and school nurse or school designee shall date and initial the cross-reference list establishing that the sample container has the proper identification number.
4. The school nurse or school designee shall then be responsible for turning over the samples to the testing laboratory.

Drugs Tested

Testing shall be done by a certified laboratory through saliva analysis. The Covington Community School Corporation will pay for testing that it requests. Each sample will be tested for tobacco, alcohol, and those drugs, which may include all drugs listed as controlled substances under the laws of the State of Indiana. If over-the-counter or prescription medications contribute to "positive" test results, then the student should inform the school nurse or administrator of this fact at the time the urine sample is taken. The student will be given 24 hours to produce the prescription in order to be verified by the school nurse.

Laboratory Report

The laboratory will report the results of each test to the administrator by the numbers on each sample container. The test results shall be made known to the student, the student's custodial parent (s), the school nurse, and school administrator. Results are deemed confidential.

Test Results

Tests are “positive” if the student’s system shows any level of tobacco, alcohol, or other drug residue substances from drugs previously covered on page 1 of this policy. (Zero Tolerance) The school administrator, if the results are “positive” will advise the student and the student’s custodial parent (s) or guardian (s).

The school administrator will explain the type of substance, which was found, and the health hazards involved. The student will then fall under the guidelines for positive tests through random and just-cause testing.

Drug Testing Program Guidelines

Positive Test Consequences

I. Just Cause - Drugs and/or Alcohol

A. First Offense

1. Juvenile authorities notified if criminal offenses or probationary violations involved
2. Retest at a later date
3. In-school detention (3-day minimum) to obtain an assessment for re-admittance to school
4. If assessment results come back positive, students will be issued a minimum of a 3 day out of school suspension, pending expulsion.
5. No extracurricular or athletic participation for five weeks, including the loss of driving privileges
6. Non-compliance may result in expulsion.

B. Second Offense

1. Juvenile authorities notified if criminal offenses or probationary violations involved
2. Suspension with recommendation for expulsion

II. Random Testing- Drugs and/or Alcohol

1. First Offense

1. No extracurricular or athletic participation for five weeks including the loss of driving privileges.
2. Athletes/Cheerleaders will also comply with the athletic handbook for drugs and alcohol.
3. One week of in-school detention followed by a retest at a later date. See discipline guidelines on page 9.
4. Non-compliance may result in the loss of all athletic, extracurricular, and student driving participation for one calendar year.

2. Second Offense (even if first offense was a self-report)

1. Juvenile authorities notified criminal offenses or probation violations involved.
2. No extra curricular, athletic and student driving participation for one calendar year.
3. Re-testing during the exclusion period with one test during the month prior to reinstatement of participation.
4. Non-compliance may result in loss of all athletic, extracurricular, and driving participation during the remainder of the student’s enrollment at Covington Middle School and/or Covington Jr./Sr. High School.
5. Minimum of 3 days out of school suspension.

3. Third Offense (even if first offense was a self-report)

1. Juvenile authorities are notified if criminal offenses or probationary violations are involved.
2. Loss of all athletic, extracurricular, and driving participation during the remainder of the student’s enrollment at Covington Middle School and/or Covington Jr./Sr. High School.
3. Possibility of expulsion.

III. Random Testing/Just Cause - Tobacco

- A. Juvenile authorities are notified if criminal offenses or probationary violations are involved.
- B. Parents notified.
- C. Loss of driving privilege for five weeks.
- D. Athletes and extracurricular participants must also comply with their respective handbooks, guidelines, or rules for tobacco use.
- E. In school detention for 3 days.

Drug Search Procedures

The purpose of these procedures is to find out if there are illegal substances in Covington Middle/High Schools, and if so, to eliminate them from the premises for the safety of our students. Searches can include student backpacks, lockers, vehicles, and personal belongings belonging to or on the student with just cause.

The following are the procedures for all searches of the buildings and parking lots to take place:

1. School Administrators may meet with the Fountain County Sheriff and/or his designee prior to a search to explain the area to be searched and the procedures and rules to follow in case that an illegal substance is located on school property. The time and dates of the search will be set at this meeting. This information will not be given to any other school personnel.
2. On the days of the search:
 - a. A dog trained in locating illegal substances will be used to make the search.
 - b. The Sheriff or Deputy will bring the dog to the High/Middle School
 - c. All students will be notified by the intercom to go to their rooms and remain there until the building search is completed.
 - d. The dog will check all student lockers in both the upper and lower levels of the Middle/High Schools. The building administrator or designee will accompany the Sheriff on his search.
 - e. If the dog “hits” on a locker, the building administrator or designee will write down the locker number and locate the student of the locker.
 - f. After the dog completes the search of the lockers, the building administrator or designee will take the student to his/her locker for a search.
 - g. If an illegal substance is found, the student will be taken to the office and disciplinary procedure will be initiated in accordance with the rules of the student handbook.
 - h. Any illegal substance found will be turned over to the Sheriff or his designee and a receipt will be given to the school.
 - i. Upon completion of the building search, the dog will be taken to the school parking lots, where all vehicles will be searched. The building administrator or designee will accompany the officers and dog as they search.
 - j. If a student’s vehicle is “hit” upon by the dog, that student will be called to the office and taken to his car by the building administrator or designee and the vehicle searched. If the student refuses to permit the search, the matter will be turned over to the local law enforcement agencies, and the individual referred to the Superintendent of Schools. If a search takes place and an illegal substance is found, the matter will be turned over to the Superintendent of Schools.

SECTION VI - STUDENT ATTENDANCE (ISBA Code 4320)

The Covington Community School Corporation has adopted an attendance policy that limits the number of days/class periods a student may be absent from school each semester. This policy places the responsibility for attending school upon the student and his/her parents.

In Fountain County, a student may be referred to the Truancy Program for one or all of the areas of school attendance stated below. The Department of Child Services and prosecutors consult when determining whether a child has violated Indiana’s Compulsory School Attendance Law.

All students are expected to attend school regularly and to be on time for class in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. A student, who is not regular in attendance, loses interest, tends to feel isolated, and drops out of school. The procedures we follow eliminate chronic absences, yet provide a manner in which a student may miss if there is a need – provided the school is notified.

Attendance Policy

Classification of Absences

Regular, on-time attendance is essential for student learning and success. Attending school daily is a shared responsibility between students and their parents or guardians. Consistent attendance helps students benefit fully from instruction, build responsibility, and develop good habits.

This policy defines absence types, documentation requirements, and procedures for addressing excessive absences, in line with Indiana law.

Indiana State Definitions

Absence: Any time a student is not in school when school is in session, regardless of the reason.

Chronically Absent: Missing 10% or more of the school year for any reason (excused or unexcused).

Habitual Truant: More than 10 unexcused absences in one school year.

Categories of Absences

1. Exceptions (Exempt from Being Recorded as Absent)

Indiana law identifies certain absences that **do not count as absences at all**. In these cases, students are marked present, must be authorized by the school, and cannot be penalized in any way.

These absences require **advance notice and/or documentation** as needed:

- **Serving as a Page or Honoree** of the Indiana General Assembly
- **Serving on the Precinct Election Board** or as a helper to a political candidate or party on the day of a municipal, primary, or general election
- **Subpoenaed to Testify in Court**
- **Active Duty Armed Forces or National Guard Service** for at least 15 days in a school year
- **Civil Air Patrol Service** for up to 5 days
- **Approved Educationally Related Non-Classroom Activity**
 - Field Trips or School Sponsored Activities
- **Participation in or Exhibition at the Indiana State Fair** for educational purposes by the student or a household member
- **Participation in Scheduled Competitions, Exhibitions, or Events** offered by:
 - The National FFA Organization
 - The Indiana FFA Association
 - The 4-H Club

2. Excused Absences (Counted as Absent, but Excused)

These absences **are recorded as absences** but **do not** count toward the limit that triggers disciplinary referral. These absences require **appropriate documentation**.

Examples include:

- **Medical:**
 - Illness or injury documented by a doctor's note
 - Sent home by the school nurse.
 - Mental health treatment or school avoidance with provider or parent documentation.
- **Court-Related:** Appearances or probation office appointments.
- **Funeral or Bereavement:** Attendance at funeral services or related family responsibilities for a close family member or loved one.
- **Approved College Visits:** Must be pre-approved by administration (especially for out-of-state visits).
- **Parent/Guardian Verified Absences:** Parents/guardians may keep their child home for the child's best interest for personal, discretionary purposes with a written note signed by the parent, a parent/guardian phone call, or a parent/guardian email. (**limit: 5 per school year**).
- **Vacation (with Prior Approval):** Vacation or travel during the school year is **strongly discouraged**. However, families wishing to request vacation days must follow these guidelines:
 - Vacation absences may be approved **only if they fall within the 5 allowable parent-written excuses for the year.**
 - Once the 5 parent notes have been used, **additional vacation or travel absences will be considered unexcused.**
 - Families must submit a **written request** in advance (at least 1 calendar week before vacation) to the principal or designee for consideration.
 - Students must arrange with teachers for assignments before leaving.
 - Vacation Approval is at the discretion of school administration, taking into account the student's attendance record and academic standing.

Important: All absences require parent/guardian notification **on the day of the absence**. Please call the appropriate school by noon.

Elementary School 765-793-2254

Middle School 765-793-4451

High School 765-793-2286

3. Unexcused Absences

Unexcused absences occur **without proper authorization or required documentation**. Indiana law (HEA 1243) limits students to **10 unexcused absences per year** before mandatory referral to the county truancy program or the Department of Child Services.

Examples include (but are not limited to):

- Truancy (skipping school without permission)
- Family vacations without required prior approval
- Illness not documented by a physician or school nurse
- Parent call-ins beyond the 5 allowed Parent/Guardian Verified Absences per semester
- Oversleeping, transportation issues, or other unapproved reasons

Chronically Absent Students

Chronically absent” means **missing ten percent (10%) or more of the school year for any reason**, including both excused and unexcused absences. A student who reaches **five (5) absences (excused or unexcused)** will be identified as *at risk for chronic absenteeism* and monitored closely.

School, Parent, and Student Responsibilities

- Identification: Students who are chronically absent will be designated as such in their school record to ensure appropriate support and monitoring.
- Within **10 instructional days after a student reaches five (5) total absences**, the school will hold a **conference with the student, parent/guardian, and appropriate school staff**.
- At this meeting, the team will **develop an attendance improvement plan** designed to support the student’s success and reduce further absences.
- The plan may include:
 - Counseling or mental health support,
 - Family assistance services,
 - Academic help or tutoring,
 - Strategies to remove barriers to regular attendance.
- Schools will **follow up regularly** to monitor progress and adjust the plan as needed.
- Parents and students are expected to **actively participate** in the conference and plan, communicate challenges, and work together with the school to improve attendance.

Habitually Truant Student

A habitual truant student is defined as a student who is chronically absent by having unexcused absences from school for more than ten (10) days in one (1) school year.

School, Parent, and Student Responsibilities

- **Identification:** Students identified as habitual truants will have this designation in their school records to ensure appropriate monitoring and support .
- The school is required to make reasonable efforts to **address the root causes of truancy** and support the student and family.
- This includes **developing an intervention plan** and offering referrals to services such as counseling, mental health care, family support, or academic help.
- Parents and students are expected to **actively participate** in the conference and plan, communicate challenges, and work together with the school to improve attendance.

Tiered Response to Unexcused Absences (Grades 6–12)

- **1st–2nd Unexcused Absence:**
 - Email notification to parent/guardian and student
- **3rd–4th Unexcused Absence:**

- Parent phone call
- **5th Unexcused Absence:**
 - Mandatory conference with student, parent/guardian, and staff to develop an intervention plan
- **6th Unexcused Absence:**
 - Second email notification
 - Conference with student by administration
- **7th Unexcused Absence:**
 - Discipline referral
 - 1-hour detention
- **8th Unexcused Absence:**
 - Discipline referral
 - 2-hour detention
 - Parent notification
- **9th Unexcused Absence:**
 - Discipline referral
 - In-School Suspension (ISS)
 - Parent notification
- **10th Unexcused Absence:**
 - Mandatory referral to the Fountain County Truancy Program or DCS
- **11th Unexcused Absence:**
 - Potential loss of academic credit
 - Second meeting with Attendance Board

All attendance matters will be evaluated individually. Final determination of any resulting actions, interventions, or requirements will remain at the discretion of the building administrator or their designated representative.

Tiered Response to Unexcused Absences (Grades K–5)

- **3rd Unexcused Absence:**
 - Email notification to parent/guardian
- **4th Unexcused Absence:**
 - parent phone call
- **5th Unexcused Absence:**
 - Mandatory in-person conference to develop an intervention plan
- **6th Unexcused Absence:**
 - Second email notification
 - Conference with student and counselor or designee not monitor well-being will be conducted
- **7th Unexcused Absence:**
 - Academic Intervention/ Enrichment: The student will stay after school for one hour to make up for lost instructional minutes.
- **8th Unexcused Absence:**

- Academic Intervention/ Enrichment: The student will stay after school for one hour to make up for lost instructional minutes.
- **9th Unexcused Absence:**
 - Mandatory in-person conference with student, parent/guardian, and staff to review/revise intervention plan
 - Warn that next unexcused absence will result in county referral
- **10th Unexcused Absence:**
 - Mandatory referral to the Fountain County Truancy Program and/or DCS
- Students with **10 or more unexcused absences** in a school year may affect their academic progress or success. This may include, but is not limited to, required participation in summer school or consideration for retention at the current grade level.

All attendance matters will be evaluated individually. Final determination of any resulting actions, interventions, or requirements will remain at the discretion of the building administrator or their designated representative.

Extra Curricular and Co-Curricular Activities

Students are expected to demonstrate regular and responsible attendance to participate in extracurricular and co-curricular activities.

Students who have an **unexcused absence** for the school day, or who miss **three or more class periods considered unexcused** on the day of an event, will **not be permitted to participate in or attend** any extracurricular or co-curricular activities scheduled for that day.

Exceptions may be considered in advance for documented, excused absences at the discretion of school administration.

Please note: Additional requirements and expectations for student-athletes are outlined in the **Athletic Handbook** and must also be followed.

Reporting an Absence

Parents or guardians **must notify the school on the day of the absence.**

- Please call the appropriate school by noon.
Elementary School 765-793-2254
Middle School 765-793-4451
High School 765-793-2286
- **Documentation:** For absences requiring verification (doctor's note, funeral notice, court paperwork), materials **must be submitted within 2 days of returning to school.**

Attendance Board of Appeals (ABA)

Parents/guardians may request a review if **special circumstances** justify absences that exceed limits (e.g., hospitalization, chronic illness requiring extended time away).

The **Attendance Board of Appeals (ABA)** includes school administrators, guidance staff, the school nurse, and at least one teacher.

Families may submit documentation and invite others with relevant information. The ABA may grant additional excused days, modify the attendance plan, or recommend further action.

Questions?

For questions about this policy or to report an absence, please contact the school office.

Make-Up Work

Students who are absent from school are permitted to make up missing work according to the following formula: upon returning to school, students are entitled to at least the number of make-up days equal to the number of days absent. Work missed due to truancy will be recorded as zeros. IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE TEACHER TO REQUEST ALL MAKE UP WORK.

Truancy

Truancy is defined as absence from school without parental verification and knowledge; or leaving school grounds without consent of parents and school administration. Truancy includes:

1. Any unexcused absence that is not verified by the parent.
2. If a student leaves school without following the proper procedures he/she may be deemed truant.
3. Habitually truant cases may be referred to the Fountain County Court. The student and parent will be asked to meet with the building administrator or designee and probation officer to solve the truancy problem. If the problem continues the student may be subject to suspension pending expulsion for the remainder of the semester.

Penalties for truancy shall be as follows:

1st offense -2-hour detention

2nd offense - 3 day In-School Detention.

3rd offense - 5 day Out-of-school suspension and a potential referral to the Fountain County Truancy Mediation Board as needed.

Tardy Policy (Per Semester)

Tardies are of two types. 1. Tardy to school at the beginning of the day. 2. Tardy to class within the school day. A student is considered absent if he/she is 15 or more minutes late to a class. Upon the 4th **beginning of the day** tardy the student will be referred to the Assistant Principal. 1st Referral - Tardy pass to class, one 1-hour detention. 2nd Referral- Tardy pass to class, one 3-hour detention, 3rd Referral - Tardy pass to class, plus one day ISS, plus parent conference. Additional tardies to school will result in additional disciplinary action.

Classroom tardies will be referred to the Assistant Principal

1. Upon the 3rd tardy - 1-hour detention
2. Upon the 4th tardy - 2-hour detention
3. Upon the 5th tardy - In-School Detention plus parent conference
4. Additional tardies will result in further disciplinary action

SECTION VII - GUIDANCE & ACADEMIC INFORMATION

Counselors

Guidance services are available to students and parents during the school year and for two weeks before and after school is in session. In addition to individual counseling the guidance department responsibilities include, but are not limited to the following: Testing information (PSAT, SAT, ASVAB, dual credit placement) and College Admission information. - Financial Aid Information - Local Scholarships - Scheduling - Military Information - Career Information - Career Technical Information.

Graduation Requirements

Specific information pertaining to diploma types and/or graduation requirements is available in the Covington Jr./Sr. High School Course Description Guide or on the guidance page of the website, www.covington.k12.in.us.

Early Graduation

CHS offers a 6-semester or a 7-semester early graduation plan. Anyone interested should contact the guidance office for specific requirements and plan options. Application deadlines are:

- May 1st of sophomore year for 6-Semester Plan
- May 1st of junior year for 7-Semester Plan

MITCH DANIELS EARLY SCHOLARSHIP (IC 21-12-10):

The Mitch Daniels Early Graduation Scholarship is a one-time \$4,000 scholarship for students who graduate from a publicly supported high school at least one year early. The scholarship may be used toward tuition and fees. All information regarding eligibility and application process is available at www.in.gov/che/state-financial-aid/state-financial-aid-by-program/. Any student interested in pursuing this scholarship should see the school counselor during the spring of their sophomore year in order to plan their junior schedule. Student must be pursuing a Core 40 Diploma.

Registration

Returning student course registration for the next school year takes place each spring. Registration for classes calls for careful planning on the part of students, parents, and the school. Certain courses are required for graduation, and others are elective. Students with specific goals after high school must select courses that will help to attain those goals. Course selections are finalized by the last day of the current school year and no changes will be made in the fall. The principal will evaluate any extenuating situations but changing classes will not be encouraged and only under very extenuating circumstances will it be allowed.

Full-Time Student Status

All students at Covington Middle School and Covington Jr./Sr. High School must maintain a full time status. To be considered full-time a student must attend all 8 periods of the school day (includes Homeroom). He/she must be enrolled in classes for at least 6 periods and may have only one study hall. Any need for an exception to this rule must be submitted in writing to the Principal who may grant permission.

Students Enrolling from Homeschool Policy Requirements

- Students must be enrolled in a minimum/maximum of two classes per day, one of which must be either ELA or Mathematics. The other class can be of their choosing.
- Parents/Guardians must present a portfolio for each student coming from homeschool to Covington Community Schools from their previous school year. The portfolio must contain at least four artifacts per class.
- Students must be continuously enrolled in two periods and both semesters in order to participate in athletics.
- Students must be enrolled in homeschool for three previous years in order to be eligible for athletics.
- Students must complete required state testing.
- Covington Jr./Sr. High School/Covington Middle School will not accept credits from a non-accredited homeschool.

Change of Address

Any change of address will require proof of residency. If your address, phone number, or email address changes, please notify the guidance office immediately. It is important that your school records are accurate in case of an emergency.

Out of Corporation Students / Out of State Students

Any student who is living outside of the Covington Community School Corporation will be required to fill out an Out of Corporation Form each year. This form will need to be approved by both the school principal and corporation superintendent. Out of state students will not be eligible to attend Covington Community Schools unless tuition and approval by the superintendent has been agreed upon.

Financial Aid

Application for state and federal grants will be available online October 1st FAFSA at www.FAFSA.gov. Following the 2023 legislative session, high school seniors are required to file the FAFSA with opt out provisions available.

Grade Level Classification

At the end of each school year all student transcripts are checked to determine the number of credits each student has earned to date. All students prior to and up until the class of 2028, are required to earn at least 40 credits to graduate from Covington Jr./Sr. High School.

Beginning with the class of 2029, students will be required to earn at least 42 credits to graduate from Covington Jr./Sr. High School.

Covington Jr./Sr. High School/Covington Middle School will not accept credits from a non-accredited school.

Repeating Course

If you fail a required class you must repeat the class as soon as possible. You may not repeat a class you have already taken and received credit, (except for band and chorus). Any exception to this policy must have principal and school counselor approval.

Honor Roll

The Honor Roll is computed at the end of each grading period. All grades are counted in computing Honor Roll.

Valedictorian AND Salutatorian

Cumulative grades for 7 semesters plus 9 weeks will be used to determine the valedictorian and salutatorian only (rounded to the nearest hundredth). The valedictorian will be number one and the salutatorian will be number two in their graduating class. Students must be pursuing an academic honors diploma and students must have been enrolled at Covington Jr./Sr. High School for at least 2 full semesters prior to the 7th semester.

Cum Laude AND Magna Cum Laude

Students earning a cumulative grade point average of at least 3.25 (rounded to the nearest hundredth) at the end of seven semesters will be denoted on the graduation program as earning the distinction of Cum Laude.

Students earning a cumulative grade point average of at least 3.75 (rounded to the nearest hundredth) at the end of seven semesters earn the distinction of Magna Cum Laude and will wear cords at graduation. Any student meeting the requirements after eight semesters will receive their cord prior to graduation.

Commencement

Except in extreme emergencies, all members of the graduating class will take part in graduation exercises. Exceptions would be those students who have not met graduation requirements, those who have not paid all their school fees, bills and obligations, and those who do not attend the graduation practice exercises. Special instructions will be given to those students graduating concerning the rules and appropriate dress.

Weighted Grades - HS only

Beginning with the Class of 2021, a weighted grading scale will be used for the following classes:

- All AP courses (Calculus AB, Statistics, US History, Computer Science)
- Priority Liberal Arts Dual Credit Courses (English, Math)

The courses listed above will receive a 0.014 weight/increase to student GPA at the end of each semester. Semester grade must be a C- or higher to receive the weight.

Marking System

Class rank is determined by ascertaining grade point average and ranking all students in a class in descending order on a 4.0 scale using the weighted GPA. This essentially is done by dividing quality points by the number of credits attempted.

Standard Grading Scale

A=4.0	C=2.0
A-=3.67	C-=1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = 0.00

Final Exams and Semester Grades

Final examinations are considered an important part of each course. Final examinations represent 20% of the final grade, with the two included nine weeks grading periods being 40% each. Students are expected to pass two of the three indicators (nine weeks, nine weeks, final exam) in order to earn a passing grade for the semester. Semester grades are calculated by using the above 4.0 scale (percentages are not used).

- Students are not allowed to take final exams early. Any exception to this rule must have principal approval.
- Students who are absent during final exams will receive a failing grade (0%) on any missed exam. Only students with verified excused absences (see below) will be allowed to make up missed final exams. The student must make up the exam by the deadline listed below or the grade will remain a 0%.
- Semester 1: Exams must be made up within the first two days of the 2nd semester.
- Semester 2: Exams must be made up within two days of the last day of school.

Verified Excused Absences Requires Verification As Follows:

1. Doctor's notes verifying visit/illness
2. Sent home by school nurse due to illness
3. Family member funeral or visitation
4. Court related absence
5. Probation office appointment
6. Prearranged approval from administration

Honor Jackets

Honor Jacket and Chevron Awards are based on semester grades. Students are eligible for seven semesters of high school (through the first semester of the senior year and must be attending full time). All classes will count, except applied courses and credit recovery on APEX. In order to qualify for the award students must meet the following criteria:

- 9th & 10th Grades - earn straight As
- 11th & 12th Grades - must be taking a minimum of one weighted class - allowed one "B;" all other grades must be As

This award is sponsored 100% by Fountain Trust and Steel Grip.

Weighted Classes: Dual Credit English and Math classes and all AP courses taught at CHS

SECTION VIII - ACTIVITIES AND ATHLETICS

Clubs, Organizations and Class Elections

Clubs and other extracurricular groups will meet either before or after school, depending on which times are most convenient and desirable for the sponsor and the group members. Students are urged to take advantage of the growth opportunities which membership in organizations affords. The following activities are available to students of Covington Jr./Sr. High School:

FFA	FCCLA	Letterman Club	Class Officers
FCA	Art Club	NHS	Yearbook
French Club	Spanish Club	Pep Band	Student Council
Chess Club	E-Sports	Drama Club	

To be eligible for these clubs, class officer positions or participation in extracurricular activities, you must meet their requirements as well as be passing five (5) of the six (6) subjects you are taking each grading period. Check the High School office for a list of clubs and petitions for class officers. Class Officer elections will be held in the first nine-weeks of each school year. Those running for class office must complete a petition to qualify for placement on the ballot.

Rules For Covington Athletes

A student who plans to participate in a Covington Athletic Program is expected to be a positive influence for the community, family and self. Covington athletes are required to adhere to the general training rules established by the Athletic Committee. These training rules will be enforced the entire calendar year.

Any athlete breaking the following rules will be dismissed from one total athletic season. An athletic season is defined as being a fall, winter, or spring sport season. If a participating athlete breaks the following rules during a

season, the athlete will be required to sit out the remaining part of that season and a percentage of the next season in which the athlete participates. (Example: if thirty percent of the contests have been played, the athlete will be required to miss 70% of the remaining contests, and thirty percent of the contests of the next season.) These rules will be enforced by the Principal, A. D. and Athletic Committee.

General Athletic Rules

1. A Covington athlete who commits acts of theft, misdemeanor or delinquency, depending upon the degree of seriousness, may be suspended from all athletic events for one calendar year.
2. A Covington athlete may not use or be in possession of a drug, except as prescribed medically.
3. A Covington athlete may not use or be in possession of alcoholic beverages.
4. A Covington athlete may not use or be in possession of tobacco in any form.
5. A Covington athlete may not attend parties where alcoholic beverages and drugs are being used by others. Wedding receptions or parties where alcoholic beverages are being served may be attended if the athlete is with his or her parents.
6. To remain eligible to participate in sports at Covington Middle School the student must receive passing grades in all subjects.

A failing grade in any graded subject at the end of the grading period will cause a student to become academically ineligible until the mid-term grades are reported Athletes academically ineligibility at the end of a school year will remain ineligible at the beginning of the next school year until mid-term grades of the first quarter are reported. If, at mid-term, the athlete is passing **those previously failed classes**, they will become academically eligible. Athletes that have passed **ALL** graded classes on the report card can not become academically ineligible due to mid-term grades. A coach may have additional rules to be handed out to each participating athlete to govern that athlete during the athletic season.

Athletic Attendance Policy

- A. An athlete who is absent the last three (3) periods of a school day will be unable to participate in an athletic practice or contest later that day unless prior arrangements have been made with the athletic director or principal OR medically excused.
- B. If an athlete is absent from the last day of the school week and the athletic contest is on a non-school day the athlete must get permission from the head coach to participate. Coaches may establish further requirements for participation such as a parent note.
- C. A student who has been injured and has had medical treatment cannot participate again until the date indicated by the student's doctor in writing.
- D. Daily practice attendance policies will be established by individual sport coaches issued in writing to athletes

Athletics

Covington Jr./Sr. High School provides many opportunities for students who enjoy athletics. Covington Jr./Sr. High School offers the following sports/activities:

Baseball	Boys' Cross Country	Boys' Soccer	Boys' Track	Dance
Boys' Basketball	Girls' Cross Country	Girls' Soccer	Girls' Track	Cheer
Girls' Basketball	Girls' Golf	Boys' Tennis	Volleyball	Softball
Football	Boys' Golf	Girls' Tennis	Wrestling	

Student athletes should all receive a copy of the Covington Jr./Sr. High School Athletic Handbook. This handbook is to be read carefully and the form on the last page signed digitally by the parent and athlete. Information regarding athletic participation can be obtained in the Athletic Office. CHS offers the opportunity to earn a varsity athletic letter for each of the sports/activities listed above.

Athletic Conference: Wabash River Conference

Members:

Attica	Covington	Fountain Central	North Vermillion
Parke Heritage	Riverton Parke	Seeger	South Vermillion

School Song

"ONWARD TROJANS"
Onward Trojans, Onward Trojans
Fight for our defense
Kick the ball, clear 'round the field
and make that score immense.
Rah Rah Rah
Onward Trojans, Onward Trojans
Fight on for our fame.
So fight Trojans fight and we will
win this game.

School Mascot - Trojans
School Colors – Black & Gold