

**Wood Memorial High School  
Wood Memorial Junior High School**



**Home of the Trojans**

**Student Handbook**

2022 – 2023

943 South Franklin Street  
Oakland City, Indiana 47660  
Telephone: 812.749.4757

Fax: 812.749.3343

Office Phone: 812.749.4757 Fax: 812.749.3512 Website: [www.egsc.k12.in.us](http://www.egsc.k12.in.us)

Twitter: WMTrojans1

**Mission and Vision Statement**

Vision Statement: Wood Memorial Jr/Sr. High is dedicated to providing a safe and supportive environment, conducive to facilitating a relevant, high-quality education, and to prepare our student body for future endeavors. We honor achievement and promote pride in ourselves, in our school, and in our community.

Mission Statement: Wood Memorial Jr/Sr. High strives to prepare all students to become lifelong learners and responsible citizens that are ready to meet the challenges of the future. In partnership with families and community, our goal is to create relevant learning opportunities for students -- both inside and outside the classroom -- that help them develop the knowledge, critical thinking skills, and character necessary to succeed.

## Table of Contents

Calendar, School Profile.....	2-3
Professional Staff.....	5-6
Wood Memorial Clubs and Organizations.....	6-7
School Board Policy, Handbook, Announcements, Building Hours, Calendar.....	8-9
Fundraising, Homework, Lost & Found, Parking.....	10
School Visitors, School Policies and Discipline, Attendance, Bullying.....	12-21
Computer Usage.....	21-23
Criminal Gang Activity.....	23-26
Discipline.....	26-41
Student Dress Code.....	41-42
Tobacco, Drugs & Alcohol, Witness Illegal Activities.....	42-47
Student Services, Class Changes.....	47-49
Final Exam Policy, Honor Rolls, Jr. High Retention Policy.....	49
Grade Placement, Grading Policies, Grading Scale.....	49-50
State Requirements.....	50-53
Student Class Schedule, Course Retake / Replacement.....	54
Make-up/Credit Recovery, Selection of Valedictorian and Salutatorian.....	54-55
Sr. Portraits, Early Graduation, Edmentum, Trojan Academy.....	55-56
Summer School, Flex Instruction.....	56
High Ability.....	56-58
Student Records, FERPA, NHS, SICTEC, Withdrawal/Transfers.....	58-60
Cafeteria, ECA, Gymnasium/Track Area.....	61
Vending Machines, Fundraisers, Hall Passes, Textbook Rental Fees.....	62-63
School Bus Information.....	63-64
Student Drivers, License/Permit, Work Permit, Bicycles, Nurses Office.....	64-68
Immunization, Insurance.....	68
Extra Curricular Activities.....	68-72
Bullying / Hazing.....	72-76
Parent Meeting, 24 HR Civility, EGSC Concussion Policy, Feeding Students.....	76-78
Non-Discrimination Policy, 504, School Safety Drills.....	78-79
Title IX, Weather Related Situations, EGSC Sexual Harassment Policy.....	79-80
Seclusion and Restraint Plan.....	79-82
Removal / Invalidation of Drivers License / Driver's Permit / Work Permit .....	82-84

## 2022/2023 Calendar

Thursday, August 11	Opening Day of School
Monday, September 5	Labor Day – No School
Tuesday, September 13	Midterm – Quarter 1
Thursday, October 13	End of 1st Quarter
Friday, October 14	Fall Break – No School
Monday, October 17	Fall Break - No School
Wednesday, November 16	Midterm – Quarter 2
Wednesday, November 23	Thanksgiving Break – No School
Thursday, November 24	Thanksgiving Break – No School
Friday, November 25	Thanksgiving Break - No School
Wednesday, December 21	End of 2nd Quarter/Semester 1
Wednesday, January 4	Beginning of Second Semester
Monday, January 16	MLK Day - No School
Friday, February 3	Midterm – Quarter 3
Friday, February 17	Snow Day #1
Monday, February 20	Presidents' Day – No School
Friday, March 10	End of 3rd Quarter
Monday – Friday, March 27-31	Spring Vacation – No School
Friday, April 7	Snow Day #2
Monday, April 10	Snow Day #3
Friday, April 21	Mid-Term Fourth Quarter
Wednesday, May 24	End of Fourth Quarter
	End of Second Semester
Saturday, May 27	Graduation

Additional make-up days will be made up via the EGSC e-learning plan (elearning days are dependent on State approval)

## WOOD MEMORIAL HIGH SCHOOL / JUNIOR HIGH SCHOOL PROFILE

Faculty School Campus

Teachers - 34

Opened - 1996 (Current Configuration)

School Counselors - 1

Acres – 40 (Includes OC Elem)

Administrators- 2

School Colors: Green, Gold, and White

Mascot: Trojan

Conference: Blue Chip Athletic Conference

Website: [wmhs.egsc.k12.in.us](http://wmhs.egsc.k12.in.us)

[Wmjhs.egsc.k12.in.us](http://Wmjhs.egsc.k12.in.us)

### Wood Memorial High School/Junior High School Time Schedules

<p>Regular (Green Schedule)</p> <p>Period 1 8:00-8:45 AM</p> <p>Period 2 8:50-9:35 AM</p> <p>Period 3 9:40-10:25 AM</p> <p>Period 4 10:30-11:15 AM</p> <p>TP (7-8-9) 11:18-11:46 PM</p> <p>TP (10-11-12) 11:18-12:14 PM</p> <p>Lunch</p> <p>A (7-8-9) 11:46-12:14 PM</p> <p>B (10-11-12) 12:14-12:42 PM</p> <p>TP (7-8-9) 12:14-12:42 PM</p> <p>Period 5 12:45-1:30 PM</p> <p>Period 1:35-2:20 PM</p> <p>Period 7 2:25-3:10 PM</p>	<p>PLC (Gold Schedule)</p> <p>PLC/SSR 8:00-8:30</p> <p>Period 1 8:35-9:22 AM</p> <p>Period 2 9:27-10:14 AM</p> <p>Period 3 10:19-11:06 AM</p> <p>Period 4 11:11-11:58 AM</p> <p>Period 5</p> <p>A 12:03-12:50 PM</p> <p>B 12:33-1:20 PM</p> <p>Lunch</p> <p>A 11:58-12:28 PM</p> <p>B 12:50-1:20 PM</p> <p>Period 6 1:25-2:12 PM</p> <p>Period 7 2:17-3:10 PM</p>
<p>PD Early Release Schedule</p> <p>Period 1 8:00-8:34 AM</p> <p>Period 2 8:39-9:14 AM</p> <p>Period 3 9:19-9:54 AM</p> <p>Period 4 9:59-10:33 AM</p> <p>Period 5 10:38-11:12 AM</p>	<p>2-Hour Delay</p> <p>Period 1 10:00-10:37 AM</p> <p>Period 2 10:42-11:18 AM</p> <p>Period 3 11:23-11:59 AM</p> <p>Period 4</p> <p>A 12:04-12:39 PM</p>

Period 6	11:17-11:51 AM	B	12:34-1:09 PM
HSP7/JH Lunch	11:56-12:26 PM	Lunch	
JhsP7/HS Lunch	12:30-1:00 PM	A	11:59-12:29 PM
		B	12:39-1:09 PM
		Period 5	1:14-1:49 PM
		Period 6	1:54-2:29 PM
		Period 7	2:34-3:10 PM

### **Wood Memorial Junior High School/High School Faculty and Staff**

Principal: Amanda Crews  
Administrative Assistant: Bart Bigham  
Athletic Director: Steve Kilian  
Secretary: Toni Pflug  
Athletic Secretary: Cindy Walker  
Curriculum Director: Elizabeth Terry (EGSC)  
Counselor/Testing Coordinator: Lori Reinhart  
Social Worker: Katie Patterson (EGSC)  
Librarian: Linda Miller/Jill Larson  
School Psychologist: Layne Chapman (EGSC)  
Speech Pathologist: Kim Lynn (EGSC)  
School Resource Officer: (EGSC)  
College Connection Coach: (Ivy Tech)  
Technology Instructional Coordinator: Johnnie Bartley

#### **Language Arts**

Beverly Bouchie  
Nicole Caniff  
Katy Whitehouse

#### **Foreign Language/ESL**

Teresa Hendey

#### **Social Studies**

Aaron Heichelbech  
Cassie Scaper  
Cody Shoult

#### **Mathematics**

Joshua Bunch  
Gary Horrall  
Kenneth Fenneman  
Orion Meier  
Devon Schlotman  
Nicole Seitz  
Dana Senninger

#### **Science**

Paige Broshears  
Orion Meier  
Devon Schlottman  
Jasmine Spore  
Lori Stolz

#### **Health/Physical Ed.**

Chrissy Ash  
John Howell

#### **Family and Consumer Science**

#### **Business**

Rocky Bates  
Lori Nossett

#### **Fine Arts**

Michael White  
Pat Douglas

#### **PLTW – Engineering**

Tom Bouchie

#### **Trojan Academy**

Tom Morton  
Dave Hendey

#### **Technology**

Gary Horrall  
Johnnie Bartley

**School Nurse**  
Mckinsey Woolsey

**Special Needs**  
Nick Berry  
Stacey Strickland

**Instructional Assistant**  
Sandra Benefiel  
Virginia Byrns  
Cara Lee

**Maintenance/Custodial**

David Edwards  
Ralph Ewin  
Debbie Hyneman  
Clint McGillem  
Debbie Williams

**Food Management**

Allison Brewster Aramark  
Shirley Krieg - Manager  
Rachel Skidmore  
Lisa Stevens  
Shannon Lindy

**Wood Memorial High School Clubs and Organizations**

Class Sponsors:

Freshman: Jill Bottoms TBD  
Sophomore: Cassie Scaper L. Leibring  
Junior: Paige Broshears, Jill Bottoms  
Senior: Robin Bretz, Elizabeth Terry

Academic Team Cord:

E. Terry

Social Studies:

C. Scaper

Math:

D. Schlottman

Fine Arts:

TBD

English:

M. Gantner

Science:

J. Genry

Bass Fishing Team:

Chuck Coniff

Cheerleaders:

Shelly Casey, Morgan Hillyard

Conservation Club:

Concession Director

Allison Lee

Dance Coach

Nicole VanMeter

Detention Coordinator

Tom Morton

Football

TBD

FCA (Non-School):

Sally Morton

Spell Bee:

Nicole Caniff

JH /HS Drama Play Director:

Michael White

National Honor Society:

TBD

National Junior Honor Society:

Jill Bottoms

Newspaper:

Lori Nossett

Pep Club:

Jill Bottoms

Project 7:

Stacey Strickland

Prom:

Spell Bowl Jr. High

N. Caniff

Spell Bowl Sr. High

N. Caniff

STEM Club:

TBD

Student Council:

Jill Bottoms

JH Student Council:

Jill Bottoms

Trojan Allies:

TBD

Wellness Coordinator:

S. Morton, M. Woolsey

Yearbook (HS/JHS):

Dustin George

## **Athletic Teams and Varsity Coaches**

Athletic Director:	Steve Kilian
Athletic Secretary:	Cindy Walker
Baseball:	Steve Kilian
Basketball (Boys):	Brian Schoonover
Basketball (Girls):	Johnny Bartley
Golf (Boys):	Jeff Tooley
Soccer (Boys):	Josh Stolz
Softball:	Tom Morton
Tennis (Boys):	Bart Bigham
Tennis (Girls):	Dan Bolin
Track (Boys):	Dustin Meuser
Track (Girls):	Cara Lee
Volleyball:	Sydney Nurrenbern

*“Every Kid Needs a Champion”*

*-Rita Pierson*

## **General Information**

### **School Board Policy/Student Handbook Policy**

This student handbook provides a summary of the key points of East Gibson School Board Policy that applies to students while attending school, being transported to school, and attending or being involved with school-sponsored events. The board policy information should be consulted for the full text. If the provisions of the handbook contradict board policy, the board policy prevails.

Any mention of policy numbers refers to established East Gibson School Board Policy.

By allowing a student to attend Wood Memorial High School and/or Wood Memorial Junior High School the parent consents to all school policies contained in the Student Handbook.

*Note: Where the term parent is used, within this handbook, this means legal guardian.*

### **Announcements**

Announcements are read in the morning at the beginning of period one (1) and in the afternoon at the end of the day. Announcements must be turned in to the office by 12:00 PM for publication to occur the next day. Announcements are also included in the weekly Wood Memorial High School and Junior High School Principal's Bulletin.

### **Building Hours**

The building is open at 7:30 a.m. and will close at 4 p.m. An adult employee of East Gibson School Corporation must be arranged to supervise any student or group of students in the building after 4 pm. Students who arrive at school early may sit in the gymnasium. Students are not allowed in the academic wing of the building until 7:45 a.m. Upon arrival at school, (by bus or car) students must enter the building; there is to be no loitering in the parking lot or at the

entrances of the school building. Students should leave the school premises upon the end of the school day at 3:10 p.m. unless they are waiting for their bus or have an extra-curricular activity beginning upon the completion of the school day. An exception would be a staff member providing academic assistance or the student serving a supervised detention.

Once arriving on school grounds, students are not permitted to leave the building and/or the grounds during the day unless they have signed out in the high school, or junior high school office or have administrative approval.

Note: A parent must sign a student out, or provide written approval for their departure. No student may leave school grounds without the approval of the building principal.

### **Building Usage**

Club meetings, class meetings, and other groups using the building for student activities after regular school hours should reserve facilities through the principal's office.

### **Calendar**

The principal will maintain a Wood Memorial High School and Junior High School master calendar of activities. Information related to the calendar. Anyone wishing to have an item placed on the calendar should contact the principal for approval.

Students should inform the main office of any change in address or telephone number. It is important to keep all student information current as the school does make school closing and delay announcements through the School Messenger system.

### **Closed Campus**

All students are to move into the building upon arrival on school grounds and are to remain within the school building during the school day, including the lunch period. Permission to leave the building at any time during the school day is granted only through the High School office with the approval of the principal and with parent permission.

### **Field Trips**

Field trips will be utilized, as deemed appropriate, in order to supplement the education and development of our students. Requests for field trips are to be reviewed with, and approved by the building principal. In order to facilitate the review, requests should be made 30 days prior to a planned need. Field trips must be completed by November 30, during the first semester, and April 30, during the second semester.

Students involved with a field trip must have a permission form signed and returned to the respective instructor prior to the day of the event. Students not complying with this may be excluded from the field trip.

To ensure the academic development of the student, individuals who are failing their coursework will not be allowed to participate in a field trip event.



Further, a student will not be allowed to take part in a field trip if any of the following situations exist:

- A student has earned an “F” for a grading period or a semester.
- An out-of-school suspension was assigned to a student.
- The level of unexcused, excused, and/or total absences is deemed unacceptable.
- Unacceptable behavior and/or discipline accumulation.

Students are expected to adhere to the same code of conduct as identified through this handbook while representing the school during a field trip.

The respective instructor and principal reserve the right to approve all students attending a field trip. In order to assure students maintain their class standing and credits for graduation, students displaying a persistent record of failure will not be allowed to attend.

### **Fundraising and Sales**

There will be no fundraisers or sales of any kind without the approval of building administration.

### **Homework**

In order to keep students as caught up as possible during long absences, the student is responsible to contact their teachers via email for instructions.

Students are responsible to work with the respective teacher in order to align a plan to complete the work missed.

### **Wood Memorial Late Work Policy**

Meeting deadlines is a skill that will help students in high school and beyond. It is important for students as well as for people in the workforce. We encourage students to turn in work by the assigned due date. When work is not submitted by the due date, it will be accepted late under the following conditions.

*Students with an assignment not turned in and resulting in a grade of ZERO will be assigned to Learning Lunch until the grade is complete and turned in to the appropriate teacher.*

NO LATE WORK WILL BE ACCEPTED DURING THE LAST WEEK OF THE GRADING PERIOD. This is out of respect for the teacher and the amount of time needed to complete grading and finalize grades at the end of the grading period. Late work may be accepted during the last week of the grading period ONLY if there are extenuating circumstances and arrangements are made with the teacher.

NO LATE WORK WILL BE ACCEPTED FOR WORK GRADED IN CLASS. This is due to the fact that the answers and/or explanations were provided to the students. Late work of this type may be accepted ONLY if there are extenuating circumstances and arrangements are made with the teacher.

NO LATE WORK WILL BE ACCEPTED IN AP AND DUAL CREDIT CLASSES. This is due to the fact that students may earn college credits in these classes and college-level guidelines must be followed. Late work in these classes may be accepted ONLY if there are extenuating circumstances and arrangements are made with the teacher.

LATE WORK WILL BE ACCEPTED AND GRADED BASED ON HOW MANY DAYS LATE IT IS SUBMITTED AS FOLLOWS:

*1 school day late	=	95% of grade received
*2 school days late	=	90% of grade received
*3 school days late	=	85% of grade received
*4 school days late	=	80% of grade received
*5 school days late	=	75% of grade received
*6 school days late	=	70% of grade received
*7 school days late	=	65% of grade received
*8 school days late	=	60% of grade received
*9 school days late	=	55% of grade received
*10 school days late	=	50% of grade received
*11 school days late	=	50% of grade received
*12 school days late	=	50% of grade received
*13 school days late	=	50% of grade received
*14 school days late	=	50% of grade received
*15 school days late	=	50% of grade received

### **Lost and Found**

The lost and found area is maintained in the front office. If you find property which does not belong to you, please do the right thing and turn it in immediately. If you have lost personal property, please inquire at the front office.

### **Parking**

Students are expected to adhere to all driving regulations as outlined in this handbook, East Gibson School Corporation Policy, and Indiana Code when operating a vehicle on the grounds of any of our schools, including Wood Memorial Junior High School and Wood Memorial High School. Student drivers are to park their vehicle in the parking lot located east of Wood Memorial High School upon arrival at the school. Students are to park their vehicle in one of the provided spaces, as marked with painted lines, ensuring they do not block another vehicle while doing so. Vehicles are to be parked with the front of the automobile facing into the respective parking spot.

### **Publication of Information Concerning Students**

Any parent or guardian wanting their student's name excluded from any survey, a listing of honor rolls, athletic awards, or extra-curricular activities participation must notify the principal's office by September 1.

## **School Closings and Delays**

In case of inclement weather, such as snow, low temperatures, ice, etc., the Superintendent of Schools will make the official announcement for school closings through the schoolwide messaging system. It is vital to the success of this program that your student information be current and correct. Announcements may also be made via social media, as well as other mediums as identified by the Superintendent of Schools. Please do not call the school for this information, as the main desk will not be open. The information may also be located at [www.egsc.k12.in.us](http://www.egsc.k12.in.us).

## **School Visitors**

Interested parents and school officials are welcome. All visitors should report to the main office so school personnel will know of their presence in the event of a call or other emergency situation.

Visitors must sign in at the front office and be escorted to their scheduled location. To gain entry to the high school and junior high school a visitor must request entry at the main entrances to these buildings. At the junior high school visitors should utilize the '2' Entrance and at the high school they should use the 'B' Entrance. Only students enrolled in Wood Memorial High School and Wood Memorial Junior High School may attend during the school day. Student visitors are not allowed during regular school hours.

## **Telephones**

Telephones are available for school business use only. Students who need to use a telephone for school business must follow the rules listed below:

- All school business calls are to be made in the school office with permission and the student must fill out the phone log.
- All long distance calls must have prior approval of the principal.
- Students are not to make personal calls on school telephones unless cleared by the principal.
- Students are not to make phone calls during class. Do not use the school as a message center for personal calls.
- We will not call students from class to answer the telephone except in case of emergency.

## **School Policies and Discipline**

### **Code of Conduct**

Students, staff, and all visitors are to conduct themselves in a manner which aligns with our school mission, as well as to establish a positive, safe, and conducive learning environment. We will respect the right of all, including personal property, to be entitled to opinions and beliefs, as they deem best fits their person. We will all "Walk – the – Talk" in modeling the motto of "Everyone Counts and Everyone Matters".

### **Attendance**

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to

participate in instruction, class discussions, and other related activities. Regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under East Gibson School Corporation Policy or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school district and Wood Memorial High School and Junior High School as provided by state statute are:

1. Service as a page or honoree of the general assembly (I.C. 20-33-2-14)
2. Service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
3. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
4. Service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
5. Participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2)
6. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school district, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5).

For any of these exceptions a student shall not be recorded as absent from school.

The principal shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The board reserves the right to verify such statements and to investigate the cause of each.

1. Single absence;
2. Prolonged absence;
3. Repeated unexplained absence and tardiness.

The following shall be considered for excused absences:

1. Illness verified by a note from the parent;
2. Illness verified by a note from a physician;
3. Recovery from accident;
4. Required court attendance;
5. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.;
6. Death in the immediate family, or of a relative;
7. Observation or celebration of a bona fide religious holiday in accordance with policy;
8. Maternity;

9. Military connected families' absences related to deployment and return;
10. Students attending an educationally related non-classroom activity (students may not be penalized). Per Indiana SEA 108, under Education Matters.
11. Such other good causes may be acceptable to the principal, or permitted by law.

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not impacted for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

1. Identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
2. Investigates the cause(s) of his/her truant behavior;
3. Considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy. Ensures that truant students are disciplined in accordance with the District's policies and administrative guidelines on student discipline;
4. Provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Superintendent shall also ensure that the Board's policy on attendance and the District's administrative guidelines are made available to all parents and adult students.

I.C. 20-33-2-3.2

I.C. 20-33-2-4 et seq.

511 IAC 1-3-1

511 IAC 6-2-1(c)(12)

Classification of Absences

1. Excused Absences
  - Excused absences are those documented and identified under Attendance.
  - Note that students placed on suspension will receive an excused absence.
  - Excused absences (except those allowed by law) are recorded. Make-up work is allowed, if completed within a reasonable time.
  - Counted toward the annual accumulation.
2. Unexcused Absences

- All absences and tardies not defined as an excused absence, or in the law, shall be considered unexcused. (Examples of more common unexcused absences are work, missing the bus, trips, car trouble, oversleeping, and truancy.)
  - Counted toward the annual accumulation.
3. Where there is NO knowledge of or approval of a parent and the school: acceptable parent permission, truancy, work, missed bus, etc.
- Truancy

A student will be considered truant when absent from school or class without the knowledge and approval of a school administrator or parent.

#### 4. Habitual Truant

- A student who has been found to be truant for the 10th time in a school year is considered a habitual truant.
- School Activities
- Student-athletes, and students who participate in extracurricular groups/clubs at Wood Memorial are ineligible for participation in athletics/events that day if they are absent from school the entire day due to illness. Students must be at school by 11:30am, to be eligible to participate in an athletic/extra-curricular event on the same day. Permission may be granted due to illness, etc... by the principal. In this instance a certified note...i.e....doctor's excuse...may be required. For weekend or non-school day participation, the athlete is eligible for participation after an absence the day prior only if that has been an excused absence.

#### 5. Leaving School (Early Dismissal)

- Students may leave the school building or school grounds during the regular hours of school when written permission from a parent (licensed physician, etc...) and approval of the school principal has been obtained.
- Students must check out at the office, with the principal, prior to leaving the building.

#### 6. Illness

- If a child is ill, the parent must notify the school before 10:00 a.m. that the child will be absent. If a call has not been received by 10:00 a.m., school personnel shall attempt to contact a parent by calling a home, work, or emergency number provided by the parent. A reasonable effort shall be made to contact a parent, but the failure to do so does not relieve the parent of the responsibility for the student's attendance and/or reporting a reason for absence.
- Return to School
- Students returning to school from an absence when no arrangements have been made shall have a note from a parent. The note should contain the student's name, reason for absence, date (s), and time of absence, a parent signature, and the phone number where the parent can be reached. The note (or call) is to be presented prior to re-admittance to school.

#### 7. Parent to produce certificate of child's incapacity on demand(IC 20-33-2-18) Sec.

- If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.
- The certificate required under this section must be signed by an Indiana physician:
  1. an individual holding a license to practice osteopathy or chiropractic in Indiana; or
  2. a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. *As added by P.L. 1-2005, SEC. 17.*

### **Excusable Reasons for Absence**

The Corporation accepts only the reasons identified under Attendance as excusable reasons for absence from school. Each absence shall be explained by telephone notification and in writing, signed by the student's parents. The excuse shall be submitted to the principal and filed as part of the student's school record.

A written excuse (parent/doctor) for absence from school may be approved for one (1) or more of the approved reasons for an excused absence. The principal may require a doctor's confirmation if s/he deems it advisable. All required confirmations will be due within 48 hours of the documented absence.

A written excuse for absence from school shall be approved for each secondary school student who is a member of and participating in the Indiana wing of the Civil Air Patrol for not more than five (5) days in a school year. The student shall provide appropriate documentation from the Civil Air Patrol and shall not be recorded as being absent on any date to which the excuse applies.

Absences that do not accumulate against the guideline include:

1. Field Trips;
2. College visits, not to exceed two (2) days in number, unless approved by the principal.
3. A member of the Indiana wing of the Civil Air Patrol who is participating in a Civil Air Patrol program for not more than five (5) days in a school year.
  1. Verification by submitting documentation from the Indiana Civil Air Patrol detailing the reason for absence.
4. Duty with the National Guard.
  1. Verification by submitting a copy of orders to active duty.
5. Services as a page for, or as an honoree of the general assembly.
  1. Verification by a certificate from the Secretary of the Senate, or the Chief Clerk of the House of Representatives.
6. Service on the precinct election board, or for political candidates or parties.
  1. Verification by signed permission of parent/guardian and submitting a signed document by the candidate, political party chairman, campaign manager, or precinct officer generally describing duties of the student on the date of the election.
7. Witness in a judicial proceeding.
  1. Verification by submitting a subpoena to appear in court as a witness.

### **Make-Up Opportunities**

Students will be given the opportunity for make-up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

### **Student Vacations During the School Year**

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who want to take their vacations during the school year and desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

1. Student absence for a vacation will only be approved when s/he will be in the company of his/her own parent, unless there are extenuating circumstances deemed appropriate by the principal.
2. The student may be given approximate assignments and materials for completion.
  - The School Absence Form must be signed by the respective instructor prior to the date of the planned absence.
  - Separate daily assignments may be given.
  - All assigned work is due on the date of return to school.
  - The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

### **Verification of Absence**

Students are to bring a parent/doctor verification note for each and every absence to the office upon their return to school. The verification must be brought no later than two days after the return to school. Verification brought after the two-day period may not be accepted.

Parents are to contact the school, via telephone call, on days when their student is absent, late, or for any other reason will not be attending classes per his/her regular class schedule. This contact will be taken into account through the verification process.

Students are expected to be actively engaged in the educational environment of their respective classroom. At the discretion of the teacher a student's request to leave a classroom may be granted, or rejected. However, anytime a student is NOT in the classroom, during instructional time, he/she must have a pass, signed and authorized by a teacher or staff member. Students found in violation of this should be sent to the office.

### **Notification and Penalty for Attendance Violations**

Due Process for Accumulated Absence for—When a student has accumulated five (5) total absences he/she, as well as the parents/guardians may be contacted by the principal, or his/her designee, (letter, phone call, conference) in order to identify opportunities for attendance improvement. Additional absences beyond this level may cause additional reviews for attendance improvement.



## **Due Process for Unexcused Absence**

- 1 Day Unexcused Absence
  - Personal contact with parents.
- 3 Days Unexcused Absence
  - Personal contact and written notice to the parent from the principal, or designee.
- 5 Days Unexcused Absence
  - Conference with the principal or designee to determine possible solutions and/or consequences reviewed.
- 10 Days Unexcused Absence (within one school year)
  - Conference with the principal to consider non-promotion, or loss of credit. A student may be placed into non-credit status with an opportunity for reinstatement. Such discipline steps as: suspension, expulsion, Form 16, etc... will be considered at this point in a student's attendance level.
  - Certified notification from the principal.
  - Notification to the Juvenile Probation Office and contact to Child Protective Services.
  - Removal of Driver's License / Permit.

## **Truancy (IC 20-33-2)**

A student shall be considered truant each day, or part of the day s/he is unexcused from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy, rather than absent if s/he is in his/her assigned location within ten (10) minutes after the official start of the school day.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

1. No credit will be recorded for work missed as a result of truancy.
2. A record of truancy will be entered in the student's attendance record.
3. A parent conference may be held.

A student shall be considered "a habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated ten (10) truanies during a school year.

In accordance with State law, the building principal and/or his/her designee shall use Form 5200F to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school, or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license.

## **Notification and Penalty for Truancy Due Process for Truancy Violations**

- 1 Day Truant
  - Personal contact for parent/guardian and assignment to one (1) day In – School Suspension.
- 2 Days Truant

- Personal contact with parent/guardian and three (3) days of In-school Suspension
- 3 Days Truant
  - Five (5) days In-school Suspension, revocation of Work Permit, when applicable, Truancy Affidavit filed with the Gibson County Juvenile Probation Officer.
- 4 Days Truant
  - Conference with parents for possible Form 16, Alternative Education placement, revocation of driving privileges (when applicable)
- 5 Days Truant
  - Automatic Form 16, or expulsion of student

*Note: Continued issues with Unexcused Absences, Student Accumulated Attendance, and/or Truancy may be penalized in a manner to be determined by the building principal, and/or his/her designee, up to and including Out-of-School Suspension, and Expulsion, removal or work permit and driver's license or permit.*

### **Students Leaving School During School Day**

1. No staff member shall permit or cause any student to leave school building prior to the regular hour of dismissal except with the knowledge and approval of the principal, and with the knowledge and approval of the student's parents/guardians.
2. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

### **Encouraging Attendance**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can -in and of itself- successfully accomplish this task.

### **Tardiness**

The term "tardy" means being late to school, class, or an activity, with or without permission of parents/guardians, or school personnel. All teachers will inform their respective classes of the building's definition of being late to school, class, or an activity. The teacher will counsel those students who are developing a pattern of being tardy.

The teacher will refer to a school administrator those students who in the teacher's judgment are not making progress towards correcting the problem.

### **Definitions of Being Late:**

1. To school:
  - A student who arrives at their first period class, after it has started, during the first ten(10) minutes will be counted as tardy.
  - A student arriving after the first ten (10) minutes will be counted as absent.
2. Students late to class must have a pass to enter.
  - Students more than 10 minutes late to class will be marked with an unexcused absence.

- A staff member will provide a student with a pass, if a student was held over in a preceding class for any reason.

### **Tardy Policy Consequences**

- 1st Tardy - Teacher warning
- 2nd Tardy - Teacher warning
- 3rd Tardy - Teacher warning
- 4th Tardy - Student Assigned to Lunch Detention
- 5th Tardy - Student Assigned to Lunch Detention
- 6th Tardy\* - Student Assigned to Detention and/or ISS – 1 Day
- 7th Tardy \*- Student Assigned multiple detentions and/or to ISS – 2 Days
- 8th Tardy\* - Student Assigned to ISS – (3 – 5 Days) and/or Out of School Suspension

*\*Note: Students earning six (6) or more tardies will face additional disciplinary measures as determined by building administration. Additional measures may include, but are not limited to the following:*

- In-school Suspension (ISS);
- Out-of-school Suspension (OSS);
- Assignment to Alternative School;
- Expulsion;
- Extended suspension of driving privileges, including permanent removal of the privileges;
- Letters of probation on work permit, if applicable;
- Other discipline measures, within District guidelines, as identified by building administration.

### **Absences During Final Examinations**

Students may not be absent during Final Examination time. Only absences approved by the building administration will be allowed. Students missing final exams will be required to make up finals at a school set time. Please do not schedule family trips during this time.

### **Attendance Awards**

A perfect attendance award will be given at the end of the school year and is defined as a student having no missing periods from school, as well as no unexcused tardies. To be eligible for consideration a student shall not miss any portion of a scheduled day of school. An excused tardy would consist of a student arriving late to class with a pass from a staff member. For further clarification, the student must have perfect attendance in each class to be considered for an attendance award.

### **Progressive Discipline**

The following chart will provide examples of how Wood Memorial High School and Junior High School utilizes Progressive Discipline. Although the following chart contains examples of how Progressive Discipline is handled, administrators must also take into consideration the severity of each offense as well as the prior discipline record of each individual student.

*Note: As discipline issues with individual students increase in number and/or severity, the likelihood of suspension and/or expulsion will also increase.*

The following are examples of Category I, II and III offenses. These may include, but are not limited to:

Category I: Minor classroom, cell phone violation, electronic device violation, cafeteria, and/ or gymnasium disruptions; dress code violations, minor profanity, PDA, failure to follow school rules, cheating/plagiarism, computer/internet violations. Other behaviors considered a category I by administration.

Category II: Theft, vandalism, property damage, fighting, bullying, hazing, harassment, tobacco, repeated or major insubordination, lying to school personnel, misconduct (sexual behavior), repeated category I or II offenses, failure to show up for detention, defiance, disrespect, failing to report actions that could result in damage or harm to students, staff, or the building, or providing false information to school personnel and/or forgery, intimidation. Other behaviors considered a category II by administration.

Category III: Alcohol, drugs, weapons, verbal aggression, extreme profanity, major insubordination, false fire alarms, bomb threats, criminal gang activity, physically assaulting school personnel, repeated category I, II or III offenses. Other behaviors considered a category III by administration.

### **Bullying**

Bullying is overt, repeated acts, including physical, verbal, or any other behaviors that are committed by a student or group of students against another student, with intent to harass, ridicule, humiliate, or intimidate the other student. Bullying shall be prohibited on school grounds, on a school bus, at a school bus stop, or any school-sponsored activity. All school discipline rules apply in regards to this type of student activity.

A student or parent who is aware of a possible bullying situation should contact the principal and/or assistant principal/administrative assistant to provide available information. Building administration will investigate such claim(s) in compliance with their established process. If due diligence identifies a situation in which bullying may well exist the authorities will be notified.

Wood Memorial High School and Junior High School shall not tolerate any bullying on school grounds or at any school activity and/or school function, on or off campus.

Reference Indiana Codes: I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

### **Cell Phone/Electronic Device Usage**

Cell phone use is prohibited during class instruction (bell to bell). Immediately upon entering the classroom, students are instructed to keep all phones turned off and out of sight, unless specifically directed by the classroom instructor to turn on and utilize or handle in a different manner. Teachers may have a stricter policy in their room. Students who do not comply will be subject to the following discipline at a minimum:

- 1st Offense – Students are issued a classroom warning by the instructor.
- 2nd Offense (1st Office Referral) - Phone taken from the student and a detention will be assigned. The phone will be returned to the student at the end of the period.

- 3rd Offense (2nd Office Referral) – Phone taken from the student and an extended detention will be assigned. The phone will be returned to the parent/guardian in person with a warning of suspension with the continued infraction;
- 4th Offense (3rd Office Referral) Phone taken from the student and a suspension assigned.
- Subsequent offenses shall be treated as administrative insubordination and will be dealt with accordingly.

Cell phone use is permitted before the start of school, during lunch, and passing periods. Any inappropriate use of the cell phone, including, but not limited to, inappropriate photographs, inappropriate text messaging and recording/videotaping will result in confiscation of the phone; further consequences include possible police referral. Failure of a student to comply with a faculty/ staff request to turn over a cell phone or electronic device may result in suspension. If a student loses cell phone privileges and continues to use the device, he/she will be subject to suspension or expulsion from school.

The administration may use its discretion to allow or prohibit the use of any of the devices discussed here as conditions may warrant. A student may lose the right to use the item for up to the remainder of the school year.

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

Indiana Code 35-42-4-4 provides direction for school personnel to report to law enforcement, or child protective services, whenever there is a reason to believe that any person/student may be involved with “child exploitation” or “child pornography”, as defined by the Indiana Criminal Statutes. “Sexual conduct” is defined by I.C. 35-42-4-4 (a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May, 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **Computer Usage**

The Technology User Agreement is the final word on all matters not mentioned here. Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Wood Memorial High School and Junior High School considers its educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The corporation expects that faculty will blend the use of the Internet into the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from

school to Internet resources should be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of the Internet as they exercise with information sources such as television, telephones, radio, movies, and other possible offensive media.

Students utilizing corporation-provided Internet access must first have the permission of and must be supervised by the East Gibson School District professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of the corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the East Gibson School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. To transmit obscene, abusive, or sexually explicit language;
3. To violate any local, state, or federal statute;
4. To vandalize, damage, or disable the property of another individual or organization;
5. To access another individual's materials, information, or files without permission;
6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission; and,
7. To conduct personal business transactions.

Any violation of corporation policy and rules may result in loss of access to the Internet. Additional disciplinary action up to and including suspension/expulsion and may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. The East Gibson School District makes no warranties of any kind, either expressed, nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including – but not limited to –

loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on corporation diskettes, hard drives, flash drives, any other device used for storing information, or servers; nor for the accuracy, nature, or quality of information gathered through corporation-provided Internet access. The

corporation will not be responsible for personal property used to access corporation computers or networks or for corporation-provided Internet access. The corporation will not be responsible for the loss or damage to personal cell phones brought into, or on, school owned property. The corporation will not be responsible for unauthorized financial obligations resulting from corporation-provided access to the Internet.

Notice: This policy and all its provisions are subordinate to local, state, and federal statutes.

### **Conduct at School Assemblies/Cheer Block**

School assemblies are an integral part of our total school program, and, as such, all students are expected to participate in them. The major objective of our assembly program is to teach emotional control, self-discipline, a sense of value, and to develop the desirable habits and attitudes of an intelligent audience.

1. Respectful attention is always important. Wood Memorial High School and Junior High School students are expected to exhibit manners and high level character traits at all times towards guests of the school;
2. Wood Memorial High School and Junior High School students are expected to show appreciation to any program or speaker by proper applause;
3. When Wood Memorial High School and Junior High School has visitors, we should all assume the role of host and hostess, exhibiting courtesy, respect, and selflessness at all times.

By committing to meet and exceed the above listed expectations our students will be creating an environment which will always be appreciated, while reflecting favorable upon our student body, staff, and school community. Thank you for being proactive and exhibiting the highest level of class and professionalism.

The same is to be said for student groups during athletic events and other school sponsored activities. School discipline rules apply at these functions as well; and therefore, so do disciplinary consequences. We are proud of our Lady Trojans/Trojans and want to show our pride and school spirit. However, we need to show pride with class. The demeaning of others, including the opposing team, its coach, its fans, game officials, or others will NOT be tolerated. Be loud; be proud, but do so with respect. Always act with class and do the right thing.

### **Criminal Gang Activity**

Criminal gang-like behavior and activity will not be tolerated in and at Wood Memorial Junior High School and Wood Memorial High School. The Board of School Trustees of the East Gibson School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Organization means a group with at least three (3) members that specifically:

1. either:

- promotes, sponsors, or assists in; or
  - participates in; or
2. requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidents of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors, per the code of conduct.

Any Corporation and school employee who promptly reports an incident of suspected criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.



As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Criminal organization awareness education that shows promise of effectiveness based on research. The organization awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit a report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation

School officials are encouraged to collaborate with stakeholders to provide criminal organization prevention and intervention services and programs, including but not limited to:

- Provide training for staff and teachers on criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The organization awareness information should be revised and updated regularly to reflect current trends in criminal organization activity.
- Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe Schools Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
- Coordinate resources and funding opportunities to support Criminal organization prevention and intervention activities.

- Consider integrating Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18 IC 20-33-9-10.5

IC 35-45-9-1

Adopted/Revised: July 11, 2016 by East Gibson School Corporation

## **Discipline**

The learning environment and student/staff safety is of the utmost importance. Students will not keep other students from learning or keep teachers from teaching. The teacher shall be in charge of the learning environment in the classroom. If students do not respond to correction, or if the misconduct is serious, the teacher or assistant will take disciplinary action.

The superintendent, principal, any administrative personnel, or any teacher of the school district shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in the code\*, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

1. Counseling with a student or group of students;
2. Conferences with a parent or group of parents;
3. Assigning students additional work;
4. Rearranging class schedules;
5. Requiring a student to remain at school after regular school hours to do additional school work, or for counseling; and/or
6. Restriction of extracurricular activity.

\*Other actions specifically provided in the Indiana Code include suspension and expulsion.

A visit to the principal or designee for disciplinary reasons is considered to be serious. A note with a brief account of the behavior that led to the visit will be available via Harmony. Parents are asked to support the school rules and instruct their children regarding the importance of maintaining an orderly school environment. If parents have questions about an incident that involved their child, they are urged to contact the school, but at a time when the child is not present.

If a student continues to misbehave after a visit to the office, or for extreme first offenses, and a warning from the Principal or designee does not seem to be sufficient, more serious disciplinary actions will be taken. The actions may include those listed above and/or lunch-time detention after school detention, or out-of-school suspension, or expulsion. Parents will be contacted by phone, or by letter, if any of the actions in this paragraph are implemented.

Parents are urged to become involved with school officials before situations become very serious. School officials will try to work with parents in developing plans of discipline. However, school officials remain in charge and make the final decisions regarding rules, discipline, and punishment after considering the good of the student, the class, and the school.

## **Fighting**

Battery (IC 35-42-2-1) resulting in injury.

A person who knowingly or intentionally touches another person in a rude, insolent, or angry manner commits battery, a Class B misdemeanor.

*Note: A physical attack is an incident where one student, with little or no provocation, attacks another student, staff member, or visitor who is unable to escape the attack.*

A student guilty of a physical attack faces:

1. A 10-Day Out-of-School Suspension;
2. With possible recommendation for expulsion;
3. Law enforcement will be notified with each occurrence.

## **Hazing**

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the educational goals of the school and the school district and are prohibited at all times.

1. No student, teacher, administrator, or other school/school district employee, contractor, or volunteer shall plan, direct, encourage, aid, or engage in hazing.
2. No student, teacher, administrator, or other school/school district employee, contractor, or volunteer shall permit, condone, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for the act.
5. This policy applies to hazing behavior that occurs on, or off school property and during and after school hours.
6. The school/school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, or other school district employee, contractor, or volunteer who is found to have violated this policy.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation that adversely

affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### **Reporting Procedures:**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district and/or building official.

The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district and/or human rights officer or to the superintendent.

Teachers, administrators, other school district employees, as well as contractors and volunteers, shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint, or report of hazing, will not affect the complainant, or report’s future employment, grades, or work assignments.

### **School Action**

Upon receipt of a complaint or report of hazing, the school/school district shall undertake or authorize an investigation by school/school district officials, or a third party designated by the school/school district.

The school/school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school/school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School/school district action taken for violation of this policy will be consistent with other school policies and applicable agreements, as well as be in conjunction with the laws of the state of Indiana.

### **Reprisal**

The school/school district will take appropriate action against any student, teacher, administrator, or other employee of the school/school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or

participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Dissemination of Policy**

This policy shall appear in the school's student handbook and in each school building's staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

IC 35-42-2-2. Criminal recklessness, element of hazing, liability barred for good faith report or judicial participation

1. A person who recklessly, knowingly, or intentionally performs an act that creates a substantial risk of bodily injury to another person commits criminal recklessness. Except as provided in subsection (b), criminal recklessness is a Class B misdemeanor.

2. The offense of criminal recklessness as defined in subsection (a) is:

- a Level 6 felony if: It is committed while armed with a deadly weapon; or
  - The person committed aggressive driving (as defined in IC 9-21-8-55) that results in serious bodily injury to another person; or
- a Level 5 felony if:
  - It is committed by shooting a firearm into an inhabited dwelling or other building or place where people are likely to gather; or
  - The person committed aggressive driving (as defined in IC 9-21-8-55) that results in the death of another person. As added by Acts 1976 P.L. 1487, SEC. 2. Amended by Acts 1977, P.L. 340, SEC. 31; Acts 1981, P.L. 300, SEC. 1; P.L. 323-1987, SEC. 1; P.L. 216-1996, SEC. 17; P.L. 1-2003, SEC. 94; P.L. 75-2006, SEC. 3; P.L. 158-2013, SEC. 423.

IC 35-42-2-2.5 Hazing; good faith reporting

1. As used in this section, "hazing" means forcing or requiring another person:

- With or without the consent of the other person; and
- As a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.

2. A person who knowingly or intentionally performs hazing commits a Class B misdemeanor. However, the offense is a Level 6 felony if it results in serious bodily injury to another person, and a Level 5 felony if it is committed by means of a deadly weapon.

3. A person, other than a person who has committed an offense under this section or a delinquent act that would be an offense under this section of the violator were an adult, who:

- Makes a report of hazing in good faith;
- Participates in good faith in a judicial proceeding resulting from a report of hazing;
- Employs a reporting or participating person described in subdivision (1) or (2); or

- Supervises a reporting or participating person described in subdivision (1) or (2); Is not liable for civil damages or criminal penalties that might otherwise be imposed because of the report or participation.
4. A person described in subsection c (1) or c (2) is presumed to act in good faith.
  5. A person described in subsection c (1) or c (2) may not be treated as acting in bad faith solely because the person did not have probable cause to believe that a person committed:
    - An offense under this section; or
    - A delinquent act that would be an offense under this section if the offender were an adult.

### **Student Disruptive Behavior**

When making disciplinary decisions administration will consider the following Indiana Codes: IC 20-33-8-8 Duty and powers of school corporation to supervise and discipline students Sec. 8.

1. Student supervision and the desirable behavior of students in carrying out school Purposes are the responsibility of:
2. A school corporation; and
  - The students of a school corporation.
3. In all matters relating to the discipline and conduct of students, school corporation personnel:
  - Stand in the relation of parents to the students of the school corporation;
  - Have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and
  - Have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable.
4. Students must:
  - Follow responsible directions of school personnel in all educational settings; and
  - Refrain from disruptive behavior that interferes with the educational environment.

*As added by P. L. 1-2005, SEC. 17. Amended by P.L. 121-2009, SEC. 12.*

IC 20-33-8-14 Grounds for suspension or expulsion Sec. 14.

1. 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:
  - Student misconduct.
  - Substantial disobedience.
2. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  - 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;
  - Off school grounds at a school activity, function, or event; or
  - Traveling to or from school or school activity, function, or event.

*As added by P.L. 1-2005, SEC. 17.*

IC 20-33-8-15 Unlawful activity by student Sec.15.

1. 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:
  - o The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
  - o The student's removal is necessary to restore order or protect persons on school property;

including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

*As added by P.L. 1-2005, SEC. 17.*

Sec. 17.

Although it is impossible to list all kinds of disruptive behavior, the following examples will not be tolerated and could result in any type of disciplinary action permitted by law.

1. Harassment of any student, visitor, or staff member where that harassment is abusive, intimidating, or degrading in any way. This includes, but is not limited to, verbal harassment, written harassment, and phone harassment.
2. Engaging in theft, possessing stolen property, or vandalism.
3. Refusing to report or failing to report to proper school personnel as directed.
4. Carrying deadly weapons or firearms, which can do bodily harm.
5. Engaging in criminal gang-like activity.
6. Leaving the classroom without proper authorization.
7. Being in an automobile or parking lot during school hours without authorization.
8. Any disruptive behavior that interferes with educational purposes and procedures.
9. Open displays of affection.
10. There is no authorized Senior Skip Day.
11. The use of vulgar, obscene, or indecent language, writings, or acts.
12. Failure to follow the directions of school personnel.
13. Gambling in any form.
14. Fighting, pushing, shoving, or scuffling of any type.
15. Physical contact. (IE: touching in any fashion by and of anyone)
16. Headwear except when authorized by the Principal.
17. Setting off or possessing fireworks on school premises.
18. Unauthorized loud and/or boisterous activity while in the school building.
19. Throwing of unauthorized objects on school premises.
20. For reasons of safety, students are prohibited from running in the building.
21. Taking, recording, displaying, and/or distributing pictures, video, or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
22. Violation of the school corporation's policy on district provided access to electronic information, services, and networks. May also include loss of internet access and/or use of school owned computer equipment. Second offense: Recommend expulsion.
23. Use of laser pointers of any kind.

24. Electronic and battery operated devices may be used as authorized by the instructor and/or the principal. Items, such as, but not limited to: cameras and camcorders are not permitted to be used in the school building, without prior approval by the principal. Note: Requests for such usage will only be considered when such use is tied directly to an educational assignment/reason. Electronic readers, tablets, and laptop computers are permitted at the discretion of the classroom teacher for school appropriate activities only. The school is not responsible for non-essential items brought to school. All content and apps on these devices should be relevant to the educational process and in keeping with the school policies.
25. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies.
26. Misbehavior for a Guest Teacher.
27. Possession of lighter or matches.
28. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature.
29. Insubordination.
30. Failure to follow classroom rules.
31. Violation of student driving guidelines.
32. Failing to report to an assigned detention.
33. Failing to properly identify oneself to school personnel.
34. The use or possession of lewd or explicit media.
35. Engaging in any type of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable acts.
36. Backpacks, bags of any kind, totes, and purses are to be stored in student lockers upon arrival in the building. These items are not allowed out of student lockers until the end of the school day.
37. The school administration reserves the right to intercede in any situation in which a Wood Memorial student posts any information on any electronic information source (i.e. the internet, text messages, blogging, websites or others) that bullies, slanders, or interferes with the school climate in any way. The discipline policy may be enforced in such cases as needed.

Reference School Board Policy  
 Indiana Code 20-33-8-1 "Principal" defined

1. Sec. 1. As used in this chapter, "principal" includes a principal designee.

*As added by P.L. 1-2005, SEC. 17.*

*Disciplinary powers of teachers and school staff members, (IC 20-33-8-9);*

Sec. 9.

1. This section applies to an individual who:
  - is a teacher or other school staff member; and
  - has students under the individual's charge.



2. An individual may take any action that is reasonably necessary to carry out or to prevent interference with an educational function that the individual supervises.
3. Subject to the 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.
4. If an individual removes a student from a class under subsection (c), the principal may place the student in another appropriate class or placement or into in-school suspension. The principal may not return the student to the class from which the student was removed until the principal has met with the student, the student's teacher, and the student's parents to determine an appropriate behavior plan for the student. If the student's parents do not meet with the principal and the student's teacher within a reasonable amount of time, the student may be moved to another class at the principal's discretion.

*As added by P.L. 1-2005, SEC. 17. Amended by P.L. 121-2009, SEC. 13.*

*Unlawful activity by student, (IC 20-33-8-15);*

Sec. 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 unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

*As added by .L. 1-2005, SEC. 17.*

IC 20-33-8-7 Suspension Defined

Sec. 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.

1. The term does not include a situation in which a student is:
  - disciplined under section 25 of this chapter;
  - removed from school in accordance with IC 20-34-3-9; or
  - removed from school for failure to comply with the immunization requirements of (IC 20-34-4-5).

*As added by P.L. 1-2005, SEC. 17.*

IC 20-33-8-3 Expulsion

Sec. 3.

1. As used in this chapter, "expulsion" means a disciplinary or other action whereby a student:
  - Is separated from school attendance for a period exceeding ten (10) school days;
  - 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
- Is separated from school attendance for the period prescribed under section 16 of this chapter, which may include assignment to attend an alternative school, an alternative educational program, or a homebound educational program.
2. The term does not include situations when a student is disciplined under section 25 of this chapter;
- removed from school in accordance with IC 20-34-3-9; or
  - removed from school for failure to comply with the immunization requirements of (IC 20-34-4-5).

*As added by P.L. 1-2005, SEC. 17.*

*Note: The administration reserves the right to handle each discipline problem individually and make punishments more or less severe as deemed to be to the best interest of the student and the educational process.*

With the commitment made to ensure a safe and secure learning environment for our students, we will report the following incidents to the proper law enforcement agency:

- Fighting(Battery)resulting in injury
- Possession/use of a weapon
- Possession/use or sale of any controlled substances without a valid prescription/alcohol
- Serious threats or harassment
- Arson
- Any other illegal act(s)

If students are over the age of 18, Law Enforcement will be notified of any fights on school property.

### **Student Due Process**

The law will be followed to enforce these proceeding rules and regulations. Students failing to follow school rules, including in a disruptive manner, may be subject to the following procedures and penalties.

1. A first offense may result in a 1 - 5 day suspension. Notification of the suspension will be given to the parents by certified mail, and a conference with the parents will be arranged before the student is reinstated.

*Note: Assignment(s) to Night School, Saturday School, and In-school Suspension is an option at the discretion of the Principal.)*

2. A second offense may result in a 1 – 10 day suspension. Notification of the suspension will be given to the parents by certified mail, and a conference with the parents, student, and principal will be arranged before the student is reinstated.

3. Continued offenses will result in a recommendation to the Superintendent for expulsion. The principal will recommend the disruptive student be placed on suspension until the expulsion completion of due process.

Suspension shall mean any disciplinary action where a student is suspended from school, or class attendance, for no more than ten (10) school days.

The school reserves the right to issue a suspension or expulsion for violators of the school's rules that are deemed serious, without following the above procedure.

### **Disciplinary Definitions**

**Before & After School Detention:** Students may be subject to detention before, during, or after school hours, as assigned for correction purposes. After School Detention will extend as follows:

- 30 Minutes - 3:15 p.m. to 3:45 p.m. on Monday and Wednesday
- 30 Minutes – 7:15 a.m. to 7:45 a.m. on Tuesday and Thursday

Or, until dismissed by the teacher in charge. Any student who does not attend their assigned school detention will be reported to the principal for additional discipline.

**In School Suspension (ISS):** occurs when a student's behavior is determined to warrant such action. A student may be assigned ISS for repeated acts that violate behavioral expectations while at school, attending a school event, or while riding a bus to/from school. A student may be assigned to ISS for a period, a number of periods, or a number of days. During this time a student will be required to work on assignments as identified by the respective classroom teacher, while under supervision.

**Lunch Detention:** This type will be used for minor offenses. Students are assigned to a supervised location for lunch.

**Out of School Suspension (OSS):** The Principal may deny a student the right to attend school and take part in any school function for a period of up to ten (10) school days. Such suspensions may take place after a principal has conducted a thorough investigation and determines that suspension is necessary in order to help the student, further school purposes, or to prevent an interference with school purposes. Suspension may also be imposed for student misconduct, substantial disobedience, violation of the school's rules, or for violation of any of the regulations constituting grounds for expulsion. When a student is suspended for a specified number of days, he/she will miss that exact number of days. If school is canceled for any reason, day(s) will be added to the scheduled suspension.

Students who are assigned Out-of-school Suspension will be allowed to make-up work, and/or tests, assigned and / or missed during the period of OSS, in a timely manner

**Period Detention -** Period detention occurs anytime a classroom teacher assigns a student due to behavior occurring, which is disrupting educational activities. The student will be referenced to administration and remain in the assigned area working on assignments, as provided by the instructor, until the end of the respective period.

### **Philosophy for Expulsion**

1. As teachers and pupils are brought together so that learning may take place in the Wood Memorial High School and Junior High School, an environment, which permits an orderly and efficient operation of the school, must be provided.
2. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek expressions for their own just and legal privileges as members of the school and society. The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, and administrators. When self-discipline fails, however, regulations for the management of school behavior must be outlined by those responsible for the operation of the schools. The East Gibson School District has this legal responsibility. The Board has set policies and has appointed administrative officers to carry them out. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, and in the Policy Manual of the East Gibson School District.

The following are grounds for expulsion from school:

- Using violent force, noise, coercion, threats, intimidation, fear, passive resistance, bullying, or other comparable conduct constitutes an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a.) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b.) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c.) Setting fire to or damaging any school building and/or school or private property.
  - d.) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e.) Continuously and intentionally making noise or action in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
    - Causing or attempting to cause damage to school, and/or private, property, stealing or attempting to steal school, and/or private property.
    - Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
    - Threatening or intimidation of any student for the purpose of, or with the intent of obtaining money or of value from the student.
    - Participating in and/or promoting criminal gang-like activity.
    - Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
    - Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,

marijuana, alcoholic beverages, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Violation or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not limited to:

f.) Engaging in sexual behavior on school property;

g.) Disobedience of administrative authority;

h.) Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind;

i.) Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

j.) Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plan.

k.) Aiding, assisting, or conspiring with another person to violate these student conduct rules, state law, or federal law.

l.) Failing to tell the truth about any matter under investigation by school personnel.

m.) Willful absence or tardiness of students;

### **POSSESSION OF A FIREARM**

a.) No student shall possess, handle or transmit any firearm on school property.

b.) The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

- The frame or receiver of any weapon described above
- Any firearm muffler silencer
- Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or any similar device

- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- Any device, which could be considered a look-a-like or reasonable facsimile.

c.) The penalty for possession of a firearm: 10 days suspension and expulsion from school for the calendar year. The superintendent may reduce the length of the expulsion, if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

- The use of rude, lewd, vulgar or obscene language, writings, or acts directed toward students, staff or others.
- Fighting, pushing, or shoving of any type.
- Gambling in any form.
- Truancy and/or skipping school.
- Leaving the school or classroom without permission.
- Possession or use of tobacco.
- Excessive tardies.
- Violation of the policy on District-Provided Access to Electronic Information, Services, and Networks.
- Threatening student or school safety.
- (a) The following are the general 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.

### **Alternative Education Program**

The administration has at their discretion an Alternative Education Program available for students who need an alternative program. This program may be found to benefit students having behavioral issues, emotional/social issues or possible academic concerns. All placements must be approved by the building administration after a disciplinary decision, consultation as part of a case conference committee, or upon evaluation and consultation with a physician. Students may be offered the alternative education program in lieu of an expulsion on some occasions. An Indiana Form 16 alternative to expulsion contract may need to be signed before a student can be enrolled into this program. This program is not a guaranteed right for students facing an expulsion. Information on this program is available in the school office upon request.

## Search and Seizure

1. As used in this section, reasonable cause for a search means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  - Evidence of a violation of school rules or of student conduct standards contained in the student handbook.
  - Anything, which because of its presence presents an immediate danger of physical harm or illness to any person
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students, are subject to inspection, to be accessed for maintenance, and search pursuant to this section. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
  - The principal, or member of the administrative staff designated in writing by the principal may search a locker and its contents where the person conducting the search, or the principal (designee), has reasonable cause for a search of the searched respective locker. When the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
  - The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
2. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
  - Searches of the pockets of the student
  - Any object in the possession of the student such as a purse or briefcase and/or
  - A pat down of the exterior of the students clothing

Searches of the person of a student which require removal of clothing other than coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section, pat down searches and other searches of the person of a student shall be conducted in a private room with a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible following the search.

1. The privilege of bringing a student-operated motor vehicle into school premises is hereby conditioned on written consent of the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian of the student, or the motor vehicle onto school premises. The principal, or a member of the administrative staff designated in writing by the principal, may request a

law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.

2. Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be:
  - 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 or the principal's designee until it is presented at the hearing;
  - Returned to the parent or guardian of the student from whom it was seized;
  - Destroyed if it has no significant value; or
  - Turned over to any law enforcement officer in accordance with subsection G.
3. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
  - Returned to the parent or guardian of the student whom it was seized;
  - Destroyed; or
  - Turned over to any law enforcement officer in accordance with subsection G.
4. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
  - Search any area of the school premises, any student, or any motor vehicle on school premises; and
  - Identify or dispose of anything found in the course of a search conducted in accordance with this section.
5. Search Policy

General searches conducted by law enforcement officers and with the assistance of canines or other means may be made of lockers, storage areas, classrooms, and all other school property, as well as student's persons and student's personal property, at any time, with or without notice.

If, after the general search, reasonable cause exists for search of a particular person or property, then the school administration may search the person or property in accordance with this policy. Before law enforcement may conduct a search of a student or the student's property, the principal will request that the law enforcement officer prior to the search obtain a search warrant.

### **Student Attire (Dress Code)**

Wood Memorial High School and Junior High School expects their students to appear at school looking nothing less than neat and clean. We have been proud of our students in the past years for their appearance and are confident they will continue to set high standards for themselves. As students graduate into the business world, many employers expect their workers to wear uniforms or adhere to strict dress codes. Our job as educators is to prepare our students to be successful in the world beyond school. The courts have ruled that the school can make reasonable rules regulating student dress and appearance as they affect the educational process, concern health and safety, and affect common decency.

Students are expected to meet these guidelines. Should a student choose not to follow these expectations, he/she will be asked to change, remove, or cover questionable item (s).



Continued offenses will be handled as insubordination and could lead to detention, in-school suspension, suspension, or possible expulsion.

The following guidelines are in effect for student dress. The guidelines listed are not to imply that this is the complete list and may include any item deemed inappropriate and/or in bad taste by the administration. If a student/parent/guardian has a question about a particular item, please contact the school administration before wearing the item.

1. Headwear, including but not limited to hats and bandanas, unless approval has been given by building administration (Spirit Days) is prohibited.
2. All shirts worn should have sleeves (shoulders are not to be exposed). Shorts, tank tops, halter-tops, tops which reveal the midriff, neckline, or any clothing, which is inappropriately revealing are not permitted. Skirts/dresses are to be a minimum of fingertip length. Shorts, if worn, must be a minimum of fingertip length. If worn, spandex shorts, leggings, and yoga pants must be covered by a shirt, dress, or skirt. Other items not to be worn to and in the school include pajamas and pajama pants and blankets. Discretion is at the determination of the administration/designee.
3. Clothing items that advertise alcoholic beverages, tobacco, illegal drugs and/or clothing with suggestive or obscene messages are prohibited.
4. Shoes are to be worn at all times. House shoes, slippers, wading boots, and knee high rubber boots/shoes are examples of items not allowed to be worn in and at school.
5. For safety reasons, chains or clothing with excessive metal objects and/or straps are not to be worn. This includes wallet chains, dog collar necklaces with sharp points, and neck chains.
6. Piercings deemed to be inappropriate for school are not allowed.
7. Sunglasses, unless approved for medical reasons, are not to be worn in the building.
8. No undone belts will be allowed.
9. Any clothing or appearance, which causes a substantial disruption of the daily operation of the school, will be considered in violation of the student dress code.
10. All pants must be worn at the waistline. We will not tolerate the wearing of pants/shorts down on the buttocks. No undergarments shall be exposed.
11. Clothing which is badly ripped or frayed; as well as containing holes (pants – above fingertip length) shall not be worn.
12. It is best to not wear shorts/skirts, but if you choose to they must be at fingertip length.
13. Book bags, gym bags, purses, coats, and athletic jackets are not to be taken to classrooms. They should be left in the student's locker.

*Note: Allowances may be made for school spirit day activities. In these instances a communication will be provided by the principal.*

*Note: Certain academic area classes may require a more stringent requirement regarding dress. The school reserves the right to impose other reasonable requirements due to health or safety concerns while involved in certain activities.*

## **Tobacco Policy**

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event. East Gibson School District is a tobacco-free environment.

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

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

I.C. 7.1-5-12 Prohibition of Smoking in Public Places and on School Buses

I.C. 16-41-37.5 Indoor Air Quality in Schools

20 U.S.C. 6083(a) Non Smoking Policy for Children's Services

U.S.D.O.E. Memorandum, 1995

### **State Law**

Indiana Code 35-46-1-10.5 bans the purchase or acceptance of tobacco by minors. "A person less than eighteen (18) years of age who: (1) purchases tobacco; or (2) accepts tobacco for personal use commits a Class C infraction." Any law enforcement officer or court of law may enforce this law. Consequences of Possession or Use of Tobacco by Students

Students who are found in possession of or who have been found to have been using tobacco in violation of School Board policy and State Law are subject to the following disciplinary measure:

1st Offense: Assignment to one Night School session; and referral (if under 18 years of age) to the Gibson County Prosecutor; Tobacco violation report filed.

2nd Offense: Five (5) Days of Out – of – School Suspension; and referral (if under 18 years of age) to the Gibson County Prosecutor; Tobacco violation report filed.

3rd Offense: Ten (10) Days OSS and Recommendation for Expulsion; and referral (if under 18 years of age) to the Gibson County Prosecutor Tobacco violation report filed.

All disciplinary actions will be in accordance with the student due process procedures.

Additional offenses will result in consequences as determined by the administration, including the likelihood of the implementation of a Form 16.

## **Policies Related to Use of Drugs and Alcohol**

East Gibson School District believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, be under the influence of, or sell drugs, alcohol, or tobacco products on the school premises at any time, at any school-sponsored activity, or when a student is traveling to and from school. Students violating this policy are placing themselves in jeopardy of representing East Gibson School District in any capacity for reasons of personal safety for the individual and those around the individual.

We recognize our responsibility to address drug and alcohol problems in the school and of our students. We believe that parents, guardians and the school must work together to educate, encourage, and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the schools will utilize the following policies:

1. No student may provide any substance to any other student, by sale, or any other means, which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to any synthetic substance that may closely resemble any of the above substances or items.
2. No student may possess, use, or be under the influence of any substance which that student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, barbiturate, marijuana, alcoholic beverages, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to any synthetic that may closely resemble any of the above substances or items.
3. Students are prohibited from possessing, using, sharing, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind with or without a prescription.
4. Any substance for which a student has a prescription, or written prescription from a parent, must be brought to the school nurse, or school administrator and be administered/taken in the nurse's station.

#### Indiana Law

The following conduct is criminal under Indiana Code and school officials are required to report such conduct – on school grounds, or within 1000 feet of school grounds – in writing to a law enforcement officer:

1. Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances except marijuana, hash oil, or hashish, or possessing with intent to manufacture, or deliver, the above named substances, except marijuana, hash oil, or hashish.
2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possession with intent to manufacture, advertise, or distribute a controlled substance.
4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing with intent to deliver a counterfeit substance.
6. Knowingly possessing without a valid prescription, cocaine or a narcotic drug.
7. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.
8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device or other object, that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength, effectiveness, or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture, or deliver, marijuana, hash oil, or hashish.

Violation:

Should the above occur, the following disciplinary penalties will apply:

1. 1st Offense – Out-of-school Suspension, with recommendation for expulsion to the superintendent.

*Note: Expulsion may be waived with the filing of a Form 16 contract (See Below) if the following criteria are met by the student and the parent/guardian:*

- Student will be suspended for a minimum of five (5) days;
- Students cannot return to school until he/she meets with an officially recognized substance abuse counselor for a preliminary assessment of chemical use, and is in compliance with the recommendations set forth as a result of the assessment and recommendations of school officials following the assessment. Any costs associated with the assessment will be paid for by the student/parent/guardian.

Possible recommendations may include:

1. Conditional return to school after the suspension;
2. Chemical use assessment administered by professional outpatient drug/alcohol counselor (s);
3. Assessment by outpatient drug-alcohol counselor (s), plus outpatient and/or drug education for student and/or parents via certified counselor;
4. Inpatient treatment commensurate with the family's ability to pay for service.
5. Inclusion in the randomly drawn student drug-testing program for one calendar year at the expense of the student/parent/guardian;
6. Assignment of a number of community service hours.

1. 2nd Offense – School officials will recommend expulsion to the superintendent.

*Note: A Form 16 waiver is a vehicle for the student to return to school – either in his/her regular classes or in alternative school as decided upon by the school administration – on the condition that the student/parent/guardian signs off on the agreement to waive their due process rights. Should further disciplinary action of any kind and time be needed, the student loses his/her opportunity to attend school and the original expulsion takes place without a review of the case.*

### **Dealing/Distribution**

Dealing is defined as selling or sharing alcohol, or other unauthorized drugs or narcotics – natural or synthetic, actual or misrepresentation.

Distribution is defined as passing substances on to other students for holding, using, or selling.

1. First Offense – Recommendation of expulsion to the superintendent.

Substance abuse in any school is a threat to the safety and health of students, faculty, staff, and the community as a whole. It jeopardizes the efficiency and quality of educational programs as well as having the potential of physical harm. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, and deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest ability. The educational opportunities offered in the various buildings will continue to direct students away from drugs and alcohol and toward a healthy, safe, and substance-free life. It is

the right of every parent/guardian to expect that each student is receiving the best education that can be provided by East Gibson School District.

### **Reasonable Suspicion**

Administrators of East Gibson School District are authorized to require any student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" that the student is issuing or is under the influence of alcohol, marijuana, or any other prohibited substance while:

- On school grounds;
  - Off school grounds at a school activity, function event, or any other school sponsored event;
  - When traveling to or from school by bus, or other corporation vehicles.
- Reasonable Suspicion may arise from the following actions:
- A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicates the possibility that the student has used or is in possession of alcohol, marijuana, or any other behavior altering substance.
  - The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
  - Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other prohibited substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicators of physical appearance, if deemed necessary.

An administrator and/or health services personnel trained to administer drug tests may conduct a test of a student's breath, saliva, or urine. The cost of one (1) school-initiated test will be paid for by the school corporation and utilized in purposes for school discipline. After reasonable suspicion has been established by the administration, a student's refusal to submit to drug testing may result in administration's proceeding as if the test were positive. If a parent or guardian refuses to allow any drug testing to be administered to his/her student, disciplinary action may be taken as if the test were positive.

Drug testing results shall be considered confidential by East Gibson School District. Results may be discussed with the school's guidance counselor or other school employees if deemed necessary by the administration in order to provide assistance to the student and/or for the safety of other students.

Any student who attempts to alter a drug test may be further disciplined by the administration. The student who possesses the drug test and/or who attempts to alter the results will be treated as if the test was a positive test.

*Note: A student may be considered to violate the East Gibson School District drug related guidelines outside of school by being arrested for involvement with illegal substances or by having police reports filed indicating the student was/has been/is involved with illegal substances. A student admission of such involvement, to a school administrator, will also be considered a violation of the program. In such instances, privileges will be revoked.*

IC 20-26-3 Home Rule

IC 20-26-5-4 Specific powers enumerated

IC 20-30-15-6 Use of personnel to supervise non session activities; access

Sec. 6. (a) When public school is not in session a governing body may employ personnel to supervise the following:

1. Agricultural education club work.
  2. Industrial education club work.
  3. Home economics education club work.
  4. Music activities.
  5. Athletics.
1. Activities described in subsection (a) must be open and free to all individuals of school age residing in the attendance unit of the school corporation that is paying all or part of the cost of the activity.

*As added by P.L. 1 – 2005, SEC.14.*

Linke vs. Northwestern School Corporation (763 N.E. 2nd 972)

Regarding requests from representatives of Law Enforcement and Gibson County Department of Child Services for:

Student Interview:

- Students are occasionally victims of, or witnesses to illegal activities. Likewise, students are themselves, from time to time, suspected of criminal activity.
- Representatives from law enforcement or caseworkers from the Gibson County Division of Family and Children may visit the school and ask to speak with a student.
- Representatives from the school administration, Gibson County Prosecutor's Office, Gibson County Division of Family and Children, and Gibson County Probation Office have, after full and free discussion, established the following policies that shall apply to students:
  1. Student is suspected of committing a crime
    - If a student is a criminal suspect and the student is likely to be taken into custody by law enforcement personnel, then every attempt will be made to notify a parent or legal guardian of law enforcement's intention.
    - No member of law enforcement will interview a student suspect who is less than 18 years of age, in the school, unless a parent/guardian is present and, after disclosure of the student's legal rights to the parent, the parent and student consent to the interview.
  2. Students who are victims of crimes allegedly committed by parents

*Note: Most common examples are children who are sexually or physically abused by parents or guardians.*

- When school officials are notified or receive a report that a student is the victim of a crime committed by a parent or guardian, then for obvious reasons, the suspect parent or guardian will not be informed of interviews of the student by officials from the school, law enforcement, or Gibson County Division of Family and Children.

- In all other cases where it is necessary to interview a student who is a victim of a crime, then reasonable attempts will be made to notify parents prior to the interview.

### 3. Student who are witnesses to illegal activity

- School officials may interview students without advance warning to parents or guardians when the illegal conduct is directly related to school activities.
- Every reasonable attempt will be made to notify and consult with parents or guardians in advance of student interviews by officials from the Greene County Division of Family and Children and law enforcement.

### 4. The school does not desire to harass or intimidate students

However, the school must cooperate with the reasonable requests of government agencies. It is the goal of the school administration to establish good communications with students and student families.

## **Student Services**

Student Counseling services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study aids, help with home, school and/or social concerns, or any question the student would like to discuss. Your counselor will not make decisions for you, but will help you find a solution to your problems. The guidance department hopes to be in contact with each student periodically throughout the school year. Students may contact their counselor personally for an appointment.

A comprehensive testing program will be carried out during the school year. The main purpose of the testing program is to assist students in gaining a better understanding of themselves and their own special abilities and achievements. It is hoped that this may help students set realistic career goals and plan educational programs that best meet their needs.

The School Counseling department will attempt to keep all seniors informed regarding postsecondary educational opportunities and scholarships. A list of all local scholarships, which have been awarded in recent years, along with State and Federal financial aid information, will be distributed to juniors and seniors in the spring. Other educational opportunities and/or special scholarships will be posted to the guidance website. If students or parents have questions or concerns, please contact the guidance department.

## **Class Changes**

Sufficient opportunity is provided, in the spring, for all students to thoughtfully make course selections. Class changes after the semester begins place the student at an immediate disadvantage. Class sizes and crowded conditions often impose additional restrictions to schedule changes. All such changes must be approved and directed by the counselor, and principal. The administration reserves the right to change student schedules if necessary. All allowable course changes must be made under the following guidelines. No additional changes will be made after this time unless authorized by the principal. Online classes are only for credit recovery, classes that will not fit in a student's schedule, electives that we do not offer, or summer school.

- First Semester-All schedule changes must be made by June 30. No schedule changes will be made from June 30 until the first day of school. Students will have one (1) week from the first day of school to change classes.
- Second Semester-Students will be allowed to change classes within the first five (5) school days from the beginning of the second semester. No changes will be made after the five (5) day deadline.

*Note: All class changes done during the beginning of each semester will require a signed class change request form. Any student that drops a class after the specified time frame will receive an 'F' on their transcript and be placed in study hall.*

### **Communication of Student Progress**

At the end of each grading period (nine weeks) parents will receive a report of their respective child's academic progress. Further, at the end of the fifth (5th) week of a grading period parents/guardians will receive a report on their student's academic progress.

Parents/Guardians may access the Harmony data system in order to track their child's academic progress in real-time fashion. If interested please contact the school for an assignment of a user ID and a password.

At the end of each semester a student will have accumulated the following grades:

- Grading Period one (1) Grade (40% of the semester grade)
- Grading Period two (2) Grade (40% of the semester grade)
- Semester Test Grade (20% of semester grade)

*Note: To successfully complete a semester of work a student must show a passing grade for at least two of the three grades earned for a respective class.*

*Junior High Students will not take a semester exam, thus their grade will be calculated as:*

- *Grading Period one (1) (50% of semester grade)*
- *Grading Period two (2) (50% of semester grade)*

### **Final Exam Policy**

Wood Memorial Junior High School and Wood Memorial High School will administer final exams during the last five regular school days of each semester. These five days may include snow make up days. High school students (grades (9-12) will be required to take a final exam for each class enrolled. Final exams will account for 20% of the respective student's final semester grade in each class. Final exams may or may not be administered for junior high students (grades 7 and 8).

Note: Courses offered to junior high students, earning high school credit towards graduation, will have final exams administered.

### **Final Exam Exemption Policy**

There are no final exam exemptions. All students will take all final exams



## **Honor Rolls**

In order to recognize outstanding academic achievement, Wood Memorial Junior High School and Wood Memorial High School will publish two honor rolls at the conclusion of each semester.

They are:

High Honor Roll - To make this Honor Roll, a student must receive straight "A's in all subjects.

Honor Roll - To make this Honor Roll, a student must receive all "A's and B's (with no grade lower than a B) in all subjects.

## **Junior High Retention**

Students may be retained if they have an "F" average in any of the core classes either semester and/or three "F" averages in any one subject area. The determining factor for making a case for retention will be based upon the consensus of the academic committee using the following criteria:

- Continuous lack of academic progress from grade level to grade level
- Failure of ISTEP test
- Failure of core curricular subjects
- Overall record of failures in all subject areas

The recommendation of the academic committee will receive greater weight in making the final determination with the ultimate decision to be made by the principal(s). With the strong emphasis that has been placed upon math and language arts nationwide and within the State of Indiana, a student failing both subjects will automatically be subject to this retention policy. All retentions are considered final by the last day of regular scheduled classes for each school year.

## **Grade Placement**

High school students will be classified by the number of credits they have earned as follows:

Freshman: 0 – 8 Credits	Less than 2 Semesters Attendance
Sophomore: 9 – 17 Credits	2 Semesters Attendance
Junior: 18 – 27 Credits	4 Semesters Attendance
Senior: 28 + Credits	6 Semesters Attendance

*Note: Deviations from the above requirements will only be considered in rare instances, under extenuating circumstances. The Principal will review individual situations and make a recommendation to the Superintendent for her/his approval.*

Wood Memorial Junior High School and Wood Memorial High School Universal Grading Scale

## **Grading Policies**

Wood Memorial High School students will be using a "weighted" grading system, which grants extra point value to student grades earned in Advanced Placement, Honors, and Academic Dual Credit courses.

## Grading Scale

<b>A+</b>	<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D+</b>	<b>D</b>	<b>D-</b>	<b>F</b>
4.1	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	.7	0
5.1*	5.0*	4.7*	4.3*	4.0*	3.7*	3.3*	3.0*	2.7*	2.3*	2.0*	1.7*	0

**\*Weighted**

### **Valedictorian:**

GPA will be rounded @ two decimal spots

### **Indiana Graduation Requirements (through the Class of 2022)**

Indiana's Exams to qualify for graduation are called ISTEP+ 10. The ECA are designed to ensure students have mastered reading, writing, and math skills before graduating from high school. To earn a high school diploma, students must meet the ISTEP+ 10 requirement by either passing the ISTEP+ 10 ELA and ISTEP+ 10 Math, qualifying for an ISTEP waiver, or meet an alternative Graduation Pathway Plan. Students will have the opportunity to retake the ISTEP+ 10 if they do not meet standards on the first attempt at the end of each of the following semesters. Student remediation sessions are mandatory for all students who do not pass the ISTEP+ 10.

**Graduation Pathways (through class of 2022)**- A completed pathway serves as an alternative to ISTEP if your child has not already passed the Math and/or English portions. The completion of a pathway does not mean your child will be receiving a graduation waiver, but is meeting the requirements of the diploma using another option. **If your child has completed a pathway, he/she has the opportunity to choose whether or not to take the ISTEP assessment.** Not retaking the assessment will not affect graduation, pending the alternate pathway and all other requirements (credits, course requirements, etc.) are complete. Of course, students may choose to take the assessment if they feel they would like to improve their score for college and career purposes.

Graduation using the pathways requirement is comprised of

- 1) receiving high school diploma,
- 2) demonstrating employability skills (verification of experience needed), and
- 3) postsecondary readiness competencies (listed below).

Full details on the new graduation pathways can be found at

<https://www.doe.in.gov/graduation-pathways>.

Complete one of the following pathways:

- Qualifying ACT score (Minimum: Eng 18, Rdg 22, Math 22, Sci 23)
- Qualifying SAT score (Minimum: ERW 480, Math 530)
- Qualifying ASVAB score (Minimum: 31)
- CTE Concentrator in six semesters of specific classes-C average required):
- 3 AP/IB/Dual Credit Courses (C average required)

**“Evidence Based” Waiver** by meeting all of the following requirements:

- Take the ISTEP in each subject area in which the student did not achieve a passing score at least one time every school year.
- Complete remediation opportunities provided by the school.
- Maintain a high school attendance rate of 95 percent, with excused absences not counted against the student's attendance.
- Maintain a C, or better grade point average in the courses that make up the credits specifically required by the state for graduation.
- Otherwise satisfies all state and local graduation requirements.
- Obtain a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation examination. The written recommendation must be concurred by the principal and be supported by documentation that the student has attained the academic standard in the subject area based on:
  - Tests other than graduation examination; or
  - Classroom work

Fulfill the requirements for an ISTEP “Work – readiness” Waiver by meeting all of the following requirements:

- Take ISTEP in each subject area in which the student did not achieve a passing score at least one time every school year.
- Complete remediation opportunities provided by the school.
- Maintain a high school attendance rate of 95 percent, with excused absences not counted against the student's attendance.
- Maintain a C, or better grade point average in the courses that make up the credits specifically required by the state for graduation.
- Otherwise satisfies all state and local graduation requirements.
- Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the school

### **State Required Course Credits**

Core 40 with Academic Honors Additional Requirements:

- Earn a grade of C or better in courses that count toward the diploma
- Have a Grade Point Average (GPA) of a B or better (3.0)
- Complete one of the following:
  1. Earn 4 credits in 2 or more AP courses and take the corresponding AP Exam
  2. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list
  3. Earn two of the following:
    - A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    - 2 credits in AP courses and corresponding AP Exams,
    - 2 credits in IB standard level courses and corresponding IB Exams

4. Earn a composite score of 1250 or higher on the SAT with a minimum score of 560 on math and 590 on evidence based reading and writing.

A. Note: The College Board has put in place a transition table to assist with SAT score translations. This may be found at the following website:

<https://collegereadiness.collegeboard.org/pdf/higher-ed-brief-sat-concordance.pdf>.

- Earn an ACT composite score of 26 or higher and complete written section
- Earn 4 credits in IB courses and take corresponding IB Exam Core 40 with Technical Honors Additional Requirements:
- Earn a grade of C or better in courses that count toward the diploma
- Have a Grade Point Average (GPA) of a B or better (3.0)
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  - State approved, industry recognized certification or credential, or
  - Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credit
- Complete one of the following:
  - Any one of the options (A-F) on the Core 40 with Academic Honors above)
  - Earn the following scores or higher on Workkeys: Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information – Level 5.
  - Earn the following minimum scores on Accuplacer: Writing 80, Reading 90, Math 75.

A. Earn the following minimum scores on Compass: Algebra 66, Writing 70, Reading 80.

### Students in the graduating Class of 2023

You must settle all three of the following Graduation Pathway Requirements by completing one requirement in each of the three areas:

1.High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2. Learn and Demonstrate Employability Skills	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one of the following: <ul style="list-style-type: none"> <li>● Project-Based Learning</li> <li>● Service-Based Learning</li> <li>● Work-Based Learning</li> </ul>
3. Postsecondary-Ready Competencies (complete at least one of the following)	<ul style="list-style-type: none"> <li>● Honors Diploma</li> <li>● ACT</li> <li>● SAT</li> <li>● ASVAB</li> <li>● State-and Industry-recognized Credential or Certification</li> <li>● Federally-recognized Apprenticeship</li> <li>● Career-Technical Education Concentrator</li> <li>● AP/IB/Dual Credit - must have a C average in at</li> </ul>

	least three courses ● Locally Created pathway
--	--

### **Student Class Schedules**

Pursuant to providing a rigorous and relevant curriculum for our students, each student will be scheduled into seven (7) periods of classes. Any deviation to this must have approval requested of, and approved by the building principal.

A student wishing to be assigned to such courses as Peer Tutoring and Student Technical Services must meet a set of established criteria. A student wishing to enroll in the types of courses referenced must meet the following criteria at a minimum:

1. Have successfully met and passed graduation assessment requirements;
2. Be working towards a Core 40 or higher diploma;
3. Maintain a positive behavioral and discipline record;
4. Maintain a positive history of attendance and tardies; and
5. Maintain a current status for classroom assignments.

The building principal, in conjunction with the respective instructor, and school counselor will review student requests and will have the final say in whether or not a student is enrolled.

### **Course Retake/Course Replacement**

A grade retake/replacement occurs when a student retakes a class that he/she has already taken to hopefully receive a better grade.

A class may be retaken only if one or more of the following conditions exist:

1. The student received a grade of F in the class.
2. The student received a grade of C- or below and wishes to meet the grade requirements for an Academic Honors Diploma.
3. The student has not passed at least one of the end of course exams required for graduation and seeks to become eligible for waiver considerations.

A student seeking to retake a class will make an application with the guidance department. The student shall state the reason for the requested retake on the application. The guidance department will review the application. The principal shall have the authority to grant final approval for a student to retake a class.

The following conditions apply to retaking a class:

1. No online classes will be accepted in replacement of high school courses used for an Academic Honors Diploma without administrative approval.
2. The grade earned (either higher or lower) when the class is retaken will be placed on the transcript and replace the original grade in the calculation of the GPA.
3. The grade that is earned in the retake class will be used in the calculation of the GPA, but the new GPA may render the student ineligible for such awards as valedictorian, salutatorian, or top ten award.

The original grade will remain on the transcript with the credit for that class being transferred to the second class. A student may take advantage of this option up to two times (total) in his/her high school career.

### **Make-up Credit/Credit Recovery**

Students who fail a required course may choose to make up the course through the Wood Memorial High School Credit Recovery program. This may be done through one of a number of ways, i.e.... via the internet, by retaking the class, attending summer school, etc...A student may not enter the recovery program until failing a respective class. Recovery courses must be completed within the semester period outlined by the guidance department schedule.

### **Selection of Valedictorian and Salutatorian**

The selection and identification of the graduating class valedictorian and salutatorian shall be determined on grades earned at Wood Memorial High School. The naming of the valedictorian and salutatorian will occur only after the final semester of coursework has been completed. These students must have 47 credits earned to graduate.

To be eligible for class valedictorian and / or salutatorian a student is required to have completed eight (8) semesters of high school, with four (4) of them at Wood Memorial High School.

### **Commencement and Senior Portraits**

All seniors are required to attend commencement practice and the commencement exercises on total completion of their academic work. The school dress code is enforced for graduation, including a shirt and tie for gentlemen and dresses, or slacks for ladies. No jeans, flip flops, tennis shoes, work shoes, etc... are allowed for this most solemn event.

All senior students will have a senior portrait taken as outlined on the building principal's facility schedule, through a photographer selected by the high school. The school dress code is enforced for the senior portrait, including a shirt and tie for the gentlemen and dresses, or dress shirts for the ladies. All shirts worn should have sleeves (shoulders are not to be exposed). No t-shirts, tank tops, or halter-tops, tops which reveal the midriff, or any clothing, which is inappropriately revealing are not permitted. Piercings that are not school appropriate will not be allowed.

The senior portraits may be used for the Wood Memorial High School Yearbook, as well as to promote the accomplishments of our graduates through the local media.

The building principal, or his/her designee, will work with the students and parents to ensure the proper preparations occur, prior to the scheduled date of the senior portraits and the commencement.

### **Early Graduation**

A Student wishing to graduate early should contact the guidance office in order to understand the requirements for consideration. The student must gain the approval of the principal for early graduation. Early graduation requests will be considered only beyond the completion of 7 Semesters of high school. A student wishing to graduate early must meet all state and local guidelines for earning a high school diploma.

## **Edmentum**

A student wishing to enroll in a course through the Edmentum program should contact the guidance office for details. Students enrolled through the Edmentum program will be expected to adhere to all code – of – behavior aspects contained in the handbook, as well as items covered through the policy adopted by the school board.

Note: Course costs will be covered by the student and parent/guardian.

## **Trojan Academy**

The Trojan Academy has been structured in order to serve students in a number of ways, including those requiring a non-traditional education program. Students may take state approved online courses in order to earn the necessary credits to earn a high school diploma through the academy for course recovery credit or if a regular class will not fit in their schedule. Students **may not take an online class** if a class taught by a teacher at Wood Memorial Fits into their schedule.

All guidelines – for academic and behavior – contained within this student handbook, as well as the East Gibson School Corporation policy and procedures manual apply.

## **Summer School**

Summer school opportunities, in accordance with state guidelines, will be provided in order to allow students to pursue a rigorous and relevant curriculum, aimed at college and career readiness. While the exact course offerings may vary, subject to need and interest, each summer, Wood Memorial High School and Wood Memorial Junior High School will offer such courses as: Junior High School Math, Junior High School English, High School Physical Education, and on-line course opportunities for high school credit. A final decision on the course offerings, for a respective summer session, will be made during the January – March period annually.

Summer school is an excellent opportunity for a student to earn credit recovery towards their high school graduation, as well as to enhance skills through the available remediation strategies.

## **Flex Instructional Program**

A student wishing to pursue approval to utilize our flexible program should contact the counseling office in order to understand the requirements. A student must be a junior, or senior, to be able to be considered for the flexible program.

## **High Ability Designation**

K-6 grades

Students in kindergarten, 2nd, and 5th grades are given the Cognitive Abilities test and the Iowa Test of Basic Skills. Any student that scores at the 96 percentile or greater in one of the following areas is considered high ability in that area.

## **Math**

CoGAT: Quantitative Age Score PR ITBS: Mathematics NPR Total

## **Language Arts**

CoGAT: Verbal Age Score PR

ITBS: Reading NPR Total, Language NPR Total

## **General Intellectual**

CoGAT: Composite Age Score PR ITBS: Core Total NPR

### Honor Courses Qualifications

The following criteria will be followed until a full class (10 or more) of students is reached for 7th grade Pre-Algebra and 7th grade Honor Language Arts.

1. Any student that receives a score of 89 or better on the Iowa Test of Basic Skills and an 85-95 on the Cognitive Ability Test automatically qualifies for the honors course in that subject area.
2. Any student that performs or shows the potential to perform at an outstanding level in the population of students with the “same experience, age, or environment” in the school district. Supporting evidence must be submitted to the High Ability coordinator for review brought before the High Ability Committee. Recommendations are then submitted to the principal for approval. Evidence may include:
3. Any student who scores a Pass Plus on the ISTEP test and has a 6th grade teacher/elementary principal recommendation based on: interviews, portfolio review, and/or observations.
4. Any student that scores within 10 points of the Pass Plus cut score on the ISTEP and has a 6th grade teacher/elementary principal recommendations based on: interviews, portfolio review, and/ or observations.

\*Parents have the right to decline enrollment in the honors classes. Removal/Exiting an Honors Class

After enrolling in an Honors track class, students will only be removed from the after a parent/teacher conference with the High Ability Coordinator, principal, and guidance counselor, under three conditions:

1. The student no longer wishes to be on an Honors track and their parent/guardian removes them via exit form.
2. The student does not continue to achieve at an Honors level and the current teacher recommends they be moved to a regular level class for the next grade.
3. The student fails ISTEP+ or the annual test required by the Indiana Department of Education.

Qualifications for AP English or US History:

- Enrolled in Honors English previously
- Recommended by AP Potential based on PSAT performance
- 10th grade ISTEP CCR ELA test scores
- Past ISTEP performance
- English semester grades



- Teacher recommendations

### 8th Grade Algebra Credit

Algebra I will count as a high school credit as long as a student:

-Successfully completes Pre-Algebra as a 7th grader

-Completes Algebra I with a B (80%) or higher both semesters

-Scores a 25/30 (83%) or higher on the Hanna-Orleans Algebra test in February of their 8th grade year or has the teacher's recommendation to move on to Geometry as a 9th grader. (complies with IC 20-36-5-1 Sec.1 (1))

-Passes the Math ISTEP as an 8th grader

-Agrees to an Academic Honors Diploma track in high school, assuring the students will enroll in three years of Math in high school (Geometry, Algebra 2, and Trig/Pre-Calc)

-If students choose a Core 40 diploma track, they must enroll in a Quantitative Reasoning class as a Junior from the current list provided at the time of enrollment

This policy would be retroactive to the class of 2016, when the new Core 40 graduation requirements take effect.

### Physical Education Flexibility

In conjunction with the State Board of Education guideline, which allows students to be awarded physical education credit for participation through extra-curricular activities and experiences, Wood Memorial High School has established the following guidance:

- Guidance and the building principal will work with the student and parent, through the four year planning process, when an opportunity is identified where the utilization of the physical education flexibility opportunity would be prudent for the development of a student. In making this determination, focus will be given to ensuring a rigorous and relevant academic plan, based on college and career readiness.
- Students wishing to engage in challenging academic content may request consideration to utilize the physical education flexibility opportunity.
- In order to be considered, a student should submit an application request to the building principal for consideration. The guidance counselor should also be included in this request.
- Following receipt of a request a review will be conducted to determine a go-forward plan and strategy.
- If approved for utilization, the student, as well as the parent, will be provided with information regarding the necessary process and approvals to complete the credit requirement (s).

### Policy in Regards to Student Records

The School Board policy regarding student records is in accordance with Public Law 93-380, Section

## 1. Family Educational Rights & Privacy Act of 1974.

Guidelines contained within the Student Record Act provides for the following:

- The parent has a right to examine any student record until the student is 18 years of age. Thereafter, only the students have the right to examine.
- The parent or student has a right to have the record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
- A record must be kept with each student record showing who examined it, on what date, and for what purpose.
- Certain persons may examine the record without a parent's consent; school officials, including teachers who have legitimate educational interests, officials of other school systems where a transfer is made, and certain representatives of the federal government with various limitations.
- Other persons may receive the records, if the parents specify the records to be released, the reasons for such release, and to whom. A copy must be sent to the parents if requested. The parent may also request and receive a copy of the record forwarded to another system with a transfer.
- A copy may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.

### **Release of Records**

East Gibson School District will not release any student records, or information, without a signed record release form or written request first being filed with the office. This form must be completed and signed by a parent if the student is under 18. Persons 18 or older must personally sign for the release of the records.

### **Access to Student Information by Military Recruiters**

In accordance with Indiana State Law, (I.C. 20-10.1-29) the school will permit access to the high school campus and will provide student directory information to official representatives of the United States Armed Forces, the Indiana Air National Guard, the Indiana Army National Guard and the service academies. Student Directory Information is defined, by law, as follows: Student Name, Student Address, Student Telephone Number (if listed or published), e-mail.

### **FERPA**

(The federal law regarding privacy) permits parents, guardians, or custodians to submit a signed, written request at the end of a student's sophomore year that such student directory information NOT be released to military recruiters. Such written notice must be provided to the guidance office by no later than September 1 of each school year.

### **National Honor Society**

The National Honor Society (NHS) and National Junior Honor Society (NJHS) are the nation's premier organizations established to recognize outstanding junior high and high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Chapter membership not only recognizes students for their prior accomplishments, but also challenges further development through active involvement in school activities and community service. Students in seventh and eighth grade (NJHS) and 11th/12th grade (NHS) will be invited

to apply for membership or as they rise to the 3.5 GPA requirement level in later grades. Students must be showing a 3.5 GPA or higher to be invited to apply and must maintain that through the remainder of their time in the organization as well as being willing to commit to acquiring community service and activity points to keep membership active. Additional prerequisites and expectations may be identified.

### **Southern Indiana Career and Technical Center**

Wood Memorial High School students are offered the opportunity to participate in a number of CTE (Vocational) curriculum opportunities. Courses in Auto Repair, Welding, Health Services, C.N.A., Criminal Justice, Computer Technology, Culinary Arts, ICE, Work Based Learning, Precision Machining, Radio/TV, and Education Professions are offered to our students through the Southern Indiana Career and Technical School.

In order to be eligible to apply for a course sponsored by the SICTCenter a students must meet the following criteria:

- Student must have passed Indiana state graduation assessment requirements;
  - Student must not have violated the Indiana state compulsory attendance law during his/her previous years of high school;
  - Students must not have exceeded the Indiana state and Wood Memorial High School truancy and unexcused attendance thresholds in any of his or previous years of high school:
    - Note: A student with 10 unexcused absences in any school year is considered a habitual truant and may also be considered for discipline up to and including out-of- school suspension and expulsion.
  - Students must have maintained a positive academic record for the previous years of his or her high school career, including:
    - Maintained a grade point average of 2.0;
    - Completing academic work as assigned;
    - Being on track to graduate with his/her cohort;
    - Completing required remediation activities.
  - Students must have maintained a positive behavioral record during his/her previous years of high school.

Note: In each instance of a student submitting a request for consideration to attend a cooperative sponsored course a review will take place, which will include, but not be limited to the items listed above. The principal will make the final decision, based on the data at hand, around whether or not a student has met the established criteria.

### **Withdraws/Transfers**

A student may not withdraw from school before graduation or his/her eighteenth (18th) birthday without written consent of his/her parent or guardian and the principal. An exit interview must be held with the student, the student's parent or guardian, and the principal before a student may withdraw. If the withdrawal is not due to financial hardship, the student's name must be reported to the Bureau of Motor Vehicles upon withdrawal from school and the student will be ineligible for a driver's permit or license or his/her driver's permit or license will be revoked until the student's eighteenth (18th) birthday.

Any student transferring to another school must bring a written note of explanation signed by the parents or legal guardian. All fines, fees, and obligations must be cleared before a transcript will be sent to the receiving school. The Principal will advise students of the proper withdrawal procedures.

### **Cafeteria**

The cafeteria is for the benefit of the students. Nutritious and well-cooked food is sold as near to cost as possible. All students must eat in the cafeteria whether they eat food prepared by the cafeteria or food brought from home. No one is allowed to leave the school during their lunch period.

A federally funded free and reduced price lunch program is available to eligible students. Information about the program is available in the general office. Meals may be paid for in the cafeteria or money may be placed on account in the cafeteria.

Each student will be assigned a lunch period. Students may go from the cafeteria to the library with a hall pass from a teacher, or to the office. Students may also go to the gymnasium as approved by the principal. Students are not to go into any part of the building, without approval by the principal, where classes are being conducted or leave school grounds.

Students may not go into the student or faculty parking areas any time during the school day, without permission from the principal or his/her designee.

### **Class Dues**

A student attending Wood Memorial High School is expected to pay a class due as follows:

- Seniors           \$6 (\$3 per semester)
- Juniors           \$6 (\$3 per semester)
- Sophomores   \$6 (\$3 per semester)
- Freshmen       \$6 (\$3 per semester)

Note: A student failing to meet the above requirements may not be allowed to attend class sponsored activities.

### **Extra – Curricular Participation**

A student may have his/her request to participate with an extra – curricular team, or club, suspended and/or revoked by the building principal at any time throughout the school year. This may occur if a student's discipline record is deemed to be in violation of Wood Memorial's student behavior guidelines. Such examples of this would include, but not be limited to the following examples:

- Extreme insubordination to a staff member, peer, or school visitor.
- Repeated classroom behavioral violations.
- An accumulation of more than three '0' s within a respective classroom.

### **Gymnasium/Football – Track Area**

At times students may be allowed access to the gymnasium or football field and track area during lunch. Students are to adhere to behavioral guidelines during lunch, just as they do during class periods. Students are not to be on the gym floor, without authorization, at any time during the school day. No rough play and / or competitive events will be allowed during this time. Students are to ensure no trash is discarded during lunch, other than in the appropriate receptacles.

### **Vending Machines**

Vending machines, located in the school buildings are available for student use during lunch times and after school only.

Students are not allowed to take food or drinks out of the cafeteria.

There is to be no food, including candy, gum, and other food items, nor drinks in the hallways, classrooms, library, or other areas of the junior high school and / or high school at any time, unless approval has been given by the building principal or his / her designee. This may occur in such instances in which a medical condition exists requiring a respective student to have a drink with them during the school day. Other instances may be approved upon review of their individual merit as applied to our commitment to always act for the best interests of our students.

### **Lockers (reference IC 20-33-8-32)**

Entering students are assigned a locker, which they use while enrolled at Wood Memorial Junior High School and Wood Memorial High School. Students are encouraged to never leave valuable items in their lockers.

The use of the locker is a privilege granted to students. A student who uses a school locker is presumed by law to have no expectation of privacy in that locker or the locker's contents. The school administration has the authority to examine the contents of any locker located on school property when there is reason to believe that the contents of the locker may include elements which: (a) present an immediate threat to the health, safety, or welfare of the student body; (b) are illegal to possess; (c) would contribute to the disruption of the normal educational program, or, (d) have been reported lost or stolen. A law enforcement agency may, at the request of the school administration, assist in searching a student's locker and locker contents.

### **Sales and Fundraisers**

All sales of candy, popcorn, and other such items during the school day are prohibited at Wood Memorial Junior High School and Wood Memorial High School. All sales (outside the regular school day) and Fundraisers must be approved by the building principal, 30 days prior to the launch of such projects.

### **Student Hall Passes**

Upon arrival at school the student is expected to adhere to the identified curriculum schedule provided to them. During class time students are not to be outside of their classroom unless authorized by the instructor. Student hall passes are to be minimized in order to ensure every opportunity for our instructors to administer a rigorous and relevant lesson, with a focus on utilizing "Bell – to – Bell" philosophies. The best chance for a student to develop their knowledge and skills is to be involved for the entire class period.

In the event a student is authorized to be outside of the classroom he /she must have a signed pass from their instructor. At no point and time is a student allowed to leave the school building and / or premises without approval of the building principal.

### **Textbook Rental and Fees**

For the convenience of students and parents, textbooks are provided on a rental basis at a very nominal cost. Textbook rental and instructional materials/supply fees are to be paid at the beginning of each school year. The amount and schedule for obtaining books will be announced prior to the opening of each semester. Free and Reduced textbooks are available to those who qualify. Students with questions about the application process should contact the office.

Textbooks and supplemental materials are the responsibility of the students to whom they are issued and must be returned in good condition, at the end of the semester. Lost or damaged books must be paid for at the list price, less one dollar. Students who may have a problem concerning payment should contact the principal's office.

### **School Bus Information**

While the East Gibson School District does furnish transportation, it does not relieve parents/ guardians of students from responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

In view of the fact that a bus is an extension of the classroom, the School Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among the children while on the bus or along the route, shall treat all children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge.

Each pupil shall be seated immediately upon entering the bus. No pupil shall stand or move from place to place during the trip. Loud, boisterous, or profane language or indecent conduct shall not be tolerated. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in an objectionable manner. No windows or doors will be opened or closed except by permission of the bus driver. No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door. Smoking will not be permitted on the school bus. In an effort to keep the bus clean for everyone, there should be no eating or drinking on the bus. The student should be waiting at the loading station designated by the driver, when the bus arrives.

Problems of discipline should be discussed early with the principal and parents and action planned before they become critical. Refusal to transport children or other punishment should be assigned in cooperation with the school authorities and enforced by the bus driver.

Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in a respectful and professional manner.

## **DON'T LOSE YOUR RIDING PRIVILEGE! FOLLOW THESE RULES:**

Observe the same conduct as in the classroom.

1. Be courteous, use no profane language.
2. Do not eat or drink on the bus.
3. Keep the bus clean.
4. Cooperate with the bus driver.
5. Do not smoke.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands and feet inside the bus.
9. Bus drivers are authorized to assign seats.

### **Student Drivers**

Students who elect to drive a motor vehicle (automobile, truck, van, motorbike, motorcycle, or scooter) to school at any time during the school year must comply with the following regulations.

1. The driver and vehicle must be legally licensed.
2. The vehicle must be operated in accordance with all state laws and regulations.
3. The vehicle must be parked in the students' parking lot.
4. The vehicle must be locked while parked in the students' parking lot.
5. The vehicle must display a Wood Memorial High School parking permit
6. The driver of the vehicle must register the vehicle in the principal's office.  
Registration is accomplished by securing a registration form from the office.  
Registration forms must be properly filled out and signed by the student driver and his or her parents and guardians.
7. Student drivers will be issued a numbered Wood Memorial High School Parking permit, which is to be displayed in/on the vehicle. Each motor vehicle, which is driven on campus, must have a numbered parking permit and park in the numbered spot, if assigned.
8. Parking permits can be purchased at the high school office for a \$2.00 charge; this amount will be \$5 if purchased after the completion of the first semester. The fee for other vehicles driven by the same student is one dollar (\$1.00).
9. The vehicle will not be driven during school hours, with the following exceptions:  
(a) Student drivers may drive during school hours to keep a medical or dental appointment. This appointment must be verified by a note from home signed by his or her parents or guardian; (b) A student driver may drive his vehicle if there is an emergency that has been verified by a phone call from a parent that the student is required to come home during school hours; (c) Enrollment in off campus class.
10. A student driver may not occupy any motor vehicle during school hours.
11. Student drivers will be permitted to leave school grounds only after their last scheduled class or activity. Students in the parking lot without permission may receive detention.
12. The speed limit around and on school property is 15 miles per hour. Students may lose their privilege of driving to school if speeding or reckless driving occurs.
13. In the parking lots students are requested to park in an orderly manner, adhering to the spaces marked by the painted lines. Students should pull into a parking

spot and not back in. Please help in avoiding double-parking and parking in a manner that blocks others in.

14. *The student parking lot is off limits to all students and visitors during the school day.* Parking space is available in the school parking lot, during school hours (6am to 3:10pm). Student drivers should park in designated areas. If the parking lot becomes overcrowded it will be necessary to limit parking to those students who must drive to school. Cars parked in a manner not adhering to the specified guidelines may be ticketed and hauled away at the owner's expense. The entrance and exit of the student parking lot must be kept free for access by fire equipment. Vehicles parked in unauthorized areas may be towed away at the owner's expense. Motorbikes and motorcycles shall be parked on the student parking lot and cannot be ridden during the school day. Students who operate a motor vehicle in an unsafe or an obnoxious manner will lose their privilege of driving the vehicle to school.
15. Students will not be allowed to drive to away student activities in which they are participating as a representative of Wood Memorial Junior High School and/or Wood Memorial High School unless they have a signed permission slip on file and have been approved by the principal, or his/her designee. Approval will be granted on a case – by – case basis and only for extenuating circumstances.

### **License/Permit**

1. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
  - Is a habitual truant under IC 20-8.1-5.1-9
  - Is under at least a second suspension from school for the last school year under IC 20-8.1-5.1-9 or IC 20-8.1-5.1-10
  - Is under an expulsion from school due to misconduct under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or 20-8.1-5.1-10
  - 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

If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school described in section 1, IC 9-24-2 (paragraph 3, 4 of the memorandum), the bureau shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:

- The person becomes eighteen (18) years of age.
- One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school

### **Work Permits**

Obtaining a work permit: A student can obtain a work permit by:

1. Presenting an intent to employ (which is obtained by the employer or Issuing Officer.)
2. Presenting one of the following:



- Birth Certificate
- Driver's License and /or Learner's Permit

*Note: Wood Memorial requires the following of all students with an active work permit:*

1. *Pass 5 credited classes each scheduled report period at 9 and 18 weeks.*
2. *A student cannot exceed two (2) suspensions per semester.*

Guidelines to termination of work permit Level 1-

Probationary Work Permit

The issuing administrator will notify the parents and employers of a potential problem when a student is not passing five (5)-credited classes each scheduled report period.

Probationary work permit means that the parents and employers are being asked to work with this student to see that he/she is receiving enough study time to bring their grades or attendance back to an acceptable level.

Level 2- Restriction of work permit hours

A student who has not passed 5 credited classes for two consecutive scheduled report periods will be restricted. A letter will be mailed to the parents and employers restricting hours of work during the school week (Sunday evening through Thursday evening) to 10 total hours. A student will be able to work Friday & Saturday as allowed by the guidelines set by the Indiana Department of Labor.

Level 3- Termination of Work Permit

A student who has not passed 5 credited classes or exceeds the two suspensions per semester for a third consecutive scheduled report period will be terminated. A letter will be mailed to the parents and employers notifying them that the State Board of Labor is pulling the work permit. The student will not be eligible for another work permit until the next scheduled report period.

If a student fails to meet the guidelines for the 3rd consecutive time and it is the last report period prior to summer break, the student will be permitted to work through the summer and through the first 4 1/5 weeks of the next school year. Grades will be checked at that time and a decision will be made.

## **Bicycles**

Students utilizing bicycles on school property are reminded of the following safety guidelines and school policy:

- Avoid riding on sidewalks.
- Obey all traffic laws.
- Ride with traffic.
- Be alert; an automobile cannot always stop as quickly as you think.
- Do not dart into the streets.
- Do not use your bicycle as a weapon by trying to run people down.
- Park bicycles in designated areas only on the south side of the gym using the bike rack. Students who park bikes in non-authorized areas will not be permitted to ride them to school.
- The school is not responsible for bicycles parked on school property. Lock them!

## **Nurse's Office**

The nurse's office is located in the elementary school area. The nurse is on call for emergencies.

Students will be admitted to the nurse's office only if they have a hall pass signed by a teacher, except in case of emergency or outside of assigned class time. When the nurse is not available, the student should report to the administrative assistant's Office.

In case of an emergency, a student should notify the nearest teacher. **STUDENTS ARE NOT TO USE THEIR CELL PHONES TO CALL OR TEXT PARENTS WHEN THEY FEEL ILL.**

Students who violate this policy may receive a disciplinary consequence as identified by the principal, or his/her designee. All excused absences for illness should go through the nurse's office or administration.

A student who is too ill to report to class or to remain in class must report to the nurse's office immediately. It is not acceptable to remain in a restroom or other area while ill.

*All prescription and OTC medication must be brought to the nurse's office where it will be properly secured. Medication of any kind may not be sent to school in a student's lunch box, backpack, pocket, or other means on or about his/her person. Any medication brought in must be in the original container. Pharmacies will give you an extra bottle if you inform them you need it for school. Failure to follow this policy will result in disciplinary action including suspension.*

*Tylenol, Advil, Midol and Tums are provided by the nurse's office to be given only if the permission to give the medication sheet is filled out and signed by the parent. This form is found in the registration packet.*

*Written parental permission and instructions for medication must be on file for any medication to be administered to a student. Physician consent is required for prescription medication. The school nurse must be notified of any student requiring medication while at school.*

*Self-administered medications will be allowed, with written parental and physician permission and instructions are on file and the medication is in its original container.*

*Any medication in the nurse's office at the end of the year will be disposed of.*

## **Emergency Medical Treatment**

Each student must have a file in the office, a form that indicates where parents or guardians can be reached in case of need for emergency medical treatment. Consent may be given for emergency medical treatment in the event that any illness or accident occurs at a time when parents or guardians cannot be contacted.

## **Immunizations**

If students do not provide a complete immunization record, medical exemption, religious exemption or immunization schedule approved by a physician or the local health officer, the student cannot remain in school. The school may elect to give a student a 20-day waiver to meet this requirement. It is absolutely necessary that all students on an approved schedule are followed to completion.

## **Insurance**

THE BOARD OF SCHOOL TRUSTEES IS NOT GENERALLY RESPONSIBLE FOR INJURIES OF CHILDREN AT SCHOOL or at places under school auspices and cannot pay damages, hospital or medical bills, regardless of the seriousness of the case. A student protection plan has been approved. At the beginning of the school year, each student is given the opportunity to purchase student protection insurance. This is a voluntary plan, and parents may purchase it if they so desire.

## **Extra – Curricular Opportunities and Athletics**

Athletic Student Handbook Athletic Department Philosophy

The Athletic Department Philosophy of Wood Memorial Junior High School and Wood Memorial High School will be consistent with the educational philosophy of the total educational program of the East Gibson School Corporation. Students, who have the interest, should have the opportunity to participate in competitive interscholastic athletics, provided that such activities do not interfere with the student's educational development. The athletic program will provide a wide range of sports and give equal consideration to both boys and girls programs. The main purpose of the total athletic program will be to help prepare the students to meet the challenges of our democratic society.

## **Athletic Code-of-Conduct (Extra-Curricular)**

Participation in the Athletic Program and Extra – Curricular activities at Wood Memorial Junior High School and Wood Memorial High School is an important part of the total educational program and is a very enjoyable and rewarding experience. Participation in athletics and/or extra-curricular activities at Wood Memorial Junior High School and Wood Memorial High School is a privilege and not a right; a student is expected to set a good example as a student, as a citizen, and as an athlete to other students, parents, and community members in our school district and in other communities. This responsibility extends to conduct and appearance on and off the playing/performance field throughout the calendar year. Students who quit a sport during the season must remain out for the remainder of the season; however, they are permitted to try out again next school year.

This Athletic Code of Conduct (Extra-Curricular) is adopted for all Wood Memorial Junior High School and Wood Memorial High School interscholastic sports and extra-curricular activities, will be in effect for the entire calendar year, and will create uniformity of disciplinary action throughout the athletic and extracurricular programs. This Code pertains to all student athletes, managers, cheerleaders, and members of extra-curricular activities (clubs) in grades 7 through 12.

All students who choose to participate in extracurricular activities at Wood Memorial High School and Wood Memorial Junior High School shall abide by the following rules and any other rules as disseminated by their coach or sponsor. These rules of conduct shall begin with a student's entry into the Wood Memorial High School and Wood Memorial Junior High School program and continue until said association has concluded. Participants and their parents, or guardian, shall be required to review and sign off on the extracurricular code of conduct each year. This action in no way indicates that these rules are anything other than a full career.

Further, students choosing to participate in extracurricular activities at Wood Memorial High School and Wood Memorial Junior High School are expected to adhere to all guidelines

established for student behavior, including ensuring the consistent adherence to high moral and ethical character levels expected of our students. Students and parents may reference the student handbook for more information.

The student shall receive a copy of the Athletic and Performance Code of Conduct Handbook prior to the start of their respective season.

1. The Wood Memorial athlete/extra-curricular activity member agrees to abstain at all times during the calendar year from the use of tobacco, alcohol, illegal drugs, unlawful use of prescription drugs, and any illegal or criminal activity that is incompatible with the goals and standards of the East Gibson School Corporation, and will be subject to the penalties outlined below. Under this code there are four circumstances, which a student can be subject to the penalties established in this code:
  - Notification by a verified police report or court action
  - Determination of a positive result from saliva, urine, breathalyzer, or blood test
  - Direct observation of a violation by a member of the school staff
  - Any other method of proof deemed reliable by the school administration

A violation of the identified code of conduct and performance code will carry with it one of a three tiered consequence process.

### **First Offense**

The extra-curricular participant shall be suspended for a minimum of 20% of the contests/events scheduled for that season. A fraction of .5 or above will be rounded up. Only those contests/events that count toward the wins and losses for an athletic season are considered toward the penalty for athletes, and no combination of junior varsity and varsity contests for any one given day may count for more than one event, even if there are multi-teams in the event. If the suspension falls near enough to the end of a season so that the full penalty of 20% of the contests cannot be assessed, the penalty shall carry over to the next season in which the extra-curricular student participates. The carry-over penalty will be based on a percent of the penalty served and the number of contests/events scheduled in the next extra-curricular season.

If the student violates the code-of-conduct while out of season, s/he will begin the penalty during the next extracurricular season in which s/he participates. If a student is caught using a combination of the above stated substances on one occasion, this constitutes not only the first infraction, but also the second and will fall under the penalty for the second offense.

If a student is academically ineligible at the time of the infraction, s/he will still miss 20% of the season's scheduled contests. (e.g. of regular season games (20) missing 4 games when the extracurricular participant becomes eligible).

### **Second Offense**

The second offense constitutes removal from the extracurricular competition/participation for the entire extracurricular season. If the second offense occurs between extracurricular seasons, the student will be removed from participation. An example is removal from competition of the current extracurricular season – remaining % of next extracurricular season. (Example: 60% at the end of fall sports and 40% at the start of the winter season). The student will also forfeit all rights to any awards for the extracurricular season.

### **Third Offense**

The third offense constitutes removal from the extracurricular activity for 365 days. The student will forfeit all rights to any awards for the extracurricular season in which s/he is currently participating.

Students violating this policy will not be allowed to circumvent the penalties. Attempts to circumvent additional penalties applied by a coach/sponsor by going out for a sport or extracurricular activity in which the student does not normally participate will be reported to the athletic director and principal by the coach/sponsor of the activity in which the student does not normally participate (e.g. if have not previously played sports, cannot count toward penalty).

Note: Additional penalties may be assigned by the extra – curricular sponsor and / or coach.

1. Felony or misdemeanor - Possible suspension up to one (1) year. Each individual case will be reviewed by the Administration and the Athletic Director and will be acted upon.
2. A student athlete/extra-curricular activity member shall display exemplary attitude, behavior and citizenship throughout the school year; the determination of whether the student athlete/extra- curricular activity member has failed to maintain that standard of behavior and attitude shall rest on the judgment of the coach/sponsor after consultation with the principal and athletic director. (Discipline by coach/sponsor.)
3. The conduct of all phases of participation in interscholastic/extracurricular activity including practice sessions, trips to and from athletic contests, and residence away from home or participation in athletic contests and participating in the contest/event itself, shall be in accordance to the rules and dictates of the coach/sponsor and Wood Memorial Junior High School and Wood Memorial High School. Insubordination, abusive or critical language toward anyone, fighting, lack of full cooperation, and lack of maximum effort are all examples of misconduct, which are strictly prohibited. (Discipline by coach/sponsor and/or athletic director/principal.)
4. Due Process

No penalty will be assessed without affording the student an opportunity for an informal hearing. At the hearing, the student is entitled to:

1. A written or oral statement of the charges against him/her.
2. A summary of the evidence against him/her, and
3. An opportunity to explain his/her conduct.

### **Guidelines for Imposing Discipline**

1. The coach/sponsor, the principal and athletic director should meet with the student and parents, if the parents desire, and explain, at one session, the nature of the infraction; the coach/sponsor and athletic director and principal should receive and consider any explanation, defense, or mitigation offered by the student or parents. The coach/sponsor, Athletic director and principal should weigh all the information and assess the appropriate penalty. The principal/assistant principal will be responsible to finalize the decision.

2. Students suspended for school related actions are not permitted to participate in any athletics/extra- curricular activities during their suspension.

### **Academic Requirements**

Each coach and extra-curricular sponsor will work with the athletic director and principal to make sure each student is meeting the required academic guidelines, with a focus for each student – athlete to be passing 5 solid classes in order to be eligible to participate in ECA activities at Wood Memorial Junior High School and Wood Memorial High School. If an athlete/extra-curricular activity member becomes ineligible he/she may practice at the discretion of the coach/sponsor, but will be unable to dress/participate for any contests/events during that time. Students involved in non – athletic ECA activities may not participate in any ECA event during the identified period. It is highly recommended that each coach, ECA sponsor, and parent pay particularly close attention to the academic progress of students involved in ECA activities.

### **School Attendance**

Student-athletes and students who participate in extra-curricular groups/clubs at Wood Memorial are ineligible for participation in athletics that day if they are absent from school the entire day due to illness. Students who have not signed in at the high school/junior high school office by 11:30 am because of illness or unexcused absence may not participate in after school activities the same day, unless permission is granted by the principal. In this instance a certified note...le...doctors...may be required. For weekend or non-school day participation, the athlete/e.c. a member is eligible for participation after an absence the day prior only if that has been an excused absence.

If an athlete has missed five consecutive days due to injury, or illness, he/she must present written verification from a physician stating that they are again physically fit to participate. No exceptions – An IHSSA rule.

### **Awards (Varsity Letter) in Each Sport**

The athletic director, in conjunction with the Wood Memorial Athletic Council, will identify the awards to be presented for the individual sport. The identified awards will include parameters for earning a Varsity Letter. A review of awards will be conducted on an annual basis.

### **Athletic General Rules and Policies**

1. Eligibility: An athlete must meet all the eligibility requirements of the Indiana High School Athletic Association as well as Wood Memorial Junior High School and Wood Memorial High School. The rules will be posted in the locker room area. Also, the rules are on the detachable part at the bottom of the physical certificate form.
  - Age: Athletes whose 20th birthday occurs before the date of state finals in their sport shall be ineligible for interscholastic competition.
  - Scholarship:
    - High school students: To be eligible scholastically, athletes must have received passing grades at the end of the last grading period (semester grades take precedence) in at least five solid subjects.

- Junior High students: To be eligible scholastically, athletes must have received passing grades at the end of the last grading period (semester grades take precedence) in at least five (5) solid subjects.
- Equipment: The athlete is responsible for all equipment issued to them. Therefore, the athlete must pay for any athletic equipment that is lost or damaged. School owned athletic equipment should be worn only for contests unless special instructions are given by the coach and is to be turned in after completion of the final contest. Failure to do so will create ineligibility from next season's sport until items are in.
- Insurance: Each athlete is responsible for providing his/her insurance coverage. This must be attested to in writing by the parent or legal guardian. No student will be allowed to participate without medical insurance. The athlete and his/her legal guardian will be given a "Student Athlete Insurance Voucher" for this purpose. The form must be signed by the athlete and his/her parent or legal guardian and filed with the athletic director before the student will be allowed to participate in practices or games.
- Transportation: All athletes are required to travel to and from away events on school provided transportation. Any exception to this will need to be made with the head coach prior to the date of the event. If parents wish to take their child home or have another adult transport their child, a note signed by the parent is required and should be given to the coach. Students will not be permitted to ride home with anyone other than an authorized adult.

## **Bullying**

Bullying is overt, repeated acts, including physical, verbal, or any other behaviors that are committed by a student or group of students against another student, with intent to harass, ridicule, humiliate, or intimidate the other student. Bullying shall be prohibited on school grounds, on a school bus, at a school bus stop, or any school-sponsored activity. All school discipline rules apply in regards to this type of student activity.

A student or parent who is aware of a possible bullying situation should contact the principal and/or assistant principal/administrative assistant to provide available information. Building administration will investigate such claim(s) in compliance with their established process. If due diligence identifies a situation in which bullying may well exist the authorities will be notified.

Wood Memorial High School and Junior High School shall not tolerate any bullying on school grounds or at any school activity and/or school function, on or off campus.

Reference Indiana Codes: I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

## **Hazing**

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the educational goals of the school and the school district and are prohibited at all times.

- No student, teacher, administrator, or other school/school district employee, contractor, to volunteer shall plan, direct, encourage, aid, or engage in hazing/
- No student, teacher, administrator, or other school/school district employee, contractor, or volunteer shall permit, condone, or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for the act.
- This policy applies to hazing behavior that occurs on, or off school property and during and after school hours.
- The school/school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, or other school district employee, contractor, or volunteer who is found to have violated this policy.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### **Reporting Procedures:**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district and/or building official. The building principal is the person



responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district and/or human rights officer or to the superintendent.

Teachers, administrators, other school district employees, as well as contractors and volunteers, shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint, or report of hazing, will not affect the complainant, or report's future employment, grades, or work assignments.

### **School Action**

Upon receipt of a complaint or report of hazing, the school/school district shall undertake or authorize an investigation by school/school district officials, or a third party designated by the school/school district.

The school/school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school/school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School/school district action taken for violation of this policy will be consistent with other school policies and applicable agreements, as well as be in conjunction with the laws of the state of Indiana.

### **Reprisal**

The school/school district will take appropriate action against any student, teacher, administrator, or other employee of the school/school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Dissemination of Policy**

This policy shall appear in the school's student handbook and in each school building's staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

IC 35-42-2-2. Criminal recklessness, element of hazing, liability barred for good faith report or judicial participation

1. A person who recklessly, knowingly, or intentionally performs an act that creates a substantial risk of bodily injury to another person commits criminal recklessness. Except as provided in subsection (b), criminal recklessness is a Class B misdemeanor.
2. The offense of criminal recklessness as defined in subsection (a) is: a Level 6 felony if:

- It is committed while armed with a deadly weapon; or
- The person committed aggressive driving (as defined in IC 9-21-8-55) that results in serious bodily injury to another person; or a Level 5 felony if:
- It is committed by shooting a firearm into an inhabited dwelling or other building or place where people are likely to gather; or
- The person committed aggressive driving (as defined in IC 9-21-8-55) that results in the death of another person. As added by Acts 1976 P.L. 1487, SEC. 2. Amended by Acts 1977, P.L. 340, SEC. 31; Acts 1981, P.L. 300, SEC. 1; P.L. 323-1987, SEC. 1; P.L. 216-1996, SEC. 17; P.L. 1-2003, SEC. 94; P.L. 75-2006, SEC. 3; P.L. 158-2013, SEC. 423.

#### IC 35-42-2-2.5 Hazing; good faith reporting

1. As used in this section, "hazing" means forcing or requiring another person:
  1. With or without the consent of the other person; and
  2. As a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.
  3. A person who knowingly or intentionally performs hazing commits a Class B misdemeanor. However, the offense is a Level 6 felony if it results in serious bodily injury to another person, and a Level 5 felony if it is committed by means of a deadly weapon.
  4. A person, other than a person who has committed an offense under this section or a delinquent act that would be an offense under this section of the violator were an adult, who:
    - Makes a report of hazing in good faith;
    - Participates in good faith in a judicial proceeding resulting from a report of hazing;
    - Employs a reporting or participating person described in subdivision (1) or (2); or
    - Supervises a reporting or participating person described in subdivision (1) or (2);
 Is not liable for civil damages or criminal penalties that might otherwise be imposed because of the report or participation.
1. A person described in subsection c (1) or c (2) is presumed to act in good faith.
2. A person described in subsection c (1) or c (2) may not be treated as acting in bad faith solely because the person did not have probable cause to believe that a person committed:
  - An offense under this section; or
  - A delinquent act that would be an offense under this section if the offender were an adult.

#### **Parent Meetings**

Each coach and extra-curricular club/team sponsor should hold a parent meeting prior to the first contest of the season. Each participant should be represented at this meeting. Failure to do so will result in ineligibility for that student/student-athlete until his/her parent either: a. attends the scheduled meeting or b. has a private documented meeting with the coach. At that meeting, all team rules should be reviewed, including emphasis on the chain-of-command for complaints and concerns; problems need to be solved at the lowest level possible of the chain. Further, the coach/e.c. sponsor will review the school guidelines and policy around Bullying and Hazing. Parents will be required to sign an agreement indicating their child will abide by these, as well as all school guidelines, as a requirement for participating. A student/student-athlete will not be

allowed to participate in any team/ club activities, including meetings, fundraisers, conditioning events, practices, nor contests until such the agreement has been completed and returned to the athletic director/athletic office. The athletic/ extracurricular code of conduct should be reviewed with the parents as well. Ignorance of our rules will not be allowed as an excuse for anyone participating in athletics and/or extra-curricular organizations. The athletic director will attend each varsity meeting to explain the 24-hour rule to eliminate confrontations following contests.

### **24-Hour Civility Rule**

Athletics can be an emotional experience for athletes, coaches, parents, and relatives. In order to remove emotion from this setting, there is to be no contact between parents/guardians/relatives and the coach or administrator immediately following a contest. Calmer heads need to prevail on behalf of our student-athletes. Failure to follow this rule may limit the offending party's ability to attend athletic contests involving Wood Memorial athletic teams. Everyone is expected to serve as a role model.

## **EAST GIBSON SCHOOL CORPORATION CONCUSSION AND HEAD INJURY POLICY**

As of July 1, 2012 a new law "Student Athletes: Concussions and Head Injuries" (IC 20-34-7) will take effect.

The East Gibson School Corporation will distribute information sheets to inform and educate East Gibson School Corporation coaches, physical education teachers, students, student athletes, and parents of a student and a student athlete concerning the nature and risk of concussion and head injury including the risks of continuing to play after a concussion or head injury. The East Gibson School Corporation will require that each year, before beginning practice for an interscholastic, intramural sports, or physical education class, a grade 5 -12 student, student athlete and the student's and student athlete's parents must be given an information sheet, and both the student and the parent must sign and return the Concussion Acknowledgement and Signature Form to the student athlete's coach or student's physical education teacher. WMJH/ WMHS student athlete's coach or physical education teacher will give the acknowledgement to the athletic office for filing. Elementary student athlete's coach or physical education teacher will give the acknowledgement to the Principal's Office for filing. A grade 5-12 student or athlete who is suspected of sustaining a concussion or head injury in a practice, a game, or physical education class, shall be removed from play at the time of the injury.

The student or student athlete who has been removed from play may not return to play until the student or student athlete has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries; and receives a written clearance to return to play from the health care provider who evaluated the student athlete; and not less than twenty-four (24) hours have passed since the student athlete was removed from play.

Prior to coaching, all football coaches and assistant football coaches shall complete an approved certified coaching education that includes concussion awareness, equipment fitting, proper technique, and heat emergency preparedness. A coach shall complete a course not less than once during a two (2) year period. However, if the coach receives notice from the organizing entity that new information has been added to the course before the end of the two

(2) year period, the coach must complete instruction and successfully complete a test concerning the new information. Certificates of completion shall be kept on file in the high school athletic office.

All other East Gibson School Corporation coaches and physical education teachers will be required to participate in the CDC (Centers for Disease Control and Prevention) online concussion training, completing a concussion certification course. Each school year, prior to any practices, games, or physical education classes, every EGSC coach and physical education teacher must turn in the concussion training certificate of completion to the elementary/high school athletic office for filing.

The East Gibson School Corporation will post the “Student Athletes: Concussion and Head Injuries Law” (IC-20-34-7), Senate Enrolled Act (SEA) 234, Student Fact Sheet, Parent Fact Sheet, IDOE’s FAQ, Concussion Acknowledgement and Signature Form, and the Concussion Evaluation and Release to Play Form for Licensed Health Care Providers forms on the Corporation website. All forms will also be available in the school offices.

### **Feeding Students**

Students with a diagnosis of a chronic disease requiring emergency medication must have the emergency medication available to them at all times. Please notify the nurse’s office or administration if these students are not carrying their emergency medications with them each day to practice or games.

When feeding students with a diagnosis of food allergies during extra-curricular activities, the students must be given food with an ingredient label, food from the cafeteria, designated for that student, or food from home. One cannot assume that a food is safe without first reading the label.

Students diagnosed with food allergies must be given a safe option when eating a meal with the respective team and/or group. This may include food from home, food from the cafeteria, designed for the respective student, or consulting with parents and/or school nurse to determine a safe option.

### **Non-Discrimination Policy**

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

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

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

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

## **504**

Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance.

Section 504 defines a person with a disability as anyone who . . . Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function.

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

### **School Safety Drills**

An announced fire drill will be held monthly. Follow the "Rules for Safety" and "Fire Drills Schedule" that are posted in each room. It is the responsibility of each student to be familiar with the fire drill route in each of his respective classrooms. WALK QUIETLY. In case an exit is blocked,

follow the directions of the teacher. In all cases, move quickly and quietly out of the building. Students are to remain outside of the building until a signal is given to return inside.

Severe weather drills will be held at regular intervals and are an important safety precaution. Follow the "Procedures for Emergencies Other Than Fire or Explosion" that are posted in each room.

Students will be trained on expectations related to other safety drills, such as lockdown procedures. Videotaping and Picture Taking

During School Day, unless approved by the principal for educational purposes:

Students are not allowed to videotape school or school related activities and/or take pictures in school without proper permission from a school authority (teacher or administrator). Posting unapproved video/pictures on YouTube, Facebook, or other Internet social networking site may lead to a student's suspension/expulsion from school.

### **Title IX and Section 504**

It is the policy and belief of the East Gibson School Corporation schools that education services, employment, programs, instruction, and facilities will not be denied to anyone as a result of one's race, color, religion, sex, limited English proficiency, national origin, or physical disabilities. Inquiries regarding compliance with Title IX and Section 504 may be directed to the building principal.

### **Weather Related Situations**

When weather is such that the regular school schedule is disrupted a decision will be made through communication with the superintendent's office regarding scheduled events on the calendar for after school hours. This will include a review of the status for athletic contests,

practices, extra – curricular events, and any other planned facility use and student participation. These decisions will be communicated through multiple means, including Twitter and PowerSchool. The safety of our students will be of utmost concern when making these decisions.

### **East Gibson School Corporation Policy on Sexual Harassment**

It is the policy of the East Gibson School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for a student to harass another student through conduct or communication of a sexual nature. It shall also be a violation of this policy for any employee or volunteer to harass another employee or student through conduct or communication of a sexual nature.

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure in the policy or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation.

The complete Sexual Harassment Policy and Guidelines adopted by the East Gibson School Corporation Board of Trustees including reporting forms is available in the administrative office. The East Gibson School District has adopted the 2018-2019 student handbook and its content. Please review all disciplinary rules and procedures and sign below that you have received a copy of your 2018-2019 Wood Memorial Junior High School and Wood Memorial High School rules. Further, through this document I confirm I have been informed of the guidelines and policies as set forth by the East Gibson School Corporation, Wood Memorial High School and Wood Memorial Junior High School.

## Seclusion and Restraint Plan

- **Seclusion and Restraint Plan**

- USE of Restraint

- Restraint shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others.
- Restraint shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.
- Restraint shall only be conducted by staff members who have received nonviolent intervention training by the school in the use of restraint procedures with the following exceptions: Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in crisis intervention training program.
- Restraint shall last only as long as is necessary for the student to regain behavioral stability, and the risk of injury has ended.
- Mechanical or chemical restraints are not authorized in school.\
- Prone (lying on the back and face down) or Supine (laid on back and face up) forms of restraint are not authorized and shall be avoided.
- Seclusion or restraint shall never be used in a manner that restricts a child's breathing or harms the child.
- Every instance in which seclusion or restraint is used, shall be carefully, continuously, and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

- WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED

- Restraint shall not be used unless there is imminent risk of injury to the student or others.
- A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in restraint. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.
- When known medical or physical condition of the student would make the restraint procedures dangerous for that student (e.g. students with heart or circulatory conditions, asthma, etc.) they shall not be employed
- Restraint shall never be used as a punishment, or to force compliance with staff commands.

- **USE OF SECLUSION**

- Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.
- Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.
- Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others. Seclusion shall only be employed by staff members who have received specific Geist Montessori Academy approved crisis intervention training in the use of seclusion procedures.
- Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
- Time out procedures that do not constitute seclusion are permitted in school.
- All seclusion environments shall be inspected and shall:
  - Be of reasonable size to accommodate the student and at least one adult.
  - Be of reasonable size to permit students to lie or sit down.
  - Have adequate ventilation including heat and air conditioning as appropriate.
  - Have adequate lighting.
  - Be free of any potential or predictable safety hazards.
  - Permit direct continuous visual and auditory monitoring of the student.
  - Permit automatic release of any locking device if fire or other emergency in the school exists.
  - Shall meet current fire and safety codes.
- **WHEN SECLUSION PROCEDURES SHALL NOT BE EMPLOYED**
  - When the substantial imminent risk of injury no longer exists.
  - When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g. students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).
  - Seclusion shall never be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress, and can communicate with the student. Students shall be permitted to use the restroom upon request, pending the student's behaviors no longer pose a risk to themselves or others. They will be escorted to and from the restroom.
  - Students shall be provided water on request.
  - Seclusion shall never be used as a punishment, or to force compliance with staff commands. As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury



to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint

- **TIME-OUT:**
  - Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.
  
- **Removal of Driver's License / Permit / Work Permit**
  - Note: The Word Driver's License could be exchanged with Drivers Permit, or Work Permit. All may be restricted or invalidated based on the following listed conduct.
  - TRUANCY AND DRIVER'S LICENSE/PERMIT RESTRICTION
    - This policy is adopted pursuant to Indiana Code regarding the restriction of driver's licenses and permits.
  - SECTION I – HABITUAL TRUANT
    - Indiana Code provides that the Bureau of Motor Vehicles may not issue a driver's license or beginner's permit to a student who is:
      - 1. Under eighteen (18) years of age;
      - 2. An habitual truant; and
      - 3. Identified in a list submitted to the Bureau of Motor Vehicles until the student becomes eighteen (18).
  - A. Indiana Code 9-24-2-1 provides that any person under the age of eighteen (18) who is determined to be an
    - habitual truant as defined by School Board policy cannot be issued an operator's license or learner's permit until the age of eighteen (18).
  - B. The term "truant" is defined as a student who willfully refuses to attend school.
  - C. The term "habitual truant" is defined as a student who willfully refuses to attend school for ten (10) days during any one school year.
  - D. One to two class trancies, in any one-day, will be equivalent to a half day of truancy. Three or four class trancies, in any one day, will be equivalent to a full day of truancy.
  
- **PROCEDURE**
  - 1. When a student has two (2) trancies, the student and the student's parents shall be notified and a conference requested by the principal.
  - 2. When a student has three (3) trancies, the student and the student's parents shall be notified by certified mail.
  - 3. When a student has four (4) trancies, the principal shall notify the Bureau of Motor Vehicles that the student is an "habitual truant."
  - 4. When trancies are on consecutive days, notification to students and parents shall be as soon as the administration can determine that trancies have occurred.
  
- **REVIEW**
  - 1. The principal shall review the habitual truant's attendance record twice annually, by December 1 and June 1 to determine if the prohibition against receipt of an operator's license or learner's permit shall continue. The principal

shall be guided by the following factors:

- A. At least 60 school days must have elapsed in order to have a significant sampling upon which to make a determination of improved attendance.
- B. The number of absences since the initial determination or designation and the reasons for each shall be reviewed. One absence based on truancy shall cause the principal to recommend that the aforementioned prohibition shall continue.
- 2. If a student who has been designated and/or determined an habitual truant and remains ineligible to obtain a license/permit properly quits this school system or transfers to a public or non-public school, the principal shall no longer be under a duty to conduct the review. Conversely, if such a student moves or transfers to this school system, the principal shall conduct the appropriate review.
- 3. The principal shall forward his/her recommendation to the Board of Trustees for its review and determination. If the prohibition against receipt of the license or permit is removed, the principal shall notify the State Bureau of Motor Vehicles. The removal of the prohibition, however, shall not cause the number of truancy days to be erased for purposes of later determining that a student is a repeat habitual truant under this policy.
- SECTION II – ISSUANCE OF LICENSE OR PERMIT
  - 1. An operator’s license or learner’s permit may not be issued to a person less than eighteen (18) years of age who:
    - A. Is under at least a second suspension from school for the school year under IC. 20-8.1-5;
    - B. Is under an expulsion from school under IC 20-8.1-5;
    - C. Has been determined to be a habitual truant; or
    - D. Withdraws from school for a reason other than financial hardship before graduation.
  - 2. If a student is suspended for the second time in a school year, the student or the student’s parents have the right to a due process hearing under IC 20-8.1-5. The decision of the hearing examiner shall be final.
  - 3. If a student receives a second suspension from school or is expelled from school under applicable law, the principal shall notify the Bureau of Motor Vehicles that the student is not eligible to receive a license or permit and the date when the student will become eligible.
- SECTION III – INVALIDATION OF LICENSE OR PERMIT
  - 1. If a person is less than eighteen (18) years of age and is under a second suspension, expulsion, is determined to be a habitual truant, or withdraws from school for a reason other than financial hardship before graduation or reaching the age of 18, the Bureau of Motor Vehicles shall, upon notification by the person’s principal, invalidate the person’s license or permit until the earliest of the following events:
    - A. The person becomes eighteen (18) years of age.
    - B. One hundred twenty (120) days after the person is suspended or the end of the semester which the person returns to school, whichever is longer.
    - C. The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5.

- D. The student has enrolled in a full-time or part-time education program and has participated for 30 or more days in the program. The student must submit to the Bureau of Motor Vehicles a statement which contains the verified signature of the principal notification that the student has complied with the conditions of this paragraph.
- 2. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances with each notice indicating the last day of the semester in which the student returns to school.
  - A. The student receives a second suspension from school in any one school year; if a student is suspended for the second time in a school year, the student or the student's parents have the right to a due process hearing under IC 20-8.1-5. The decision of the hearing examiner shall be final.
  - B. The student is expelled from school for any reason established by state statute and/or this school system for the grounds stated in Indiana Code 20-8.1-5-5(1).
  - C. The student has been determined to be a habitual truant.
  - D. The student who is under the age of 18 years has withdrawn from school for reasons other than financial hardship. Should any such second suspension be reversed after the student has utilized the procedures under Indiana Code 20-8.1-5, the principal shall notify the State Bureau of Motor Vehicles directly in writing.

I have reviewed and acknowledge the 2022 - 2023 Wood Memorial Junior High School and Wood Memorial High School student handbook.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Note: The Wood Memorial High School and Wood Memorial Junior High School Student Handbook may be referenced at: [www.wmhs.egsc.k12.in.us](http://www.wmhs.egsc.k12.in.us) and [www.wmjhs.egsc.k12.in.us](http://www.wmjhs.egsc.k12.in.us).