

**Tecumseh High School**  
**5244 W State Road 68**  
**Lynnville, IN 47619**  
**812-922-3237**

Joshua Susott  
HS Principal

Lori Sohn  
HS Counselor

Suzanne Hall  
HS Secretary

Tim Long  
HS Athletic Director

Debbie Tuley  
HS/MS Nurse

**Tecumseh Middle School**  
**5300 W State Road 68**  
**Lynnville, IN 47619**  
**812-922-0122**

Keith Paige  
MS Principal

Kerri Dilger  
MS Counselor

Lori Kruse  
MS Secretary

Brian Harris  
MS Athletic Director

Emily Julian  
HS/MS Treasurer

## **TECUMSEH BUILDING POLICES**

**DRESS CODE** - Due to multiple problems with what is considered "proper school attire", the following clarifications to the dress code have been issued.

- **Tops**-3 ¼ inches below intersection of collar bones and must cover midsection.
- **Pants**- **No yoga pants or excessively tight jeans or sweats**, No chains hanging or attached to any article of clothing that may damage desk, chairs or furniture. No low-rider jeans allowed.
- **Shorts and skirts**-3 ¼ inches above the kneecap when standing.
- **Shirt/Dress straps**- need to be a minimum of 2 inches wide.
- **Underclothing**- is not meant to be seen. Must be worn "under" clothing.
- **Pajamas**-No pajamas are to be worn to school except for spirit days or fundraising days.
- **Holes** - No holes in clothing unless it has a sewn in patch. Leggings or gym trunks under holes is not a patch.

### **Dress Code Consequences**

**1st violation** - Demerits issued and immediate change of improper article of clothing.

**2nd violation** - Saturday School and change of improper clothing.

**3rd violation or more** – In-school detention for remainder of day and suspension the next scheduled day of school.

**ELECTRONIC EQUIPMENT** – Refers to cell phones, cell phone cameras, cell phone video, cell phone sound recorder, iPods, personnel computers, cameras, sound recorder, video cameras, portable video games, etc. Students may bring electronic equipment to school, however, they may use their devices only before and after normal school hours, unless under the direct supervision of a faculty member. All equipment must be turned off and not seen or heard during school hours.

Use of electronic equipment during unauthorized hours will result in demerits issued and confiscation until parent pick-up.

## Cell Phone Consequences

**1st violation** – Confiscation, parent pick-up and Saturday School

**2nd violation** – Confiscation, parent pick-up and 1 day suspension

**3rd violation or more** –Add one day suspension for each violation

## GENERAL BUILDING POLICIES -

- Students are not to line up at the classroom door preceding the end of class bell. Stay in your seats
- No sleeping or lying down in classroom.
- No sitting on or lying on top of desk.
- Students may not participate in physical education classes without regulation PE uniform. This includes tennis shoes.
- Students are not to be in the hallway while classes are in session. If a staff member feels it is necessary for a student to pass through the hallway during class time, the teacher is to write the student a pass in the space provided in this agenda book. Students are to place their name on the agenda book and are allowed to use their agenda book in regards to a pass.
- Students are not allowed to leave in pair or groups to make restroom or snack machine trips.
- **All demerits issued by a substitute teacher will become doubled by the administration. Example: insubordination: normally two demerits will be entered as four demerits into the student's record.**

**COURSE SELECTION** - Students will be given ample time to consult with their counselor, parents, and teachers before making their final course selections for an upcoming year. After May 1, changes to a student's schedule, for either of the following semesters, may be made only for the following reasons:

- Schedule conflicts or errors (missing required course, wrong course, duplicated course)
- To meet a specific graduation requirement or make up a failed course
- To meet a particular college admission requirement (documentation must be provided)
- By teacher recommendation that the class is too advanced for the student
- Medical reasons with documentation
- Change in placement for students with an IEP or 504 Plan with committee approval

Schedule change requests that meet one of the above criteria will be permitted within the first 5 school days of the semester.

**VALEDICTORIAN / SALUTATORIAN** - The valedictorian and salutatorian will be the students with the highest cumulative grade point average. The valedictorian and salutatorian of the class must have completed eight semesters of high school. The grades from at least four of those semesters must be from Tecumseh High School. The student(s) must earn an Academic Honors or Technical Honors diploma and must complete at least two Advanced Placement courses. This policy begins during the 2016-17 school year for the class of 2020 and thereafter.

<b>Regular Schedule</b>		
1st	7:45-8:35	50 min
2nd	8:40-9:25	45 min
3rd	9:30-10:15	45 min
4th	10:20 - 11:20	60 min
5th	11:25 - 12:25	60 min
6th	12:30-1:15	45 min
7th	1:20-2:05	45 min
8th	2:10-2:55	45 min

<b>2-Hour Delay Schedule</b>		
1st	9:45-10:15	30 min
2nd	10:20-10:45	25 min
3rd	10:50-11:15	25 min
4th	11:20-12:20	60 min
5th	12:25-1:25	60 min
6th	1:30-1:55	25 min
7th	2:00-2:25	25 min
8th	2:30-2:55	25 min

**WARRICK COUNTY SCHOOL CORPORATION**  
**300 EAST GUM ST.**  
**P.O. BOX 809**  
**BOONVILLE, IN 47601**

Dear Parents:

In case of a medical emergency, it is helpful to have on file a record of your child's medical problems or special needs. We would like information about problems such as asthma, diabetes, seizures, heart condition, and name(s) of medication your child is taking. **ALL RECORDS ARE KEPT STRICTLY CONFIDENTIAL.**

Please fill out the form (indicate "none" if there are no problems) if your child has a condition that we need to be aware of and return to your child's school as soon as possible.

**RETURN TO YOUR SCHOOL NURSE**

TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

MEDICAL PROBLEM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IS YOUR CHILD ON MEDICATION?      YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, GIVE MEDICATION NAME: \_\_\_\_\_

WHEN IS MEDICATION GIVEN? \_\_\_\_\_

OTHER PERTINENT INFORMATION: \_\_\_\_\_

\_\_\_\_\_

**Indiana State Law (Senate enrolled Act 376) prohibits sending medication home with a student.**

# BOARD OF SCHOOL TRUSTEES

Mr. Jeff Baker  
Mr. Gary Hachmeister  
Mrs. Dorothy Kroeger  
Mrs. Brenda Metzger  
Mrs. Candace Nance  
Mr. Ben Stilwell  
Mr. Tom Welch

Mr. Brad Schneider, Superintendent  
897-0400

PLEASE NOTE: Elberfeld and Lynnville will continue to be K-6 elementary buildings and Tecumseh will continue to be 7-12 for the 2010-2011 school year. All other elementary buildings will be K-5; and middle schools 6-8. Please refer to specific grade levels throughout this document for guidance.

## HIGH SCHOOL OFFICES

Boonville High School ..... 897-4701  
Castle High School..... 853-3331  
Tecumseh Jr/Sr High School.... 922-3237  
Warrick Education Center ..... 858-4309

## MIDDLE SCHOOL OFFICES

Boonville Middle School ..... 897-1420  
Castle North Middle School..... 853-7347  
Castle South Middle School ..... 490-7930

## ELEMENTARY SCHOOL OFFICES

Chandler..... 925-6021  
Elberfeld ..... 983-4221  
J. H. Castle..... 853-8878  
Loge ..... 897-2230  
Lynnville ..... 922-3828

Newburgh.....	853-8921
Oakdale.....	897-3710
Sharon.....	853-3340
Tennyson .....	567-4715
Yankeetown .....	853-8500

***SURVEILLANCE CAMERAS MAY BE IN USE IN THE  
WARRICK COUNTY SCHOOL CORPORATION FOR  
PURPOSES OF SECURITY AND SAFETY. DISCIPLINARY  
ACTION MAY RESULT.***

**THE FOLLOWING PAGES OF THIS AGENDA BOOK INCLUDE EXCERPTS FROM THE WARRICK COUNTY SCHOOL CORPORATION POLICY MANUAL. THE COMPLETE WARRICK COUNTY POLICY MANUAL IS AVAILABLE FOR PUBLIC VIEWING AT EACH SCHOOL, [WWW.WARRICK.K12.IN.US](http://WWW.WARRICK.K12.IN.US), OR AT THE WARRICK COUNTY SCHOOL CORPORATION ADMINISTRATION BUILDING. NOTATIONS OF "IC" THROUGHOUT THIS DOCUMENT AND THE POLICY MANUAL ARE REFERENCES TO THE INDIANA CODE.**

1. All visitors and guests are to report to the office when they arrive at school.
2. Students are not to bring friends who are not enrolled at their school to school with them.
3. Friends of students will not be allowed to visit during lunch hour, study hall periods, or between classes.
4. Any student who has quit school or has been suspended, expelled, or excluded is not allowed to visit the school or be on school grounds except with permission from the Principal.
5. Persons who enter the building without reporting to the office may be charged with trespassing.

## **STUDENT ADMISSION-TRANSFER FROM OUTSIDE OF CORPORATION**

Requests by parents, guardians, or custodians of Indiana students who do not reside in the Warrick County School Corporation but wish to enroll their child in the school corporation will be considered if:

1. The non-resident enrollment is primarily for educational reasons;
2. The non-resident student is in good standing in his/her resident school corporation;
3. The parents, guardians, or custodians agree to provide transportation to and from the school;
4. The parents, guardians, or custodians agree to pay the transfer tuition at the time of enrollment or as established by the Superintendent.

### **The decision on the request will be based upon:**

1. The student's attendance and academic record at previous schools;
2. The student's disciplinary record at previous schools;
3. Class sizes of the grade level and school in which the student is enrolling;
4. Whether the enrollment places an undue burden on the Warrick County School Corporation.

Students transferring to the Warrick County School Corporation from other school systems shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The Warrick County School Corporation reserves the right to change or modify such placements on the basis of further information, testing, student performance, or investigation. The Superintendent has the discretion to grant or deny all transfer requests.

## **INTRA-CORPORATION TRANSFERS**

Schools throughout the Warrick County School Corporation have been established in order to serve the needs of those children living within certain geographic and community areas. Boundary lines have been established by the local school board to insure that enrollment levels continue to conform to the limits for which the various buildings were designed. Therefore, the Warrick County School Corporation operates within defined school district areas and is not a free choice system. A student is to attend the school in the district in which his/her parents, legal guardians, or other adult custodians have been established legal settlement.

Circumstances may develop for families when it is better for a child to attend a school in a different school within the school corporation. Due to the wide range of circumstances which can develop, the foregoing policy has been established.

Consideration for transfers will be given when any of the following reasons are addressed:

1. **CHILD CARE** - The available child care provider lives within another school boundary. The child care provider must submit to the Office of Student/Support Services a written affidavit which indicates their employment/position as such.
2. **MOVING/BUILDING** - A residence change is expected to be made to a new school district in a reasonable time, such as the impending purchase of a different home or the completion of a new residence. Parents will be required to complete a 30-day conditional enrollment form in such cases, which will be subject to review at the end of the conditional period.
3. **MEDICAL** - Parents provide documentation for a physician, psychologist, or psychiatrist indicating that it is in the student's best interest to attend a different school.

Personal preference of the student or parent is not an acceptable reason for transfer to, nor continuation of, attendance in a school outside the home school district.

#### **CREDIT REQUIREMENTS – NOTE:**

To help students successfully complete their middle school/high school years, a required number of credits will be established for advancement to the sophomore, junior, and senior classes.

- Freshmen students must complete 7 credits before being advanced to the sophomore class.
- Sophomore students must complete a total of 16 accumulated credits to be advanced to the junior class.
- Junior students must complete a total of 26 accumulated credits to be advanced to the senior class.

Freshmen and sophomore students who fall short of their goal will be evaluated for advancement after the first semester of the following school year by successfully completing credits as follows:

- Second year freshmen who receive 5 credits the first semester of the school year for a total of 11 accumulated credits will be advanced to the sophomore class.
  - Second year sophomores who receive 5 credits the first semester of the school year for a total of 21 accumulated credits will be advanced to the junior class.
- \*\* Boonville High School students are on a block schedule and should see the BHS enrollment bulletin or contact their counselor for an explanation of credit requirements for grade level advancement\*\*

#### **ACADEMIC HONORS DIPLOMA**

An Academic Honors Diploma will be awarded to students who complete a minimum



of 47 high school credits as outlined in the Indiana High School Diploma Requirements. Students must choose the academic curriculum and must choose the most academically rigorous course offerings at each grade level. Students must earn at least a "C" in all classes attempted and maintain an overall "B" average.

### **ACADEMIC REQUIREMENTS (EXTRACURRICULAR ACTIVITIES)**

All students who wish to participate in extracurricular activities (including athletic participation) must receive passing grades in five (5) full credit subjects. Band, Chorus, or any subject taught as a class during the regular school day and requires student participation after the regular school day is exempted from this requirement (Code 5200-R). (Note: Chorus classes at the middle school level are not an exception.)

### **ATHLETIC CONDUCT CODE**

In order to be a participant in inter-scholastic competition, a student must meet all eligibility standards of the Warrick County School Corporation. Failure in any course of study in the Warrick County School Corporation immediately calls for implementation of School Board approved rules, regulations, and guidelines.

All REGULATIONS **ARE IN EFFECT TWELVE (12) MONTHS OF THE YEAR.**

When a principal or the principal's designee determines that it is more likely than not that a student has violated the athletic code, the student shall be suspended immediately from athletics as follows:

#### **First Violation**

- A. For the first tobacco violation, the student shall be suspended during the student's sport season for 10% of the scheduled contests or one (1) contest, whichever is greater.

For the first violation of the prohibition against use and possession of alcohol, a drug, or drug paraphernalia, the student shall be suspended during the student's sport season for 20% of the scheduled contests or two (2) contests, whichever is greater.

For the first violation of all other prohibited conduct, the student shall be suspended during the student's sport season for 10% of the scheduled contests or one (1) contest, whichever is greater.

#### **Second Violation**

- B. The student shall be ineligible and suspended from participating in Warrick County School Corporation athletics for three hundred and sixty-five (365) days, commencing on the date of the determination of the violation.

#### **Third Violation**

- C. The student shall be ineligible to participate in any athletics, athletic contests, or on athletic teams for the duration of his/her high school career. A third violation by a middle school student will prohibit his/her athletic participation in grades six (6), seven (7), and eight (8).

### **Athletic Eligibility**

Boonville, Castle, and Tecumseh High Schools are members of the Indiana High School Athletic Association (IHSAA), which has determined the overall pattern for inter-school athletics since 1904. The IHSAA recognizes the principal as the administrative head of the inter-scholastic athletic activities.

Each student representing their high school and competing in IHSAA contests must be certified with the IHSAA by the high school principal. This certification includes: 1) Passing grades in a minimum of five (5) full credits at the end of each six weeks grading period. (A grading period ends the day report cards are issued and incomplete grades count as failures even though they must be made up at a later date.) An athlete must also pass five (5) full credits for the semester in order to remain eligible for the following 6 weeks. 2) Meets residency requirements of the IHSAA and of the Warrick County School Corporation. 3) Submits an IHSAA physical form signed by a licensed physician. Students are not eligible for practice and games until this form is on file in the athletic office. 4) Meets Warrick County School Corporation athletic department and IHSAA conduct code criteria. The IHSAA conduct code states that: Contestants' conduct, in and out of school, shall be such as (a) not to reflect discredit upon their school or the association, or (b) not to create a disruptive influence on the discipline, good order, moral, or educational environment in the school.

### **ATTENDANCE**

All students enrolled in school in the Warrick County School Corporation are to be in their assigned classes at the required times unless they have been excused. Excuses allowed are: (a) personal illness; (b) death in immediate family; (c) home emergencies or other conditions where parents make arrangements which are approved by the principal; (d) exclusion because of exposure to contagious disease; (e) other exceptions as designated by law.

Accurate student attendance records will be kept for each student. Parents will be notified of each student's attendance by the regular report card or by special notice when there is a specific need. Students whose attendance approaches or exceeds the limits as established by the Warrick County School Corporation or the State of Indiana shall be subject to corrective restrictions, punitive action, or legal jurisdiction.

### **CLASSIFICATION OF ABSENCE:**

1. **EXCUSED ABSENCE:** Excused absences and tardies are these: (a) personal illness with parent verification; (b) death in the immediate family; (c) home emergencies or other conditions where parents make arrangements which are approved by the principal; (d) exclusion because of exposure to contagious disease; and (e) exceptions as designated in the law (as stated above). Excused absences are recorded. Reasonable make-up work is allowed.

**WAIVED ABSENCE:** These absences are not counted against the student in determining loss of credit. (a) illness with a doctor's note, (b) funerals as excused by the building administrator, (c) court appearances, (d) suspension/exclusion, (e) college visitations (2 days), (f) exceptions as designated by law, and (g) other

absences determined waived by the building administration.

2. **UNEXCUSED ABSENCE:** All absences and tardies not designated in #1 or in the law shall be considered as unexcused. (Examples of more common unexcused absences are work, missing bus, trips, car trouble, oversleeping, suspension, and truancy.)
  - a. **Unexcused Absence WITH Make-up Credit** — See #2 above where there is an arrangement with the school before the absence occurs and where approval has been granted. Examples of Unexcused Absence **WITH** Make-up could be family trips approved in advance; religious activities and holidays approved in advance, verified emergencies, etc. Make-up work credit is allowed. It is the responsibility of the student to arrange for make-up work with each teacher on the day that they return to school (Homework Policy, 4020-R-3, for all days missed an equal number of days will be allowed for make-up.) Make-up work should be turned in within a reasonable time after returning to school unless special arrangements are made in advance with the teacher.
  - b. **Unexcused Absence WITHOUT Make-up Credit** --- See #2 above where there is NO knowledge or approval of the parent and the school – no acceptable parent permission, truancy, work, missed bus, suspension, etc. Make-up work may be expected for educational development, but credit will not be applied to class grade.
3. **TRUANCY** — A student will be considered truant when the absence from school or class is without the knowledge and approval of a parent and school official.
4. **HABITUAL TRUANCY:** A student who has been found to be truant for the third time in a school year is considered a habitual truant.
5. **SCHOOL ACTIVITIES:** Students who miss school for the full day because of illness or unexcused absences may not attend after school activities the same day unless permission is granted by the school principal.
6. **LEAVING SCHOOL (EARLY DISMISSAL):** Students may leave the school building or school grounds during the regular hours of school when written permission from a parent and approval of the school principal have been obtained.
7. **RETURN TO SCHOOL:** Students returning to school from an absence shall have a note from a parent stating the reason for the absence. (Phone contact by a parent will be satisfactory in place of a written note.) The note should contain the student's name, reason for absence, date(s) and time of absence, a parent signature and the phone number where the parent may be reached. The note is to be presented prior to re-admittance to school.
8. **TARDINESS:** Students who report to school or class late will receive a reasonable penalty as established by the school.
9. **MAKE-UP WORK:** It is the responsibility of the student to arrange for make-up work with the teacher on the day that they return to school. A teacher may

expect make-up work in cases where the absence is found to be an UNEXCUSED ABSENCE WITH OUT MAKE-UP CREDIT, but make-up credit will not apply to the class grade. For all days missed an equal number of days will be allowed for make up. (Example: If a student misses three days of school, the student will be allowed three days to make up the work. [Code 4020]) Failure on the part of the student to make up work as directed will limit credit for the effort.

#### **NOTIFICATION AND PENALTY:**

Senior High School – A student who is absent from any class for more than ten (10) days in any semester cannot earn credit in the course or courses where the time has been missed. The principal may allow a student to earn credit even though the student is absent for more than ten (10) days when special circumstances occur.

In schools with Block 8 scheduling, a student who is absent from any class for more than five (5) days in any semester cannot earn credit in the course or courses where the time has been missed. The principal may allow a student to earn credit even though the student is absent for more than five (5) days when special circumstances occur.

#### Due Process

7 DAYS OF ACCUMULATED ABSENCE IN ANY SEMESTER – 3 days/Block 8 – written notice to parent and recommendation for a conference at the school.

10 DAYS OF ACCUMULATED ABSENCE IN ANY SEMESTER – 5 days/Block 8 – written notice of possible loss of credit and notice of hearing.

#### Truancy

FIRST OFFENSE - notification to parent and counselor, school penalty.

SECOND OFFENSE - written notification to parent, school penalty.

THIRD OFFENSE - written notification of request for expulsion from school for failure to comply with direction of teacher and school.

#### PREPLANNED ABSENCE

All student absences on the day(s) of the occurrence:

- (a) must be verified by a written statement from a physician, dentist, or other appropriate medical professional within two (2) days following the day of the absence, or
- (b) a parent conference must be arranged and held with the principal or designee within two (2) days following the day of absence.
- (c) senior students found to be truant in a preplanned absence shall make up the absence day(s) prior to graduation or they will be denied the right to participate in the graduation ceremony and related class activities, and further, may be denied a diploma until absence day(s) are made up.
- (d) all other students found to be truant in a preplanned absence shall make up the absence day(s) after the last day of the current school year. Failure to make up an absence may result in denial of credits, prohibition from

participation in extracurricular activities in the next school year, suspension, or expulsion from school for the next semester.

Failure of a parent to meet requirements in (a) or (b) will result in a determination that the student was truant from classes.

### **BUS SERVICE AND RULES**

School buses that are used to transport students to and from school-related activities are an extension of the school, and as such, students are bound by the State of Indiana Discipline Code, as well as school rules and regulations.

Students are under the school's jurisdiction from the time they enter the bus in the morning until they arrive home in the evening.

The primary concern of transporting students must be their safety. The bus driver must assume this serious responsibility, and as such, any student behavior that may distract the driver and affect his/her skill in driving the bus will result in disciplinary action.

#### **Bus Rules:**

1. Follow driver's directions the first time they are given.
2. Stay in your seat.
3. Keep head, hands, and feet inside bus, and to yourself.
4. No drinking, eating, cursing, swearing, or loud talking.
5. Be at pick-up point on time.

#### **Bus Consequences:**

- 1st incident — Student warned by driver.
- 2nd incident — Conference with driver on bus after other students exit.
- 3rd incident — Student assigned a front seat and parent called.
- 4th incident — Suspension of bus privileges for one day, parents notified, and student sent to principal.
- 5th incident — Student sent to principal.
- SEVERE CLAUSE — Same as fifth incident.

### **CLOSED CAMPUS - CLOSED LUNCH**

Student arrival on school property requires that the students remain on the school campus for the rest of the school day. **This includes the lunch periods!** If a student leaves school property for any reason without administrative approval and does not follow proper sign-out procedures, he/she is considered to be TRUANT.

### **DISTRIBUTION OF MATERIALS-SOLICITATION**

The posting, distribution, or sale of any printed material at school or at school sponsored events is prohibited without the consent of the principal. This includes but is not limited to handbills, publications, advertising supplements, posters, and leaflets. No person or group will be allowed to conduct a sale of any product or to solicit funds for any reason at school or at school sponsored events without the

consent of the principal.

## **GRADING SYSTEM**

Factors that should be included when evaluating students. The letter grade is to reflect the degree to which a student demonstrates understanding of the course requirements. The evaluation of student progress may include the use of multiple techniques, such as, teacher made tests, quizzes, textbook company prepared tests, homework assignments, oral and written projects, and class participation. In addition to the understanding of subject matter, other factors that may be included in course requirements should be communicated in writing to students and parents at the beginning of the term. These might include, but not be limited to — following directions, correct spelling, neatness of work, meeting due dates, effort and work habits.

Factors that should be excluded when evaluating students. Attendance should not be considered as criteria for grading students unless the student is withdrawn from class or denied credit by the school corporation attendance policy. Behavior should not be considered when grading students unless the student's behavior is so severe that it results in suspension or expulsion from school per school corporation policy and make-up work is denied by the building principal or hearing officer. While attitude and personality may affect achievement of students, these factors should not be considered when objectively grading students.

Definition of Grades. Of all factors included in a system of evaluation, perhaps the most important is that the definition of grades is clearly defined and uniformly understood by all concerned.

A - Excellent - High level of understanding and/or mastery of skills in course content.

B - Good - Good level of understanding and/or mastery of skills in course content.

C - Satisfactory - Acceptable level of understanding and/or mastery of skills in course content.

D - Poor - Minimum level of understanding and/or mastery of skills in course content.

F - Failure - (No credit earned) Unacceptable level of understanding and/or mastery of skills in course content.

It is recognized that no grading scale is likely to be found that will make the process of grading acceptable and satisfactory to all concerned.

Teachers need a certain amount of freedom to adjust grades based on the many variables that exist among the disciplines, ability groups, and grade levels.

Teachers are expected to inform students and parents in writing what scales will be used to evaluate student progress before any grades are recorded at the beginning of the term.

### **SUGGESTED GRADING SCALE:**

95 - 100 = A

78 - 87 = C

Below 70 = F

88 - 94 = B

70 - 77 = D

Teachers may assign letter grades to each of the factors used to evaluate a student. Then the individual grades would be averaged to determine a grading period grade to be placed on the report card. Teachers may assign points (indicating the number correct) to each of the factors used to evaluate students. Then the points would be totaled and a grade assigned at the end of the grading period based on the suggested grading scale or a similar scale that the teacher previously communicated to students and parents. Teachers at the high school and middle school level may wish to accumulate points throughout the semester and assign the semester grade based on accumulated points.

Notice of work likely to result in a failing grade shall be reported in writing to the parent or guardian as soon as possible. In normal circumstances, this should be done by the mid-point of the grading period.

Report cards will be issued every nine weeks in all Warrick County schools.

### **GRADUATION REQUIREMENTS**

In order to graduate from high school, seniors **must** complete a minimum of forty (40) credits. The credits will be arranged so that the student will receive a broad general education. Regardless of the number of credits required to graduate, there are required courses.

The required courses are:

English Language Arts	Mathematics
Social Studies	Health
Science	Physical Education

Electives are outlined in the Indiana High School Diploma Requirements and are available in the guidance office at each school or at the Warrick County School Corporation Office.

### **SMOKING --**

Student use of or possession of any tobacco product, lighters, or lighting equipment on school grounds is strictly prohibited. The **no tobacco rule** is in effect for all school-related activities, including athletic events, dances, etc. Students who violate this rule will be subject to suspension and/or expulsion from school.

**ALL WARRICK COUNTY PROPERTIES ARE TOBACCO FREE.**

### **INFORMATION - STUDENT DATA CHANGE**

Students should inform their counselor immediately if a change in the following information should occur.

- A. Change in address and/or family status.
- B. Change in phone.
- C. Parents employment.
- D. Change of family name.

E. Doctor or emergency number.

### **FOREIGN TRAVEL/STUDY**

1. Trips to foreign countries are not sanctioned, authorized, or approved by the Warrick County School Corporation.
2. Teachers arranging such trips are acting on their own and are not authorized agents of the Warrick County School Corporation in arranging such trips.
3. Any such travel activities, trip funds and arrangements are not covered by the Warrick County School Corporation and its insurance carrier.
4. All such travel activities, trip funds and arrangements are at the risk of each student and/or parents.

### **COMPUTER USAGE**

Computers are provided throughout the school for academic purposes. Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting that educational purpose. Any addition or modification of computer programs and operation systems is prohibited. The making of illegal copies or destroying programs is also prohibited. Any inappropriate use of computers in the school setting will be considered to be acts of vandalism.

The use of the Internet is a privilege, not a right, and unacceptable use may result in, but not be limited to, the following:

1. Cancellation of user privileges.
2. Involvement of law enforcement agencies.
3. Restitution for any damages.
4. Additional disciplinary action consistent with existing school corporation policies.

### **HOMEWORK**

Homework is defined as any daily or long range activity planned or approved by the teacher to be completed by the students outside the regular classroom, without the immediate and direct supervision of the teacher. Homework is to be consistent with the reinforcement of course objectives.

#### **Grades 6-12**

Homework may be assigned daily and on weekends. Homework will vary according to subject area and the level of the course. Typically, homework may take a daily average of thirty (30) minutes per subject to complete, assuming students have efficiently used their class time, and study time provided during the school day.

#### **Absences**

When requested, makeup work will be provided for students. They are expected to do the work and follow the timeframe specified by the teacher for the completion of the work. For all days missed, an equal number of days will be allowed to complete and submit work missed during the absence. Exceptions to this rule may be made by the classroom teachers subject to prior notification. For example, when



advanced notice has been given, students are expected to turn in any work or projects on the assigned due date regardless of absence. Additionally, previously announced exams are to be taken upon the student's return to the regularly scheduled class. Twenty-four (24) hour notice should be given to allow school personnel time to collect homework. Parents should contact the guidance office to make homework requests. Requests for homework should not be made unless the absence will exceed three (3) days. Upon return to school, students are responsible for inquiring about work missed.

### **RELEASE OF DIRECTORY INFORMATION/MILITARY ACCESS**

"Student Directory Information" means the **student's name, address, and telephone number, if the telephone number is a listed or published telephone number**. A high school shall provide access to the high school campus or and the high school's student directory information to official recruiting representatives of:

- (1) The armed forces of the United States;
- (2) The Indiana Air National Guard;
- (3) The Indiana Army National Guard;
- (4) The service academics of the armed forces of the United States;

for the purpose of informing students of educational and career opportunities available in the armed forces of the United States, the Indiana Air National Guard, and the Indiana Army National Guard, **and the service academies of the armed forces of the United States**.

If a high school student, or the parent, guardian, or custodian of a high school student, **submits a signed, written request to a high school at the end of the student's sophomore year** that indicates the student or the parent, guardian, or custodian of the student does not want the student's directory information to be provided to official recruiting representatives, the high school may not provide access to the student's directory information to an official recruiting representative. A high school shall notify students and the parents, guardians, or custodians of students of these provisions.

### **DISCIPLINE-STUDENT - GRADES 6 THROUGH 12**

The Warrick County Board of School Trustees believes that discipline is a required condition for educating, teaching, and learning. This means that students, parents, teachers, and administrators — the human components of every school — must share the responsibility to ensure that discipline pervades the entire school environment.

Demerit assignment will be the primary response to student misconduct at the middle school and high school levels. The demerit system is designed to spread the responsibility and authority for monitoring of student behavior throughout the entire teaching, administrative staff, or other persons designated by the building principal in Grades 6-12.

**DEMERITS - ASSIGNMENT OF**

- A. Demerits may be assigned for student misconduct by teachers or office personnel designated by the building principal.
- B. Teachers may assign a student one (1) demerit per infraction for any disciplinary reason that they deem necessary.
- C. Assigned demerits will accumulate over the term of the entire school year.
- D. Penalties will be imposed at various levels as students accumulate demerits (see actions taken for accumulated demerits below).
- E. Students must be informed when a demerit or demerits are assigned. Students should sign the demerit slip in the presence of the staff member assigning the demerit. (Refusal by a student to sign the demerit slip will not affect the assignment of the demerit).
- F. Assigned demerits will be delivered to and recorded in the office. An accurate accounting of all assigned demerits will be kept for all students. A student and/or their parent may examine the student's demerit record by making arrangements in the office.

**Procedure for Handling Accumulated Demerits**

<u>Demerits Received</u>	<u>Action Taken/Consequences</u>
5	Letter sent home
10	1 Day Suspension
18	3 Day Suspension
25	5 Day Suspension
30	Expulsion

**Note:** The occurrence of any third suspendable offense is grounds for and may result in expulsion from school.

**MISCONDUCT AND CONSEQUENCES - GRADES 6-12**

- A. Penalties will be imposed for student misconduct which occurs during school hours, at any school sponsored activity, and/or while traveling to and from school.
- B. Unless otherwise stated, all suspensions listed will be served out of school.
- C. All suspensions and expulsion procedures shall be governed by the provision set forth under IC 20-33-8-3, 20-33-8-7, 20-33-8-14.

**SATURDAY SCHOOL - GRADES 6-12**

Any 5th through 12th grade student who commits a suspendable offense during the regular school program may be offered attendance at Saturday School as an alternative to suspension from school. A student may not be assigned to Saturday School for more than two (2) incidents of suspendable offenses in any school year without the approval of the Superintendent. One (1) day suspension or any part thereof equals one (1) Saturday Session. Transportation must be provided by

parents/guardians. School buses are not available. Students are expected to provide their own study materials and may have available a specific written work program approved by their principal. Saturday School is staffed by faculty members who expect student productivity during each Saturday session.

Notification of a Saturday School assignment is to be sent to the parent/guardian and the superintendent. An incident of student behavior resulting in a choice of Saturday School as a consequence will be counted as a suspendable offense in progressive discipline consequences, including driver's license eligibility.

### **SUSPENSION (20-33-8)**

A principal or designee may suspend or expel a student for misconduct, substantial disobedience, unlawful activity that may be considered an interference with school purposes and education function; or the student's removal is necessary to restore order or protect persons on school property. Such unlawful or inappropriate activity may include weekends, holidays, school breaks, and summer vacation.

A superintendent or superintendent's designee may continue suspension of a student until the time of the expulsion decision if it is determined that the student's continued suspension will substantially reduce the risk of interference of educational purposes or injury.

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) consecutive school days.

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 this 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.

### **SEXUAL HARASSMENT POLICY OVERVIEW**

It is a policy of the Warrick County School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any student of the Warrick County School Corporation to sexually harass an employee or student through conduct or communications of a sexual nature defined in the rules and regulations of the sexual harassment policy. The term "employee" also includes non-employees and volunteers who work subject

to the control of the school authorities.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal statements, gestures, or physical contact of a sexual nature when made by any employee to student, student to employee, or student to student. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

Any student who thinks that they have been sexually harassed should report the incident to the school principal for investigation. The right of confidentiality, both of the complainant and of the accused, will be respected.

Any student who knowingly files false charges shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

The complete Sexual Harassment Policy and forms are on file in the principal's office for your review.

**EXPULSION (IC 20-33-8)**

In the event the principal feels it is necessary to request the expulsion (or exclusion) of a student the procedure described in IC 20-33-8 will be followed. Any student or parent wishing to review this process may request a copy.

**SCHOOL BOARD APPEALS OF STUDENT EXPULSIONS**

The Board of School Trustees of the Warrick County School Corporation has established the following criteria for NOT hearing a student expulsion appeal:

1. Any expulsion for possession of a firearm or other weapon.
2. Any expulsion for possession, use, or selling of drugs or alcohol.
3. Any expulsion where the student has been formally charged with a delinquent act or crime in connection with the misconduct.
4. Any expulsion that is for one semester or less.

**WARRICK COUNTY SCHOOL CORPORATION  
BOONVILLE, INDIANA STUDENT DISCIPLINE  
Suggested Disciplinary Levels & Consequences**

<u>Misconduct</u>		<u>1st Report</u>	<u>2nd Report</u>	<u>3rd Report</u>

2. Arson	The willful and malicious burning of, or attempt to burn, any part of any building or any property of WCSC.	Expulsion+		
4. Closed Campus	Leaving the school premises without authorization during the student's scheduled class hours or lunch hour. School lunch hour may be an approved exception.	See Truancy	See Truancy	See Truancy
6. Controlled Substance Paraphernalia	The act of possessing, using or distributing controlled substance	suspension to expulsion confiscation+	expulsion confiscation+	

	(illegal drugs) paraphernalia.			
8. Dress Code	The act of violating School Board Policy	change clothes**	change clothes** & see insubordination	change clothes* & see insubordination

**STUDENT DISCIPLINE (CONTINUED)**  
Suggested Disciplinary Levels & Consequences

<u>Misconduct</u>		<u>1st Report</u>	<u>2nd Report</u>	<u>3rd Report</u>

11. Fighting	The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.) The issue of self-defense, if involved, must be proven by the student accused.	suspension+ to expulsion	suspension+ to expulsion	expulsion+
13. Forgery	The act of falsely using, in writing, the name of another person, falsifying times, dates, grades, addresses, or other data on school forms.	2 demerits to suspension	suspension	expulsion

15. Gang Behavior	See Board Policy on Gang Like Behavior 4060-R-24, 4060-R-25.	warning to expulsion+	suspension to expulsion+	expulsion+
17. Indecency in Behavior	The act of offending against commonly recognized standards of propriety, health, or	2 demerits to suspension	suspension	expulsion

	safety.			

**STUDENT DISCIPLINE (CONTINUED)**  
**Suggested Disciplinary Levels & Consequences**

<u>Misconduct</u>		<u>1st Report</u>	<u>2nd Report</u>	<u>3rd Report</u>
19. Littering	The act of willfully littering on school property or private property enroute to and from school.	pick up litter	pick up litter & 2 demerits	pick up litter & suspension
21. Obscenity & Profanity	The act of using obscene or profane language in verbal or written form or in pictures, caricatures or obscene gestures on any school property.	3 demerits to suspension	3 demerits to suspension	expulsion
23. Physical	The act of physically	suspension	suspension	expulsion+



Attack	assaulting any person on school property or going to or from school; including any activity under school sponsorship.	to expulsion+	to expulsion+	
25. Sexual Harassment/ Sexual Misconduct	Engage in sexual harassment of another person, which includes sexually-related verbal statements, gestures or physical contact. Engage in voluntary or consensual sexually-related contact with another person.	demerits to expulsion	suspension to expulsion	expulsion

**STUDENT DISCIPLINE (CONTINUED)**

**Suggested Disciplinary Levels & Consequences**

<u>Misconduct</u>		<u>1st Report</u>	<u>2nd Report</u>	<u>3rd Report</u>
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27. Tardiness	The act of unauthorized lateness to school or classes for any period of time. Tardiness to school only applies to the first period of the school day. Lateness after the start of the second period will be considered an absence.	warning	1 demerit	1-2 demerits for each successive tardy
29. Threatening, Intimidating Acts, Bullying or Hazing	The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or enroute to or from school.	demerits+ to expulsion+	suspension+	expulsion+
31. Unauthorized Electronic Equipment	The act of possessing unauthorized electronic equipment; e.g., portable music equipment, beeper, telephone, laser pointer or similar device, etc.	Confiscation	Demerits and confiscation	Demerits, confiscation, parent(s) pick up item

33.	Unauthorized Sale or Distribution	The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property.	Halting sale and warning	2 demerits halting sale	suspension halting sale

**STUDENT DISCIPLINE (CONTINUED)**  
Suggested Disciplinary Levels & Consequences

<u>Misconduct</u>		<u>1st Report</u>	<u>2nd Report</u>	<u>3rd Report</u>
35. Unlawful Drugs and Behavior-Altering Substances	Knowingly possess, use, provide, transmit to another person or to be under the influence of: any substance which is, looks like, or which was represented to be a tobacco product, inhalant, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine	suspension to expulsion+- ++	expulsion+- ++	

	(PPA), steroid, stimulant, depressant or intoxicant of any kind. Use of a drug pursuant to a medical prescription from a physician is not a violation of this subdivision.			
37. Vandalism	The act of inadvertent or willful destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.	restitution and/or suspension+	restitution and/or expulsion+	

**STUDENT DISCIPLINE (CONTINUED)**  
**Suggested Disciplinary Levels & Consequences**

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39. Failure to Report	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.	demerits to suspension	suspension to expulsion	expulsion

- \* - Out of School Suspension
- \*\* - See Student Dress Code Policy
- + - Law Enforcement Official Contacted
- ++ - See Student Substance Use/Abuse Policy

**INSURANCE**

The Board of School Trustees is not generally responsible for injuries of children at school or at places under school auspices and cannot pay damages, hospital or medical bills, regardless of the seriousness of the case. A student protection plan has been approved. At the beginning of the school year each student is given the opportunity to purchase student protection insurance. This is a voluntary plan, and parents may purchase it if they so desire.

**IMMUNIZATION REQUIREMENTS**

**MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY\***

**2010-2011**

Grade	Minimum Immunization Requirements
Pre-Kin-dergar-	<ul style="list-style-type: none"> <li>• 4 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT), or any combination of the three are required.</li> <li>• 3 doses of either oral polio (OPV) or inactivated polio (IPV) vaccine in any combination.</li> </ul>

<p><b>ten</b></p>	<ul style="list-style-type: none"> <li>• 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>• 1 dose of measles (rubeola) vaccine on or after the first birthday.</li> <li>• 1 dose of mumps vaccine on or after the first birthday.</li> <li>• 1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>• <b>2 doses of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months <i>or</i> physician written documentation of history of chickenpox disease, including month and year of disease.</b></li> </ul>
<p><b>Kin- dergar- ten</b></p>	<ul style="list-style-type: none"> <li>• 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).</li> <li>• 4 doses of any combination of IPV or OPV. <b>The 4<sup>th</sup> dose must be administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the previous dose.</b> (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the 2<sup>nd</sup> dose).</li> <li>• 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be given on or after 24 weeks of age and no earlier than 16 weeks after the 1<sup>st</sup> dose).</li> <li>• 2 doses of measles (rubeola) vaccine on or after the first birthday.</li> <li>• 2 doses of mumps vaccine on or after the first birthday.</li> <li>• 1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>• <b>2 doses of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months <i>or</i> physician written documentation of history of chickenpox disease, including month and year of disease.</b></li> </ul>

<b>Grade 1</b>	<ul style="list-style-type: none"> <li>•5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).</li> <li>•4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday).</li> <li>•3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>•2 doses of measles (rubeola) vaccine on or after the first birthday.</li> <li>•2 doses of mumps vaccine on or after the first birthday.</li> <li>•1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>•1 dose of varicella (chickenpox) vaccine on or after the first birthday <b>or physician written documentation of history of chickenpox disease, including month and year of disease.</b></li> </ul>
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<b>Grades 2-5</b>	<ul style="list-style-type: none"> <li>•5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).</li> <li>•4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday).</li> <li>•3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>•2 doses of measles (rubeola) vaccine on or after the first birthday.</li> <li>•2 doses of mumps vaccine on or after the first birthday.</li> <li>•1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>•1 dose of varicella (chickenpox) vaccine on or after the first birthday <i>or</i> written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is</li> </ul>
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	sufficient.
<b>Grades 6-12</b>	<ul style="list-style-type: none"> <li>•5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).</li> <li>•4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday).</li> <li>•3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>•2 doses of measles (rubeola) vaccine on or after the first birthday.</li> <li>•2 doses of mumps vaccine on or after the first birthday.</li> <li>•1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>•2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval <i>or</i> written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.</li> <li>•1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.</li> <li>•1 dose of meningococcal conjugate vaccine (MCV4).</li> </ul>

**\*FOR CHILDREN WHO HAVE DELAYED IMMUNIZATIONS, PLEASE REFER TO THE 2010 CDC “CATCH-UP IMMUNIZATION SCHEDULE” TO DETERMINE ADEQUATELY IMMUNIZING DOSES. ALL MINIMUM INTERVALS AND AGES FOR EACH VACCINATION AS SPECIFIED PER 2010 CDC GUIDELINES MUST BE MET FOR A DOSE TO BE VALID. THESE GUIDELINES CAN BE FOUND AT [WWW.CDC.GOV/VACCINES/RECS/SCHEDULES/DEFAULT.HTM](http://WWW.CDC.GOV/VACCINES/RECS/SCHEDULES/DEFAULT.HTM)**

**LOCKERS, SEARCHES, AND SEIZURES (20-33-8-32)**

All lockers are the private property of the school corporation. A student using a locker is presumed to have no expectation of privacy in that locker or its contents. The principal, or other member of the administrative staff of a school designated in



writing by the principal, may search such a locker and its contents at any time. Other than a general search of lockers of all students, any search conducted, shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search. A law enforcement agency having jurisdiction over the geographic area in which the school is located may, at the request of the school principal, assist the school administrators in searching such a locker and its contents. Only the locks provided by the school shall be used. Any unauthorized lock may be removed and destroyed at any time without notice.

#### **Search of the Person**

The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal or another member of the administrative staff has reasonable cause for a search of that student. Searches of the person of the student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student, such as a purse or briefcase, and
3. A "pat-down" of the exterior of the student's clothing.

Searches of the person of a student which require removal of clothing, other than a coat or jacket or sweater, may be referred to a law enforcement officer after contacting parents.

#### **Reasonable Cause**

As used in this section "reasonable cause" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the Student handbook; or
2. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person; or
3. Evidence of an interference with school purposes.

Anything found in the course of the search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, or anything which because of its presence presents an immediate danger of physical harm or illness to any person, or evidence of an interference with school purposes, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding;
2. Returned to the parent or guardian of the student from whom it was seized;
3. Destroyed if it has no significant value; or
4. Turned over to any law enforcement officer.

The principal, or member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to search any

area of the school premises, any student, or any motor vehicle on school premises, or to identify or dispose of anything found in the course of the search conducted in accordance with this section.

### **LUNCH ASSISTANCE PROGRAM**

At the beginning of each school semester, information regarding the program is sent home with every student. Children from families whose income level qualifies for either the free or reduced lunch must fill out the required form. Assistance in filling out the forms is available throughout the school year, and should the financial picture of any family change, the opportunity to apply remains.

### **NCAA SCHOLARSHIP ELIGIBILITY (GENERAL REQUIREMENTS)**

Eligibility requirements for Student-athletes entering collegiate Division I and/or Division II Institutions are governed and administered by the NCAA.

Information concerning NCAA eligibility may be obtained from the guidance counselor's office or the NCAA website [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

### **NURSE'S OFFICE**

The school is responsible for the emergency handling of a sudden illness or accident. When a student is injured or becomes ill while at school, it is his responsibility to report at once to the Health Office. **STUDENTS WHO SIT IN THE RESTROOM DURING A PERIOD WILL BE CLASSIFIED AS TRUANT FROM CLASS. IF A STUDENT IS ILL AND UNABLE TO GET TO THE OFFICE, SEND SOMEONE FOR HELP.** Under no circumstances should a student leave the school when ill or hurt. The home will be contacted depending on the nature of the case. Students reporting to the health office should sign the register. All prescription medicine will be kept in the nurse's office.

### **DRIVER'S LICENSE AND LEARNER'S PERMIT CANCELLATION**

Indiana law requires school officials to report to the Bureau of Motor Vehicles the name of each student who is less than 18 years of age and who:

1. Has been suspended from school two times;
2. Has been expelled from school;
3. Has been found to be a "habitual truant"; or
4. Has withdrawn (quit) school for any reason other than financial hardship.

Upon notification, the Bureau will invalidate a student's driver's license or learner's permit for not less than 120 days.

## **RIGHTS AND PRIVACY - RELEASE OF RECORDS AND INFORMATION**

In accordance with the Family Rights and Privacy Act, school records for a student may be released only by the parents' permission if the child is under 18 except in instances where the records are requested by an educational agency in which the student seeks or intends to enroll. If the student is 18 or older, they may grant permission. Seniors will be provided one (1) transcript free of charge. There will be a one dollar charge for all other transcripts provided.

## **ADVERSE WEATHER PLANS**

Because the potential always exists for adverse weather conditions, the Warrick County School Corporation has adopted the following set of plans that may be used this school year.

PLAN A - School as usual.

PLAN B - No school in Warrick County.

PLAN C - All schools in Warrick County to start one hour later. (This plan could be used when we have early morning fog, sleet, or snow with temperatures hovering around the freezing point.) This plan would also allow much of the business traffic to be out of the way when driving conditions are not ideal and buses would only add to traffic congestion, if they traveled at their usual time.

PLAN D - Schools in Warrick County will be open with no buses running. (This plan could be used when extended periods of cold weather, coupled with heavy snow, keep secondary roads impractical for bus travel.)

PLAN E - Schools in Warrick County will be open with buses running on highways or main secondary roads. (With this plan, bus drivers would need to communicate with students as to where individual pick up points would be located).

The plans listed above are different alternatives that could be used during bad weather periods; however, any decision about school closing will normally be made at approximately 6:00 A.M. the morning of the school day in question. When the decision is made, the Warrick County School Corporation will notify all local radio and television stations, and they, in turn, will relay the message to parents and students. **PARENTS AND STUDENTS ARE ASKED NOT TO CALL THE SUPERINTENDENT'S OFFICE, AS THE TELEPHONES MUST BE KEPT OPEN. REMEMBER: if there is no announcement, school will be held as usual.** The following radio and television stations will be called by the school corporation: Radio stations WBNL AM or FM; WGBF AM; WIKY AM or FM; WYNG; WBKR; WKDQ; WSTO; and WJJN and WROZ - Television stations WEHT Channel 25; WFIE Channel 14; WTVW Channel 7.

Because of weather conditions, heating failure, power failure, or water failure, it may become necessary to dismiss school early. Notification of early dismissal will be made on the same radio and TV stations listed under Adverse Weather Plans in this handbook. All students should be instructed in advance by their parents as to where

they are to go. If the schools are not notified otherwise, all students will be sent home. In addition to early dismissal, possible conditions might arise that make it necessary to keep students at school past normal dismissal time for their safety.

### **TEXTBOOK RENTAL**

For the convenience of students and parents, textbooks are provided on a rental basis at a very nominal cost.

The rental fee is established under legal guide lines and will be paid directly to the Bookstore manager. Students will write their name in the place provided in the rented books. Marking and underlining done under direction of the teacher will be permitted. Other marking will be considered damaging and will result in the student being charged to replace the book.

**TEXTBOOKS AND SUPPLEMENTAL MATERIALS ARE THE RESPONSIBILITY OF THE STUDENTS TO WHOM THEY ARE ISSUED AND MUST BE RETURNED, IN GOOD CONDITION, AT THE END OF THE SEMESTER.**

Lost books — a student will be charged a fee equal to the amount remaining for the book on the adoption. Example: A book that rents for \$1.50 and is lost when it has four years left for use will cost \$6.00. The same fee will be charged when a book is damaged.

### **TEXTBOOK RENTAL ASSISTANCE**

Indiana law requires that when families are informed of the amount of book rental costs, they must also be informed of the opportunity for help in meeting these expenses. It is established by the State of Indiana Contingency Fund that those students qualifying for the Free Lunch Program will qualify for book rental cost assistance. Application forms for the free and reduced lunch program and textbook rental assistance must be filed yearly and are available in the school office.

### **AIDS/ARC INFECTION - STUDENT**

It is the policy of the Board of School Trustees to provide and maintain a school environment that is healthful and safe for students. The universal and critical consequence of AIDS/Aids Related Complex has prompted the establishment of policy and guidelines dealing with problems presented by students who are infected with AIDS virus.

#### **Guidelines and Practices**

1. AIDS/ARC infected students will be allowed to attend their regular assigned school and classes as long as behavior is acceptable and safe for others, they have no uncovered sores or skin eruptions, and have the written approval of an attending physician.
2. AIDS/ARC infected students who lack control of their body secretions, who display behavior such as biting, who have open skin sores that cannot be covered, or who have restrictive recommendations from an attending physician will be considered for a more restrictive educational environment. Alternative special educational arrangements will be sought for these students.

3. Parents will be advised that AIDS/ARC infected children will not be able to attend school classes when there is evidence of acute illness, fever, cough (respiratory illness, or diarrhea). Infected children with observable conditions designated as unsafe for the health and safety of other students or staff will be temporarily removed from the school setting.
4. AIDS/ARC infected students (as with other immunodeficient students) may need to be restricted from classroom attendance for their own protection when cases of measles, chickenpox, or other diseases which might be significantly dangerous to infected students are occurring in the school population. Close consultation with attending physicians, school nurses, health advisors, and community health agencies shall be maintained to better assure the health and safety of infected students and others regarding diseases which may increase risk.
5. Routine and standard hygienic procedures should be used to clean after a student has had an accident or injury at school, regardless of whether the AIDS/ARC infected students are known to be in attendance. Blood and other body fluids emanating from a student should be treated cautiously and in a safe manner. Gloves should be worn and safe techniques should be used when cleaning spills of any body fluids. Staff members who may have contact with any child and/or his or her body fluids should be knowledgeable about standard hygienic practices to prevent the transmission of a number of infectious diseases through contaminated body secretions.
6. A designated responsible school official should have knowledge of any student who has AIDS/ARC. For the safety of the infected student(s), transmitting the knowledge that a student is infected should be considered only for the person in the school system who has the responsibility of protecting the infected student. These persons should be provided with appropriate information concerning such precautions as may be necessary, including but not limited to removal from school when appropriate. It is essential that school personnel involved in the care and education of an infected student respect the student's right to privacy. Confidentiality is essential in the educational setting.
7. School officials, attending physician(s), local health officials, and the parents of AIDS/ARC infected students will work together to better assure the educational program is the safest possible for the student, classmates, and staff.
8. All students in the school should be instructed about AIDS/ARC to better assure that their own health and safety practices will protect them, other students, and the staff of the school.
9. A comprehensive in-service education about AIDS/ARC will be provided for all school employees to provide them with a basic understanding to safely serve themselves and others in the school and community.
10. Current standards of treatment, prevention, and service to infected students and the general school population should be reviewed regularly to better assure the highest quality of practice in the school setting.

## **DRESS CODE**

Since the home provides the funds, guidance, and upkeep for the student's clothing and grooming, parents, rather than the school, are primarily responsible for the general appearance of the students. The school will work with parents in encouraging young people to assume this responsibility and to execute it sensibly as they mature. The purpose of the home and school working together should be to help students accept and cooperate with the guidelines established by the school.

Appropriateness and moderation in all things, concern for health and safety of students, and avoidance of distractions to educational processes are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinion among people varies. The school will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students.

Cleanliness of body and dress is vital to the individual and to those with whom the student shares a classroom or locker. Students' clothing or hair shall not be such that it is hazardous to them in their various school activities, such as, but not limited to, shop, laboratories, athletics, physical education, and art. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose the student to accidents, shall be avoided.

### **Regulations**

The following regulations shall be used for implementation of the student dress code policy. Additional regulations may be added by school administrators if such regulations are deemed important to an orderly implementation of the policy.

1. The wearing of apparel that has on it any writing, printing, symbols or pictures that is judged to be immoral, lewd, or vulgar, or is suggestive and/or implies sex, drugs, alcohol, violence, or other subjects disruptive to the normal operation of the school, or which interferes with normal educational functions or school purposes, is prohibited.
2. In grades 4-12, bare midriffs, halter tops, muscle shirts, tank tops, or any other garments which unduly or suggestively expose the upper torso shoulder or arms, are prohibited. In addition, clothing which is torn, oversized or undersized, pants worn below waist level, and clothing conducive to the concealment of weapons or drugs (long coats, pants, etc.) will not be allowed.
3. All skirts and shorts shall approach the knee in length (mid-thigh or lower), beginning with grade four through grade twelve. Biker shorts are prohibited. When shorts are worn, another garment worn beneath the shorts shall not extend below the hem of the shorts.
4. All students are required to wear footwear, such as boots, shoes, or sandals. Footwear which is unsafe inhibits movement, creates a disturbance, or which is disruptive either by appearance or by sounds, is prohibited.

5. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that may disrupt normal operations of the school, or which interferes with normal educational functions or school purposes, is prohibited.
6. Any jewelry or other items are prohibited when worn in any pierced body part, internal or external, other than the ear.
7. Students are prohibited from wearing hats, caps, or other types of head coverings.
8. Students are prohibited from wearing sunglasses.
9. Attire which may damage school property, or cause personal injury to others such as chains, studded items, etc. are prohibited.

In addition, individual building principals may determine whether or not backpacks are permitted. If permitted, the degree to which they may be allowed will be determined by the building principal. For example, students may be permitted to bring their backpacks to school, but they may be required to leave them in their lockers.

Also, building principals have the flexibility to determine whether or not students must keep their coats/jackets in their lockers.

A student whose dress and grooming does not conform to the above standards, or any subsequently approved standard(s), will be referred to the principal, or his/her designee. Students will be informed by the principal, or his/her designee, as to what adjustments must be made in order to comply with approved standards.

Dress and/or grooming adjustments may be made immediately by the student in the presence of the principal or his/her designee. Or, if it is determined by the principal or his/her designee, a student may be sent home, with parent permission, for the purpose of complying with approved dress and/or grooming standards. Students who are sent home must return to school immediately with the problem corrected. Students shall not be sent home whenever a parent or guardian is away from the home.

If a student chooses not to remedy or correct a problem, his/her parent(s) or guardian will be contacted immediately to arrange a conference for the purpose of:

1. Building communication linkages between home and school regarding the student's behavior.
2. Developing an understanding of the issue by the parent(s) or guardian.
3. Encouraging and receiving parental or guardian support and commitment to correct the problem.
4. Outlining consequences for failure to correct the problem.

If the problem remains uncorrected, the student will be removed from the class, activity or school until the student corrects the problem. The student will be subject to suspension and expulsion during this period of time.

## **WITHDRAWALS/TRANSFERS**

Any student withdrawing from school or transferring to another school should contact the office. The Principal, Assistant Principal, or Guidance Counselors will advise students of the proper withdrawal procedures.

## **WORK PERMITS**

In order to obtain a work permit, a student must secure an intent to employ card from the principal's office. This card should be signed by the parents and the employer. The number of hours you will be working per week should also be indicated. Bring this card and your birth certificate to the principal's office to secure the permit. In the summer work permits may be obtained at the school corporation office in Boonville.

According to Indiana State Law, students may only hold one work permit at a time (hold one job at a time). Termination notice must be received by the office before another work permit will be issued.

## **PORTFOLIO**

The Warrick County School Corporation, by recommendation of the Indiana Department of Education, has designed a portfolio plan that will provide students with an opportunity to exhibit their learning progress by collecting samples of their work. Students will be expected to share the responsibility for development and maintenance of their portfolios with their teachers. These portfolios will be available for parent review at conferences.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.



Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Parents and eligible students may request that the school not disclose directory information.

A student's likeness, work, or other information may be reproduced and distributed to other media. If you do not want your student's likeness or work reproduced and distributed, please complete a "Denial of Permission to Release Media and Directory Information Without Prior or Written Consent" form at the school.

## **PESTICIDE APPLICATION POLICY**

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The corporation will:

1. Inform, annually, parents and staff members of the corporation's pest control policy at the time of student registration (*beginning of the school year or semester*) by separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Inform all staff members in advance by an announcement and a posted notice.
4. Establish a registry of parents who want to receive advance notice of all pesticide

use and provide such notice.

5. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
6. Provide notice of all pesticide applications to school nurses.
7. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two (*school*) days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

## **WARRICK COUNTY SCHOOL CORPORATION**

### **SECTION 504 COMPLIANCE PLAN**

**JANUARY 1, 1995**

The Compliance Plan serves students, parents, employees, applicants for employment and programs within the Warrick County School Corporation.

1. Warrick County School Corporation assures students, parents, applicants for employment, and employees that it will not discriminate against any individual with disabilities.
2. The following persons are designated as Section 504 compliance coordinators:

**RICK REID**

#### **17 Building Principals**

3. Parents/guardians are provided procedural safeguards which are included in the "Notice of Parent/Student Rights in Identification, Evaluation, and Placement."
4. An impartial hearing and appeal are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights in Identification, Evaluation, and Placement."
5. Notice to students, parents, employees, and the general public of nondiscrimination assurances and parent/student rights and identification, evaluation, and placement will be disseminated annually in the following manner:
  - a. Public service announcement in local newspapers;
  - b. Announcement in local school corporation; and
  - c. Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook of the corporation employees and in each parent/student handbook.

6. Any employee, parent/guardian of a student enrolled in the Warrick County School Corporation, or student eighteen years of age or older may file a grievance if s/he believes there has been a violation of Section 504.

Any such grievance must be filed in writing within a reasonable period of time after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is being sought.

**STEP ONE:**

The grievance shall be submitted to Rick Reid, Section 504 Coordinator of the Warrick County School Corporation, who shall investigate the circumstances of the alleged violation. Rick Reid shall make a written report of his findings of fact and conclusions within ten (10) school days.

**STEP TWO:**

If the grievance has not been resolved to the satisfaction of the grievant, s/he may appeal the report of Rick Reid to Brad Schneider, Superintendent of the Warrick County School Corporation within five (5) school days of receipt of the report. After investigation and within ten (10) school days of receipt of the appeal, the superintendent shall affirm, reverse, or modify the report of the Section 504 Coordinator.

**STEP THREE:**

If the grievance has not been resolved in STEP TWO to the satisfaction of the grievant, s/he may appeal to the school board within five (5) school days of receipt of the report in STEP TWO. The school board shall conduct an informal hearing in an open meeting to review the alleged violation. The board shall give each party at least five (5) school days notice of its meeting. The board shall affirm, reverse, or modify the report issued under STEP TWO within fifteen (15) school days of receipt of the appeal.

7. The school corporation will conduct an extensive annual "child find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 - 21) who reside within the attendance boundaries of the school corporation.
8. The school corporation will inform all individuals with disabilities and their parent/guardian (if necessary) of the school corporation's responsibilities and procedural safeguards under Section 504, as well as those under the special education rules of the Indiana State Board of Education (Article 7), and the Individuals with Disabilities Education Act (IDEA).

**WARRICK COUNTY SCHOOL CORPORATION**

**CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY  
AND NONDISCRIMINATION**

Warrick County School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational

program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Administration Office of Warrick County School Corporation.