

## **FOREWORD**

This handbook has been prepared for you; read your copy and retain it for reference. To become a useful citizen you need to be acquainted with your school as well and as quickly as possible.

The experience that you will have during your enrollment at Medora School can remain valuable to you for a long time. Consequently, it is to your advantage to use the educational facilities well, to cooperate willingly with teachers and fellow students, and to uphold pride in your school.

We wish you happiness in your work and play here. We also look for your contribution to school life...an obligation you owe to yourself and your fellow students.

## **SCHOOL SONG**

Medora High School, Medora High School  
Medora High School, We're all for you.  
We will fight for the Red and White, For the glory of MHS.  
Never daunted, We cannot falter, In the battle we're tried and true.  
Medora High School, Medora High School,  
Medora High School, We're all for you.

## **PLEDGE OF ALLEGIANCE TO THE FLAG**

"I Pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

## **THE AMERICAN CREED**

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes.

I, therefore, believe it is my duty to my country to respect its flag, and to defend it against all enemies.

## **BELL SCHEDULE-JUNIOR & SENIOR HIGH SCHOOL**

Warning Bell 8:15  
Silent Reading 8:20 - 8:37  
1st Period 8:37 - 9:23  
2nd Period 9:27 - 10:13  
3rd Period 10:17 - 11:04  
4th Period 11:08 - 11:55  
Lunch 11:55 - 12:25 (warning bell at 12:20)  
5th Period 12:25 - 1:11  
6th Period 1:15 - 2:01  
7th Period 2:05 - 2:51

## ADMINISTRATIVE GUIDELINES

The consequences listed for discipline violations in this handbook are SUGGESTED GUIDELINES that the administration may implement. Discipline may be initiated at any level, depending on the severity of the violation and previous disciplinary record. Alternative discipline measures may be administered when deemed necessary and appropriate for the violation

### ALCOHOL, DRUGS

Any student using, under the influence of, in possession of, or selling alcoholic beverages or drugs (contact substances) will be suspended from school up to 10 days with a recommendation for expulsion for the remainder of the current semester and/or next semester, unless a waiver has been granted. Parents will be called immediately.

### ANTI-HARASSMENT

#### **General Policy Statement**

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race color, nation origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

#### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; or creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students.

### **Reports and Complaints of Harassing Conduct**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and title of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are Principals and/or Administrative Assistant or Superintendent of Schools.

## ATHLETICS

Students wishing to participate in Elementary, Junior High, or High School Athletics should check with the perspective coaches for eligibility requirements.

### ATHLETIC EVENTS RULES

1. Students are not to sit in the Band Section unless they are a band member.
2. Students are not to sit behind the ball team bench.
3. Students will not be given Pass-Outs. **Students who leave the building will not be re-admitted. Students who leave the building must also leave the school grounds.** No loitering outside or in the parking lots.
4. Any student throwing containers or any objects will be asked to leave the game immediately.
5. Any students using vulgar or profane language will be asked to leave.
6. Concession area, restrooms and hallways are not play and loitering areas.

### ATTENDANCE DISTRICT

A child of school age shall attend school in the district in which the child's parent or guardian resides unless authorization is given by the Superintendent or his designee.

### ATTENDANCE POLICY (Grades 7-12)

A student enrolled in the Medora School is expected to attend school each day. School attendance is compulsory under Indiana law. Parents who permit their children to be absent without valid excuses are in violation of the law. The Medora School intends to uphold vigorously the Indiana Statutes relating to school attendance.

Chronic absenteeism due to illness or mental or physical incapacity, will result in the parent or guardian being required to have a certificate of the child's incapacity filed with the school by the child's physician. A copy of this certificate may be obtained in the office of the principal.

School officials will carry out the following policy:

1. Any student who misses ten (10) days of school or ten (10) periods of any two classes during any semester may lose credit and be expelled for the remainder of that semester.
2. A student who is absent 10 times from a class in one semester may be dropped from that class. If only one class is affected, the student will receive a failing grade and be assigned to a study hall.
3. The Jackson County Prosecutor's Office will be notified upon a student's 10<sup>th</sup> absence.
4. Students who are hospitalized or confined to their homes while under a doctor's care may have these days exempted if verified by a doctor's statement (certificate of incapacity).
5. The policy of notification to parents of student absences is at the discretion of the Principal.

#### **Follow-up Procedures and Disciplinary Action:**

- a. 5<sup>th</sup> absence-conference with the student, if not in hospital and letter to parents.
  - b. 7<sup>th</sup> absence-conference with the parents and student, if not in the hospital and follow-up letter.
  - c. 9<sup>th</sup> absence-telephone contact with parents, reminder to student, letters to parents.
1. Pre-arranged absences must be made at least one day in advance of the absence. Students should bring appointment cards, court notices etc. to the office for this prearrangement.

2. Pre-arranged absences for such occasions as leaving on vacation, farm work, etc., will count toward the 10 day total. However, these absences should be pre-arranged to aid in an efficient make up of the school work missed.
3. On the day a student is going to be absent, not pre-arranged, it is the responsibility of the home to contact the school. A parent or guardian should call the school between 8:00 a.m. and 9:00 a.m. We are required by law to know where our students are and why they are not in school. If a parent/guardian does not call prior to 9:00 a.m., then the student is assumed truant. Therefore, if we have not heard from the home, school personnel will make an effort to contact parents at work.
4. Upon returning to school, students should go to the Principal's office for an admit slip, prior to being late to their first class. This admit slip is to be presented to the teacher of each period missed for initialization where absenteeism has been recorded. The teacher who has recorded the last period of absence will keep the admit slip.
5. A student may make up work missed during an excused absence. However, it is the responsibility of the student to ask each teacher the day he/she returns to school as to what work is to be made up.
6. No student is permitted to leave the building without permission from the Principal's office. Students leaving school grounds without permission will be considered truant. Students not returning to school after lunch and/or release time are to call the Principal's office and report the absence then verify the absence with a phone call or a note from the parent upon the student's return to school.
7. Students who bring forged notes will have absence(s) unexcused. Additional measures of discipline may be imposed upon the discretion of the principal.
8. Parent notes and/or phone calls must be received within 2 days of the absence in order to have the absence excused.

Students who miss school for any reason may not attend, or participate in, any extracurricular activities, such as ballgames or practices, for that day unless prior arrangements are made with the office.

**ABSENCES THAT WILL COUNT TOWARD THE 10-DAY ABSENCE QUOTA:**

1. Absence due to vacations.
2. Absence due to illness.
3. Absences due to farm work, other type of work, etc.
4. Pre-arranged absence or emergency given by the Principal.
5. Being truant from school
  - a. Each class missed because of truancy will count toward the 10-day quota.

**ABSENCES THAT WILL NOT COUNT TOWARD THE 10-DAY QUOTA:**

1. Absence while on suspension from school.
2. Absence due to being suspended from a class by a classroom teacher.
3. Pre-arranged permission attending Band Day at the State Fair or to fulfill a State Fair assignment such as 4-H commitment.
4. Pre-arranged permission serving as a Page in the State Legislature (no parent/guardian statement needed to re-enter student in school).
5. School sponsored activities (no parent/guardian statement needed to re-enter student in school).
6. Pre-arranged permission for court appearance as witness, a plaintiff, or a defendant found not guilty.
7. Pre-arranged permission to help candidates on Election Day. (High school only)
8. Pre-arranged permission for obtaining a Driver's License.
9. Pre-arranged permission to attend the funeral of a family member defined as a parent, sibling, grandparent, aunt, uncle, or first cousin.

Make up work is the responsibility of the individual student. If an absence is unexcused, any work missed (including tests) may not be made up.

The 11<sup>th</sup> absence without approval of the Principal or his designee will result in a 10 day suspension with recommendation of expulsion.

## **BATTERY COMMITTED AT SCHOOL**

If a student strikes another student during the course of the school day and leaves **visible signs of battery**, the police will be contacted and the student may be turned over to the responding officer's custody. School administration will make every effort to contact the parents/guardians to make them aware of the situation.

Battery, under Indiana law, is defined as *"when a person knowingly or intentionally touches another person in a rude, insolent, or angry manner that results in bodily injury."*

## **BEHAVIOR IN THE HALLWAYS-GRADES 7-12**

Running, whistling, loud talking, boisterousness, and similar forms of order in the building will not be tolerated. Teachers or a hall supervisor will issue a misconduct report to any violation of said policy and the following disciplinary action will be taken:

- 1<sup>st</sup> Offense-A conference with the student will be held.
- 2<sup>nd</sup> Offense-Corporal punishment and/or in-school detention for one (1) day.
- 3<sup>rd</sup> Offense-In-school detention for three (3) days.
- 4<sup>th</sup> Offense-Suspension from school for ten (10) days with the recommendation for expulsion for the remainder of the semester and/or the school year.

## **BICYCLES/SKATEBOARDS**

Bicycles/Skateboards are not permitted to be ridden/ parked on school sidewalks and areas in front of entrances before, during and after school hours including week-ends. Skateboards are not permitted to be brought into the school without special permission from the Principal.

## **BUILDING VISITORS**

All school visitors are to report to the administrative office before going to other parts of the building. Students are not to bring visitors to school during the normal school day.

## **BULLYING, HARASSMENT, HAZING POLICY**

It is the philosophy of all school personnel to provide quality and safe educational and extra-curricular opportunities for our students. *Bullying as defined by the state of Indiana in IC 20-33-8-0.2 states:*

*Bullying, as defined by state law, is overt, repeated acts or gestures, including:*

- a. verbal or written communications transmitted*
- b. physical acts committed*
- c. any other behavior committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm other students.*

This rule applies when: *a student is on school grounds immediately before or after school hours, during lunch hours, any other time when the school is being used by a school group, off school grounds at a school activity, function, or event, or using property or equipment provided by the school. In addition, this rule applies when traveling to and from school or a school activity, function, or event. IC 20-33-8-13.5*

School personnel will not tolerate any individual or group of individuals bullying, harassing, or hazing of a student or group of students. Therefore, it is a violation of school policy to participate in the above mentioned actions as defined by IC 20-33-8-0.2. School personnel will aggressively and appropriately deal with these types of misconduct.

Consequently, it is essential that students who are subjected to bullying or witness to bullying report this to school administration immediately. School administration will investigate the incident promptly. Upon conclusion of the investigation, parents will be notified along with students of the interventions or disciplinary actions. Records will be kept of all incidents.

Interventions and/or discipline will be enacted to appropriately deal with reported bullying incidents. This may include various appropriate school disciplinary actions, including but not limited to, student/parent conferences, mediation (peer and school) between individuals involved, anti-harassment education with school personnel, sessions with the director of student services, verbal warnings, and suspension or expulsion. Supportive educational initiatives may include school wide awareness programs, convocations, or other prevention related initiatives.

Parents of students involved will be notified to participate in the process to correct and end inappropriate behavior.

### CAFETERIA

The cafeteria offers a well-balanced, Class A, lunch at a reasonable price. In order to keep the cafeteria clean and attractive, students should observe the following.

1. Empty all paper debris into paper containers.
2. Return all dirty dishes, trays, and utensils to the dishwashing window.
3. Keep tables, seats to tables, and floor clean and free of debris
4. Keep cafeteria lines orderly; wait your turn.
5. No food may be taken from the cafeteria.
6. All foods purchased off the school grounds during lunch period must be eaten in the designated areas only.
7. All foods and drinks are to be consumed off the school grounds or in the cafeteria. Foods or drinks prepared by a class as part of the requirements of the class may be consumed inside the classroom.
8. A student in grades 7-12, eating a Class A lunch in the cafeteria has the option of selecting 3 of the 5 food items on the tray. When this occurs, the student is to make the request to the person serving the food. The price will remain the same regardless of selection. Also, the student has the option of purchasing additional food at a reasonable cost upon availability.
9. Students engaged in throwing food in the cafeteria will receive one (1) day of in-school detention.

### CELL PHONES, PAGING DEVICES, & ECDs

1. Students will be allowed to use cell phones in the building before and after school, and during lunch time. However, all cell phones must be left in lockers or vehicles during class hours, from 8:20 am to 11:55 pm and 12:25 pm to 2:51 pm. Students found to have cell phones *in their possession* during these off-limit times will have their phones confiscated and cell phones will not be returned until the following discipline requirements have been fulfilled:

**1st Offense:** 1 hour after school detention.

**2nd Offense:** 2 days of in-school detention.

**3rd Offense:** 3 days out-of-school suspension; parent conference requested.

Students reaching more than 3 offenses will face stricter discipline measures, including the possibility of expulsion for the remainder of the semester.

2. Students are not to call or text their parents from their cell phones to request permission to leave school. If a student becomes ill during the school day, they are to report to the office and the office will make contact with the parent regarding whether or not the student may leave. Students who use their cell phones to contact parents about leaving school will face the same discipline as students who are found to have cell phones in their possession during the off-limit times.

3. When a cell phone is confiscated, office staff do not read text messages on the phone; however, should a confiscated cell phone receive a text while in the possession of office staff, staff will check to see who the message is from. If the message received is from another student in the building, that student's cell phone will then also be confiscated.

In addition, students are not permitted to use cellular telephones, including camera phones, or ECDs to record/store/send/transmit the spoken word or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event. Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Electronic equipment such as radios, CD/DVD/Mp3 players, toys, and portable televisions are not allowed without prior approval from the principal.

School employees are not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto school property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school office phones to contact parents/guardians during the school day with permission.

### **CHEATING**

Students found guilty of cheating in class will receive the following disciplinary action:

- 1<sup>st</sup> Offense**-grade of 0 for assignment and 1 hour of Friday School.
- 2<sup>nd</sup> Offense**-grade of 0 for assignment and 1-3 days of in-school suspension, and parent conference with teacher.
- 3<sup>rd</sup> Offense** – “F” for the semester and removal class.

Use of computer-assisted Language Translation programs qualifies under this policy and will be considered plagiarism.

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

MEDORA COMMUNITY SCHOOL CORPORATION has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, handicapping conditions, or national origin, including limited English proficiency.

Educational services, program, instruction, and facilities will not be denied to anyone in the MEDORA COMMUNITY SCHOOL CORPORATION as the result of his or her race, color, sex, handicapping conditions, or national origin including limited English proficiency. For further information, clarification, or complaint, please contact the following persons: TITLE IX (sex) Coordinator, Jr./Sr. High School Principal, P.O. Box 248, Medora, Indiana 47260 or (812) 966-2201; and Section 504 (handicapped) Coordinator, Elementary Principal, P.O. Box 248, Medora, Indiana 47260 or (812) 966-2201. Any other information concerning the above policies may be obtained by contacting the Corporation Superintendent, P.O. Box 369, Medora, Indiana 4260 or (812) 966-2210.

MEDORA COMMUNITY SCHOOL CORPORATION is committed to equal opportunity. It is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin, including limited English proficiency, in an employment opportunity. Written inquiries about procedures that are available and for consideration of complaints alleging such

discrimination should be directed to Superintendent, P.O. Box 369, Medora, Indiana 47260 or (812) 966-2210.

### **MEDORA NONDISCRIMINATION GRIEVANCE PROCEDURE**

1. Applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex), Section 504 or the Rehabilitation Acts of 197 (handicapping condition), and the Indiana State Board of Educational Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students and patrons.
3. Applies to acts or omissions relating to protected rights based on age, race, color, religion, sex, handicapping conditions, and national origin including limited English Proficiency.
4. Civil Rights Compliance Coordinator
  1. The building Principal or designee for allegations or building level violations to students or building patrons.
  2. The Superintendent or designee for allegations and violations or a corporate level such as policy or practice.
5. Civil Rights Compliance Officer
  1. The Superintendent of Schools.
6. The Process
  - A. Level One
    1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in # 4 above. The complaint shall stipulate the specific act or omission, the date of the same, and parties involved.
    2. The complaint coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
    3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
    4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.
  - B. Level Two
    1. The compliance coordinator shall submit the written disagreement statement and shall submit the written disagreement statement and all related information to the Superintendent within three (3) calendar days of receipt.
    2. The Superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the Superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
    3. The Superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. The decision shall be final.
7. NOTE: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.
8. NOTE: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

### **CLASS RANK**

This will be based on the eight semesters of school work.

### **CODE CITATION**

Searches, pursuant to these policies, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-8.1-5.1-25.

US Constitution, 4<sup>th</sup> Amendment

### **COLLECTIONS AND DONATIONS**

Students are not allowed to take up any collections or donations for any reason without permission from the Principal.

### **COMMENCEMENT**

The seniors, with the help of the music department, put on their own commencement program. This is a beautiful and impressive culmination of their high school career.

### **COMPUTER/INTERNET USE**

Students are not permitted to use any school computer for Internet use without a teacher or school employee present. Chat rooms are not to be accessed from computers at any time.

### **COMPUTING VALEDICTORIAN AND SALUTATORIAN**

Students must complete a minimum of a Core 40 requirement to be considered for Salutatorian or Valedictorian of their class.

### **CONVOCATIONS**

Programs planned for convocation are for the education and enjoyment of all students. Students should give respectful attention to all programs. All visitors to the school should be shown hospitality. Not only are these acts appreciated, but they reflect favorably on the student body.

1. Students are to enter the auditorium (or gymnasium) in an orderly manner.
2. Students are to sit in their assigned seats while in the auditorium.
3. Proper respect is to be demonstrated to the persons in charge of the convocation.
4. Whistling, boisterousness, and similar forms of disorder will not be tolerated.

The following procedure will be followed when students are in violation of any of the rules and regulations:

**1<sup>st</sup> Offense**-A misconduct report will be issued and a conference with the student will be held. Corporal punishment and/or suspension from attending convocations for the remainder of the semester or school year may result from the conference.

**2<sup>nd</sup> Offense**-A misconduct report will be issued and a conference with the student will be held. In-school detention for three (3) school days and suspension from attending convocations for the remainder of the school year will result from the conference.

### **CORRESPONDENCE WORK**

All courses completed by students using instruction outside of Medora Jr/Sr High School must meet Department of Education and local requirements for Graduation. Upon the conclusion of a correspondence

course, students must provide to the school administration documentation of successful completion prior to Commencement.

### **CORRIDOR PASSES**

Corridor passes are required of all students who are in the halls during class time. Students are not to be in the halls unless the office, guidance counselor, or a teacher has issued a corridor pass for them.

Students may go to the guidance office during study hall or class time when sent for, through a corridor pass. Stop in the guidance office between classes and make an appointment with the counselor to see you during your study hall time.

Students who misuse passes (forging them or being somewhere other than where they should be) will be given a three day in-school detention.

### **CREDITS FROM NON-PUBLIC SCHOOLS/HOME SCHOOLS/ACCREDITING ASSOCIATIONS**

The following requirements must be fulfilled for a student seeking to enter Medora Schools after having been enrolled in a state non-accredited program.

A. Grades K through 8

When a student from a non-accredited private school, including home school, enrolls in grades K through 8, an applicable standardized test will be administered to help determine appropriate grade placement. However, regardless of test scores, a student will not be advanced to a grade level beyond that of other students of the same chronological age. A student may be required to repeat a grade due to test scores.

B. Grades 9 through 12

When a student in grades 9 through 12 transfers to Medora High School, the following will be applicable:

1. Public State Approved High Schools and High Schools Operated by the U.S. Department of Defense.

Credits earned in grades 9 through 12 from a public state approved high school or high school operated by the U.S. Department of Defense will be accepted.

2. Private High Schools and Home Schools

Credits earned in grades 9 through 12 from a private high school or home school will be accepted ONLY if the school is accredited by a \*State Department of Education or one of the following Regional Accrediting Associations:

- a. North Central Association of Secondary Schools and Colleges,
- b. Southern Association of Secondary Schools and Colleges,
- c. New England Association of Secondary Schools and Colleges,
- d. Middle States Association of Secondary Schools and Colleges,
- e. Northwest Association of Secondary Schools and Colleges,
- f. Western Association of Secondary Schools and Colleges, or
- g. Southern Association of Colleges and Schools

While credits earned at a non-accredited private high school or home school will not be

accepted, attendance at said schools will be recognized.

The Superintendent or his designee will determine if a private high school or home school is accredited by contracting the appropriate State Department of Education or Regional Accrediting Association accredits a private high school or home school.

\*Note: The term "State" shall include the District of Columbia, the U.S. Commonwealth of Puerto Rico and U.S. Territories.

### 3. Correspondence Courses

Correspondence course credits earned in grades 9 through 12 from the following institutions will be accepted:

- a. Indiana University
- b. University of Nebraska
- c. American School
- d. International Correspondence School
- e. Accrediting Associations/Correspondence Courses
- f. NovaNet

Although credits from Nonpublic Schools/Home Schooling/Accrediting Associations may be granted and placed on a student's transcripts, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the Corporation or at a school approved or certified by a State education agency shall be considered in class ranking and for entering on the transcript.

Correspondence and/or online courses must be completed by the end of the school year in order for the student to receive credit for the course.

## **DAILY ANNOUNCEMENTS**

It is the responsibility of each student to listen attentively to the daily announcements. Announcements are read over the P.A. system.

## **DISCIPLINE AND CORPORAL PUNISHMENT**

Obedience to a properly constituted authority is an important part of citizenship training. Because of the position he/she holds, every teacher is entitled to the respect of the pupils and obedience to reasonable rules and regulations. The teacher must see that proper respect, courtesy, and obedience are forthcoming from the pupils.

The principal and teachers in their classrooms are authorized and expected to formulate and enforce reasonable rules and regulations to provide good pupil discipline and obedience.

In matters of discipline, it is assumed that a professional attitude will be maintained and that the welfare of the pupil will be the objective. Most cases of disobedience can be corrected without corporal punishment. However, corporal punishment may be administered by the teacher or Principal when done in the presence of a school Principal or his designee and when done in a reasonable manner, and never when the one administering the punishment is angry.

A teacher, before administering corporal punishment, must consult the Principal.

## **DRESS CODE GRADES K-12**

We do not intend to dictate the type of clothes to be worn to school, but occasionally we find it necessary to say what shall not be permitted. We expect students to wear normal school clothes in a normal manner. Students whose appearance interferes with the educational process by drawing attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate or will be sent home. Simple guidelines for school-appropriate dress and personal appearance are:

1. Halter-tops are unacceptable. Bare midriff apparel is not to be worn. No see-through apparel or fish net garments are allowed.
2. Excessively short shorts, dresses, skirts, and form-fitting attire are not appropriate. No short-shorts are permitted. Shorts may be worn if they are mid-thigh in length. Holes in jeans must adhere to the "mid-thigh" rule for shorts.
3. All tops must have sleeves and cover the top of the shoulder and shall not reveal the chest or underarm areas or expose undergarments.
4. All pants and slacks must be worn at the waist. No undone belts will be allowed.
5. Winter coats and jackets are not to be worn in the classrooms. Students are advised to wear sweaters or sweatshirts if they feel the need for additional warmth.
6. Hats, caps, sunglasses, and any other head coverings are not to be worn in the building during the day and are not to be carried into the classrooms. These items, as with cell phones, must remain in an individual's vehicle or locker during the school day and will fall under the same disciplinary action as the cell phone policy. However, students may be required to wear hairnets and/or other hair restraints in technology classes, laboratory, and comparable activities.
7. Shoes must be worn at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes.
8. Attire that may damage school property or cause personal injury to others (such as chains, or studded items and hanging straps) is not to be worn.
9. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances is unacceptable.
10. Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas is unacceptable.
11. Any apparel, jewelry, cosmetic, make-up accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence, or clothing bearing racially or sexually offensive messages will not be worn inside the school building.
12. Shoe skates are unacceptable.
13. Pajamas, pajama pants and house slippers are unacceptable

If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will decide. We want our students to look attractive, but not dress in a manner as to attract undue attention.

## **DRIVING REGULATIONS**

Any student who drives his or her vehicle to and from school will be subject to the following rules:

1. Cars are to be used solely for transporting students between home and school. Motor vehicles are not to be used during the normal school day except with the permission from the Principal.
2. Students who drive to school will be required to park their cars, or other motor vehicles, in the parking area designated for student parking. Parking in any other area is strictly forbidden. Failure to do so will result in loss of driving privileges.
3. Students driving to school MUST hold a valid driver's license and register the vehicle with the office.
4. Loitering in or near cars is prohibited at all times.

5. Students who drive to school are not to go to their cars in the parking area without permission from the office. Emergency use of cars must have permission from the Principal.
6. Students are not permitted to get into a car driven by another person without permission from the office.

Violations of the regulations for driving will result in a conference with school administration and student.

- 1<sup>st</sup> offense – 1 week off campus privileges removed. Student will be assigned to cafeteria during lunch period for 1 week.
- 2<sup>nd</sup> offense – Suspension of parking/driving privileges on school grounds for the semester.

### **DROP AND ADD A COURSE POLICY**

Students are discouraged from withdrawing from courses after they have begun. Students will have a 5-day limit to add or drop classes. If a student withdraws from a course after the 5-day period, the grade for that course will be an "F" and the grade will count as an "F" on the grade index, unless the teacher, with the approval of the Principal, recommends that the class be dropped.

### **FALSE ALARM**

Students guilty of sounding the alarm and/or the tornado alarm system or calling in false alarms will be suspended from school for 10 days with the recommendation of expulsion for the remainder of the semester and/or school year.

### **FIGHTING**

Students who engage in a fight during the normal school day or a school sponsored activity will receive the following penalties:

1. **1<sup>st</sup> Offense** – 3 days out of school suspension
2. **2<sup>nd</sup> Offense** – 5 days out of school suspension
3. **3<sup>rd</sup> Offense** – 10 days out-of-school suspension with recommendation for expulsion.

### **FIRE AND DISASTER**

Fire and disaster drills are held throughout the school year. Detailed instructions will be discussed with you by your teachers. Also, instructions are posted in each classroom.

### **FIREARMS**

Firearms are prohibited on school grounds. *Firearms and Deadly Weapons* under the STUDENT DUE PROCESS AND DISCIPLINE section of this handbook.

#### **35-47-1-5 "Firearm"**

Sec. 5. "Firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

*As added by P.L.311-1983, SEC.32.*

### **FIREWORKS/EXPLOSIVES**

Possessing or setting off of any fireworks such as smoke bombs, firecrackers, etc., will be subject to the procedure set up in the Due Process law.

Any students possessing or setting off fireworks of any kind will be suspended from school attendance for three (3) days.

### **FOODS & BEVERAGES**

Drinks and/or snacks are not allowed in the classrooms without prior approval from the building principal. Students are only permitted to have food and beverages in the cafeteria, gymnasium, and Home Economics laboratory. Gum is not allowed anywhere within the building or on busses.

### **FREE AND REDUCED MEALS PROGRAM**

Information concerning the free and reduced lunch program and applications are provided to every student at the beginning of the school year.

### **FREE TEXTBOOK PROGRAM**

Information concerning the free textbook program is provided to every student at the beginning of the school year. Application forms are available in the school office and via the school web site.

### **FRIDAY SCHOOL (Formerly Saturday School)**

Any student, grades 7-12, who is truant and/or accumulates four (4) tardies in one semester must make up the missed class time by attending Friday School. The Principal may also assign students to Friday School for discipline reasons. Failure to attend the assigned Friday School will result in:

- a. Failure to attend Friday School will result in two (2) one (1) hour after school detentions.

Friday School will be held each Friday, if necessary, of the school year from 3:15 - 4:15 pm. In Friday School a student must complete any special assignments made by individual teachers and any general assignments made by the Friday School supervisor.

Students are expected to be on time, to bring textbooks and other study materials with them, to study the entire hour, and to exhibit proper classroom behavior. All rules and standards of behavior in operation during the regular school day are in effect during Friday School. In addition the following rules will be strictly enforced:

1. Students are to be seated no later than 3:00 pm. Anyone arriving late will be sent home.
2. Students are to remain busy. Bring an assignment or something to read. Students who have nothing to do will be sent home.
3. Students may not talk, sleep or walk around during Friday School.
4. Students may not leave the building or use the telephone.
5. Students are to leave school grounds once their detention time has ended.
6. Dress code still applies to Friday School.

Students in violation of any of these rules will receive one (1) warning from the supervisor. A second violation will result in dismissal from Friday School and the loss of any make up time earned. A student removed from, or missing from, Friday School will be assigned one day of out-of-school suspension.

## GRADES OF INCOMPLETE WORK

With cases in which students have not completed work during a grading period, a grade of incomplete (I) may be given. If this work is not completed and the grade changed at a time designated by the teacher after the distribution of cards, the grade automatically becomes a (F). The student bears the responsibility of arranging the completion of this work.

## GRADING

Grades A, B, C, and D are passing. An A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work. A grade of F indicates failure. The grade given at the end of the semester is a cumulative grade for that semester and is the one which is recorded.

It is the responsibility of teachers to devise their grading system related to achievement and on the basis of fairness to all students and to communicate this system to students, parents, and administration.

Teachers shall have a grading system developed by the end of the first week of each semester and will provide a written copy of the system to the Principal for approval. By the end of the second week of each semester the teacher will provide the students with a copy of the grading system and will ask students to show the grading system to their parents.

Grading systems will include such data as how nine-week grades are derived and how semester averages are determined by the instructor.

The following grade scale is used in all classes.

95 – 100	A
93 – 94	A-
91 – 92	B+
87 – 90	B
85 – 86	B-
83 – 84	C+
79 – 82	C
77 – 78	C-
75 – 76	D+
72 – 74	D
70 – 71	D-
Below 70	F

Medora High School believes the pursuit of excellence should be rewarded. Therefore, MHS has chosen to provide extra “weight” to grades in certain courses judged to be particularly challenging and demanding. A weighted grade with the exception of an “F” will have an additional grade value of one. We feel this policy is a natural extension of the idea that the role of the school is to prepare students to reach the upper level of their abilities.

### **Weighted courses are listed below:**

Algebra II	College English 11
Trigonometry/Pre-Calculus	College English 12
Chemistry	Biology II
Physics	French I
Spanish III	Any Dual-Credit Course
Spanish IV	

**Weighted Scale**

A = 5.00  
B = 4.00  
C = 3.00  
D = 2.00  
F = 0.00

**Non-weighted Scale**

A = 4.00  
B = 3.00  
C = 2.00  
D = 1.00  
F = 0.00

**GRADUATION REQUIREMENTS**

It shall be the policy of the School Board to acknowledge each student’s successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma or appropriate certificate at graduation ceremonies.

The School Board shall award a diploma or certificate to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State.

- Diploma
- Certificate of Achievement
- Certificate of Course Completion

Beginning with the class of 2010, the Core 40 diploma is the minimum expectation for Graduation. Students wanting to pursue a General Diploma must meet with School Administration and the Director of Student Services for approval. The student and his/her parents/guardians must sign a waiver form. In addition, the student must agree to fulfill graduation requirements under the Career Academic Sequence, which may include: targets electives, internships, workplace experiences, and vocation training. Course work meeting the Career Academic Sequence must have the approval of school administration.

**CORE 40 Diploma  
Minimum 40 Credits**

English/	8 Credits	Credits must include literature, Language Arts, Language Arts composition and Speech
Mathematics	6 Credits	2 credits Algebra I* 2 credits Geometry* 2 credits Algebra II* (*or complete Integrated Math Series I, II, and III 6 credits.)
		All students are required to take a math or physics course during their junior or senior year.
Science	6 Credits	2 credits Biology I 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits any Core 40 science course
Social Studies	6 Credits	2 credits US History 1 credit US Government 1 credit Economics 2 credits World History/Civilization or Geography/History of the World

Directed Electives	5 Credits	World Languages Fine Arts Career/Technical
Physical Education	2 Credits	
Health/Wellness	1 credit	
Electives*	6 Credits	(Career Academic Sequence Recommended)

All students are strongly encouraged to complete a Career Academic Sequence (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

**ACADEMIC HONORS Diploma**  
**Minimum 47 Credits**

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

- Earn 2 additional Core 40 math credits, and
- Earn 6-8 Core 40 world language credits, and
- Earn 2 Core 40 fine arts credits, and
- Earn a grade of "C" or above in courses that will count toward the diploma, and
- Have a grade point average of "B" or above, and
- Complete one of the following:
  - Two Advanced Placement courses and corresponding AP exams
  - Academic, transferable dual high school/college courses resulting in 6 college credits
  - One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits
  - Score 1200 or higher combined SAT math and verbal
  - Score a 26 composite ACT
  - An International Baccalaureate Diploma

**TECHNICAL HONORS Diploma**  
**Minimum 47 Credits**

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

- Earn a grade of "C" or above in courses that will count toward the diploma, and
- Have a grade point average of "B" or above, and
- Complete a career-technical program resulting in 8-10 credits, and
- The student must earn a state-recognized certification or certificate of technical achievement in the career-technical program.

**GENERAL DIPLOMA**  
**Minimum 40 Credits**

English/	8 credits	Credits must include literature, composition Language Arts and Speech
Mathematics	4 credits	2 credits Algebra I or Integrated Mathematics I 2 credits any math course
Science	4 credits	2 credits Biology I 2 credits any science course

Social Studies	4 credits	2 credits US History 1 credit US Government 1 credit any social studies course
Physical Education	2 credits	
Health/Wellness	1 credit	
Career Academic Sequence*	6 credits	
Flex Credit	5 credits	

To earn the 5 Flex Credits a student must complete one of the following:

- Additional courses to extend the career-academic sequence.
- Courses involving workplace learning, which may include the following courses:
  - Career exploration internship
  - Career planning and success skills (internship)
  - Business cooperative experiences
  - Cooperative family and consumer sciences
  - Industrial cooperative education
  - Interdisciplinary cooperative education
  - Marketing field experience
- Advanced career-technical education, college credit
- Additional courses in:
  - Language arts
  - Social studies
  - Mathematics
  - Science
  - World languages
  - Fine arts

Electives\*\* 6 credits

\*Career Academic Sequence - Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.

\*\*Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years.

**Each student must complete at least 8 semesters to graduate unless prior approval has been granted by the Principal.**

### **GUIDANCE SERVICES**

Guidance is a function of education and directly contributes to the realization of the school's total objectives. Its primary purpose is to assist the individual to integrate all of his/her activities in terms of his potentialities and environmental opportunities. Guidance is a lifelong process, which emphasizes self-understanding, self-determination, and self-adjustment.

Every member of the school staff has a role in the guidance program. Our guidance services include: pre-admission and orientation services, a program of counseling services, the supplying of educational and vocational information, group activities to promote personal and social growth, a testing program for better

understanding of individual pupils and as an evaluation measure of the curriculum, and means to promote better school/community relations.

### **HONOR ROLL**

“A” Honor Roll-For students not receiving a grade less than an A- in any subject for the final grade in a grading period.

“B” Honor Roll-For students not receiving a grade less than a B- in any subject or the final grade in a grading period.

Pluses (+’s) and minuses (-’s) will count in determining Honor Roll.

### **HOW TO STUDY**

1. Utilize every spare moment at school to study.
2. Plan your study time and keep this schedule.
3. Avoid noisy study areas.
4. Study lessons as quickly after assignments as possible
5. Do your own work at all times. You only hurt yourself if you do not follow this suggestion.
6. Do not over tire yourself while studying in improperly lighted areas.
7. Use reference materials available.

### **HOW TO AVOID FAILURE**

1. Begin school with a good attitude toward the school, teachers, and fellow students.
2. Learn how to study.
3. Never neglect your studies
4. Don’t hesitate to ask teachers for help.
5. When you are absent, make up our work promptly.
6. Get plenty of rest. Eat a good breakfast before coming to school.
7. Be willing to study at home.
8. Participate in extra-curricular activities.
9. Make friends with fellow students.

### **IMMUNIZATION POLICY**

According to PI 150 (Acts of 1980), all students through grade 12, whether new or returning, must meet state requirements for immunization. These immunizations include old-fashioned measles and three series of immunization for whooping cough, diphtheria, tetanus and polio.

The school must have proof of immunization within 30 days after the opening of school. Information pertaining to this policy will be sent to the parents of each student as needed.

### **IN-SCHOOL DETENTION**

Teachers may prepare assignments for the students, which may be worked on during periods 3 and 7 during the in-school detention. Students will not be allowed to talk or have contact with other students. Students who violate any of the in-school detention rules will be assigned out-of-school suspension upon the conclusion of the remainder of their in-school detention.

## INTIMIDATION

Acts of intimidation by one student toward another student, or by a student toward any school personnel, will not be tolerated. The following types of student conduct shall constitute grounds for suspension and/or expulsion from school attendance:

Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subsection:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
2. 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 use of the building or corridor or room;
3. Setting fire to or substantially damaging any school building or property;
4. Firing, displaying, or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose.
5. Prevention of, or attempting to prevent by physical act, the convening or continued functioning of any school or education function, or of any lawful meeting or assembly on school property; and
6. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

## KNIVES

Knives are strictly prohibited on school grounds, at school sponsored events, and extra-curricular activities, at all times. Students in violations of said policy will be subject to the following:

1<sup>st</sup> Offense-Suspension from school for three (3) days.

2<sup>nd</sup> Offense-Suspension from school for seven (7) days with the recommendation for expulsion for the remainder of the semester and/or school year.

**Students with switchblades will be referred to law enforcement.**

### **35-47-5-2.5 Possession of knife on school property; violations; exceptions**

Sec. 2.5 (a) As used in this section, "knife" means an instrument that:

- (1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds, and
- (2) is intended to be used as a weapon.

(b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.

(c) A person who recklessly, knowingly, or intentionally possesses a knife on:

- (1) school property (as defined in IC 35-41-1-24.7);
- (2) a school bus (as defined in IC 20-27-2-8); or
- (3) a special purpose bus (as defined in IC 20-27-2-10);

commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.

## **LEAVING THE SCHOOL BUILDING**

Pupils are not to leave the school building without permission from the Principal or the Principal's designee during school hours. If the student becomes ill during the school day, he/she is expected to report to the office and a phone call will be made to the parent or guardian.

## **LIBRARY POLICY**

It is the purpose of the library to serve the students and teachers with books and related materials, which supplement the curriculum. A library atmosphere conducive to study and research is essential. Students should not come to the library to study subjects which do not require library materials. Regular study halls are provided for class work. However, students are encouraged to use time not needed for study for individual reading and for quietly browsing through our library collection of books and periodicals.

1. Books are loaned out for a period of two weeks, with renewal privileges depending upon the demand for the book.
2. Reserve books, encyclopedias and dictionaries may be checked out overnight.
3. A student's library privileges will be forfeited until over-due books are returned.
4. Books lost or damaged beyond reasonable wear must be replaced by the borrower. Report the loss of a book immediately.
5. A student's library privileges may be forfeited for bad conduct or misuse of the library.
6. When taking a book from the library, a student should present the book to the librarian to be scanned into the computer system.
7. Instruction in the intelligent use of the library is offered through the corporation of the English classes and the librarian.

## **LOCKERS**

All lockers 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 the school corporation. Lockers are made available for the students to use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school 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 materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

## **LOCKER RULES**

In order to implement policy concerning student lockers, the Medora School adopts the following rules and regulations:

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

2. The school retains the right to inspect lockers to insure that they are being maintained in accordance with the conditions of Rule No. 1. All inspections of student's lockers shall be conducted by the Principal or a member of the administrative staff designated in writing by the Principal.
3. The inspection of a particular student's locker will not be conducted unless the Principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains objects that violate school rules.
4. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Principal or Superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of:
  - a. an interference with school purposes or an educational function.
  - b. a physical injury or illness to any person.
  - c. damage to personal or school property.
  - d. a violation of state law or school rules.

If a general inspection of a number of lockers is necessary, then all lockers in the defined area will be examined. Students will not necessarily be given the opportunity to be present when a general inspection is being conducted.

### LOST AND FOUND

Ask for items in the office. Inquiries should be made promptly. Unclaimed articles are disposed of after a reasonable time lapse.

### LUNCH HOUR ACTIVITIES FOR GRADES 7-12

1. Students, who remain in the building during lunch period, must remain in the cafeteria, gymnasium, or the gym lobby during the lunch period unless permission has been granted by the principal or supervisor.
2. Students may, with permission, use the rest rooms in the athletic hallway, or purchase snacks from the hallway.
3. Students who leave the school grounds during the lunch hour period are not permitted to loiter on the church's property.
4. Students who leave the school grounds may continue to do so with the following exceptions:
  - a. Disciplinary problems while the student is off campus.
  - b. Violation of any driving or parking regulations during lunch hour period.
  - c. Being tardy from lunch three times.
  - d. Bringing food that was purchased off campus grounds during lunch hour onto campus, other than the designated areas.
5. The following procedures will be followed when students are in violation of number 4 (a, b, or c):
  - 1<sup>st</sup> Offense**-The violation will be penalized as is called for in regulations covered elsewhere in this handbook.
  - 2<sup>nd</sup> Offense**-A conference with the student will be held. In-school detention for three days and/or suspension from leaving the school grounds for the remainder of the semester or school year will result from the conference.
  - 3<sup>rd</sup> Offense**-Out of school suspension from 1 to 3 days.
  - 4<sup>th</sup> Offense**-Out of school suspension for ten (10) days with the recommendation for expulsion for the remainder of the semester and/or school year.

The following procedures will be followed when students are in violation of # 4(d):

- 1<sup>st</sup> Offense**-A conference will be held with the student where a warning will be given.
  - 2<sup>nd</sup> Offense**-The student will be suspended from leaving the school grounds for a one month period.
  - 3<sup>rd</sup> Offense**-This will follow the same punishment as for violation of rules 4(a, b, or c).
  - 4<sup>th</sup> Offense**-This will follow the same punishment as for violation of rules 4(a, b, or c).
6. Students engaged in throwing food in the cafeteria will receive one (1) day of in-school detention.

### **MEDICATION**

1. No school personnel will supply students with any medication without the written consent of the parent/guardian.
2. A physician's note and parent's note must be on file for any medication to be administered to a student by the school nurse or a child's teacher in the presence of another student.
3. Prescription medication must be brought in original containers labeled from the pharmacy or by the doctor.
4. Only enough medication for a single day is to be brought to school.
5. Non-prescription medication is not to be brought to school unless a physician's note is on file. It then will be treated as prescription medication.
6. The school nurse is to be notified of the student taking medicine.
7. Elementary students are to be supervised by the nurse or their teacher when taking prescription medication.
8. Junior or senior high school students are to report to the office to take any medication. They are responsible for bringing the medication to the office and taking it at the appropriate time.

### **MOTOR VEHICLES**

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property or on the school designated parking area.

The Principal may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Principal, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

Student Parking is permitted only in the student parking area adjacent to the Christian Church. Parking in the area outside the gymnasium entrance is reserved at all times for the administration, persons with disabilities and emergency vehicles.

### **MOVIES IN THE CLASSROOMS**

Any movies shown to students in the classroom or library must be rated "G" or "PG" unless prior approval is given by the Principal.

### **NUMERICAL SCALE USED IN DETERMINING GRADE POINT AVERAGE AND CLASS RANK**

A copy of this is available in the counselor's office.

### **OUT-OF-SCHOOL SUSPENSION**

Disciplinary action whereby a student is separated from class attendance for a period of ten (10) days or less and which does not constitute an expulsion. When expulsion is recommended, the student's suspension may be extended by the hearing examiner until the date of the expulsion hearing.

Students who are suspended from school are not permitted on school property during the regular school day (including lunch) or to participate in any school-sponsored activities. This exclusion also applies to extracurricular events. Students who violate the exclusion will be given an additional suspension from school and may be recommended for expulsion. It is the student's responsibility to meet with his/her teachers regarding make-up work, which must be completed in a timely manner. Students may not make up quizzes and homework. It is the student's responsibility to meet with his/her teachers regarding missed class time.

### **PEST CONTROL AND USE OF PESTICIDES**

The Medora Community School Corporation is committed to providing a safe environment for students. 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, we want to provide pest control methods that are safe and in compliance with E.P.A. (Environmental Protection Agency).

The Medora Community School Building is serviced for complete pest control by:

PC Pest Control  
413 16<sup>th</sup> Street  
Bedford, IN 47421  
Telephone 812-279-8083

\*Our school is serviced by Mr. Paul Petri, a trained technician who is a local agent for PC Pest Control Services.

\*This trained technician will service our school with pesticide control services as needed.

\*The safe pesticide application used by the PC Pest Control Service is made in strict compliance with label instructions by the manufacturer of the pesticide.

\*A written record of all pesticide applications is on file with the Medora Community Schools Maintenance Department.

\*Proper ventilation airing of the facility is also done by the trained technician and the school maintenance department.

\*Should you desire additional information, please contact the building principal or the maintenance department at 966-2201.

### **PROPER SCHOOL LANGUAGE**

Spoken or written obscene language is forbidden at Medora Jr/Sr High School.

Use of language that is obscene will result in disciplinary action. Corporal punishment or in-school suspension from 1 to 5 days will be issued.

If language is directed toward a corporation employee, the student will be suspended out-of-school for 1 to 5 days. Obscene gestures or actions intended to communicate disrespect or vulgarity towards a corporation employee will result in a student being suspended 1 to 5 days.

## **REPORTING IN AND OUT**

Students who arrive at school after the school day has begun will report to the administrative office and sign in at the time of arrival. Any student leaving school during the school day for any reason must receive permission and sign out in the administrative office and sign back in upon returning.

## **REQUESTS FOR RELEASING STUDENTS**

Students shall be released from school premises only to a custodial parent or guardian unless advance notification is given to the school administration by the student's custodial parent or guardian. Anyone entering the building must report to the respective Principal upon entering. Before a teacher releases a child to anyone, permission must be granted by the Principal.

Students shall not be released to any law enforcement officer without a court order, except when exists an imminent danger to life or property, a direct and immediate disruption of the educational process, or child abuse cases, as determined by the school Principal.

School administrators shall not interfere with an arrest of any student, but shall attempt to notify the student's custodial parent or guardian that an arrest is being made. Before a law enforcement officer questions a student on school premises, consent must be obtained from the student and the student's custodial parent or guardian, except in cases involving an imminent threat to life or property, and immediate and direct disruption of school purposes, assistance by police in school disciplinary investigations undertaken for the purpose of enforcing school disciplinary rules, and child abuse, as determined by the school Principal.

## **RESTROOMS**

If you are ill and must go to the restroom, ask a friend or other student to notify the office immediately. Notifying the office after you have missed a class will result in the absence being unexcused.

## **SCHOOL BUS CONDUCT**

Expected student conduct while on board a school bus is developed through the cooperative efforts of principals, parents, and bus drivers. School bus passengers are under the supervision, direction, and control of the school bus driver and shall be subject to the discipline of the bus driver.

In order to assure each student's safe transportation while traveling on a bus, certain basic rules have been adopted by the Medora School.

1. Each pupil must be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupils shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet, or body in any other objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver. Students are to enter and exit in an orderly manner.
7. The child should be waiting at his boarding station when the school bus arrives. All students waiting to board a bus must stand back until the bus has stopped. All students to cross the roadway must wait for the driver's signal to cross.
8. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a respectable manner on the bus.

9. Large items that cannot be held on a student's lap shall not be allowed on the bus. No items will be placed in the aisle or in the driver's area. Any exceptions must be approved by the bus driver. No pets will be permitted.
10. Eating, drinking, chewing tobacco or smoking is strictly prohibited.

Students violating the above rules may receive suspension of the individual riding privileges.

The action of denial of riding privileges will be taken by the Principal or his representative. In each case, the student will be afforded an opportunity for an informal hearing.

Before a school bus driver denies a student his/her riding privilege for violation of bus rules, he/she must follow the following procedure:

- A. One or more conferences with the student and the Principal.
- B. The Principal will recommend the disciplinary action including riding privilege for an indefinite period of time.
- C. In each case, the student will be offered an opportunity for an informal hearing.

### **SCHOOL CLOSINGS**

During inclement weather, reports of school closings due to ice, snow or other hazardous conditions will be given on FM WQKC, 93.7 ; FM 101.5 WKKG; WAVE TV Channel 3; WLKY TV Channels 32/5; WHAS 11. DO NOT CALL SCHOOL PERSONNEL CONCERNING SUCH MATTERS.

Parents/Guardians will also be contacted through a SchoolReach phone call, notifying them of any school closings or delays.

### **SCHOOL SPONSORED ACTIVITIES**

Self-discipline at school sponsored activities is a must. Proper behavior is expected and improper behavior will not be tolerated. Students attending or participating in school sponsored activities are under the supervision of the school.

The rules and regulations set forth in the Due Process Law shall prevail at all such activities. Violation to any part will be investigated by the Principal and disciplinary action taken.

Students who are absent from school for any reason may not attend, or participate in, any extracurricular activities, such as ballgames or practices, for that day unless prior arrangements are made with the office.

Students riding a school bus to school sponsored activities are under the jurisdiction of the school. If they ride the bus to an event, they must ride the bus on the return trip, unless permission to ride home with parents has been given by the school. Certain school-sponsored activities require all students attending to ride school approved vehicles. When this occurs, students will be informed by the sponsor of the activity.

**1<sup>st</sup> Offense**-A misconduct report will be issued and a conference with the student will be held. Corporal punishment and/or suspension from attending school activities for the remainder of the semester or school year may result from the conference.

**2<sup>nd</sup> Offense**-A misconduct report will be issued and a conference with the student will be held. An in-school detention for three (3) school days and suspension from attending school activities for the remainder of the school year will result from the conference.

## **SEARCH AND SEIZURE**

The Principal or the Principal's designee may search a student during a school activity if the Principal has reasonable cause for a search of that student. "Reasonable cause for a search" is defined as 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 a law.
2. evidence of a violation of the student conduct rules contained in the Student Handbook.
3. A condition that endangers the health and safety of the student or others.

Searches of the student shall be limited to:

1. searches of the pockets of the student.
2. Any object of the student such as a purse or backpack.
3. A "pat down" of the exterior of the student's clothing.

All searches shall be conducted by a person of the same sex. A witness of the same sex will be present during the search. When possible the parent or legal guardian shall be notified prior to the search or within 24 hours if possible after the search.

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct rules contained in the Student Handbook may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Principal until it is presented at the hearing.
2. Returned to the parent or legal 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.

## **SEARCH DOGS**

Specially trained dogs may be used to detect the presence of drugs or devices such as bombs on school property.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Principal shall promptly record in writing the following information for each search pursuant to this policy:

1. The information upon which the search was based.
2. The time, date, location, students, or places searched, and persons present.
3. A description of any item seized and its disposition.
4. The time and date of notice to the parent or guardian in the case of the search of the person of a student.

## **SELLING**

Students are not allowed to sell any ticket and/or merchandise of any type without permission being granted by the principal.

### **SIGNS AND POSTERS**

Signs and posters may not be displayed in the main building or anywhere on school grounds without approval from the office. Do not place posters above lockers or on painted walls or on any windows. Do not paint or place decals or other foreign substances on the lockers.

### **SNOW BALL FIGHTS**

Any student who engages in a snow ball fight during the normal school day or a school sponsored activity will receive 1 hour of Friday School.

### **STUDENT ASSISTANTS**

Assisting teachers can be a worthwhile and positive experience for teachers and students. Students must get approval from the principal and have no grade below a "C" to participate.

### **STUDENT CLASSIFICATION**

A student shall be classified a FRESHMAN when he/she has successfully completed the work of the first 8 grades and has been promoted to grade 9.

To be classified as a SOPHOMORE, a student must have accumulated at least nine (9) credits toward graduation.

To be classified as a JUNIOR, a student must have accumulated at least eighteen (18) credits toward graduation.

To be classified as a SENIOR, a student must have accumulated at least twenty-seven (27) credits toward graduation.

### **STUDENT DUE PROCESS AND DISCIPLINE**

#### **IC 20-33-8. Student Discipline**

**IC 20-33-8-0.2.** As used in this chapter, "bullying" means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

**IC 20-33-8-0.5.** As used in this chapter, "physician" means an individual licensed to practice medicine or osteopathic medicine under:

- (1) IC 25-22.5; or
- (2) the law of another state.

**IC 20-33-8-1.** As used in this chapter, "principal" includes a principal's designee.

**IC 20-33-8-2.** As used in this chapter, "educational function" means the performance by a school corporation or its officers or employees of an act or a series of acts in carrying out school purposes.

**IC 20-33-8-3.** (a) As used in this chapter, "expulsion" means a disciplinary or other action whereby a student:

(1) is separated from school attendance for a period exceeding ten (10) school days;  
(2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or

(3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

(b) The term does not include situations when a student is:

(1) disciplined under section 25 of this chapter;  
(2) removed from school in accordance with IC 20-34-3-9; or  
(3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

**IC 20-33-8-4.** As used in this chapter, "school purposes" refers to the purposes for which a school corporation operates, including the following:

(1) To promote knowledge and learning generally.  
(2) To maintain an orderly and effective educational system.  
(3) To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.

**IC 20-33-8-5.** As used in this chapter, "school property" means the following:

(1) A building or other structure owned or rented by a school corporation.  
(2) The grounds adjacent to and owned or rented in common with a building or other structure owned or rented by a school corporation.

**IC 20-33-8-6.** As used in this chapter, "superintendent" includes a superintendent's designee.

**IC 20-33-8-7.** (a) As used in this chapter, "suspension" means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

(b) The term does not include a situation in which a student is:

(1) disciplined under section 25 of this chapter;  
(2) removed from school in accordance with IC 20-34-3-9; or  
(3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

**IC 20-33-8-8.** (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

(1) a school corporation; and  
(2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, School Corporation personnel:

(1) stand in the relation of parents to the students of the school corporation; and  
(2) have the right to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system, subject to this chapter.

(c) Students must:

(1) follow responsible directions of school personnel in all educational settings; and  
(2) refrain from disruptive behavior that interferes with the educational environment.

**IC 20-33-8-9.** (a) This section applies to an individual who:

- (1) is a teacher or other school staff member; and
- (2) has students under the individual's charge.

(b) An individual may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises.

(c) Subject to rules of the governing body and the administrative staff, an individual may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the individual or another individual who is a teacher or other school staff member.

**IC 20-33-8-10.** (a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations that govern student conduct.

**IC 20-33-8-11. A:**

- (1) superintendent; or
- (2) member of the superintendent's administrative staff, with the superintendent's approval;

may take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

**IC 20-33-8-12.** (a) The governing body of a school corporation must do the following:

- (1) Establish written discipline rules, which may include:

(A) appropriate dress codes; **and**

**(B) if applicable, an agreement for court assisted resolution of school suspension and expulsion cases;** [NOTE: *bold print added by HEA 1794 of 2005*] for the school corporation.

(2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:

- (A) making a copy of the discipline rules available to students and students' parents; or
- (B) delivering a copy of the discipline rules to students or the parents of students.

This publicity requirement may not be construed technically and is satisfied if the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule.

(b) The:

- (1) superintendent of a school corporation; and
- (2) principals of each school in a school corporation;

may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

(c) The governing body of a school corporation may delegate:

- (1) rulemaking;
- (2) disciplinary; and
- (3) other authority;

as reasonably necessary to carry out the school purposes of the school corporation.

(d) Subsection (a) does not apply to rules or directions concerning the following:

- (1) Movement of students.
- (2) Movement or parking of vehicles.
- (3) Day to day instructions concerning the operation of a classroom or teaching station.
- (4) Time for commencement of school.
- (5) Other standards or regulations relating to the manner in which an educational function must be administered.

However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection.

**IC 20-33-8-13.** (a) Discipline rules adopted under section 12 of this chapter must provide that a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) of this chapter if the following conditions are met:

(1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2).

(2) A physician states in writing that:

(A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;

(B) the student has been instructed in how to self-administer the medication; and

(C) the nature of the disease or medical condition requires emergency administration of the medication.

(b) The authorization and statement described in subsection (a) must be filed annually with the student's principal.

**IC 20-33-8-13.5.** (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

(1) prohibit bullying; and

(2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.

(b) The discipline rules described in subsection (a) must apply when a student is:

(1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;

(2) off school grounds at a school activity, function, or event;

(3) traveling to or from school or a school activity, function, or event; or

(4) using property or equipment provided by the school.

(c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

**IC 20-33-8-14.** (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

(1) Student misconduct.

(2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

(1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;

(2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event.

**IC 20-33-8-15.** In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

(2) 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.

#### **IC 20-33-8-16. Possession of Firearms, Deadly Weapons, or Destructive Devices**

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

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.

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

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

- (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property;
- must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
  - (f) Notwithstanding section 20 of this chapter, a student who is:
    - (1) identified as bringing a deadly weapon to school or on school property; or
    - (2) in possession of a deadly weapon on school property;
 may be expelled for not more than one (1) calendar year.
  - (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
  - (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

**Section 35-41-1-8 "Deadly weapon" defined**

Sec. 8 (a) Except as provided in subsection (b), "deadly weapon" means the following:

- (1) A loaded or unloaded firearm.
  - (2) A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, it readily capable of causing serious bodily injury.
  - (3) An animal (as defined in IC 35-46-3-3) that is:
    - (A) readily capable of causing serious bodily injury; and
    - (B) used in the commission or attempted commission of a crime.
  - (4) A biological disease, virus, or organism that is capable of causing serious bodily injury.
- (b) The term does not include:
- (1) a taser (as defined in IC 35-47-8-3);
  - (2) an electronic stun weapon (as defined in IC 35-47-8-1);
  - (3) a chemical designed to temporarily incapacitate a person; or
  - (4) another device designed to temporarily incapacitate a person; if the device described in subdivisions (1) through (4) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement office's training and while lawfully engaged in the execution of official duties.

**35-47.5-2-4 Destructive Device**

Sec.4. (a) "Destructive device" means:

- (1) an explosive, incendiary, or overpressure device that is configured as a:
  - (A) bomb
  - (B) grenade;
  - (C) rocket with a propellant charge of more than four (4) ounces

- (D) missile having an explosive or incendiary charge of more than one-quart (1/4) ounce
- (E) mine;
- (F) Molotov cocktail; or
- (G) device that is substantially similar to an item described in clauses (A) through (F);

(2) 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 (1/2) inch; or

(3) a combination of parts designed or intended for use in the conversion of a device into a destructive device.

(b) the term does not include the following:

(1) A pistol, rifle, shotgun, or weapon suitable for sporting or personal safety purposes or ammunition.

(2) A device that is neither designed nor redesigned for use as a weapon.

(3) 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) A surplus military ordnance sold, loaned, or given by authority of the appropriate official of the United States Department of Defense.

*As added by P.L.123-2002, SEC.50.*

**IC 20-33-8-17.** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

**IC 20-33-8-18.** (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.

(b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- (1) A written or an oral statement of the charges against the student.
- (2) If the student denies the charges, a summary of the evidence against the student.
- (3) An opportunity for the student to explain the student's conduct.

(c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.

(d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

- (1) The student's misconduct.
- (2) The action taken by the principal.

**IC 20-33-8-19.** (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

- (1) Legal counsel.
- (2) A member of the administrative staff if the member:
  - (A) has not expelled the student during the current school year; and
  - (B) was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:

- (1) be made by certified mail or by personal delivery;
- (2) contain the reasons for the expulsion; and
- (3) contain the procedure for requesting an expulsion meeting.

- (c) The individual conducting an expulsion meeting:
  - (1) shall make a written summary of the evidence heard at the expulsion meeting;
  - (2) may take action that the individual finds appropriate; and
  - (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.
- (d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:
  - (1) shall hold a meeting to consider:
    - (A) the written summary of evidence prepared under subsection (c)(1); and
    - (B) the arguments of the principal and the student or the student's parent;

unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and

- (2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 21 of this chapter.

(e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

**IC 20-33-8-20.** (a) Except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program.

(b) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review:

- (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent;
- (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and
- (3) may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.

(c) An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review:

- (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent;
- (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and
- (3) may lead to a recommendation by the individual conducting the review that the student be reinstated for the upcoming school year.

**IC 20-33-8-23.** The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter.

**IC 20-33-8-24.** (a) This section applies to a student who:

- (1) is at least sixteen (16) years of age; and
  - (2) wishes to reenroll after an expulsion.
- (b) A principal may require a student to attend one (1) or more of the following:
- (1) An alternative school or alternative educational program.
  - (2) Evening classes.
  - (3) Classes established for students who are at least sixteen (16) years of age.

**IC 20-33-8-25.** (a) This section applies to an individual who:

- (1) is a member of the administrative staff, a teacher, or other school staff member; and
  - (2) has students under the individual's charge.
- (b) An individual may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:
- (1) Counseling with a student or group of students.
  - (2) Conferences with a parent or group of parents.
  - (3) Assigning additional work.
  - (4) Rearranging class schedules.
  - (5) Requiring a student to remain in school after regular school hours:
    - (A) to do additional school work; or
    - (B) for counseling.
  - (6) Restricting extracurricular activities.
  - (7) Removal of a student by a teacher from that teacher's class for a period not to exceed:
    - (A) five (5) class periods for middle, junior high, or high school students; or
    - (B) one (1) school day for elementary school students;if the student is assigned regular or additional school work to complete in another school setting.
  - (8) Assignment by the principal of:
    - (A) a special course of study;
    - (B) an alternative educational program; or
    - (C) an alternative school.
  - (9) Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:
    - (A) A principal may not assign a student under this subdivision unless the student's parent approves:
      - (i) the nonprofit organization where the student is assigned; and
      - (ii) the plan described in clause (B)(i).A student's parent may request or suggest that the principal assign the student under this subdivision.
    - (B) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
      - (i) A plan for the service that the student is expected to perform.
      - (ii) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
      - (iii) Monitoring of the student's performance of service by the principal or the principal's designee.
      - (iv) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's performance of the service.
    - (C) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that

may be incurred by a student who performs service under this subdivision.

(D) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.

(10) Removal of a student from school sponsored transportation.

(11) Referral to the juvenile court having jurisdiction over the student.

(c) As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall refer the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

**IC 20-33-8-29.** (a) As used in this section, "special school" includes the following:

- (1) A vocational school.
- (2) A special education school or program.
- (3) An alternative school or program.

(b) To the extent possible, this chapter applies to a special school.

(c) The governing body of a special school may make necessary modifications to the responsibilities of school personnel under this chapter to accommodate the administrative structure of a special school.

(d) In addition to a disciplinary action imposed by a special school, the principal of the school where a student is enrolled may without additional procedures adopt a disciplinary action or decision of a special school as a disciplinary action of the school corporation.

**IC 20-33-8-31.** If a student is suspended or expelled from school or from any educational function under this chapter, the student's absence from school because of the suspension or expulsion is not a violation of:

- (1) IC 20-33-2; or
- (2) any other statute relating to compulsory school attendance.

**IC 20-33-8-32.** (a) A school corporation must provide each:

- (1) student; and
- (2) student's parent;

a copy of the rules of the governing body on searches of students' lockers and locker contents.

(b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:

- (1) that locker; or
- (2) the locker's contents.

(c) In accordance with the rules of the governing body, a principal may search:

- (1) a student's locker; and
- (2) the locker's contents; at any time.

(d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:

- (1) at the request of the school principal; and
- (2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

**IC 20-33-8-33.** Before February 1 and before October 1 of each year, except when a hearing has been requested to determine financial hardship under IC 9-24-2-1(a)(4), the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning

the invalidation of a license or permit under IC 9-24-2-4.

**IC 20-33-8-34.** (a) Notwithstanding any other law, a suspension, an expulsion, or another disciplinary action against a student who is a child with a disability (as defined in IC 20-35-1-2) is subject to the:

- (1) procedural requirements of 20 U.S.C. 1415; and
- (2) rules adopted by the state board.

(b) The division of special education shall propose rules under IC 20-35-2-1(b)(5) to the state board for adoption under IC 4-22-2 governing suspensions, expulsions, and other disciplinary action for a student who is a child with a disability (as defined in IC 20-35-1-2).

**MOTOR VEHICLE LAW AND STUDENT DISCIPLINE**  
**AND ATTENDANCE**  
**(Pertinent parts only)**

*9-24-2-1. Individual less than eighteen years of age – School sanctions – Determination of whether withdrawal for financial hardship.* – (a) A driver’s license or learner’s permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) is a habitual truant under IC 20-8.1-3-17.2.
- (2) is under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9.
- (3) Is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10.
- (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24(a) before graduating.

(b) At least five (5) days before holding an exit interview under IC 20-8.1-3-17(b)(2), the school corporation shall give notice by certified mail or personal delivery to the student, the student’s parent, or the student’s guardian of the following:

- (1) That the exit interview will include a hearing to determine if the reason for the student’s withdrawal is financial hardship.
- (2) If the principal determines that the reason for the student’s withdrawal is not financial hardship:
  - (A) the student and the student’s parent or guardian will receive a copy of the determination; and
  - (B) the student’s name will be submitted to the bureau for the bureau’s use in denying or invalidating a driver’s license or learner’s permit under this section.

*9-24-2-4. Invalidation of license or permit under IC 9-24-2-1 – Notice of invalidation – Appeal – Information required for reinstatement – Revalidation of license or permit.* – (a)

If a person is less that eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person’s principal, invalidate the person’s license or permit until the earliest of the following:

- (1) The person becomes eighteen (18) years of age.
  - (2) One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
  - (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.1-5.1.
- (b) The bureau shall promptly mail a notice to the person’s last known address that states the following:
- (1) That the person’s driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
  - (2) That the person has the right to appeal the invalidation of a license or permit.
- (c) If an aggrieved person believes that:
- (1) the information provided was technically incorrect; or
  - (2) the bureau committed a technical or procedural error;

the aggrieved person may appeal the invalidation of a license under IC 9-25.

(d) If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.

(e) Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.

(f) A person may not operate a motor vehicle in violation of this section.

(g) A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.

(h) The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section that does the following:

- (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
  - (A) enrolled in a full-time or part-time program of education; and
  - (B) participated for thirty (30) or more days in the program of education.
- (2) Submits to the bureau a form developed by the bureau that contains:
  - (A) the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
  - (B) notification to the bureau that the person has complied with subdivision (1).

A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

*9-24-2-5. Judicial hearing – Court's order as appealable final judgment.* – (a) A person whose driving privileges have been invalidated under section 4 of this chapter is entitled to a prompt judicial hearing. The person may file a petition that requests a hearing in a circuit, superior, county, or municipal court in the county where:

- (1) the person resides; or
- (2) the school attended by the person is located.

(b) The petition for review must:

- (1) be in writing; and
- (2) be verified by the person seeking review and:
  - (A) allege specific facts that indicate the suspension or expulsion was improper; or
  - (B) allege that due to the person's emancipation or dependents that an undue hardship exists that requires the granting of a restricted driving permit.

(c) The hearing conducted by the court under this section shall be limited to the following issues:

- (1) Whether the school followed proper procedures when suspending or expelling the person from school, including affording the person due process under IC 20-8.1-5.1.
- (2) Whether the bureau followed proper procedures in invalidating the person's license or permit.
- (3) Whether an undue hardship exists that requires the granting of a restricted driving permit.

(d) If the court finds:

- (1) That the school failed to follow proper procedures when suspending or expelling the person from school; or
- (2) That the bureau failed to follow proper procedures in invalidating the person's license or permit;

the court may order the bureau to reinstate the person's driving privileges.

(e) If the court finds that an undue hardship exists, the court may order a restricted driving permit limiting the petitioner to essential driving for work and driving between home, work, and school only. The restricted driving permit must state the restrictions related to time, territory, and route. If a court orders a restricted driving permit for the petitioner, the court shall do the following:

- (1) Include in the order a finding of facts that states the petitioner's driving restrictions.
- (2) Enter the findings of fact and order in the order book of the court.
- (3) Send the bureau a signed copy of the order.

(f) The prosecuting attorney of the county in which a petition has been filed under this section shall represent the state on behalf of the bureau with respect to the petition. A school that is made a party to an action filed under this section is responsible for the school's own representation.

(g) In an action under this section the petitioner has the burden of proof by a preponderance of the evidence.

(h) The court's order is a final judgment appealable in the manner of civil actions by either party. The attorney general shall represent the state on behalf of the bureau with respect to the appeal.

#### SECTION 18. IC 20-33-2-11: *Denial of driving license to habitual truant*

Sec. 11. (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, and subject to subsections (c) through (e), an individual who is:

(1) at least thirteen (13) years of age but less than fifteen (15) years of age;  
(2) a habitual truant under the definition of habitual truant established under subsection (b); and  
(3) identified in the information submitted to the bureau of motor vehicles under subsection (f);  
may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.

(b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12:

(1) a definition of a child who is designated as a habitual truant, **which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year;**

(2) the procedures under which subsection (a) will be administered; and

(3) all other pertinent matters related to this action.

(c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19.

(d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to determine whether the prohibition described in subsection (a) shall continue. The periodic reviews may not be conducted less than one (1) time each school year.

(e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit.

(f) Before:

(1) February 1; and

(2) October 1;

of each year the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under subsection (a) to be issued an operator's license or a learner's permit.

(g) The department of education shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by a governing body in complying with subsection (a).

### **STUDENT INSURANCE**

Students participating in inter-school athletics must carry insurance or be covered under their parents' insurance policies.

### **STUDENT PRIVILEGES**

Students at Medora Jr/Sr High School are involved in a variety of privileges that include: hallway passes, off-campus lunch, participation in student clubs, attending athletic events, extra-curricular and social events, driving to school, being a teaching assistant, attending field trips, special school events, convocations and special class events. The administration and staff at Medora Jr/Sr High believe that these privileges are earned by students who show consistent progress in the following areas: Academics (grade and assignment completion), Attendance, Punctuality, and Classroom and School Citizenship (behavior). The school administration reserves the right to revoke privileges of students who do not consistently adhere to the regulations and expectations in the student handbook.

### **STUDENT RELATIONSHIPS**

Students are expected to use good judgment and good taste in their affectionate expressions in school. Physical contact such as kissing, hugging, embraces, and hand-holding, etc. on the school grounds during the regular school day are not allowed. Not following these guidelines will result in the following:

- 1<sup>st</sup> Offense**-A conference with the students involved will be held, and a misconduct report will be filed.
- 2<sup>nd</sup> Offense**-A conference will be held with the students and their parents.
- 3<sup>rd</sup> Offense**-Suspension from one to five days will be issued.

### **STUDENTS IN THE BUILDING AFTER SCHOOL**

Students are not allowed in the building after school unless they are under the supervision of a teacher or coach.

### **STUDENTS WHO ARE INJURED OR BECOME ILL AT SCHOOL**

Students who are injured or who become ill during the school day should report to the classroom teacher and then to the Principal's office, if at all possible.

An ill student who must go home may not be driven home by another student. Getting an ill student home is the responsibility of the parents. In an emergency situation, a member of the school personnel will take an ill student home if the parents cannot arrange suitable transportation.

A student may drive home only if the office is first given permission from a parent/guardian.

### **STUDY HALL**

The study hall is considered another classroom. In order to keep the study hall in a proper atmosphere for learning, students are to observe the following:

1. The time is to be used for studying.
2. The librarian and study hall supervisor will arrange for students to use the library.
3. Students are not to sleep in the study hall.
4. Students are not to chew gum.
5. Students are not to prop their feet and/or knees on the seat.
6. Students will sit in assigned seats.
7. Students may be tutored.
8. Students may read other reading material, other than school assignments, with approval of the Study Hall Supervisor.

### **SUBSTANCE ABUSE POLICY**

It is a violation of the Substance Abuse Policy to:

1. Possess, provide to any other person, or be under the influence of any substance which is or contains: alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances.
  - a. on school grounds at any time or
  - b. at any school sponsored activity at any location including the school bus.

Use of medication by a student prescribed by a medical doctor, a dentist or other health care provider authorized by law to prescribe medication for that student, written instruction from the health care provider, or written permission from a parent or guardian is required. This includes over-the-counter medications such as aspirin or cough medicine.

Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the administrative office before possessing, using or providing the medication or substance.

2. Possess or provide to any person anything used or designed to be used primarily to storage, processing, delivery or consumption of: alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens
  - a. on school premises at any time or
  - b. at any school sponsored activity at any location including the school bus.

Examples of things, which are not to be possessed or provided to another person, are: pipes, rolling papers, clips, etc.

A student shall not use or consume, have in his/her possession, buy/sell or give away any controlled substance. Substances included in this policy are, but not limited to: all forms of alcohol products and drugs except those taken under a doctor's direction and supervision. The following policy applies to all students while attending school, school sponsored events, or under the supervision of the School's Due Process will be followed regarding violations of this policy, and the proper authorities will be notified.

The following guidelines will be followed regarding the specific involvement of the student:

1. DEALING: is defined as selling or sharing alcohol or other unauthorized drugs or narcotics. The disciplinary action to be taken for this offense is a ten (10) day suspension and recommended expulsion of the student.
2. POSSESSION AND/OR CONSUMPTION: The disciplinary action to be taken for this offense is a ten (10) day suspension and recommended expulsion. The expulsion may be waived contingent upon a signed agreement by the school, the student's parent(s), and the student, which describes a detailed rehabilitation program. This program includes a professional drug assessment and recommendations for rehabilitation, which must be followed by the student. All concerned parties understand that the student's re-admission to school is probationary and dependent on the student following the recommendations of the assessment agency.
3. SHARING: If the dealing offense is "sharing" unauthorized drugs/alcohol with peers then school officials will have the discretion of following the same guidelines used for "possession and/or consumption".

This policy shall also include any substance, which is represented to be a controlled substance.

### **SUSTAINED SILENT READING**

This program is intended to promote and encourage a joy of reading by giving students time to read materials of their choice for 20 minutes daily. School staff will work with the students to ensure class environments are conducive to reading. All students are expected to fully participate in this program.

Failure/refusal to participate or causing a disruption of the Sustained Silent Reading environment will result in:

1. 1<sup>st</sup> Offense – Teacher warning.
2. 2<sup>nd</sup> Offense – Referral to Principal's office and 30 minutes of after school reading.
3. 3<sup>rd</sup> Offense – 1 hour Friday School.

4. 4<sup>th</sup> Offense – 1 hour Friday School or in-school detention. A parent conference will be requested.

### **TARDIES**

It is important for students to learn responsibility. The same types of responsible actions that are demanded by an employee in the work world apply to students going to school. One of these required responsibilities is being on time. Tardiness is not acceptable at work or at school.

Students who are more than 5 minutes late for class must report to the office for a pass before going to class. Being on a late bus will not be counted as tardy.

Tardies to class per semester:

1. Students with three (3) accumulated tardies will receive a warning.
2. Students with four (4) accumulated tardies will receive one (1) hour of Friday School.
3. Students with seven (7) accumulated tardies will receive one day of in-school detention and lunch detention for one week.
4. Students with ten (10) accumulated tardies will receive two days of in-school detention and lunch detention for one week.
5. Students with 13 accumulated tardies will receive two (2) days of out-of-school suspension; loss of lunch privileges for the semester; and loss of driver's permit/license. High school students will have their names referred to the Bureau of Motor Vehicles for loss of driver's permit/license for up to 120 days or until the end of the semester (whichever is longer).
6. Students with 15 tardies will receive 5 days out of school suspension.
7. Students with 20 tardies will receive 10 days out of school suspension with recommendation for expulsion.

### **TEMPORARY SUSPENSION**

A teacher can temporarily suspend a student one day from class for classroom behavior; but before a teacher can temporarily suspend a student one day from class for classroom behavior, the following procedure must be followed:

1. One or more conferences with the student by the teacher informing the student the violation he/she has committed and a record of the conference kept by the teacher.
2. Conference with the student, guidance counselor, and teacher.
3. Conference with the student, teacher, and the Principal (or his designee) and a misconduct report completed and brought to the office.

Classroom misbehavior is considered as, but is not limited to the following:

1. Talking without permission
2. Failure to follow instructions.
3. Failure to bring materials to class.
4. Interference with other student's learning.
5. Violations of classroom rules and regulations set by the teacher.

### **TEXTBOOK RENTAL**

The fees will be set on a yearly basis and will be published in the local newspapers and on the school web site. Students/parents will be given an invoice upon enrollment at the beginning of the school year.

### **THEFT**

Theft of school property (anytime) or property of another person during normal school day or a school-sponsored activity will not be tolerated. The punishment will be as follows.

Suspension from school up to ten days. Recommendation will be made for expulsion for the remainder of the semester unless the item(s) and/or just compensation is made to the owner. (Persons stealing property are also subject to prosecution under the law.)

### **THREATENING OR STRIKING SCHOOL EMPLOYEES**

Any student who physically or verbally threatens any school employee will face suspension for 10 days with possible recommendation of expulsion for the remainder of the semester or school year.

Any student who strikes a school employee will be suspended for 10 days and will be recommended for expulsion for the remainder of the current school term.

### **TOBACCO (ANY FORM) AND SMOKING PARAPHERNALIA**

The use and/or possession of tobacco or smoking paraphernalia (lighters, matches, etc.) by students is not permitted on the school grounds, in the streets bordering the school, in the building, or on a school bus at any time. The penalties are as follows:

1<sup>st</sup> Offense- 3 day(s) suspension

2<sup>nd</sup> Offense- 5 day (s) suspension

3<sup>rd</sup> Offense- 10 day suspension from school and recommendation for expulsion for the remainder of the semester.

### **TRANSCRIPTS**

Each student has a permanent record of the courses taken, the grades and credits received, and their attendance record. This record is checked carefully for graduation requirements and is considered highly confidential. It is a valuable tool in guiding and counseling the student. A transcript of the high school permanent record usually accompanies each college application.

If a student receives a semester grade of "F" in a class that is required for graduation, the student must repeat the class until successful completion is achieved. The student's permanent record will reflect each attempt to pass the course and all grades earned will be factored in determining the student's grade point average.

If a student has received a passing grade in a class but wants to take the class again in order to improve their grade, the permanent record will reflect the higher of the two grades.

Transcripts needed for transfer, military use, scholarship consideration, college applications or prospective employer information may be requested from the Principal's Office.

### **TRUANCY**

Truancy is defined as being absent from school or a class without the knowledge of the parent(s)/ guardian(s) and without the consent of the school. Students are to get permission from the Principal's office when leaving school for appointments, etc. Students not returning to school from lunch are to call

the Principal's office and report the absence; then verify the absence with a phone call or a note from the parent upon the student's return to school.

Students found to be truant will be dealt with in the following manner:

1. The student is required to make up one hour in Friday School for every class period missed.
2. The absences are included in the determination of total absences in (10 day absent quota) as class(es) during the semester.
3. A grade of zero will be awarded for any assignment missed because of the truancy.
4. A grade of zero will be awarded for any assignment due on the day the student was truant.
5. Scheduled tests may not be made up.
6. Parent(s)/guardian(s) will be notified when their son/daughter has been truant.
7. Repeated truancy from school or class is a very serious violation of school rules and repeated offenses will result in:
  - a. 2<sup>nd</sup> offense will result in 1-day out of school suspension.
  - b. 3<sup>rd</sup> offense will result in 10-day out of school suspension with recommendation for expulsion.

#### **USE OF TELEPHONE**

The telephone is for business use or to be used in case of emergency. No student will be called to the phone during class time except in case of emergency. Parents should be instructed to leave messages to be delivered to students by school personnel. Students may use the phone only by permission during morning or noon hours.

#### **VACATIONS DURING SCHOOL ATTENDANCE DAYS**

All vacations during school attendance days must be pre-arranged with school administration, parents, and teachers at least 10 days prior to the vacation. These days are counted as days absent from school and will be counted toward the 10-day absence quota.

#### **VANDALISM**

Vandalism of school property (anytime) or the property of another person during the normal school day or at school sponsored activities will not be tolerated. Suspension from school for up to ten days or corporal punishment will be initiated.

Recommendation for expulsion from school for the remainder of the semester or school year will be made unless the property is restored to its original condition or just compensation is made to the owner. (Persons damaging property are also subject to prosecution under the law.)

#### **WITHDRAWAL FROM CLASS**

Whenever it is found that a pupil is making little progress because of his/her lack of cooperation or willingness to cooperate and work in junior or senior high school classes, despite efforts of the counselor, teacher, and parent, the pupil will be withdrawn for the remainder of the semester upon recommendation of the teacher and approval of the Principal. The pupil may re-enter at the beginning of the next semester for a probationary period and, if successfully completed, may continue with his/her schoolwork. With cases in which a student is withdrawn from the class because of said reason, no credit will be recorded on the permanent record.

Steps to follow before a student will be withdrawn from a class:

1. Conference with student by the teacher.
2. Conference with student, guidance counselor, and the teacher.
3. Conference with parent (in person or by telephone) and the teacher.
4. Conference with student, parent, teacher, and the Principal.
5. Conference with student, guidance counselor, teacher, and Principal with follow-up going to the parent/guardian.
6. In a year course, steps #1-3 do not need to be repeated in the 2<sup>nd</sup> semester for withdrawal.

### **WITHDRAWING FROM SCHOOL**

There may be reasons why a student may find it necessary to withdraw from school. When this becomes necessary, the parent or student should contact the Guidance Department and discuss the matter.

Students 18 years or older who withdraw from a school in the district may not re-enroll in the district that semester if more than one week has elapsed since the date of withdrawal, or under Indiana law, any student who is eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the students' parents or guardian is conducted with the High School Principal. Withdrawing from school must be approved by the Principal and the parent or guardian.

### **WRITING ACROSS THE CURRICULUM (WAC)**

Medora Jr/Sr High School recognizes the importance of written communication in every day life. Students will get the opportunity each nine week grading period, in select required courses, to write Technical, Creative, Reflective, or Academic pieces based on the Writing Process Principles. A portfolio will be kept for each student to track progress based on teacher feedback using a Rubric Scale. Successful completion of the portfolio, which includes compliance with all "WAC" assignments, will be a graduation requirement.

### **NOTICE**

Medora Junior-Senior High School does not discriminate against any individual because of race, sex, color, religion, national origin or handicap in the educational programs, which we offer.

**HANDBOOK ADOPTED BY THE BOARD OF SCHOOL TRUSTEES ON June 28, 2011**

### **ADDENDUM TO STUDENT HANDBOOK**

Medora Jr/Sr High School will be piloting a behavioral management program during the 2011/2012 school year. This will be an on-going plan that will be evaluated by the administration and faculty each school year and is subject to change annually.

If parents or guardians have any questions regarding this program, they may contact the school office at 812-966-2201.