

# Fountain Central Jr-Sr High School Student Handbook 2018/2019



## **WELCOME**

Welcome to Fountain Central Jr Sr High School. Your student handbook has been designed to give you a clear picture of the operations here. As you become thoroughly acquainted with it, you will know what is expected of you as a student. We wish you success as you accept the challenge of involvement in the academic, social, and extracurricular activities of Fountain Central Jr Sr High School.

## **VISION**

Fountain Central Jr Sr High School is preparing all students to be academically competitive, to accept responsibility, and to achieve at their highest level of ability. We embrace community involvement to enhance the educational achievement of our students.

## **MISSION**

The Fountain Central Junior-Senior High School community shall provide all students with a safe and caring learning environment. Students will be provided the opportunity to develop into well-rounded, responsible, productive citizens. To meet the needs of students as they prepare to assume productive roles in society, we accept the responsibility to provide curricular, co-curricular, and extra-curricular opportunities that reflect the ever-changing demands of the global community.

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**FOUNTAIN CENTRAL JR-SR HIGH SCHOOL**  
**STUDENT HANDBOOK 2018-2019**  
**FOUNTAIN CENTRAL JR-SR HIGH SCHOOL WILL**

- Provide curriculum and instruction designed to develop students' literacy skills in reading, writing, speaking, and reasoning with all levels, grades, and disciplines,
- Promote the development and use of best practices for effective instruction,
- Provide access to the technology that supports teaching and learning
- Establish high academic standards and measure their attainment using a variety of assessments,
- Provide for on-going evaluation and revision of existing courses and programs,
- Provide an educational program that reflects local, state, and national standards,
- Provide opportunities and resources to promote student success on local, state, and national assessments,
- Provide a variety of extracurricular and co-curricular activities designed to develop students' talents, creativity, and self-esteem,
- Strive to meet the individual needs of our students by promoting greater personalization within the learning communities of the school,
- Provide a safe, respectful, responsive, and inclusive learning environment that promotes physical, emotional, social, and mental wellness,
- Create a learning environment that models and reflects understanding and appreciation of all cultural identities, and
- Foster effective communication among staff, students, parents, families and the community.

**ADMINISTRATION**

Superintendent .....	Mr. Doug Allison
Principal .....	Mr. Bill Chestnut
Assistant Principal .....	Mrs. Ashley Hammond
Activities Director .....	Mr. Jason Good
Building and Grounds Director .....	Mr. Brian York
Transportation Director .....	Mrs. Angie Daugherty

**OFFICE STAFF**

Guidance Director .....	Mrs. Lisa Jones
Counselor .....	Mrs. Emily Watson
Guidance Secretary .....	Mrs. Cheryl Yager
Technology Director(s).....	Mr. Eric Cunningham, Mr. Paul Davis
Principal's Secretary .....	Mrs. Chelsey Campbell
Attendance Secretary .....	Mrs. Amie Bowling
Athletic Secretary .....	Mrs. Tammy Pyle
Nurse .....	Mrs. Megan Fishero

## SCHOOL INFORMATION

SCHOOL ADDRESS ..... 750 E. US HWY 136  
 VEEDERSBURG, IN 47987

SCHOOL PHONE NUMBER ..... (765) 294-2206

SCHOOL FAX NUMBER ..... (765) 294-3204

SCHOOL WEBSITE ..... WWW.SEFSCHOOLS.ORG

SCHOOL MASCOT ..... MUSTANGS

SCHOOL COLORS ..... BLUE AND GOLD

SCHOOL SONG ..... NOTRE DAME VICTORY MARCH

## SCHOOL CALENDAR 2018-19

August 7 ..... First Student Day

August 24 ..... 1st 3-week report (Q 1)

September 3 ..... Labor Day – No School

September 12 ..... FCHS Parent-Teacher Conference

September 12 ..... 2nd 3-week report (Q 1)

October 05 ..... End of 1st Grading Period

October 17-19 ..... Fall Break

November 2 ..... 1st 3-week report (Q 2)

November 21-23 ..... Thanksgiving Break

November 30 ..... 2nd 3-week report (Q 2)

December 20 ..... End of 1st Semester

End of First Semester

December 21-January 1 ..... Christmas Break

January 2, 2018 ..... School Resumes

January 25 ..... 1st 3-week report (Q 3)

February 15 ..... 2nd 3-week report (Q 3)

February 18 ..... President's Day (NS)

March 08 ..... End of 3rd Grading Period

March 18-22 ..... Flex Days

March 25-29 ..... Spring Break

April 12 ..... 1st 3-week report (Q 4)

May 2 ..... 2nd 3-week report (Q 4)

May 3 ..... Flex Day - Prom

May 22 ..... Last Student Day

May 23 ..... Flex Day/Last Teacher Day

May 24 ..... Flex Days

May 24 ..... Graduation @ 7:00 pm

End of Second Semester

## BELL SCHEDULES – HIGH SCHOOL

### REGULAR SCHEDULE

Period 1 .....	7:50 – 8:39
Period 2 .....	8:44 – 9:33
Period 3 .....	9:38 – 10:27
RTI .....	10:32 – 10:57

A Lunch ..... 10:57 – 11:23

Period 4..... 11:27 – 12:22

B Lunch..... 11:27 – 11:53 (JH)

C Lunch ..... 11:57 – 12:22

Period 4..... 11:01-11:57

Period 5 .....	12:27 – 1:16
Period 6 .....	1:21 – 2:10
Period 7 .....	2:15 – 3:05

### WEDNESDAY SCHEDULE

Period 1 .....	8:40 – 9:23
Period 2 .....	9:28 – 10:11
Period 3 .....	10:16 – 10:59

A Lunch..... 10:59 - 11:25

Period 4 (C)..... 11:03 – 11:50

B Lunch..... 11:25 - 11:50 (JH)

C Lunch ..... 11:50 - 12:16

Period 4 (A) ..... 11:29-12:16

RTI ... .. 12:20 – 12:39

Period 5 .....
 12:44- 1:28 |

Period 6 .....
 1:33 – 2:16 |

Period 7 .....
 2:21- 3:05 |

### TWO-HOUR DELAY SCHEDULE – H.S. & J.H.

Period 1 .....	9:50 – 10:24
Period 2 .....	10:28 – 11:02
Period 3 .....	11:06 – 11:40
Period 4 .....	

A Lunch..... 11:40 – 12:06; High School 12:10 – 1:02

B Lunch..... 12:08 – 12:33; Junior High

C Lunch ..... 12:36 – 1:02 ; High School 11:44 – 12:36

Period 5 .....
 1:06 – 1:42 |

Period 6 .....
 1:46 – 2:22 |

Period 7 .....
 2:26 – 3:05 |

\*4<sup>th</sup> period for Junior High will be split by lunch.

## **BELL SCHEDULE – JR. HIGH**

### **REGULAR SCHEDULE**

Period 1 .....	7:50 – 8:39
Period 2 .....	8:44 - 9:33
Period 3 .....	9:38 – 10:27
RTI .....	10:32 – 10:57
Period 4.....	11:01-11:27
B Lunch.....	11:27 – 11:53 (JH)
Period 4 .....	11:57-12:22
Period 5 .....	12:27 – 1:16
Period 6 .....	1:21 – 2:10
Period 7 .....	2:15 – 3:05

### **WEDNESDAY SCHEDULE**

Period 1.....	8:40 – 9:23
Period 2.....	9:28 – 10:11
Period 3.....	10:16 – 10:59
Period 4.....	11:03 – 11:25
Lunch.....	11:25 – 11:50
Period 4.....	11:55 – 12:16
RTI .....	12:20 – 12:39
Period 5.....	12:44 – 1:28
Period 6.....	1:33 – 2:16
Period 7.....	2:21 – 3:05

## **ATTENDANCE**

Regular attendance is essential for a student's success in school. The law requires that persons the ages of 7 through the age of 16, (age 17 without parental consent) and those persons not within ages, but who are enrolled as a student, are to be in attendance during each assigned period of each day that school is in session. The primary responsibility to see that this is accomplished lies with the parent and the student.

The attendance habits and records that are formulated during a student's formal education have a life-long effect. The student's attendance record is recorded on their permanent record card. This record can play an important part in a student's future vocational success. As a result of the importance of good attendance the following policy will be utilized.

In Fountain County, a student may be referred to the Attendance Initiative Program for one or all of the areas of school attendance stated below. The Department of Child Services and prosecutors consult when determining whether a child has violated Indiana's Compulsory School Attendance Law.

### **ABSENCES**

Absences from school will be classified into two general categories:

1. Excused
2. Unexcused

In accordance with the State Attendance Law, the administration realizes that there are legitimate reasons for students to be absent from school. However, the administration must set acceptable standards for attendance and reserves the right to classify student absences.

The following steps will be followed for attendance issues:

1. At 4 days "unexcused" absences – Parent notification by mail
2. At 5 days "unexcused" absences – Student placed on an attendance contract.
3. At 6 days "unexcused" absences – Student assigned 1 Friday School (If the student misses the Friday School, then the school will proceed to step #4.)
4. At 7 days "unexcused" absences – Student will be referred to the Attendance Initiative Program through Fountain County Probation Office. Student assigned to 3 days of Court Assisted Out of School Supervision. Student may also be unable to

participate in field trips, Prom, and other school dances.

5. At 8 days “unexcused” absences – At 8 days the student will lose semester credit for the class & withdrawn from the class.
- Excused Absences:** Excused absences are not included in the 5-day limit per semester. These absences must be verified within two days by a statement from the doctor, dentist, or court confirming the appointment or court appearance. Excused absences include but are not limited to:
1. Illness requiring a physician’s care and a statement from the physician indicating specific dates of absence.
  2. Deaths and funeral of members of the household and immediate family.
  3. Medical, dental, or other clinic appointments. A doctor’s statement must be presented upon return to school.
  4. A student sent home by the nurse, principal, or assistant principal will receive an excused absence for that day only. In order for additional days to be excused a doctor’s verification must be presented.
  5. Religious holidays or observances - request to be absent for this purpose must be made in writing by the parent/guardian prior to the absence.
  6. College Day
    - a. Two (2) days for Seniors; Two (2) days for Juniors
    - b. Request permission and College Day Form from the Assistant Principal.
    - c. On day of absence, parent should call and inform the Attendance Secretary of absence due to college visitation.
    - d. Submit the signed form to the Assistant Principal upon returning to school.
    - e. Excessive absenteeism may result in denial of a request for excused absence from school due to college visitation.
  7. School sponsored - authorized activities
  8. Any other absence authorized by state law, including serving as a page in the State Legislature, assisting a political candidate during an official election, appearance in court as a witness in judicial proceeding pursuant to a subpoena, or serving active duty for the Indiana National Guard for not more than ten days in a school year pursuant to order. A written request for absence must be presented to the school administration in advance of the absence date and verified with an official’s letter upon return to school.
  9. Driver’s Test
  10. Military Examinations

**Unexcused Absences:** The school reserves the right by law to classify absences as unexcused if the reason for the absence is unacceptable. An absence that is not excused by the criteria above will be classified as unexcused.

## ATTENDANCE PROCEDURES

1. Attendance will be taken by each teacher during each class period. An absence list will be made after first period attendance has been taken and the list will be distributed to teachers.
2. The parent or guardian should pre-arrange an absence whenever possible. If possible, the parent/guardian should call the school office (294-2206) at least one day in advance. If a phone call is not possible, the student must bring a note from the parent.

**NOTE: All “Return to School” medical notes must contain (1) an original doctor’s signature, (2) date(s) under the doctor’s care, and (3) a return to school date in order for the absence(s) to be considered excused by the school.**

3. Absences should be reported in the following manner:
  - a. Parents are to call the high school office stating the student’s name, grade and the reason for being absent. This must be done each day until the student returns to school from the illness. Although a parental phone call is preferred, parental notes upon the student’s return to school will be accepted when phone access is impossible.
  - b. If a student is absent from school for five consecutive school days due to illness, the administrator reserves the right to request a doctor’s note in order for the student to return to school.
4. If students are to be released during the school day, parents need to notify the school office by a phone call or note regarding student release. The student must obtain a pass from the office to be dismissed from class to go to an appointment. The student must sign out (or in) at the office upon leaving (or returning) to school for an appointment.
5. Students who leave the school building without administrative permission will be subject to disciplinary action as described in the Discipline Flow-Chart Guidelines.
6. Any student who comes to school after the start of the school day must report to the office and sign in before going to class. Teachers are not to admit late students to class without a pass from the office.
7. If a student becomes ill while at school, he/she must report to the school nurse in the main office. In addition, students are not to call directly home when ill or leave the building without permission from the administrative office.
8. A student who is unable to attend school for a **full day** may not be allowed to participate or attend athletic events, ex-



tra-curricular activities or social functions that occur later in the same day. The exceptions will only be if the absence is a result of an excused appointment as described under Excused Absences in the Student Handbook or the parent/student receives administrative approval for a ½ day of attendance.

## TRUANCY

Truancy is defined as the willful non-attendance of a student from school without parent/guardian/custodial knowledge, and/or consent/permission. Any unexcused absence that is not verified by the parent will be classified as truancy. In addition, if a student leaves school grounds without parent or administrative approval, he/she will be considered truant. Any student who leaves school without seeing the nurse or an administrator may receive the same consequence for being truant. Truancy cases will be handled in the following manner:

1. 1st truancy will result in a Friday School.
2. 2nd truancy will result in a 3 days of In School Suspension.
3. 3rd truancy will result in a 3 days Out-of-School Supervision assignment

**In addition, a report will be filed with the BMV for removal of driving license.**

4. 4th truancy will result in a 5 day Out-of-School Supervision assignment

**NOTE: A 5th truancy violation by a student in a given school year will result in an expulsion from school for the remainder of the current semester.**

## HABITUAL TRUANCY

Under I.C. 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the **department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.”

Effective July 1, 2013, SEA 338 amends IC 20-20-8-8. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 %) or more of a school year **for any reason**.

## TARDY POLICY

Students are to be in the classroom when the bell rings for the class period to begin. Teachers will reiterate this policy in their classroom management plan. Tardy four times during a 9-week period in any one class is excessive and consequences will be given. The following procedures will be used for tardiness to school or individual classes:

1. 1st, 2nd, 3rd tardy -- VERBAL WARNING --teachers will remind student of tardy policy and that tardy will be recorded.
2. 4th tardy- Will result in a Friday School Detention.

Additional tardiness **will result in a disciplinary action following the discipline flow chart.**

## CURRICULUM

The primary purpose of the school is to meet the varied needs of its students. Our curriculum offers each student excellent educational opportunities, and urges each student to attain a maximum of individual growth in the command of knowledge and in developing the skills and abilities needed for his future role as an effective, responsible citizen in an ever-changing society. The daily program consists of seven periods and lunch. The minimum class load is six courses per semester.

### CLASS RANK

The following policy will determine grade point averages and rank in class.

1. All courses giving credit and grades will be used in determining grade point averages.
  - a. Begins with credits received in grade 9 through the second semester of the senior year (this includes Algebra 8).
  - b. Includes all regular semester grades and correspondence courses.
2. Grade point averages will be figured accumulatively at the end of each semester.
3. The guidance office will utilize a 4.0 point grading system to calculate individual grade point averages and class rank.
4. A percentage-based grading scale will be used to determine semester grades for each class.
5. A corporation-wide grading scale will be used to determine specific student grades.

A ..... 100-95	B ..... 86-83	C ..... 76-73	D ..... 66-63
A ..... 94-90	B ..... 82-80	C ..... 72-70	D ..... 62-60
B ..... 89-87	C ..... 79-77	D ..... 69-67	F ..... 59-0

Teachers have an OPTION to EXEMPT final exams for those students who have a MINIMUM QUARTER grade of A in each quarter of that semester. Students exempted from taking a final exam shall remain in the classroom under the supervision of the classroom teacher. Semester grades are recorded on permanent records, and credit is recorded at the end of the semester.

## **GRADUATION REQUIREMENTS:**

### **1. General Diploma: 40 credits**

- **English 8 Credits:** Credits must include literature, composition, and speech
- **Math 4 Credits:** Two years of Math, including Algebra I (two semesters of the same course will constitute a year of math). Must also take math or quantitative reasoning course during 11th and 12th grade.
- **Science 4 Credits:** One year of Biology and two credits any science course.
- One semester of Health and Wellness
- One year of Physical Education
- **Social Studies 4 Credits:** One year of United States History, one credit U.S. Government, and one credit any social studies course.
- **College and Career Pathway 6 Credits**
- **Flex Credits 5 Credits**
- **Elective Credits 6 Credits**

### **2. CORE 40 Diploma: 40 Credits**

- **English 8 Credits:** Includes a balance of literature, composition, and speech.
- **Math 6 Credits:** Algebra I, Geometry, and Algebra 2 or complete Integrate Math I, II, and III (6 credits)
- **Science 6 Credits:** Three years of Science including one year of Biology, one year of a Physical Science (Integrated Chem.-Physics, Chemistry I, or Physics), and any Core 40 science course.
- One semester of Health and Wellness
- One year of Physical Education
- **Social Studies 6 Credits:** One year of United States History, one semester each of U.S. Government and Economics AND one year of World History or Geography and History of the World.
- **Directed Electives 5 Credits:** World Language, Fine Arts, or Career and Technical Education
- **Elective Credits 6 Credits**

### **3. CORE 40 with Academic Honors Diploma (Academic Honors Diploma): 47 credits \***

- **English 8 Credits:** Includes a balance of literature, composition, and speech.
- **Math 8 Credits:** Core 40 Math Requirement and 2 additional Core 40 math credits
- **Science 6 Credits:** Three years of Science including one year of Biology, one year of a Physical Science (Integrated Chem.-Physics, Chemistry I, or Physics), and any Core 40 science course.
- One semester of Health and Wellness
- One year of Physical Education
- **Social Studies 6 Credits:** One year of United States History, one semester each of U.S. Government and Economics AND one year of World History or Geography and History of the World.
- **World Language 6-8 Credits**
- **Fine Arts 2 Credits**
- **Elective Credits 6-8 Credits**

\* **Academic Honors Diploma also required 3.0 GPA, No grade below a C and one of the following:**

- 2 Advanced Placement Courses
- 2 Dual Credit Courses
- 1 AP and 1 Dual Credit Course
- Score a combined 1200 score or higher on SAT critical reading and mathematics.
- 26 ACT Composite Score

#### 4. CORE 40 with Technical Honors Diploma:47 credits

- Complete all requirements for a CORE 40 diploma
- No grade below a "C" and a minimum GPA of 3.0
- Complete a Career-Technical program (related sequence of 8 or more related credits)
- Complete state-recognized certification requirements by completing two of the options below, one of which must be A or B:
  - a. Take Work-Keys, an industry-driven assessment, and score at or above a designated level on each of the three core readiness subject areas (mathematical reasoning, reading for information, and locating information)
  - b. Earn technical, transferable dual credit high school/college credit courses resulting in 6 college credits
  - c. Professional career internship or cooperative education course (2 credits)
  - d. A state-approved industry recognized certification (must be in career- technical program area of study)

Participation in graduation exercises will be limited to those students who have successfully met all state and local requirements. Students not meeting requirements at the time of their class's graduation may participate in the next graduation providing all necessary requirements have been met by that time. Local media may be given names of individuals as candidates for graduation prior to graduation exercises. This does not indicate that students listed have successfully completed all necessary requirements, only that they are candidates for graduation.

#### SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The class Valedictorian and Salutarian selection will be based on cumulative GPA at the conclusion of the 7th semester. The recipient must be eligible to earn the Academic Honors Diploma.

#### HONOR ROLL

The honor of being able to achieve scholastic recognition should be a challenge to the superior student and yet remain within the grasp of the average student. For this reason the "A" and "A-B" honor roll is used.

Students who make grades of "A" in all subjects have their names appear each nine weeks on the "A" honor roll. Students who have any combination of "A's" and "B's" in all subjects have their names appear each nine weeks on the "A-B" honor roll.

#### HONOR JACKETS AND PINS

Students achieving at least four "A"s, no grade lower than an "A-", and a minimum of 6 credits in a semester will be awarded an academic honor jacket\*.

Chevrons will be awarded for each subsequent semester in which that student meets the academic honor jacket requirements.

Medallions will be awarded to any student in grades 9-12 who makes the "A" honor roll (not qualifying for a Chevron) or "A-B" honor roll.

\*Students *may* be required to pay a portion of the cost to obtain an Honor Jacket.

#### SCHEDULING

Counselors will confer regularly with students in helping select courses to prepare them for their chosen career fields or further schooling. Interests, aptitudes, teacher recommendations and curricular offerings are some of the areas needing consideration in making these choices.

A student is expected to discuss a proposed schedule with his parents. Choices are made for a full year, and ample opportunity is given for any changes to be made. Students who are freshmen or sophomores are required by the State of Indiana to be on either the Core 40 or a Career Cluster Curriculum.

### SCHEDULE CHANGES

As a general rule, schedules can only be changed during the first 5 days of each semester. Students are provided ample time during the spring scheduling process to make proper course selections. If a student or parent-initiated change is required at the beginning of the fall or spring semester, student is required to completely fill out a change of course request form along with a parent signature. Exceptions to this policy may be permitted for the following reasons:

1. To meet immediate graduation requirements
2. To drop a class for one (1) study hall
3. For extenuating circumstances approved by the Guidance Director or Principal

### COURSE AUDIT

A high school student may audit a course (retake a passed course) if the semester grade in the course is less than a "C" minus and the teacher of the course recommends retaking the course. Upon completion of an audit, the student will receive credit for

the higher of the two grades. While credit can only be earned once for a course, the previously earned grade will remain on the transcript.

## COLLEGE ENTRANCE REQUIREMENTS

Requirements for college admission vary widely. In general, minimum requirements are 4 years of English, 3 years of academic math, 2 years of laboratory science, and 2 years of social studies. Two years of the same foreign language are highly recommended. It is wise for parents to help students early in their high school career to make realistic decisions concerning college and to become familiar with admissions and financial aid information concerning the specific colleges of interest. Catalogs may be obtained from the guidance office, the library, or by writing directly to the colleges or universities. Juniors, especially, should be very careful to be aware of all announcements concerning the SAT.

Student/athletes should seek information concerning NCAA scholarship requirements from either the Director of Guidance and/or the Director of Student Activities.

### TRANSCRIPTS

A permanent record of the courses taken by a student, grades and credits received, and attendance record are kept in the Guidance Office. When a student transfers to another school, applies for admission to college or makes application for employment, the school will, upon request from the student or other school, make an official copy. To be official, a transcript must be sent where requested without passing through the hands of the person whose record is transcribed.

### 8TH GRADE ALGEBRA I

Upper level math students may take Algebra I in the 8th grade with teacher recommendation and parent permission. The criteria for this high school credit math course taken in grade 8 are listed below.

1. When a student takes Algebra I as an 8th grader they must achieve a semester grade of C or better for both semesters to receive grade credit at the high school level and progress to a higher math course as a 9th grader. The progression to 9th grade math classes will be based on their grade in Algebra 8 and is as follows:
  - a. Earning an A or B will proceed to Honors Geometry
  - b. Earning a C+ or C will proceed to regular Geometry
  - c. Earning a C- or lower will require retaking Algebra I
2. Students who receive a C- or below either semester will be assigned to retake Algebra I as a 9th grader. The work done in Algebra I, as an 8th grader will be recorded on their high school transcript. However, it will not count toward their high school credits or GPA.
3. Students successfully completing Algebra I in the 8th grade will have their grade and credits recorded on their high school transcript. This class will be the starting point of their high school Grade Point Average. Students who earn high school credit with a C or above may not retake Algebra I to improve their high school grade status.

## JUNIOR HIGH RETENTION AND/OR REMEDIATION POLICY

Fountain Central Junior/Senior High School has a long history of promoting the academic success of each student, success meaning that each student will graduate and have the skills necessary to be a success in his/her chosen life endeavor. Recent ISTEP+ testing and state mandates for End-of-Course Assessments no longer allow students to be passed on to the next grade without every effort being made to have them prepared to be successful at the next grade level. A specific goal is that each student will be academically prepared to pass the ISTEP+ and End-of-Course Assessments, and earn graduation privileges upon completion of his/her senior year. Thus, junior high students who lack necessary skills will be retained.

## DISCIPLINE

Students have a responsibility to refrain from activity that results in a disruption of the educational environment or which may infringe upon the rights of others. Rules and regulations must exist for the protection of each student's rights. It is the student's individual responsibility to know and abide by these rules and regulations. Administrators are charged to ensure that order is maintained and that student rights are not violated through a due process procedure.

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

**NOTE:** Student discipline records are cumulative throughout the school year.

1. **LOSS OF PRIVILEGE(S)**
2. **FRIDAY SCHOOL:** The school Principal (or designee) may assign students to serve one or more days of Friday school.
3. **IN SCHOOL SUPERVISION (ISS):** The school Principal (or designee) may assign students to serve one or more periods/days of in school supervision.
4. **OUT OF SCHOOL SUPERVISION (OSS):** The school Principal (or designee) may deny a student the right to attend school

or to take part in any school function for a period of up to ten (10) school days. When a student is assigned to OSS, he/she is required to attend court and an off-campus detention site. All court costs incurred are the responsibility of the student/parent. During this assignment, students are not permitted to attend school and extra-curricular activities. Students can receive academic credit for work missed during this supervision period. In accordance with Public Law 121-1989, the administration at Fountain Central will notify the Bureau of Motor Vehicles when a student has been assigned to their second out of school supervision during a school year.

5. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Out of School Supervision/Expulsion in this policy.

## **GROUNDS FOR OUT OF SCHOOL SUPERVISION/EXPULSION**

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property .
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, *intended to be used as*, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, , alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including any look a-like devices or paraphernalia used for these drugs.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look a-like product, or other paraphernalia used in association with tobacco or nicotine use. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices (e-cigarettes), chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;

- e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## **B. Possessing a Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - b. the frame or receiver of any weapon described above;
  - c. any firearm muffler or firearm silencer;
  - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
  - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
  - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two preceding examples, and from which a destructive device may be readily assembled;
  - g. an antique firearm; or
  - h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is:
  - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

## **C. Possessing a Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:
  - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (shall immediately)(may) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

**D. Unlawful Activity**

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

**E. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

**F. No Right to Appeal**

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

**G. Senate Enrolled Act 176**

**IC20-8.1.5.1-23**, strengthens the student expulsion act to allow suspension/expulsion to "carry over" from one school to another.

1. If a student is expelled or excluded from a school corporation under this chapter, the student may not enroll in another School Corporation during the period of the expulsion or exclusion unless:
  - a. that student informs the school corporation in which the student seeks to enroll of the student's expulsion or exclusion;
  - b. the school corporation consents to the student's enrollment established by the school corporation; and
  - c. the student agrees to the terms and conditions of enrollment established by the school corporation
2. If a student fails to:
  - a. inform the school corporation of an existing expulsion or exclusion order or determination; or
  - b. follow the terms and conditions of enrollment under subsection (a)
  - c. the school corporation may withdraw its consent and prohibit the student enrollment during the period of the expulsion or exclusion.
3. Before consent is withdrawn under **subsection (b)**, student must have an opportunity for an informal hearing before the principal of the student's school. At the information hearing the student is entitled to:
  - a. A written or oral statement of the reasons for the withdrawal of the consent;
  - b. A summary of the evidence against the student; and
  - c. An opportunity to explain the student's conduct.

## **SCHOOL JURISDICTION**

The jurisdiction of the school with respect to the school day is anytime a student is on school property or attending a school sponsored activity. The jurisdiction of the school with respect to rules of conduct applies when:

1. A student is on school grounds immediately before, during, or immediately after school hours, or at any other time when a school group is using the school
2. A student is off school grounds at a school activity, function, or event
3. A student is traveling to or from school, or a school activity, function, or event
4. A student has engaged in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
5. A student's removal is necessary to restore order or protect persons on school property.

## **OUT OF SCHOOL SUPERVISION PROCEDURES**

When a principal (or designee) determines that a student should receive out of school supervision, the following procedures will be followed:

1. A meeting will be held prior to this assignment of any student. At this meeting the student will be entitled to:
  - a. A written or oral statement of the charges;
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
  - c. The student will be provided an opportunity to explain his or her conduct.



2. The meeting shall occur before the out of school supervision of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the assignment of the out of school supervision as soon as reasonably possible.
3. Following the out of school supervision, the parents or guardians of the student(s) will be notified in writing. The notification will include the dates of the supervision; describe the student's misconduct, and the action taken by the principal.

## **EXPULSION PROCEDURES**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to request an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request/appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

**NOTE:** The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

## **FRIDAY SCHOOL**

Friday school is used primarily for discipline situations. The students assigned to Friday school will be required to complete work during this time. Students will report prior to 3:15 with appropriate study materials and be released at 6:15. Failure to comply with any rules will result in dismissal from the supervision room. This dismissal will result in 3-10 days of OSS depending on the severity of the offense. In addition, the student will be reassigned to Friday school. In the case that a student does not attend an assigned Friday school or does not report prior to 3:15, the student will be reassigned to Friday school and given a day of ISS in addition. Any further unexcused absence will result in 1-3 days of OSS with the student being reassigned to Friday school.

## **FRIDAY SCHOOL GUIDELINES**

1. Students must report prior to 3:15 to be admitted to the Friday school room.
2. Students must remain seated unless given permission by the supervisor to move.
3. Students must raise their hand, be recognized, and given permission to approach the supervisor's desk.
4. Recreational materials including, but not limited to, cell phones, radios, walkman, cards, and magazines shall not be permitted in Friday school.
5. No disruptive behavior will be tolerated. Students that attempt to communicate in any way with each other, do not stay busy, eat candy or food of any kind, or put their heads down will be given a warning. A second violation for any offense will result in dismissal from the room.
6. All school rules and regulations are to be followed during Friday school.
7. Failure or refusal to comply with any instruction given by the supervisor will result in a warning followed by dismissal from the room for a second violation.
8. Any dismissal from Friday school will result in an out of school supervision of 3-10 days depending on the severity of the offense. In addition, the student will be reassigned to Friday school.

## IN SCHOOL SUPERVISION (ISS)

In-School Supervision is used primarily for disciplinary situations. In-School Supervision involves removing a student from the mainstream of school activity and assigning him/her to a strictly supervised and restricted classroom. The student assigned to ISS will be allowed to complete work (assignments, tests, etc) for credit. The student cannot receive credit for participation in class lectures and discussion, or lab situations that are missed due to the ISS assignment. Teachers will send tests or other assignments to students to be completed during their ISS time, but they are not obligated to do so.

**Students assigned to full day ISS** will be required to complete school work. Students may be required to do character enrichment activities.

**Students assigned to one period of ISS** must fill out a behavior questionnaire and/or copy from the character enrichment articles that period. Teachers may send students directly to ISS from their classroom for disruptive behavior, if necessary. The ISS supervisor will keep a log of students sent directly from a classroom for one period.

## IN-SCHOOL SUPERVISION GUIDELINES

In-School Supervision Guidelines and Rules can be found on file in the ISS Supervisor's room as well as in the Assistant Principal's office. These Guidelines and Rules will be shared with students upon being assigned In-School Supervision.

Students refusing to follow the Guidelines of In-School Supervision will be sent to Out-of-School Supervision for 1-10 days and must make up the In-School Supervision assignment upon returning. Students placed in In-School Supervision cannot attend school activities and extra-curricular events during their ISS time.

## OUT-OF-SCHOOL SUPERVISION (OSS) (COURT-ASSISTED)

An assignment of an OSS is a serious, yet necessary process when dealing with certain disciplinary issues that may arise during the course of a school day. Out-of-School Supervision has been a method commonly used by the school to correct negative behaviors of students. When a student's unacceptable behavior escalates to the point where an OSS is the next course of action, parental involvement is crucial. Therefore, in an effort to encourage greater parental support for acceptable student behavior at school as well as to ensure a positive, safe and more educationally productive school environment for all students, a program has been implemented with the help of the Fountain County Circuit Court and the Fountain County Judge. All out-of-school supervisions will be served at the Veedersburg Department of Corrections. Assignments will be collected from the student's teachers and delivered to the OSS site. All work completed by the student during the OSS assignment must be turned in to the student's teachers upon returning to class in order to receive credit for the work. The following procedures will occur in the event of an OSS assignment.

### Procedures:

1. Upon a student receiving an OSS assignment, the parent will be called and given the reasons for the assignment and a meeting will be scheduled with the administrator(s). The parent is responsible for taking the student to the Fountain County Circuit Court, which is located on the second floor of the Fountain County Courthouse by 8:00 a.m. on the next school day. After attending court, the student will be dropped off by the parent at the OSS site.
2. On each day of the OSS assignment, the parent is to deliver and sign in the student to the location designated by the court.
3. At the end of each day of the OSS assignment, the parent is to pick up and sign out the student from the location designated by the court.
4. The school will provide assignments necessary for completion. The student is to have completed those assignments upon returning to school. Full credit will be awarded for assignments that have been completed and turned in. It is the responsibility of each student to take the necessary books to the supervision site, so that his/her assignments can be completed.
5. During the OSS assignment, the student will be required to follow the set behavioral guidelines. Failure to follow these guidelines will result in being referred back to the court, where an additional court cost may be incurred.
6. During the OSS assignment, the student is not allowed to attend any extra-curricular activities.
7. Students who fail to comply with the OSS policy will be referred to and handled by the court and/or the Prosecutor's Office.
8. The student will not be allowed to return to school until all OSS days have been served.
9. The parent is to bring the student to school the first morning after the OSS assignment has been served for a re-entry conference.
10. DURING EACH DAY OF THE OSS ASSIGNMENT, THE STUDENT WILL BE RESPONSIBLE FOR PROVIDING A SACK LUNCH WITH DRINK, AS A MEAL IS NOT PROVIDED.

**NOTE: The court may assess a fee as determined by the court. This fee is the responsibility of the parent/student.**

## DEFINITIONS OF DISTRICT-WIDE BEHAVIOR OFFENSES

### Arson

Intentionally setting fire to any school building and/or school property.

### Assault

Threatening to physically harm any student or staff member, and/or threatening to bring any weapon to school or threatening to use any against a student or staff member. (An assault occurs without the actual doing of the hurt threatened)

### Battery

Intentionally causing or attempting to cause physical injury and/or intentionally behaving in such a way as could reasonably cause physical injury to any person.

### Cutting Class

The willful non-attendance of a scheduled assignment by a student.

### Disruptive Behavior

An action, which creates turmoil or disorder. This includes throwing of objects and horseplay. An action constituting an interference with school purposes.

### Extortion

Threatening or intimidated any student for the purpose of, or with the intent of obtaining money or anything of value from a student or staff member.

### Failure To Follow Directions (Insubordination)

The failure to comply with directions of teachers/administrators or other school personnel during any period of time when the student is properly under their supervision

### False Alarms

Making a report, attempting to call or pull, or calling or pulling an alarm for fire or bomb when it does not exist

### Fighting

Engaging in a physical contact or struggle with one or more students. A disagreement between two or more students in which physical contact occurs, punches are thrown, or any part of the body is used either aggressively or in retaliation. (This could include but is not limited to slugging, kicking, fist blows, pulling hair)

### Habitual Offender

Violating or repeatedly violating any rules which constitute an interference with school purposes or an educational function.

### Improper Sexual Behavior/Harassment

The act of making improper, unacceptable sexual advances/contact/exposure or sexual harassment, which includes verbal statements, gestures or physical contact; an act not in accord with propriety, modesty, or good manners. This would include possession or distribution of pornographic materials, or the accessing of pornographic materials through technology.

### Inappropriate Language

The use of offensive or inappropriate language through written word, gestures, or speaking. Engaging in speech or conduct including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar or offensive to school purposes.

### Intimidation

The act of compelling or deterring by or as if by threats or to frighten. To make individual fearful of an act.

### Knowingly Possessing An Electronic Paging Device or a Handheld Portable Telephone

The act of knowingly possessing an electronic paging device or handheld portable telephone.

### Knowingly Possessing, Using, Consuming, Transmitting, or Being Under The Influence of Drugs or Alcohol or Any Substance Represented To Be Drugs or Alcohol or Anything Used or Designed to Be Used Primarily For the Storage, Processing, Delivery, or Consumption of a Controlled Substance.

- a. Possessing - Having in one's actual and physical control.
- b. Using - Employing or availing one's self.
- c. Consuming - Having taken or eaten or drunk.
- d. Transmitting - To pass from one person to another.
- e. Being under the influence - Indulging in any degree to deprive one of that clearness of intellect and control, which he/she would otherwise possess.
- f. Anything used or designed to be used for storage, processing, delivery, or consumption (paraphernalia).

(a-f) Applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any substance represented to be any of the afore listed substances.

### **KNOWINGLY POSSESSING TOBACCO PRODUCTS**

Having in one's actual and physical control any form of tobacco. (This includes but is not limited to chewing tobacco or other smokeless tobacco, cigarettes, cigars, pipe tobacco, e-cigarettes.)

### **Injurious Objects other than firearms**

Possessing, handling, using transmitting, or selling any object that can reasonably be considered an instrument that could be used to intimidate, inflict pain, or cause injury. An instrument of offensive or defensive combat.

### **Possession of a Deadly Weapon or Firearm**

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

- (1) Any weapon that will or is designed to or may readily be converted to expel projectile by the action of an explosive
- (2) The frame or receiver of any weapon described above
- (3) Any firearm muffler or firearm silencer
- (4) Any destructive device, which is an explosive, incendiary, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, any similar device, or mine
- (5) Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- (6) 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.

### **Possessing, Using, Transmitting or Selling Fireworks/Firecrackers**

- a. Possessing - Having in one's actual and physical control.
- b. Using - Employing or availing one's self of.
- c. Transmitting - To pass from one person to another.
- d. Selling - Transferring the property in a contract of sale.
- e. Fireworks/Firecracker - A device for producing a reaction (as of light, noise, or smoke) by combustion or flammable composition.

### **Possessing Stolen Goods**

Having an item (property) of the school or of another person in one's possession.

### **Selling of Drugs or Alcohol**

The act of transferring or the offer to transfer (written or oral) to another person in a contract of sale. Selling applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented by any of the aforementioned listed substances.

### **Stealing/Knowingly Possessing Stolen Goods**

The act of taking or knowingly possessing an item (property) of the school or another person

### **Trespassing**

Unauthorized or illegal intrusion of a building or grounds before, during or after school

### **Truancy**

The willful non-attendance of a student from school without parent/ guardian/ custodial permission

### **Use of Tobacco Products/Vaping Products**

Using any form of tobacco products. (This includes but is not limited to smoking cigarettes, cigars, pipes, vaping items, or chewing tobacco.)

### **Vandalism**

Willful or malicious destruction or defacement of property

## DISCIPLINE FLOW-CHART GUIDELINES

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Arson	10 Days OSS pending Expulsion for 2 Semesters			
Bullying	Refer to Bully Policy			
Cheating	Failing Grade for Assignment. Teacher will confer with student and parent.	Failing Grade for Assignment, Quarter Grade Reduced 1 Full Letter Grade	"F" assigned for Nine Weeks Grade	"F" assigned for Semester Grade
Class Disruptive Behavior	1-3 Days ISS Hourly or Daily/ OR 1 Friday School	1-3 Days ISS Hourly or Daily + 1 Friday School	3-5 Days ISS	3-5 Days Suspension
Cutting Class (1 Pd)	1 Friday School	1 Day ISS	3 Days ISS	3 Days Suspension
Deadly Weapon/Firearm-Possession Of	10 Days suspension pending expulsion for 2 semesters. Police called and student will be taken into their custody.			
Dress Code Violation	Verbal Warning. Student required to be in compliance before returning to class.	Friday School. Student required being in compliance before returning to class.	3 days ISS. Student required to be in compliance before returning to class.	3 days Suspension. Student required to be in compliance before returning to class.
Drugs/Alcohol-Knowingly Possessing, Using, Consuming, Transmitting, or Being Under the Influence Of	10 Days Suspension pending expulsion for 1 Semester. SEE FIRST OFFENDERS OPTION.	10 Days OSS with Recommendation for Expulsion for a minimum of 1 Semester.	10 Days OSS with Recommendation for Expulsion for 2 Semesters.	
Drugs/Alcohol-Selling, Delivering, or in Possession with Intent to Deliver	10 Days OSS pending Expulsion for 2 Semesters. Turned over to law enforcement.			
Unauthorized use of electronic device	Verbal Warning; Teacher Confiscation of Device – Returned at end of day	Confiscate Device, 1 Friday School, and Parent Conference to Reclaim	3 Days ISS and Confiscate Device Parent Conference to Reclaim	3 Days Suspension and Confiscate Device Parent Conference to Reclaim
Excessive Tardiness	4th Tardy- Friday School	5th Tardy- 1 day ISS	3 Days ISS	3 Days Suspension
Fighting (punches thrown)	3 days Suspension	5-10 days Suspension	10 days OSS with Recommendation for expulsion for 1 sem.	
Extortion	3-5 Days OSS	6-10 Days Suspension	10 Days OSS with Recommendation for Expulsion for 2 Semesters.	
Failure to Follow	1-3 Days ISS Hourly or	1-3 Days ISS Hourly or	3-5 Days ISS	3-5 Days Suspension

Directions/ Insubordination	Daily or 1 Friday School	Daily + 1 Friday School		
False Alarms	5-10 Days Suspension /Inform Proper Authorities. Expulsion may be an option.	10 Days OSS pending Expulsion for 1 year/Inform Proper Authorities.		
Fireworks-Possessing, Using, Transmitting, or Selling	10 Days Suspension with Recommendation for Expulsion for 2 Semesters.			
Intimidation	3-5 Days Suspension	6-10 Days Suspension	10 Days OSS with Recommendation for Expulsion for 1 Semester.	10 Days OSS with Recommendation for Expulsion for 2 Semesters.
Language/Gestures/ Graphics -Inappropriate	1 Friday School	3 Days ISS	5 Days ISS	3 Days OSS
Leaving the building or school grounds without permission	1 Friday School	3 Days ISS	5 Days Suspension, parent conference	5 Days OSS
Public Display of Affection	Verbal Warning	1 Friday School	3 Day ISS	5 Days ISS
Sexual Contact/ Exposure-Improper	3-5 Days Suspension with Assessment	5-10 Days OSS with Assessment	10 Days OSS with Recommendation for Expulsion for 1 Semester.	10 Days OSS with Recommendation for Expulsion for 2 Semesters.
Stealing or Knowingly in Possession of Stolen Goods	1-3 Days ISS or 1 Friday School/Restitution	3-5 Days Suspension /Restitution	10 Days OSS/Restitution with Recommendation for Expulsion for 1 Semester.	10 Days OSS/Restitution with Recommendation for Expulsion for 2 Semesters.
Tobacco Products-Knowingly Possessing and/or Using	1 Day ISS + 1 Friday School	3 Days ISS (Minors may be reported to the Fountain County Sheriff's Department)	5 Days Suspension (Minors reported to the Fountain County Sheriff's Department)	5 Days OSS (Minors reported to the Fountain County Sheriff's Department)
Reckless Driving(On school grounds or around school vehicles)	10 Day Driving Suspension	30 Day Driving Suspension	Driving Suspension for the Remainder of the Semester.	Driving Suspension for the Remainder of the School Year.
Truancy and "skipping" Class.	Friday School	3 Days ISS	3 Days Suspension Report Filed with BMV for Removal of Driving License	5 Days Suspension
Vandalism	3-5 Days ISS/Restitution	3-5 Days Suspension /Restitution	10 Days OSS/Restitution with Recommendation for Expulsion for 1 Semester.	10 Days OSS/Restitution with Recommendation for Expulsion for 2 Semesters.

**NOTE: This chart is used only as a guideline. If misconduct is deemed more severe by the administration, steps may be skipped.**

## RESPECT FOR STAFF

The staff, administration, and board of education believe that mutual respect and common courtesy form a cornerstone of productive relationships at Fountain Central Junior/Senior High School and in society as a whole. In that spirit, students must comply with staff requests and directions in order to maintain a safe, orderly, and productive educational environment.

The small number of students who show disrespect toward staff members, who threaten or try to intimidate staff, or who resort to physical contact or violence against staff must understand that such actions are extremely serious, will not be tolerated, and warrant severe disciplinary actions. This includes any electronic communication and social media postings that may be disparaging and disrespectful in nature.

### Verbal Abuse/Threats and Intimidation

A student who directs obscenities, insults, or name-calling to a staff member or who threatens or tries to intimidate a staff member will be grounds for a supervision assignment for a period of up to ten (10) days. Depending on the severity of the situation, police may be called and charges may be filed.

### Physical Contact or Violence

A student who intentionally makes contact (pushes, shoves, hits, throws objects, etc. with a staff member will, at a minimum, receive a ten (10) day out of school supervision and a review for possible expulsion by the board of education. Legal action may also occur.

In summary, a relatively small number of staff members must supervise and direct a large number of students. So that all involved can feel safe and so that order can prevail, students must comply with directions and requests from all staff members, whose reports to the assistant principal carry a heavy weight in disciplinary decisions. In short, those who don't respect staff members will earn severe consequences for their negative behaviors.

## POLICIES

### BULLYING

#### What is Bullying?

"Bullying" (per IC 20-33-8-2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying**, **verbal bullying**, **social/relational bullying**, and **electronic/written communication**.

**Physical bullying** involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

**Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

**Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

**Electronic/written communication** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

#### Considerations in determining if the behavior meets the definition of bullying:

§ The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)

§ Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)

§ Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?

§ Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

### What is not bullying?

There are many other types of aggressive behaviors that do not fit the definition of bullying. This does not mean that they are any less serious or do not require intervention.

- Peer Conflict
- Teen Dating Violence
- Hazing
- Gang Violence
- Harassment
- Stalking

## **JR/HS LEVELS OF DISCIPLINARY CONSEQUENCES AND SUPPORTS**

\* The administration has the final authority to determine the appropriateness of action.

### **Level 1: Conference/Parent Contact**

- School personnel and parent
- Conference with student

### **Level 2: Intervention Options**

- Psycho-educational training: Student is provided materials/counseling intended to increase empathy, communication skills, social skills, and understand the impact of bullying.
- Referral: Administration, school counselor, social worker, or support staff.
- Time-out: The removal of a student from classes for one-half day or less.
- Detention: Detainment of a student for disciplinary reasons that takes place before, during or after school hours.
- School Behavior Agreement with student/parent: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent as well as the date when the contract will be reviewed.
- Intervention Assistance Team: A meeting of school personnel, parents, and other individuals to consider the behavior and/or progress of the student and make recommendations.
- Restricted activity: The denial of participation in school activities.
- School/community service: Assignment of student to perform school/community service.
- Friday Evening School: Detention programs on Friday or other non-school hours. (*not covered in bullet 3 listed above*)- Part One of Social Skills Packet to be completed
- A combination of any Level 2 option and Level 1 conference/parent contact.
- Other options as discussed among parent, teachers, and administrators.

### **Level 3: In-School Alternatives**

- Placement of student in an in-school suspension program for one-half day or more with a parent contacted.
- Placement of a student in-school suspension program for one or more days with a parent contacted.
- Placement of a student in a specially designed in-school class or program.
- In-school community service.
- Placement as outlined above and in combination with levels 1 and 2 consequences. Additional empathy and social skill training
- Suspension from class by the teacher – A teacher may exclude a student from participation in any educational function under that teacher's charge and supervision for a period not to exceed one school day when a student interferes with the educational function of which the teacher is then in charge.
- Contact BMV for the learner's permit or driver's license to be denied. IC 20-33-2-11

### **Level 4: Out-of-School Suspension (1-5 days)**

- Suspension with parent conference or the parent may attend school with the student for one school day.
- For each day of suspension four hours of community service may be served.



- Suspension with parent conference and contractual agreement.
- May be in combination with Levels 1, 2, and 3 consequences.

#### **Level 5: Alternative Consequences/Programs**

- Modified schedule.
- Alternative to Expulsion (ATE) with referral to social worker. ATE is a probationary period of time (to be determined on an individual basis by the administrator) in which the student must exhibit behavior free from trouble. Failure to do so will result in more severe consequences.
- School probation with referral to a community agency such as juvenile court
- School probation may be in combination with Levels 2, 3, and 4 consequences.
- Placement in alternative programs within the local school setting.
- Placement in alternative programs outside local school setting.
- Conditional school (able to attend school based upon set conditions).

#### **Level 6: Expulsion Meeting/Expulsion**

- Procedure with request for expulsion meeting.

### **BUS RULES**

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 students while in the bus or along the route, treat all students in a civil manner, see that no pupils are imposed upon or mistreated while in his/her charge, and use every care of the safety of the students under the driver's charge. School bus drivers shall assure that all pupil passengers observe the following regulations:

1. Each pupil shall be seated immediately upon entering the bus. Pupils are not to stand or move from place to place while the bus is in motion.
2. Windows and doors are to be opened or closed only with the permission of the bus driver. If allowed, windows should only be opened to the indicated safety line.
3. Indecent conduct or loud, disruptive or profane language will not be permitted.
4. Passengers are not to behave in any manner, which infringes upon the rights of any other passenger. This would include any form or type of bullying.
5. No pupil is to enter or leave the bus until it has come to a complete stop. Students may enter or leave the bus only upon bus driver signal.
6. Students are not to throw objects of any kind on the school bus or out the windows. All parts of the student's body shall remain inside the bus at all times.
7. **ABSOLUTELY NO TOBACCO, DRINKS, ALCOHOL, OR ILLEGAL DRUGS WILL BE ALLOWED ON THE BUS.**
8. Students will not be permitted to bring such items as skate boards, radios, jam boxes, balloons, or glass objects onto the bus. Any other object deemed to be unsafe cargo on the bus will be denied. The bus driver will have the authority to deny transportation to a student with such articles in his/her possession. The bus driver and/or school corporation bears no responsibility for lost, stolen or damaged items brought onto the bus.
9. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what safe and orderly behavior is. The bus driver reserves the right to assign seating for any student(s) that are disruptive in any way.

#### **Disciplinary Action:**

When a student violates one of the rules listed above disciplinary action may be taken. This action will generally occur in a sequential fashion; however, depending upon the nature of the behavior, action may be taken of a more serious fashion.

#### **First Offense:**

A written warning is given to the student. The warning removes the student from the bus riding privileges until the form is returned signed by the parent. This form should be given to the bus driver before entering the next day.

#### **Second Offense:**

The student will be removed from the bus for one day and/or placed in ISS for one day.

#### **Third Offense:**

The student will lose bus-riding privileges for a period of five school days.

#### **Fourth Offense:**

The student will lose bus-riding privileges for a period of ten school days.

**Fifth Offense:**

The student will lose bus-riding privileges for a period of twenty school days.

**Sixth Offense:**

The student will lose bus-riding privileges for the remainder of the semester, or a period of forty school days, whichever is greater.

**Seventh Offense:**

The student will lose bus-riding privileges for the remainder of the school year.

**CHEATING- ACADEMIC INTEGRITY POLICY**

Fountain Central Jr. Sr. High School is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that "learning for learning's sake" is intrinsically valued

**DEFINITION OF ACADEMIC DISHONESTY**

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

**FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):**

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Providing or selling exam, test, or quiz information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Lying about attendance or ability to complete assignments and/or assessments

Academic dishonesty will not be tolerated and will be dealt with as a disciplinary infraction. Cheating includes, but is not necessarily limited to: (a) copying answers to test items, themes, projects, or homework from another student, (b) offering or receiving answers to test items, themes, projects, or homework from another student, (c) unauthorized removal of test materials, themes, projects, or homework from a teacher's desk, computer, or classroom, and (d) plagiarism. Students guilty of cheating will be subject to the following consequences:

**First offense:** A failing grade for that assignment

**Second offense:** A failing grade for that assignment plus the student's nine week grade will be lowered one full letter grade in the class where the second offense occurs.

**Third offense:** An F for the nine weeks in the class where the third offense occurs.

## DRESS FOR RESPECT

In its quest for excellence, Fountain Central Jr. Sr. High School is committed to requiring a higher expectation of dress for our students. The district believes that students should dress in a way that is appropriate for the learning environment. Maintaining a school atmosphere suitable for academic study will help students focus on the business of school. The Standard Dress Policy is a vital step toward furthering excellence and better preparing our students for college, careers, and life as adults.

Students will be expected to be modest in appearance and dress in a manner that reflects pride in one's self and one's school. Students are expected to manage their appearances in a manner that does not disrupt the educational setting, interfere with health or safety, or promote vulgarity and obscenity. Student dress will be regulated to the extent that worthwhile values of health, safety, decency, and good taste are emphasized. It is the responsibility of the students and parents to maintain a healthy and respectful looking appearance while attending school and school activities. School safety is a top priority at Fountain Central Junior/Senior High School. To ensure safety and an educational environment free from distraction, the following guidelines have been established in regards to the school's dress code. These are guidelines for appropriate attire and any student sent to the office for non-compliance will change to be in compliance before returning to class.

1. No tank top styled shirts, blouses, sweaters or dresses are to be worn at anytime. All garments must have sleeves that cover the entire shoulder.
2. All skirt, dress or short lengths must reach to mid-thigh when standing erect and sitting. Students are advised that although lengths may meet criteria, they may be deemed inappropriate by the administration. **No visible Pockets**
3. Pants are to worn at the waist (any part of the buttocks should not be visible) with cuffs not touching the floor. Extreme baggy pants, jeans, or shorts will not be permitted throughout the school day. In addition, no holes in jeans are allowed that expose skin above the knee or are found to be obscene.
4. There will be adequate coverage of the body at all times. Women's cleavage should not be noticeable. Transparent or see-through garments are not to be worn at anytime throughout the school day. In, addition, clothing must be worn in a way so that undergarments are not visible.
5. Shoes or other appropriate footwear must be worn at all times. Slippers are not considered appropriate footwear.
6. Hats, bandannas, headbands, hoods, scarves, stocking caps, or other similar head coverings are not to be worn throughout the school day. Head coverings should be removed upon entering the building and not placed on until exiting the building. Students are expected to keep hats in their lockers throughout the school day. EXCEPTION: Hats may be worn on school sanctioned hat days.
7. Sunglasses are not to be worn at any time throughout the school day. Sunglasses should be removed upon entering the building and not placed on until exiting the building. Students are expected to keep sunglasses in their lockers throughout the school day.
8. All jackets, coats and book bags must be placed in lockers upon arriving to school and should remain there throughout the school day. Trench coats are not allowed and should not be worn at any time that constitutes the school day. This would also include while on the bus. (Administration will make appropriate adjustments if building is not heating properly)
9. Shirts, buttons, tattoos, or tags that symbolize drugs, alcohol, smoking, tobacco, nudity, profanity, sexual innuendos or anything which is deemed unacceptable may not be worn to school at any time.
10. Any attire that glorifies, advertises, promotes, or via innuendo or double meaning to gang membership, death, violence, sex, alcohol, tobacco, illegal substances, racism, inappropriate language or ideas are considered inappropriate.
11. Caps, insignia, emblems, shirts, chains, and other items identified and associated with gang activity will not be allowed. Billfolds with chains will not be permitted.
12. Piercing of ears is acceptable. Piercings that are a safety risk or create a distraction to the educational process will be removed; non-compliance will be considered willful disobedience.

**NOTE: The administration has the final authority to determine the appropriateness of a student's attire. Discipline can range from correcting inappropriate dress to an OSS assignment because of repeated dress code violations.**

### After School activities/Dances/ School Sanctioned Dress-up Days

Dress and attire at after-school events and dances may deviate from these policies. Students should remember that when purchasing clothing for a dance they should avoid dresses/tops that reveal excessive cleavage or dresses/skirts/pants that are excessively short or have slits that are above mid thigh. In addition, exceptions to the dress code may be made with administrative approval on sanctioned dress-up days.

## RANDOM DRUG TESTING

Fountain Central athletes, cheerleaders, student drivers, and driver's education students are required to participate in the random drug-testing program. Any student not involved in the aforementioned activities may also volunteer to participate in the random drug-testing program with parent consent. A complete copy of the Random Drug Testing Policies and Procedures is available in the administration office.

## REQUIRED DRUG TESTING

Drug tests administered due to reasonable suspicion are considered required tests. Refusal by a student to participate in a required test will automatically result in a ten (10) day OSS pending expulsion for a minimum of one (1) semester for willful disobedience.

## SUBSTANCE ABUSE

It is a violation of the disciplinary code of Fountain Central Junior-Senior High School to:

1. Possess, provide to another person, or be under the influence of any substance which is or contains alcohol, amphetamines, barbiturates, caffeine-based substances (other than food items), depressants, hallucinogens, intoxicants, marijuana, narcotics, phenylpropanolamine (PPA), stimulants, and/or steroids whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances

- a. On school grounds at any time, or
- b. At any school sponsored activity at any location including the school bus.

**\*\*Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student does not violate this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the school administration before possessing, using or providing the medication or substance.**

2. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, amphetamines, barbiturates, caffeine-based substances (other than food items), depressants, hallucinogens, intoxicants, marijuana, narcotics, phenylpropanolamine (PPA), stimulants, steroids

- a. On school grounds at any time or
- b. At any school sponsored activity at any location including the school bus.

**\*\*Examples of things, which are not to be possessed or provided to another person, are pipes, clips, rolling papers, and any device deemed inappropriate for school purposes.**

### **First offense:**

Ten (10) days Out of School Supervision with recommendation for expulsion

### **First Offenders Option**

*NOTE: This is only for students who have been recommended for expulsion as a result of a Drug and Alcohol violation.*

The parent, student, and school administration, must agree to student participation in the First Offenders Option. The school will consider behavior, academic achievement, attendance, etc. before granting a student this option. Any student violating the above drug and/or alcohol policy who enters the "first offenders option" will (1) be referred to law authorities and (2) be suspended by the principal for ten (10) days out-of-school and/or in-school suspension and recommended for expulsion. The following expulsion waiver option is available for the "first offender" in place of expulsion.

1. A student must show proof of assessment or enrolling in a Substance Abuse Program (at student/parent expense).
2. Sign a written waiver agreement with the principal regarding appropriate behavior, attendance, etc. This Expulsion Waiver could be written so that the suspension time may be reduced to not less than 5 days and should require a restriction of student privileges.
3. Upon completion of the Substance Abuse Program, the student/parent must show proof of completion to the school administration.
4. If the Substance Abuse Program is not completed, the original recommendation for expulsion will be put into effect immediately.

Should substance abuse occur for the second time during the student's school enrollment (K-12), the principal must recommend expulsion for the remainder of the current semester and the following semester from the date of the second violation.

The school guidance counselors and/or administrators are available to provide information about drug and alcohol counseling, rehabilitation, and re-entry programs to students and parents.

## TOBACCO

All students shall not be permitted to possess or use tobacco products of any kind or in any form while:

1. Inside school corporation-owned buildings or on school grounds;
2. While being transported to or from school or school events in school corporation-owned, contracted, or other authorized vehicles;
3. While on a field trip or at an athletic event at locations away from school

Any violation of this policy by students shall be referred to the building principal or assistant principal. Any student who violates this policy shall be subject to the student handbook guidelines regarding student discipline.

**NOTE: Disciplinary actions for tobacco violations can be found in the Discipline Flow-Chart Guidelines.**

## SEXUAL HARASSMENT

It is the policy of Southeast Fountain School Corporation to maintain a learning and working environment free from sexual harassment. It shall be a violation of this policy for any employee or student to harass any student, teacher, other school employee, or visitor through conduct or communications of a sexual nature. Examples of sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

A complete copy of the Sexual Harassment policy and reporting procedures is available in all administrative offices of Southeast Fountain School Corporation. Any perceived violations of this policy should be reported to the building level administration immediately.

## TECHNOLOGY

Technology is currently being used to enhance the instructional process for students and staff at Fountain Central. Individuals who utilize technology are expected to respect and maintain this equipment as well as to comply with the access and usage guidelines. Individuals who are destructive may be denied access to equipment, asked to replace damaged equipment, and/or receive additional discipline consequences as appropriate. These guidelines are set to protect everyone and may be revised as necessary.

**Computer Access:** The following guidelines have been established to provide network security and consistency. By following these guidelines, we can reasonably assure security for every individual's personal files and ensure that the programs remain operational.

1. All users are restricted to the login IDs that have been assigned to them. These IDs can and WILL be revoked if used improperly.
2. All user IDs require a unique password. These passwords are not to be shared with anyone. Passwords should be changed frequently. If you forget your password, a new one must be requested. Your password will be changed on all file servers as soon as possible.
3. Any student caught using an ID that is not assigned to him/her, or exploring outside the student menu WILL lose access to all computers for at least two weeks and may receive additional punishment. These offenders will still be responsible for any assignments given during this time period. Offenders will either have to do their assignments manually or receive a zero for any incomplete assignment.
4. The use of any program that has not been purchased/installed by the school system is strictly forbidden. I.E., No games from home are permitted. This is to protect the integrity of the network and to insure that the equipment is used for what it is intended. Violators will be treated in the same manner as in item three.
5. Students will have access to specified areas during designated time periods only.

**Internet:** Before students may have access to the Internet, students must sign an Internet Acceptable Use Policy, which may be changed or updated at any time. If students violate the Internet Acceptable Use Policy, Internet access will be denied.

The discipline will generally occur in the following sequential order; however, depending upon the nature of violation, more serious action may occur.

- First offense: one month Internet access will be denied  
 Second offense: one semester Internet access will be denied  
 Third offense: one year Internet access will be denied

## LOCKER INSPECTION POLICY

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

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

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. **Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers

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

3. **Authority to Inspect:** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. The principal shall conduct all inspections of student lockers or a member of the administrative staff designated in writing, hereinafter referred to as designee, by the principal.
4. **Inspection of Individual Student's Lockers:** The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband. Before a particular student's locker is inspected, the student, or student if more than one have been assigned to a locker, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
5. **Inspection of All Lockers.** An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (a) an interference with school purposes or an educational function, (b) a physical injury or illness to any person, (c) damage to personal or school property, or (d) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
  - a. When the school corporation receives a bomb threat;
  - b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
  - c. At the end of grading period, and before or during school holidays to check for missing library books, lab chemicals or school equipment;
  - d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

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

6. **Involvement of Local Law Enforcement Officials.** The superintendent, principal or assistant principal may request the assistance of local law enforcement officials with jurisdiction over the school corporation's geographic area (Veedersburg Police Department, Fountain County Sheriff's Department, Indiana State Police) to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
  - a. To identify substances which may be found in the lockers; or
  - b. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.

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

7. **Locker Maintenance:** Nothing in these rules shall affect members of the custodial or other school staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

## STUDENT VEHICLE SEARCH AND SEIZURE

The principal, or another member of the administration, may search a motor vehicle that has been driven onto school property when there is a reasonable cause for such a search. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle where there is a reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises.

1. The principal or another member of the administration may request a law enforcement officer to search any vehicle on school premises

2. The principal or another member of the administration may request a law enforcement officer to identify or dispose of anything found in the course of a search
3. No school employee shall assist or otherwise participate in any search conducted by law enforcement officials unless specifically requested.
4. 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, and/or which by its presence, presents an immediate danger of physical harm or illness to any person may be:
  - a. 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,
  - b. Returned to the parent or guardian of the student from whom it was seized,
  - c. Destroyed if it has no significant value,
  - d. Turned over to any law enforcement officer

## **STUDENT SEARCH AND SEIZURE**

1. The principal, or another member of the administration, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. "Reasonable cause for a search" is defined as circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery:
  - a. Evidence of a violation of the student conduct standards contained in the Student Handbook,
  - b. Anything, which because of its presence presents an immediate danger of physical harm or illness to any person
2. Personal searches of a student may include:
  - a. Searches of the pockets, shoes, and socks of the student,
  - b. Searching any object in the possession of the student such as a jacket, purse, book bag or briefcase.
  - c. A "pat down" of the exterior of the student's clothing.
  - d. A drug test.

There shall be no searches of the person of a student, which require the removal of clothing, excluding coats, jackets, shoes and socks.

3. 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, and/or which by its presence, presents an immediate danger of physical harm or illness to any person may be:
  - a. 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,
  - b. Returned to the parent or guardian of the student from whom it was seized,
  - c. Destroyed if it has no significant value,
  - d. Turned over to any law enforcement officer
4. The principal, or another member of the administration, may request the assistance of a law enforcement officer to:
  - a. Search any area of the school premises, or any student on school premises,
  - b. Identify or dispose of anything found in the course of a search,
  - c. Assist the school administrator in searching any area governed by the school

## **GENERAL INFORMATION AND PROCEDURES**

### **ADDRESS/PHONE/GUARDIAN CHANGE**

Students whose address, phone number, or guardianship status changes during the school year are responsible for notifying the guidance secretary immediately. Current information will allow for better communication by the school in the event of an emergency or for providing necessary information.

### **CAFETERIA**

The school lunch and breakfast programs at Fountain Central are provided in accordance with the Federal School Lunch Program. A prepaid accounting program utilizing a student's school ID number is used. Each student will have his/her own account in which to deposit money for lunch, breakfast, extra milk and ala carte items. Students who receive free lunches will need to have account deposits to purchase ala carte or "extra" items. Students will only be allowed to charge up to \$10.

Prepaid deposits to a student's cafeteria account should be made before school in the cafeteria with checks made payable to Fountain Central High School for the exact amount to be deposited. The student's name should be listed on the check.

It is every student's responsibility to help keep our cafeteria clean, neat, and orderly. Each student should be sure his/her tray is

returned. Students observed throwing food or intentionally littering the cafeteria will be asked to clean the cafeteria and/or receive other disciplinary measures. Students are not allowed to have food delivered from commercial establishments, and food and drink are not allowed out of the cafeteria during the school day.

### **CELL PHONES**

The school understands the importance of students having access to cell phones in order to make necessary calls for rides following school or practices. Cell phones are to be turned off from the beginning bell to the ending bell unless approved by administration or by a teacher for academic purposes. Disciplinary actions regarding unauthorized cell phone usage can be found in the Discipline Flow Chart Guidelines.

### **CLOSED CAMPUS**

Fountain Central Junior-Senior High School has established a "Closed Campus" policy. All students are required to remain in the school building once they arrive on campus each day.

### **CLUBS AND ORGANIZATIONS**

Fountain Central provides an opportunity for students to become involved in a variety of clubs and organizations. These extra-curricular activities are encouraged at Fountain Central and should always serve both the individual student and the school society as a whole. Students must sign up for these activities as an official list will be published and distributed to all teachers. This list will determine who is to report to these club meetings. For information regarding each individual club, students should contact the club sponsor or the Athletic Office.

### **COLLEGE VISITATIONS**

A student with Junior or Senior status may pre-arrange for college visitations through the main office by obtaining a College Visitation Request Form. These visits will be excused as long as the student returns the form to the office signed by a verifying college official. Seniors will be allowed a maximum of two (2) college visits and Juniors will be allowed two (2) college visit per school year. **If a student is on an Attendance Contract or is not in good academic standing, he/she may be denied for a college day visit.**

### **CONFIDENTIALITY AND STUDENT RECORDS**

The Family Education Rights and Privacy Act of 1974 provide protection for students' records. The law provides that educational records may be forwarded without prior consent to a school in which a student seeks to enroll. However, records cannot be released without prior consent for any other purpose.

### **ENTERING THE BUILDING AFTER SCHOOL HOURS**

For evening activities, students are not to enter the building (including gymnasium) until the teacher in charge of the activity arrives. Students entering the building other than regular hours without authorization may be charged with trespassing.

### **FIELD TRIPS**

Field trips are arranged periodically throughout the school year for the purpose of enhancing a student's educational experience. Students should understand that all school rules will apply, and be enforced while participating on scheduled field trips. Students are expected to behave in a manner that positively represents Fountain Central Junior-Senior High School. In addition, student participation on field trips may be denied due to attendance, discipline, or academic concerns.

### **FIRE DRILLS**

Fire drills are held periodically as prescribed by law. Exit instructions are posted in each classroom. Students and teachers are to walk from the room quickly and quietly to their assigned exit. Students are to remain outside the building until the signal is given to return to class. The signal for the drill is an intermittent buzzer sound.

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, help with home, school, and/or social concerns, or any issue the student may feel like discussing with a counselor. Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment. Students are not to be excused from class without a pass from the guidance office.

### **HALL PASSES**

Students are **NOT** to be in the hallway during a class period without an appropriate teacher pass. Students with a pass are to report directly to the area designated on the pass. **ACCEPTABLE HALL PASSES:** (1) Student Handbook – must be carried by the student with the hallway passport page properly filled out and signed by the issuing teacher; or (2) Teacher Pass -- the student must have a teacher classroom pass visible. Verbal permission is not an acceptable pass.

### **LEAVING THE SCHOOL BUILDING**

Students are not to leave the school building during school hours without permission from the administration.

### **LOCKERS (HALLWAY, ATHLETIC, P.E.)**

The locker is to be used only by the person to whom it is assigned. Students are issued locks, and are expected to keep hall lockers locked and secure. Students are not to share lockers or give other students their locker combination.



Lockers are school property and may be opened by school personnel at any time. Nothing is to be placed on the inside or outside of the locker, which may damage or deface it. Students will be assessed fines for damage to lockers. Locker problems should be reported to the office. Students are not to be late to any class because of locker problems.

## LOST AND FOUND

The "lost and found" is located in the Instructional Media Center (IMC). Persons finding items should turn them in at the IMC, and inquiries concerning lost items should be made to the IMC Supervisor. Unclaimed articles will eventually be disposed or donated. Students are strongly discouraged from bringing large sums of money or other valuable items to school. Fountain Central is not responsible for items that are lost or stolen.

## MAKE UP WORK

It is the student's responsibility to contact each teacher to obtain all make-up assignments missed due to an absence. Students will receive full credit for all work completed and returned in a timely manner. A general rule will be to allow students as many days to make up his/her work as the number of days that were missed, plus one. Homework assignments can be obtained via Harmony login. If not an option, please call the Attendance Secretary before 10:00a.m. to obtain the work by the end of the day.

## MEDICATIONS

All controlled medications will need to be brought to the school by a parent or guardian and given to the school nurse. Please bring medication in the original container. All medications will be kept in and dispensed from the nurse's station.

For those students who take medication at school, the following information will need to be sent to the school nurse: **(1) student name, (2) medication name, (3) time medication should be given, (4) medication dosage, (5) health problem being treated, (6) special precautions or side effects, (7) beginning and ending dates student will be taking medication, (8) signature of parent.** A form for the purpose of providing this information may be obtained in the school office of the nurse's office.

Nonprescription medication may be given at school only with written, dated permission of the parent or guardian. This medication must be in the original container with the manufacturer's label and student's name affixed. The school nurse must be informed of the purpose for which a student is to receive the medication.

**According to Indiana Law IC 20-34-3-9**, schools are to send home any student who shows indication of being ill or is infested with vermin (head lice). The student may return when no longer ill, or no longer infested with vermin. A student sent home due to head lice would be excused for the remainder of the day in which he/she is sent home, and one additional day. Any days beyond this will be unexcused unless a doctor's note is furnished to the school upon returning. If problems such as those described above are chronic, and it appears that little or no effort is being made to correct it, the Fountain County Division of Families and Children will be notified.

## NON-CUSTODIAL PARENTS

Upon request, a non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records, and disciplinary records. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. Students will not be released to the non-custodial parent without written permission by the custodial parent. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the administration should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

## PRE-ARRANGED ABSENCES

In the event that it becomes necessary to take a student out of school, a parent or guardian can apply for a pre-arranged absence. Applications can be obtained in the main office from the Attendance Secretary. A student's attendance record must be in good standing in order for the absence to be approved by administration. In addition, the absence should not violate the school's attendance policy.

## PUBLICATION OF RULES

A copy of these rules shall be provided to each student at the beginning of the school year in the registration packet given to each student and shall be provided to each student's parents or guardian upon request. If a student is not enrolled at the beginning of the school year, but enrolls later, a copy of these rules shall be provided to him/her as soon as practicable after his/her enrollment. Copies of the rules shall be posted on the school's web site ([www.sefschools.org](http://www.sefschools.org)) and other prominent places generally used for announcements to students.

## PUBLIC DISPLAY OF AFFECTION

Students are not to openly display affection to one another in the formal school setting. Close physical contact is not condoned by the school, and if persistent, will result in parental contact and disciplinary action. Close physical contact includes, but is not limited to, hugging, kissing, holding, or inappropriate touching or contact.

## SCHOOL CLOSINGS/DELAYS/DISMISSALS

On occasion, school may be closed, delayed, or dismissed due to severe weather, utility failure, or other emergencies beyond the school's control. In such cases, an announcement will be made via the ALERT NOW system as well as local TV stations.

Please do not call the school or the Central Administration Office for school closing information. These telephone lines are to remain open for emergency purposes.

## STUDENT AIDES

Students in grades 10, 11, and 12 have the opportunity to be a student aide for Fountain Central Junior-Senior High School staff members during his/her study hall assignment. Students are only allowed to be a teacher's aide during instructional periods, and thus, are not allowed to be an aide during the teacher's preparation period. Student aides must have no grade lower than a C- on a nine weeks report in order to be eligible. If a student fails to make grade, his/her student aide privileges will be revoked, and he/she will be sent back to study hall. A student may be reinstated as an aide if grades make standard by the 3rd or 6th weeks grading period. All student aides are expected to report to his/her assigned teacher on the same bell schedule as students in that class, and are to remain in the assigned classroom unless running an errand for the teacher.

## STUDENT DRIVER REQUIREMENTS

Driving privileges are reserved for students in grades nine through twelve. All students are required to park in designated parking areas on the school campus. Students should exit their vehicle upon arrival and enter the school building as the parking lot is off limits throughout the entire school day. Speeding and reckless driving will not be tolerated. Motor vehicles will be towed away at the owner's expense if they are parked in an obstructive or illegal manner. The administration reserves the right to limit or revoke any and all driving privileges for failure to abide by the established rules. Southeast Fountain School Corporation assumes no responsibility for damage and/or theft to student vehicles.

1. Student drivers are required to participate in Fountain Central's Random Drug Testing policy. Failure to register in the Random Drug Testing Program will result in loss of driving privilege until registered in program.
2. Student drivers are required to have a copy of the "APPLICATION FOR SCHOOL PARKING-LOT ACCESS" on file. Driving privileges will be withheld until this application is on file.
3. All student-operated motor vehicles must display a student-parking permit in the lower right hand corner of the front windshield.

## STUDENT HEALTH

Students who become ill while at school will be referred to the school nurse. If it is determined that the student is too ill to remain in class, the parent/guardian or emergency contact will be notified and the student will be sent home. It is very important that the school has up-to-date information regarding phone numbers and emergency contacts.

## SURVEILLANCE SYSTEM

Fountain Central Junior-Senior High School is equipped with surveillance cameras. These cameras have been placed inside and outside the school for the protection of school and student property. The cameras also help to ensure a safer environment for our students.

## TELEPHONE USE

School office phones are to be used for school business only. Students will not be allowed to use office phones and will only be called to the phone in the case of an emergency. Messages of an urgent nature will be delivered to students in a timely manner.

## TEXTBOOKS

Textbooks are the property of the school and students are responsible for the care of each rented book. Textbook damage or loss will be billed to the student's parent or guardian at the end of the current school year. Failure to pay all damaged or lost textbook fees in a timely manner will result in the account information being submitted to the Fountain County Small Claims Court. Students receiving free textbooks through the Federal Lunch Program are still responsible any damaged or lost textbook fees acquired.

## TORNADO/DISASTER DRILLS

Tornado drills and other disaster drills are held at various times throughout the school year. Shelter instructions are posted in each classroom. Students & teachers are to proceed to these shelter areas quickly & quietly. Students are to remain in the assigned area until the signal is given to return to class. The signal for completion of the drill will be given via the intercom.

## VISITORS

All school visitors are to report to the main office, sign in, and obtain a visitor's badge before proceeding to other areas of the building. Advance notification of visitors and the reason for the visit should be cleared with the administration. **STUDENTS ARE NOT TO BRING STUDENTS OR GUESTS TO SCHOOL WITHOUT PRIOR APPROVAL OF ADMINISTRATION.** The school will not summon a student out of class unless the person inquiring is the legal guardian of the student.

## WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from school for any reason must present an authorization from the parent to the guidance office. A withdrawal form must be signed by teachers in order to clear all accounts of the student. All financial obligations must be met prior to withdrawal including any book, cafeteria, or library fees. Transcripts will be withheld until all obligations are met. No student under the age of eighteen (18) may withdraw from school without an exit interview with the Principal and the student's parents/guardians.

## WORK PERMITS

Students under the age of 18 must obtain a work permit in order to accept employment. Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. School corporations also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grades or attendance after he/she begins work. All work permits must be approved by the administration prior to beginning work.

## STUDENT ACTIVITIES

The extra-curricular program of Fountain Central High School (consisting of clubs, athletics, and co-curricular activities) is an integral part of the school system. As such, the responsibility of supervision lies with that of the high school Principal and Director of Student Activities. Being a member of the I.H.S.A.A and/or Division of Student Activities, participation in a varied program will be that which accepts and practices the rules, regulations, and policies as set forth by the I.H.S.A.A. and Division of Student Activities. Furthermore, belonging to the Wabash River Conference contributes to the advancement of competitive athletics with a wholesome interschool attitude.

Fountain Central High School believes strongly in the educational values of extra-curricular activities when properly administered. One of the most important outcomes is the mental and physical development of the girls and boys who represent our school in extra-curricular activities. To achieve these values good training is emphasized in the program.

Students participating in school activities are required to live according to the rules listed below, all of which are in effect during the entire year.

1. Participants shall not use any form of alcohol or engage in drug use.
2. Participants shall not indulge in tobacco use.
3. Participants shall manifest good citizenship in and out of school.
4. Participants shall attend the practices and contests of the squad unless excused by the coach/sponsor.
5. Participants are expected to adhere to school policy.
6. Participants shall be required to attend school a **half day** in order to participate unless the absence is a result of an excused appointment. If a student is out for bereavement, etc. and out more than a half day – parent should contact the athletic director regarding participation prior to the absence when possible.

Violations will result in the following minimal disciplinary action.

**NOTE: This is in addition to the policy concerning alcohol and/or illegal drug possession and/or use in the "Student Handbook."**

1. **Use of Alcohol or Drugs** - Student athletes or those involved in extra-curricular activities, who are caught by law enforcement, Southeast Fountain administrative personnel, or their coach with possession and/or use of alcohol and/or illegal drugs during school hours or at any school activity (home or away) shall be suspended from participation in extra-curricular activities for one (1) calendar year (365 days).

A second such offense during the suspension period shall result in the participant receiving an additional 365 days added to their suspension.

Student athletes or those involved in extra-curricular activities, who are reasonably presumed by law enforcement, Southeast Fountain administrative personnel, or their coach with possession and/or use of alcohol and/or illegal drugs at any other time shall be suspended from participation for a minimum of 50% of the total season.

Any suspension given to a participant in the last 50% of a season shall carry over to the next season in which the student participates. Any suspension carried over shall be done on a pro-rated basis.

A second such offense shall result in immediate suspension of the participant for 365 days.

Parents/guardians will be responsible for their children when it comes to alcohol and/or illegal drug possession and/or consumption after school hours, while on vacations, and during all school breaks (including summer).

At the discretion of the Southeast Fountain administration, disciplinary action may be lessened or increased due to extenuating circumstances. A first offender that violates this policy may request to the activities director to have the suspension reduced by 50% by agreeing to have an assessment by an approved professional for substance abuse and agree to follow any counseling recommendations. The student handbook policy and the random drug testing policy are different. The handbook policy provides deterrents for students and typically deals with a public act. The random drug testing policy has some deterrents, but is designed to ensure a student receives professional treatment and discovery is typically more private.

2. **Use of Tobacco** - Any participant caught by school personnel in possession and/or use of tobacco or tobacco products shall be suspended from athletic participation for a minimum of 10% of the total season. Any suspension given to a participant in the last 10% of a season shall carry over to the next season in which the student participates. Any suspension carried over shall be done on a pro-rated basis.

A second such offense shall result in immediate suspension of the participant for 50% of the total season. Any second suspension given to a participant in the last 50% of the season shall carry over to the next season in which the student participates. Any suspension carried over shall be done on a pro-rated basis.

3. **Law Violation Other Than Traffic** – Criminal offenses will result in temporary or permanent suspension from athletics/activity. The head coach, activities director, sponsor, and principal will render the decision.
4. **Unexcused Practice Attendance** - Student will be disciplined in accordance with established team/organization rules.

### **ATHLETIC ELIGIBILITY**

The Indiana High School Athletic Association regulations determine the minimum academic standards, which a student must meet in order to participate in interscholastic athletic contests. To be eligible scholastically, student athletes must have received passing grades at the end of the grading period in at least five full credit subjects or the equivalent, and must be currently passing in at least five full credit subjects or equivalent. Physical Education classes count toward eligibility. Semester grades take precedence over nine-weeks grades. The question of eligibility is determined one week after the end of the grading period.

**Junior High Eligibility.** To be eligible scholastically, student athletes must have received passing grades at the end of their last grading period in school in all subjects and must be currently passing all subjects. Semester grades take precedence over nine-weeks grades. If a student athlete fails one or more subjects the student athlete will be placed on a 3-week probation. The student athlete will be allowed to practice, but not take part in any interscholastic contest. If at the end of the 3-week probation period the student athlete is no longer failing any subjects, normal activity can resume.

### **EXTRA-CURRICULAR PARTICIPATION**

Extra-curricular activities are defined as those activities that students participate in outside of the regular school day that are not mandatory to meet course requirements. The student's grade will not be determined by whether he/she participates in the activity. These activities may or may not be related to a specific course offering.

Co-curricular activities are defined as activities that students can be involved in, in order to partially fulfill the requirements of a particular course. The student's grade may be determined by participation in the activity.

In order to participate in extra-curricular activities, a student must be in good standing in regards to academic achievement, conduct, and attendance with the school. In addition, the following eligibility requirements must be met.

1. Students must be enrolled and passing five (5) full credit subjects. If a student does not meet this standard, he/she shall not be eligible to participate in extra-curricular activities during the next succeeding nine week grading period. Incoming junior high and freshman students are eligible to participate in all extra-curricular activities.
2. Any student who is suspended from school for any disciplinary reason shall not be permitted to participate in co-curricular or extra-curricular activities for the length of the suspension. Any student who is suspended from school a second time during an academic school year shall not be permitted to participate in co-curricular or extra-curricular activities for five (5) days following his/her return to school. Any student who is suspended from school a third time during an academic school year shall be ineligible to participate in co-curricular or extra-curricular activities for the remainder of the school year.
3. Any student who is expelled from school for any disciplinary reason shall not be permitted to participate in extra-curricular activities for one grading period following his/her return to school. During this time, it is expected that the student will show intent to seriously pursue his/her academic education, and fulfill his/her responsibilities as a student to the rules and regulations of the school.
4. It is the right and responsibility of school administrators to protect the image of the school by removing a student from participation in any extra-curricular activity at any time that the student's participation is not in the best interest of the school corporation.
5. It is the right of coaches or sponsors of extra-curricular activities to set additional non-academic rules which regulates participation of students in extra-curricular activities.

### **DANCES**

Fountain Central has several dances throughout the school year. The following rules will be enforced at all school dances.

1. Only Fountain Central students will be admitted to the dance. Guests from other schools must be registered in the front office two days prior to the dance and have administrative approval. All guests must be high school students or graduates and under the age of 21.
2. All students who attend dances will only be admitted at the beginning of the dance.
3. Students are to dress appropriately to the dance theme and in accordance with the school's dress code guidelines.
4. Once a student has left the dance, he/she will not be readmitted to the dance and must leave the school grounds immediately.
5. All dances will end no later than 11:30PM, and parents are to pick-up students promptly at the conclusion of the dance.
6. High school students may not attend junior high dances, and junior high students may not attend high school dances.