

**INDIAN CREEK HIGH SCHOOL**

**STUDENT AGENDA/HANDBOOK  
2018-2019**

**WELCOME**

*Welcome to Indian Creek High School. We are committed to providing quality education to all students. To achieve this goal, our district provides excellent teachers, a comprehensive curriculum, and fine facilities for your educational development. We encourage students and teachers to approach learning in a new way, which includes active involvement of students in the classroom. You are expected to abide by the contents of this handbook.*

*The best way to feel that Indian Creek is YOUR school is to be involved in co-curricular activities. It is our hope that you take advantage of every opportunity we have to offer. We all have a great deal of pride in our school; we expect fantastic accomplishments from each of you.*

**INDIAN CREEK FIGHT SONG**

*Stand all for the red, white, and blue  
'Neath our Hoosier sky;  
Cheer all for the red, white, and blue  
Vict'ry is our cry!*

*Now fight for the school that we love  
We'll protect our fame  
Go team go! Fight team fight!  
Win that game  
Indian Creek is our name!*

*(shout)*

*B-B-BRA V-V-VES  
BRA-VES, Braves, Braves, Braves!*

## PERSONNEL - INDIAN CREEK HIGH SCHOOL

803 W. Indian Creek Drive  
Trafalgar, IN 46181  
School Office: (317) 878-2110  
Attendance Office: (317) 878-2111  
Fax: (317) 878-2112

### ADMINISTRATION

Luke Skobel	Principal
Eric Long	Asst. Principal
Derek Perry	Ath. Director

Carol Piety	Science
Tiffany Swopes	Choir
Jennifer Willard	Math
Rex Wilson	Business
Lauren Woodworth	Math
Rachel Wright	W Language
*Department Chairs	

### FACULTY

Merle Ankney*	Health/PE
Luke Appleton	Tech Ed
Lauren Atwood	English
Angela Beshears	Math
Lee Ann Blazer	English
Ashley Boner	T.I.S.
John Butler	Business/P.E.
Kaylee Craney	Social Studies
Brett Cooper	Health/PE
Casey Cunningham	FACS
Erin Davis*	English
Joe Dunn*	Agriculture
Kenda Eley	Social Studies
Andrea Ferris	Science
Drew Glentzer	ICLC
Heather Graham	W Language
Kandice Greenwood	Science
Amy Heavilin	Band
Jessica Knight	English
Jennifer Koron*	Science
Luke McFann	Math
Hilary Miller	English
Stacey Miller	Social Studies
Kaye Mishler*	Social Studies
Rose Moore*	Art
Molly Myers*	Math
Rick Parmer	Health/PE

### SPECIAL EDUCATION

Gloria Crowell	Director
Laura Summers	Teacher
Renee Boshears	Teacher
Sharon Hogue	Teacher
Scott Wilkerson*	Teacher
Amanda Oliver	Assistant
Donna Dresslar	Assistant

### OFFICE

Susie Baker	Nurse
Laura Britt	Attendance Secretary
Leah Haase	Guid./Ath. Secretary
Samantha Perry	Treasurer
Amy Smith	Admin Assistant

### Guidance

Dawn Meadows	Counselor
Aubrei Teter	Counselor

### LIBRARY-MEDIA CENTER

Robin Bratton	Media Sp.
Nancy Lundy	Library Aide

### **Nineveh-Hensley-Jackson Mission Statement**

The mission of Nineveh-Hensley-Jackson United School Corporation is to actively partner with students, staff, families, and community to ensure all students acquire and apply knowledge, attitudes, skills, and habits to be responsible citizens in American society, life-long learners, and successful participants in a global and technological society by providing:

- Open communication with parents and community about issues concerning the NHJ school district;
- Prompt feedback to parents about student learning progress and guidance for home support for student learning;
- The community with reports concerning academic performance through graduation and beyond;
- School improvement plans that meet North Central Association standards;
- A process of staff evaluation that connects student performance with professional development;
- A process for hiring highly competent staff;
- A comprehensive K – 12 program in a safe environment that prepares students for successful post-secondary education;
- A comprehensive K – 12 student assistance/guidance program that promotes career awareness, educational planning that includes post-secondary opportunities, self-awareness, self-esteem, and character development; and
- A continuous process of vision and mission review.

### **Nineveh-Hensley-Jackson Vision Statement**

The vision of Nineveh-Hensley-Jackson United School Corporation is that of a dynamic organization that will work in partnership with the family and community to maintain and provide adequate resources for a safe, disciplined, and productive environment where all students and highly competent and committed adults are meaningfully engaged in learning. Our curriculum design and instructional practices will provide the knowledge, attitudes, skills, and habits for all students to become responsible citizens in American society, life-long learners, and successful participants in a global technological society.

### **Indian Creek High School Vision**

Empowering Excellence

### **Indian Creek High School Mission**

Indian Creek High School empowers students with knowledge, responsibility, and perseverance in order to achieve excellence.

### **Indian Creek High School Core Values**

Excellence

Communication

Perseverance

Responsibility

## **Attendance Policies**

The School Board Requires all students enrolled in the schools of this Corporation to attend regularly in accordance with the laws of the State. The Corporation's educational program depends on the consistent presence of all students to achieve continuity of instruction and a successful educational climate. Attendance is recorded each period. **It is the parent's' responsibility to call the school's attendance office at 317-878-2111 the day of the absence of their child. This telephone number is available 24 hours a day, seven days a week. The voicemail system will record a message if the attendance secretary is unavailable. All absences will be considered unverified & unexcused until reported by the parent or guardian.** An automated attendance dialer will be used to verify student absences. If the attendance office does not receive a call, note, or fax within two days of the student's return, the absence will be considered unexcused which may be determined as truancy. All late-arriving students (tardy) must check in with the attendance office.

### **EXCUSED/ACCEPTABLE ABSENCES**

The following is a list of the absences that, with acceptable verification, will be considered excused and not count toward the student's absence limit. If verification is not turned in the absences will be considered unexcused/unacceptable.

#### **Death of an immediate family member**

- Obituary or Funeral Home Bereavement Card signifying family relationship.

#### **Hospitalization and / or Quarantine**

- Written notification from a competent physician.

#### **Professional Appointments (i.e. Medical, Dental, Vision Appointment)**

- Notice after appointment must be submitted within 30 calendar days to the office.
- Student name must be identified as the one seen by the professional.
- The date and time of the appointment must be documented by the professional.
- The date of return must be documented by the professional.
- Expected limitations and duration must be documented by the professional when applicable.

#### **Physical or Mental Incapacitation**

- Official Letter of Incapacitation signed by a competent Physician.
- Physician must indicate start and projected end date of the Letter of Incapacity.
- Physician must indicate student's diagnoses and symptoms specific to the Letter of Incapacity.

#### **Required Court Attendance**

- Written court documentation of court appearance.

#### **Incarcerations**

- Written court documentation of detainment from a Juvenile Justice Representative.

#### **Observance of a Recognized Religious Holiday**

#### **College Visits**

- Juniors & Seniors are allowed three (3) approved college visits to college of choice with signature of college official to confirm visit. Days must be preapproved through the attendance office.

(NOTE: All college visitations require written proof of the visitation from the campus representative).

### **State Fair & Other Educationally Related Non-Classroom Activities**

• Students are allowed two (2) approved educational non-classroom events per school year, not to exceed five (5) days of school. (ex. If 1 event is 5 days, there will not be a second event allowed). Days must be preapproved through the attendance office.

### **Clinic Dismissal**

• The day of, and the day following, a student being sent home by the school clinic.

### **Out-of-School-Suspension**

#### **Exempt by Statute**

- a. Service as a Page or as an Honoree of the General Assembly
- b. Service on Precinct Election Board or for Political Candidate or Parties
- c. Witness in Judicial Proceeding
- d. Educationally Related Non-classroom Activity
- e. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- f. A member of the Indiana wing of the civil air patrol and who is participating in a civil Air Patrol.

### **UNEXCUSED/UNACCEPTABLE ABSENCES**

1. Any absence in which acceptable verification has not been received.
2. Truancy – A student who has lost instructional time without the knowledge of the parent/guardian.
3. Pre-arranged or unreported absences; i.e., vacation.

### **CONSEQUENCES**

**Warning Letter:** Sent by the school when a student has accumulated 5 days of unexcused absences in any class.

**Loss of Credit:** Students will be issued a Loss of Credit Notice by their class administrator after exceeding the 7-day absence limit in any one or more classes per semester. The student will remain in the class for the duration of the semester. He/she will continue to have his/her grades posted in Infinite Campus throughout the semester and receive a letter grade for the quarter even though the student will receive “NC” (Non-Credit) for the course on their official transcript.

**Credit Reinstatement:** Each student who loses credit may be subject to a case review by his/her administrator. The administrator may place a student on an attendance contract. If the student fulfills his/her obligation to the contract the administrator may reinstate their credits. Students who do not fulfill these obligations will be notified by their administrator.

**Referral to Juvenile:** The attendance office will file truancy charges with the Johnson County Juvenile Probation Department when a student continues to miss school after the meeting with their administrator.

### **TARDY TO SCHOOL**

- Student who crosses the threshold of the school after the designated start time: 8:10 a.m. at ICHS is considered Tardy to School.

- The prompt arrival of students prepares them for success the entire day. Students who report late to school must check in at the main office to obtain admittance to the building. A student habitually late to school will lose the privilege of driving to school.
- On the fifth (5th) occurrence of a student being tardy to school within the semester, a one (1) hour detention will be assigned to the student.
- Upon the eighth (8th) occurrence of a student being tardy to school within the semester, the student will be assigned a two (2) hour detention.
- Any occurrence of a student being tardy to school beyond the first 8 within the semester, appropriate consequences will be determined by ICHS administration and may include suspension and expulsion.
- Instruction is taking place throughout the entire school day. Students who are picked up before the end of day will receive a Tardy-Left Early designation. This category of tardy will count the same as a tardy at the start of the school day.

## **TRUANCY**

Truancy is an absence from school or class without the knowledge or consent of the parent/guardian and the school, or an absence from school where there is an attempt to evade the State Attendance Law. Truancy is an unexcused absence from school. A student is considered to be a habitual truant when three (3) or more acts of truancy have accumulated in a year. If a student of at least 13 years of age is a habitual truant, the student's name will be reported to the Bureau of Motor Vehicles in accordance with state law IC 20-33-2-11 in addition to other penalties set out in this policy. Truancies, which occur anytime during the school day (usually 8:15 a.m. to 3:20 p.m.) constitute one incident. However, the length of time a student is truant during one school day will be considered in determining the appropriate disciplinary consequences. Appropriate consequences will be determined by ICHS administration and may include suspension and expulsion.

## **PERIOD TRUANCY**

Skipping class for any reason is a serious offense, and students who skip class are considered to be truant even if they are present in the school building. Failure to report to any one class throughout the school day will be considered a "period truancy." Students who are out of their assigned area for more than 15 minutes will be considered truant. Once a period truancy has been verified, the parent will be notified by phone and a conference with the student will be conducted. The length of time and frequency a student is truant will be considered in determining the appropriate disciplinary consequences. Appropriate consequences will be determined by ICHS administration and may include notification sent to BMV as outlined above as well as possible suspension and expulsion from school.

## **ATTENDANCE-SIGN IN/SIGN OUT PROCEDURE**

Students arriving after the 8:10 a.m. bell will be considered late arrival and must immediately report to the attendance office and must satisfy the following criteria:

- Telephone call from parent/guardian explaining the reason for the late arrival.
- Telephone call from parent/guardian and written appointment explanation if lateness is due to doctor, dental, or optical appointment.
- Student must obtain a hall pass to be admitted to class if arriving late. A student may be deemed TRUANT if the above criteria are not met.

To SIGN OUT students must do the following:

- Have parent/guardian permission; and

- Report to the attendance office to be signed-out and dismissed by the attendance secretary, office staff, or school administrator. (Prior request from parents/guardians is included.) A student may be deemed TRUANT if all of the above criteria are not met.

## **ATTENDANCE-FINAL EXAM DAYS**

On the days for final exams each semester, calls from parents will not excuse the student from finals. Final exams are typically the last week of each semester. In order for an excused absence to be considered, the student must present a doctor's excuse to the office verifying the student was too ill to attend school and was seen by a doctor on the day of the absence or days in an extended illness. Final exam grades will be an "0%" if this procedure is not followed. Do not schedule doctor's, dentist's or other appointments on final exam days. Vacation days are not excused and tests cannot be given earlier than scheduled.

## **ATTENDANCE-MAKEUP CLASSWORK**

It is the student's responsibility to make arrangements with his teachers on the day of his/her return to school to make up missed assignments. Teachers are required to give students a minimum of the number of days that they were absent to make up the work that was missed. However, assignments, including tests, which were assigned prior to the absence and were due on or before the day the student returns, will be due on the date the student returns to school.

## **OTHER ATTENDANCE ISSUES**

Students suspended out-of-school must complete all class-work assigned during their suspension. All class-work will be due upon return to class from the suspension. Students who miss school because of illness or suspension are not permitted to attend social or extracurricular activities on the day of an absence.

## **PREARRANGED ABSENCES**

To get a pre-arranged absence the parent and/or guardian must request from the school attendance office a pre-arranged absence form. The parent must state the reason(s) for the absence and sign the acknowledgment that the parent and student realize that the days of absence will count toward the limit of allowable absences. The principal and/or his designee will then approve or deny the request. This must be done at least two weeks before the beginning of the absence. The student is to arrange classroom assignments before leaving and submit completed work when returning to class. There may be times, based on teacher discretion, when assignments must be completed before the student is absent.

## **SENIOR SKIP DAYS**

ICHS does not recognize Senior Skip Days. Any days of absence for this reason will be treated as truancy. Students are required by law to attend school IC 20-8.1-3.

# **STUDENT CODE OF CONDUCT**

Student misconduct could result in, but is not limited to, before/after school detention, academic probation, social probation, time out, out-of-school suspension, recommendation for expulsion, referral to appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case.

Jurisdiction for any form of disciplinary action at Indian Creek Senior High School applies when a student is:

1. On school grounds immediately before, during and, after school hours or at any other time the school is being used;
2. Off school grounds at a school related activity; and
3. Traveling to or from school or at a school-related activity.
4. Participating in summer school.
5. A student may be suspended or expelled for engaging in unlawful activity (I.C. 20-33-8-15) on or off school grounds if
  - a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
  - b. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.


## **AUTHORITY OF ADULT SCHOOL EMPLOYEES**

All of the adult employees of NHJ have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any adult employee, whether the employee is faculty, office staff, cafeteria staff, custodial or bus driver corrects any student, the student is expected to accept such correction.

1. Each teacher and any of the other school personnel shall, when pupils are under his/her charge, have the right to take any action, which is then reasonably necessary to carry out, or to prevent an interference with, the educational function of which he/she is then in charge.
2. Each principal may take any action concerning his school or any school activity within his jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the superintendent or his administrative staff with his approval may take any action with respect to all schools within the superintendent's jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purpose.



## BEHAVIORAL EXPECTATIONS

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<p align="center"><b>Classrooms</b></p>	<ul style="list-style-type: none"> <li>- Follow directions of staff members</li> <li>- Use appropriate language and tone when talking to others</li> <li>- Be polite</li> <li>- Accept other people's opinions and differences</li> </ul>	<ul style="list-style-type: none"> <li>- Follow school and classroom rules and expectations</li> <li>- Be engaged and actively participate</li> <li>- Be on time</li> <li>- Take ownership of your academics</li> <li>- Keep track of due dates</li> <li>- Be prepared for class (charged iPad, homework complete, etc.)</li> <li>- Be a positive role model for others to follow</li> <li>- Clean up after yourself; return supplies to designated areas</li> </ul>	<ul style="list-style-type: none"> <li>- Follow proper drill procedures</li> <li>- Stay calm in an emergency</li> <li>- Keep hands, feet and objects to yourself</li> <li>- If you see something suspicious, report it immediately.</li> </ul>
<p align="center"><b>General Areas</b> (cafeteria, hallways, locker rooms, bathrooms, etc.)</p>	<ul style="list-style-type: none"> <li>- Follow directions of staff members</li> <li>- Use appropriate language and tone when talking to others</li> <li>- Be polite</li> <li>- Accept other people's opinions and differences</li> <li>- Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>- Follow school rules and expectations</li> <li>- Clean up after yourself; return supplies to designated areas</li> <li>- Be on time</li> <li>- Use the restrooms/locker rooms for their intended purpose</li> <li>- Be a positive role model for others to follow</li> <li>- Report spills or items that need attention to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands, feet and objects to yourself</li> <li>- Walk</li> <li>- Keep walkways clear</li> <li>- If you see something suspicious, report it immediately.</li> </ul>
<p align="center"><b>Transportation to and from school</b></p>	<ul style="list-style-type: none"> <li>- Follow Directions of staff members (bus drivers, teachers, etc.)</li> <li>- Use appropriate language and tone when talking to others</li> <li>- Be polite</li> <li>- Accept other people's opinions and differences</li> </ul>	<ul style="list-style-type: none"> <li>- Follow bus rules and expectations</li> <li>- Clean up after yourself (bus)</li> <li>- Be on time to bus/school</li> <li>- Be a positive role model for others to follow</li> </ul>	<ul style="list-style-type: none"> <li>- Be patient</li> <li>- Be aware of your surroundings</li> <li>- Follow traffic laws and procedures</li> <li>- Sit while bus/vehicle is in motion</li> </ul>

## **DISCIPLINE PROCEDURES**

ICHS has 3 general Behavior Expectations. Students will Be Respectful, Be Responsible, and Be Safe.

ICHS utilizes a Tiered Discipline Model that was designed to encourage responsibility and reward positive behavior.

Students who commit infractions that fall into the three behavior expectations will be asked to sign a classroom Responsibility Log. (The “other” category is reserved for other classroom infractions that the teacher deems appropriate for log signature.)

Each time a student is asked to sign a log, he/she moves up one rung on the Tiered Discipline Pyramid.

At every third log signing (for all teachers combined), parent contact will be made by the teacher.

As you can see on the pyramid, if a student moves upward and continues to be tardy, come unprepared to class, show poor citizenship, or violate the dress code, he/she will be assigned detention based on the number of infractions.

### **The Three Tiers**

The consequences for infractions at each level of each Tier are outlined on the Tier Pyramid on the previous page.

#### **Tier One:**

Students who remain in Tier One will start with a clean slate at the end of each semester. Rewards/incentives will be available to students who are in Tier One and/or do not receive detentions.

#### **Tier Two:**

Students who fail to improve in the three behavior expectations after three detentions will be placed in Tier Two.

Students in this tier will take part in a conference between his/her teachers, parents/guardians, and the Assistant Principal to determine the appropriate interventions necessary to support the student in changing the behaviors.

Consequences for infractions become more severe in Tier Two.

Students who are in Tier Two and fail to change the negative behaviors will forfeit the right to attend or participate in extracurricular activities.

If students incur three to six office referrals, the administration may use discretion in placing the student in Tier Two.

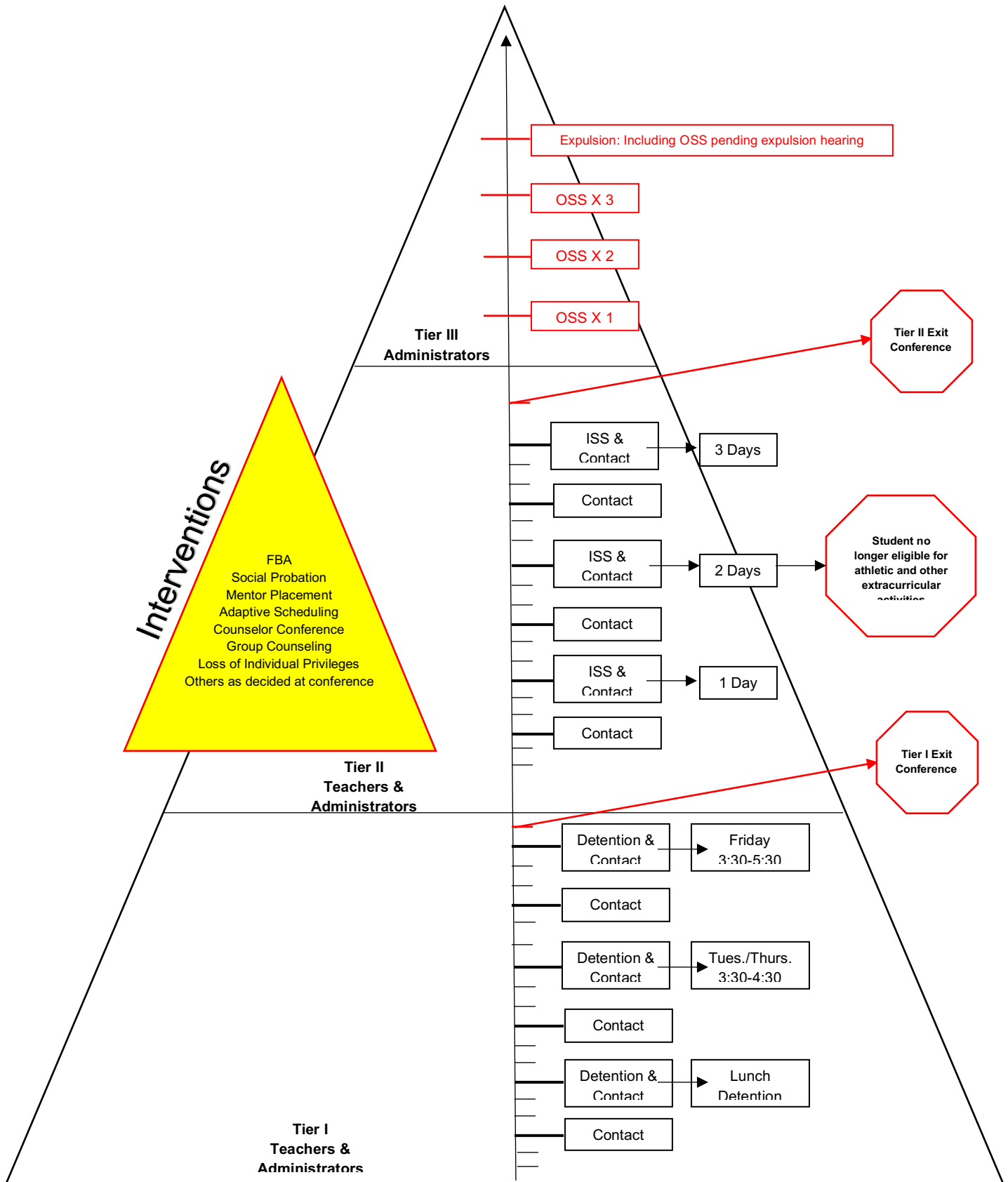
#### **Tier Three:**

This Tier is reserved only for students who consistently fail to follow school rules; the student will be responsible for changing the negative behavior.

Interventions will be continued in support of the student.

Continued disobedience at this point will result in Out-of-School suspension and may lead to Expulsion.

**ICHS Tiered Discipline Pyramid**  
**Be Respectful, Be Responsible, Be Safe...BE A BRAVE!**



**Automatic Office Referrals (3-6 Office Referrals will result in placement in Tier II at the administrator discretion)**

Truancy/Period Truancy  
Bullying/Fighting

Threatening Behavior  
Cheating

Tobacco/Drugs  
Weapons

Destruction of Property  
AUP Violation

Defiance

## **TARDINESS TO CLASS**

Students should be in their respective rooms when the last bell rings to begin class. A student who is not on time will be informed and counted tardy by the teacher. If there is a valid reason for the student being late, such as being held late in another class, illness, etc., then a pass by the teacher in the preceding class must be sent with the student. Tardy to class results in a log entry for each occurrence.

## **VULGARITY/PROFANITY**

A student will not use any form of vulgarity or profanity: written or verbal. Included in this would be obscene gestures, signs, or possession of vulgar pictures or publications. Any profanity or vulgarity directed toward a staff member will not be tolerated. Appropriate consequences will be determined by ICHS administration and may include suspension and expulsion.

## **FIGHTING**

Definition – Aggressive physical abuse between students with a purpose of physically and/or emotionally harming a fellow student.

If overt aggression is identified with one student, the policy may affect only one student.

Defending oneself is defined as blocking a punch or swing.

- First offense – Suspension from school, possible expulsion, and police contacted.
- Second offense – Suspension from school, possible expulsion, and police contacted.
- Third offense – Recommendation for expulsion and police contacted.

## **POSSESSION/USE OF TOBACCO**

Law and school policy prohibits the possession and/or use of tobacco products for high school students attending ICHS. Student health is a primary consideration in our determination to eliminate discipline situations involving tobacco possession and/or use. In recognition of the impact of adult role modeling on students and the importance of preventing tobacco use, ICHS is a tobacco-free school environment for students, staff, and the community.

There is to be no possession/use of tobacco, tobacco products, look-alike products, or other inhaled vapor products by students in the building, on school grounds, or at school sponsored events. Violations will result in the following disciplinary actions:

- First offense – Notification of parents/guardians, 1 day out of school suspension, and notification of the local law enforcement agency for proper citation.
- Second Offense – Notification of parents/guardians, 2 days out of school suspension and notification of the local law enforcement agency for proper citation.
- Third offense – Notification of parents/guardians, out of school suspension, possible expulsion, and notification of the local law enforcement agency for proper citation.

## **CELL PHONES & ELECTRONIC DEVICES**

ICHS recognizes the use of cell phones & similar devices by students is an ever evolving and common practice. The following guidelines will be used to eliminate the possible distraction of these devices during the regular school day.

Students may have “silenced” Cell Phones and mobile communication devices on their person. The use of these devices during instructional time is prohibited.

Cell Phones and Mobile Communication Devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff or personnel.

Students are only permitted to use Cell Phones and Mobile Communication Devices in the cafeteria during their lunch periods and in hallways between classes. Use of such devices in classrooms will be restricted and violations will result in confiscation of the device.

No student shall use a Cell Phone or Mobile Communication Device to violate any Student Code of Conduct, including Computer usage agreements, and/or Bullying Policies.

Examples of unacceptable usage includes but is not limited to: in restrooms or locker rooms, by-passing the nurse or attendance to leave school, cheating, cyber bullying, sexting, taking pictures or videos, etc.

Repeated violations of this policy may result in the student losing their electronic device privileges at school and/or other appropriate disciplinary consequences as determined by their administrator up to and including suspension and expulsion from school.

***The student assumes all risks in bringing such devices onto school property or to school related functions.***

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

- a. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- b. It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- c. It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- d. “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- e. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- f. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **ACADEMIC DISHONESTY**

The conduct of a student that demonstrates any form of cheating and/or academic dishonesty will be disciplined according to the seriousness of the incident. **Any form of academic dishonesty outside the classroom/class work could result in discipline ranging from suspension to expulsion, depending on the seriousness of the offense.**

Cheating in class or on class work could result in (but not limited to):

First offense – Zero on work, parent contact

Second Offense –(same class or different class) Zero, OSS, and parent conference

Third Offense –(same class or different class) withdrawn from class and failure for the semester

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are considered to be in bad taste and therefore are subject to disciplinary consequences.

## **HALL PASS**

A hall pass must be obtained by the student to be excused from a class for any reason during the school hours.

## **SEARCHES**

The personal property of a student (such as purses, vehicles, book bags, athletic bags, jackets, etc.) while at school may be subject to a search by the principal/assistant principal upon individualized reasonable suspicion that the student has violated a disciplinary rule.

## **LOCKERS**

All lockers that are made available for student use on the school premises, including lockers located in the hallways, physical education, and athletic dressing rooms, are the property of NHJ. These lockers are made available for student use in storing school supplies and personal items. Items, which will cause or can reasonably be foreseen to cause an interference with school purposes or an education function, or which are forbidden by state law or school rules, are forbidden.

The student's use of the locker does not diminish NHJ's ownership or control of the locker. NHJ retains the right to inspect the locker and its contents to insure 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 material, and prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. Students should refrain from putting any soft drinks, candy, or cookies in their lockers.

## **DISCIPLINE MEASURES/ACTIONS**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8-2, the Board of School Trustees authorizes administrators and staff members to take the following actions:

### **DETENTION**

Lunch, before-school and after-school detentions may be assigned for excess tardiness, class rule violation, and other infractions of school rules. Detentions range from 1 to 2 hours. Failure to complete detention assignments may result in additional consequences up to and including out-of-school suspension and/or expulsion.

### **ACADEMIC DETENTION**

Academic Detention may be assigned for students having academic problems (failure to complete assigned work or to stay on task).

### **IN-SCHOOL SUSPENSION**

In-School Suspension may be used by the school administration as an alternative to out-of-school suspension when persistent discipline problems occur. In-School Suspension may be implemented at the administrator's discretion in order to positively affect student behavior. Students who are assigned to In-School Suspension will be required to use the suspension time as an opportunity to complete make-up course work and any work assigned by the teacher during the suspension day.

## **GROUND FOR SUSPENSION OR EXPULSION**

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

- a. 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);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

### **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

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 school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
  - f. Disrespect toward a staff member
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
  9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent 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 has 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 other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
- 14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
- 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. Continually and habitually violating school rules and disrupting the educational environment for themselves and/or others;
- 18. 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.
- 19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- 20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- 21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- 22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- 24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
- 25. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
- 26. Engaging in pranks or other similar activity that could result in harm to another person.
- 27. Using or possessing gunpowder, ammunition, or an inflammable substance.
- 28. 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;
  - 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.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
  30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.
  31. Vandalism to a school employee's home or personal property or harassment of a school employee at any place at any time constitutes a ground for suspension or expulsion.

## **B. Bullying**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the counselor or administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a faculty who will be responsible for notifying the appropriate counselor or administrator. This report may be made anonymously.
5. The administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the

targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

### **C. 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:
  - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device.
  - A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
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.

### **D. 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 for purposes of this rule as defined in I.C. 35-31.5-2-86:
  - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - 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 or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

## **E. 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.

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

## **SUSPENSION PROCEDURES**

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

A meeting will be held prior to the suspension of any student. At the meeting, the student will be entitled to

- A written or oral statement of the charges;

- If the student denies the charges, a summary of the evidence against the student;

- An opportunity for the student to explain the student's conduct.

Following the suspension, the parents or guardians of suspended student will be notified in writing. The notification will include the dates of the suspension, a description of 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:

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

- Legal counsel; or

- A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

An expulsion will not take place until the student and the student's parents/guardians are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents/guardians 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.

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.

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.

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/guardian.

## **EXPULSION PROCESS**

Upon recommendations by the principal that a student be expelled, the superintendent will make the final decision after allowing due process procedures, which will include:

- One (1) notification of parents/guardians by certified letter or personal contact by school official;

- Students under sixteen (16) years of age shall be reported to the county probation office for further action;

- Indiana Code IC 9-24-2-1 (second version) states that the Bureau of Motor Vehicles must be notified for required action.

**EXPULSION APPEAL**

The student or parent/guardian has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board must consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents/guardians. The board will then take any action deemed appropriate.

## **School Dress and Appearance**

ICHHS recognizes that dress standards and styles have changed. After reviewing and considering recommendations from the student council, faculty, administration, and school board, the following standards are to be used as guidelines for school dress and appearance for the Nineveh-Hensley-Jackson United School Corporation.

Students do not have a First Amendment right to wear or display any symbols or articles of clothing that are vulgar, profane, racist or sexist, or disrupt the school environment. Such displays are therefore prohibited.

### **SCHOOL DRESS CODE:**

- Attire shall consider the health and safety of all students. Any clothing or attire that becomes a disruption to the educational environment will not be allowed.
- Sexual slogans and/or innuendo will not be allowed.
- Attire bearing tobacco, alcohol, and drug promotion or slogan will not be allowed.
- Hats and 'hoodies' will not be worn in the building during the school day unless approved by the school administration.
- Bandannas and sunglasses will not be worn in the building during the school day unless approved by the school administration.
- Any article of clothing that can cause excessive maintenance problems, such as cleats, wallet chains, spiked jewelry or shoes that can damage school property will not be allowed.
- All pants, shorts, etc. should be worn with the top of the pants at the waist. "Sagging" of the pants is prohibited.
- Shorts, dresses, and skirts must be an appropriate length and modest in taste. No holes or exposed skin above the base of the fingers (with arms at your side) will be permitted in pants, shorts, dresses, etcetera.
- Shirts, blouses, and tops may not expose the midriff, back, or torso, and should not be low-cut.
- Clothing that is, flimsy, or torn to the point of immodesty may not be worn.
- Undergarments, garments traditionally worn as undergarments, or any garment worn under pants, must be covered under normal activities of standing, sitting, or stooping.
- The following list of prohibited attire is meant to include any attire of a like type: cutout tank tops, cutoffs, tank tops, halter tops, strapless and midriff tops, see-through tops, tops with spaghetti straps, spaghetti strap with sleeve, and sleeveless cut-out shirts.
- Shoes must be worn at all times.
- Blankets, pillows, pajamas, and slippers are not acceptable without the approval of administration.

Students who do not conform to the dress code will be offered the following alternatives:

- Wearing clothing provided by the school.
- Having clothing brought from home.
- Sitting in the office until the situation is corrected. Students will not be allowed to attend class if they are in violation of the school dress rules until the violation is corrected. Refusal to comply with the directions of staff to correct the dress code violation will result in additional consequences from administration and treated as insubordination/defiance. The time the student is out of class will count toward the seven (7)-day absence limit.

The administration of the school will have the final authority to determine the appropriateness of clothing and/or appearance and shall act and make recommendations accordingly.



## **STUDENT DRIVERS AND PASSENGERS/PARKING LOT**

Failure to abide by any of these regulations may result in the loss of the privilege to drive to school or ride with a student driver.

- Vehicles must be registered by ICHS administration, and a purchased ID tag must be displayed in the vehicle.
- Upon entering school property, vehicles must be parked immediately in designated student parking area, and all occupants must vacate the vehicle once it is parked.
- Students will not spend any time in vehicles or go out to the parking lot without permission during the school day.
- Vehicles must be driven in a safe manner at all times.
- Motorbikes, motorcycles, and motor scooters are governed by the same regulations as other motor vehicles.

## **DRIVING TO CENTRAL NINE**

Students are allowed to drive to Central Nine Career Center if they meet the following criteria. Students must follow all the above rules for ICHS student drivers as well as any rules set forth by Central Nine. Failure to follow these rules may result in loss of driving privileges to Central Nine and ICHS.

- Students must have a parent permission slip on file in the front office.
- Students live in the northern part of Johnson County (administration will determine the definition of "northern", but generally meaning a Greenwood address)
- Students who have a job that is verified via a work permit through ICHS front office.
- Students who have an internship through Central Nine that requires them to provide transportation.

# **DRUG TESTING POLICY**

## **INTRODUCTION**

This program will not affect the policies, practices or rights of the School Corporation in dealing with drug and/or alcohol possession or use where reasonable suspicion is obtained by means other than random sampling provided herein. All students who participate in extra-curricular clubs/activities or purchase a parking tag will be subject to the random drug screening.

## **ACHIEVABLE GOALS, BOUNDARIES, AND LIMITS OF THE PROGRAM**

This education and testing program is intended as a helpful part of the overall physical and mental educational and conditioning programs of the Nineveh-Hensley-Jackson United Schools. Its purpose is not disciplinary in nature, but rather is intended as a medical diagnostic aid in disclosing possible drug-related problems as an extension of educational substance abuse programs. Continuing substance abuse obviously is inconsistent with participation in school, and the program includes appropriate procedures for dealing with any such problems.

## **USE MADE OF RESULTS**

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

In the event a student tests positive, he/she, along with the custodial parent/guardian, will meet with the Assistant Principal and/or the Athletic Director. During this meeting, the positive testing will be reported to the student and parent(s) along with potential outcomes for improved health and safety.

## **REASONABLE SUSPICION DRUG TESTS**

The Principal may arrange for a drug test to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage or is under the influence of drugs.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage or is under the influence of drugs. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action.

# **MEDICATION POLICY**

## **ALL MEDICATIONS**

1. Medications will not be given without the conditions below being met. The school nurse reserves the right to question and withhold the medication and/or dose if a written prescription from a physician does not accompany the medication.
2. All medications must be sent to school in its original container. **MEDICATIONS IN PLASTIC BAGS, ENVELOPES, AND/OR OTHER CONTAINERS WILL NOT BE GIVEN.**
3. The school does not supply ANY type of medication for administration to students.
4. All medications are stored in designated locked cabinets.
5. Medications will not be sent home with students. School personnel will destroy all medications not picked up by parent/guardian within 1 (one) weeks of school end.

## **LONG-TERM PRESCRIPTION MEDICATIONS**

1. A parent permission and physician authorization form will need completed for any long-term prescription medication (i.e. medication will be taken for entire school year.) A physician order is also needed if a long-term medication is discontinued.
2. A prescription medication must be in its prescription bottle with the name of the medication, dose, and frequency.
3. Any medication designated as a controlled medication by the Federal/Indiana Controlled Substances Act must be brought to the school by the parent/guardian on a monthly or weekly schedule, whichever is more convenient. Students are NOT allowed to carry these medications to school. Please arrange for delivery of these medications during regular school hours.
4. If your child has an inhaler for use at school, the parent/guardian will need to complete an Asthma Action form at the beginning of each new school year.
5. A student may carry and self-administer emergency medications (i.e. epi-pens, asthma inhalers) upon the completion of the self-administration form. Both physician and parent must complete this form.

## **SHORT-TERM PRESCRIPTION MEDICATIONS**

1. Short-term prescriptions (i.e. antibiotics) must be in their original container and accompanied by a parent permission note.
2. Students are not allowed to carry these medications back home. Send only enough for the week with the student or ask your physician for medications that do not have to be given during the school day.

## **OVER-THE-COUNTER MEDICATIONS**

1. Over the counter medications (i.e. Tylenol, Advil, cough drops, cough syrup, etc.) sent must be accompanied by a parent note. These medicines may only be given for one week unless a physician note also accompanies them.
2. Any over the counter medication intended for the school year must have a physician note on file with the school nurse detailing reason for medication, dose, and frequency.
3. Aspirin will not be given without a physician order.

## **SKIN INFECTIONS- INCLUDES MRSA, IMPETIGO, AND RINGWORM**

A single infected student can quickly become the source of an outbreak that can affect the entire school. It is essential the school nurse and administration know about every school infection as soon as it occurs/diagnosed by a physician, and that every student knows to be evaluated at the first sign of a possible infection.

## **OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS**

Indiana Code 20-8.1-7 sets out health measures to be governed by school officials. Most specifically, IC 20-8.1-7 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

## ACADEMIC INFORMATION

### CURRICULUM

Indian Creek High School students are encouraged to plan their schedules carefully based on their post-secondary plans. Students meet with their counselors regularly to discuss post-secondary plans, career plans, and high school scheduling. Every student is assisted in developing a five-year plan, which includes the four years of high school course work and preparation for the first year of post-secondary activity.

In addition to meeting graduation requirements, students should be committed to working toward completion of Indiana's Core 40 requirements. Core 40 is described in more detail in the Indian Creek High School Academic and Career Planning Guide. The Indian Creek High School course of study, which is based on Core 40, provides the academic preparation considered important by colleges, tech schools, businesses, and industries and the flexibility for students to tailor the curriculum to their post-secondary plans. Students are encouraged to pursue a course of study that will best prepare them for their post-secondary activity.

Parents/guardians are encouraged to participate in the planning and scheduling process with their students. The Indian Creek High School Academic and Career Planning Guide is published each year and is distributed to students for use in the scheduling process. The guide describes each of the courses offered, as well as important information about school policies and procedures.

### CENTRAL NINE CAREER CENTER

As an extension of the Indian Creek curricula, students may opt to take courses at Central Nine Career Center (C-9) during their sophomore through senior years. The courses offered at C-9 are vocational in nature and prepare students for the work force following high school. Work-bound students are encouraged to take C-9 courses. Application is made during the scheduling process with admission based on the following criteria: interests, aptitude, attendance, scholarship, and/or department evaluation. Bus transportation (required) to and from C-9 is provided for students. All NHJ United School Corporation rules and regulations apply to C-9 and C-9 activities. **Students will not be allowed to drive without special permission. This permission must be arranged one day in advance through written permission from C-9 and the main office of ICHS.** Students who violate the driving rule by failing to notify the personnel in the main office that they need to drive or by taking fellow students as passengers will be subject to disciplinary measures.

### COUNSELING PROGRAM

The mission of the Indian Creek High School counseling program is to enable every student to meet his/her educational potential through academic, social/personal, and career development growth. The counseling program is an integral part of the total educational program, addressing the needs of all students. It is developmental by design and includes sequential activities, which lead to defined student outcomes. The program is coordinated and implemented by licensed school counselors in collaboration with teachers, librarians, administrators, students, parents, and community members and agencies. The scope of practice is preventive as well as remedial and includes the following scope and program components:

## **SCOPE**

1. Academic Growth
2. Social/Personal Growth
3. Career Development Growth
4. Program Management

## **PROGRAM COMPONENTS**

1. Classroom Curriculum
2. Individual Planning
3. Individual/Group Counseling

## **GRADUATION REQUIREMENTS/INFORMATION**

The Indiana State Board of Education and the School Board of NHJ have established the requirements for graduation. Requirements are published annually in the Indian Creek High School Academic and Career Planning Guide. Please refer to the Indian Creek High School Academic and Career Planning Guide for specific details on course sequence and completion. Each student must be enrolled in high school for eight (8) semesters during which time he/she is enrolled in a minimum of seven (7) courses with only one (1) non-credit assignment.

Exceptions to the above graduation requirements shall be approved by the Board of School Trustees, the Superintendent of Schools, the principal, and the Indiana Board of Education. ICHS will graduate seniors who meet all graduation requirements at two dates during the senior year: the end of first semester and the end of second semester. All graduates will be assigned a June graduation date and will receive their diplomas at the commencement ceremony. In addition, all graduates' transcripts will reflect a June graduation date. Students who graduate after first semester may request a letter on school stationary indicating that they have met graduation requirements after seven (7) high school semesters.

Students who have met the following requirements are eligible for graduation:

- Passed state and local requirements (have sufficient required credits).
- Passed local requirements (have sufficient credits) and are in compliance with the State of Indiana (waiver procedure).
- Students who fall into the following categories are not eligible for graduation or the social aspects of graduation: (Currently, the social aspects of graduation include attendance of the senior picnic)
- Passed the state requirements but have not satisfied the local requirements (are lacking credits).
- Passed the local requirements, but failed waiver requirements (a certificate of completion candidate.)
- Failed to meet local (lack of credits) and state criteria.
- Students ineligible for graduation will not sit, in cap and gown, with the graduation class.
- Special education students, who have met their IEP goals, regardless of state and local requirements, may participate in graduation and receive a certificate of completion.

## **MID-TERM GRADUATION POLICY**

Students may be eligible to graduate mid-term if they meet the following criteria:

Completion of all credits for a Core 40 diploma or higher

Passed Grade 10 ISTEP in both ELA and Math

Completion of a 7 seven semester graduation application

Completion of a letter of rationale for the need for mid-term graduation

Because English 12 is a full year course, the completion of English 12 will require concurrent enrollment of semesters 1 and 2. Semester 1 will be taken in the classroom, and students are responsible for concurrent enrollment in semester 2 at their own cost (IOA or similar alt.)

One or more of the criteria may be waived at administrator discretion.

## **GRADING SYSTEM**

The following grading system will be used:

A+ (100)	B+ (89-87)	C+ (79-77)	D+ (69-67)
A (99-93)	B (86-83)	C (76-73)	D (66-63)
A- (92-90)	B- (82-80)	C- (72-70)	D- (62-60)

## **REPORT CARDS**

Within one week following the end of each grade period, quarter grades will be posted on Infinite Campus. Parents/guardians are encouraged to discuss these grades with their students. Grade checks are always available to students and parents through Infinite Campus throughout each grading period.

## **TRANSFER CREDITS/VIRTUAL EDUCATION CREDITS**

Students enrolled at ICHS may transfer a maximum of two (2) credits to ICHS in any given semester or summer. Credits must be earned at an accredited high school, correspondence, or virtual education program. Prior approval from the administrative staff and student services must be obtained before beginning the course.

Students pursuing transfer/virtual education courses will be given approval for the following circumstances:

- Schedule requests which cannot be scheduled into the ICHS master schedule.
- Providing homebound courses.
- Completing courses of interest not offered by ICHS.
- Providing alternative education courses/environment.

## **LIBRARY-MEDIA CENTER INFORMATION**

The ICHS Library-Media Center is open daily from 7:45 a.m. until 4:00 p.m. unless otherwise indicated. Students may check out two (2) fiction and two (2) nonfiction books at a time. If a student's needs exceed this limit, the student should discuss this with a librarian.

Material checkout policy is as follows:

Books	14 days
Magazines (new)	1 block
Magazines (older)	3 days
Audio books	14 days
Videos	3 days
Reference books	Overnight

A five cents (.05) per day fine will be collected for any item that is overdue. If a student's fine exceeds \$1.00, the student will not be allowed to checkout additional materials until the fine is cleared.

## **ATHLETIC ELIGIBILITY AND EXTRACURRICULAR ELIGIBILITY**

It is believed that emphasis needs to be placed on academics to be eligible for athletics and all extracurricular activities. A student may not fail more than one class, must pass at least five (5) subjects and compile a 1.5 grade point average from the previous grading period to be eligible. Semester grades take precedence after second (2nd) and fourth (4th) nine (9)-weeks grading periods.

## **CO-CURRICULAR ACTIVITIES**

The following are general discipline policies for co-curricular activities:

Any student exhibiting behavior deemed detrimental to school purposes may be suspended from activities.

A coach or sponsor may subject students to rules and regulations above and beyond those written in this handbook provided their rules have been communicated in writing to the students and parents/guardians and approved by the principal and the athletic director.

This policy will be in effect year-round. In the event a student is not participating in an extracurricular program at the time of the violation, the penalty will apply to subsequent extracurricular activities in which the student chooses to participate and shall remain in effect until successfully served.

## **CLASS/CLUB ORGANIZATIONS**

Each spring, members of the current freshman, sophomore, and junior classes will elect officers for the coming year. The success of the class activities depends primarily upon the ability of the elected officers to lead and organize the class. There shall be no regular yearly class dues or any organized gift exchange among students. However, clubs may assess dues to their membership once their budget has been approved by the school administration.

A variety of school clubs and organizations are offered at Indian Creek High School based on student interest. Those activities give students the opportunity to become better acquainted with fellow students, to learn cooperation, to develop leadership, and to expand personalities. It is hoped that all students will take advantage of the opportunity to belong to at least one (1) of the organizations. Clubs will meet before or after school or during Resource period.

Fellowship of Christian Athletes	All students 9-12
FFA	Agriculture students
National Honor Society	Selected by faculty
Creek Crazies Pep Club	All students 9-12
Student Council	Selected by student body
World Lang Club	World Lang students
Academic Competition Teams	All students 9-12
Drama Club	All students 9-12

The Extracurricular Policy in the NHJ Student Handbook and Calendar will govern members of clubs and organizations.

## **CLASS/CLUB SPONSORS**

Each year the principal shall select two (2) sponsors for the junior class and one (1) or two (2) sponsors for each of the other classes and clubs of the school. The sponsors shall direct and approve all activities carried on by the class or organization.

## **STUDENT COUNCIL**

The purpose of the ICHS Student Council is to provide activities for all students, to represent students' viewpoints and ideas to the administration, and to provide leadership training for any interested student in the school. Representatives are elected in the spring of the year to serve for the following year. All class officers are included in the membership of the student council. To be eligible for membership on the student council, a student must have attended school for at least one (1) semester in the NHJ United School Corporation. Students interested in serving on the student council must submit a petition for the office or position desired with signatures of ten (10) of their classmates. Students who do not want to run in the general election may petition after elections to be a student council member by meeting the requirements set forth in the ICHS Student Council constitution.

## **NATIONAL HONOR SOCIETY**

To be eligible for National Honor Society (NHS) a student must meet the following requirements:

Be a member of the junior or senior class;

Have a minimum cumulative GPA of 3.30 (this will not be rounded).

Have attended Indian Creek High School for a period equivalent to one (1) semester;

Be recommended by the faculty via a character rating survey; and

Show evidence of leadership ability and community service by the submission of an activity sheet. This sheet will be evaluated by the NHS sponsors for evidence of an on-going commitment to leadership and service. A student must have completed a minimum of 20 hours of community service to be eligible for NHS. This service must have been carried out on or after the first official day of school of the student's 9th grade year. Community service must be documented and fall within the defined categories set forth by the Indian Creek Chapter of the National Honor Society. Documentation forms defining community service may be obtained in the main office or from a National Honor Society sponsor.

A member may be placed on probation or dismissed from the chapter if he/she fails to uphold NHS selection standards. A member is never automatically dismissed for failing to maintain standards. Recommendations for probation or dismissal will be the decision of a faculty council. If a member is placed on probation, the chapter advisor will inform the errant member in writing of the nature of the violation, the time period given for improvement, and the possible consequences of non-improvement. If the student does not make the improvement in the specified time, the student is liable for whatever disciplinary consequence is deemed appropriate by the faculty council. Members should be aware that, in the case of flagrant violation of school rules or civil laws, probation is not necessarily required. The faculty council may recommend immediate dismissal. Members may request the opportunity to plead their case before the faculty council before any dismissal becomes final.



## **GYMNASIUM USE**

Any activity in the gym must be approved by the Athletic Director and have a sponsor and/or supervisor. Gym shoes must be worn during activities on the playing floor.

## **GENERAL RULES FOR ACTIVITIES**

The following rules and regulations must be followed for all school-sponsored activities:

1. No school-sponsored activity may be held without permission of sponsor and principal.
2. Sponsor of a particular group must be present at the activity.
3. Date of event should be put on school calendar at least two (2) weeks in advance or sooner if possible.
4. All activities must end by 9:30 p.m. on school nights and 11:30 p.m. on weekends.
5. Smoking, drinking of alcoholic beverages, or the use of drugs at any school-sponsored activity is absolutely forbidden.
6. Students are expected to behave properly at these activities or future attendance at school-sponsored events will not be allowed. (Any cases of misconduct should be reported to the sponsor.)
7. Committees should be selected to conduct events, and these will be under the direct supervision of the sponsor.
8. Before each activity, the sponsor will take a few minutes to explain the rules and the expectations for student conduct.
9. All planning/committee work must be completed by one (1) calendar week prior to the date of the activity.
10. Party expenses may be defrayed by donations.
11. School activities are to be attended by current ICHS students only unless publicized otherwise. When non-ICHS students are allowed, a guest form must be approved and on file before the event.
12. Students leaving an event area will not be permitted to reenter.

## **PROM & Other School Dances**

ICHS expects all of its students to be in attendance for the entire school day on the day of prom, or the day preceding prom. Students who do not attend for the entire school day will not be allowed to enter the prom that evening. Prom is a school-sponsored activity. Students must be in attendance to participate in or attend school-sponsored activities. Students will not be allowed to leave prom early unless an administrator or sponsor speaks directly with guardian.

## **SCHOOL-SPONSORED TRIPS**

All school-sponsored trips, whether on school or non-school days, must be approved first by the sponsor and then by the school principal. The parents/guardians release form must be signed by the parents/guardians and be on file in the main office before any student will be allowed to go on any school-sponsored trip.

### **Chain of Command for Differences**

To resolve differences that may occur, parents/guardians and students will use the following chain of command when making contact with school officials. Those in the chain of command will direct the order to the proper level if it has not been followed.

#### **FOR ACADEMIC ISSUES:**

1. Teacher
2. Department Head/Counselor
3. Principal
4. Superintendent of Schools
5. School Board

#### **FOR ATHLETIC ISSUES**

1. Coach
2. Athletic Director
3. Principal
4. Superintendent of Schools
5. School Board

Every effort will be made to return all telephone calls or answer requests within 48 hours from the time of initial contact.

### **BOOK RENTAL**

ICHS has a rental system allowing students to rent most of their textbooks and iPad. Prices for textbook rental will be set by the school board and announced to the students. Students renting textbooks/iPad must agree to (1) return textbooks at the close of the school year in good condition and (2) pay a damage fee if the textbook is damaged. A damage fee up to the full replacement price may be assessed.

### **LOST AND FOUND ITEMS**

All found articles shall be taken to the main office. Students who have lost items should inquire at the main office and be able to identify the article.

### **LUNCH PERIOD**

All students are encouraged to eat nutritious hot meals that are served daily in the cafeteria or to bring their lunch to be eaten in the cafeteria or designated area. No food or drink may be taken from the cafeteria or designated area. Care of the cafeteria and the equipment provided for eating is a responsibility for all. After eating lunch, students must stay in the cafeteria until time to return to class. The restrooms located in the cafeteria are the only restrooms, which may be used by students during lunchtime.

### **ORIENTATION OF STUDENTS**

Sometime during the first few days of the school year, the administration will arrange a schedule to provide a complete discussion of the student handbook. Rules and policies will be discussed to facilitate complete understanding of expectations from all students and school personnel.

### **PUBLICITY**

All publicity concerning any phase of the school activities, which will appear in the newspaper, etc., must be cleared with the administration. Publicity concerning the school corporation must be cleared through the superintendent.

### **VISITORS TO SCHOOL**

We encourage the visitation of parents/guardians and patrons to our school if it does not interfere with classroom procedure. Students are not to bring visitors to school or classes. Anyone visiting school must clear his/her visit through the main office in advance of any visit. Visitors will be issued a tag that must be worn and visible while on school grounds. Lunch time

visitors are welcome and will be given a private space to eat with their student if available, but are not allowed to eat in the cafeteria without prior approval from administration.

### **WORK PERMITS**

A student of high school age is required to have a work permit in order to hold a job. Intent to employ forms are available in the main office. If a student has two or more Fs for the grading period, withdraws from school or has truancy issues the work permit will be withdrawn and not considered for reissue until the end of the following nine weeks.

### **Non-Discrimination Policy**

*It is the policy of Indian Creek High School not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicap, in its program or employment policies as required by the Indiana Civil Rights Act (IC 22-9. 1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments) and Section 504 (Rehabilitation Act of 1973). Grievance or discrimination complaints should be directed in writing to the Principal of Indian Creek High School, 803 W. Indian Creek Drive, Trafalgar, IN 46181*

### **Nineveh-Hensley-Jackson United School Corporation Policies**

The Nineveh-Hensley-Jackson United School Corporation Handbook and Calendar contains additional policies for all Indian Creek schools. All students and their parents/guardians are encouraged to read the corporation policies, which include American Disabilities Act (ADA) and Section 504, Annual Asbestos Hazard Emergency Response Act (AHERA) Anti-Harassment, Family Educational Rights and Privacy Act (FERPA), and Network and Internet Use, as well as other policies.