

Southmont High School

“Home of the Mounties”



2020-2021 Student Handbook

New updates highlighted in yellow

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SOUTHMONT HIGH SCHOOL
6425 US 231 South, Crawfordsville, IN 47933
Office: (765) 866-0350
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SCHOOL YEAR 2020-2021

DISTRICT OFFICE AND SCHOOLS

Superintendent's Office866-0203
Southmont High School.....866-0350
Southmont Junior High School.....866-2023
Ladoga Elementary School.....942-2203
New Market Elementary School.....866-0740
Walnut Elementary School..... 362-0542

BOARD OF EDUCATION

Kyle Blaydes
Julie Hess
Daryl Hutson
Jerry Kinkead
Eric Mason
Brad Monts
George Spencer

ADMINISTRATIVE STAFF

Dr. Shawn Greiner	Superintendent
Mike Tricker	Director of Operations
Anna Roth	Director of Curriculum K-12
Jesse Burgess	Principal
Josh Hagenow	Assistant Principal
Aaron Charles	Athletic Director
Brad Acton	Counselor
Kelsey Feese	Counselor
Samantha Cotten	Communications Coordinator College & Career Readiness Coach

CORPORATION STAFF

Kristin Charles	Treasurer
Melissa Norman	Book Rental
Rhonda Wright	Central Office Secretary
Kelley Hopkins	Central Office Secretary
Karen Selby	Speech & Hearing Therapist
Rita Stull	School Corporation Nurse (HS and JH)
John Roberts, M.D.	School Physician
Dan Taylor	School Attorney

FOREWORD: This handbook is provided for you by the administration of Southmont High School for the purpose of acquainting you with the policies and procedures of your school. Students are responsible for adhering to these policies.

By the enclosed procedures, we are making every effort for this to be a very enjoyable school year. Southmont has already established a strong tradition of pride and superiority. By the loyalty and cooperation of each one of you, we will continue that tradition. Rules are necessary for the orderly functioning of any school and your cooperation will help in your reaching your full potential as a Southmont student.

HISTORY OF SOUTHMONT HIGH SCHOOL:

Southmont was conceived shortly after the formation of the South Montgomery Community School Corporation, January 1, 1966. This corporation included five high schools: Alamo, Ladoga, New Ross, New Market, and Waveland. When Southmont doors were opened on September 20, 1971, students from four of the above schools plus some of the corporation's students from Crawfordsville came for classes for the first time. (Alamo students incorporated into Waveland and New Market.) The students from Brown, Clark, Ripley, Scott, Walnut, and the south half of Union Township totaling 1,035 students were in attendance during the first year of operation.

VISION: Southmont High School is committed to provide each student with a well-rounded educational program leading to college entrance and/or career paths which will foster economic independence, social responsibility and life-long learning in the twenty-first century. The students will be creative problem solvers, respecting themselves and others, ready to take their places in a rapidly changing world.

OUR MISSION STATEMENT: In order to prepare our students to meet the challenges of the twenty-first century, Southmont High School, in conjunction with the community, will cultivate within our students:

- The academic, artistic, physical, technological and social growth of the individual.
- The drive to become lifelong learners.
- The desire to set career and personal goals.
- The ability to treat themselves and others with respect demonstrating honesty and integrity.
- The ability to interact effectively with people from diverse backgrounds, societies, and cultures.
- The necessary learning skills and the adaptability in thinking needed to become productive members of a society.
- The knowledge, skills and attitudes to live a healthy lifestyle.

COMMISSION: The Southmont School retains a First Class Commission from the State of Indiana for grades 7-12. In January of 1991, grades 7 and 8 were transferred to a new middle school facility, leaving grades 9-12 in the original structure. The high school has been fully accredited by the North Central Association since April 1974.

BUILDING AND GROUNDS: Southmont High School is located 6 1/2 miles south of Crawfordsville on Indiana Highway 231 or US Highway 231 at 6425 US 231 South, Crawfordsville, Indiana 47933, on a 94 acre plot of land. The total area under roof is 171,438 square feet intended to accommodate 1,100 students and 52 teaching stations. Other features of the building are as follows: 3,700 seat gymnasium, auditorium, swimming pool, cafeteria, material resource center, 5 computer labs, five station vocational/technical shop area, band room, choral room, gas/electric heat, fully air-conditioned except the gymnasium and voc./tech. areas. Site development includes all-weather track, football field, baseball diamond, softball diamond, five (5) lighted tennis courts, soccer fields and paved parking to accommodate over 500 automobiles. **Renovation and new construction was done between April 2004-December 2006. An auditorium, fieldhouse, and classrooms were added. Renovation and new construction was done again between May 2017 - December 2019. A turf multipurpose field, baseball/softball complex, athletic wing, cafeteria/student commons and CTE classrooms were added.**

SCHOOL SPIRIT: School spirit means loyalty to all functions of the school. Loyal students not only strive for academic excellence, but also support the co-curricular and extra-curricular activities of the school. School spirit may be divided into three classes:

- 1) **Courtesy** - toward teachers, fellow students, and the officials of school athletic activities
- 2) **Pride** - in everything our school endeavors to accomplish and has accomplished
- 3) **Sportsmanship** - the ability to win and lose gracefully. Perform to the best of your ability in all areas of extra-curricular activities.

SOUTHMONT SCHOOL SONG:

Hail, Hail to Southmont High School
Cheer on that Mountie Name,
Proudly our colors flying, Scarlet and Gray.
Fight! Fight! You valiant heroes
Bring home a victory Mounties,
Hail, Hail, to Southmont High School
Onward now to fame.

GENERAL SCHOOL INFORMATION

ALTERNATIVE SCHOOL: Southmont High School has an alternative educational program. Students enrolled in this program will be solely at the discretion of the administration. School policies are in effect for students enrolled in the alternative school.

ANNOUNCEMENTS: Announcements concerning events of the day, changes in the daily schedule and other pertinent items will be made at the beginning of school each day. There will be a monthly calendar listing all events. All of these materials are made available to the teachers through email and to parents and students on the web page under *Facilities and Events*.

BELL SCHEDULE: The doors to the academic area will open at 7:30 a.m. and close after 4:00 p.m. When students arrive on school grounds, they are not permitted to leave the grounds again until the dismissal of school, unless excused by office personnel. This includes returning to a student driven vehicle during the school day.

<u>BELL SCHEDULE</u>	<u>Late Start Wednesdays</u>	<u>2-Hour Delay</u>
8:15 - 8:35 Announcements/SSR	8:30 – 9:41 Period 1	10:15 – 11:02 Period 1
8:35 - 9:41 Period 1	9:46 – 10:52 Period 2	11:07 - 11:54 Period 2
9:46 -10:52 Period 2	10:57 – 12:38 Period 3	11:59 - 1:16 Period 3
10:57 -12:38 Period 3	Lunch A 10:52-11:22	Lunch A 11:54-12:24
Lunch A 10:52 -11:22	Lunch B 12:08-12:38	Lunch B 12:46– 1:16
Lunch B 12:08 -12:38	12:43 - 1:49 Period 4	1:21 - 2:08 Period 4
12:43 - 1:49 Period 4	1:54 - 3:00 Period 5	2:13 - 3:00 Period 5
1:54 - 3:00 Period 5		

*Vocational students follow SHS schedule on delay or school cancellation.

Go to Southmont webpage Corporation News, Late Start Model for more info.

BUS TRANSPORTATION: The bus driver shall implement and maintain the following corporation policy: School bus drivers are to have control of all children on the bus at all times. The driver shall keep order, maintain discipline, treat all students in a civil manner, and see that no student is imposed upon or mistreated by another student while on the bus. The bus driver shall see to it that all passengers abide by the following rules. (Adopted by School Board August 1996)

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Passengers will not tease, scuffle, trip, hold, hit, or use hands, feet, or any other part of their body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Students shall be waiting at their boarding station when the bus arrives.
8. There shall be no eating or drinking on the bus.
9. Water guns and similar devices shall not be permitted on the bus.
10. The bus driver may deny the privilege of riding the school bus to any student who refuses to conduct himself or herself in a gentleman or lady-like manner.

NOTE: Students who ride buses to school are on school property when they board the bus and are, therefore, expected to obey all school and bus rules.

CELL PHONE POLICY: A student may possess a cell phone/paging device in school, on school property, at after school activities and at school related functions, **provided that during school hours* and on a school bus the cell phone remains off and must be placed in a locker.** When directed by a staff member in charge of an after school event, cell phones must be turned off.

* Cell phone/paging device must be turned off between the hours of 8:10 a.m. and 3:00 p.m. and placed in a locker. NO paging or text messages will be allowed during these hours. The use of a “smart watch” to send or receive text messages or it’s use as a cell phone is prohibited and may follow the same disciplinary policy for cell phone violations.

Possession of a cell phone by a student is a **privilege**, which may be forfeited by any student who fails to abide by terms of this policy.

Violations of this policy or inappropriate use may result in confiscation of the cell phone/device and/or other appropriate discipline.

1st offense – Confiscation of cell phone and parent called to pick up the phone.

2nd offense – Confiscation of cell phone, parent called to pick up the phone, and one (1) day suspension from school.

3rd offense – Confiscation of cell, parent called to pick up phone, and three (3) day suspension from school.

4th offense – Confiscation of cell phone, parent called to pick up phone, and five (5) day suspension from school.

During a school crisis/emergency, cell phones are not to be used.

The student who possesses a cell phone shall resume responsibility for its care. At no time shall the South Montgomery Community School Corporation be responsible for preventing theft, loss or damage to cell phones brought onto its property.

CHEATING/FORGERY: The minimal punishment for a student verified as having been involved in cheating on an assignment or test is to receive a mark of zero on that assignment or test and to be refused the privilege of making up the work. Continuous cheating should be referred to one of the administrators for further disciplinary action. A student who forges, falsifies, or makes fraudulent use of a school pass, any other school form, grades, or attendance notes will be disciplined. The school administration will be made aware of all acts of cheating and forgery.

CLOSED CAMPUS: Southmont High School is a closed campus facility. Students are not allowed to leave the premises for lunch.

COMMUNICATING WITH YOUR SCHOOL: The South Montgomery School Corporation believes that the most effective education takes place when the home and the school work in a cooperative relationship. Students typically do much better, both academically and behaviorally, when the home reinforces what is presented at the school. There are times, however, when you might disagree with some action taken by the school, and you would like to explain your concern to the appropriate people. The following are the suggested steps you should take:

1. Take your concern to the person closest to the issue. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. The issue may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the staff member's attention. Give them a chance to address the problem first.
2. Your next step would be to direct your concern to the building principal. The principal is responsible for the supervision of all staff members within the building. In a very calm and logical manner, share the steps you have already taken, and why you have brought the issue to them.
3. Your next step is to contact the Central Administration Office. You will be directed to either the Superintendent or the Administrative Assistant, depending upon the issue. At this level, you will be asked if you have already spoken to the teacher and the principal. If you have and the issue has not been resolved to your satisfaction, your concern will be reviewed and a decision will be made as soon as possible after obtaining all the facts.
4. Your final step is to contact your school board members. A board member should be contacted only after all other means to solve a problem have been tried. School board members are elected to represent the interest of all students and district residents. Their primary responsibility is to make policies that guide the school district. As a Board, they may wish to discuss the issue to consider whether policies or procedures have been carried out correctly; or they may request that the Board review specific policies that relate to the problem; or they may propose that new policies be developed for the Board's consideration.

CONFIDENTIALITY: A transcript of student records will be forwarded to another public or private school or post-secondary educational institution to which a student transfers or applies for admission or in which a student enrolls. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made application. The student's records will be released to a court of law by a written direction (court order). The order is otherwise known as a Court Order. The student's records will be released when complying with any direction outlined in any and all Indiana or federal statutes.

COPYRIGHTED MATERIAL/PLAGIARISM: The School Board recognizes proper procedures for the duplication of printed, audio, audio-visual, visual materials, and computer and/or electronic materials. Reproduction of copyrighted materials shall comply with laws and generally accepted guidelines. Plagiarism is against the law. A first offense will result in an "F" for the project. A second offense will result in an "F" for the project and further disciplinary action.

COURTESY AND MANNERS: Displaying courtesy and good manners is an indication of self-pride and maturity. All students are expected to observe common courtesies and respect both personal and school property.

DISTRIBUTION OF MATERIALS: Printed materials or other items of promotion or advertising may not be distributed to students in the school building, on the school grounds, on the school buses, or at any school-sponsored activity without prior approval of the principal. All posters must have the approval of the principal or sponsoring teacher.

DRESS AND APPEARANCE CODE: We are concerned about the personal appearance of our students. We do not intend to dictate the type of clothes to be worn to school but occasionally find it necessary to say what shall not be worn. We expect students to wear appropriate school clothes and wear them in an appropriate manner. Students whose appearance interferes with the educational process by drawing the undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be asked to change their clothing/appearance into something more appropriate or will result in the student being removed from the classroom and/or school. Simple guidelines for school-appropriate dress and personal appearance are:

1. Shirts are to have sleeves that cover the shoulders and not expose undergarments. No exposed cleavage, back, or midriff will be allowed. Shirts must not expose anything below the arm pit line.
2. Shorts, dresses and skirts must be within least finger length or greater when standing up straight with arms at side. Shorts are permitted before fall break and after spring break. Shorts must be worn at the waist.
3. All pants and slacks must not expose undergarments. When wearing leggings, a shirt or dress must be worn that covers the hips or extends to mid-thigh.
4. Clothes that are ripped or torn above finger length, dirty or unsafe are not permitted. Pajama tops and/or bottoms are not acceptable school attire. Further, clothing that is tight or flimsy, or clothing which depicts violence or vulgarity of any kind may not be worn.
5. Coats, and other winter attire are not permitted in classes and should be placed in lockers prior to entering the classroom. Students are advised to wear sweaters if they feel the need for additional warmth.
6. Hats, caps, sunglasses, and any other head coverings are not to be worn or carried in the building during the school day and should be removed upon entry between the hours of 8:00 and 3:00.
7. Shoes or sandals must be worn at all times.
8. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
9. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco; drugs, illegal substances or inappropriate messages are unacceptable. Clothing may not advertise or promote drugs, alcohol, or tobacco products, imply an inappropriate innuendo (including profanities), contain a double meaning (including satanic or gang related), or depict anything that can be construed as violent or distasteful. Notebooks or other personal items are placed under the same guidelines as above.
10. Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas are unacceptable.
11. Any apparel, jewelry, cosmetic, make-up, accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or disruptive behavior is prohibited.
12. Piercings are allowed in the ear. A single "stud" piercing of the nostril is permissible if a clear retainer is utilized. Piercings of the septum, eye-brow, lip or other visible areas are not permissible. Ear and body piercing(s) that interfere with learning and the educational process may be inappropriate and will be addressed by the administration.
13. Students are prohibited from writing/drawing on exposed parts of the body.
14. Coats, backpacks, and book bags are to remain in lockers and are not to be taken to the classroom during the school day. Coats, backpacks, book bags, and other personal items should not be taken to the final class period, but are to remain in lockers until dismissed.
15. ANY OTHER ITEM (OR BODY ALTERNATION) THAT DISTRACTS OR DISRUPTS THE EDUCATIONAL PROCESS OF THE SCHOOL NOT BE PERMITTED.

Administration will make this determination. The school shares in the responsibilities of student dress and appearance with the parents and the individual student in the areas of health, safety, and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will make the final determination regarding dress and appearance code violations.

DRUG, ALCOHOL & TOBACCO TESTING POLICY: The Board of School Trustees of the South Montgomery School Corporation recognizes the health risks and dangers associated with the use or possession of unlawful drugs, alcohol, and/or tobacco products. Drug, alcohol, and tobacco abuse in the school is a threat to the safety and health of students, faculty, and staff.

The Board of School Trustees encourages all students to participate in extra-curricular/co-curricular programs of the school, but believes the opportunity for such participation is not an absolute right. It is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program. The program will be applied to all junior high and senior high school students (7-

12), male and female, who participate in athletics, extra-curricular/co-curricular activities, and student drivers. A student may be removed from the drug testing pool if they cease to participate in any extra-curricular activity, and/or, cease to drive to school. Removal from the drug testing pool requires parent signature.

In addition to those students who choose to participate in extra-curricular/co-curricular programs of the school, the school will test any student who volunteers to participate in the program. Such students and their parents must provide the school with their consent to participate in writing. Once consent is given for testing on a voluntary basis it may be revoked in writing by parent and student.

It is mandatory that each student who participates in the extra-curricular/co-curricular programs, athletics, or identified as a driver must sign and return a "consent form" prior to participation in any activity. Failure to comply will result in non-participation of extra-curricular/co-curricular activities and/or not driving to school. Signed forms will be in effect until the student graduates.

ELECTRONIC DEVICES: Electronic devices including laser pens, electronic games, and radios are not allowed on school property or on school buses. Any student who has a device confiscated will have parent called to come and pick up said device. Multiple infractions may lead to more discipline.

EMANCIPATED STUDENTS: A student who is claiming to be emancipated must furnish the principal with legal documents indicating emancipation. The affidavit form for emancipation is available in the office.

EMERGENCY PREPAREDNESS PLAN: All classroom teachers will explain all emergency preparedness drills throughout the year.

EQUAL OPPORTUNITY: Students, their parents, and employees of the South Montgomery Board of Education are hereby notified this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, vocational programs or activities as set forth in Title IX, Title VI, and Section 504. Any inquiries may be directed to the coordinator, Eric W. Brewer, South Montgomery Board of Education, Box 8, New Market, Indiana 47965. Telephone number: 765-866-0203.

FIRE DRILLS: Fire drill directions are posted by the door in each classroom: Each fire drill is treated as if it were a real emergency. Students are to follow teacher instructions and WALK QUIETLY to the designated areas of safety. Classes must stay together so the teacher can account for all students. Students may return to class when the ALL CLEAR signal is heard. The ALL CLEAR signal will be given by an administrator over the intercom.

HANDBOOK POLICY: The following rules and regulations in the Southmont Student Handbook will be in effect until a new Student Handbook is issued.

HEALTH NEEDS: It is the responsibility of the parent/guardian and the student to keep the school informed regarding any health needs and concerns that may require special consideration in the student's activities or educational program.

If a health concern arises, a written statement from a medical doctor licensed to practice in the State of Indiana is required for the student's file. This statement should include a description of the problem and the consideration to be given by the school in directing the student's activities and educational program. The doctor's statement is good for that school year.

HEAD LICE: A student who is sent home due to head lice infestation has the absence excused for that day. Days subsequent will be marked as unexcused. The corporation has a "no nit" policy. Students will continue to be sent home until there are no nits remaining.

HEALTH SCREENINGS: Screenings are mandated by the state. Vision screening is done in the 7th grade, hearing screening in the 7th and 10th grades.

ILLNESS DURING SCHOOL: The student should have a pass from his teacher to visit the clinic, and is responsible to his classroom teacher for work due that hour. With minor illnesses, students will be allowed to rest in the clinic for one class hour unless they have received notification of attendance problems. The parent/guardian of each student should fill out an emergency health record that is kept in the nurse's office. **Under no circumstance should a student leave the school grounds without official permission from the school nurse or administration. An ill student is never allowed to drive home without parental consent, or that of the person listed as the emergency contact. No student should call a parent to come to get him/her without first checking with the school nurse.** In case of acute illness or injury, every attempt will be made to contact the parent. EMS services will be activated if, in the judgment of the nurse or administration, it is warranted.

IMMUNIZATIONS: Students enrolled in Indiana public schools must have proof of immunization on file, or a current religious or medical objection. It is the responsibility of the parent to furnish this to the school upon enrollment. Our corporation allows a twenty (20) day waiver. If at the end of this time the records are not made available, or have not been updated the student will be excluded until the records are produced.

MEDICATION POLICY: Medications that are controlled substances need to be brought to school by the parent/guardian/adult ... not the child. Students with prescribed asthma inhalers will be allowed to carry them after they have been registered with the school nurse. All other medications should be brought to the clinic at the beginning of the day. Medications shall be kept in the original container bearing the child's name, dosage instructions, and physician's name. If the medication is to be taken over a long period of time, a medication authorization form signed by the parents and physician must be on file. It will be the student's responsibility to come to the clinic at the required time to take his/her medication.

SPECIAL HEALTH NEEDS: It is the responsibility of the parent/guardian and the students to keep the school informed regarding any health needs and concerns that may require special consideration. If special accommodations are needed, a written statement from a medical doctor is required for the student's file. This statement should include a description of the problem and the consideration to be given by the school in directing the student's activities and educational program. Statements must be updated each school year.

INTERNET POLICY: The Internet is an international "network of networks" and is commonly known as the communication and information "superhighway". Students will have access to hundreds of databases, libraries, and resources from all over the world. They can also communicate with scientists, university professors, mentors, and other students around the globe. Additionally, the Internet is a publishing environment allowing students an audience for their work of potentially millions of users throughout the world. Because of its diverse nature, Internet is available to a wide variety of users, both students and adults.

With educational opportunities provided by these technology resources comes the inherent responsibility for its proper use. Teachers will provide instruction in the uses of these computer networks. Guidelines and expectations will be made very clear to all students. Computer security cannot be made perfect, and it is likely that a determined student can make use of computer resources for inappropriate purposes.

All equipment is intended to be used for educational purposes. Other uses are considered inappropriate. Inappropriate use will result in disciplinary action. A more detailed policy for Internet and Network use is available in the high school office. Before students and/or staff can use the Internet they must sign an Internet sign-off sheet.

LOCKERS: All lockers and student storage facilities made available for student use on the school premises 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 student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school retains the right to inspect the locker and its contents. Complete policy for use of lockers can be found in the main office. These rules must be followed:

1. Only one student per locker. Students are not to share lockers.
2. Use only school owned locks.
3. Lockers are to be locked and closed when students leave them.
4. Report lockers not closing properly to the main office.
5. Coats, backpacks, and book bags are not allowed in the classroom, but are to remain in lockers.

LOST AND FOUND: Articles which are found should be taken at once to the principal's office and deposited with the secretary. Articles should be turned in immediately to facilitate recovery. Students are strongly discouraged from bringing large sums of money or other valuable items to school. Unclaimed articles will be disposed of after a reasonable time has elapsed.

LUNCH PERIOD POLICY: A student is not permitted to leave the grounds from arrival in the morning until dismissal unless they have administrative approval to do so. All parking lots are out of bounds at all times during the day. Students will not be permitted to engage in any activity that would be distracting to the classes in session during lunch. **Food or drink will not be allowed to be brought in from outside vendors.**

Students are required to remain in the cafeteria area, or the areas designated, during the lunch period. No one is permitted to use the west doors, the south gym doors, or downstairs in the physical education area during the lunch period. Students are not permitted to roam the building or the school grounds. Locker visitations are not permitted during the lunch period. The hallway by the music department and all areas beyond the triple doors north are off-limits during lunch.

Students are encouraged to use proper etiquette in the cafeteria at all times. A proper eating atmosphere is the responsibility of all those who use the cafeteria. Immature and irresponsible behavior will not be permitted nor tolerated. All food items must be eaten in the cafeteria and not taken on school grounds. It is the responsibility of the students to take trays to the scullery window and dispose of paper products in the proper receptacles.

Noon visits from friends are not permitted unless prior administrative permission has been obtained. All visitors are required to register with the main office.

The South Montgomery Community School Corporation, operating under the provisions of the National School Lunch Act and the Office of School and Community Nutrition of the Indiana Department of Education, serves nutritious meals

each school day. Planned lunches and breakfasts are available at each of the schools. Free and reduced priced lunches are available when family income falls within certain income guidelines. Application forms, which include income guidelines, are provided to parents/students during registration at the beginning of the school year, may be requested during the year should a family's financial status change and are available on our website <http://www.southmontschools.org/food-services>.

A menu is sent home regularly (weekly announcements) to parents and is also available on our website. Students bringing their lunch to school may purchase milk or juice in the cafeteria. If they bring a drink with their lunch, the following are appropriate: milk, juice, tea, water or other non-carbonated beverage. Please, do not send carbonated beverages OR energy drinks to school and ensure that items sent in a lunch from home are easy for the children to open. Check with them to see if they are having difficulty with particular items or containers, then make necessary adjustments.

BREAKFAST

The breakfast program is an optional program only for those students who choose to eat breakfast at school, and is offered at no charge to students. Breakfast is served between 7:40 and 8:05. Please ensure that your child clearly understands whether or not he/she is to eat breakfast at school. Any student arriving at school after the tardy bell will not be able to eat breakfast at school that day, as the breakfast period will be over. The only exception to this is if a bus is late. Breakfast is NOT served on days which we have a 2-hour delay, so please make sure they have eaten before arriving.

COST

Lunch prices will be reviewed and approved by the school board in July (the following information is subject to change prior to the start of school.) Currently, the student lunch price is \$2.65 per meal for elementary students, \$2.35 per meal for junior high students, \$2.45 per meal for high school students, or \$0.40 for students receiving a reduced priced meal. Parents or other adults may eat lunch at school with their children, but we request that you notify the teacher or the office in advance so that the cafeteria may have an accurate count. An adult lunch price is \$3.30. At this time, student breakfast is free to all students. You will be updated if any of the prices have changed at registration. Adult breakfast price is \$2.10 and milk is \$0.40 per carton. Please send payment for the full week on the first day of the week, as this is when lunch money is collected. Parents may wish to use our online system (MySchoolAccount) to add money to their children's accounts, information on which is available on our website at <http://www.southmontschools.org/food-services>. Students have an ID card that is used when purchasing any item from the cafeteria. Any amount of money may be added to the account. If you want to pay for an entire year in advance, you may do so. When an account balance becomes low, a notice will be sent home to notify the parent. According to Board Policy, if an account accumulates a negative balance below \$25, the student may not be served a standard lunch, and instead, will be given an alternate lunch until the account is brought current. Parents will still be charged \$1.00 per lunch for the alternate selection (typically sun butter and jelly sandwich, milk, and fruit.) For this reason, it is very important that you keep the account balance in a positive status. If a student's ID card is lost or broken, a replacement fee of \$3 will be charged.

NOTE: Kindergarteners do purchase an extra milk per day for snack time. Please be aware that this does not fall under the free and reduced lunch program and must be paid out-of-pocket by parents.

[This institution is an equal opportunity provider.](http://www.southmontschools.org/food-services)

MEDIA CENTER RULES AND USAGE: The Library/Media Center and staff are available to assist the student and teacher in any way possible with their academic work.

We encourage students to bring a written pass from their teacher when coming from class and remain until the end of the period.

The materials in the Library/Media Center are here for your use and enjoyment. We ask students to use materials by checking them out and returning them on time.

MONEY: Bills larger than \$20.00 will not be changed. Students must always have a pass to see the school treasurer for money.

MOVIES: Movies and videos with a rating other than G or PG that are shown as a part of a class or school sponsored event, will require a signed parent permission form before the student is allowed to view the movie.

NON-CUSTODIAL PARENTS: A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parents will also be allowed to participate in conferences, classroom visitations, and all other school activities.

The non-custodial parent may not visit with the student during the school day nor may the student be released to the non-custodial parent unless written permission is given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitation of, the non-custodial parent.

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT: In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, a description of the rights granted by federal law to students with disabilities can be obtained by contacting the corporation office.

PHYSICAL EDUCATION EQUIPMENT: Students purchase a uniform for use in all PE classes and are assigned a locker. Padlocks for use on PE lockers are available in the student store. Each student in PE is required to purchase a Southmont approved lock and place it on their PE locker. If any part of the PE uniform or the PE lock is lost, it is the student's responsibility to pay for a replacement.

PHYSICAL EDUCATION POLICIES: Because of the nature of the course a separate policy has been made available to all students concerning physical education. This policy will be made known to students enrolled in the class and also posted in the locker rooms. These policies are concerning dress for class, swimming, and excuses from activities.

REPORTS TO PARENTS: Each trimester is divided into two six week grading periods. Grade cards will be available approximately one week after the end of the grading period. Any comments or questions about grades should be directed first to the teacher giving the grade and then to a counselor. Grade cards will be mailed home if a self-addressed, stamped envelope is brought to the main office.

Reports to parents might come from time to time through the mail or by telephone. Most significant of this type of report would be of a disciplinary nature initiated by a classroom teacher or administration. Letters notifying parents of temporary suspension or permanent expulsion are also sent through the mail. Telephone calls to parents about attendance problems of their child may take place from time to time.

SALES: There are to be no sales of products by school clubs without first attaining permission from the principal or his or her designee. Students who accept items to sell for the purpose of gaining revenue for a school organization are responsible for returning the items or the monetary value of them.

SCHOOL DAY: The instructional school day begins at 8:15 a.m. and concludes at 3:00 p.m. (M-T-TH-F). On each Wednesday, the school day will begin at 8:30 a.m. and end at 3:00 p.m. (began August 2017).

SEARCH AND SEIZURE: Desks and lockers are school property, and school authorities make regulations regarding their use. School officials may inspect desks, lockers, and personal effects when reasonable grounds exist. If a locker is jointly accessible to another student's locker being searched, that locker may be searched at the discretion of school officials.

Stolen items and items which are prohibited by law, board policy, or school authorities, may be removed and impounded, and the parents notified. If the student is not present during the search, he/she shall be informed, as soon as practicable, of the action taken. This policy is enforced during the school day, on school buses, in school buildings and grounds, and extends to all school-sponsored and related activities including field trips and athletic and music trips, whether held before or after school, evenings, or weekends.

Automobiles that are operating or parked on school grounds may be subject to search and seizure of specific contents.

SECLUSION AND RESTRAINT: The school must maintain an orderly, safe environment that is conducive to learning. There are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves, others or physical property. Seclusion and physical restraint is defined in Corporation guidelines and should be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Parents may request a copy of the Seclusion and Restraint Plan from the school office. (10/30/2014)

SIGNS: Signs may be posted in appropriate areas. Clubs or individuals are to check at the main office for permission and appropriate locations. Signs concerning activities outside the school must be approved by the assistant principal and placed in the specified area. Signs should be mounted with masking tape on sign boards or wall and thumb tacks on bulletin boards. Signs without proper authorization will be removed.

SMOKING/TOBACCO PRODUCTS: Students are not permitted to bring, use, or be in possession of tobacco products and lighters in the building, on the school grounds, or at school functions held outside of school grounds. Smoking on the school buses is prohibited by law and students found to be in violation of this may be subject to legal citation. Offenders will receive a suspension from school.

STUDENT DRIVERS /PARKING: All students with a valid driver's license wishing to drive to Southmont may do so. The privilege of bringing a student operated motor vehicle onto school premises implies consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow a search of that motor vehicle when there is "reasonable suspicion for a search" of that motor vehicle. Refusal to permit a search shall create a presumption that the motor vehicle contained the item or items for which the search was requested, admissible into evidence in a suspension or expulsion proceeding.

1. Student drivers are to register with the school secretary, each year, giving such information as:
 - A. Age and drivers license type and number.
 - B. Make, model, year, color and license plate number of car to be driven to school.
 - C. All applications must be signed by parent or guardian.
 - D. There will be a \$2.00 fee for all student drivers for parking tags.
2. Upon receipt of adequate information, a student driver permit will be issued.
3. No student cars are to be parked on school property without a student parking tag properly displayed on the rear view mirror.
4. The East and South parking lots are available for student use. Student drivers are to park within the lines provided in their designated parking lots. Students are not to park in the Faculty Lot.
5. Cars are to be locked each morning before you leave them in the parking lot.
6. Student drivers are not to re-enter the parking lot or the auto until dismissed in the evening.
7. All student drivers are to take the shortest route from the highway to the student parking lot and park their car.
8. No joyriding on school drives or in other parking lots is permitted at any time before, during, or after school hours.
9. Student drivers are to drive responsibly.
10. Upon arrival, students are to go into the building, not loiter in the parking lot.
11. Student drivers should never pass school buses and should always give the right of way to school buses near and on Southmont school grounds.
12. No student driven auto is to be moved after it is parked in the morning upon arrival until after dismissal in the evening without the permission of the principal or administrative office.
13. Students are to use only the blacktopped driveways and parking areas.
14. It is **mandatory** that each student, driving to school, have on file a signed copy of the Drug, Alcohol & Tobacco Testing Policy. Failure to comply will result in student not being permitted to drive to school and park their vehicle on school premises. ***A student who receives a positive drug test may have their driving privileges denied and/or be suspended from school by school administrator(s).**

PARKING VIOLATIONS:

1st offense: Driving privileges revoked for five (5) school days.

Other offenses: Driving privileges will be revoked for thirty (30) days, with the possibility of vehicles being towed at owner's expense.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (June 2005): The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum without prior written consent of the student, (if an adult or an emancipated minor) or, if an emancipated minor, his/her parents, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close, family relationships;
- legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or his/her parents, or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.)

The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

STUDY HALL: Study Halls are not part of the course offerings. In special instances, with approval of administration, a student may be placed in a study hall setting.

SUBSTANCE ABUSE POLICY: The following applies to all students attending school or school sponsored events; i.e. field trips, athletic events, etc. Due process will be followed. **The disposition of each offense will be imposed at the discretion of the building principal.** Proper law enforcement authorities will be notified.

UNDER THE INFLUENCE AND/OR IN POSSESSION OF ALCOHOL, UNAUTHORIZED DRUG NARCOTICS, AND/OR ANY SUBSTANCE THAT IS INJECTED, INGESTED, OR INHALED THAT WOULD IMPAIR OR HARM THE HUMAN BODY.

1ST OFFENSE – The principal shall complete a request for expulsion and forward it to the superintendent. Students identified through the random drug testing process will have an expulsion request completed; however, such request shall not be forwarded to the superintendent for further action provided the following criteria are satisfactorily met by the student and parent(s)/guardian:

1. The student will be suspended from school for a minimum of three (3) days.
2. After the third day, if the student has not scheduled or had a chemical use assessment, expulsion papers will be forwarded to the superintendent.
3. The student cannot return to school until he/she meets with a principal and a counselor and participates in a chemical use assessment as directed by a principal and is in compliance with the recommendations of a principal.

POSSIBLE RECOMMENDATIONS FROM A PRINCIPAL for failure of a random drug screen.

1. Return to school after five-day suspension and a chemical assessment.
2. Return to school and receive assessment by outpatient drug-alcohol counselor(s) plus outpatient counseling and/or drug/alcohol education for student and/or parents via certified outpatient counselor(s) or qualified school personnel.
3. Inpatient treatment commensurate with family's ability to pay for services.

2ND OFFENSE – School officials will recommend expulsion to the superintendent.

DEALING: Dealing is defined as knowingly or intentionally distributing unauthorized drugs, narcotics, or alcohol and other harmful substances.

1ST OFFENSE –Recommendation of expulsion to the superintendent.

TECHNOLOGY

Student Use of Technology

Southmont Schools consider technology integral to our learning environment and believe that it will only continue to grow in importance and availability. In this age, students denied access to modern technology resources would be as unable to function in the learning environment as students denied books and pencils. Therefore, given the following: (1) a wide variety of digital electronic devices and Internet-based technologies are utilized at all grade levels across the curriculum in support of teaching, learning and assessing traditional and technology standards, (2) many traditional resources are now available online only, (3) our requirement and obligation as a school district to teach technology standards and digital citizenship, the use of modern educational resources such as computers, mobile devices and the Internet is an acknowledged condition of enrollment at Southmont Schools.

In the same way all enrolled students possess implied parent/guardian permission to access critical educational resources such as books, libraries, pencils and notebooks, and to participate in educational activities such as paper-based worksheets and tests, group discussions, group projects, art, music and research, all enrolled students will possess implied parent/guardian permission to access critical educational resources such as computers and Internet-based resources, activities and assessments.

Southmont Schools and the Board of Trustees, therefore, provide students, staff and the community reasonable access to a variety of technological resources. These resources provide opportunities to students and employees while remaining within the bounds of safe, legal and responsible use. Accordingly, the district has established guidelines for acceptable and responsible computer and Internet use, which will apply regardless of whether such use occurs on or off district property, and applies to all district resources, including but not limited to computer networks and connections and the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks. For more information about network access or policies, you may contact the Office of Technology Services. Additional resources are also available on our website at

<http://www.southmontschools.org/technology-services>.

I. RESPONSIBLE USE: TECHNOLOGY, INTERNET AND SOCIAL MEDIA

All use of district-owned technology and the Internet shall be consistent with Southmont Schools' goal of maximizing the potential of every person every day by facilitating resource sharing, innovation and communication. Guidance and instruction will be provided for each individual granted network access through school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy will result in the loss of privileges, disciplinary action and/or appropriate legal action.

1. Allowable Use. The use of your network account must be in support of education and research and consistent with the educational objectives of Southmont Schools.

2. Privileges. The use of the district-provided network, communication and wireless services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The Director of Operations and the Superintendent will deem what is appropriate use and their decision is final. The administration, faculty and staff of Southmont Schools may request that specific user accounts be denied, revoked or suspended.

3. Prohibited Use. You are responsible for your actions and activities online. Some examples of irresponsible, prohibited use include:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation or law.
- Any action that violates school or district policy.
- Unauthorized downloading of software as determined by the developer.
- Downloading copyrighted material for other than personal use.
- Using the network for private or commercial gain and/or using the network for commercial or private advertising.
- Gaining unauthorized access to resources or entities, including the accounts of others.
- Invading the privacy of others, cyberbullying and/or spamming.
- Posting material authored or created by another without his/her consent.
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.
- Attempts to disrupt or otherwise interfere with the normal operation of any district website, network or wireless system or equipment.
- Attempting to bypass safeguards put in place on the devices, including device settings and the district web filter.

4. Exclusive Use of Access. Network users are solely responsible for the use of their logins, passwords and access privileges. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges.

5. Network Etiquette. You are expected to abide by the accepted rules of network and safety etiquette. These include, but are not limited to the following:

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the addresses or telephone numbers of students or colleagues.
- Do not engage in spamming, or other attempts to otherwise disrupt the use of the network by other users.

All communications and information accessible via the network should be assumed to be the property of Southmont Schools.

6. Personal Safety. For your own benefit, observe the following precautions:

- Do not post personal contact information about yourself or other people. This information includes, but is not limited to your address, telephone number, work details, etc.
- Do not agree to meet with someone you have met online.
- Disclose to your teacher, counselor, principal, parents or other trusted adult any message you receive that is inappropriate or makes you feel uncomfortable.

7. Search and Seizure/Due Process. Your network accounts are not private. Routine maintenance and monitoring of the email or file servers may lead to discovery that you have violated this policy or the law. The technology department will conduct searches if there is reasonable suspicion that you have violated this policy or the law, or if requested by local, state and/or federal law enforcement officials. Southmont Schools will cooperate fully with officials in any investigation related to illegal activities conducted on network resources owned by Southmont Schools.

8. Security. Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources, you should notify the Office of Technology Services or a member of its staff. Users should not demonstrate the problem to other users. Users should not use another individual's login credentials. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges and possible expulsion. If a user is identified as a security risk or has a history of problems with ours or other computers systems, Southmont Schools may deny access to technology resources.

9. Vandalism/Harassment. Vandalism and/or harassment will result in the cancellation of privileges, and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, district networks or technology hardware and software. This includes, but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and/or its components or seeking to circumvent network security. Harassment is defined as the persistent annoyance of another user or the interference in another's work. This includes, but is not limited to the sending of unwanted electronic messages of any kind on any electronic platform.

II. USE AGREEMENT: SCHOOL- AND STUDENT-OWNED TECHNOLOGY

Southmont Schools Board of Trustees has approved the distribution of mobile devices, specifically Chromebooks, to all students in our district. In keeping with the district's commitment to providing the best possible educational opportunities in a 21st century society, we are committed to providing the infrastructure, resources and guidance necessary to ensure that this initiative is beneficial to and in support of our students. However, knowing that instant connectivity with the world is an awesome responsibility, that students are able to access resources that do not support their educational pursuits and that such access requires guidance and supervision by both staff and parents, Southmont Schools expects students to abide by procedures and expectations that are designed to ensure maximum productivity and benefit from those devices. The following will govern use of all district-owned devices while a student is enrolled in our district:

1. Students are responsible for the care and maintenance of the device while it is assigned to them. Because the device belongs to the district, students are not to alter, damage, change or otherwise deface the device, case, carrying case, cord or charger.
2. Students are to keep the device in the supplied carrying case (Chromebook) when not in use.
3. Students should ensure that the device is charged each night and ready for use each day.
4. Students are responsible for the device and should keep it with them at all times or in a secure location when necessary. The district is not responsible for, and any repair/replacement fee does not cover, lost or stolen devices.
5. Students should keep food and liquids away from the device at all times.
6. Students must immediately report damaged or malfunctioning devices to their school office or a member of the Office of Technology Services staff.
7. Intentional damage to, abuse of or misuse of a district-owned device will result in possible repair charges being levied and disciplinary action being taken.
8. Students are forbidden from engaging in any action that violates school or district policy or local, state or federal regulation or law.
9. Students are forbidden from participating in any form of cyberbullying.
10. Students are prohibited from transmitting, accessing, uploading, downloading or distributing offensive, profane, pornographic, obscene or sexually explicit materials.
11. Students are prohibited from hacking, altering or erasing the device in any way.
12. Students are prohibited from bypassing the district's web filter or removing software that has been placed on the device by Southmont Schools' staff.
13. Students are prohibited from using the device to access other students' accounts, files and/or data.

Because the district has provided students with a mobile device to be used to access the internet via the district's wireless infrastructure and collaborate with other students in support of learning goals, no personally-owned devices will be allowed to connect to our network, unless otherwise approved by the Office of Technology Services.

Additional guidance is provided in the Use of Student Provided Device Agreement that each student and parent receives and signs before taking possession of the device. A copy can be found on the Technology Services page of our website.

III. CHROMEBOOK GUIDELINES

All students attending Southmont Schools will receive a mobile device for their use while enrolled in our schools Dell Chromebook for students in grades K-12. All students who utilize district-owned devices, including but not limited to Chromebooks and laptops, are required to adhere to the following guidelines:

1. Charge the device nightly at home before returning to school so they are fully charged for the beginning of the next school day.
2. Bring the device to school every day for instructional use.
3. Have the device available to present to staff when asked. If a student is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action taken, including but not limited to compensation for the cost of a replacement device.
4. Keep the device secure and damage free.
5. Only remove the device from the case when in use (Chromebook).
6. Use a soft, lint-free towel or cloth to clean the screen—do not use spray or liquids.
7. Because the devices are touch screen, students should use care when using this feature to navigate their device.
8. Do not loan out the device, charger or cord to others.
9. Use only the included charger and a standard outlet to charge your device.
10. Do not deface the device, charger, cord or case with drawings, stickers or other permanent adornment. Defacing any district-owned equipment will result in being charged for a replacement.
11. Do not leave the device unattended at any time.
12. Do not eat or drink while using the device or have food or drinks in close proximity to the device.
13. Do not allow pets near the device.
14. Do not place the device on the floor or on a sitting area, such as a chair or a couch.
15. Do not leave the device near table or desk edges.

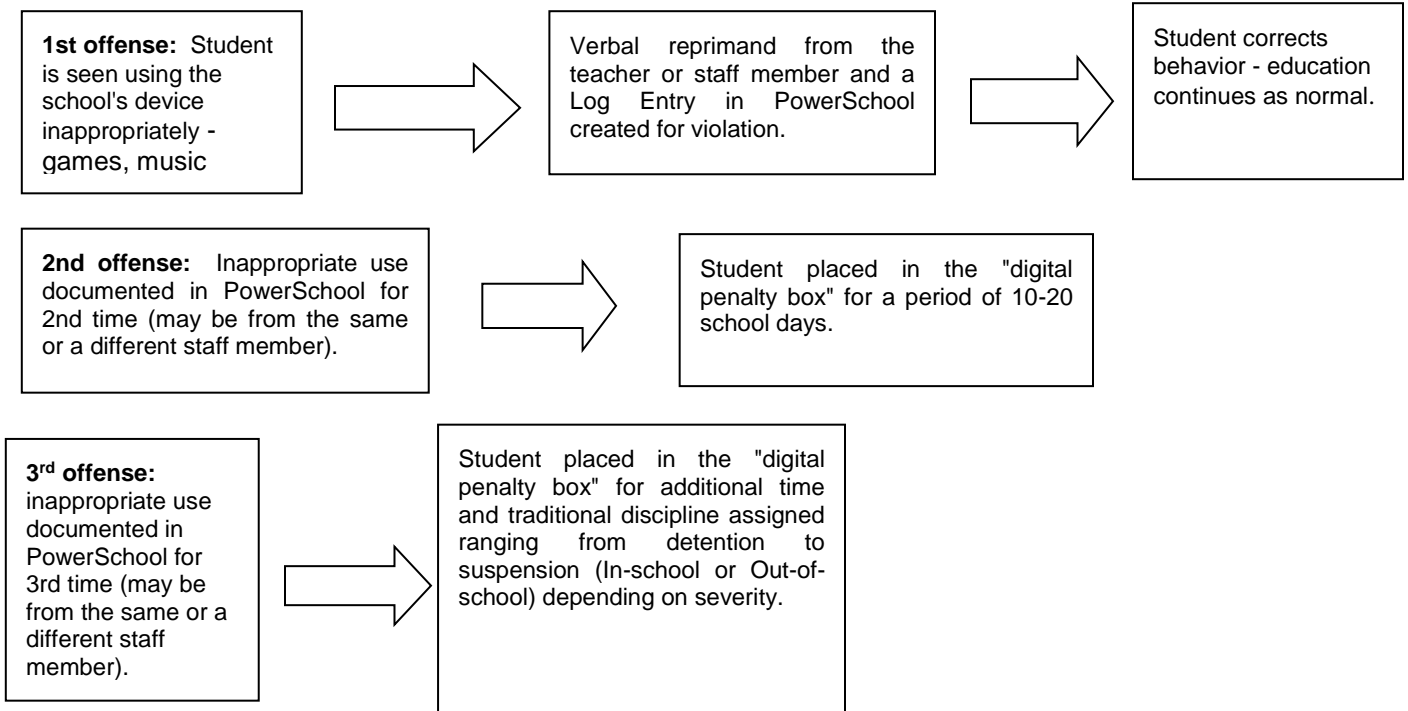
16. Do not stack objects on top of the device. If there are any ventilation holes on the device, do not block or obstruct them while the device is powered on.
17. Do not leave the device in your vehicle.
18. Do not leave the device outside.
19. Use your device in a climate controlled environment—do not expose to extreme temperatures.
20. Do not use the device near water.
21. Do not check the device as luggage should you be traveling with it.
22. Make sure to back up files regularly (via a cloud-based system like Google Drive or a USB drive). All students are provided a G Suite for Education account which allows them to store documents in their Google account. This allows students to access those documents from other devices via the Internet and to share them with other students and teachers.
23. Take good physical care of your device because you will use this device for several years while enrolled in Southmont Schools.
24. Do not modify or alter the asset tag, serial number or model number for any reason. Do not remove the student ID in the carrying case (Chromebook).
25. Report damage or lost/stolen devices to your school office immediately. Failure to report damage will result in charges for repair being assessed. The loss or theft of a device will result in a charge for replacement being assessed to the student. If theft is suspected, a police report must be filed with local law enforcement immediately.

Failure to follow the above guidelines could result in the assessment of repair/replacement costs, suspension of take-home privileges and/or suspension of use.

A complete version of the ConnectED@SouthmontSchools Technology Handbook is available on our website at <http://www.southmontschools.org/technology-services>.

VI. Digital Penalty Box - School owned devices

Inappropriate use of the school owned device will result in disciplinary action from the administration. Disciplinary action may follow the graphic below depending upon the severity of the offense. Students may lose the privilege of using a school owned device if misuse is determined to be excessive.



VII. Guardian Expectations

Transforming our students into good citizens is a partnership between the school and home. SMCS will always use all resources within reason and means to ensure safe and appropriate use of modern technologies and the Internet. However, no technologies are perfect and determined students will find ways to circumvent protection and security mechanisms. Teachers cannot monitor every window on every device of every student all of the time or

prevent students from rapidly switching tasks to mask activity. Students will assume responsibility for their actions and guardians will acknowledge that no systems or environments are perfect. SMCSA will provide students with opportunities to learn good digital citizenship and online safety. SMCSA also expects that students will be given the opportunity to learn good online behavior and respect for technology in the home and will provide parents with digital citizenship and cyber-safety learning opportunities upon request or through advertised parent nights.

TELEPHONE USE: The telephone in the classrooms, administrative and departmental offices are for business purposes only and are not for student use except in cases of emergency. Only telephone messages will be delivered at an appropriate time. Students are not to make or receive calls during class time. If students receive messages to call, they are to use the phone in the main office. Parents are requested, if at all possible, not to have students called from classes to accept calls. Cell phones should not be used, except before (8:10 a.m.) and after school (3:00 p.m.).

TEXTBOOK/FEES: All basic hardbound texts are rented to students for their use during the school year. Most paperbacks used as texts, workbooks, and other supplies must be purchased by the student. These are available in the bookstore.

Rented text books are to be kept clean and handled carefully. Students must put their names inside the books, in the space provided, in case the book is misplaced. Students should examine a rented textbook to make sure that it is in good repair when accepted. Damage should be reported to the administrative office so the student is not made responsible for previous book damage.

Fees are charged for some courses. These fees are minimal and are used for the purchase of expendable items. Fees for damaged and lost books are determined by appropriate personnel.

TRANSFERS: Should a student move from the Southmont School Corporation during the school year, he/she is permitted to continue attending school in the corporation, if so desired, until the end of the grading period in which the move is made. Thereafter, a transfer tuition fee is charged for continued attendance. Exceptions to this policy may be made only by previous approval of the Board of School Trustees upon administrative recommendation.

VALUABLES: Items of value should not be brought to school. The school or school officials are not held financially responsible for the loss or theft of those items.

VISITORS AND GUESTS: Southmont High School will allow parents or older brothers or sisters, *with prior approval*, to visit a student. Arrangements for a visit must be made in advance with the principal. On the day of the visitation, the visitor will report to the administration office where a visitor's badge will be issued.

Parents wanting to see a specific teacher must call the school and arrange an appointment.

WITHDRAWAL: Both state law and board policy require that before a student aged sixteen to eighteen may withdraw, the principal or designee is to conduct an exit interview with the student and parents. Should the situation be such that the student insists on withdrawing but the parents will not agree, the principal or designee must decide on the proper course of action.

WORK PERMITS AND STUDENT EMPLOYMENT: All students should know that the Indiana Industrial Laws require boys and girls between the ages of 14 and 17 who work for pay to possess work permits, except for certain exempt occupations, such as farming and domestic work. The student should first obtain a job before requesting an "Intent-to-Employ" form from the high school office. This "Intent-to-Employ" form must then be signed by the parent, employer, and the student. The student should then present the completed "Intent-to-Employ" form along with his/her birth certificate to the Southmont High School Office for a work permit. There is no charge for the work permit.

Schools may refuse to issue work permits due to poor grades and/or attendance, and once issued, may be revoked for the same reasons. Students must be passing four solid classes to maintain their work permit during any given grading period. Semester grades take precedence over six week grades. Work permits will not be denied, due to grades, during the summer vacation.

Students who are absent unexcused or suspended from school should not work on that day/evening.

ACADEMIC INFORMATION

EXCHANGE STUDENTS: Exchange students will be classified as juniors and will not be allowed to participate in graduation exercises and will not be counted in class rank.

WEIGHTED COURSES

Certain courses include a GPA weighting. These include Dual Credit and AP courses among others. For a complete current list of weighted courses, students and parents should contact the Southmont High School Guidance department for a copy of the Course Description Guide.

ACADEMIC HONORS HIGH SCHOOL DIPLOMA

The Academic Honors Diploma, a special diploma offered by the state of Indiana, is a curriculum of specific courses which will prepare students for the rigor of college coursework. It encompasses a wide variety of areas of study and introduces students to many fields.

How do you get an Honors Diploma? Complete at least forty-seven (47) high school credits between ninth and twelfth grades. Among those forty-seven (47), you must complete the courses listed below. Student must get at least a "C" in each course. Student must also have an overall "B" average listed to reflect current DOE policy.

REQUIRED COURSES FOR THE ACADEMIC HONORS DIPLOMA

<u>Credits</u>	<u>Subject</u>
8 credits	English Language Arts

8 credits	Mathematics
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REQUIRED COURSES: Algebra I and II, Geometry, and one upper level course, such as Discrete Math, Trigonometry, or AP Math.

6 credits	Social Studies
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REQUIRED COURSES: Two credits of U.S. History, 1 credit of economics, 1 credit of government, 2 credits of geography or world history.

6 credits	Sciences
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REQUIRED COURSES: Two credits of Biology, 2 credits of Chemistry or Physics, and 2 more credits of either Biology II, Physics II, or Earth/Space Science I and II, Advanced Chemistry, or a program of equal rigor.

6-8 credits	Foreign Language
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REQUIRED COURSES: Either 6 credits in one language or 4 credits in two different languages.

2 credits	Fine Arts
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REQUIRED COURSES: Two credits from art and music. Ask your guidance counselor.

1 credit	Health and Safety
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2 credits	Physical Education I and II
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1 credit	Keyboarding
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1 credit	Career Exploration I
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Students entering high school on an Academic Honors track must complete one of the following:

- Two Advanced Placement courses and corresponding AP exams.
- Academic transferable dual high school/college courses resulting in six (6) college credits.
- One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in three (3) college credits.
- Score 1200 or higher combined SAT math and verbal
- Score a 26 composite ACT
- An International Baccalaureate Diploma

AWARDS, RECOGNITIONS, AND SCHOLARSHIPS: Near the end of each school year a **senior** awards program will be conducted. At this program, numerous recognitions, awards, and honors are made for outstanding accomplishments in service, scholastic achievement, and leadership for the school year. Any community organization wishing to contribute awards, scholarships, or recognitions to Southmont High School **seniors** are encouraged to contact the principal and get their scholarships or awards on the program agenda.

For more student information on available scholarships, inquire at the guidance office or write directly to "Director of Admissions" at the college or university of your choice.

Only students enrolled in Southmont High School are eligible to participate in the scholarship program, honor night, and graduation exercises.

CORE 40: All students on the Core 40/Academic Honors, the completion of Core 40 becomes an Indiana graduation requirement. To graduate with less than Core 40, students and parents, along with school personnel must complete a formal opt-out process.

All students are required to take a Core 40 math or physic course during their junior or senior year.

The State Board of Education has approved a single curriculum for college preparation and technology preparation programs. Some courses will use applied teaching strategies. The same high-level competencies will be expected of all students in mathematics, science, social studies, and English language arts. The single curriculum is described below.

Students must meet the following curricular requirements in order to be considered for admission to Indiana's four-year public institutions. The same curriculum is recommended for those seeking admission to Indiana's two-year public institutions.

<u>Subject Area</u>	<u>Expected College Preparatory Curriculum</u>
Language Arts	8 credits in literature, composition, speech
Mathematics	6-8 credits from this list: Algebra I, Geometry, Algebra II, Trigonometry, Discrete Math
Science	6 credits in laboratory science 2 - Biology 2 - Chemistry or Physics 2 - Advanced Biology; Chemistry; Physics; or Earth/Space Science
Social Studies	6 credits distributed as follows: 2 - U.S. History 1 - U.S. Government 1 - Economics 1 - World History and/or Geography 1 - additional course from above or other social studies areas
Directed Electives	8 credits of additional course in the above subject areas; or courses in computer applications, fine arts, foreign languages, or a technical career area
Physical Education	2 credits (2 trimesters) (only one PE course per trimester)
Health/Safety	1 credit (one trimester)
Career Exploration	1 credit (one trimester)
Keyboarding	1 credit (one trimester)
Choose eight (8) credits	in courses from the list below: Foreign Languages Japanese, French, or Spanish Arts Visual Arts, Theater Arts, Music, or Dance Computers Computer Applications, Computer Programming
Career Area	At least six (6) credits in a logical sequence from technical area.
Choose two (2) to four (4) more credits	from any courses at your school.

CREDIT/SEMESTER CLASSIFICATION OF STUDENTS: Students are reclassified when they fail to maintain the number of credits necessary for them to graduate in four years. For example, if at the end of the 10th grade a student has accumulated fewer than eighteen (18) credits, he/she will be a 10th grader the next year. These credits can be made up and a student could still graduate on time. See your counselor.

Minimum credits required for classification are:

10th – 4 credits

11th – 18 credits

12th - 31 credits

Core 40 with Technical Honors – 47 credits as prescribed by the State of Indiana.

Core 40 with Academic Honors – 47 credits as prescribed by the State of Indiana.

ENROLLMENT POLICY: The State of Indiana mandates that children between the ages of 7 and 18 are to be enrolled and attending school, or receiving an equivalent education. A student is required to have parent/school administrator permission to withdraw from school at age 16. Students attending school are required by Indiana laws to be in school all day.

A student who lives within the boundaries of the South Montgomery School Corporation district must be enrolled and/or in attendance on the first day of school, or be considered truant. Any student not enrolled or in attendance after the first ten (10) school days will be remanded to the proper authorities for legal action. Students who have transferred to another school district or private school are exempted from this rule. A student who enrolls in Southmont High School must be living with a parent and/or legal guardian. If there is a change in guardianship (custody), the school must have a legal transfer of guardianship paper in the student's file located in the Guidance Office.

A student enrolling in Southmont High School for the first time must have been in good standing at the school previously attended. If that student is under expulsion from another school, he/she will not be permitted to enroll until

the trimester following the termination period of the expulsion. Thereafter, enrollment is possible provided the student has legal residence in the district. Previous school records are required for verification of status. At registration, a student needs a birth certificate or transcript from the previous school attended and a record of health immunizations. It is recommended that all students in grades 7, 9, and 11 have physicals on file with the school nurse. In addition, all athletes are required to have physicals on file with the Athletic Director.

Transfer students will have twenty (20) days from the date of enrollment in school to produce a current record of immunizations. If the twenty (20) day limit is exceeded, the student will be removed from school until such records are produced.

G.P.A.: G.P.A. and class rank will be based on a four-point scale.

GRADING SYSTEM: Marking period grades will be worth 40% of the trimester grade. The semester exam will be worth 20% of the semester grade.

GRADING SCALE

	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4	B = 3	C = 2	D = 1
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
			F = 0

Six Weeks

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

GRADUATION REQUIREMENTS: To be granted a diploma student must earn a minimum of **46 credits** from the following list:

English	8 credits
U.S. History	2 credits
Government	1 credit
Social Studies elective	1 credit
Mathematics	4 credits
Science	4 credits
Health	1 credit
Physical Education	2 credits
Keyboarding	1 credit
Careers	1 credit
Electives	remaining credits

(a) and, each student is required to meet:

1. the academic standards tested in the graduation examination; and
 2. any additional requirements established by the governing body; to be eligible to graduate.
- (b) A student who does not meet the academic standards tested in the graduation examination shall be given the opportunity to be tested each semester of each grade following the grade in which the student is initially tested until the student achieves a passing score.
- (c) A student who does not achieve a passing score on the graduation examination may be eligible to graduate if all of the following occur:
1. The principal of the school the student attends certifies that the student will within one month of the student's scheduled graduation date successfully complete all components of the Core 40 curriculum as established by the board under Indiana Code.
 2. The student otherwise satisfies all state and local graduation requirements.
- (d) A student who does not achieve a passing score on the graduation examination and does not meet the requirements of subsection (c) may be eligible to graduate if the student does all of the following:

1. Takes the graduation examination in each subject area in which the student did not achieve a passing score at least one (1) time every school year in which the student first takes the graduation examination.
2. Completes remediation opportunities provided to the student by the student's school.
3. Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance.
4. Maintains at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the board.
5. Obtains a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score. The recommendation must:
 - (A) be concurred in by the principal of the student's school; and
 - (B) be supported by documentation that the student has attained the academic standard the subject area based upon:
 - (i) tests other than the graduation examination; or
 - (ii) classroom work.
6. Otherwise satisfies all state and local graduation requirements.

(e) This subsection applies to a student who is a child with a disability (as defined in Indiana Code).
 If the student does not achieve a passing score on the graduation examination, the student's case conference committee may determine that the student is eligible to graduate if the case conference committee finds the following:

- (1) The student's teacher of record, in consultation with a teacher of the student in each subject area in which the student has not achieved a passing score, makes a written recommendation to the case conference committee. The recommendation must:
 - (A) be concurred in by the principal of the student's school: and
 - (B) be supported by documentation that the student has attained the academic standard in the subject area based upon:
 - (i) tests other than the graduation examination; or
 - (ii) classroom work.
- (2) The student meets all of the following requirements:
 - (A) Retakes the graduation examination in each subject area in which the student did not achieve a passing score as often as required by the student's individualized education program.
 - (B) Completes remediation opportunities provided to the student by the student's school to the extent required by the student's individualized education program.
 - (C) Maintains a school attendance rate of at least ninety-five percent (95%) to the extent required by the student's individualized education program with excused absences not counting against the student's attendance.
 - (D) Maintains a least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the board.
 - (E) Otherwise satisfies all state and local graduation requirements.

The following credits are required:

English	8 credits	Careers	1 credit
Science*	4 credits	Government	1 credit
Mathematics	4 credits	Physical Ed.	2 credits
Health	1 credit	Social Studies Elect	1 credit
Keyboarding	1 credit	Technology	2 credits
U.S. History	2 credits		

*The four credits of science shall include content from more than one of the major science discipline categories.

GUIDANCE DEPARTMENT: Please ask the guidance secretary if you wish to speak with a counselor. If the counselor is not available at the time, the guidance secretary will make an appointment for you to speak with a counselor. Preferably the appointment will be during a period that is least demanding of your time. Please assist the guidance secretary by advising her when is the best time for you to see the counselor. Emergencies are given immediate attention.

All staff members at Southmont High School are capable and willing to assist students with their social and academic concerns; however, there is also a guidance department staffed with persons trained to counsel students. Generally, counseling services are initiated by the student. Some of these services include:

1. Talking with and listening to the feelings and ideas of students in helping them to make decisions about their lives. Confidentiality is observed. (In some cases of possible injury to self or others or situations that are lawfully required to be reported, confidentiality cannot be kept.)
2. Conferring with parents concerning test scores, grades, and answering questions they may have about the school as it pertains to the student.
3. Helping students to work in groups and to get along with others.
4. Providing books, pamphlets, and opportunities for students to talk to representatives about college and/or vocational opportunities.

5. Testing achievement, mental ability, and vocational aptitude to help students improve and make plans for the future.
6. Being a communication link between other schools and community counseling resources. Students are encouraged to take advantage of the guidance services. The Counselors are very sensitive to the need for privacy and the guidelines for confidentiality will be explained to you.

HIGH HONOR ROLL:

Students having a G.P.A. of 3.33 or greater on a four-point scale and no grade lower than a B will be recognized on the high honor roll.

HONOR ROLL POLICY

1. Only full credit subjects will be used in computing class standing for honor roll.
2. The honor roll shall be computed on a four-point scale as follows: A=4, A-=3.67, B+=3.33, B=3, B-=2.67, C+=2.33, C=2, C-=1.67, D+=1.33, D=1, D-=0.67, F=0.
3. When the point total is determined it shall be divided by the number of credits attempted to arrive at that total with the exception of the following classes which are not included in the grade point average: Supervised Ag Experience and Drivers Education.
4. Any person with a 2.67 or above on a four-point scale shall be considered for the honor roll for that grading period or that trimester.
5. If a student has below a C- in any subject, he/she shall not be on the honor roll.
6. A student must be enrolled in at least four solid subjects to be eligible for the honor roll.

COURSE CHANGES: Student schedule changes must be finalized in the spring. **Changes to student schedules will not be made after the schedule is set in the spring.** Study Hall is not an option; therefore, a student must make up all missed work in the course he/she adds to replace the dropped course in his/her schedule.

INCOMPLETES: Incomplete grades that occur at the end of the first and second trimester need to be made up in five school days. If the incomplete occurs at the end of the six weeks, the student will have one day for each day of absence to complete the work. There will be no incomplete grades at the end of the year. It is a student's responsibility to make arrangements with the teacher to do the make-up work. The students are responsible for making up an assignment or a test the day following an absence if the work was announced prior to the absence.

Work missed due to truancy or out of school suspension may not be made up for credit. The work may be completed for educational content, but it will not be graded. The ultimate determination for loss of credit for make up work for truancy and out of school suspension will be up to the individual classroom teacher.

Students who are absent two or more consecutive days may request their assignments and books by contacting the guidance office. All work sent home is expected to be completed by the student and returned to the teachers when the student returns to school. All makeup work for incomplete grades is contingent upon the limits for unexcused absences in the attendance policy.

EARLY GRADUATION: Seniors with shortened schedules or early graduation are not permitted to participate in sports or extra-curricular activities. Complete guidelines for early graduation are available in the guidance office.

SUMMER SCHOOL AND CORRESPONDENCE COURSES: Credits earned toward graduation during the summer must be earned in classes conducted by legally licensed teachers employed under written contracts, since the State Department of Public Education does not recognize any tutorial plan of earning or validating credit.

This plan requires not less than forty (40) days of school and seventy-five (75) clock hours of instruction. The maximum load carried by any student shall be two credits.

Only four (4) credits by correspondence may be gained to be used toward meeting graduation requirements if application for enrollment has been approved through the guidance office.

TRANSFER STUDENTS FROM ACCREDITED SCHOOLS: If a student transfers to Southmont High School from an accredited school, grades and credits earned in the previous school will be considered equivalent to grades and credits earned in the South Montgomery School Corporation. It is the responsibility of the student and parent/guardian to obtain all information necessary to properly evaluate and place the student.

TRANSFER STUDENTS FROM HOME SCHOOLS AND NON ACCREDITED SCHOOLS: Credits from non-accredited schools and home schools must be thoroughly evaluated before they are granted and placed on a student's transcript. In order for such credits to be accepted at Southmont High School, it is the responsibility of the student and parent/guardian to verify that:

1. each course was taught by a certified teacher,
2. each course met time requirements established by the State,

3. course content was comparable to corporation established courses.

If the above-stated criteria are met, subject tests will be administered to the student by department chairpersons. Upon successful completion of subject tests, credits may be granted and placed on the student's transcript. However, no grades will be entered on the transcript. Credits earned in home schools/non-accredited schools will not be considered for G.P.A. or class ranking.

VALEDICTORIAN/SALUTATORIAN: The class valedictorian and salutatorian will be based on the highest GPA after twelve trimesters. The students must have been enrolled in Southmont High School for at least five (5) full trimesters.

A salutatorian will not be named when there is more than one valedictorian. Valedictorians will be all students who are ranked number one, including ties.

EXTRACURRICULAR AND MUSIC INFO

PHILOSOPHY AND OBJECTIVES: Extracurricular/music activities at Southmont High School provide scope for a variety of interests and talents through programs in athletics, curriculum-related clubs, student government, honor clubs, intramurals, music and drama organizations, and service clubs.

The extracurricular/music program can maintain its credibility only if the organizations within it maintain their own goals and standards. Unless otherwise stated, club standards will be enforced during the school year, with the expectation that students will observe these standards at school and uphold them away from school as well. Enforcement of club standards during the summer will be in effect for the athletic program and for those organizations maintaining summer activities. All extra-curricular programs will adhere to these standards unless National Standards prescribed for an organization is more stringent.

All students are encouraged to join and participate in school-sponsored teams, clubs and student activities that meet both during and after school hours. It should be clearly understood by all students and their parents, that involvement in the extracurricular/music program must be regarded not as a right but, instead, as a privilege. This privilege will be governed by the personal acceptance of the group's common philosophy. To be eligible to participate in an **extra-curricular program a student must be enrolled full-time and receive passing grades in all full credit subjects.**

The purpose of extracurricular/music programs is to provide the opportunity to grow and develop in many ways that are not directly covered in the classroom thereby supplementing the instructional program. Participation in athletics will help students/athletes to develop a willingness to maintain a positive attitude toward the school and its primary functions, which include:

1. encouraging acceptable behavior and conduct;
2. promoting academic progress in the classroom; and
3. developing civic and moral responsibility.

Competition will create constantly changing experiences that will help lead to a satisfying, useful adulthood by preparing a student to handle success, failures, and adversities that will be a part of adult life. Each student-athlete at Southmont will no doubt encounter circumstances that he/she will find unpleasant, but, as in adult life, must learn to accept.

The ultimate goal in team sports is team success. Therefore, decisions will be made that will be in the best interest of the team and of the total athletic program. Hopefully, athletics will show the student/athlete that dedication and commitment to team goals are what is important in athletics. Actually reaching that goal is not as important as doing everything possible (within the rules) to achieve that goal. Sacrifices and self-discipline are necessary for success. **These extracurricular and music policies are in effect 365 days a year.**

ACTIVITY CONFLICTS: We feel it is important that students at Southmont High School be encouraged to participate in a wide range of school-sponsored activities. Expanding extra-curricular and music programs at Southmont have allowed the opportunity for conflicts to occur. By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency.

Prior to Fall, Winter, and Spring sport seasons, in advance of conflicting situations and before discussing possible conflicts with student participants, involved staff members will meet with the athletic director and principal to determine if there will be conflicts and how they can be resolved. (The principal will call this meeting).

The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

1. Scheduled State Athletic Association Tournaments and State Association Division of Student Activities Contests, including travel time, shall have the number one priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
2. Regularly scheduled games and major performances beyond those in Section 1 shall be the second priority. A previously scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event. If a conflict exists between two of these activities, the student shall make the choice without penalty. If a

conflict exists between a scheduled game or contest and practice or rehearsal, the student is to attend the game or contest with no penalty for missing the practice or rehearsal.

3. The importance of the student's participation in the success of the total group's performance is the third priority. This shall be determined by the principal, the athletic director, and the coaches or teacher/sponsor involved.
4. No penalty will be assessed to the student participant if he/she properly communicates to all the parties involved. Any student penalty to be assessed must be done with approval of the principal. All decisions will be adhered to; however, if the unusual circumstances do occur at a later date, the student may request a change by filing his/her request in writing to the principal no later than five (5) day prior to the event.

ATHLETIC ACTIVITIES: Southmont High School has a comprehensive athletic program available for the participation of both boys and girls.

Boys: Football, tennis, cross country, soccer, basketball, wrestling, swimming, baseball, track and golf.

Girls: Volleyball, cross country, swimming, soccer, basketball, gymnastics, track, tennis, golf, and softball.

Managers: All sports may have athletic managers to help support and organize the day-to-day activities associated with the sport. Managers will be held to the same standards as athletes.

Cheerleaders: There shall be cheerleaders for each team fielded in football and basketball. All cheerleaders shall be under the supervision of the same sponsor. Varsity, Junior Varsity, and Freshman cheerleaders shall be chosen in the spring. Athletic eligibility requirements shall apply to cheerleader candidates at tryout time and during the course of their tenure as a cheerleader. Candidates for varsity cheerleaders shall come from grades 10, 11 and 12. Candidates for the B-team cheerleaders shall come from grades 9, 10 and 11. All other candidates elected will come from the same grade as the team they are supporting.

Athletic Training Student Assistant:

ATHLETIC/EXTRA-CURRICULAR/MUSIC POLICY VIOLATIONS DISCIPLINES: The Extracurricular/Music Council will consist of the principal, assistant principal, athletic director, coach or sponsor of the organization that the violator belongs to. The Extracurricular/Music Council is convened as needed to determine violations.

1. Illegal drugs, alcohol, and/or any substance injected, ingested, or inhaled that would impair or harm the human body - use, possession, and/or under the influence.

FIRST OFFENSE: Suspension from competition for 50% of the eligible scheduled contests. The athletic director and coach will decide during which contest the athlete may return, trying to come as close to 50% as possible. The State Tournament Series for any sport shall count as one contest.

- A. If it is not possible to calculate exactly 50% of the contests, the athletic director and coach will decide during which contest the athlete may return, trying to come as close to 50% as possible. The State Tournament Series for any sport shall count as one (1) contest. If the violator is not an athlete and the violation occurs in a non-athletic extra-curricular/music event, the student will be suspended from any further participation in an extra-curricular/music event for forty-five (45) consecutive days (this includes Saturday and Sunday).

- B. The penalty for a first offense may be reduced to 25% of the eligible scheduled contests if the student undergoes certified evaluation (verified in writing) and education program, and if necessary, treatment and/or counseling (if non-athletic, twenty-two (22) days).

SECOND OFFENSE: Suspension from competition or group activities for 365 days. The student will be able to resume competition or activities, after 365 days, if he/she undergoes a certified evaluation and education program and, if necessary, treatment and/or counseling.

THIRD OFFENSE: Suspension for the remainder of the individual's high school career. The decision may be appealed, after 365 days, for reinstatement to extra-curricular activities. The decision will be made by the Extracurricular/Music Council.

2. Use and/or possession of Tobacco Products:

FIRST OFFENSE: Suspension from competition for 25% of the current athletic season or if out of season, 25% of the next athletic season.

SECOND OFFENSE: Suspension from competition for 50% of the current athletic season or if out of season, 50% of next athletic season.

THIRD OFFENSE: Suspension from competition for 365 days.

3. Juvenile or criminal offenses, vandalism, theft, or destructive misuse of school property, equipment or personal property of others is prohibited. This rule protects not only Southmont High School and its students, but also all other schools and students with whom we compete. Southmont student violators of this rule will be punished as follows:

FIRST OFFENSE: Suspension from competitive participation in all sports and music activities for a period of one week to one year, depending on the severity of the offense. The length of the suspension will be determined by the Extracurricular/Music Council. Payment in full for all damage caused will be required.

SECOND OFFENSE: Automatic suspension from competitive participation in all activities for one year (365 days) and payment in full for all damage caused.

ATHLETIC AWARDS: The athletic council will establish the basic requirements for earning a letter. These requirements will be made known to all at the beginning of the season. Awards will be presented as soon as possible after the completion of season's play. A season is not complete until awards are presented. Awards will be presented only to those persons present at the program unless excused by the coach and athletic director.

LETTER SYSTEM:

1. All sports are equal where consideration for earning letters is concerned.
2. Only one letter will be given to each athlete. An athlete will receive a letter award when he/she earns his/her first varsity letter. An athlete who earns a letter will be able to purchase the letter jacket when he/she requests a letter of qualification from the athletic director.
3. An athlete will earn a letter under the following conditions:
 - A. Football: Participation in 50% of the quarters and be a member of the sectional squad.
 - B. Basketball (boys and girls): Participate in 50% of the quarters and be a member of the sectional squad.
 - C. Baseball: Participate in 50% of the innings. A pitcher may earn a letter if he pitches in a least 25% of the innings and is a member of the sectional squad.
 - D. Track (boys and girls): Participate in 50% of the meets and be a member of the sectional squad.
 - E. Cross Country (boys and girls): Participate in 50% of the meets and be a member of the sectional squad.
 - F. Golf (boys and girls): Participate in 50% of the meets and be a member of the sectional squad.
 - G. Wrestling: Participate in 50% of the meets and be a member of the sectional squad.
 - H. Swimming (boys and girls): Participate in 50% of the meets and be a member of the sectional squad
 - I. Volleyball: Participate in 50% of the matches and be a member of the sectional squad
 - J. Gymnastics: Participate in 50% of the meets and be a member of the sectional squad.
 - K. Softball: Participate in 50% of the innings. A pitcher may earn a letter if she pitches in at least 25% of their innings and is a member of the sectional squad.
 - L. Soccer (boys and girls): Participate in 50% of the meets and be a member of the sectional squad.
 - M. Tennis (boys and girls): Participate in 50% of the meets and be a member of the sectional squad.
 - N. Managers: Manage the complete season and the sectional.
 - O. Cheerleaders: Cheer the elected seasons and the sectionals.
 - P. If an athlete is ill or injured before or during the season, he/she may be awarded a letter based on recommendation of the coach and approved by the Athletic Council.
 - Q. Varsity letter for participation as an athletic training assistant. All student/athlete guidelines apply to participate as an athletic training student assistant. Work a minimum 50 hours during an athletic season covering athletic practices and/or contests as assigned. Work a minimum of 10 athletic contests per season. Follow all Training Room Policies and Procedures. Demonstrate and explain three new athletic training skills learned during the season. The student may earn a varsity letter for each athletic season during the academic year.
4. Athletic awards should not be worn by anyone other than the recipient of the award.
5. An athlete may forfeit the right to an earned letter under the following conditions:
 - A. Juvenile or criminal offenses during a specified athletic season.
 - B. If your conduct in or out of school reflects discredit or creates a disruptive influence on the discipline, good order, moral, or educational environment of Southmont High School.
6. The athletic department will provide patches for the following individual honors: First Team Academic All-State, First Team All-State, First Team Academic All-Conference (Juniors and Seniors), First Team All-Conference, Scholar Athlete, and all IHSAA Championships.
7. The Athletic Department will provide patches for the following team honors: Conference Champions and all IHSAA Championships.
8. A blanket will be awarded to a senior athlete who has accumulated 8 or more varsity letters in his/her high school career.
9. A plaque will be awarded to a senior athlete who has accumulated 12 or more varsity letter in his/her high school career.

CLUBS AND ACTIVITIES

FEA (Future Educators of America)	Royal Ambassadors	SADD	Spanish Honor Society
FFA	FCCLA	Senior National Honor Society	BPA (Business Professionals)
Art Club	Interact Club	Student Council	Japanese Club
3Di Club	French Club	Science Club	Drama Club
Academic Team	Book Club	Yearbook	
	Spanish Club	Computer Science Club	

Meetings for the above clubs will be held on Fridays during activity period in the student's homeroom class, or any other approved time.

DANCES: Southmont High School, in cooperation with the school's clubs and organizations, holds dances for the students of Southmont High School. Students are encouraged to attend and have a good time; however, behavior at a dance is the same as a regular school day. Student dress at dances will follow the school dress code unless otherwise specified by the administration.

Students may bring one guest to dances. The guest must be a Southmont alumni or someone currently enrolled in another senior high school. The student must enter the dance with his/ her guest, and the guest must sign in at the door. The student is responsible for the guest and must accept the consequences of that person's behavior.

All dances will end one hour after the conclusion of the varsity event of 11:00 p.m., whichever comes first. Students are not allowed into the main building to use the office telephones after the dance has ended.

ELIGIBILITY: The Southmont handbook rules apply to all extracurricular/music programs and IHSA rules apply to all athletic teams and all sports contestants enrolled in grades 9, 10, 11 and 12 participating in any Southmont athletic contest. You are ineligible if:

1. **AMATEURISM:** If you play under an assumed name. If you accept money or merchandise directly or indirectly for athletic participation. If you sign a professional contract.
2. **AWARDS, GIFTS:** If you accept commercial awards which advertise any business firm or individuals. If you accept any award, gifts, or honors from colleges or their alumni.
3. **CHANGE OF SCHOOLS:** If you were not eligible in the school from which you transferred. If you have participated in a high school varsity athletic contest in any sport and your parents did not make a corresponding change of residence to the new school district.
4. **ENROLLMENT:** If you did not enroll in school during the first 15 days of a trimester. If you have been enrolled more than four (4) fall trimesters and four (4) spring trimesters beginning with grade nine (9).
5. **ILLNESS-INJURY:** If you are absent five (5) or more consecutive school days due to illness or injury and do not present to your principal written verification from a licensed physician stating that you may participate again.
6. **CONDUCT, CHARACTER:** If your conduct in or out of school (1) reflects discredit upon your school or the Association or (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school.
7. **PHYSICALS:** If you do not have (1) a physical examination or certification by a physician holding an unlimited license to practice medicine and (2) written consent of parent or guardian for such participation unless emancipated, and (3) maintain a signed drug testing consent form in the office. Evidence of both included on the consent and release certificate shall be on file in the principal's office prior to the students first practice. Such certificates may suffice for the entire year. (NA) Not applicable for music programs.
8. **SCHOLARSHIP:** A student must meet the following criteria to be considered eligible for participation in an **extracurricular** activity.
 - a. Be enrolled full-time.
 - b. Earn passing grades in all enrolled courses.
 - c. Pass all classes for each six weeks grading period and for each trimester.

A student becomes ineligible to compete in extracurricular activities when he or she:

- a. Earns one or more "Failing" grade during any one six week grading period.
- b. Earns one or more "Failing" grade during any one trimester grading period.

In the event a student earns one failing grade during any six weeks or trimester grading period and is considered ineligible for competition, he/she must meet the following criteria to regain eligibility.

- a. Raise the failing grade to "Passing" at the designated Progress Report date of the next grading period.
- b. If upon entering a new trimester the student is not enrolled in a course he/she earned a failing grade in, the student must have no grade of "F" at the designated Progress Report date.
- c. If a student has improved a failing grade to "Passing" and however, has another course or courses reported as "Failing" at the designated Progress Report distribution date, that student is eligible for extracurricular participation.

In the event a student earns multiple failing grades during any one six weeks grading period and or trimester grading period that student will be ineligible to compete in extracurricular activities for a period of one six weeks grading period. To regain eligibility to **participate*** in an extracurricular activity the student will need to produce a report card with no "failing" grade for the six weeks and or trimester. Such eligibility will become effective on the date of report card distribution.

***Participation** defined as interscholastic competition, public performance, contest, or other formal function inherent to the team, club, or organization. Ineligible students may be active in daily functions such as practice, scheduled class activities, or meetings. An ineligible student may not perform as a part of an interscholastic competition, public performance, or contest.

9. **SCHOLARSHIP:** A student must meet the following criteria to be considered eligible for participation in **music** activities.
 - a. It is the expectation that all students earn passing grades in all enrolled courses.
 - b. A student earning one failing grade in any six week or trimester grading period will have a fifteen-day probationary period to achieve a passing grade in all classes. Failure to achieve a passing grade will result in being ineligible for the remainder of the grading period.
 - c. A student receiving two or more failing grades in any six week or trimester grading period will become ineligible to represent Southmont High School for the entire six-week period.
 - d. Participation in the following activities will be allowed as they are an extension of the course curriculum requirements in music.
 - Fall Show
 - Southmont Choir Invitational
 - Winter Concert
 - Spring Show
 - Graduation
10. **TRANSFER DURING A SPORT CONTEST SEASON:** If you wish to transfer from one sport to another during a sport contest season, you must first receive permission in writing from the sport coach that the student is presently participating in. Any transfer would be for the benefit of all parties involved. Any such transfer must be approved by the athletic director.
11. **UNDUE INFLUENCE:** If any person used undue influence to retain or secure you as a student or to retain or secure your parents as residents.

EXTRACURRICULAR ACTIVITY DEFINITION: For the purpose of establishing an accurate definition of an extra-curricular activity it shall, hereafter, be interpreted to mean any activity sponsored by the school, or by a school related organization that takes place outside the regularly scheduled school day, and any event sponsored during the school day which requires absence from regularly scheduled classes.

INFORMATION FOR ATHLETES, EXTRACURRICULAR/MUSIC:

1. **COLLEGE RECRUITERS:** The head coach in each sport will be responsible for each contact. (Refer to the Blue Chip Policy)
2. **CONCESSIONS:** Concessions are not to be taken to or consumed in the gymnasium or locker rooms. Glass bottles are to be kept out of the dressing rooms.
3. **DISCIPLINE:** Each coach has the responsibility to establish regulations concerning attendance, conduct, training, etc. This discipline shall be consistent with the accepted procedures of Southmont High School and the athletic department.
4. **DRESS:** An athlete should be neat and well groomed. Each coach will establish guidelines for dress, grooming, and appearance.
5. **DRESSING ROOMS:** Only athletes practicing in games or meets are to be in the dressing room after normal school hours. Those not out for a sport in season and not under the supervision of a coach shall be referred to the Athletic Director.
6. **EQUIPMENT:** You will be expected to pay for any equipment that is lost. This is both an individual and team matter. Each individual shall be responsible for his/her own equipment, and at the same time we must have an honor system that includes all Southmont athletes. School owned athletic equipment should be worn only at practice and games, unless special instructions are given by the coach. Warm-ups are worn only on game day.
7. **INSURANCE:** Southmont does not provide insurance coverage. A 24 hour limited policy coverage is available from the office. Medical bills are the responsibility of the parent
8. **PHYSICAL CONDITIONING:** To help eliminate the danger involved in jogging outside school property, you are not to run in the street on State Road 231 or State Road 47. Stay in single file when running.
9. **LOCKERS:** Lockers will be issued by the coaches. You will have one locker in the dressing room area. That locker is good only during your season.
10. **ATHLETIC PARTICIPATION:** Athletes are encouraged to practice and participate in the sport which is in season. For participation, the end of the season will be defined as the last day the varsity team competes. Athletes enrolled in physical education classes will participate in class every day. **EXCEPTION-**On the day of any contest they do not have to engage in strenuous, high risk, or endurance activities as determined with reason by each coach and physical education teacher.
11. **PERSONAL ITEMS:** Shoes, socks, supporters, T-shirts, shorts, etc.; each athlete is responsible for the purchase and care of these personal items.
12. **PRACTICE OR RECREATION:** When using indoor or enclosed school facilities for practice or recreational activities, you are to be under the supervision of one of the coaches/teachers or the permission of the athletic director. In addition to the regular practice areas only the downstairs hallway may be used as practice areas.

13. **PRACTICE TIME:** After school practice will start no sooner than the dismissal of school.
14. **TRANSPORTATION:** It is necessary to ride a bus to most of the contests away from home. Proper conduct is necessary at all times. You are expected to go to and return home with the team, unless contact is made by your parents with the coach.
15. **WEARING SHOES:** Athletes participating in outdoor sports are to remove and put on shoes on the ramp area. If your shoes are muddy, step outside and clean them before carrying them to the dressing room. **DO NOT** use the walls as a cleaning device.
16. **SCHOOL ATTENDANCE:** Any extracurricular student who is not in class for twenty or more minutes will be counted absent. If a student is absent from class without a medical, dental, or legal confirmation excusing the absence he/she will be excluded from practice or participation in that day. Upon arrival at school, it is the student's responsibility to communicate special circumstances to school administration for consideration of practice or participation for that day.

JUVENILE OR CRIMINAL OFFENSES: Upon presentation of reasonable evidence that a student athlete has acted in a manner that could result in a criminal charge (whether or not formally made by the office of the prosecuting attorney), the student shall be suspended by the coach until the extent of the penalty shall be determined by the Extra-Curricular Council.

PROM: The Junior/Senior prom is held annually for the enjoyment of both the junior and senior classes and their guests. Sophomores and freshmen may attend as a guest of a junior or senior only. Junior High students may not attend the prom.

STUDENT LEADER: A student who is in a position of school leadership is expected to model proper behavior. When a student fails to remain in good standing due to an infraction of school rules and/or state law, the student may be removed from that position of leadership.

ATTENDANCE INFORMATION

PHILOSOPHY OF ATTENDANCE: Attendance and participation in class are essential if students are to gain maximum benefit of the educational program. Punctuality, dependability and reliability are each personal characteristic that are necessary and respected in our society. Therefore, as part of the educational process, they are expected, encouraged, and, as necessary, enforced.

Regular school attendance is the responsibility and a legal requirement of the student and the parent or guardian. Indiana attendance law states: "A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school, ..., the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the students (1) graduates; (2) becomes eighteen (18) years of age; or (3) becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever comes first. (this includes students in kindergarten and first grade who are not seven years of age if they are enrolled in school) [IC 20.33.2.6]. Therefore, any student enrolled in Southmont Schools, and their parents, are affected by Indiana Code. Additionally, Code states: "If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded" [IC 20-33-2-18] The law further states that it is "unlawful for a parent to fail to ensure that the parent's child attends school" [IC 20-33-2-7], except in the circumstances outlined below.

1, CLASSIFICATION OF ABSENCES:

- **Exempt:** Indiana Code provides for certain exceptions to the compulsory attendance law. Those exceptions are listed below, and will not be reflected as absences on the student's record.
 - Service as a page or honoree of the General Assembly – must be verified by a certificate from the Secretary of the Senate or the Chief Clerk of the House of Representatives Service on precinct election board or for political candidates or parties – must provide a document signed by one (1) of the student's parents/guardians giving permission to participate prior to the date of the election, and must be verified by submitting a document signed by the candidate, political party, et al, describing the duties of the student on the date of the election
 - Witness in judicial proceeding or court appearances – must be verified by a subpoena or formal court-verified documentation

- Duty with Indiana National Guard and military examinations – must be verified by a copy of the orders to active duty and a copy of the orders releasing the student from active duty, other military documentation; only when ordered to active duty for not more than ten (10) days in the school year
 - Duty with Indiana wing of Civil Air Patrol – must be verified by appropriate documentation from the Indiana wing of the Civil Air Patrol detailing the reason for the student's absence; only when active for not more than five (5) days in the school year; must be participating in a civil air patrol international air cadet exchange program or emergency service operation
 - Exhibiting or participating in State Fair – must be for educational purposes, as evidenced in writing by the students' parent and as approved in writing by the student's school principal; must not exceed five (5) instructional days in a school year; student must be in good academic standing, as determined by the school corporation
 - School-sponsored activities – must be verified in advance with the sponsoring teacher or coach
 - Other educationally related non-classroom activity – may be authorized if the activity (1) is consistent with and promotes the educational philosophy and goals of the district and State Board, (2) facilitates the attainment of specific educational objectives, (3) is a part of the goals and objectives of an approved course or curriculum, (4) represents a unique educational opportunity, (5) cannot reasonably occur without interrupting the school day, and (6) is approved in writing by the school principal.
- **Excused/Documented:** These absences are considered appropriate and excusable by the district. While students' records will still reflect their absence from school, they will not result in disciplinary action by administration:
 - Legal, medical and dental appointments – must be verified by doctor's note no later than 48 hours after the appointment and indicate that the child was seen and/or treated at the office on the specified date; administration reserves the right to deny written notes that are questionable in nature; only ½ day appointments will be considered excused unless otherwise approved by the school prior to the appointment
 - Death and/or funeral of members of the household and/or immediate family – up to five (5) days will be allowed for any student for absence due to the death father, mother, guardian, brother, sister, grandparent, spouse or child; one (1) day will be allowed due to the death of any other blood relative such as first cousin, aunt, uncle, nephew or brother-in-law or sister-in-law
 - Religious instruction/holiday – must be verified in advance and a note from the parent and religious leader must accompany the child upon his/her return
 - Personal illness requiring a physician's care/Extended absences – absences due to a physical or mental impairment which substantially limits one or more major life functions will be considered individually; a hearing officer may be requested to determine if an alternative learning plan (ALP) or Individualized Education Program (IEP) is warranted, or in the case where an absence is four (4) weeks or longer, if homebound instruction is warranted
 - College orientations or visits – must be approved in advance and verified by the college or university upon the student's return; limited to juniors (1 day during a student's junior year) and seniors (2 days during a student's senior year)
 - In school suspension
 - Out of school suspension
 - Other special circumstances approved by the administration

Work that is missed during an excused/documented absence must be made up within the allotted timeframe – one day for each day of absence. It is the responsibility of the student and/or parent to ask his/her teacher(s) for missed assignments; it is the responsibility of the teacher to check the work and give appropriate credit for the make-up work.

- **Excused/Undocumented:** These absences are understandable but not necessarily condoned by administration. Students' records will reflect these absences and disciplinary action will be taken by the administration according to Section II below. These types of absences include (but may not be limited to):
 - Absences verified only by a parent phone call – parents must contact the school office before 9:00 a.m.; **parent phone calls beyond ten (10) absences will be counted as unexcused unless documented by a physician's note**
 - Re-occurring cases of head lice
 - Family medical emergency – when arrangements could not be made by the family

Work that is missed during an excused/undocumented absence must be made up within the allotted timeframe – one day for each day of absence. It is the responsibility of the student and/or parent to ask his/her teacher(s) for missed assignments; it is the responsibility of the teacher to check the work and give appropriate credit for the make-up work.

- **Unexcused Absences:** These absences are not excused by the district in any way. They will be reflected on students' records and will subject students to disciplinary action according to Section II below. These types of absences include (but may not be limited to):
 - Truancy (as defined, a students' absence from school without the permission of a parent/guardian); "habitual truancy" is defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year); students who leave school grounds without permission will be considered truant
 - Absences where the parent has not called the school before 9:00 a.m.
 - Family or personal reasons (i.e. – car trouble, missing the bus, etc.)
 - No excusable reason
 - Family vacations – if the time missed from school is arranged with the classroom teacher and building principal beforehand, work will be given to the student (as is allowed by circumstances) to complete for credit while gone; all work is due upon returning to school. A Permission to be Absent form must be obtained, completed and returned to the High School office five (5) days before a family vacation. The request may be denied by the administration.

Work that is missed beyond five (5) unexcused absences may be made up at the discretion of the classroom teacher and building principal.

NOTE: Students enrolled at Southmont High School who accumulate more than five (5) days of countable absences per trimester (Excused/Undocumented or Unexcused) may be subject to disciplinary action (including expulsion or transfer to the alternative school) and loss of credit.

I. Disciplinary Actions for Excessive Absence

Students who accumulate excessive absences will be subject to the following disciplinary actions.

# of Unexcused Absences	School Action
1-3	- Verify Absences and consider intervention at the building level - High School Counselor/Admin to intervene with SHS students at 3 unexcused absences in any one class per trimester
4	- High School office to notify parents in writing of # of absences and the attendance policy
5	- Elementary School office to notify parents in writing of # of absences and the attendance policy
6	- Superintendent to notify parents in writing of # of absences and the attendance policy - Potential loss of credit for SHS students in the class(es) with 6 unexcused absences per trimester
8	- Student placed on social probation at SHS (no before- or after-school activities permitted) - Additional interventions determined at the building level
10	- Parents notified in writing of # of absences, the attendance policy and impending notification to DCS and the Prosecutor
11 or more	- DCS and Prosecutor's Office notified directly by building administration

II. Additional Attendance Information

Below is additional information related to individual school buildings.

- At Southmont High School, an absence in a class is defined as missing more than 20 minutes.
- At Southmont High School, a student who misses any part of the school day may not practice or participate in a school activity on the day of the absence unless the absence is cleared by the principal.
- If students must leave school during the day for appointments or other necessary reasons, parents must notify the school of the reason for dismissal, the time of the requested dismissal and when the student will return. For elementary and junior high students, parents are required to sign students out (and back in upon return) in the school's office.

III. Early Withdrawal and Tardy Policy

Regular attendance and punctuality in arrival to school are vital to a student's success. We find, in education, that absenteeism and being tardy are the first signs of a potentially more serious problem in the student's educational development. Furthermore, habits of good attendance and punctuality are important learning behaviors that will

benefit students as they become adults. We would like to impress upon both students and parents that untimely arrival to school is both detrimental to the educational process and unlawful. To that end, the following policy will govern student tardiness and early withdrawals from the school day.

- Students who arrive between **(8:15)** and **(10:15)** without a legitimate medical excuse will receive a “Tardy (T)”. Students who accumulate any tardies will become ineligible for six weeks/semester/year attendance awards in the elementary and junior high school. **NOTE:** At Southmont High School, any student who misses more than 20 minutes of a class will be counted absent from that class.
- Students who leave between **(1:00)** and **(3:00)** without a legitimate medical excuse will be considered “Early Withdrawal (EW)”. Students who accumulate any early withdrawals will become ineligible for six weeks/semester/year attendance awards in the elementary and junior high school. **NOTE:** At Southmont High School, any student who misses more than 20 minutes of a class will be counted absent from that class.
- Parents are highly encouraged to schedule appointments for students after school hours as best as possible.
- Repeated tardies or early withdrawals are not considered appropriate and would be subject to discipline as listed below. These accumulations reset each six weeks.

# of Tardies/Early Withdrawals	School Action
Up to 2	- Principal and/or Counselor will monitor
3	- Office to notify parents in writing of # of tardies/early withdrawals and the attendance policy
5	- Detention assigned for each tardy/early withdrawal thereafter
6 or more	- Superintendent to notify parents in writing of # of tardies/early withdrawals and the attendance policy - Additional action taken by administration as determine at the building level

COLLEGE AND CAREER DAYS: The school permits the use of two (2) days for seniors and one (1) day for juniors for college and career visitation. These days are provided only in those instances where an absence from school is required due to the distance of the visitation site or the time necessitated by conferences with hosts, deans, etc. College and career days may be approved for each student if the student and his/her parent complete a form provided by the guidance office. Arrangements for these days, except in the event of an emergency, must be made at least three (3) school days in advance through the Guidance Office. If the leave is necessary because of an emergency, an explanation of the emergency should be included in the written permission when the student returns. College or career days will not be granted immediately before or after the regularly scheduled Christmas or spring vacations.

EARLY DISMISSAL FROM CLASSES OR LATE ARRIVALS: Students are not permitted to leave the school building or grounds during the school day unless special permission is granted by the office upon parental request. **Students cannot sign out during lunch without the parent being present or without administrator's approval.** The office reserves the right to deny permission for early dismissal and to confirm the necessity for such requests. The student needs both parental and office permission in order to leave school early. Parents or guardians should specify the reason for early dismissal, the exact time of requested dismissal, and when the student will return to school. Early dismissal is considered part of the five (5) attendance days. Parent(s) are required to call for an early dismissal the day of the appointment.

Students must sign out in the office when leaving the building, and sign in when re-entering. This includes lunch and between class passing times. Failure to sign in or out can result in a truancy violation.

PASSES FROM CLASS: There are very few times that a student should request and fewer times that a teacher should grant permission for a student to leave the room during class. No student will be allowed to leave class without a pass. Teachers may refuse to honor a pass from another teacher that would remove a student from class for a project or responsibility of another class. Passes will be prearranged between teachers and/or be cleared through the office. Any student in the hall during class must have a hall pass and be on direct route to the destination designated on the pass.

PERFECT ATTENDANCE: Perfect attendance awards will be given to those students who have not been absent/tardy from school/class for any reason for an entire year.

TARDINESS: Students are expected to come to school and be in class on time. A student is tardy to class when the bell has rung and the student is not in his/her seat in the classroom. Students who report to class unprepared and have to be sent for materials may be marked tardy. The following procedures will be observed relating to tardiness per period (per trimester):

1. Two (2) tardies to the same class- one (1) after school detention.
2. Three (3) tardies to the same class-one (1) after school detention.
3. Four (4) tardies to the same class-two (2) after school detentions.
4. Five (5) tardies to the same class-1 day of out of school suspension. **
5. Six (6) tardies to the same class-2 days of out of school suspension and removal of school driving privileges.
6. Seven (7) tardies to the same class-2 days of out of school suspension and loss of work permit.

NOTE: beyond seven tardies to the same class would be considered excessive by all standards and will be dealt with by using extended out of school suspension assignments (3-5 days in length), and in extreme cases, possible expulsion from school.

**If a student has already accumulated any suspensions during the school year, a license invalidation will be processed with this suspension.

TRUANCY: Truancy is defined as absence from school during any part of the school day without the consent of parent and/or proper school officials. Truancy will be recorded as unexcused. Truancy from school or class will result in disciplinary action. All work missed while a student is truant may NOT be made up for credit.

STUDENT BEHAVIOR/DISCIPLINE

DISCIPLINE PHILOSOPHY: The entire foundation and success of public school education depends on the basic concept of self-discipline -- a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the School Board to responsible officials within the School Corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teacher-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal, any administrative personnel, or any teacher of the school corporation is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

Disobedience or misconduct, whether on school property, on a school bus, or at a school-sponsored function, may lead to reprimands, corporal punishment, probation, referral to special personnel in the school (counselor, assistant principal, principal) parent conferences, detention, suspension, referral to special central office personnel (pupil personnel or psychological), and expulsion.

In keeping with the regulations on discipline, teachers may temporarily remove students from classrooms because of disruptive behavior. If disruptive behavior continues in that class, the student will lose credit for the class.

The rules have been formulated to ensure an orderly administration of the educational process. Students who violate these rules are disciplined accordingly. When extenuating circumstances prevail, the administration will handle the situation appropriately.

STUDENT BEHAVIOR/DISCIPLINE POLICY: 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 discipline a student. In this event and in accordance with the provisions of Indiana Code, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY -- TEACHER:** A teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL -- PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school for a period of up to ten (10) school days or to take part in any school function for up to one (1) year.

3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled 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 14 listed under the Grounds for Suspension and Expulsion in this policy.

DISCIPLINE POLICY FOR STUDENT WITH DISABILITIES: Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY - The corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act or criminal gang activity and similar destructive or illegal group behavior. "Criminal gang," means a group with at least three (3) members that specifically: either: promotes, sponsors, or assists in, or participates in, or requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

"Criminal gang activity," means to: actively participate in a criminal gang; knowingly or intentionally commit an act: with the intent to benefit, promote, or further the interests of a criminal gang; or for the purpose of increasing the person's own standing or position within a criminal gang; knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang; threaten another person because the other person: refuses to join a criminal gang; has withdrawn from a criminal gang; or wishes to withdraw from a criminal gang; when engaged in by a student who attends a Corporation school.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

DETENTION: When a student is in detention he/she will report to the assigned room with materials to study at 3:05 PM. They will not be excused until 4:05 PM for any reason. The student will be quiet the entire time. The student will miss practice, meetings, or any other extra-curricular activity going on during the detention time. A student who fails to comply with the detention rules will be suspended from school immediately. Detention will take priority over any extra-curricular activity taking place at the same time. Failure to report for detention will result in 1 day out of school suspension. If detention must be changed by student/parent, the student will serve the next two available detention dates.

DISCIPLINARY ACTIONS TO BE EXPECTED FOR INAPPROPRIATE BEHAVIOR(S)

1st Major - Administrative options

1. Remove all release privileges and/or pass privileges for the semester.
2. Suspension from school
3. Refer to counselor
4. Notice sent to parents
5. Friday School

2nd major - Administrative options

1. Remove all release privileges and/or pass privileges for the semester.
2. Suspension from school
3. Refer to counselor
4. Notice sent to parents
5. Friday School

3rd major - Administrative options

1. Remove all release privileges and/or pass privileges for the semester.
2. Suspension from school
3. Parent or guardian will be requested to arrange a conference with an administrator
4. Refer to counselor
5. Notice sent to parents
6. Friday School

4th Major

1. Student will have conference with the principal and appropriate discipline measures will be taken.
2. Notice sent to parents
3. Friday School

5th Major

1. Recommended expulsion to the superintendent. Even though the stated procedures will be followed, it may be necessary to take action and to recommend expulsion of a student from school for an offense as defined by Public Law 218 and enacted by the General Assembly of the State of Indiana.

DRIVER LICENSE INVALIDATION: In accordance with the Indiana Code, any student under the age of 18 who receives a second out-of-school suspension within one school year, an expulsion, or an exclusion for disciplinary reasons, will have his/her name sent to the Indiana Bureau of Motor Vehicles, thereby invalidating the student's license or permit until the earliest of the following events:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended.
3. The suspension, expulsion is reversed.

DUE PROCESS RIGHTS (STUDENT): The student or parent has the right to appeal the decision of the person conducting the meeting to the courts. School Board Policy 5610

EXPULSION: An expulsion is defined as separation from school attendance or a related service for more than ten (10) consecutive school days.

Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting before an appointed expulsion examiner. However, prior to any expulsion meeting, the case conference committee must meet to review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may: (1) request the appointment of an independent hearing officer to contest the committee's determination; (2) request an expulsion meeting; or (3) waive the right to an expulsion meeting.

In the event of the expulsion of a student with disabilities, educational and related services may not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

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 parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the hearing.
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 meeting to the courts. Indiana Code, see School Board Policy 5610

FIGHTING: Definition - aggressive physical abuse. If overt aggression is identified with one student, the ensuing disciplinary assignment may affect one participant differently from the other. Two fights within one-year may result in expulsion from school. Punishment will be enforced for any fight that takes place on any South Montgomery school property (including elementary schools), school buses, or at any school related activity (away or at home).

GROUND FORS SUSPENSION OR EXPULSION: The Board of School Trustees of South Montgomery School Corporation declares as school board policy that certain student misconduct will be grounds for suspension or expulsion of students from school. The grounds for expulsion or suspension apply when a student is on school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event. Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is 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 property.
 - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision. NOTE: This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitutions of Indiana or of the United States.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, breaking or entering.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student or staff for any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is NOT a firearm as defined in rule #14 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this rule. NOTE: 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 principal, assistant principal, or the school nurse before possessing, using or providing the medication or substance.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with the 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 the school purposes or education function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with the school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - A. engaging in sexual behavior on school property;
 - B. disobedience of administrative authority;
 - C. willful absence, tardiness, truancy of students;
 - D. 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;
 - E. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PA), or stimulants of any kind, whether they are available with or without a prescription.
 - F. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Failing to comply with the no smoking, no chewing, no use of snuff, no use of vaping/e-cigarettes products, and other tobacco products restrictions as established by the South Montgomery School Board.
13. Violation of Cell Phone Policy
14. Possessing a firearm or deadly weapon
 - A. No student shall possess, handle or transmit any firearm or deadly weapon on school property.
 - B. The following devices are considered to be a firearm under this rule:
 - i. any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
 - ii. the frame or receiver of any weapon described above
 - iii. any firearm muffler or firearm silencer
 - iv. any destructive device which is an explosive, an incendiary, a poison gas bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any similar device
 - v. any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
 - vi. 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
 - vii. an antique firearm
 - viii. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
 - C. Deadly weapons are defined as follows:
 - i. A weapon, device, laser (as defined in IC) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, is readily capable of causing serious bodily injury.
 - ii. An animal (as defined in IC) that is: (A) Readily capable of causing serious bodily injury; and (B) Used in the commission or attempted commission of a crime.
 - D. The penalty for possession of a firearm or deadly weapon: 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 trimester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - E. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule. NOTE: The grounds for suspension or expulsion listed above (#1-14) apply when a student is:
 - i. On school grounds immediately before, during, and immediately after school hours and at any other time a school group activity/function is being held.
 - ii. Off school grounds at a school activity, function, or event, or C) Traveling to or from school or a school activity, function, or event.
15. In Addition to the grounds for expulsion or suspension listed above, 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 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. NOTE: A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal or the school, is exempt from application of subsection 6 so long as the knife and its intended use have been cleared with the principal ahead of time

16. An accumulation of five major violations.

17. **BULLYING:** Bullying as defined in State law is "overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted 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 targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted students' ability to participate in or benefit from the services, activities and privileges provided by the school." [IC 20-33-9-0.2].

School corporation guidelines state that any type of bullying is strictly prohibited and will not be tolerated. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Every student is encouraged and every staff member required to report any situation that they believe to be bullying behavior. If an investigation by administrative staff members, pursuant to corporation guidelines and Board policy confirms an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action that may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited.

18. Violation of School Technology Policies

HARASSMENT: GENERAL/ETHNIC/RELIGIOUS/DISABILITY: VERBAL/NONVERBAL/PHYSICAL: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, and/or disabilities. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person as a consequence of such person's gender, national origin, religious beliefs, and/or disabilities.

Placing in the school environment objects, pictures, or graphic commentaries which could be interpreted as being harassing in nature or making insulting or threatening gestures as a consequence of such person's gender, national origin, religious beliefs, and/or disabilities.

Any intimidating or disparaging action as a consequence of such person's gender, national origin, religious beliefs, and/or disabilities. Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact the building principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent of schools.

The student may submit a report in writing or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation.

Some forms of sexual harassment of a student by another student or adult may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities. Refer to school board policy pertaining to harassment.

STUDENT HAZING: The South Montgomery School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, or at any corporation sponsored event. (School Board Policy 5516).

MAJOR OFFENSES: DEFINED BUT NOT LIMITED TO:

1. Use, possession, and/or dispensing of tobacco, alcohol, illegal drugs, and/or any substance injected, ingested, or inhaled that would impair or harm the human body. This includes being in a restroom stall with above mentioned items.
2. Fighting or provoking violence by gesture or word.
3. Repeated acts of forgery or alteration of school forms, such as passes, parent's notes, or medical/legal notes.
4. Permanent removal from class because of behavior.
5. Insubordination or staff disrespect.
6. Possession of stolen goods, drug paraphernalia or any item that might be injurious to others. Possession of a handgun, firearm, or any deadly weapon on school property, or on a school bus is a felony (as well as possession of a handgun within 1000 feet of school property); a violation of this law will be reported to law enforcement officers.
7. Any act covered under Public Law 218, with the provision of double major being assessed in lieu of expulsion.
8. Gambling on school premises or at school activities.
9. Obscene acts, behavior, language, or dress that is deemed offensive to other students or staff.
10. An offense necessitating suspension and/or expulsion from school (major disciplinary problem).
11. Reckless or irresponsible driving (see parking lot regulations).
12. Violating any federal law, state law or ordinance which occurs in relation to the school.
13. Truancy - Absent without parental permission, or leaving the building without permission. Any absence not verified within 48 hours by the parent is considered truancy.
14. Inappropriate affection while on school grounds. (This includes kissing, hugging, and petting.)
15. Class and/or corridor disruption
16. Excessive tardies (see tardy guidelines) - referred to office after two.
17. Three minor offenses equal a major offense.
18. Failure to abide by the PE no dress policy.
19. Being in an unauthorized area (out of bounds). This includes loitering in the parking lot.
20. Violation of Cell Phone Policy - page 6.
21. Harassment: General, ethnic, religious, disability
22. Theft or attempted theft
23. Bullying

PROBATION (DISCIPLINARY): A student who has exhibited continuous behavioral or attendance problems may be assigned probation. Any student who is suspended for fighting, stealing, or repeated violations of other rules may be placed on disciplinary probation. Any future behavioral or attendance problem may result in a recommendation for expulsion for the semester or for the school year.

PROBATION (SOCIAL): Social Probation may be used for any infraction of school rules. Social Probation means a student may not participate in any extra-curricular activity whatsoever during the social probation. The student may attend school during normal school hours, but must leave school property at 3:10 p.m. and not return until 8:00 a.m. the next day. Social Probation may be given for any length of time during a school year.

PUBLIC DISPLAY OF AFFECTION (PDA): Students are to be responsible in their actions towards one another and to their school. Therefore, students are to refrain from kissing, and other behaviors considered to be an embarrassment to themselves, the student body, and the school. Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to deserve the respect of others. Courteous treatment is encouraged. **DISPLAYS OF AFFECTION WILL BE LIMITED TO HOLDING HANDS WHILE WALKING TO CLASS.** Any further display of affection tends to destroy reputations and to embarrass others and therefore will not be condoned.

SCHOOL DISCIPLINARY ACTIONS (in addition to suspension/expulsion): Students found to be in violation of school policies and procedures may also be subject to the following list of additional disciplinary assignments:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.

7. Removal of a student by a teacher from the teacher's class for a period not to exceed one class period for junior high, or high school.
 8. Assignment by the principal of:
 - A. a special course of study;
 - B. an alternative educational program; or
 - C. an alternative school.
 9. Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:
 - A. A principal may not assign a student under this subdivision unless the student's parent or guardian approves:
 - i. the nonprofit organization where the student is assigned; and
 - ii. the plan described in clause (B)(i)
- NOTE: A student's parent or guardian may request or suggest that the principal assign the student under this subdivision.
- B. The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
 - i. A plan for the service that the student is expected to perform.
 - ii. A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
 - iii. Monitoring of the student's performance of service by the principal or the principal's designee.
 - C. The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
 - D. Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.
10. Removal of a student from school sponsored transportation.
 11. Referral to the juvenile court having jurisdiction over the student.

SUSPENSION – IN-SCHOOL: Students whose conduct is not satisfactory may be assigned to in-school-suspension (ISS) by a school administrator. They are not permitted any contact with regular students, nor are they permitted to attend or participate in activities during the instructional school day.

1. Students who are assigned to an all day ISS must report to the ISS room by 8:15 a.m. and they will be dismissed at 3:00 p.m.
2. Students assigned by periods will report at the beginning of that period and remain until released by the supervisor.
3. Students who are tardy to ISS will be assessed a tardy for the class period in which they are tardy.
4. Students are to bring all of their books, pencils, paper, and study materials and equipment with them. Students will not be allowed to leave the room to return to their lockers or classrooms.
5. Lunch will be eaten in the ISS room.
6. Students are to stay in their seats at all times and may only move around in room at designated times.
7. Students are expected to follow the directions of the ISS supervisor. If there is a lack of cooperation, the student may be assigned an out of school suspension.
8. All assignments from the classroom teacher shall be completed and the student will return the assignments to their classroom teachers for credit.
9. Students are not to communicate in any way with other students without permission from the supervisor.
10. Students may not write notes, draw, or scribble on anything. Defacing school property can result in further ISS or out of school suspension.
11. Students are not to bring magazines into the ISS room. All other reading materials must be approved by the ISS supervisor and can only be used after assigned work is completed.
12. Students are not to sleep or rest with their heads in their arms or hands. They are expected to keep their heads off their desks.
13. Students must make up any time spent visiting the nurse during an ISS assignment.
14. Students who have an early dismissal slip for doctor, dentist, or other personal appointment, are to report the next day following the appointment. Verification for dismissal is mandatory.

SUSPENSION – OUT-OF-SCHOOL: A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's Individual Education Plan is not a suspension.

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - A. a written or oral statement of the charges
 - B. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - C. the student will be provided an opportunity to explain his or her conduct
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.