SMCSC
Student Handbook
2026-2027

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SECTION 1: GENERAL INFORMATION

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY [POLICY 2260]

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth.

As such, the School Board does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

The Corporation will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

The Corporation's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination and the identity of the Corporation's Compliance Officer(s) (see below) will be published on the Corporation's website, posted throughout the Corporation, and included in the Corporation's recruitment statements or general information publications.

Principal's Responsibilities

Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the Corporation's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

Superintendent's Responsibilities

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content: review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training: develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access:

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of Protected Classes in any duty, work, play,

classroom, or school practice, except as may be permitted under State and Federal laws and regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 Use of Corporation Facilities for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.
3. verify that the educational programs of this Corporation are accessible to all students. All programs need to be designed and scheduled so the location or nature of the facility or area will not deny otherwise qualified student with a disability the opportunity to participate in the academic or other school programs on the same basis as students without disabilities;
4. require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the Corporation.

D. Corporation Support: verify that like aspects of the Corporation program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation: verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

The Board designates the following individuals to serve as the Corporation's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs".

Dr. Laura Miller, Asst. Superintendent and Mr. Andrew Kruer, Asst. Superintendent
Telephone: 765-778-2152

The COs are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended),, Title VI, and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

The Superintendent shall annually attempt to identify children with disabilities, ages 3 – 22, who reside in the Corporation but do not receive public education.

In addition, the Superintendent shall establish procedures to identify students who are English Learner (EL), including immigrant children and youth, to assess their ability to participate in Corporation programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the Corporation will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).
Policy 2260 can be found in its entirety at www.smcsc.com under Policy & Bylaws

INSTRUCTIONAL MATERIALS (Policy 9130)

Parents have the right, upon request, to inspect instructional materials. Requests must be submitted in writing to the Superintendent. The Superintendent will contact the person within seven (7) days to schedule a time for the person to review and inspect the material indicated on the request.
Policy 9130 can be found in its entirety at www.smcsc.com under School Board/Policy & Bylaws

SEXUAL HARASSMENT

The South Madison Community School Corporation will maintain a learning and working environment that is free from sexual harassment. It will be a violation of validly adopted board policy for any member of the staff to harass another staff member or student, or for any student to harass a staff member or another student, through conduct or communications of a sexual nature.

Any person who alleges sexual harassment by a staff member or student may make a formal complaint with the building principal, any other member of the school administration or central office administration. The reporting of alleged sexual harassment will not reflect upon the individual's status, grades, or academic standing.

The right to confidentiality, both of the complainant and of the accused, will be respected. However, confidentiality will also be consistent with the school corporation's obligations to investigate all such allegations of misconduct and to take corrective action when it is determined the conduct occurred.

Disciplinary action will be taken in cases where such conduct occurred. Any action taken with students will be consistent with applicable statutory obligations and may include suspension or expulsion from school.

BULLYING (Policy 5517.01)

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board shall not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Engaging in "cyberbullying", which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system or computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

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

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
B. has a substantially detrimental effect on the targeted student's physical or mental health;
C. has the effect of substantially interfering with the targeted student's academic performance; or

D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

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

Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines. At all times, the safety of the victim of bullying shall be a priority. A reasonable attempt to notify both the parent of a targeted student and the alleged perpetrator that the school is investigating a possible incident of bullying or similar misconduct will be made before the end of the next school day after the incident is reported.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may b e investigated in accordance with the procedures set forth in Policy 5517 - Anti-harassment or Policy 226 - Discrimination on the Basis of Sex in Education Programs or Activities, as applicable.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the target student and the alleged perpetrator shall be notified of the alleged bullying incident at the beginning of the investigation (no later than the end of the next school day after receiving report) and will be notified regarding the finding of the investigation no later than the end of the next school day at the conclusion of the investigation. As appropriate, any remedial action may include support services for the targeted student and bullying education for the alleged perpetrator.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false

reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Policy 5517.01 can be found in its entirety at www.smcsc.com under School Board/Policy & Bylaws

COPYRIGHT POLICY

The South Madison Community School Corporation complies with all copyright laws.

INDOOR AIR QUALITY (IAQ) POLICY 8405

The superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school corporation. IAQ Coordinator: Ken McCarty, Business Manager, Telephone 765-778-2152, Address 203 S. Heritage Way, Pendleton, IN 46064

Policy 8405 can be found in its entirety at www.smcsc.com under School Board/Policy & Bylaws

POLICY CODE

The word "Policy" followed by numerals in this handbook denotes district policy from the district's policy manual. District policies may be found on the district's website. Select *School Board,* and then select *Bylaws & Policies.* https://www.boarddocs.com/in/smadison/Board.nsf

INSTRUCTIONAL PHILOSOPHY

Our greatest national resource is the minds of our children. South Madison Community School Corporation is committed to nurturing that natural resource so that each student may experience success in school and as a lifetime learner.

The South Madison Community School Corporation will emphasize the practical application of theory and course content in real-life situations. By learning and using critical thinking, creative problem-solving and decision-making practices, students will develop higher order thinking skills necessary to be successful, independent lifetime learners and citizens. Teachers will meet student needs and pursue increasing student success through the use of various processes and methods of instruction. These efforts will be directed toward what students should be able to do at the completion of each course. Coordination among all courses and grades, kindergarten through grade 12, will provide continuity of skills and a formal hierarchy of expectations and student outcomes.

Broad-based support for district instructional programs will emerge through the use of committees representing the various community populations. Participation of the many populations in the development, implementation, and evaluation of curricula is essential to the development of increasingly effective instructional programs. Such broad-based involvement and support will help the district to better prepare students for the intellectual, social, and emotional changes and challenges of life in the future. The Pendleton Heights Course Description Book can be found here.

EVACUATION DRILLS

Fire drills will be practiced as required by Indiana law. Fire drills will be conducted monthly. Fire routes are posted in each classroom.

Please observe the following fire drill rules:

1. Use the fire drill exits that are on the posters in your room.
2. All students must remain silent throughout the entire drill.
3. Walk, do not run, when leaving and returning to the building.
4. Do not return to the building until the principal or person in charge gives the all-clear signal.

5. The main objective of the drill is to evacuate the buildings as quickly and orderly as possible.
6. Teachers will stay with their classes at all times.
7. Fire drills will be held periodically.
8. THIS DRILL SHOULD BE TAKEN VERY SERIOUSLY.

SHELTER DRILLS

Tornado drills will be practiced as required by Indiana law. Tornado drills will be conducted as required: one (1) during each semester. Tornado routes are posted in each classroom. Tornadoes are quite frequent in Indiana; therefore, everyone shall become familiar with the following procedure.

1. Pupils will be taken to the assembly area, which will be assigned prior to the opening day of school.
2. Positively no talking, running, or pushing at any time during a disaster drill.
3. Keep calm at all times, avoid panic, use common sense when a decision must be made, and follow instructions.

DISASTER DRILLS

Disaster drills will be practiced by Indiana law. Manmade occurrence disaster drills will be conducted as required: one (1) during each semester. Lockdown Drills are required by Indiana Law. Lockdown drills will be conducted as required: one during each semester. The first manmade occurrence drill shall be an armed intruder drill and must be conducted in conformity with the requirement of IC 20-34-3-27 and within the first 90 calendar days of the start of school. E

EMERGENCY CLOSINGS

The Superintendent is empowered to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If conditions affect only a single school, only that school shall be closed. Parents registered with the Messenger system may be notified of closings by telephone.

If there is a possibility of not having school due to weather conditions, please listen to the following radio or TV stations. Radio Stations: WHBU 1240 AM, WEEM 91.7 FM, HANK FM 97.1, WFMS 95.5 FM, WIBC 93.1 FM. TV Stations: WRTV Channel 6, WISH Channel 8, WTHR Channel 13, WXIN Fox 59. Please do not call the schools, principals, or the Superintendent's Office. Notifications will be sent to the student and guardian alert records in PowerSchool.

BOOK BAG POLICY

To promote a safe learning environment and encourage self-discipline and organization, the use of book bags, and backpacks to carry books and supplies to and from school is certainly acceptable. In middle school and high school, the building principal will determine whether backpacks and bookbags must stay in the student's locker during the school day or will be allowed to be carried throughout the building. The decision will be based on locker size, congestion in halls and stairways, classroom storage space, and school safety.

TELEPHONE

Telephones are placed in the school offices for school business only. Students may not receive calls over the office telephones during the school day. Important messages from parents/guardians for students in class will be received and delivered, but only in case of emergency will students be called to the telephone.

LOST AND FOUND

Students who find lost articles are asked to take them to the attendance office area where they may be claimed by the owner.

VISITORS

Parents of students are welcome to attend activities, convocations, or any other function connected with school activities or to eat lunch with a student. All visitors are to enter the main entrance and report immediately to the principal's office and are required to present a driver's license or ID to register in the Visitor Management Software, which includes a sexual offender alert system. Visitors from other schools or ex-students are not permitted in the building when school is in session.

VOLUNTEERS

A volunteer application/criminal background check and Safe School training are required each year to volunteer in school. Forms are available on the school website. In addition, these protocols may be required at the discretion of the principal for adults to accompany students on field trips or to help with class parties. All volunteers must enter the main school entrance and report immediately to the principal's office and must present a driver's license or ID to register in the Visitor Management Software, which includes a sexual offender alert system.

NUTRITION SERVICES

SMCSC Nutrition Services strives to serve nutritious, high quality meals in a clean, caring and friendly environment.

AVAILABILITY

All schools serve breakfast and lunch daily. Menus are available at www.smcsc.com/nutrition. The below chart summarizes meal times, locations and prices.

Meal Period	Time	Location	Price
Breakfast	8:10am-8:25am (Elementary) 7:10am-7:25am (Secondary)	Cafeteria	See Nutrition Services website
Lunch	Varies	Cafeteria	See Nutrition Services website

Foods that are not included in the price of a meal are marked "à la carte." Elementary à la carte options are limited to extra servings of meal food items. Middle and High School students may purchase extra servings of meal food items in addition to snacks/beverages that comply with USDA Smart Snacks in Schools nutrition requirements.

For students wanting to purchase a meal, each meal must meet certain nutrition requirements in order to qualify for the meal price (Full Pay, Reduced, Free) listed on the SMCSC Nutrition Services website www.smcsc.com/nutrition. Each day, students are offered a lunch containing the following food groups: Meat or Meat Alternate, Grain, Fruit, Vegetable,and Milk. Out of the five food groups offered, students must choose at least three food groups to qualify as a meal. Additionally, one of the chosen food groups must be a Fruit or Vegetable. Many entrees count as more than one food group (i.e. Meat + Grain). Students can decline any part of the meal (i.e. milk) as long as three food groups (one of which is a fruit or vegetable) are represented on the tray. At breakfast, students must choose the entrée + fruit and milk is optional.

SMCSC recognizes the health benefits of consuming fruits and vegetables. Students are allowed up to two servings of fruits and up to two servings of vegetables per lunch meal at all schools.

MEAL ASSISTANCE

Parents can apply for Free/Reduced meal assistance at www.EZMealApp.com.
Parents can apply any time after July 1 of each new school year when SMCSC opens the Free/Reduced application process, which typically occurs around July 15. Parents who are interested in Free or Reduced meal eligibility should ensure that application for family is completed prior to the start of school. Parents can apply at any time during the school year and can apply more than once if household income should change. For more information, go to www.smcsc.com/nutrition.

NUTRITION INFORMATION AND DIETARY MODIFICATIONS

Nutrient analysis and allergen identification for foods served in meals is available to students and parents. This information can be accessed through the mobile application Mealviewer or by viewing Mealviewer online menus at www.smcsc.com/nutrition.

Students with special dietary needs can bring foods prepared from home or may be eligible for a modification to the meal provided by school. Dietary modifications to student meals are made on an individual, case by case basis. If a student desires to receive a modification to school meals, parents must contact the school nurse to explain the modification request and complete the proper documentation (SMCSC Dietary Modifications Request form) as necessary. Modifications include substitutes or omissions to the regular meal offerings that meet the student's individual dietary needs. All requests must begin with the school nurse and will then be evaluated by the SMCSC Director of Nutrition Services. The Director of Nutrition Services will discuss the available options with parents/students in order to create a specialized diet plan for students. School level cafeteria personnel cannot approve or implement any modification requests. SMCSC will make every effort to implement modifications in a timely manner, but in order for students to be served as quickly as possible, parents should make such requests at least two weeks prior to the desired start date of the modified service. In the case where specific allergens can be avoided without requesting modifications to the regular menu, the school nurse should still be notified. SMCSC will work to ensure students can access a safe meal according to specific dietary needs, but cannot guarantee that the school environment is 100 % free from particular reaction-causing food items. Therefore, especially in the case of life-threatening allergens or conditions, the best way of ensuring your child's safety would be for your child to bring his/her own lunch from home to school. For more information and to view this form, go to www.smcsc.com/nutrition.

TYPES OF MODIFICATIONS

Modifications are made in the form of providing a substitute to part of a regular school meal in order to meet the dietary needs of the individual student. There are certain modifications that are more common than others and the substitute available is standardized as outlined below:

Dietary Need	What is substituted
Lactose Intolerance	Soy Milk instead of Regular Milk
Celiac Disease/Gluten Free	**Elementary:** Yogurt Stacker + GF Grain, PJB on GF Bun, Hamburger on GF Bun **Middle/High:** Chef Salad + GF Grain, Turkey & Cheese Sandwich on GF Bun, Hamburger on GF Bun, daily entrees that are GF.
Food Allergy	No modifications are usually made for food allergies as there are generally options available on the menu that do not contain allergy-containing foods as an option. In situations where this is untrue, additional modifications can be made.

Other dietary modifications should be described using this form and will be considered on an individual basis. (Form can be found on the SMCSC website)

HOW TO RECEIVE MODIFICATION

Parents must complete this form in its entirety to ensure that SMCSC can address your student's needs.

Please understand that this process can take time to complete (order food and train staff). To ensure that we can properly accommodate your child, please make sure you have completed this form at least (2) weeks in advance of when your child will be eating at school. If you have any questions regarding this process, please contact your child's school nurse. Thank you in advance for your cooperation.

PAYMENT

The below section is the SMCSC Meal Payment Directive which describes important information about payment and cafeteria account management. This document can also be found at www.smcsc.com/nutrition.

SMCSC Nutrition Services

I. Forms of Payment:

Meal Payment Directive All cafeterias within SMCSC utilize a pre-pay computerized system. All students and district employees have a district account. Money can be deposited into account for the purchase of breakfast, lunch, milk, and ala carte foods. Cash/check collection during a lunch or breakfast period is not allowed as it slows the serving line. Therefore, all cash/check payments must be submitted prior to breakfast or lunch. At the elementary, payments are collected each morning in the classroom. At PHMS and PHHS, payments should be deposited into the prepayment kiosk located in the main hallway outside of the cafeteria. There are two options available for pre-payment:

- Major credit/debit card online at www.EZSchoolPay.com (available FREE to parents)
- Cash/Check: Please place in a sealed envelope with the child's name, classroom, and grade clearly written on the outside of the envelope. Make checks payable to SMCSC Nutrition Services or (School Name) Cafeteria. If paying for more than one child, the check must specify how much is to be deposited into each child's account.
    - NSF (non-sufficient fund) checks: If a check is returned due to non-sufficient funds, SMCSC will assess a $20 fee per check. After two NSF checks are received per family per school year, checks will no longer be accepted from that family.

II. Accounts

All account balances are stored securely within a database at SMCSC. EZSchoolPay is simply a web portal to view the balances stored at SMCSC and make payments to student accounts. Actual money is not stored on this website.

Account Identification:

Accounts are accessed at the point of sale (cashier) by two methods:1) Finger Scan or 2) Photo / Name / Alphabetical Order by Homeroom.

Accessing Balance Information:

Account balance information is accessible to parents in the following ways:

1) Utilize EZSchoolPay.com online payment system and/or smartphone app to monitor balance and purchase history regardless of whether the family is using it to pay online. Multiple users can use the app or website to access a student's account balance and make payments. Payment information is specific to the owner of the app/online profile.

2) Contact the Cafeteria Manager at the student's school.

Balance Notifications:

Students and parents are currently notified of current balances as described below:

1) Students can see balance at the point of sale or ask the cashier.

2) Parents can sign up for customizable email reminders for free at www.EZSchoolPay.com.

3) SMCSC Nutrition Services sends courtesy email and text notifications (different from EZSchoolPay notifications). These notifications are sent to the email address on record in the PowerSchool Parent Portal listed under “Primary Alert Email” and the phone number listed under “Student Phone Alert #1”.

End of Year Balances:
Funds remaining in students’ Nutrition Services accounts at the end of each school year (or negative balances) will automatically be applied to the student’s balance for the next school year. Only in the event that a student leaves the school district (i.e. moves, graduates, etc.), may a refund of account balance be requested. Parent/Guardian can request a refund using the online form found at www.smcsc.com/nutrition within 30 days of the end of the school year or 30 days after the date the student leaves the district.

III. Charges (purchasing without funds on account)
SMCSC wants to ensure that every student has access to meals daily. SMCSC is not allowed, per USDA regulations, to incur bad debt from unpaid meal charges. SMCSC is not required by federal or state law to provide meals to any student (except those eligible for free meals) who does not have payment either on account or in hand for a meal. If families need to apply for meal assistance, they can do so at any time throughout the school year at www.EZMealApp.com.

Students will be allowed to purchase only a reimbursable meal at breakfast and/or lunch, and will not be allowed to purchase any ala carte foods (including a la carte servings of meal food items). Parents are ultimately responsible for the purchase(s) made by the student.

Any active or inactive account (student or staff) that exceeds ($30.00) may be sent to a collections agency by SMCSC.

IV. Discrepancies or Questions
Discrepancies in purchases charged to account must be brought to the attention of SMCSC Nutrition Services administration **within 30 days** of the date of the purchase in question in order to receive any type of credit or refund.

DIRECTORY INFORMATION [POLICY 8330]

Each year, the Superintendent shall provide public notice to students and their parents of the Corporation’s intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; grade level; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; and/or scholarships.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students’ directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal and State law, the Board shall comply with FERPA when releasing students' information to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within seven (7) days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.
Policy 8330 can be found in its entirety at www.smcsc.com under Policy & Bylaws

SECTION 2: TECHNOLOGY

SOUTH MADISON COMMUNITY SCHOOLS 1-TO-1 MOBILE DEVICE HANDBOOK

Vision: SMCSC envisions students as effective communicators who acquire the skills for critical and creative thinking and who will be able to work successfully in collaborative settings. A blended learning environment that integrates technology has the power to foster these skills by enhancing and personalizing the learning experience. Differentiation through technology expands the instructional repertoire and provides the potential to maximize the capacity of all teachers and learners, thus preparing students for the challenges of a global society.

Technology Mission Statement: SMCSC seeks to support the district's Core Purpose, *Success for All Students*, by providing systems and access to technology in a safe and challenging learning environment to foster student success.

The information within this document applies to the 1:1 device program for students.
Please note that teachers may set additional requirements for use in the classroom.

Student Responsibility: Remember, the device is subject to all applicable District policies/regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures. The use of the device will be in accordance with all local, state, and federal laws, including copyright laws (e.g. no illegal or pirated content). The device remains the property of the SMCSC and as such is subject to inspection at any time without notice.

1. Bring the device to school fully charged every day.
2. The device MUST remain in the case at all times.
3. Keep the device safe at all times
    a. Do not share passwords or loan the device to others.
    b. Do not leave the device unattended or unsecured.
4. Use the device for educational purposes only.
    a. Install only school-appropriate applications and extensions.
    b. Apps and extensions may be removed by the school at any time without notice.
5. Do not try to bypass the district filter. This includes, but is not limited to, the use of proxy avoidance sites.
6. Take care to prevent damage to your device. A student may be subject to disciplinary action by the school for damage to any device. The student will be responsible for the following.
    a. Damage caused by food or drink or by disassembling or attempting repairs of the device
    b. Defacement of the device with stickers, writing, engraving, etc.
    c. Intentional damage or destruction. Damage or loss caused by neglect or abuse or contamination
7. Notify staff members whenever you come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
8. Cyberbullying will not be tolerated.
9. Return the device and power cords in good working condition at the required check-ins.

Mobile Device Care and Recommendations

1. Do not put pencils/pens or other items on the keyboard, as closing the device will cause damage.
2. Do not carry the Chromebook with the screen or push on the screen as it may cause it to shatter.
3. Do not place heavy objects on top of the device, as this could break the screen.
4. Be cautious when placing the device in a book bag as it may crush the device or break the screen.
5. Do not eat or drink near the device.
6. Do not leave the device in a vehicle, due to excessive heat/cold damage or risk of theft.
7. Use a Microfiber towel for light smudges. Do not use Windex (ammonia) or solutions that contain alcohol.
8. Keys are not removable; do not lift or pry keys. If the keys come off, they will not go back on, and the keyboard will need to be replaced. Student will be responsible for damages.

9. Occasionally, small amounts of antimicrobial keyboard cleaning solution may be used to clean keyboards.
10. Sound: For best performance use wired headphones.
11. Students are encouraged to use their devices away from school. Most devices have some functionality while offline. Wi-Fi may be used at home or in many public areas and will always be filtered and monitored. For offline functionality, see the website or talk with your teacher.

Parent Mobile Device Responsibility

South Madison Community School Corporation (SMCSC) makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the mobile devices in the home. There are several responsibilities assumed by the parent/guardian. The device is property of SMCSC, and must be surrendered upon withdrawal or at the end of the school year. Additional responsibilities and liabilities are outlined below.

Parent/Guardian Responsibility/Liability

1. The parent/guardian agrees to monitor student use of the device at home and away from school. To keep students safe and on-task, have a parent/guardian present and involved. SMCSC mobile devices are filtered in accordance with federal regulations (CIPA); no filter is 100% effective in screening content.
2. The parent/guardian is responsible for the cost of repairs or replacement. The Chromebook includes the computer, power pack, and power cord. The cost of replacement will be the current market at the time of loss.
3. The parent/guardian assumes financial responsibility for the device in the following instances.
    a. not returned or lost
    b. intentionally damaged or damage due to negligence or accident by anyone
    c. damaged due to contamination (animal/human waste, vomit, etc.)
    d. stolen -- *A report must be filed with law enforcement and a copy provided to SMCSC.*

Suggestions

- Investigate and apply parental controls available through your Internet provider and/or your wireless router.
- Develop a set of rules/expectations for mobile device use at home.
- Allow mobile device use only in common rooms of the home, such as the living room.
- Ask questions and request frequently to see your child's device and work.
- Review pictures and videos occasionally. Mobile devices contain cameras.

SMCSC's Device Responsibility

1. Collection and distribution of devices each school year
2. Content Filtering on/off campus, along with wireless access in every school during normal school hours
3. SMCSC will provide a protective case when it is issued to the student. The case is property of the district.
4. SMCSC Tech staff must perform all repairs
5. Creation and deletion of student email and Google Apps for Education (GAFE) accounts
6. Instruction on proper use and care of the device and appropriate data use and storage

Liability: Damage, Loss, and Theft

Device Repairs: SMCSC handles all repairs. If a repair is needed for damage or negligence, a fee will be assessed. An initial assessment will be done by SMCSC technology department to determine duration and/or cost of the repair. Any repairs done by an outside agency will void the Arabian Protection Plan agreement and result in additional fees. A temporary device will be given to the student while their damaged device is being repaired.

Loss and Theft: Full device replacement cost will be charged for lost or stolen devices. In case of theft, SMCSC will attempt to determine anyone who is logged in to the device. SMCSC will provide students with a temporary device for up to five (5) school days. After that time, unless prior arrangements have been made, the device will be considered a loss, and the parent/guardian will be invoiced for the replacement.

Optional Protection Plan: Arabian Protection Plan (APP) is available in two levels of protection: a $33 (1 claim) plan or a $45 (2 claim) plan per year. The Arabian Protection Plan does not cover total replacement, contamination, intentional damage, theft, or loss. The Arabian Protection Plan does cover repairs due to accidental damage of any part of the Chromebook. Any damaged parts after that will be the Parents/guardians' responsibility. Cases are no longer supplied by South Madison Community School Corporation, but may independently be optionally purchased by guardians for student use. All damaged parts must be turned in with the device. Parents/guardians will be invoiced for damages that exceed coverage limits.

Full Replacement of a Chromebook – How Arabian Protection Plan (APP) Applies: If a Chromebook cannot be repaired, and the cost for a full replacement is charged to the parent/guardian, the Arabian Protection Plan (APP) cannot be used to defray the cost of the new Chromebook. However, the APP that covered the initial Chromebook will move to the new Chromebook for the remainder of the school year. Previous repairs on the Chromebook under APP do not factor into APP coverage on the new Chromebook. All usage of APP resets for the new Chromebook. If APP coverage was not previously purchased, APP may be purchased within two weeks of the replacement date for the new Chromebook.

PERSONAL COMMUNICATION DEVICES [Policy 5136]

The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

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 (portable, wearable computer that resembles a wristwatch), smartglasses (eyewear equipped with computer technology), gaming devices, and/or other web-enabled devices of any type.

PCD Use Prohibited During School Day

Students are prohibited from using a PCD while present on school property for a student instructional day ("school day"), unless an exception applies.

Exceptions to the prohibition of PCDs during the school day:

A. a student may use a PCD as directed by a teacher for educational purposes during the school day on a school-supplied PCD;

B. a student may use a PCD if necessary for the management of the student's documented medical condition pursuant to an order provided by a licensed health care professional;

C. a student may use a PCD if the use of a PCK is included in the student's individualized education program or Section 504 plan;

D. a student may use a PCD if authorized by the Superintendent or the Superintendent's designee at the appropriate time during an emergency, as determined by the Superintendent or the Superintendent's designees; or

E. a student may use a PCD if necessary for language translation, using school-supplied PCDs or applications where available.

Devices Stored During the School Day

Students may bring PCDs to school. However, unless an exception applies, during the school day all PCDs must be powered off and stored. Students shall not access their PCDs during the school day unless an exception applies. Students may not use PCDs on a Corporation bus or other Corporation vehicle during the school day. Students must follow all instructions regarding proper storage.

The student is responsible for ensuring that their PCD is powered off and stored appropriately. The Corporation is not responsible for any lost, damaged, or stolen PCDs that have been brought to school. When the school day concludes, or when a student leaves the school premises for the day if prior to the conclusion of the school day, the student may retrieve their PCD.

In Grades K - 6, appropriate storage for PCDs is powered off and placed in the student's cubby

In Grade 7-8, appropriate storage for PCDs is powered off and placed in the student's assigned locker

In Grades 9-12, appropriate storage for PCDs is powered off and placed in the student's vehicle, locker or backpack.

Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle.

Use of PCDs Outside the School Day

Students are permitted to use PCDs

A. on Corporation property outside the school day;

B. during after-school activities (e.g., extra-curricular activities) at the discretion of the sponsor/advisor/coach;

C. at school-related functions at the discretion of the sponsor/advisor/coach;

D. or on a Corporation bus or other Corporation vehicle during school-sponsored activities outside the school day at the discretion of the bus driver.

Restrictions on PCD Possession and Use

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to, gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., 20 audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles.

Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

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

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Enforcement

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a 21 secure location. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

Student Responsibility for Personal PCDs

Students are personally and solely responsible for the care and security of their PCDs. The Corporation, Board, administrators, teachers, and agents assume no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property.

Publication

The Corporation shall publish this policy on its website.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY [POLICY 7540.03]

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students; use of their personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the Corporation's network, the Corporation's Internet connection, and online educational service ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

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

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology-related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

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

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using email, chat rooms, social media, and other direct forms of electronic communications
B. the dangers inherent with the online disclosure of personally identifiable information;
C. the consequences of unauthorized access (e.g., "hacking", "harvesting', "digital piracy", etc.), cyber-bullying and or other unlawful or inappropriate activities by students online; and
D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

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

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

Building principals are responsible for providing training so the Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related email communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students shall not access social media for personal use from the Corporation's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent and the Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.

INTERNET/COMPUTER NETWORK — TERMS AND CONDITIONS

1. Acceptable Use – The purpose of Internet/Computer Network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of an account must be in support of educational research and consistent with the educational objectives of the South Madison Community School Corporation. Use of an organization's network or computing resources must comply with the rules appropriate for that network. Use of the South Madison Community School Corporation Internet/Computer Network account is prohibited:
   a. To access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
   b. To transmit obscene, abusive, or sexually explicit language.
   c. To vandalize, damage, or disable the property of another person or organization.
   d. To access another person's materials, information, or files without the implied or direct permission of that person.
   e. To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.
   f. For political lobbying.
   g. For commercial use.

   The South Madison Community School Corporation expressly prohibits the use of Internet/computer network resources which is in violation of any local, state, or federal statute.

2. Privileges – Students utilizing district-provided Internet access must first have the permission of and must be supervised by the South Madison Community School Corporation professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The use of the Internet/Computer Network is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege.

3. Network Etiquette – A person is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
   a. Be polite. Do not be abusive in messages to others.
   b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
   c. Electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
   d. Do not use the network in such a way that will disrupt the use of the network by other users.
   e. All communications and information accessible via the network should be assumed to be private property.

4. South Madison Community School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. SMCSC will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors,

or omissions. SMCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a security problem is identified on the Internet/Computer Network, the building coordinator or person in charge must be notified. Attempts to access without permission or to log on to the Internet as a system administrator may result in loss of the user's privileges, school disciplinary action, and/or appropriate legal action. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the Internet. System security shall be the responsibility of the building principal or his/her designee(s).

6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or software. This includes, but is not limited to, the uploading or creation of computer viruses.

7. While the district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the district may institute technical methods or systems to regulate students' Internet access, those methods do not guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the South Madison Community School Corporation makes the district's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

SECTION 3: ADMISSION INFORMATION

PLACE OF RESIDENCE

A student's residence is with his/her parents or legal guardian. This residence must be within the boundaries of the South Madison Community School District unless approved by the board.

CREDITS AND PLACEMENT FROM NON-ACCREDITED SCHOOLS [POLICY 5463]

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana and protect the significance of a diploma issued by the School Board, the Board recognizes only accreditation provided by the State of Indiana or accreditation provided by the education agency of another state that maintains educational standards for its students similar to those maintained by the State of Indiana. The Board establishes the following policy and criteria regarding the acceptance of credits from nonaccredited schools, home schools, and schools not accredited by the education agency of a state (hereafter "nonaccredited schools").

Recognition of credits or coursework earned in nonaccredited schools may be granted when the student's transcript has been received and it is determined that the course-work was equivalent to Indiana Academic Standards. The Board reserves the right to assess transfer students from nonaccredited schools in order to determine proper placement and/or granting of credit and to be assured the student can demonstrate the learnings which are prerequisite to a placement and/or granting of credit.

Whenever a student seeks to transfer into the Corporation from a nonaccredited school the following procedures will be used to determine the student's proper grade placement or credits toward graduation.

A. Identify the grade level that the student's age would indicate is the likely grade placement
B. Review the courses of study for that grade to determine the critical learnings that would be prerequisite for success at subsequent grade levels or courses.
C. Review the student's performance (if available) on tests and/or other means of assessment that were used to assess the student's learning while participating in the nonaccredited school. Determine whether the critical learnings identified in the Board's courses of study were properly assessed and, if so, how well the student has achieved each critical learning.
D. If no prior assessment data is available, identify which tests (standardized, or Corporation-made) as well as other means of assessment (research project, term paper, and the like) will be used to assess the student's achievement of the critical learnings. Arrange for the student to be assessed using the identified instruments.
E. If the assessment so indicates, assign the student to the grade or course level suggested at the first step (with or without special assistance).
F. Make arrangements for any form of special assistance that will be needed for the student to succeed at that level.
G. If the assessment indicates that another grade or course level is more appropriate, register the student in that grade or course level and make whatever arrangements are necessary to provide for any needed assistance indicated by the assessment.

The principal of the school the student will attend shall make the initial determination regarding the proper placement of the student and the extent to which any credit will be granted. The decision of the principal may be appealed to the Superintendent whose decision shall be final.

If credits from a nonaccredited school are granted and placed on a student's transcript, the grade entered on the transcript will be the grade determined by the local school officials conducting the review of the student's performance while making the determination to grant credit.

DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY
[POLICY 5111]

The School Board establishes the following residency policy for determining eligibility to attend the schools of this Corporation.

A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and student enrolled according to the requirements of I.C.20-26-11
B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. If the parents are able to support the student and have placed the student in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition will be charged according to Board Policy 6150.
C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition-free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition free.
E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement with in the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01 and AG 5111.01-Homeless Students).
F. If a student's legal settlement is changed after the student has begun attending school in the Corporation in any school year, the effective date of withdrawal from the Corporation may, at the election of the parent, the student (if the student is at least eighteen (18) years of age), or a juvenile court conducting a proceeding under I.C.31-34-20-5, I.C.31-34-21-10, I.C.31-37-19-26, or I.C.31-37-20-6 (or I.C.31-6-4-18.5 before its repeal), be extended to the end of the semester in which the change of legal settlement occurred. At the discretion of the Assistant Superintendent, the effective date of withdrawal from the Corporation may be extended to the end of that school year.
   Students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.
G. The School Corporation shall maintain proof of Indiana residency for each student enrolled in the Corporation whom the Corporation counts for membership in the ADM count. This documentation of Indiana residency shall be placed in the student's electronic or hard copy file. (See also Policy 6250 - Required ADM Counts for the Purpose of State Funding and Verification of Residency for Membership.)
   Transportation from and to the site of the new legal settlement will not be provided by the School Corporation for a student whose effective date of withdrawal is extended beyond the date of the change of legal settlement unless the student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.
H. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition provided the student resides in the Corporation.
I. CHILDREN OF DIVORCED PARENTS Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and an election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education. The parent with physical custody of the student or the student, if the student is at least eighteen (18) years of age, must notify the Superintendent of the school corporation in which the parents/student seek to have the student enrolled, of their election to enroll the student in the Corporation. The election shall be made on a yearly basis and applies throughout the school year unless

the student's parent no longer resides within the attendance area of the Corporation.

J. If a student's parent fails to inform the Corporation of the expulsion or withdrawal to avoid expulsion or the Student fails to follow the terms and conditions established for enrollment, the Corporation may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion. Before consent is withdrawn, the student must be given an opportunity for an informal meeting with the principal. At the informal meeting, the student is entitled to:
    1. A written or verbal statement of the reasons for the withdrawal of consent;
    2. A summary of the evidence against him/her; and
    3. An opportunity to explain his/her conduct.
K. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition students for the time not in residence.
L. Students who do not have legal settlement may/will be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.
M. Nonresident students may be accepted into the Summer School Program provided by this Corporation.

TRANSFER STUDENTS

Transfer Student Whose Parent is Employed by the Corporation:

The Corporation shall accept a transferring student who does not have legal settlement in the corporation and whose parent is a current employee of the Corporation who resides in Indiana IF: 1) the parent/employee earns an annual salary of at least: a) $8,000; or b0 #3.000 earned due to being included an employee in the extracurricular portion of the Corporation's collective bargaining agreement; and 2) the Corporation has the capacity to accept the student. If the number of students who request to transfer to the Corporation under this section causes the Corporation to exceed its maximum student capacity, the Board shall determine which students will be admitted as transfer students by a random drawing in a public meeting.

Nonpublic School Transfer Student

The Corporation shall accept a transferring student who resides in Indiana and who does not have legal settlement in the Corporation IF:

A. The student attended an accredited nonpublic elementary school located in the attendance area of the Corporation for at least two (2) school years immediately preceding the school year in which the student transfers to a high school in the Corporation under this section;
B. The student is transferring because the accredited nonpublic school from which the student is transferring does not offer grades nine (9) through twelve (12);
C. The majority of the students in the same grade as the transferring student at the accredited nonpublic school have legal settlement in the Corporation and will attend a school under the authority of theCorporation; and
D. The Corporation has the capacity to accept students.

If the number of students who request to transfer to the Corporation under this section causes the Corporation to exceed its maximum student capacity, the Board shall determine which students will be admitted as transfer students by a random drawing in a public meeting.

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

A. By July 1st, the Board will establish the number of transfer students that can be accepted in each building and grade level.
B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.

C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
    1. Has been enrolled in the Corporation in the prior school year;
    2. Is a member of a household in which any other member of the household is a student in the transferee school; or
    3. Has a parent who is an employee of the Corporation who currently resides in Indiana and has a salary of at least $8,000 or $3, 000 earned due to being included an employee in the extracurricular portion of th eCorporation's collective bargaining agreement and the Corporation has the capacity to accept the student.

D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the Students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, the Board may deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year, if:

A. during the preceding twelve (12) months, the student has been suspended or expelled for:
    1 ten (10) or more school days;
    2. possession of a firearm, deadly weapon, or a destructive device;
    3. causing physical injury to a student, school employee, or visitor to the school; or
    4. a violation of the Corporation's drug or alcohol rules.

B. the student has had a history of unexcused absences, and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

All due process procedures applicable to Corporation students who are subject to discipline, including the expulsion procedure in I.C. 20-33-8-19, apply to transfer students during the school year. (See Board Policy 5610-Suspension and Expulsion of Students)

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

The Board delegates authority to the Superintendent to deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year if the student meets the criteria listed above.

Transportation will not be provided by the Corporation for transfer students accepted for enrollment unless the transfer student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

I.C.20-18-2-11 (legal settlement defined) I.C.20-33-2 (compulsory school attendance) I.C. 20-26-11-2
I.C.20-33-8-17 (expulsion for lack of legal settlement) I.C. 20-26-11-1 (residence defined) I.C. 20-26-11-2.5 (divorced parent election) I.C. 20-26-11-6(e) (option to not charge transfer tuition) I.C.20-26-11-6.5 (children of school employees)
I.C.20-26-11-6.7 (nonpublic school students) I.C. 20-26-11-32 (student transfer requests, HEA 1381-2013; SEA 108-2017)
I.C. 20-26-11-33 (non-transfer student attending alternative education program)Plyer v. Doe, 457 U.S. 202(1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment)
Divorced Parents Agreement: http://www.doe.in.gov/sites/defualt/files/legal/formii.pdf
Third Party Agreement: http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf

TRANSFERS

A pupil who transfers to this school district must have an official statement or report card from the school last attended, which verifies the correct placement of the pupil entering. This verification shall be presented to the Principal at the time of enrollment. After the pupil is enrolled, the Principal requests the child's records from the last school attended. A PARENT MUST SIGN A FORM FOR RELEASE OF RECORDS. In order to be officially enrolled, a student must present a certified copy of the student's birth certificate and complete immunization records within thirty (30) days of enrollment and proof of residency unless approved as a transfer student.

WITHDRAWAL FROM SCHOOL

Students withdrawing or transferring from school shall use the following procedure:

1. Signed authorization from the parent or guardian is required for any student under the age of eighteen (18) before the withdrawal procedure will be initiated.
2. Obtain the appropriate WITHDRAWAL FORM from the building principal or his/her designee.
3. All textbooks, other school property and all unpaid fees are to be given to the school treasurer in the principal's office.
4. Refund checks to parents, transcripts to new schools, etc.will be sent upon completion of the above process.
5. Refunds of textbook rental fees will be prorated to the grading period in which the student withdraws.

CHANGE OF ADDRESS

Please access the PowerSchool Parent Portal and make changes in your demographic update page and submit a new proof of residency to the Guidance Department.

SECTION 4: HEALTH RELATED INFORMATION

IMMUNIZATION REQUIREMENTS FOR ENTRY INTO SCHOOL

When a student enrolls in the school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year for a child to be permitted to attend school unless one of the following applies:

1. The school gives the parents of the child a waiver. The waiver may not be granted for a period that exceeds twenty (20) days. Children may remain in the school at the end of the granted waiver period providing they have completed all requirements or entered upon a specific schedule of immunization approved by a physician or the local health department, or qualified for an exemption.
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. The parents must furnish a written statement and a time schedule, approved by a physician or the local health department for the completion of the remainder of the immunizations.

School Immunization Current Requirements
2026-27

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

HepB: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.
DTaP: 4 doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.
Polio*: 3 doses of Polio are acceptable for all grade levels if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.
*For students in grades K-10, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after

the previous dose.
Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.
Tdap: There is no minimum interval from the last Td dose.
MCV4: Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4.
Hepatitis A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for all grades Pre-K-12.
COVID-19: COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. Review required after FDA full approval.
Indiana State Department of Health, Immunization Division | (800) 701-0704

Exemptions - In order for a child to be exempted from complying with minimum immunization requirements for medical or religious reasons, the parent or guardian is required to submit a written request, signed by the parent or guardian, for exemption and the request must be filed annually with the school corporation. In the case of a medical exemption, the signature of a physician is also required. The report on Immunization Status must include students with exemptions. Parental or medical exemptions do not relieve parents from the responsibility of reporting a record of immunizations, nor do they relieve schools from the responsibility of maintaining an immunization record for exempt students. In the event of an outbreak, each student's status must be immediately available. For their own protection, exempted students may be excluded from school for the duration of the outbreak.

MENINGOCOCCAL DISEASE

The Advisory Committee on Immunization Practices (ACIP) to the Centers for Disease Control and Prevention (CDC) has recently recommended routine vaccination of young adolescents for meningococcal disease. A new Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there are two vaccines available to prevent this infection and the U.S. Centers for Disease Control and Prevention recommend routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department. Additional information may be found at the following websites:

- http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm
- http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm

ANNUAL HEARING SCREENING

All students enrolled in grades 1, 4, 7, and 10 are required by law to have an annual hearing screening by the school speech/language pathologist. Guidelines also recommend this procedure for students in kindergarten, new students to the school corporation, students with previously identified problems, and teacher referrals.
Parents/Guardians are required to submit a written objection at the beginning of the school year if they do not wish their child to receive this service.

COMMUNICABLE DISEASE

If your child has been home with Scarlet Fever, Scarlatina, regular Measles, Whooping Cough, or Typhoid Fever, your child MUST have a doctor's release before returning to school. No release is required if your child has been out of school with Chickenpox (6 days) or Mumps (must remain home until glandular swelling disappears). If your child has German Measles, your child must be restricted for four days.

SUICIDE PREVENTION AND AWARENESS

The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who experiences depression cannot fully benefit from the educational program of the school corporation. A student who has attempted self-destruction poses a danger to both himself/herself and to other students. Suicide is the second leading cause of death in youth ages 10-24 (Center for Disease Control and Prevention). It is the intent of Board policy 5350 to increase child suicide awareness and prevention by training staff to recognize the signs and to implement an intervention procedure when needed, and to provide students and parents with information and access to resources.

Suicide prevention services and resources listed below are available in the community and online. Local services by the following providers include mental health care, addiction treatment programs, therapy and counseling, psychiatric services and offer both outpatient programs and inpatient treatment.

- Anderson Center, 2210 Jackson Street, Anderson, IN 46016 (765) 646-8444
- Aspire Indiana, Inc., 215 W. 19th Street, Anderson, IN 46016 (765) 641-8389
- A 24/7 Crisis Intervention service helps those with mental health crises and emergencies: 1-800-560-4038 or 317-574-1252.
- Bowen Center, (800) 342-5653
- Centerstone, (765) 288-1790
- Howard Health, 401 W Broadway St, Ingalls, IN 46048 (765) 621-6670
- Meridian Health Services, 2010 Brentwood Drive, Anderson, IN 46011 (765) 393-0063

The following organizations provide online resources and a 24/7 Suicide Prevention Lifeline. National Suicide Prevention Lifeline online or at 1-800-273-TALK (8255).
https://suicidepreventionlifeline.org/
The toll-free call goes to the nearest crisis center in a national network. These centers provide 24-hour crisis counseling and mental health referrals.
Indiana University's Indiana School Mental Health Initiative (ISHMI) has partnered with The Lutheran Foundation to provide online resources to support schools and community partners as they address students' social, emotional, behavioral and mental health needs. https://lookupindiana.org/schools

USE OF MEDICATION [POLICY 5330]

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the student is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, the following definitions shall be used:

Administering means the direct application of a drug to the body of a person by injection, inhalation, ingestion, or any other means.

Drug means:

A. Articles or substances recognized in the official United States Pharmacopeia, official National Formulary, official Homeopathic Pharmacopeia of the United States, or any supplement to any of them;
B. Articles or substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or animals;

C. Article other than food intended to affect the instruction or any function of the body of amn or animals; or
D. Articles intended for use as a component of any article specified in subdivisions 91) through (3) and devices.

Medication shall include all drugs, including those prescribed by a physician, and any nonprescription (over-the-counter) drugs, preparations, and/or remedies.

Nonprescription drug means a drug that may be sold without a prescription and that is labeled for use by a patient in accordance with State and Federal laws.

Practitioner shall include any physician, veterinarian, dentist, podiatrist, optometrist, physician assistant licensed under I.C. 25-27.5, who is delegated prescriptive authority under I.C. 25-27.5-5-6, and an advanced practice registered nurse who meets the requirements of I.C. 25-23-1-19.5, who is licensed in Indiana.

Treatment refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization or intravenous or intramuscular injection.

Administering Prescription Drugs by School Staff

Before any prescribed drug or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's practitioner accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the school nurse, and made available to the persons authorized to administer drug or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the practitioner's prescription.

All prescription drugs shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the drug is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such drug by the student in school is not prohibited by law or regulation.

Both Physician and Parent must also authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 – Self-Administered Medication.

Administering Nonprescription (Over-the-Counter) Drugs by School Staff

Nonprescription drugs may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the nurse's office. Substances that are not FDA approved (i.e., natural products, food supplements) will not be administered by Corporation staff. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients recommended therapeutic dosage in a legible format, and the student's name. If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. Any dosage of nonprescription drugs other than that listed on the nonprescription drug's packaging must be authorized in writing by a practitioner.

A student may possess and use a topical, non-aerosol sunscreen product while on Corporation property or at a Corporation sponsored event or activity without being required to:

A. have a physician's note or prescription; or
B. store the topical, non-aerosol sunscreen product in a specific location if the product is regulated by the

U.S. Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.

If the product is regulated by the U.S. Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.

Corporation personnel may but are not required to assist a student in applying a topical,non-aerosol sunscreen product if the school has written permission from the student's parent or guardian.

Staff members are to administer drugs or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer drugs or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the Corporation's policy and procedures and the administration of drugs or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All drugs shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any drug requiring intravenous or intramuscular injection or the insertion of a device into the body when both the drug and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines.

Student Possession of Medication
Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or On school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

Emergency Medications
Pursuant to I.C. 20-34-4.5-0.2, "emergency medication" includes:

A. Albuterol;
B. Epinephrine and
C. Naloxone.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma or before exercise to prevent the onset of asthma symptoms while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines if the following conditions are met:

A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18) to possess and use the inhaler (Form 5330 F1c) and
B. The building administrator has received a copy of the written approvals form the physician and the parent/guardian and
C. There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and their parent/legal guardian. The plan shall contain specific instructions of the student 's needs, including what to do in the event of an emergency.

Students with a need for emergency medication may be allowed to self-possess and self-administer such medication provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

Students who may require administration of an emergency medication may have such medication stored in the nurses office and administered in accordance with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician that complies with the requirements of Policy 5330.01-Self-Administered Medication, then the student may retain possession of the self-administered medication.

Emergency Stock Medication

Pursuant to I.C.20-34-4.5-0.4, "emergency stock medication"means emergency medication to which both of the following apply:

A. The prescription for the emergency medication is filled by the Corporation or a school in the Corporation; and
B. The emergency medication is stored at a school in the Corporation pursuant to one of the options below.

Corporation or School Prescription for Albuterol/Administration of Albuterol by School Nurse

The Corporation or a school in the Corporation may fill a prescription for Albuterol and store the Albuterol in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Albuterol for the school or Corporation. The school shall store the Albuterol in a safe location in to which only school employees have access.

A school nurse may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

A. students at the school
B. Corporation employees
C. visitors at the school

Administration of Albuterol by Corporation Employees

Corporation employees may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:
    1. recognizing a life-threatening emergency;
    2. the proper administration of emergency medication;

    by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

B. The individual to whom Albuterol is being administered is:

1. a student at the school;
2. a Corporation employee; or
3. a visitor at the school.

Corporation or School Prescription for Epinephrine/Administration of Epinephrine by School Nurse

The Corporation or a school in the Corporation may fill a prescription for auto-injectable epinephrine and store the auto-injectable epinephrine in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for auto-injectable epinephrine for the school or Corporation. The school shall store the auto-injectable epinephrine in a safe location to which only school employees have access. Injectable epinephrine that is filled and used in accordance with this policy must have an expiration date of not less than twelve (12) months from the date that the pharmacy dispenses the injectable epinephrine to the school or Corporation.

A school nurse may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

A. students at the school
B. Corporation employees
C. visitors at the school

Administration of Epinephrine by Corporation Employees

Corporation employees may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:
    1. recognizing a life-threatening emergency;
    2. the proper administration of emergency medication;

    by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

B. The individual to whom the epinephrine is being administered is:
    1. a student at the school;
    2. a Corporation employee; or
    3. a visitor at the school.

Corporation or School Prescription for Naloxone/Administration of Naloxone by School Nurse

The Corporation or a school in the Corporation may fill a prescription for Naloxone and store the Naloxone in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Naloxone for the school or Corporation. The school shall store the Naloxone in a safe location to

which only school employees have access.

A school nurse may administer Naloxone obtained via a prescription written for the Corporation or a school in the Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available

A. students at the school
B. Corporation employees
C. visitors at the school

and the school nurse is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

Administration of Naloxone by Corporation Employees

Corporation employees may administer Naloxone obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:
    1. recognizing a life-threatening emergency;
    2. the proper administration of emergency medication;

    by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

B. The individual to whom the Naloxone is being administered is:
    1. a student at the school;
    2. a Corporation employee; or
    3. a visitor at the school

    and the Corporation employee is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

The Corporation shall:

A. annually register with either the State department Department or local health department in the county where the Corporation is located in a manner prescribed by the State Department of Health;
B. provide education and training on drug overdose response and treatment, including the administration of an overdose intervention drug; and
C. provide drug addiction treatment information and referrals to drug treatment programs, including programs in the local area and programs that offer medication-assisted treatment that includes a federal Food and Drug Administration-approved long-acting, nonaddictive medication for the treatment of opioid or alcohol dependence.

A school nurse or Corporation employee shall:

A. make a report when an emergency stock medication is administered; and
B. submit the report to the Indiana Department of Education in an electronic format not later than ten (10) school days after the emergency stock medication is administered.

Returning Medication to the Home
Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

General Provisions
No student is allowed to provide or sell any type of medication to another student.

Violations of this rule may be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

The Corporation and its personnel are immune from civil and criminal liability related to the administration or non-administration of drugs/medications to the extent set forth in applicable State law.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with the Corporation's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.
I.C.16-42-27; I.C.20-33-8-13; I.C.20-34-3-18; I.C.20-34-3-22; I.C.20-34-4.5; I.C.34-30-2-85.6; I.C.34-30-12; I.C.34-30-14; 511 IAC 7-36-9

SELF-ADMINISTERED MEDICATION [POLICY 5330.01]

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement should be filed annually and include the following information:

A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
B. The student has been given instruction as to how to self-administer the medication.
C. The nature of the disease or medical condition required emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

USE OF MEDICATION [AG 5330]

The medication which may be administered is defined in Policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
B. The Medication Administration Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis. The parent is to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
C. All medication to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the school nurse shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.
D. For students in grades K through 6, parents must deliver any necessary medication to the school nurse.
E. For each prescribed medication, the container shall have a pharmacist's label with the following information:
    a. student's name
    b. physician's name
    c. date
    d. pharmacy name and telephone
    e. name of medication
    f. prescribed dosage and frequency
    g. special handling and storage directions
F. Any unused medication unclaimed by the parent will be destroyed by the administrative personnel when a prescription is no longer to be administered or at the end of a school year.
G. The staff member administering the medication shall ensure that the student takes the medication properly.
H. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.
I. All medication to be administered in such a way as to not unduly embarrass the student.
J. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
K. If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, s/he shall notify the parent of this decision in sufficient time for an alternative administration to be established.
L. Dispensing of non authorized, over-the-counter (OTC) medication by Corporation employees to students served by the Corporation is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.
M. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainees, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement solely for performance-enhancing purposes.
N. Cough drops/throat lozenges. These items may be available from the clinic or teacher and may be administered to a student unless the parent provides in writing a statement against administration. Middle school and high school students may carry cough drops or throat lozenges with them if they have parent permission.

Pendleton Heights Middle School and High School students only. If a parent/guardian provides written or electronic permission, Middle school and High school students may be given acetaminophen, ibuprofen or tums. However, if your child will use these medications more than five times during the school year, parents are asked to provide the medication for the child.

ACCIDENTS

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to the clinic and complete a written accident report. Proper medical referrals will be made when necessary. First aid kits are located in the clinic. The school is not responsible for expenses incurred as a result of an accident.

INJURIES/ILLNESS

To keep all students healthy, students who are sick or experiencing symptoms such as fever, vomiting, and/or diarrhea, are expected to be free of these symptoms for 24 hours prior to coming back to school.

If a child is injured or becomes ill at school, the child will be cared for temporarily by the school nurse, and the parent will be notified. The school will render first aid only. If emergency medical attention is necessary 911 will be called first, then the parent will be contacted and if not available, the emergency contacts will be contacted, and as a last resort the family the doctor will be contacted; if no one is available, the child will be taken to the emergency room at the hospital at the expense of the parent or guardian, unless the parent has given instructions to the contrary.

WELLNESS (POLICY 8510)

As required by law, the Board establishes the following wellness policy for the Corporation as a part of a comprehensive wellness initiative and to comply with the regulations of the United States Department of Agriculture ("USDA").

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the Corporation shall:

1. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.
2. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
3. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

B. With regard to physical activity, the Corporation shall:

1. Physical Education
    a. A sequential, comprehensive physical education program shall be offered for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
    b. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

2. Physical Activity
    a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
    b. All students in grades K-6 shall be provided with a daily recess period at least twenty (20) minutes in duration.

C. With regard to other school-based activities the Corporation shall:
    1. The school shall provide attractive, clean environments in which the students eat.
    2. Free drinking water shall be available to students during designated meal times and may be available throughout the school day
    3. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
    4. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, the Corporation shall:
    1. ensure any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards;
    2. encourage students to increase their consumption of healthful foods during the school day;
    3. provide opportunities for students to develop the knowledge and skills for consuming healthful foods.

E. Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:
    1. In accordance with Policy 8500, entitled Food Service, the food service program with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
    2. The sale of foods of minimal nutritional value in the food-service area during the lunch period is prohibited.
    3. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
    4. The sale to students of foods and beverages that do not meet the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. This includes foods available for purchase by students ala carte in the dining area and the foods or beverages sold from vending machines, school stores, fund-raisers by student clubs and organizations, parent groups, or boosters clubs.
        a. Per USDA guidelines, "school day" is defined as on-campus between midnight and thirty minutes after the close of the regular school day.
        b. SMCSC follows Indiana law and allows for up to two (2) fundraiser exemptions per school building per school year. Principals make determination on which fundraisers receive this exemption.
        c. No vending of food or beverages should be available to elementary school students during the school day.
    5. All food that are provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations shall comply with the food and beverage standards recommended by the SMCSC Wellness Committee as follows:

a. All foods and beverages should be checked by school personnel providing food or beverage to ensure such food or beverage does not contain allergens that may be harmful to specific students consuming food or beverage.
b. Foods and beverages given to students should promote a healthy diet and may include, but are not limited to: Fruits, Vegetables, Dairy-based foods/beverages, Protein-based foods/beverages, and snacks that are of proper serving size for school-age children according to the Dietary Guidelines for Americans.
    1. The food service program shall be administered by a director who is properly qualified, certified, licensed, or credentialed, according to current professional standards.
    2. Continuing professional development shall be provided for all staff of the food-service program.

6. The food service program will provide information to families about free/reduced meal eligibility (e.g. sending applications home with all students once a year, posting the application on the school website, etc.).
7. The food service program shall be administered by a qualified nutrition professional.
8. Continuing professional development shall be provided for all staff of the food service program in accordance with USDA professional standards.

F. Evaluation
    1. The Board designates the building principals as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy.
    2. The Director of Nutrition Services will provide building principals with an Evaluation Tool to be completed for each school building once every three (3) years. The Evaluation Tool(s) will be summarized by the Director of Nutrition Services into a Triennial Assessment Report.
    3. The Superintendent shall appoint the Corporation wellness committee that meets once every three years after the Triennial Assessment Report is completed. School-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.
        a. The purpose of the wellness committee will be to use the Triennial Assessment Report to evaluate the wellness policy and make any recommended updates to the Superintendent.
        b. SMCSC will allow stakeholders to participate in the wellness committee. Stakeholders include, but are not limited to: parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public.
        c. The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The Superintendent also shall be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall distribute information at the beginning of the school year to families of school children and post the wellness policy on the Corporation's website, including the assessment of the implementation of the policy prepared by the Corporation.

The Corporation shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Corporation are in compliance with the Corporation policy, the extent to which the Corporation policy compares to model wellness policies, and the progress made in attaining the goals of the Corporation Wellness Policy. To ensure continuing progress, the Corporation will evaluate implementation efforts and their impact on students and staff using the following tool: http://www.doe.in.gov/sites/default/files/nutritio/evaluation-checklist_0.pdf

The assessment shall be made available to the public on each individual school's website.

G. Communication

SMCSC will inform the public, including parents, students and community members, on the content and implementation of this policy annually via email. The following will be available to the public on the corporation website:

1. Board-approved wellness policy
2. Any information or updates to or about the wellness policy.
3. Instructions on how to participate in the wellness committee. (development, implementation, and periodic review and update of policy)

STUDENT INSURANCE

Students are offered low-cost accident insurance. The school is not the insuring agent, but does make this service available to those persons who wish to participate.

SECTION 5: ACADEMIC INFORMATION

CURRICULAR MATERIALS

Curricular materials, including electronic devices, are provided by the school at no cost to students. If these materials are lost, misused, or damaged the child responsible must pay for the replacement.

HOMEWORK [POLICY 2330]

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Homework is viewed as a purposeful tool for review, reinforcement, and exploration beyond the classroom experiences.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

PUBLISHED HONOR ROLLS

At the end of each grading period the school will make available to the local news media (papers) the names of students receiving A's or B's. If a student or his/her parents do not want his/her name published, the principal's office must be notified in writing no less than one week after the end of the grading period.

The intention of the honor roll is to recognize those students who perform at a high level in all subject areas. Honor roll designation begins with grade 1 in the elementary school. Because some content areas use markings other than the traditional A thru F, the following standards are used in grades 1-6 at all elementary schools when reporting honor roll. **High Honor Roll** requires all A's in the core academic areas; **A/B Honor Roll** requires all A's or B's (nothing lower than a B-) in the core academic areas. At the elementary level, honor rolls are published each grading period.

GRADING SYSTEMS [AG 5421A]

1. Grades will be issued each grading period to students at all grade levels.
2. A single + or – may be added to grades A, B, C, D to indicate the quality of student achievement within the letter grade.
3. When averaging grades for grades K – 7 on the semester schedule, all grading periods will be given equal weight. When averaging grades for grades 8 – 12 on the semester schedule, the final exam will be weighted 20% of the final grade, and each grading period will be weighted 40% of the final grade.

4. A student not completing major course requirements such as term papers, book reports, or other special projects may be given an "I" (Incomplete) for the grading period and an "I" (Incomplete) for the semester, regardless of the other grades for that subject, if not removed two weeks after being issued. This two-week time period may be extended by the principal in cases of illness or other hardship. Full directions for removing the "Incomplete" will be given to the pupil and the principal by the teacher. If the student does not complete the required course work within two weeks after the report card is issued, the student's grade will be calculated with a grade of zero for the missing work, and the grade report will be revised to reflect the calculated grade. If, however, the student completes the required course work within two weeks after the Incomplete grade was issued, the student's work will be accepted and graded by the teacher. The student's grade for the grading period then will be calculated, minus any penalties for late work, and the grade report will be revised to reflect the calculated grade.
5. Final exams will be given to all students in grades 8 – 12 in all subjects at the end of each semester unless otherwise exempted by the building principal.

REPORT CARDS

Report cards are issued electronically following completion of each grading period. You may also access your child's records daily using the PowerSchool Parent Portal. Parents and students should check PowerSchool regularly to keep both the students and parent informed as to progress made or areas where improvement is needed.

TRANSFER OF STUDENT RECORDS

It is the policy of the South Madison Community School Corporation to forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

STUDENT RECORDS

During the student's school career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, providing access to the data by the student or parents, and the student's or parent's right to correct inaccurate data is equally essential.

The school system has adopted a policy to achieve these ends. The South Madison Community School Corporation has designed a policy to comply with the provision of the "Family Educational Rights and Privacy Act of 1972," which is available on request at the Superintendent's Office at 203 S. Heritage Way, Pendleton, Indiana.

HOMEBOUND INSTRUCTION

Teachers are provided for students who are homebound because of temporary or permanent illness or disability. Students must be unable to attend school due to illness or disability for at least four (4) weeks before homebound instruction will be provided.

SPECIAL EDUCATION

The South Madison Community School Corporation is a member of the Hancock-Boone-Madison Special Service Cooperative, which provides a variety of services to children with special needs.

PROMOTION, PLACEMENT, AND RETENTION [POLICY 5410]

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when they have:

A. completed the course requirements at the presently assigned grade;
B. achieved the instructional objectives and legal requirements set for the present grade (See also Policy 2623-Student Assessment and Policy 5460-Graduation Requirements);
C. demonstrated sufficient proficiency to include ILEARN that will permit him/her to move ahead in the educational program of the next grade;
D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Any decision regarding retention of a student who is eligible for special education and related services shall be made in accordance with the student's individualized education program (IEP) and in compliance with the statewide assessment program's policies and Federal law.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, and is not eligible for a "good cause exemption" outlined below, shall be retained in third-grade.

Good cause exemptions that may be considered are:

A. the student who was subject to retention and has been retained in grade 3 for one (1) school year;
B. the student has an intellectual disability or the student's IEP specifies that retention is not appropriate, and the student's case conference committee has determined that promotion is appropriate;
C. an English learner student who has received services fewer than two (2) years whose Individual Learning Plan (ILP) Committee including the parent, a building level administrator or designee, a classroom teacher of service, an English learnt teacher of record (if one exists), and an English learner corporation administrator (if one exists) has determined that promotion is appropriate based on the implementation of research-based instructional practices outlined in the student's ILP;
D. the student received a score of proficient or above in grade 3 math on the statewide summative assessment;
E. the student has received intensive intervention in reading for two (2) or more years and was retained more than one (1) time throughout kindergarten, grade 1, or grade 2.

A parent whose child has been retained in grade 3 under the reading deficiency remediation plan and would not be subject to retention for other reasons may appeal the student's retention if the parent believes that the student meets one of the above exemptions. The Superintendent shall develop administrative guidelines that include the procedure for appeal.

The Superintendent may develop administrative guidelines for promotion, placement, and retention of students which:

A. require that parents are informed in advance of the possibility of retention of a student at a grade level;
B. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
C. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

STUDENT TESTING AND ASSESSMENT PROGRAMS

South Madison provides a comprehensive assessment program for students K-12. Assessments in the primary grades include NWEA Measures of Academic Progress (MAP), in reading, language, and math, and a State third-grade reading assessment IREAD-3. Public Law 109 "requires the evaluation of reading skills for students who are in grade three beginning in the Spring of 2012 to ensure that all students can read proficiently before moving on to grade four" (Indiana DOE). The ILEARN statewide assessment is administered throughout the year to students in grades 3-8 to measure student achievement in language arts and mathematics, science (grades 4 and 6), and social studies (grade 5). Any student enrolled in Biology I must participate in the ILEARN Biology I End of Course Assessment, administered by the Indiana Department of Education. For students with significant cognitive disabilities, the Case Conference Committee, utilizing the criteria for determining eligibility to participate, may determine that Indiana's Alternate Measure (I AM) is the most appropriate assessment. For the Classes of 2023 and beyond, Indiana will require all students to complete a Graduation Pathway.

The assessment requirement for graduation can be met in three ways:

1. Fulfill the requirements of the Evidence-based waiver:
    - Take the graduation exam in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the examination.
    - Complete any extra help sessions offered each year by the school to prepare for the graduation examination retests.
    - Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
    - Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
    - Satisfy any other state and local * graduation requirements.
    - Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.

2. Fulfill the requirements of the Work-readiness waiver:
    - Take the graduation examination in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the examination.
    - Complete any extra help sessions offered each year by the school to prepare for the graduation examination retests.
    - Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
    - Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
    - Satisfy any other state and local * graduation requirements.
    - Complete the following:
        - Course and credit requirements for a General Diploma (including the career academic sequence);
        - Workforce readiness assessment; and

- At least one industry certification from the state board's approved industry certification list (effective with the class of 2017; this list will be updated annually).

3. Complete a Graduation Pathway

*Note: Students with an IEP are not required to meet additional local requirements beyond state requirements (effective 2016).

PARENT-TEACHER CONFERENCE

The Parent-Teacher Conference is one of the most effective means of communication. It is a two-way exchange of information about a student. We believe that when the teachers and parents sit down together to freely discuss concerns the child is bound to benefit. Parents should call for an appointment to allow adequate teacher preparation for a meaningful conference with at least one day's notice.

LIBRARY/MEDIA CENTER/MATERIALS CENTER

Students and teachers are encouraged to use the materials center as a resource center. Various types of print and non-print material are available to students. The staff is always available to assist those who need help.

SECTION 6: ATTENDANCE INFORMATION

ATTENDANCE [POLICY 5200]

Regular Class Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Much important learning results from active participation in the classroom and other school activities which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers seek when hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school career. To receive the best possible instruction, regular class attendance by students is necessary. It is the responsibility of the student and his/her parent(s) or guardian(s) to ensure good school attendance. It is the responsibility of the School district to enforce the compulsory attendance laws established by the state of Indiana. When the student is absent from school a parent or guardian is to phone the school office within one hour of the start of classes on the day of the absence. This ensures the safety of the child, and it documents the reason for absence. Parents are asked to call each day the student is absent. If a parent is unable to call the day of the absence, the student is to present a note from the parent upon return to school explaining the reason for the absence. Students who are absent may receive a call from the attendance office to verify the absence. Failure to follow these procedures may result in the absence being unexcused and the consequences associated with an unexcused absence applied. Students arriving at school after the tardy bell must first sign in at the office.

Definitions

Half-Day Absence – This is to be recorded when a student is in attendance for less than one-half of the school day as defined by the following. Middle school and high school: 7:30 – 11:00 a.m. and 11:01 a.m. – 2:25 p.m. Elementary school: 8:30 a.m. – noon and 12:01 p.m. – 3:25 p.m.

Excused Absences

The following absences are excused and do not count toward the ten-day limit:

The term "excused" will refer to any absence from school or class based on the following:

1. Personal illness: The approving authority may require certification by a physician, dentist, or psychologist.
2. Death of a relative: The absence arising under such circumstances is limited to a period of three (3) days.
3. Religious observances. Advanced notice to the principal is required.
4. Absences approved by the principal for good cause. Extraordinary or extenuating circumstances as documented and approved by the principal or designee.
5. A family trip/planned activity that conflicts with the school calendar shall be considered for an excused absence as determined by the principal or his/her designee based upon the following criteria:
   (a) Notification by the parent or guardian and a signed request form must be completed prior to the student absence.
   (b) The length of the absence should not put the student in the position of exceeding the maximum number of absences allowed (5 per semester – high school; 10 per year elementary/middle school).
   (c) Excessive absenteeism, tardiness, or a poor academic record will be considered.
   (d) Family trips will not be considered for excused absences the first or last week of each semester or if the absence would prohibit a student from completing state assessments or tests.
   (e) It is unlawful for a parent to fail or refuse to produce a certificate of illness or incapacity not later than six (6) days after the certificate is demanded by the principal. For example, a principal may demand a certificate of illness or incapacity before or after vacations.

(f) The school corporation encourages families to schedule trips during non-school times.

6. Other valid reasons for pre-arranged absences include:
   (a) College visitations (maximum days allowed: seniors – two (2) and juniors – one (1).
   (b) Military recruitment (maximum two (2) days allowed).
   (c) Activities under the sponsorship of the school.
   (d) Extraordinary or extenuating circumstances as documented to and approved by the principal.
   (e) Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C.20-33-2-17.5). The student will be recorded present at school.
   (f) Military Connected Families: absences related to deployment and return.

Exempt - the student is counted as Present when participating in the following:

7. General Assembly Page: Service as a page shall be recorded as being present at school when such service is properly verified.
8. Serves on the precinct election board.
9. Election Day Worker: With parental permission, students on election day may serve on election boards, as a candidate helper, or as political party helpers. Prior to the date of the election, the student must submit a document signed by one (1) of the student's parents or guardians giving permission to participate in the election. The student must also verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe generally the duties of the student on the date of the election. The student will be recorded as being present at school.
10. Required Court Appearances or Probation Appointments: Such an absence must be verified by a proper court summons or by the individual's probation officer. A student who is subpoenaed to appear in court as a witness in a judicial proceeding will not be counted absent from school.
11. Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components for not more than 15 days in a school year. The student must not be a habitual truant.
12. Civil Air Patrol member and participants in an international air cadet exchange program or an emergency service operation. The exempt absence is for the duration of the program and limited to 5 days in a school year for the emergency service operation and if the student is in good standing.
13. Exhibiting at or participating in the Indiana State Fair for up to five (5) days in a school year and if the student is in good academic standing
14. Participating in a scheduled competition, exhibition, or event for the education purposes offered by the national or Indiana FFA organization or a 4-H club for up to 6 days and if the student is in good academic standing

B. Parents may periodically be informed of the student's class attendance patterns.

Parent Reported Absences: A Parent Reported Absence is defined as an absence where a parent/guardian determines that it is in the student's best interest to remain home. These absences count toward the total number of allowed absences. The following scenarios are examples of absences that fall under this category:

A. Short-term illness: feeling unwell for 1-2 days without a formal doctor's visit
B. Transportation issues: car trouble, missing the bus, flight delays
C. Family Logistics: Personal business, family emergencies, or oversleeping
D. Weather-Related

Unexcused Absences

A. An unexcused absence from school or class is defined as truancy, or any other absence not included in items 1 –11 above; or a violation of an attendance contract.
B. Truancy is an absence from school or class without the knowledge or consent of the parent and the school, or

an absence from school where there is an attempt to evade the State Attendance Law 50

C. The 11th Parent Report Absence (not included in the Excused list) and beyond are considered unexcused absences

Late Arrival/Early Departure Procedures

A. Arriving to school late may constitute a tardy or a half-day absence, depending on arrival time. Late arrivals due to appointments must be documented by a doctor's certificate.

B. Departing early before the end of the school day for appointments may constitute an early dismissal, or a half-day absence, depending on departure time. Documentation by a doctor's certificate will be required.

C. All schools have a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. However, should a student find it necessary to leave the school for any reason, s/he must receive permission from the building principal or his/her designee before signing out. If permission is given, the student must then sign out and sign in immediately upon his/her return to school. Students who do not follow this procedure will be considered truant and dealt with accordingly.

Explanation of Attendance Policy

A. Elementary School – Student absences must not exceed ten (10) days per school year. Consequences for excessive absence may include attendance letters, parent conference, a required doctor's certificate for any future absence, attendance contract, and referral of parent to the Madison County Prosecutor or Department of Child Services (CPS).

B. Middle School – Student absences must not exceed ten (10) days per school year. Consequences for excessive absence may include attendance letters, parent conference, a required doctor's certificate for any future absence, attendance contract, and referral of parents to the Madison County Prosecutor or Child Protection Services (CPS). After ten (10) absences the student may be placed on an attendance contract with consequences for violations.

C. High School – Student absences must not exceed five (5) days in any one class per semester. All absences other than those determined to be exceptions will count toward the nine-day limit. On the sixth (6^{th}) absence in any one class, the student will receive a grade of WF (withdrawal/failure) with no credit given for that class. In addition, the student will be removed from the class and placed in study hall. If a student is removed from class and placed in three (3) or more study halls, the student will be recommended for change of placement. A student may appeal the decision of removing a student from class to the Attendance Review Committee. The Committee will take into consideration extenuating circumstances (long-term illness, chronic illness, family emergency).

D. Exceptions to the maximum number of absences include the following.

1. Extended illness of more than three (3) consecutive school days. The first three (3) days will count toward the limit. The extended illness must be documented by a physician's statement indicating the student was unable to attend school due to said illness. The medical/physicians statement must be on file within six (6) days after the student returns to school. Failure to produce the physician's statement in the required time may result in all days missed counting toward the limit.
2. Out-of-school suspension
3. In-school suspension
4. Expulsion
5. Authorized school-sponsored activities
6. Death in the immediate family, not to exceed three (3) days absent, documentation requested. (Immediate family: mother, father, brother, sister, grandparent, husband, wife, daughter, son, and each similar relationship as established by marriage, or dependents living in the same household.)
7. Religious observations of recognized religious holidays.
8. High school seniors – two (2) college visitation days, verified through the college/university office of admissions.

9. Exemptions specified in Indiana law

E. Truancy will be reported to officials as required by law.

Explanation of Tardy to School Policy

A. Elementary School – Excessive tardiness will be considered six (6) or more tardy arrivals to school per school year. Consequences for excessive tardiness may include attendance letter, parent conference, and referral of parent to the Department of Child Services (CPS).

B. Middle School – Excessive tardiness will be considered six (6) or more tardy arrivals to school per school year. Students arriving more than fifteen (15) minutes late to first period or five (5) minutes late to periods 2 through 7 will be considered absent for the period unless the student is detained by a school staff member and has a pass to class. Consequences for excessive tardiness may include attendance letters, parent conference, and referral of parent to the Child Protection Services (CPS). After six (6) tardies the student may be placed on an attendance or tardy contract with consequences for violations.

C. High School – Students who are tardy to school, class, or other assignments may be assigned to detention after school. Students arriving more than fifteen (15) minutes late to first period or five (5) minutes late to periods 2 through 7 will be considered absent for the period unless the student is detained by a school staff member and has a pass to class. Students arriving late to school must sign in at the attendance office before continuing to class.

Making Up Work As a Result of Absence

The following statement of policy regarding student absence and make-up work will apply for those absences falling within the categories named below. For those cases not listed below, the principal or his/her designee has full authority to handle each case according to his/her own best judgment.

A. When a student has an excused absence, s/he will be given every reasonable help and consideration after his/her return to school in completing assignments given during the period of absence. If possible, teachers should give the student a statement of the assignments to be covered during an anticipated absence. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.

B. When a student has assignments which were given at least four days prior to the student's absence, such as, but not limited to, term papers, book reports, or special projects, the assignment shall be due on the established due date even though the student is absent on that date. It is the responsibility of the student to arrange to have the assignment turned in on the established date. If such an assignment is not turned in on the due date established by the teacher, the assignment will still be accepted. However, no credit will be given for the assignment. Extensions of time for the completion of such assignments and waiver of this penalty may be granted at the discretion of the teacher or building principal.

C. When a student is truant, no credit will be given for make-up work and detentions will also be assigned for students in grades seven (7) through twelve (12).

D. When a student is suspended out of school, the student will be allowed to earn credit for make-up work in each class missed.

E. When a student is assigned in-school suspension, s/he will be required to make up all class work for full credit and complete any other assignment(s) given by the supervisor.

F. When a pupil is to be absent from school for non-health reasons and the dates of the absence are known in advance, the parent/guardian should pre-arrange the absence with the school as follows, ensuring that the total absences remain within the maxim 12-day policy:

1. The student's parent/guardian should notify the principal in advance of the absence. Notification is done through the use of the Absence Notification. These are available in the school office.
2. The student shall be responsible for such tests or other written work as the teacher may require concerning these assignments. Tests are to be administered within a reasonable time of the student's return, at the discretion of the teacher.

3. The teacher is not required to tutor the student in advance of an absence or after his/her return.
4. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.

Consequences for Unexcused Absences for grades seven (7) through twelve (12)

A. Middle School – Truancy from school will result in no credit for make-up work. After two (2) or more unexcused absences from school, the student may be placed on an attendance contract. Violations of an attendance contract may be considered unexcused absences and may result in assignment to detention, in-school resource, out-of-school suspension, and expulsion.

B. High School – Truancy from school will result in no credit for make-up work and may result in an assignment to after-school detentions, in-school suspension.

Consequences for Unexcused Absence for Grades Kindergarten through Sixth (6)

A. Students in grades kindergarten (K) through six (6) who have an unexcused absence, including truancy, may be subject to one or more of the following disciplinary measures as determined by the principal or his/her designee.
   1. In school suspension
   2. Loss of recesses
   3. Assignment to work detail during recess
   4. Disciplinary contract
   5. Parent conference
   6. Elimination or the limitation of participation in extracurricular activities, such as field days, or intramural activities
   7. Unexcused days beyond day 12, no work provided.

B. Parents of students with excessive absenteeism may be referred to the Madison County Prosecutor.

Exceptions:

Exceptions to the above policies and procedures due to extensive illness, hospitalization, or other extenuating circumstances shall be determined by the Principal or his/her designee.

General Guidelines

A. Parent/guardians are to call school to report or verify an absence. This ensures the safety of the child, and it documents the reason for absence. Failure to notify the school may result in an unexcused absence for the student.

B. Every effort should be made to schedule medical, dental or other such appointments outside the regular school day. Such appointments which result in an absence for one or more periods at the high school will count toward the five-day limit in those classes missed and toward the ten-day absence limit in elementary and middle school unless a note is provided from the doctor. Medical appointments should be scheduled so that only the time necessary for the appointment is missed.

C. Families should plan their vacations at times when school is not in session to avoid student absences. School days missed because of vacations will count toward the nine-day class period high school limit and toward the twelve-day absence limit in the elementary and middle school.

D. During the school year, parents will be advised on any problem their child might be having with school attendance either by phone or in writing by the building principal or designee.

E. Regular school attendance is required from the beginning of the Fall term for the school year in which a child becomes seven (7) years of age until the child graduates, reaches eighteen (18) years of age. If a child is enrolled before the age of seven (7), parents are required to comply with school attendance law. Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview is conducted by the appropriate school employee with the student's parent or guardian and the student's principal. A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of a court with jurisdiction over the student.

SOUTH MADISON COMMUNITY SCHOOL CORPORATION

Understanding School Absences

There are three types of absences. Knowing the difference helps you plan ahead and keep your child on track.

✓ Excused

Parent/Guardian notifies school. These absences do not count towards a student's days.

- Personal illness
  - Doctor's note required
- Death of a family member
  - Up to 3 days
- Court appearances or probation appointments
- General Assembly Page
- Election Day Worker
- Professional appointments
  - Medical, dental, legal
  - Students must return immediately w/documentation
- Religious observances
  - Advance notice to principal required
- Indiana National Guard duty
  - Up to 10 days/year
- Civil Air Patrol
  - Up to 5 days/year
- Indiana State Fair (with exhibit)
  - Up to 5 days
- College visits
  - Seniors: 2 days
  - Juniors: 1 day
- Military recruitment
  - Up to 2 days
- School-sponsored activities
- Pre-approved family trips
  - Must be approved by principal in advance
- School sends child home sick
- Other principal-approved circumstances

⚠️ Parent-Reported

A Parent Reported Absence is any absence where a parent/guardian determines it is in the student's best interest to remain home. These absences count towards a student's number of allowable days.

Parent/Guardian needs to verify absence with the school.

Examples:

- Short-term illness
  - Feeling unwell without a doctor visit
- Transportation problems
  - Car trouble, missed bus, flight delays
- Family logistics
  - Personal business, emergencies, oversleeping
- Weather-related issues

Attendance Notification letters will be shared with parents if a student uses multiple Parent-Reported days.

⚠️ First 10 parent-reported absences are allowed. The **11th and beyond** are automatically **UNEXCUSED**

✕ Unexcused / Truancy

- Any absence not on the excused list
- Absence without parent AND school knowledge (truancy)
- Any attempt to evade the State Attendance Law
- Violation of an attendance contract
- **11th** or more parent-reported absence

Attendance Notification letters will be shared with parents if a student accumulates Unexcused absences.

⛔All Unexcused Absences are monitored and disciplinary action may result. Excessive absences will result in SMCSC contacting the Department of Child Services and/or Madison County Prosecutor's Office

ABSENCE LIMITS AND CONSEQUENCES

Elementary & Middle School — 10 days/year

Consequences for excessive absences may result in attendance letters, parent conference, attendance contract, and referral to Madison County Prosecutor of Department of Child Services (DCS)

High School — 5 days/semester

Excessive absences in any one class will result in the student receiving a grade of WF and no credit given. In addition, the student may be removed from that class and placed in a study hall. A student with three or more study halls will be recommended for a change of placement.

ATTENDANCE AWARDS

PERFECT ATTENDANCE—Present every school day for every minute. Certificate will be presented at the end of the school year. Awards are given for consecutive years of perfect attendance.

COMMENDABLE ATTENDANCE – Schools rewards students with two or fewer occurrences with commendable attendance certificates.

SECTION 7: DISCIPLINE GUIDELINES AND RULES

STUDENT CONDUCT

All student behavior at local district schools is based on respect and consideration for the rights of others. Student rules and regulations shall be developed cooperatively by faculty, students, parents, and administration and approved by the Board. Students have a responsibility to know and respect the rules and regulations of the school. Students have a responsibility to behave in a manner appropriate to good citizenship everywhere.

STUDENT BEHAVIOR - EXPECTATIONS

1. Be prepared for class each day.
2. Be on time to school and classes.
3. Complete assignments on time.
4. Respect the rights of others.
5. Do your part in keeping our school and grounds clean and beautiful.
6. Do not draw attention to yourself by an overshow of affection with your boy/girl friend.
7. Profanity is not permitted and should not be part of your vocabulary.
8. Cheating is not permitted at any time.
9. Do not use loud or boisterous behavior.
10. Do not steal or commit other acts of dishonesty.
11. Stay out of others' personal belongings at all times (lockers, desks, etc.).
12. Knives or any other sharp objects are not permitted in school. Throwing of any type object is also not allowed.
13. Follow all other handbook rules and regulations.
14. Develop good attendance habits.
15. Do not smoke, use tobacco, or electronic cigarettes at school.
16. Weapons or anything that could be used as a weapon are not allowed
17. Follow the Acceptable Use Policy

DETENTION STUDY HALL

Pendleton Heights High School will operate a detention study hall, which may meet from 2:30 P.M. to 4:00 P.M. on Tuesdays and Thursdays. Transportation home will be the responsibility of the student and his/her parents. Assigned time to this study hall will only be made by the principal, assistant principals, and dean. Students may be assigned to the study hall as an alternative to suspension from school. Therefore, students who fail to report to this study hall are subject to further consequences

SAFE LEARNING ENVIRONMENT

To promote a safe learning environment:

Aerosol cans are not to be in the possession of students. Hair spray and deodorants, which are pre-filled with aerosol, are examples of items not allowed. Inhalers prescribed by a physician are the only exception to this policy. (These inhalers are kept in the clinic.)

TOBACCO USE PREVENTION [POLICY 5512]

The School Board recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "tobacco" is defined to include any lighted or unlighted, cigarette, cigar, pipe, clove cigarette, and any other smoking product: spit tobacco, also known as smokeless, dip, chew, nicotine pouch, and

snuff, in any form; and all electronic nicotine delivery systems (ENDS) such as e-cigarettes and vape and hookah pens.

In Indiana, the purchase and possession of tobacco products is illegal for persons under the age of twenty-one (21). The use of tobacco products poses health issues for the user and second-hand smoke is a threat to the personal health of others. In addition, nicotine is a powerfully addictive substance and the use of tobacco products could lead to nicotine addiction.

In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco by students at all times within any facility owned or leased or contracted for by the Board. The Board also prohibits the use and/or possession of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and shall remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The administration of each school building will take appropriate action, as provided for in the Student Code of Conduct, in cases involving students who use and/or possess tobacco in violation of this policy.

RULES FOR STUDENTS RIDING BUSES

Since a bus is an extension of the classroom, children shall be required to conduct themselves in a manner consistent with established standards for classroom behavior. Parents and students are reminded that school transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. Therefore, the driver shall keep order, maintain discipline, treat all children with respect, and provide for the safety of the children.

School bus drivers shall assure that all students observe the following regulations:

1. Students are expected to conduct themselves in a proper and safe manner at bus stops. Students are expected to be at the assigned stop when the bus arrives so the driver may maintain his/her route schedule.
2. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. A temporary change in a student's assigned bus stop or bus may be granted by the principal or driver for a special need. A permanent transfer to another route or bus stop for daily pick-up and afternoon drop-off will only be made upon approval of the Director of Transportation.
3. Students will cross all streets/roads at least ten (10) feet in front of the school bus and after the driver has stopped and signaled the student that it is safe to cross. Students are to stay out of the bus "danger zone," a ten (10) foot area around the bus, at all times.
4. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Loud, boisterous, profane language, or indecent conduct shall not be tolerated. Passengers must be quiet at railroad crossings and other danger zones as designated by the bus driver.
5. Students shall remain seated while the bus is in motion and keep all parts of their bodies inside the bus. Arms, feet, books, backpacks and instruments shall be kept out of the aisle. Seats may be assigned at the discretion of the driver.
6. Doors and windows shall only be opened or closed with the driver's permission.
7. Students are not to eat or drink on the bus, unless special permission is granted by the bus driver. Chewing gum is not allowed on the bus.
8. Objects will not be thrown in or out of the bus.

9. For safety reasons, students in grades K through 6 must carry all loose items as books, papers, and folders in a back pack.
10. Students are to follow the directions of the driver the first time they are given.
11. Transportation of certain types of cargo on the school bus shall be forbidden. Examples of such cargo shall include, but are not limited to, live animals, items forbidden by law or school regulation, objects that pose a safety hazard to the student or others on the bus, and objects too large to hold in the student's lap. Carry-ons with handles and wheels are not allowed unless special permission is granted by the principal or bus driver. If there is a question on the transportation of a particular item, the principal and/or driver should be consulted in advance.
12. Students may use wireless communication devices on the bus at the discretion of the bus driver, teacher or sponsor/advisor/coach. Other electronic devices (e.g. MP3 player, CD player, PDA) may be used on the bus as long as they are not disruptive and are used in a manner consistent with established standards for classroom behavior.
13. Vandalism of buses will not be tolerated. Students will be required to pay for damaged seats or damaged equipment.
14. Maintaining discipline on the bus is the responsibility of the bus driver. Under normal circumstances progressive discipline shall be used. A bus driver has the authority to suspend a student for one school day or to impose other disciplinary measures. The bus driver shall notify the parent prior to any suspension from the bus. The building principal or designee has the authority to suspend a student for a period up to ten (10) days. In extreme cases a student may have riding privileges removed for a period longer than ten (10) days. The building principal or designee may take such action after an investigation has determined such action is necessary. In either case, the parents shall be informed of the length of time riding privileges will be removed and the reason for the action. When riding privileges are suspended, the student is prohibited from riding any school bus to or from school during the suspension period.
15. Neither the school corporation nor the bus driver is responsible for student items lost or damaged on the school bus.

DRESS AND APPEARANCE [SEE POLICY 5511]

Fashion may change, but the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Clothing should be comfortable, long enough, modest, in good taste, and suitable for school. Some types of dress, jewelry, and hair style detract from a learning atmosphere and cannot be permitted in school. The principal maintains the right to limit and control extreme styles of dress and speech which do not conform to established standards. Such examples would include, but not be limited to, the following:

1. Clothing with double-meanings, insinuations, or promoting alcohol, drugs, sex, or tobacco products.
2. Clothing which would damage school property.
3. Clothing known to be associated with gangs.
4. Costumes or costume-like clothing and accessories (including items such as capes, tails, animal ears, face paint, masks, or themed outfits not tied to a school-approved event).

To be readmitted to class, the student must be in compliance with Student Dress Regulations. Such examples would include, but not be limited to, the following:

Specific Dress Code rules for all students grades 5-12:

- Shorts/skirts/dresses – must be at least finger-tip length, front and back, at all times. Openings/cut-outs (that reveal the body) in skirts/shorts/dresses must be below finger-tip length.
- No bare back or bare midriff, exposed navel or hips. Shirts and blouses must cover cleavage and bra straps. Straps on tops must be at least two-inches wide.
- No see-through clothing from the knees up. Exception: See-through garment worn over clothes that meet Student Dress Regulations.

Specific Dress Code rules for all students grades K-12:

- No blankets, robes, slippers, pajamas, or garments that could be considered as such.
- No "sagging" of pants. Pants are to be worn at or above the waist.
- No holes in clothing above fingertip length that exposes skin.
- No hats, bandanas, head coverings in the building. (Please remove hats when you enter the building, as this is standard etiquette.)
- No hoods on the head. Hoods must be left down, not covering the head or face. Please remove hood when you enter the building.
- No underwear showing (bra straps, boxer shorts, briefs, underpants).
- Elementary school students should be prepared for outdoor recess with appropriate coats, jackets, etc.

Consequences for Dress Code Violations:

Students with dress code violations may be subject to the following progressive discipline measure as determined by the Principal or his/her designee.

Students violating the dress code will not be allowed to attend class until clothing is changed to comply with dress code requirements. After an initial warning students are subject to detentions, in-school suspension, and/or out of school suspensions for future violations.

DRUG PREVENTION (Policy 5530)

SECTION I – PHILOSOPHY

The South Madison Community School Corporation recognizes that the use of alcohol and other drugs is in some way affecting the lives and education of our students. Alcoholism and other chemical dependencies are recognized as illnesses which are most successfully treated when identified early and given appropriate treatment. Since some of the district's students are affected by their harmful chemical use or by that of people close to them, the school corporation believes it has a shared responsibility with parents and students to find appropriate resources to deal with their alcohol and other substance abuse problems. In addition, the South Madison Community School Corporation believes it should apply its available resources toward all students with a coordinated program of prevention and intervention.

SECTION II – PROGRAM POLICY

1. The POSSESSION or USE of any narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden. Likewise the POSSESSION or USE of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden.
    a. FIRST OFFENSE: Parents and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and attendance at all extracurricular activities for a period of five (5) days with the recommendation of expulsion from school and attendance at all extra-curricular activities for one (1) semester. However, the building principal, or his/her designee, in consultation with the student assistance counselor may reduce the punishment to a five (5) day suspension from school and attendance at all extra-curricular activities only if:
        i. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations.

b. SECOND OFFENSE: Parents and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and attendance at all extracurricular activities for a period of ten (10) days with the recommendation of expulsion from school and attendance at all extra-curricular activities for two (2) semesters. However, the building principal, or his/her designee, in consultation with the student assistance counselor may reduce the expulsion to a recommendation of one (1) semester expulsion from school and attendance at all extracurricular activities only if:

2. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations.
3. The SALE OR DISTRIBUTION of any narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden. Likewise the SALE OR DISTRIBUTION of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, stimulant, depressant, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden
    a. ANY OFFENSE: Parents and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and attendance at all extracurricular activities for a period of ten (10) days with the recommendation of expulsion from school and attendance at all extracurricular activities for two semesters.
    b. Upon verification of the violation, a high school student will not be eligible to participate in any high school sponsored academic or extracurricular recognition program during the remainder of the student's high school career.

SECTION III – EXTRACURRICULAR ACTIVITY AND ATHLETIC POLICY

This policy will be in effect for any student representing the South Madison Community Schools in athletics, extracurricular organizations, musical or auxiliary groups which perform outside the normal school day, WEEM radio station worker, or as any class officer.

Standard of Conduct

1. The POSSESSION, USE, SALE or DISTRIBUTION of any narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind at any time is expressly forbidden. Likewise the POSSESSION, USE, SALE or DISTRIBUTION of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind at any time is expressly forbidden.
    a. FIRST OFFENSE: The student shall be suspended from participating for fifty (50%) percent of the athletic season's calendar events or for ninety (90) school days of the activities of the extracurricular organization(s) in which he/she is currently participating at the time of the offense. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, or if the student's suspension cannot be served in its entirety during the current season, the penalty would begin or continue at the beginning of his/her next regular season or activity. The student must finish in good standing the season or activity in which the suspension is served. All suspensions will occur for consecutive activities or sports events played. The building principal, or his/her designee, in consultation with the student assistance counselor may reduce the suspension to twenty (20%) percent of the athletic season or forty (40) school days of the extracurricular organization(s) only if:

i. The student agrees to see the student assistance counselor and follows his/her recommendations, OR
ii. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations. All athletic suspensions will occur for consecutive events played.

b. SECOND OFFENSE: The student shall be suspended from participating for seventy-five (75%) percent of the athletic season's calendar events or for one hundred twenty (120) school days of the activities of the extracurricular organization(s) in which he/she is currently participating at the time of the offense. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, or if the student's suspension cannot be served in its entirety during the current season, the penalty would begin or continue at the beginning of his/her next regular season or activity. The student must finish in good standing the season or activity in which the suspension is served. All suspensions will occur for consecutive activities or sports events played. The building principal, or his/her designee, in consultation with the student assistance counselor may reduce the suspension to forty (40%) percent of the athletic season or eighty (80) school days of the extracurricular organization(s) only if:
    i. The student agrees to see the student assistance counselor and follows his/her recommendations, OR
    ii. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and Conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations. All athletic suspensions will occur for consecutive events played.

c. THIRD OFFENSE: The student will be suspended from participation in all extra-curricular activities, including athletics for the remainder of his/her enrollment in the South Madison Community School Corporation.
    i. Upon verification of a high school student's conviction for a felony involving the sale or distribution of a controlled substance or any substance which is represented to be a controlled substance, the student will not be eligible to participate in any high school sponsored academic or extracurricular recognition program during the remainder of the student's high school career.
    ii. Nothing in this policy shall be construed to require the school corporation to follow the provisions of the Due Process and Pupil Discipline Statute (IC 20-8.1-5) in removing a student from participation in any extracurricular activity.
    iii. It shall be the primary responsibility of the principal or designee to implement and follow the provisions of this policy. Upon receipt of information which would lead the principal to believe a violation has occurred, the principal, or designee, shall take the following action:
        1. Inform the student of the allegations constituting the grounds for invoking this policy. b. Provide the student with an informal opportunity to explain his/her conduct.
        2. Inform the student of the violation of this policy upon the principal's determining the facts relevant to such finding and further inform the student of the penalty.
        3. Provide the student's parent(s)/guardian(s) a written statement setting forth the facts constituting a violation of this policy and informing them of the penalty imposed.
    iv. A report of any alleged violation of this policy must be made to the administration within twenty-one (21) calendar days of the alleged violation unless it is a report obtained in #5 of this section. Otherwise, a timely and accurate investigation cannot occur. Any coach or sponsor may participate in a necessary investigation involving his/her team or organization

at the discretion of the coach or sponsor. An act occurring 21 or more days prior to a report of an alleged violation of this policy does not exempt the student from disciplinary action if the report is confirmed, as explained in #5 of this section.

v. A confirmed violation is considered to be: 1) a report given to the school by any police agency or prosecuting attorney's office which indicates there is probable cause to support the filing of a criminal information or petition of delinquency on the grounds involving possessing or use of a controlled substance or alcoholic beverage; 2) a voluntary admission of guilt by the student; or 3) a finding by school officials, based upon observations and/or first-hand information, that a student violated this policy.

vi. Members of athletic teams who are subject to suspension under this section shall be permitted to practice with the team. However, they may not dress for any scheduled competition and will be required to remain with the team during such competition.

vii. Members of musical groups, and their respective auxiliaries, will be permitted to participate in normal classroom activities during the regular school day. They will also be required to attend, but not participate, in any performance or special rehearsal called by the director. Failure to comply with this provision will result in a grade reduction in accordance with the director's stated policy. If the student attends practices and performances as directed, no grade penalty will result.

SECTION IV

1. Violations under this policy are cumulative at each building level. Elementary school violations will not carry over to the next building level. Middle school violations will be handled as follows:
    a. If a student at the middle school level is a habitual offender, which is defined as a student with more than two offenses under this policy, one offense will carry over to the next building level.
    b. If a student has fewer than three offenses at the middle school building level, no violations will carry over to the next building level, provided one of the following has occurred:
        i. The student has served the full punishment for the offense(s).
        ii. The student has chosen to participate in the Student Assistance Program and has fully cooperated with the Student Assistance Counselor by undergoing an assessment and by completing or by currently participating in an intervention program as recommended as a result of the assessment.
    c. At the conclusion of the student's middle school career, extracurricular and/or athletic suspensions that have not been served or that have been only partially served at the middle school building level will not carry over to the next building level, provided the student has undergone an assessment and completes or is continuing to participate in an intervention program as recommended as a result of the assessment. If the student chooses not to undergo the assessment and participate in an intervention program, one offense will carry over to the next building level.
2. A student who has any violation of this policy shall not be permitted to travel outside the United States with any school-sponsored group, if the violation occurred in the two-year period prior to the sponsored trip.
3. The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed, when used in the manner and amounts prescribed, and when used in accordance with other school policies governing student medications.
4. Final decisions regarding disciplinary action and the consequences of any confirmed violation of this policy will be made by the building principal, or his/her designee, in consultation with the student assistance counselor.
5. Reductions in length of suspension, extracurricular ineligibility, or withholding of expulsion may be revoked under any of the following circumstances:
    a. When a student fails to demonstrate compliance with expectations or satisfactory progress in the

Student Assistance Program, as determined by the Student Assistance Counselor, who will monitor the student's participation in assessment and intervention.

b. When a student demonstrates blatant disregard for this policy by becoming a habitual offender and/or by attempting to use Section IV, 1 of this policy to avoid penalties under Sections II or III of this policy as determined by the building principal or designee.

6. All school staff members shall refer a student to the appropriate student assistance counselor when:
    a. The student is witnessed violating SECTION II or SECTION III.
    b. The student exhibits signs, symptoms, or indications of an alcohol or drug related problem.
    c. The student self-discloses alcohol/drug related behavior.
    d. The student exhibits a definite and repeated pattern of unacceptable school performance which does not respond to usual and customary attempts to correct it. Referral of a student to the student assistance counselor by itself does not constitute an allegation that a student has an alcohol/drug related problem.
7. Students may also be referred to the student assistance counselor through self-referral or referral by peers, parents, or community representatives.
8. Students and their family members are encouraged to contact the building administrators and/or the student assistance counselor for help with alcohol and other drug related problems with the assurance that such contacts will be handled sensitively and confidentially.
9. Except for violations reported under SECTIONS II and III of this policy, a student who self refers to the Student Assistance Program and who is making satisfactory progress in following his/her counselor's recommendations will not be liable to suspension, expulsion, extracurricular and athletic ineligibility, or other disciplinary action for behavior which occurs prior to self-referral unless:
    a. The student discloses conduct reports to school officials under SECTIONS II and III of this policy and is attempting to avoid penalties under SECTIONS II or III of this policy.
    b. The student fails to follow the student assistance counselor's recommendations or to make satisfactory progress in the Student Assistance Program.
10. Participation in the Student Assistance Program is voluntary. At all times it is the prerogative of the student and/or parent to accept or reject referral to the student assistance counselor or to any community based services. Therefore any services or materials rendered or provided by school employees shall be without charge to the student. The cost of any services or materials rendered or provided by professionals, or other persons not school employees, will be the sole responsibility of the student and parent.
    a. Regardless of whether a student accepts or rejects assistance, it remains his/her responsibility to bring school performance up to acceptable levels or face such corrective or disciplinary actions as may be warranted.
    b. 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.
11. No records of the student's participation in the Student Assistance Program will become a part of the student's permanent record or cumulative file. Diagnostic labels such as "drug abuser" or "chemically dependent" are never to be used in documents referring to a student or in conversation about the student with third parties by any staff member.
12. Parents of all students participating in the Student Assistance Program will be specifically notified of their child's involvement. For example,
    a. Parents will be informed of their child's involvement in the Student Assistance Program immediately in cases of violations of this policy.
    b. Parents of students participating in the program through self-referral will be notified as soon as practicable.
    c. Prior parent notification and consent will be required in all cases before student contact with any State Certified Counselor who is from a State Certified Treatment Center and who is not an employee of the school district.

13. The Director of Student Assistance Programs will develop rules and regulations, consistent with this policy, to establish and govern the Student Assistance Program.

SECTION V – TOBACCO/ELECTRONIC CIGARETTE ATHLETIC POLICY

This policy will be in effect for any student representing the South Madison Community Schools in athletics. Note: If and when a tobacco cessation program is developed and implemented, tobacco offenses will be held to the same standards of conduct as written in Section III, Standard of Conduct.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

1. The possession, use, sale, or distribution of tobacco and/or electronic cigarettes(s), "vapor," or other substitute forms of cigarettes at any time is expressly forbidden.
    a. FIRST OFFENSE: The student shall be suspended from participating for twenty (20) percent of the athletic season's calendar events. If the offense occurs during the off-season in athletics, or if the student's suspension cannot be served in its entirety during the current season, the penalty would begin or continue at the beginning of his/her next regular season or activity. The student must finish in good standing the season in which the suspension is served. All athletic suspensions will occur for consecutive events played.
    b. SECOND OFFENSE: The student shall be suspended from participating for forty (40%) percent of the athletic season's calendar events. If the offense occurs during the off-season in athletics, the penalty would begin at the beginning of his/her next regular season or activity. All athletic suspensions will occur for consecutive events played.
    c. THIRD OFFENSE: The student will be suspended from participation in all athletics for the remainder of his/her enrollment in the South Madison Community School Corporation.
2. It shall be the primary responsibility of the principal or designee to implement and follow the provisions of this policy. Upon receipt of information, which would lead the principal to believe a violation has occurred, the principal, or designee, shall take the following action:
    a. Inform the student of the allegations constituting the grounds for invoking this policy.
    b. Provide the student with an informal opportunity to explain his/her conduct.
    c. Inform the student of the violation of this policy upon the principal's determining the facts relevant to such finding and further inform the student of the penalty.
    d. Provide the student's parent(s)/guardian(s) a written statement setting forth the facts constituting a violation of this policy and informing them of the penalty imposed.
3. A report of any alleged violation of this policy must be made to the administration within twenty-one (21) calendar days of the alleged violation unless it is reported in #4 of this section. Otherwise, a timely and accurate investigation cannot occur. Any coach may participate in a necessary investigation involving his/her team at the discretion of the coach. An act occurring 21 or more days prior to a report of an alleged violation of this policy does not exempt the student from disciplinary action if the report is confirmed, as explained in #4 of this section.
4. A confirmed violation is considered to be: 1) a report given to the school by any police agency which indicates there is probable cause to support the filing of a tobacco citation; 2) a voluntary admission of guilt by the student; or 3) a finding by school officials, based upon observations and/or first-hand information, that a student violated this policy.
5. Members of athletic teams who are subject to suspension under this section shall be permitted to practice with the team. However, they may not dress for any scheduled competition and will be required to remain with the team during such competition.
6. Violations under this policy are cumulative at each building level. Elementary school violations will not carry over to the next building level. Middle school violations will be handled as follows:
    a. If a student at the middle school level is a habitual offender, which is defined as a student with

more than two offenses under this policy, one offense will carry over to the next building level.

b. If a student has fewer than three offenses at the middle school building level, no violations will carry over to the next building level, provided the student has served the full punishment for the offense(s).

c. At the conclusion of the student's middle school career, athletic suspensions that have not been served or that have been only partially served at the middle school building level will result in one offense carrying over to the next building level.

7. Final decisions regarding disciplinary action and the consequences of any confirmed violation of this policy will be made by the building principal or his/her designee.
8. All school staff members shall report to the appropriate principal or designee when;
    a. The student is witnessed violating the tobacco policy.
    b. The student self-discloses tobacco-related behavior.

DRUG TESTING [POLICY 5530.01]

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in extra-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold:

1. to provide for the health and safety of students;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and
3. to encourage students who use drugs to participate in drug treatment programs. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular activities while s/he has drug residues in his/her body and to educate, help, and direct students away from drug and alcohol abuse; and, toward a healthy and drug free lifestyle. The program is non-punitive. It is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

INTRODUCTION

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

REASONABLE CONCERN

The South Madison Community School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in the South Madison Community School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

SUPPORTING DATA

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Acton**.

SCOPE

Participation in extracurricular activities is a privilege. This policy applies to all South Madison Community School Corporation students in grades 7-12 who wish to participate in any extracurricular activities including all athletic activities. This policy also applies to any student who wishes to drive to school, from school, or during school.

CONSENT FORM

It is MANDATORY that each student who participates in extracurricular activities or drives to, from or during school sign and return the "consent form" prior to participation in any extracurricular activity or driving. Failure to comply will result in non-participation in extra-curricular and/or loss of the privilege to drive to, from and during school.

At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the District and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students will be randomly tested on a weekly basis anytime during the school year. A student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular South Madison Community School activities or drive.

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

NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the South Madison Community School Corporation Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the South Madison Community School Corporation Board of School Trustees, to the extent permitted by such subpoena or legal process.

BANNED SUBSTANCES

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for South Madison Community School Corporation students.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine
LSD	Marijuana	Metabolites
Methadone	Methaqualone	Nicotine
Opiates	Phencyclidine	Propoxyphene
Other Specific Drugs		

TESTING PROCEDURES

A. The selection of participants to be tested will be done randomly by the principal/designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing. The principal/designee will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing.

B. If the student shows signs resulting in a reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request that his/her student's name be placed in the pool.

C. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

D. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
E. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities and/or relinquishes the privilege of driving to, from or during school. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
F. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
G. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" and/or relinquishes the privilege of driving to, from or during school for the remainder of the school year. This will be reported to the parent/guardian.
H. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
I. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Specimens may also be tested for "performance enhancing" drugs such as steroids.
J. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

CHAIN OF CUSTODY

A. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, guarantee the security of the specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
B. The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes and participants in extra-curricular activities may be called after school, perhaps during practice time.)
C. Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
D. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
E. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
F. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.
G. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/designee.

H. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead the student's random identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal/designee with no name attached; only the student's random identification number will appear on the result sheet.

TEST RESULTS

A. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities and restrict him/her from driving to or from school.

B. The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis).
The principal/designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

C. If the test is verified "positive", the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.
A student involved in athletics or other non- athletic extracurricular program who tests positive will be subject to the disciplinary consequences outlined in the Alcohol/Drug Student Assistance Program. A student driver who tests positive for alcohol will have his/her driving privileges suspended for nine-weeks. A student driver who tests positive for banned substances other than tobacco and alcohol will lose his/her driving privileges for nine-weeks or the remainder of the semester, whichever is longer.
A "follow up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities and/or driving. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the South Madison Community School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

D. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.

E. Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee can access.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the South Madison Community School Corporation Board of School Trustees. However, the lab will provide the Building Principal with a quarterly report showing the number of tests performed, rate or positive and negative tests, and what substances were found in the positive urine specimens.

FINANCIAL RESPONSIBILITY

A. Under this policy, the South Madison Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests. Once a student has a verified "positive" test result and has subsequently tested negative from a "follow up" test, any future "follow up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.

B. A request-on-appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.
D. A request by a parent/guardian/student to be tested will be the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

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

OTHER RULES

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

COLLECTION PROCESS

Selected students report from class to the collection site. A specimen of urine is collected following this process:

A. Student first is asked to wash their hands with soap and water and dry them.
B. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
C. The drug testing custody and control form is completed by the student and collector.
D. The collector prepares the urine bottles by placing the temperature sticker on the side of the bottles.
E. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
F. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
G. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then re-wash their hands.
H. With the student watching, the collector will recap the specimen bottles tightly.
I. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered a refusal **to test** and the Principal must be notified.
J. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
K. The student is asked to initial the transport bag.
L. The sealed bottles are placed inside the transport bag and the top sealed as directed.
M. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch This pouch is then sealed as indicated. The student is given the donor copy of the form.
N. While the student watches, the sealed specimen bag is carried to a secured storage area.
O. The student is then sent back to class.
P. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Certifying Scientist in a timely manner.
Q. The Principal will be notified immediately of any student who refuses to give a urine sample.

CERTIFYING SCIENTIST RESPONSIBILITIES

The Certifying Scientist will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

A. The Certifying Scientist determines if any discrepancies have occurred in the **Chain of Custody**.
B. If necessary, the Certifying Scientist will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician depending on the substances found in the urine,
C. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
D. The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
E. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal, initially reporting positive results by phone. The Certifying Scientist will also notify the Prevention Coordinator that a drug test returned positive giving only the dates of the collection and reporting.
    1. For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
    2. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the Certifying Scientist.
    3. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.
F. The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
G. The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

PICK-UP PROCESS

The selected laboratory is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

STUDENT DISCIPLINE

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY — TEACHER:
    a. A middle school, junior high, or high school teacher will have the right to remove a student from the teacher's class or activity for a period of up to two (2) school days if the student is assigned regular or additional work to be completed in another school setting.
    b. An elementary teacher will have the right to remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. CORPORAL PUNISHMENT – Corporal punishment may be used as a last resort in maintaining order and discipline as determined by the principal.
3. SUSPENSION FROM SCHOOL – PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

4. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion.
5. INTERVENTIONS: Any administrative staff, teacher, or other school staff member who has students under the person's charge may utilize certain interventions to ensure a safe, orderly, and effective educational environment. Such interventions may include, but are not limited to, the following:
    a. Counseling
    b. Conferences with a parent or guardian.
    c. Assigning additional work.
    d. Loss of recess.
    e. Rearranging class schedules.
    f. Requiring a student to remain in school after regular school hours to do additional school work.
    g. Restricting or eliminating extracurricular activities.
    h. Removal of a student from school-sponsored transportation.
    i. Referral to alternative school.
    j. Habitual truants or dropouts under the age of eighteen (18) years of age may have their driver's licenses or learner's permit invalidated or may be prohibited from obtaining such licenses.
    k. Students who are expelled for misconduct may have their driver's license or learner's permit invalidated or may be prohibited from obtaining such licenses.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section A. below apply when a student is:

1. on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
2. off school grounds at a school activity, function, or event; or
3. traveling to or from school or a school activity, function, or event.

A. Student Misconduct and/or Substantial Disobedience

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

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

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the person.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before or after attending school or a school function or event.
    a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        i. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
        ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        iii. The student has been instructed in how to self-administer the prescribed medication.
        iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Possessing or using on school grounds during school hours an electronic paging or communication device or handheld portable telephone in a situation that is not related to a school purpose or educational function.
26. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity or is plainly offensive to school purposes;
    f. violation of the school corporation's acceptable use of technology policy or rules;
    g. violation of the school corporation's administration of medication policy or rules; h. possessing or using a laser pointer or similar device.
27. Violation of any student conduct rule the school building principal establishes and gives publication to all students and parents in the principal's school building.
28. Possessing, using, distributing, or selling an electronic cigarette (generally known as an e-cigarette), including the nicotine cartridge and any item that looks like or is represented to be an electronic cigarette.
29. Building security violations, including, but not limited to:
    a. opening doors for students or visitors without authorized administrative approval.
    b. propping open doors.
    c. not entering through the main entrance during school hours.
    d. using a school door code that was obtained without pre-authorized permission from school administration.
30. Bullying another person. See Section B.
31. Possession of Pornography. See Section C.
32. Possession and use of a drone for any reason without permission from the building principal or designee.

B. Bullying

1. This rule applies when a student is:
    a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
    b. Off school grounds at a school activity, function, or event;
    c. Traveling to or from school or a school activity, function, or event; or
    d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning

the identification, prevention, and intervention in bullying.

6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. Student Cell Phones and "Sexual Conduct"

A student may be suspended or expelled for engaging in child exploitation or child pornography as defined by Indiana Statute 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 if the student's removal is necessary to restore order or protect persons on school property.

The legal duty to report "child exploitation" and "child pornography" is required by the Child Abuse/Neglect Statute at I.C. 31-33-5-4, which makes it a Class B misdemeanor for a school employee to fail to make an immediate oral report to the building principal or designee, who then must immediately contact law enforcement or child services, or face the misdemeanor charge. The duty is to report a "child in need of services," who under I.C. 31-34-1-3(a)(1)(D) is a person under the age of 18 who is a victim of "child exploitation" and/or "child pornography."

1. "Child exploitation," a Class C felony under I.C. 35-42-4-4(b), is committed when a person who knowingly or intentionally:
    a. manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
    b. disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age.
2. "Child pornography," a Class D felony under I.C. 35-42-4-4(c), is committed when a person who knowingly or intentionally possesses:
    a. a picture;
    b. a drawing;
    c. a photograph;
    d. a negative image;
    e. undeveloped film;
    f. a motion picture;
    g. a videotape;
    h. a digitized image; or
    i. any pictorial representation;

    that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value.

D. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
    a. any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive;
    b. the frame or receiver of any weapon described above;
    c. any firearm muffler or firearm silencer;
    d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
    e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an

explosive or other propellant, and which has any barrel with a bore or more than one-half inch in diameter;

f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
g. an antique firearm; and/or
h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.

3. For purposes of this rule, a destructive device is:
    a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above;
    b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or
    c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
    a. A weapon, Taser or electronic stun weapon, equipment, chemical substance (i.e. pepper spray), or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
    b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
    c. A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: Up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

F. Unlawful Activity

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

G. Legal Settlement

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school

corporation where the student is enrolled.

*Exception: Students who have applied and have been accepted as Non-Resident Students per SMCSC policy.

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 parent or guardian of a suspended student 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.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    a. legal counsel,
    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 parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and/or 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. **AN ATTORNEY MAY NOT REPRESENT THE STUDENT AT THE EXPULSION MEETING, BUT THE ATTORNEY MAY BE AVAILABLE FOR CONSULTATION OUTSIDE THE MEETING ROOM DURING THE COURSE OF THE MEETING.**
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

RIGHT OF APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear any student appeals of expulsion. 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 parent. The board will then take any action deemed appropriate.

LOCKER REGULATIONS AND SEARCHES

LOCKER INSPECTION

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

LOCKER REGULATIONS

1. LOCKS. The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

2. USE OF LOCKERS. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, or volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, gym or athletic equipment that is not returned, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.

3. AUTHORITY TO INSPECT. The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or his designees.

4. INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS. The inspection of a particular student's locker and locker contents may be conducted at any time.

5. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.

A. The principal, superintendent, or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
    a. to identify substances which may be found in the lockers; or,
    b. to protect the health and safety of persons or property, such as to aid in the discovery and the disarming of bombs which may be located in the lockers.
B. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.

C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

6. LOCKER MAINTENANCE. Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

7. PROPER SEARCH TECHNIQUES. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting or intruding unnecessarily into the contents of the locker. In addition, as to written material, the inspection will be kept to a minimum level necessary to determine that such material is not in itself, or being used to conceal, any item that might cause, or can reasonably be foreseen to cause, an interference with school purposes or any educational function or which is forbidden by the state law or school rules.

8. REMOVAL OF CONTRABAND. Whenever items are removed from a locker, an itemized list of all items removed shall be made. This list shall also include the student's name who occupies the locker, the state of removal and the signature of each authorized staff member who participated in the removal. This list will be kept in an independent file for future reference.

9. DISPOSAL OF CONFISCATED CONTRABAND. All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use of evidence in a student discipline proceeding if possession of the item[s] constitutes a ground for suspension or expulsion; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the item[s] constitutes evidence of a crime; or (d) destruction.

DRUG DOG USE

The use of a drug dog in buildings or on school property will be at the request of the building administration to check lockers, book bags, automobiles, school grounds, etc. If reasonable suspicion is found, school officials will conduct an investigation, with appropriate action being taken according to policy.

METAL DETECTOR USE

To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance to the requirements of school board policy and provisions for searching a student's person or possessions.

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict

de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint. Policy 5630.01, Use of Seclusion and Restraint with Students, may be accessed on the school district website, *School Board* tab, *Bylaws & Policies,* or by using the following link. http://www.neola.com/southmad-in/

SECTION 8: EXTRACURRICULAR/ATHLETIC INFORMATION

ATHLETIC COUNCIL

The Athletic Council which is composed of the Superintendent, a local school board representative, the high school principal, the high school athletic director, the high school assistant athletic director, the middle school athletic director, and three (3) at-large varsity coaches will formulate and recommend policies for conducting the total athletic program to the Board of School Trustees. This Council also charges the building principals and the athletic directors with the responsibility of carrying out the policies adopted by the board and the rules and regulations of the IHSAA.

ATHLETIC DEPARTMENT CONDUCT CODE

Students participating in the athletic program, at any level, are required to abide by the rules and regulations established for all students. In addition, student athletes will be provided with a written copy of their respective coach's rules and expectations, which have been approved by the principal or his/her designee. These will include specific regulations concerning scholarship, curfews, nutrition, dating, promptness and regularity at practice, attitude, automobiles, parties, following directions, tobacco and tobacco products, and behavioral expectations. Each coach will also make clear any penalties for student athletes who do not follow the specific regulations that have been established.

ATHLETIC ACADEMIC CODE

An elementary student/athlete is eligible to try out for Grade 6 basketball only if the student's last report card shows passing all classes or no more than one "F." All students/athletes shall have their progress checked at the mid-term of each grading period and again at the end of each grading period. Athletic participation will be based on the chart listed below.

REPORT CARDS	MIDWAY CHECK
Passing all subjects/Full participation	Passing all subjects/Full participation
Failing one subject/Probation	Failing one or more subjects/Probation
Failing two or more subjects/Ineligible for a grading period	

Probation means students can practice with the team, but will not be allowed to play in a game. Grades will be checked at the next report card or midterm to determine the student's probationary status. If after a probationary period a student has failed one or more subjects at the next grade check, the student will be removed from the team. Grade 6 students participating in Pendleton Heights Middle School athletics will follow the PHMS Athletic Academic Code.

Pendleton Heights High School follows the IHSAA regulations regarding athletics. A student must be passing in five (5) classes each grading period in order to be eligible for athletic participation. High school students may take seven (7) credit classes per semester.

Students at PHMS shall have their performance evaluated on a regular basis to ensure their academic success. Students shall have their progress checked at the mid-term of each grading period and again at the end of each grading period. Athletic participation will be based on the chart listed below:

REPORT CARDS	MIDWAY CHECK
1. Passing all subjects/ full participation	1. Passing all subjects/Full participation
2. Failing one subject/Probation	2. Failing one or more subjects/Probation
3. Failing two or more subjects/Ineligible for a grading period	

PROBATION

Academic Contract – Student athletes at Pendleton Heights Middle School who are on academic probation would be required to have their assignment notebooks completed and signed every day by their teachers and parent. The assignment notebook will be checked each morning to insure compliance. Failure to comply may result in penalties from missing practice to missing an athletic contest.

SECTION 9: ELEMENTARY INFORMATION

APPEAL FOR EARLY ENTRANCE TO KINDERGARTEN OR FIRST GRADE OR ADMISSION TO FIRST GRADE WITHOUT ATTENDING KINDERGARTEN [AG 5112C]

Children of legal settlement who have not attained the age of five (5) by August 1st shall not be eligible for entrance into the kindergarten program nor shall a child who is not six (6) years old be eligible for entrance into first grade, unless the parents submit an appeal. For the purpose of the definition of legal settlement for this policy, siblings of current non-resident students will be included in the appeal process.

In alignment with Policy 5112 and 5463, any student who wished to enter first grade without attending an accredited kindergarten program, the Assistant Superintendent for Elementary Curriculum and Instruction shall make a determination as to whether the student will enroll in kindergarten or first grade based upon district screening data, student's age as of August 1, performance on any previous assessments while participating in the non-accredited school provided by the parents/guardians.

Such an appeal is submitted to Assistant Superintendent for Elementary Curriculum and Instruction by no later than two (2) weeks prior to the start of the school year and shall include the following information:

A. Name of the child
B. Birthdate
C. Name and address of any kindergarten or preschool program the child has attended
D. Letter of request for early admission or placement in first grade without attending kindergarten stating the parent's reasons as to the child's readiness for kindergarten.

Applications for early enrollment will only be considered for children with August or September birthdays.
Prior to making any decision on early entrance or placement in first grade without the benefit of an accredited kindergarten program, the child will participate in a screening program.

After the necessary data has been obtained, the decision whether or not to approve the appeal and enroll the child in the kindergarten or first grade program will be made by the Assistant Superintendent.
Approval of the enrollment shall be dependent upon availability of space in the kindergarten classes.
Parents will be notified by mail of the results of the appeal.

ENTRANCE REQUIREMENTS [POLICY 5112]

The School Board shall establish student entrance requirements which are consistent with Indiana law and sound educational practice and which ensure equitable treatment and proper placement.

A. KINDERGARTEN – Each child of legal settlement shall be eligible for Kindergarten providing that s/he has attained the age of five (5) on or before August 1st. This requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality.
B. FIRST GRADE – If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines (see AG5112C).

The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process and the prompt transfer of records. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the

appropriate authorities. These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade that is in accordance with any guidelines promulgated by the State Department of Education.

SAFETY PATROLS

Safety Patrol students have one main purpose—to help students on their way to and from school. For the patrol students to be effective, they must have the full cooperation of parents and students. Parents should encourage obedience to the patrol. The local police cooperate with the schools in promoting the work of the Safety Patrols.

PLAYGROUND RULES AND REGULATIONS

Outside playtime is a very important part of the total elementary school program. All pupils are expected to play outside during recesses when the temperature, corrected for wind chill, exceeds 20 degrees Fahrenheit and health permits. Parents should notify the teacher by note if the child, for a short time, is not to go outside. IF THE EXCUSE PERIOD IS LONGER THAN THREE DAYS, A DOCTOR'S STATEMENT IS REQUIRED.

General Rules

1. Student must have permission from the area supervisor to go back inside the building for any reason.
2. When the bell rings ending recess, everyone should freeze in his/her place. When a signal is given to line up, students should line up in assigned areas.
3. All pupils are to go out at recess unless (1) they have a note from home, or (2) the teacher requires them to stay in. Pupils are not to come in the building until the bell rings.
4. No rock, stick, or dirt throwing. Students are not allowed to throw objects other than recess equipment, e.g. basketballs, recess balls, etc.
5. No pushing, wrestling, fighting, or rough horseplay. Unnecessary rough play will not be permitted.
6. No snowball throwing or pushing others into the snow.
7. Students should not run in any area that has mulch.
8. Stay in the designated playground area.
9. Football and baseball games will be permitted by permission of the administration.
10. Do not grab the clothing of others.
11. Any offensive action or personal attack toward other students such as fighting, pushing, name calling, slander, or other intentional misdemeanors will be considered a serious misbehavior of the student and will not be tolerated.
12. Chewing gum will not be permitted at any time during the school day.
13. Loud and boisterous behavior is also not permitted.
14. If inside recess is held in a classroom, students should play quietly in their room.
15. No electronic devices, such as cell phones, CD players, electronic games, etc.are allowed in the building or at recess without permission from school personnel.

It is everyone's responsibility to cooperate with all of the above listed rules and to keep the grounds clean.

BICYCLES

Children are allowed to ride bicycles to school, **except for those who ride a bus or live on Rural Routes**. Parents should inform the school and give permission for their children to ride a bicycle to school. Bicycles must be parked in the rack provided. The principal may take away the privilege of riding a bicycle to school from any child who does not follow the rules. **Students going to East Elementary will not be permitted to ride bicycles to school.**

GUM CHEWING

Gum chewing is not permitted in the school building at any time. It is a health and maintenance hazard.

ATHLETICS

The following interscholastic athletic programs are offered at all South Madison elementary schools: boys' and girls' basketball at the elementary, and cross country, swimming & diving, wrestling, and track through the middle school.

Elementary students participating on athletic teams at either the elementary or middle school must adhere to the standards of conduct and grooming listed below.

1. All students participating in sports must have an IHSAA Physician's and Parent's Release Form on file in the Athletic Director's/Assistant Principal's office. The physical must be completed after May 1 of the previous school year and before the athlete may begin participation including tryouts.
2. Grooming:
    a. Clothing: Clean, neat, and appropriate attire shall be worn to athletic events in which the athlete is a participant, if the student is not in uniform.
    b. While participating in an athletic event, no jewelry is to be worn.
3. An athlete shall not knowingly disregard or fail to follow through on a directive from the coach.
    a. Each coach will discuss and make recommendations to his/her squad on the following: school scholarship, promptness and regularity at practice, and attitude.

SECTION 10: PENDLETON HEIGHTS MIDDLE SCHOOL INFORMATION

HIGH SCHOOL CREDIT FOR COURSES COMPLETED IN MIDDLE SCHOOL

Effective with the Class of 2015, students who are enrolled and taking classes at Pendleton Heights High School will receive credit for high school courses which were completed during middle school with the following conditions. The course taken in middle school must be equivalent to the high school course and cover the same Academic Standards. Grades and credits for the course must be included on the student's high school transcript and be factored into the student's cumulative GPA. World Language credits earned in middle school will apply to the requirements of the Academic Honors Diploma and the Summa Cum Laude Diploma. A middle school student's parents/guardians may choose for the student not to receive credit for high school courses completed in middle school. The parents/guardians must notify the middle school principal in writing by May 1st of the year in which the course is taken, indicating they do not wish for the credit(s) to count. The principal will provide a form for this purpose. If parents/guardians choose this option, then the student will retake the complete course (Semesters I and II) in high school. If no written notification is received, then the credit(s) will count and will be applied to the student's official transcript, and all other PHHS policies for Re-Taking a Class will apply.

LATE ASSIGNMENTS AT PHMS

Students have until one week post unit assessment to complete assignments for at least 50% credit earned on the assignment.

- This includes classwork that becomes homework if not completed during the original class time.
- If a unit spans over multiple grading periods, the assignments are due the third to last day of the quarter for the 50% credit, if late.
- This "extension" does not include assignments, assigned in the last week of the quarter.
- Assignments from previous quarters are not collected unless there are extenuating circumstances and prior administrative approval.

ATHLETICS

Athletics are an extension of the PHMS extra-curricular program. Participation is encouraged. A current IHSAA physical, as well as other forms, are required to be in Final Forms before a student may take part in any try-out, conditioning, practice, or events. Some forms must be updated each year. There are some athletic teams on which SMCSC 6th graders may participate if they meet the same criteria established for students in grades seven and eight. Students may not participate in two athletic teams during the same season. Cheerleading is considered a sport at PHMS. Below is a list of PHMS athletic teams:

Fall	Winter	Spring
Cheerleading Tryout 7-8 2 Teams	Cheerleading Tryout 7-8 1 Team	Baseball (M) Tryout 7-8 2 Teams
Cross Country (M&F) No tryout 6-8	Basketball (M&F) Tryout 7-8 4 teams	Golf (M&F) Tryout 6-8 Coed 1 Team
Football (M) No Tryout 7-8 2 teams	Swimming/Diving (M&F) No Tryout 6-8 2 Teams	Softball (F) Tryout 7-8 2 Teams
Soccer (M&F) Tryout 7-8 2 teams	Wrestling (M&F) No Tryout 6-8 1 Team	Track/Field (M-F) No Tryout 6-8 2 Teams
Tennis (B) Tryout 7-8		Tennis (G) Tryout 7-8
Volleyball (F) Tryout 7-8 2 Teams		

PENDLETON HEIGHTS MIDDLE SCHOOL SHARING OF STUDENTS BETWEEN ACTIVITIES

Pendleton Heights' administration, faculty and staff encourage middle school students to participate in a variety of middle school activities. The more activities a student participates in, the better prepared a student is to meet the challenges of tomorrow.

All efforts must be taken to schedule major events so as not to cause conflict with the sharing of students. The following are guidelines to be used to help in the sharing of students:

1. Contest and performances over practices
2. Concerts and dress rehearsals over practices
3. Contest over dress rehearsals
4. Tournament contest over all others

When a performance and a contest are scheduled on the same day, the student and the parents must make a decision. The student may not be able to participate in both activities and thus must make a decision to drop one of the activities. This should be done before the season starts, and thus the student is not letting a team or group down in the middle of a season.

When two activities practice every day at the same time, it would be impossible for the student to participate in both activities. The student must choose one activity over the other.

PHMS ATHLETIC DEPARTMENT'S CONDUCT AND GROOMING CODE

The philosophy of standards of conduct and grooming is drawn up so that everyone has a common understanding of the policies under which the athlete at PHMS will operate. The administration, the board, and the coaching staff agree to the following minimum standards of conduct and grooming throughout the athletic program on all levels, for all athletes at PHMS. It is understood that each coach reserves the right to be more stringent.

1. All students participating in sports at PHMS must have an IHSAA Physician's and Parents' Release Form on file in the Athletic Director's office. The physical must be completed within the school year and before the athlete may begin participation including tryouts.
2. Grooming
   A. Clothing: Clean and neat, and appropriate attire shall be worn to athletic events in which the athlete is a participant, if the student is not in uniform.
   B. While participating in an athletic event, no jewelry is to be worn.
3. An athlete shall not knowingly disregard or fail to follow through on a directive from the coach.
4. Each coach will discuss and make recommendations to his/her squad on the following: School scholarship, promptness and regularity at practices, and attitude.

ATHLETIC ELIGIBILITY PROGRAM

Athletes at PHMS are students first. Grades are checked at the mid-grading period and the end of each grading period. If a midterm check results in any failing grades the athlete will be placed on Academic Probation until the next grade check. An athlete on Academic Probation is required to have their assignment notebook signed by each teacher and a parent/guardian every day. Failure to meet this requirement will result in penalties ranging from a warning to dismissal from the squad. If an end of the grading period check results in one F, the athlete is placed on Academic Probation until the next grade check. An end of the grading period check resulting in 2 or more F's will result in immediate dismissal.

DETENTION STUDY HALL

Pendleton Heights Middle School will operate a detention study hall, which may meet from 2:30 to 4:00 p.m. Transportation home will be the responsibility of the student and his parents. Assigned time to this study hall will

only be made by the principal or assistant principal. Students who fail to report to this study hall are subject to disciplinary action.

GUM CHEWING
Gum chewing is not permitted in the school building at any time.

EXTRACURRICULAR/ATHLETIC PARTICIPATION
In order for a student to participate in any extracurricular activity or athletic contest he/she must be in attendance at least one-half day on the date of the event or contest. One-half day of attendance is defined as three hours or more. If the student is on a school-sponsored field trip, he/she is considered in attendance at school. Likewise, a death in the immediate family as defined in the attendance policy would not be a violation of this requirement.

School Song
Hail, hail to ole Pendleton Heights
Mighty Arabians ready to fight
Cheering for the green and white
Get in there boys/girls and really fight
Although the odds be great or small
Spirit and might will win over all
For our school we'll do our best
And fight on with all our might!
Pendleton Heights!

SCHOOL SALES
Students are not permitted to sell fundraising items (such as candy, candles, cheese, sausage, etc.) at school or on the bus unless it is a PHMS fund-raiser. The principal must grant approval.

STUDENT CONDUCT AND CITIZENSHIP:
It is the philosophy of PHMS to aid in the development of worthy citizens
through self-discipline and training in proper citizenship attitudes.
To promote good citizenship, we would expect PHMS students to:
1. Know what is right and follow school regulations.
2. Carry out responsibilities.
3. Meet obligations promptly.
4. Respect fellow students, staff, and parents.
5. Be honest with yourselves and trustworthy to others.
6. Exhibit courtesy and sportsmanship.
7. Show loyalty and service to the school.

SECTION 11: PENDLETON HEIGHTS HIGH SCHOOL INFORMATION

PHHS PHILOSOPHY

Pendleton Heights High School provides a stimulating environment which encourages student participation, creativity, problem solving and enthusiasm for learning. We accept this responsibility in partnership with parents, community and the state of Indiana." This Pendleton Heights High School mission statement reflects the goals of administrators, teachers, and students as they work cooperatively in the pursuit of quality education. To that end Pendleton Heights High School strives to provide learning experiences whereby a student acquires basic skills through a strong general education reinforced by the teaching of specific skills. While it is clear no school is able to meet all the needs of each individual, the faculty and staff seek to provide experiences that encourage each student to achieve maximum growth through a comprehensive and realistic curriculum and student activities program. We recognize and value the individual differences in students' backgrounds, abilities, and goals. Hence, the faculty and staff utilize varied instructional methods and tools to assist students in the mastery of knowledge, skills, and understanding needed to foster individual success in a complex, changing world. The entire school program is structured to provide a positive learning environment wherein a student may grow in self-awareness and self-direction. The faculty and staff accept as their duty the educating and training of students to become responsible, adjusted citizens who will contribute to their community and nation. Pendleton Heights High School, as a public school in harmony with local citizens, community organizations, and the state of Indiana, will attempt to provide a strong and complete educational program.

STUDENT AUTOMOBILES

Driving a personal vehicle to school and parking on school property is a privilege and not a right. The student and the student's parent/guardian must realize the student comes under school discipline policies when he/she leaves home to travel to school. Cooperation with the regulations listed below will ensure the student's continued privilege of driving his/her personal vehicle to school.

1. Complete a parking permit application, which must be signed by the student and parent or guardian.
2. Arriving at school: Only when the student is ready to park his/her vehicle and immediately enter the building is the student to drive onto the school grounds.
    a. Enter by the NW or NE entrances only.
    b. Park immediately in the designated area between the lines of the North parking lot. NO PARKING AREAS: East Drive, West Drive, North Drive, South Drive, all driveways, all fire lanes, around the island, and the entire first row of the North lot.
3. Students are to leave their vehicles and enter the building immediately upon parking. No student is to loiter in the parking lot area prior to or during the school day.
4. Leaving the school grounds:
    a. Leave the school grounds by the northeast or entrances at the end of the school day. b. All school buses are to be given the right-of-way.
5. There is to be strict adherence to a 15-MPH SPEED LIMIT on all areas of the school property.
6. ANY VEHICLES NOT PROPERLY REGISTERED WILL BE ASSESSED A FINE OF FIVE DOLLARS ($5.00). Illegal parking will be assessed a fine of twenty-five dollars ($25.00). All fines must be paid within ten (10) school days of the date of issue, otherwise further action will be taken.
7. ANY VEHICLES FOUND TO BE ILLEGALLY PARKED WILL BE TOWED AT THE OWNER'S EXPENSE OR ASSESSED A FINE EQUAL TO THE TOWING FEE. This fine must be paid within ten (10) school days of the date of issue otherwise further action will be taken.

STUDENT DRIVER'S LICENSE/PERMITS

Pursuant to I.C. 9-24-2-1 and I.C. 20-33-8-33, the Board of Trustees of the South Madison Community School Corporation adopts this policy regarding the restriction of driver's licenses and permits.

Section I

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

1. Is under an expulsion from school.
2. Has withdrawn from school, for a reason other than financial hardship, prior to graduation.

This notice will result in the Bureau of Motor vehicles revoking the driver's license for any student under the age of eighteen (18) or the denial or revocation of a learner's permit in accordance with the provisions of I.C. 9-24-2-4.

Section II

Student Procedural Rights

A. Withdrawal

1. Alongside his/her parent or guardian, students withdrawing from school prior to graduation must attend an exit conference his/her parent or guardian. Failure of the student and parent/guardian to attend this exit conference will result in the loss of one's right to administrative appeal.
2. During this exit conference the principal will include a hearing to determine if the reason for the withdrawal is financial hardship.
3. If the principal determines that the reason for the student's withdrawal is not financial hardship:
    a. The student and parent/guardian will receive a copy of the determination; and,
    b. The student's name will be submitted to the Bureau of Motor Vehicles for the bureau's use in denying or invalidating a driver's license or learner's permit.

B. Expulsions

1. The principal or designee may include a request to submit a student's name to the Bureau of Motor Vehicles at the time the written charge and request for expulsion is made to the Superintendent.
2. The hearing officer shall determine if the student's name will be submitted after an expulsion hearing is held or after the opportunity for such a hearing is given to the student.
3. The student's name may be submitted in cases of expulsion unless the student is assigned or given the opportunity to attend an alternative education program. When a student enrolls in an approved education program, it shall be the student's responsibility to keep the principal informed of his/her continued participation in such an alternative program.

Failure to continue in the alternative program may result in the student's name being submitted to the Bureau of Motor Vehicles.

WORK PERMIT POLICY

Effective July 1st, 2020, Indiana will no longer require work permits for minor employees. Additional information regarding Youth Employment can be found at: https://www.in.gov/dol/childlabor.htm

CRIMESTOPPERS

PHHS is a part of the greater Anderson area Crime Stoppers program. Through this affiliation, students can report incidents, crimes, drugs, vandalism, etc. to any school employee. Identity of the individual reporting the incident will be kept in confidence. If the incident is satisfactorily solved, the reporter of the incident may be entitled to a cash reward.

WEEKLY BULLETINS AND ANNOUNCEMENTS

A calendar of all events can be found on the PHHS website. These bulletins will contain a list of all activities for the following week and other important information.

Special notices are posted on the bulletin boards outside the main office, main hall, cafeteria, library, counseling office, or posted as poster signs. ALL POSTERS MUST ADVERTISE SCHOOL SPONSORED EVENTS AND MUST BE APPROVED BY THE ADMINISTRATION. NOTICES OR POSTERS ARE NOT TO BE TAKEN DOWN AND DISCARDED WITHOUT OFFICE APPROVAL.

FOOD AND DRINKS

Vending machines are provided as a convenience to students for before or after school hours. Students are not permitted to use vending machines during school hours. Other food and drink may be consumed only in the commons area and cafeteria. Food, drink and gum in the classroom is up to the teacher's discretion.

COMPUTER USAGE

Students are urged to use the computers available throughout the building for research, projects, assignments, and other work assigned by teachers. However, students are to remain in the directory specifically assigned for their use. Any student caught outside the assigned system will be disciplined and may lose computer privileges.

WEIGHTED GRADES

The South Madison Community School Board passed a proposal to offer weighted grades at PHHS, and the weighted grade system was phased in, beginning in 2002-2003. The purpose of weighted grades is to provide incentive for students to take more challenging, difficult classes and be rewarded with a higher, weighted grading scale. It should be noted that these classes are demanding and that those who apply should have an excellent work ethic.

English	Math	Science	Social Studies	World Language	Electives
English 9 Honors	Algebra II Honors	AP Biology	AP European History	French IV	AP Music
English 10 Honors	Geometry Honors	AP Chemistry	AP U.S. History	German IV	Theory
AP English 11	Pre-Calculus	AP Physics	AP World History	Spanish IV	AP 2D
AP English 12	Honors	AP Environmental Science	AP U.S. Government	French V	Design
	AP Calculus	Honors Biology I	AP Microeconomics	German V	AP Drawing
	AP Statistics		AP Macroeconomics	Spanish V	

Starting in the 2022-23 School year and with the class of 2026, Dual Credit classes will be weighted as well.
Dual Credit courses offered at PHHS are as follows:
Advanced Math (Ball State University)
Adv Composition (Indiana University)
Speech (Ball State University)
Spanish IV and V (Vincennes University)
German IV/V (Indiana University)
French IV/V (Indiana University)
Digital Electronics (Vincennes University)
Civil Engineering (Vincennes University)
Computer Design and Production (Vincennes University)

Agribusiness Management (Ivy Tech)
Animal Science (Ivy Tech)
Plant and Soil Science (Ivy Tech)
Agriculture Power, Structure, and Technology (Ivy Tech)
Advanced Life Science: Animals (Ivy Tech)
Advanced Life Science: Plants and Soils (Ivy Tech)
Natural Resources (Ivy Tech)
Horticulture Science (Ivy Tech)
Landscape Management (Ivy Tech)
Audio/Television (Vincennes University)
Radio Capstone (Vincennes University)

Weighted grades classes will be offered on an open enrollment basis. Weighted grades will be calculated on a fifteen
(15)-point scale. Only grades of *C* or above will receive weighted credit.

Weighted - 15 Point Scale				**Non-Weighted-12 Point Scale**			
Grade	Points	Grade	Points	Grade	Points	Grade	Points
A+	15	C+	9	A+	12	C+	6
A	14	C	8	A	11	C	5
A-	13	C-	4	A-	10	C-	4
B+	12	D+	3	B+	9	D+	3
B	11	D	2	B	8	D	2
B-	10	D-	1	B-	7	D-	1

RE-TAKING A CLASS

A student may retake a class in an effort to earn a higher grade only when a student has earned a *C*- or below for the final course grade in that class. The original grade of C- or below will remain on the student's high school transcript, and the original grade will be factored into the student's accumulated grade-point average. In addition, the final course grade in the class the student has re-taken will be placed on the student's high school transcript and factored into the student's accumulated grade-point average, along with the original course grade. If a student re-takes a course multiple times, the final course grade for each attempt will appear on the high school transcript and will be factored into the student's accumulated grade-point average. If a student retakes a class in which the student has originally earned a *C* or higher as the final course grade, the first grade will stand as the official course grade on the student's transcript.

TRANSFER OF STUDENT RECORDS

It is the policy of the South Madison Community School Corporation to forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

HIGH SCHOOL CREDIT FOR COURSES COMPLETED IN MIDDLE SCHOOL

Students who are enrolled and taking classes at Pendleton Heights High School will receive credit for high school courses which were completed during middle school with the following conditions. The course taken in middle school must be equivalent to the high school course and cover the same Academic Standards. Grades and credits for the course must be included on the student's high school transcript and be factored into the student's cumulative GPA. World Language credits earned in middle school will apply to the requirements of the Academic Honors Diploma and the Summa Cum Laude Diploma. A middle school student's parents/guardians may choose for the student not to receive credit for high school courses completed in middle school. The parents/guardians must notify

the middle school principal in writing by May 1st of the year in which the course is taken, indicating they do not wish for the credit(s) to count. The principal will provide a form for this purpose. If parents/guardians choose this option, then the student will retake the complete course (Semesters I and II) in high school. If no written notification is received, then the credit(s) will count and will be applied to the student's official transcript, and all other PHHS policies for Re-Taking a Class will apply.

ALTERNATIVE CREDIT OPTION, PHYSICAL EDUCATION

A student may elect to use the alternative credit option to earn credit in P.E. I and P.E. II. The student must participate for one or two full seasons in a qualifying/approved activity and demonstrate proficiency in meeting Indiana Academic Standards for Physical Education I and II, as verified by the head coach/activity director, in order to earn each of the one or two credits with the alternative credit option. A student must meet the participation requirements in two different sports to earn two credits. Students should see a school counselor for a list of SMCSC approved activities, procedures, timelines, and evaluation criteria for the alternative credit option.

GRADUATION REQUIREMENTS

I. Introduction:

The State Department of Public Education has developed minimum standards for graduation from Indiana high schools. Students who meet these standards and any additional requirements as approved by the South Madison Community School Corporation Board of School Trustees shall be awarded an Indiana High School Diploma with the following possible distinctions. 1.) General 2.) Core 40 3.) Academic Honors 4.) Technical Honors 5.) Summa Cum Laude. The General Diploma is the least rigorous track while the Summa Cum Laude track is the highest or most difficult diploma track. The Core 40 Diploma track is the minimum required diploma track for all students. To graduate with a General High School Diploma, students will be required to complete the Formal Opt-Out Process.

Starting with the Class of 2028, only one diploma type is offered. All students must meet the requirements of the New Indiana Diploma in order to graduate.

II. Formal Opt-Out Process:

Indiana General High School Diploma

Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

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

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's Graduation Plan (including four course plans) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

III. Diploma Tracks and Requirements:

General Diploma (Classes of 2025, 22026, 2027)

The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

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

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four year course plan) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

English/Language Arts	**8 credits**
	Credits must include literature, composition and speech
Mathematics	**4 credits**
	2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course ***General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.***
Science	**4 credits**
	2 credits: Biology I 2 credits: Any science course ***At least one credit must be from a Physical Science or Earth and Space Science course***
Social Studies	**4 credits**
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
Physical Education	**2 credits**
Health and Wellness	**1 credit**
College and Career Pathway Courses Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	**6 credits**
Flex Credit	**5 credits**
	Flex Credits must come from one of the following: ● Additional elective courses in a College and Career Pathway ● Courses involving workplace learning such as Cooperative Education or Internship courses ● High school/college dual credit courses ● Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts
Electives	**6 credits** Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.
40 Total Credits Required	

Core 40, Academic Honors, Technical Honors
(Classes of 2025, 2026, 2027)

INDIANA CORE 40

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

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

Schools may have additional local graduation requirements that apply to all students (not required for students with an IEP).

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

**SAT scores updated September, 2017

***WorkKeys assessment titles updated, 2018

CORE 40 with Academic Honors *(minimum 47 credits)*

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

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

CORE 40 with Technical Honors *(minimum 47 credits)*

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

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

PHHS Summa Cum Laude Diploma

Meet all requirements for an Indiana Academic Honors Diploma
Must earn a grade of "B-" (or better) for both semesters in at least three Advanced Placement Courses or dual credit courses completed in three different disciplines and if fulfilling through AP courses, take the AP examinations.
Must take two credits in chemistry or physics instead of Integrated Chemistry-Physics (ICP)
Must exhibit excellent citizenship

ALTERNATE HIGH SCHOOL DIPLOMA

The alternate diploma applies only to a student with the most significant cognitive disability for whom a case conference committee has determined that the alternate diploma is appropriate, as indicated in the student's Individualized Education Program (IEP), and has taken the alternate assessment. A student may satisfy the following course of study for the alternate diploma through enrollment in any combination of general education courses for credit, modified general education courses in which non-credit units are earned, and special education courses in which non-credit applied units are earned.

Minimum total 40 high school credits/applied units, or a combination of both: It is expected that these requirements are met through enrollment in a combination of general education courses for credit, modified general education courses in which non-credit applied units are earned, and special education courses in which non-credit applied units are earned.

Transition Goals	At least one (1) of the following activities aligned with the student's transition goals: a. Complete an industry-recognized certification, one year certificate, or state approved alternative. b. Complete a project or work based learning experience, as determined by the case conference committee. c. Earn a work ethic certificate. d. Participate in part-time employment or other work related activities, as determined by the case conference committee.
English/Language Arts	8 Credits/Applied Units: Including a balance of literature, composition, vocabulary, and speech or communication
Mathematics	4 Credits/Applied Units: Including a balance of number sense, expressions, computation,data analysis, statistics, probability, equations and inequalities, and personal finance. Required to take a mathematics or applied mathematics course each year the student is enrolled in high school.
Science	4 Credits/Applied Units: Including a balance of physical science, Earth science, life, science, and engineering and technology.
Social Studies	4 Credits/Applied Units: Including a balance of U.S. history, U.S. government, geography, and economics.
Physical Education I and II ***Adapted as necessary***	2 Credits/Applied Units
Health & Wellness	1 Credit/Applied Unit
Employability	10 Credits/Applied Units: Including a balance of: a. Job exploration; b. Work based or project based learning experiences; c. Employability skills related to mindsets, self-management, learning strategies, social skills, and workplace skills; d. Introduction to postsecondary options, including an investigation into opportunities for enrollment in postsecondary programs, workplace readiness training programs to develop employability/independent living skills; and e. Instructional programs designed to teach self-advocacy.
Indiana Alternate Diploma Transition Portfolio	Develop a transition portfolio that demonstrates the work experience, credentials, or work certificates the student completed during high school.civil engi

New Indiana Diploma (Class of 2028 and beyond)

INDIANA DEPARTMENT of EDUCATION

CURRENT & FUTURE INDIANA DIPLOMA: COMPARISON

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

	CURRENT INDIANA CORE 40	FUTURE NEW INDIANA DIPLOMA
ENGLISH	8 CREDITS	8 CREDITS • 2 credits: English 9 • 1 credit: Communications-focused course • 5 additional English credits
MATH	6 CREDITS • 2 credits: Algebra I • 2 credits: Geometry • 2 credits: Algebra II	7 CREDITS • 2 credits: Algebra I • 1 credit: Personal Finance • 4 additional math credits
SCIENCE, TECHNOLOGY, AND ENGINEERING	6 CREDITS • 2 credits: Biology I • 2 credits: Chemistry 1, Physics I, or Integrated Physics • 2 credits: Any Core 40 science course	7 CREDITS • 2 credits: Biology I • 1 credit: Computer Science • 2 additional science credits • 2 STEM-focused credits
SOCIAL STUDIES	6 CREDITS • 2 credits: U.S. History • 1 credit: U.S. Government • 1 credit: Economics • 2 credits: World History/Civilization or Geography/History of the World	5 CREDITS • 2 credits: U.S. History • 1 credit: U.S. Government • 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)
PE/HEALTH	3 CREDITS • 2 credits: Physical Education • 1 credit: Health & Wellness	2 CREDITS • 1 credit: Physical Education • 1 credit: Health & Wellness
DIRECTED ELECTIVES	5 CREDITS Any combination of World Languages, Fine Arts, and/or Career & Technical Education	N/A
PERSONALIZED ELECTIVES	6 CREDITS	12 CREDITS Students are encouraged to utilize the new readiness-seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.
COLLEGE & CAREERS	N/A	1 CREDIT • 1 credit: Preparing for College & Careers
TOTAL	40 CREDITS	42 CREDITS

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

INDIANA DEPARTMENT of EDUCATION

BLUEPRINT FOR SUCCESS: READINESS-SEALS

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

	ENROLLMENT	EMPLOYMENT	ENLISTMENT & SERVICE

HONORS SEAL	• Complete at least 4 World Language and 6 Social Studies credits
	• Complete at least 8 Math credits
	  ○ Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study
	• Complete at least 6 Science credits
	  ○ Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study
	• Earn a C or higher in all courses and earn a cumulative B average
	• Complete one of the following:
	  ○ Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
	  ○ Earn 6 college credits
	  ○ Score a 1250 on the SAT or a 26 on the ACT
	  ○ Earn two of the following:
	  ▪ At least 3 college credits
	  ▪ 2 credits in AP courses and take corresponding exams
	  ▪ 2 credits in IB courses and take corresponding exams
	  ▪ 2 credits in Cambridge courses and take corresponding exams
		• Complete one of the following:
		  ○ A market-driven credential of value* aligned to a specific occupation
		  ○ 3 courses in a Career and Technology Education (CTE) pathway
		  ○ An approved career preparation experience aligned to Indiana's CSA program, or
		  ○ An approved, locally-created pathway
		• Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
		• Demonstrate skill development in Communication, Collaboration, and Work Ethic
		• Meet attendance goal
			• Complete one of the following:
			  ○ Introduction to Public Service course or approved locally-created equivalent
			  ▪ Emphasis on developing an awareness of the physical standards and character required for service
			  ○ One year of JROTC in high school
			• Achieve a score of 31 on the ASVAB and complete one of the following:
			  ○ All three components of the Career Exploration Program
			  ○ A career exploration tool approved by IDOE
			• Meet attendance goal
			• Demonstrate skill development in Communication, Collaboration, and Work Ethic
			  ○ Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals

HONORS PLUS SEAL	Earn the Honors Enrollment Seal, **plus**:
	• Earn a credential of value* that may include, for example:
	  ○ Associate degree;
	  ○ Technical Certificate;
	  ○ Indiana College Core;
	  ○ AP Scholar with Distinction;
	  ○ Cambridge AICE Diploma; or
	  ○ IB Diploma
	• Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
	• Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic
		Earn the Honors Employment Seal, **plus**:
		• Earn a market-driven credential of value* that may include, for example:
		  ○ Associate degree;
		  ○ Technical Certificate;
		  ○ Indiana College Core; or
		  ○ Advanced industry certificate
		• Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
		  ○ Pre-Apprenticeship
		  ○ Modern Youth Apprenticeship
		• Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally
			Earn the Honors Enlistment Seal, **plus**:
			• Complete one of the following:
			  ○ Achieve a score of 50 or higher on the ASVAB
			  ○ Enrollment in ROTC at the collegiate level
			  ○ Acceptance to a service academy
			• Demonstrate excellence in leadership through one of the following:
			  ○ Completion of at least 100 hours of public service;
			  ○ Holding a leadership role in a co/extracurricular activity;
			  ○ Completion of two seasons of a team-based physical sport or activity

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

IV. General Graduation Requirements:

A. In an effort to stay current, Graduation Requirements for the State of Indiana can be found at this link. A student shall be awarded a *High School Diploma* if he/she meets or exceeds the required minimum number of credits, meets the Graduation Qualifying Examination requirement or completes a Graduation Pathway, and meets all other requirements listed for the diploma as "Additional Diploma Requirements."

B. A student shall be awarded an *Alternate Diploma* if he/she is a special education student for whom a case conference committee has determined that the Indiana Alternate Diploma is appropriate as indicated in the student's IEP and has participated in the statewide alternate assessment. The student must also complete 40 high school credits or applied units or a combination of both, complete one activity aligned with their transition goals and develop a transition portfolio that demonstrates their work experience, credentials, or work certificates from high school.

C. A student shall be awarded a *Certificate of Completion* if he/she is a special education student who is not capable of earning a diploma but who completes the educational program prescribed in the student's IEP.

D. A student shall receive a *Certificate of Course Completion* if he/she completes minimum course requirements but does not meet the Graduation Qualifying Examination requirement.

E. Students who do not meet the minimum requirements for
   a. *High School Diploma*
   b. *Certificate of Completion*
   May not participate in commencement exercises until all such requirements have been met.

F. All students certified for graduation by the administration must have:
   a. Meet all requirements of the Indiana Graduation Pathways or be granted a waiver
   b. Attended seven (7) semesters
   *Graduation from Pendleton Heights High School will be granted at the end of the seventh semester under the following conditions: (1) The student has met all Pendleton Heights High School and Indiana Graduation Pathways requirements without being granted a waiver. (2) The student is not a candidate for Valedictorian, Salutatorian. (3) The student has applied for early graduation by November 1st of the current school year.

G. Graduation prior to the end of the 7 semesters is by petition to the Principal and Superintendent of Schools.

H. The Superintendent may waive local requirements for students transferring to Pendleton Heights High School.

I. In accordance with the Mitch Daniels Early Graduation Scholarship, a student may graduate after the junior year under the following conditions:
   a. The student is eligible for the Mitch Daniels Early Graduation Scholarship based upon the requirements of this program.
   b. The student plans on attending a post-secondary institution.
   c. The student has met with his/her counselor to confirm his/her status as a Mitch Daniels Early Graduation Scholarship Candidate.
   d. The student has met all Pendleton Heights High School and Indiana graduation requirements.
   e. The student is not a candidate for Valedictorian, Salutatorian, or Top Ten Percent academic honors.
   f. The student has applied for early graduation by November 1st of the junior year.

V. Graduation Pathways

Students at Pendleton Heights High School meet graduation requirements by completing a Graduation Pathway. In order for a student to meet this requirement they must earn a diploma, learn and demonstrate employability skills, and demonstrate post-secondary ready competencies.

PENDLETON HEIGHTS HIGH SCHOOL GRADUATION PATHWAYS Graduation Checklist

Students must satisfy **all three** of the following Graduation Pathway Requirements by completing **at least one** of the associated Graduation Pathway Options.

Graduation Pathway Requirements	Graduation Pathway Options
❶ **High School Diploma**	Meet the statutorily defined diploma credit and curricular requirements General _____ Core 40 _____ Core 40 with AHD _____ Core 40 with THD _____ New Indiana Diploma (Class of 2028 and beyond)_____
❷ **Learn and Demonstrate Employability Skills** Students must complete **at least one** of the Employability Skills	❑ **Project-Based Learning Experience**: Working for an extended period of time to investigate and respond to an authentic, engaging, and complex question, problem, or challenge. Students engage in a rigorous, extended process of asking questions, finding resources, and applying information. Students often make work public by explaining, displaying, and/or presenting it to people beyond the classroom. This can include completion of a research project, completion of a course capstone, an AP Capstone Assessment, or another experience as approved by the State Board of Education. Description:_____ Verification:_____ ❑ **Service-Based Learning Experience**: Integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility, and strengthen communities. This can include participation in a meaningful volunteer or civic engagement experience, engagement in a school-based activity, such as a co-curricular or extracurricular activity or sport for at least one academic year, or another experience as approved by the State Board of Education. Description:_____ Verification:_____ ❑ **Work-Based Learning Experience**: Reinforces academic, technical, and social skills learned in the classroom through collaborative activities with employer partners, allowing students to apply classroom theories to practical problems, explore career options, and pursue personal and professional goals. This can include completion of a course capstone, completion of an internship, obtaining the Governor's Work Ethic Certificate, employment outside of the school day, or another experience as approved by the State Board of Education. Description:_____ Verification:_____
❸ **Postsecondary-Readiness Competencies**	❑ **Honors Diploma** AHD _____ THD _____ GPA _____ Credits _____ ❑ **ACT College Ready Benchmarks** English (18) ____ or Reading (22) ____ and Math (22) ____ or Science (23) ____ ❑ **SAT College Ready Benchmarks** EBRW (480) _____ Math (530) _____ ❑ **ASVAB** (minimum score of 31) AFQT score _____ with signed intent to enlist in military ❑ **State and Industry Recognized Credential or Certification**_____ ❑ **State, Federal, or Industry Recognized Apprenticeship or Co-Op**_____ ❑ **CTE Concentrator** (Complete CTE Pathway or Locally Created Civic Arts Pathway) with C average) _____ _____ _____ _____ _____ _____ Total Average Grade _____ ❑ **AP/Dual Courses**** (earn C average in at least 3 courses)_____ _____ _____ Total Average Grade _____ AP Exam scores _____

ONLINE COURSES

Students may take online courses for high school credit through a provider who is accredited by the Indiana State Board of Education. Students must have approval of the principal of the school or designee, prior to starting the online course. Final exams must be taken at Pendleton Heights High School under the supervision of a P.H.H.S. proctor.

GRADES AND CLASS RANK

The National Association of Secondary School Principals and the American Association of Collegiate Registrars and Admissions Officers have suggested the following way of determining class rank in secondary schools:

1. Marks for all subjects where credit is given, whether passed or failed, will be recorded and used in computing class rank. If a student is failing a subject at the time of a drop, a "W/F" will be recorded on the permanent record and as credit attempted in computing GPA/RANK.
   * All grades will count as part of the student's GPA.
2. All students in the class will be included in determining class rank.
3. A 12-point system based on quality of achievement will be used in computing rank-in-class average for each student. For example, a student enrolled in seven classes and earning the final grades indicated below would have a rank in class average for one semester of 5.714 (40 divided by 7).

Final Mark		Key
A	Passing	A = 11 points
B	Passing	B = 8 points
B-	Passing	B- = 7 points
C	Passing	C = 5 points
C-	Passing	C- = 4 points
D+	Passing	D+ = 3 points
D	Passing	D = 2 points

4. If ties in class rank occur, those students who are tied shall be given the same rank, one position below the next higher student.
5. Exact class rank is available at the end of each semester. Based upon the 2nd semester of the senior year, class ranking, Valedictorian, and Salutatorian will be named. Members of the "Top Ten Percent" will be named for school-ending activities based upon the 1st semester of the senior year. Final class ranking will be recorded on school records during the summer following your graduation.

GRADING SYSTEMS

1. Grades will be issued each grading period to students at all grade levels.
2. A single + or – may be added to grades A, B, C, D to indicate the quality of student achievement within the letter grade.
3. When averaging grades for grades K-7 on the semester schedule, all grading periods will be given equal weight.
   When averaging grades for grades 8 – 12 on the semester schedule, the final exam will be weighted 20% of the final grade, and each grading period will be weighted 40% of the final grade.
4. A student not completing major course requirements such as term papers, book reports, or other special projects may be given an "I" (Incomplete) for the grading period and an "I" (Incomplete) for the semester, regardless of the other grades for that subject, if not removed two weeks after being issued. This two-week time period may be extended by the principal in cases of illness or other hardship. Full directions for removing the "Incomplete" will be given to the pupil and the principal by the teacher. If the student does not complete the required course work within two weeks after the report card is issued, the student's grade will be calculated with a grade of zero for the missing work, and the grade report will be revised to reflect the calculated grade. If, however, the student completes the required course work within two weeks after the incomplete grade was issued, the student's work will be accepted and graded by the teacher. The

student's grade for the grading period then will be calculated, minus any penalties for late work, and the grade report will be revised to reflect the calculated grade.

5. Final exams will be given to all students in grades 8 -12 in all subjects at the end of each semester unless otherwise exempted by the building principal..

PHHS FINAL EXAM ATTENDANCE INCENTIVE

Students in grades 9–12 who maintain a 94% or higher attendance rate and earn a C average or better for the semester in a course shall be exempt from taking the final exam for that course. Qualifying students may elect to take the final exam to improve their overall course grade. Students who achieve a 94% attendance rate but earn below a C average for the semester will be required to take the final exam to demonstrate mastery of course content and improve their academic standing.

To determine final exam exemption eligibility, both official attendance rates and semester grades will be locked prior to finals week. The semester grade standing calculated at this time will be used to definitively establish whether a student has met the C average threshold. Attendance rates will be calculated based on official school attendance records, with school-approved activities, state-approved activities, and other excused absences handled in accordance with district and state attendance policies.

Students enrolled in Biology who take the Biology End-of-Course Assessment (ECA) and demonstrate proficiency shall be exempt from the Biology Final Exam, regardless of their attendance rate, provided they have earned a C average or better for the semester in the course. Qualifying students may still choose to take the Biology Final Exam if they wish to improve their overall course grade.

LATE ASSIGNMENTS AT PHHS

Students are expected to submit assignments by the established due date. Assignments submitted after the due date may receive a maximum of 50% of the earned score. Late work will be accepted until the unit assessment or five (5) school days, whichever comes first. Students with excused absences, IEPs, 504 Plans, or approved extenuating circumstances will receive appropriate accommodations or extensions. Teachers may grant additional flexibility when warranted but may not impose stricter penalties than outlined in this policy.

To ensure students are aware of their definitive grade standing prior to finals week and to respect teacher grading and preparation time, **no late or regular assignments will be accepted after the Friday prior to finals week**. This end-of-semester cutoff supersedes the standard five-day late window. **No new assignments with grading weight may be assigned during the week leading up to finals that cannot be reasonably graded and entered by this Friday deadline.**

Certain performance-based or collaborative classes—including labs, performances, presentations, discussions, and ACP/AP courses—may require alternative assignments when missed due to approved absences and may not be eligible for traditional late submission. Students are responsible for monitoring PowerSchool/Canvas, communicating with teachers regarding missing work, and meeting published deadlines. Excessive late work or repeated patterns of missing work may result in teacher-directed parent contact, academic interventions, or other administrative supports and counseling

ACADEMIC HONOR JACKET PROGRAM

Students at Pendleton Heights High School have the opportunity to be rewarded for earning semester grades of all A's in all classes (pass/fail classes are not eligible) in which the student is enrolled. Students will receive a specially designed school crest pin denoting "academics." Upon earning a third semester of all A's, the student will have an opportunity to purchase a green/white jacket with special PH lettering on the front.. Subsequent semesters of earning all A's will add a gold bar to the jacket letter. Students taking summer school will have that grade reflected in the semester following the completion of the summer term. If the summer term's grades are not

reflective of all A's, the student will not be eligible for all A's in that semester

A set of criteria has been established to designate which levels of classes and which areas of study must be included in a student schedule to qualify for this award.

TRANSCRIPTS

After a student has graduated, one transcript will be provided upon request free of charge. Additional transcripts may be obtained at a cost of $1.00 per transcript. Release forms must be signed in advance by parents if the student is under eighteen years of age. The student must be in good standing with the school by having all fees and fines paid. (All fines must be paid before a transcript will be issued.) Students may also request their transcript through www.parchment.com

COMMENCEMENT

1. Only students earning a diploma, certificate of achievement, or certificate of course completion will be eligible to participate in commencement exercises.
2. Any student who fails to achieve the required number of credits or fails to pass all required courses at the time his/her class graduates will have until September 30 of the following year to complete such requirements in order to receive a diploma dated with his/her class.
3. Any student who completes the requirements beyond these time limits may still graduate from Pendleton Heights High School but will receive a currently dated diploma.
4. Any student who does not plan to go through commencement exercises must notify the principal in writing prior to March 1st.

FINAL EXAMS

Final exams will be given to ALL students in ALL classes on a specified schedule at the end of each semester. An exam schedule will be devised, and the grade obtained on this test will become an integral part of the final semester grade for each course.

CHANGING SCHEDULES

Schedules change requests are accepted through the first Friday of each semester. Schedule changes may be denied based on a variety of reasons including class sizes, required prerequisite courses, and academic progress toward graduation.

AWARDS, SCHOLARSHIPS, AND LOANS

Students continuing their education after graduation from high school should contact the counselors for information concerning scholarships, loans, and application procedures and deadlines. A current list of scholarships can be found on the PHHS Counseling Department website.

WHERE TO GO WHEN YOU NEED ASSISTANCE

Absence Admit Slip	Attendance Office
Book Fee Payments	Treasurer-Main Office
Broken Lockers	Assistant Principal
Change	Treasurer - Main Office
Class Rank	Counseling Office
Doctor/Dentist Appointment	Attendance Office
Free or Reduced Lunches	Treasurer - Main Office
Good Student Auto Insurance Discount	Counseling Office

Ill at School	Clinic
Library Materials	Media Center
Lost Property	Attendance Office
Parking Permits	Attendance Office
Physical Forms for Athletes	Athletic Director
Schedule Change	Counselor
Stolen Property	Dean or Assistant Principal
Tardy to School	Attendance Office
Textbook Assistance Program	Treasurer - Main Office
Tickets for Athletic Events	Athletic Director
Use of Telephone	Attendance Office
Withdrawal from School	Counseling Office
Work Permits	Counseling Office

COUNSELING SERVICES

Student problems are important to the counselors, teachers, and other staff personnel. School personnel such as school nurse, speech therapist, remedial reading specialist, counselors, teachers, deans, and other specialists work together as a team, each trying to meet certain specific needs of the students.

Since school counselors are trained in the areas of student academic, vocational, social, and personal growth, the counseling office provides a place where the students can expect help from the counseling staff. Students also have the security in knowing that the counselors respect confidentiality. PHHS has partnered with Bowen Center, Centerstone, Meridian Health and Howard Health in order to provide additional mental health services to students and families. These services bill through medicaid and some private insurances. Counseling services are for all students.

It is a shared responsibility of the school counseling department, parents, and students for the planning of a student's academic schedule and in selecting courses which would qualify one for admission to various colleges and post high school training.

EXTRACURRICULAR/ATHLETIC/CO-CURRICULUR PARTICIPATION

Students in regular attendance are considered students in good standing. A student must attend four class periods on the day of a co-curricular or extracurricular activity on the day of the activity in order to be able to participate. If the event takes place on Saturday, the student must fulfill this obligation on Friday. Administrative approval is required for any exceptions.These events include but are not limited to athletic contests, musical and theatrical performances, academic team competitions, prom, et al. 103 Tardies are considered a form of absence. A student who has accrued excessive tardies may be withheld from participating in field trips as well as co-/extracurricular activities and organizations.

EXTRACURRICULAR/ATHLETIC/CO-CURRICULUR ELIGIBILITY

Students must be passing five classes in order to be eligible to compete in all athletic, co-curricular, or extracurricular activities. Eligibility will be determined on quarterly grades.

EXTRACURRICULAR ACTIVITIES

Permission for extracurricular events, meetings, and parties must be obtained and scheduled through the principal to help avoid conflicts. All extracurricular activities are to appear on the weekly calendar.

STUDENT DANCES

Dances are held by various organizations during the school year. All dances are to be cleared through the principal's office and arrangements made well in advance. After-game dances may be held on Friday and Saturday nights only and will dismiss at 11:00 P.M. The time for other dances should be scheduled between the hours of 7:00 P.M. and 11:00 P.M. Before scheduling a dance, each organization must agree to abide by and enforce the following rules:

1. Dances are for students who are currently enrolled in PHHS. Some dances may require a guest to be properly registered.
2. Students will be responsible for the actions of their guests.
3. Grade school and junior high school students will not be admitted to high school dances except when in the company of their parents who may be acting as sponsors.
4. All students attending will follow the school dress code with the exception of special dances.
5. Any student or guest leaving will leave school grounds and not return during the hours of the dance.
6. Sponsors must provide chaperones and auxiliary police in numbers sufficient to control estimated crowds at dances.
7. Slam dancing is not permitted.

Student Council and Class Officer Elections

Purpose

The Student Council at Pendleton Heights High School exists to promote school spirit, leadership, democratic values, and collaboration among the student body. Council members serve as representatives of their peers and contribute to a positive school culture through service and engagement.

Eligibility and Application

General Requirements (All Applicants):
Must be a full-time student in good standing at PHHS.
Must complete the official *Student Council Application* and sign the *Letter of Commitment*. These can be located in the Attendance Office.
Must follow all school policies and commit to upholding the values of the council.
Must turn in all required materials by the deadline set by the Student Council sponsor(s).

Class Officer Candidates (Member Representatives):
Must have a **minimum cumulative GPA of 5.0** on the 12-point scale.
Must submit **two letters of recommendation**:
One from a PHHS faculty or staff member.
One from a school-affiliated adult (e.g., another PHHS staff, coach, middle school teacher).
Must meet with the class sponsor(s) prior to campaigning.
Must win by a majority vote of their class.

Steering Committee Candidates:
Open to any full-time student in good standing.
Must submit a signed application and letter of commitment.
Candidates are appointed by the Student Council sponsor(s).

Election and Campaign Procedures

Campaigning must follow school guidelines and be approved by the Student Council sponsor(s).

A **maximum of three posters per candidate** is allowed.
Campaign materials or give-aways may not exceed **$50 total**; receipts may be requested.
Candidates for Class Officer must deliver a speech to their class.
In the event of a tie, both candidates will be selected.

Student Council Structure

Student Council Officers: President, Vice President, Secretary, and Treasurer. These are elected by Member Representatives (Class Officers) in a full council meeting.
Class Officers (Member Representatives): Elected positions include Class President, Vice President, Secretary, and Treasurer.

Steering Committee: Five appointed members per class.
If an Officer resigns, the Vice President will assume the President's duties. Other vacancies may be filled by a council vote.

Expectations and Responsibilities

Attendance and Participation:

Members must attend at least **80% of all meetings and events per semester**.
Prior notice (minimum 3 days) is required for absences, unless in emergency situations.
Members arriving more than 10 minutes late may not receive credit for attendance.
Failure to attend mandatory events results in automatic probation.

Conduct:

Members must follow all school, local, and state laws.
Any serious misconduct or failure to meet obligations may result in probation or removal.
Members on probation for two consecutive semesters may be ineligible for future council service.

Duties by Role:

Council Officers: Lead meetings, oversee communication and planning, maintain finances, and represent the student body.
Class Officers: Represent their grade level, help plan class-specific events, and communicate with sponsors and peers.
Steering Committee Members: Support council events, share student concerns, and assist with communication and execution of student-led initiatives.

FRATERNITIES, SORORITIES, AND SECRET ORGANIZATIONS

A secret organization cannot be given recognition in any manner. Students are to refrain from manifesting membership or activity in such organizations. Pendleton Heights High School will sponsor and recognize only those clubs and organizations which are conducive to the proper growth and development of boys and girls. Membership in unrecognized, unapproved or unlawful organizations will prevent that student from participating in any activity as a representative of our school and may lead to the suspension or expulsion of the student.

All clubs and organizations must have a copy of their constitution on file in the principal's office. Membership cannot be subject to race, religion, national origin, or sex.

ATHLETIC PROGRAM

The Pendleton Heights High School Athletic Department will sponsor all sports promoted by the IHSAA as deemed feasible by the Council and Board of School Trustees. The present program includes the following sports:

FALL		WINTER		SPRING	
Boys	**Girls**	**Boys**	**Girls**	**Boys**	**Girls**
Cross Country	Cross Country	Basketball	Basketball	Baseball	Softball
Football	Volleyball	Swimming	Cheerleading	Golf	Tennis
Tennis	Golf	Wrestling	Swimming	Track	Track
Soccer	Soccer				
	Cheerleading				

Awards

Requirements for all sports:

1. All athletic awards shall be awarded as per individual sport guidelines, upon recommendation of the coach of the sport and approval of the principal
2. An athlete who has not finished his/her eligibility due to injury or illness, as noted by a qualified physician, shall be awarded a letter for the sport in which the athlete was participating when the injury or illness occurred if it is obvious that the athlete would have met the guidelines for a letter. The student must complete the season in good standing with the Athletic Department.

Types of Awards

A. Blanket —Awarded to the senior athlete who has earned at least nine varsity letters upon completion of his/her high school athletic career.
B. Jacket — After earning the first varsity letter, the athlete may buy a standard athletic jacket, and the PHHS athletic department will pay for the letter and have the letter sewn on the jacket. (Standard naugalite sleeve.)
C. Sweater —After earning a first varsity letter, the athlete may buy a sweater, and the athletic department will pay for the letter and for having the letter sewn on the sweater. (Green, V-neck for boys; White V-neck for girls.)
D. Captain's Star — Awarded to the individual(s) chosen as honorary captain of varsity teams.
    a. Selection Process - the coaching staff in each sport shall determine the method in which the captain is selected.
E. Certificates
    a. Letter certificates — a certificate shall be awarded to an athlete for each varsity letter earned.
    b. Participation certificate - a participation certificate shall be awarded to an athlete who does not qualify for a letter, but has completed the season in good standing.
F. Letters — A 7-inch block letter for men or 7-inch script letter for women shall be placed on both the sweater and jacket the athlete purchases. Athletes may purchase inserts if they wish to indicate participation. Manager's letters shall be inscribed with "Mgr."
    a. If a senior athlete has not been able to earn a varsity letter after four complete years of participation in a sport, the coach of that sport can recommend the athlete for the varsity letter based on loyal participation and service.
    b. Any students at the end of their senior year who have earned a varsity letter and have not purchased a sweater or jacket may be issued an athletic letter upon their request.
G. MVP — A MVP award shall be presented in each sport. The award shall be a suitable trophy.
    a. Method of selection:
        i. The coaching staff in each sport shall nominate deserving individuals within their sport for

MVP. The coaching staff in each sport shall determine whether the MVP is selected by vote or by points earned. If the MVP is to be determined by vote, then the nominees shall be voted on by players and coaches in that sport.

ii. In case of a tie, dual awards may be presented.

H. Five-letter Plaque — The five-letter plaque is a Senior Award presented at the annual Senior Honors Program.

I. The athlete will receive a plaque on which will be the school name, athlete's name, sports in which letters were earned, and the number of years lettered in each sport.

J. Special Awards:
   a. Any special awards to individuals in the athletic program by non-school groups will be first recommended to the AC for approval.
   b. Special awards to individuals in the athletic program may be recommended by the coach and approved by the principal and athletic director.

K. Athletic/Academic Jackets
   a. If an athlete earns three athletic letters and also during his/her high school career earns an academic jacket, the athlete may choose to have the athletic letter placed on the academic jacket if he/she has not already purchased one. The athletic department will provide the athletic letter to be placed on the academic jacket.
   b. An athlete who has purchased an athletic jacket will not be reimbursed for that jacket upon earning an academic jacket. He/She will be awarded an academic jacket in addition to the athletic jacket that was purchased.

Guidelines for Lettering in Individual Sports

1. Baseball
   a. Play in 50% of the regularly scheduled varsity games.
   b. Specialists, such as pitchers, upon recommendation of the coach.
2. Basketball
   a. Win a position on the varsity squad and participate in at least 50% of the quarters played.
   b. To special classes where an athlete is brought up during the course of the season from the reserve squad upon recommendation of the coach.
3. Cross Country
   a. Place in 50% of the meets. A place is equal to five times the number of teams participating in the meet.
   b. A runner who runs in a reserve meet can earn a place if his/her recorded time is equal to or better than the time of the individual who is listed as the last place in the varsity meet.
4. Football
   a. Win a position on the varsity team and participate in at least 50% of the schedule quarters.
   b. Specialists, such as extra-point kickers, etc., recommendation of the coach.
5. Golf
   a. Win or tie in at least one-half of the meets scheduled on the varsity level.
   b. An athlete who is participating in a reserve match can gain a win or tie toward his varsity letter if his card that day is equal to or better than a card that would be necessary to win or tie on the varsity level.
6. Softball
   a. Play in 50% of the regularly scheduled varsity games.
   b. Specialists, such as pitchers, upon recommendation of the coach.
7. Tennis
   a. Participate in at least 50% of the varsity matches.
   b. Or participate in at least one match in sectional play.
8. Track

a. Average at least one point per meet in which the varsity is in competition.
b. Or win a place in the conference meet. This would include members of a relay team.
c. Or win a place in the Sectional meet. This would include members of a relay team.

9. Swimming
    a. Average 4 points per meet.
    b. Or place in the top 6 at the Sectional meet.
    c. Divers must average 2.5 points per meet.
10. Volleyball
    a. Win a position on the varsity squad and participate in at least 50% of the games played.
    b. Where an athlete is brought up during the course of the season, upon the recommendation of the coach.
11. Wrestling
    a. Score a total of at least 21 team points in dual meet competition. Points scored shall follow the Federal IHSAA rules for scoring in high school wrestling meets.
    b. Win his weight class in any of the following tourneys and be recommended by the coach: Conference, County, or any of the State Series.
12. Managers/Trainers
    a. A boy or girl in the second year as manager/trainer in the same varsity sport.
    b. Guidelines:
        i. Attend all practices, unless excused by the coach.
        ii. Attend and complete all assigned responsibilities at varsity contests.
        iii. Must be recommended by the coach.
13. Cheerleaders
    a. Varsity cheerleaders will be awarded a varsity letter upon completion of one season with the recommendation of the coach.
    b. Reserve and freshman cheerleaders will be awarded a certificate of participation upon completion of one season with the recommendation of the coach.
14. Soccer
    a. Play in 50% of the regularly scheduled varsity games.

During the course of the school year, there are numerous questions that might affect the student in athletics. All such questions should be referred to the high school athletic director. Seldom will questions be answered by someone not involved in a direct way with the program.

ATHLETIC HALL OF FAME

Beginning with the class of 1990, only athletes obtaining All-State recognition, as established by the Athletic Council, will have individual pictures mounted on the walls of the north gym lobby. All sectional-winning teams will have pictures displayed in this area as well.

The north lobby walls are intended to become a Hall of Fame for Pendleton Heights High School athletes obtaining All-State status. Other currently displayed pictures of sectional, regional, etc., winners will be on display in the north gym balcony.

INTERNET/COMPUTER NETWORK
USE AGREEMENT

I understand and will abide by the above Internet/Computer Network use agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

[User signature and Date]

PARENT OR GUARDIAN

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

(PARENT OR GUARDIAN PLEASE NOTE: if you do not want your child to access the Internet, please mark out the word "Internet" in the last sentence of the following paragraph. If the word "Internet" is marked out, this form will be an agreement for the school district's local computer network only.)

As the parent or guardian of this student, I have read the Internet/Computer Network Use Agreement. I understand that this access is designed for educational purposes. SMCSC will take precautions to eliminate controversial material. However, I also recognize it is impossible for the school corporation to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for my child to access the Internet/Computer Network and certify that the information contained on this form is correct.

[Parent/Guardian Signature and Date]

South Madison Community School Corporation
EXTRACURRICULAR CONSENT FORM

I have received and have read and understand a copy of the "South Madison Community School Corporation Drug Testing Program." I desire that _____ participate in this program. I desire to participate in this program for the following reason:

_____ a. Student Athletic
_____ b. Student Extracurricular
_____ c. Student Driver

I voluntarily agree to be subject to its terms for the entire middle school/high school career (grades 7-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: Students Graduation Year:

Student Signature Parent/Guardian Signature

I, _____ have decided not to participate in any extracurricular activities sponsored by South Madison Community School Corporation nor drive to, from or during school for the remainder of this school year. In order for me to participate in the extracurricular activity program or to obtain a student driver permit, I understand that I must submit to a urinalysis.

Students Graduation Year _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____